Education is like a tree - rooted, cultivated, and elevated as high as it dares to grow. From the pith of its core to the rings of years since past, its bark protects and empowers its journey like a newfound awareness.

From the light of life to the water in its roots, it grows ever higher. Every branch - a class, every stem - a new book, every twig - a new idea, and every leaf - a thought unlike any other.

And such is life, seasons change. Branches break. Trials and tribulation take root and alter its path upward.

It falls and it falters - its bark scarred by the elements while its leaves pour like tears. All the while, its nature is unceasing, and its potential, untapped. After all, it knows the beauty of falling is that it only affords the opportunity to continue its climb.

From its core, a growing tree springs and turns at every point, seemingly haphazardly, though, not haphazard at all. The fruition of its journey forms a crown that beckons our attention, our admiration, and our respect. But still, it grows - as its journey will never truly be complete.

Education is like a tree. Be a tree.  At HCC, we grow.
@HOMESTEADING

Beekeeping 101: If you’ve ever wanted to start your own backyard apiary, this class is for you. Learn everything you need to know to start your own backyard bee farm: from purchasing a nuc to processing your own honey.
   CSP4000 17323: Sa 2/4, 10a – 4p. Register by 1/27.
   CAB, Rm 7105, Main Campus.
   Fees: $68.

Homemade Dairy: This workshop will teach you all you need to know to begin making your own butter, yogurt and more in your very own kitchen. Learn the basics of cheese-making and the supplies you will need to make all your dairy dreams come true.
   CSP4000 17336: Sa 3/4, 10a – 1p. Register by 2/24.
   CAB, Rm 7105, Main Campus.
   Fees: $35.

Backyard Chickens: If you’ve ever been curious about what it takes to start your own flock and have fresh eggs every day, this workshop is for you. Learn about coops, breeds and chicken-keeping in general.
   CSP4000 17322: Sa 4/1, 10a – 1p. Register by 3/24.
   CAB, Rm 7105, Main Campus.
   Fees: $35.

Basic Fermentation: Krauts, Kvass, Kimchi and more – everything you ever wanted to know about fermented foods will be covered in this comprehensive workshop.
   CSP4000 17335: Sa 5/6, 10a – 3p. Register by 4/28.
   CAB, Rm 7105, Main Campus.
   Fees: $68.

@CLAY

Working Off the Wheel: So You Want to be a Mudhead: Learn the basics of hand building: pinching, coiling, and slab building or any combination of these things that can bring your clay objects to life. All levels welcome.
   CSP4000 17331: 8 wks, We 1/4 – 2/22, 6p – 9p instruction, We 4p – 6p optional lab. Register by 12/14.
   CAB, Rm 7221, Main Campus.
   Fees: $248 includes clay, glazes, firing and lab.

@WOOD/BASKETRY

Intro to Lutherie (Cigar Box and Stick Dulcimer): Learn the joy of building string instruments in this beginning lutherie class. This class is open to all levels of woodworkers and 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.
   CSP4000 17337: 6 wks, We 1/11 – 2/15, 5 – 9p.
   Register by 1/2.
   CAB, Rm 7221, Main Campus.
   Fees: $250.
Green-wood Spoon Carving: This introductory woodcarving class will teach students the basics of how to make beautiful & useful butter knives, spatulas & spoons from common Appalachian woods. All levels welcome.
CSP4000 17312: 4wks, Fr 1/20 - 2/10, 1p - 5p.
Register by 1/13.
CAB, Rm 7121, Main Campus.
Fees: $87 includes supplies.

Fly Rod Making: Build or restore your own fly rod. 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 to restore.
CSP4000 17323: 8 wks, Tu & Th 2/7 – 4/4, 7 – 9p.
Register by 1/31.
CAB, Rm 7221, Main Campus.
Fees: $350.

Intermediate Lutherie (Appalachian Banjo/Lap Dulcimer): This six-week course will be open to students with a comfortable understanding of woodworking. Together we will cover the basics and history of Appalachian Banjos and Lap Dulcimers. Students will complete at least one instrument of their own creation.
CSP4000 17338: 6 wks, We 3/1 – 4/5, 5 – 9 p.
Register by 2/20.
CAB, Rm 7121, Main Campus.
Fees: $250.

Birdhouse Baskets: Make a distinctive birdhouse while learning an easy to master basketry technique. Native materials, bird habits, basketry tips and more will all be up for discussion as we create this beautiful perennial favorite.
CSP4000 17364: Sa 3/18, 10a - 3p. Register by 3/10.
CAB, Rm 7121, Main Campus.
Fees: $55 includes supplies.

Advanced Lutherie (Guitar/Fiddle): This six-week course will be open to students with a solid understanding of woodworking. Together we will cover the basics and history of Guitars and Fiddles. Students will complete at least one instrument of their own creation.
Register by 4/10.
CAB, Rm 7121, Main Campus.
Fees: $250.

Appalachian Ribbed Baskets: Learn & create a regional artform. Students will create a potato basket or handled basket. Many basketry tips, uses of natural vines & the rich craft history of Western North Carolina will all be up for discussion in this 2 day workshop.
CSP4000 17366: Sa 5/6, 10a – 3p. Register by 4/28.
CAB, Rm 7121, Main Campus.
Fees: $55, includes supplies.

@METALS

Beginning Metal Jewelry: Have you ever wanted to make 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 & finishing options. All levels welcome.
CSP4000 17319: 8wks, Th 1/5 - 2/23, 6p - 9p.
Register by 12/16.
CAB, Rm 7231, Main Campus.
Fees: $156 includes supplies.

Rings in the New Year: Using the ring as a vehicle, we will refine our jewelry fabrication techniques through the process of making a variety of ring styles. Students will learn how to size & individualize their rings while expanding their skills in soldering, piercing, forming & design.
CSP4000 17307: 6wks, Tu 1/10 - 2/14, 1p - 4p.
Register by 1/20.
CAB, Rm 7231, Main Campus.
Fees: $118, includes many supplies.
Pre-requisite: Intermediate level course. Basic soldering, filing & sawing skills needed.

Enamel Play Day: Who says enameling has to be hard to learn? Learn the basics of applying enamel to copper shapes & some quick decorative tricks to add pizzazz to a simple color. All skill levels welcome.
CSP4000 17316: Sa 1/14, 10a - 3p. Register by 1/6/17.
CAB, Rm 7231, Main Campus.
Fees: $45, includes supplies.

Enamel Basics & Beyond: Explore the basics of this age-old technique of adding color to metal by fusing glass to the surface with a kiln. We will use opaque enamels to learn a variety of decorative techniques.
Register by 1/13.
CAB, Rm 7231, Main Campus.
Fees: $142, includes supplies.

@GLASS

Introduction to Stained Glass: In this course, students will learn the basics of stained glass art. Students will select & cut glass, grind & assemble stained glass windows. The course will focus on beginning students & take them through the complete copper foil stained glass process.
CSP4000 17310: 8wks, Mo 2/6 - 3/27, 2p – 4:30p.
Register by 1/31.
CAB, Rm 7121, Main Campus.
Fees: $165, students are responsible for purchasing glass, most other supplies included.

Glass Fusing for Fun: This class is an introduction to basic fusing vocabulary and techniques. Each student will make a 6 inch tile to use in a display stand or as a suncatcher.
CSP4000 17358: Sa 3/4, 9a – 1p. Register by 2/24.
CSP4000 17359: Sa 4/1, 9a – 1p. Register by 3/24.
CSP4000 17360: Sa 5/13, 9a – 1p. Register by 5/5.
CAB, Rm 7121, Main Campus.
Fees: $65, most supplies included.
@FIBER

Beginning Fiber Spinning: Thin lace or bulky, silky or curly, all are possible when making your own yarn. You just have to start with the basics. Students will turn raw fiber into finished yard. Spinning wheels provided.
CSP4000 17322: 2wks, Tu 1/10 - 1/17, 1p - 4p.
Register by 12/20.
CAB, Rm 7306B, Main Campus.
Fees: $46, includes supplies.

Secrets of Fair Isle Knitting: Fair Isle patterns are gorgeous but can look daunting. Learn to knit with two hands & in the round to make it so much simpler. Patterns are made with only 2 colors per row. All levels welcome.
CSP4000 17309: 3wks, We 1/11 - 1/25, 1p - 4p.
Register by 12/20.
CAB, Rm 7306B, Main Campus.
Fees: $64.

Contemporary Quilted Bag: You can take your fabric stash with you! Learn this "seam-ingly" complex, but simple quilting technique to make a gorgeous bag to carry your craft projects.
CSP4000 17320: 3wks, We 1/11 - 1/25, 6p - 9p.
Register by 12/20.
1400 bldg, Main level, Main Campus.
Fees: $78.

Creative Coiling: Fiber Vessels: Satisfy the creative calling (or coiling) by transforming inexpensive, easily accessible fiber scraps into baskets, coasters & purses.
CSP4000 17315: 4wks, Th 1/19 - 2/9, 2p - 5p.
Register by 1/12.
CAB, Rm 7306B, Main Campus.
Fees: $94.

Fabulous & Felted - Silk & Wool Scarf: This course will cover Nuno felting, a great way to make a scarf with texture, color & style. In this active class, students will learn to felt wool onto silk fabric & make a warm winter scarf or a fun lighter weight scarf for the rest of the year.
CSP4000 17313: Sa 1/21, 10a - 3:30p. Register by 1/13.
CAB, Rm 7306B, Main Campus.
Fees: $72, includes supplies.

Creative Fiber Spinning: Beyond the Basics: This class is all about designing your yarn. Students will learn how to control color & texture in spinning. We will explore color techniques that include spinning barber poll singles & fractal plying as well as texture techniques like spiral plying & corespinning.
CSP4000 17314: 4 wks, Tu 1/24 - 2/14, 6p - 9p.
Register by 1/17.
CAB, Rm 7306B, Main Campus.
Fees: $78, pre-requisite: Must be able to spin a consistent yarn.

Creative Coiling: Fiber Vessels:

Weaving Cloth from Rags: Put your rags to good – & beautiful – use! The class will look at several ways of designing with rags including color & weave effects, working with patterned cloth for ikat like effects, & working with two shuttles & some pattern weaving.
CSP4000 17347: 5 wks, Mo 2/6 - 3/6, 12:30 - 4:30p.
Register by 1/30.
CAB, Rm 7306B, Main Campus.
Fees: $165.

Dyeing & Spinning Silk: Explore the possibilities of dyeing & spinning silk fibers. Silk comes in hankies, bells, batts & sliver as well as blends. Learn what dyes are appropriate for silk & dye & spin various silk fibers.
CSP4000 17302: 3 wks, Tu 2/14 - 2/28, 2p - 5p.
Register by 2/2.
CAB, Rm 7306B, Main Campus.
Fees: $116. includes samples of silk fibers and dyes.

Rigid Heddle Weaving: Small Loom, Beautiful Cloth: The simplest weave structure is easy on the small, portable rigid heddle loom. Preparing the loom to weave is quick & it does all the work for you.
CSP4000 17306B: 6 wks, We 2/15 - 3/22, 1p - 5p.
Register by 2/8.
CAB, Rm 7306B, Main Campus.
Fees: $185. includes supplies.

Modern Mola: Learn the magic of modern mola using applique, reverse applique and embroidery stitches to produce a mola representing a local critter. Sewing machine not required; handwork used.
Register by 2/23.
CAB, Rm 7306B, Main Campus.
Fees: $65.

Big Stitch Hand Quilting: Learn the traditional rocker motion of hand quilting by using long stitches & high-contrast perle cotton. Experienced quilters can also employ this technique for ease and efficiency.
CAB, Rm 7306B, Main Campus.
Fees: $165.

Wear What You Weave: You've made cloth, now what? Learn to convert your handwoven cloth into clothing. Students will make wearable items from cloth they weave in class while discussing what cloth properties make the best clothes.
CSP4000 17365: 8 wks, Tu 3/28 - 5/16, 9a - 1p.
Register by 3/21.
CAB, Rm 7306B, Main Campus.
Fees: $240, supplies included but students may bring their own fiber.

Modern Monogram: Create a wall hanging, pillow, bag, etc. with a cool new monogram style for graduate, young mother or grandmother, or create a wall hanging with your favorite quote. All methods can be done by machine if desired.
CSP4000 17363: 4 wks, Th 4/6 - 4/27, 5 - 7p.
Register by 3/30.
CAB, Rm 7306B, Main Campus.
Fees: $65.
Winding & Beaming a Warp: Learn the essentials for achieving accuracy in your patterns & proper tension across your warp. This workshop will give the most beginning weaver a solid foundation for dressing their loom & the more advanced weaver new or refreshing techniques.

CAB, Rm 7306B, Main Campus.
Fees: $48.

More Easy Weaving: Beyond Plain Weave on the Rigid Heddle: Take your rigid heddle to the next level in this class that explores different & more intricate weave structures. Leave with beautiful, handwoven cloth for myriad uses.

CSP4000 17345: 5 wks, We 5/10 – 6/7, 1p – 5p.
Register by 5/3.
CAB, Rm 7306B, Main Campus.
Fees: $133.

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 techniques & learn to sandwich, quilt & bind your masterpiece.

CSP4000 17340: 10 wks, We 3/22 – 5/24, 9a – 2:30p.
Register by 3/15.
Fees: $180.

Register by 3/16.
Fees: $145.

Register by 3/17.
Fees: $180.
1400 bldg, Main level, Main Campus.

Upholstery: Have a sofa that’s old & worn out or a chair that has lost its beauty? If so, come make it new again. This course provides hands on experience in tool use, various equipment & techniques of the upholstery profession.

CSP4000 17343: 10 wks, Mo 3/20 – 5/22, 10a – 2:30p.
Register by 3/13.
Fees: $165.
1400 bldg, Lower level, Main Campus.

@PHOTOGRAPHY

Portraiture Photography: Throughout this class, students will hone the necessary skills that will enable them to photograph great portraits indoors and out while learning the history of portraiture and a basic understanding of Adobe Photoshop. Digital camera required, SLR preferred.

Register by 1/2.
CAB, Rm 7105, Main Campus.
Fees: $85.

iPhone Photography: Learn the basics of taking photographs with your iDevice. This course will cover the nuances of the default camera app for the iPhone, iPad & iPod Touch. We will also discuss various accessories & third party apps for taking & editing photographs.

CSP4000 17309: 4wks, Tu 1/17 - 2/7, 6p - 8p.
Register by 1/10.
CAB, Rm 7105, Main Campus.
Fees: $46.

DLSR Camera Basics: We will cover the ins & outs of shooting in full manual mode on your camera. We will talk about Focus, Aperture, Shutter Speed, White Balance, & ISO as well as composing photographs.

Register by 2/14.
CAB, Rm 7105, Main Campus.
Fees: $46.

Comprehensive Adobe Suite: This class will offer students a general understanding of Adobe Photoshop, Indesign and Illustrator. Each student will get hands-on experience with the programs. No previous experience is necessary. Students must bring a digital camera.

Register by 3/6.
CAB, Rm 7105, Main Campus.
Fees: $85.

@MUSIC

Vocal Class: This class addresses functional techniques in singing for students seeking to develop vocal and musical abilities. Beginner to intermediate levels welcome.

CSP4000 17345: 10 wks, Tu 1/10 – 3/21, 7 – 8:30p.
Register by 1/3.
CAB, Rm 7316, Main Campus.
Fees: $135.

Beginning Percussion: This class uses a system created by the instructor, designed to teach you how to read music beats, rests, time signatures, tempo markings, dynamics & articulations in just 10 classes through the use of basic percussion instruments.

CSP4000 17353: 10 wks, Tu 1/10 – 3/21, 5 – 6:30p.
Register by 1/3.
Register by 4/4.
CAB, Rm 7316, Main Campus.
Fees: $135.

String Class I: Students will learn basic concepts such as plucking, simple bow articulations, ear-training exercises, tuning, slurs, scales, and simple classical & folk tunes. Students will also learn practice techniques, as well as some ensemble and performance techniques in a fun & comfortable environment.

Register by 1/2.
CSP4000 17355: 10 wks, Mo 4/3 – 6/12, 5 – 6:30p.
Register by 3/27.
CAB, Rm 7316, Main Campus.
Fees: $135.
String Class II: String Class II will continue to build on the physical & 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.

CSP4000 17352: 10 wks, Mo 1/9 – 3/13. Register by 1/2.
CAB Rm 7316, Main Campus.
Fees: $135.

Beginning Guitar I: This class is designed for the absolute beginner. Students will learn the basics of tuning, open chord structures, strumming techniques & the beginning elements of rhythm & music theory.

CSP4000 17324: 8 wks, We 2/8 – 3/29, 4:15 – 5:15p, Register by 2/1.
CAB, Rm 7316, Main Campus.
Fees: $115.

Beginning Classical Guitar: For the experienced guitarist who wants to learn classical guitar & technique. Expand your musical skills. Apply & build upon knowledge of guitar basics while learning classical & finger style technique.

CSP4000 17325: 8 wks, We 2/8 – 3/29, 3p- 4p.
Register by 2/1.
CAB, Rm 7316, Main Campus.
Fees: $115.

*Students will need to provide their own instruments for music classes. Please call 828-565-4240 for rental information.

Introduction to Bladesmithing: This class is for beginning knife-makers. Students will be introduced to the concepts and techniques needed to make a knife. Students are taught metal selection and blade function. Different blade design will be discussed. Hand forging to shape, normalizing, heat treating, grinding and tempering will all be taught. These semi-finished blades will be tested for their cutting ability, edge holding, hardness and flexibility. Students should be able to make a blade which will pass the equivalent of a Journeyman Smith Performance Test. Successful completion of this course will reduce the required three (3) year waiting period as an ABS Journeyman Smith judging in two years.

Instructor: Greg Neely and Harvey Dean, ABS Certified Master Bladesmiths.
Fee: $1001.25.

Spring Smoky Mountain Hammer-In: The Great Smoky Mountain Hammer In at Haywood Community College is sponsored by the American Bladesmith Society (ABS). The Hammer In brings Master Bladesmiths, forging enthusiasts, and knife collectors from across the United States to demonstrate their skills and to learn the art and science of hand forged knife making. Master Bladesmiths will give demonstrations and hold classes on a number of topics ranging from coal and gas forging to fabrication of handles and guards and engraving. Participants are encouraged to pre-register for the event, but they may also register at the door on the day of the event. The public is invited to participate and experience knife making in the time honored tradition of the American Bladesmith Society.

Instructor: Steve Dunn, ABS Certified Master Bladesmith.
CSP4000 17260: March 24-26, 2017.
Fee: $76.25.

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 and hidden 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.

Instructor: James Rodebaugh, ABS Certified Master Bladesmith.
CSP4000 17263: June 5-9, 2017.
Fee: $801.25.

@AMERICAN BLADESMITH SOCIETY

Survival Knife: This class is for participants that possess the skill and knowledge to forge and grind blades prior to this class. Students will be instructed on how to construct a survival knife. Instruction will discuss handle material choices, pin stock, adhesives and overall finish. Material and supplies will be provided to forge and grind a blade. Students are welcome to bring their own handle material.

Instructor: Burt Foster, ABS Certified Master Bladesmith.
Fee: $501.25.
Backyard homesteading started out as a labor of love for Lindsay Williamson. Now it comes as second nature. Lindsay embarked on the journey to find alternatives for her family who suffered from food sensitivities. The flavor and nutritional value of sprouting and grinding her own einkorn, baking her own bread, processing her own honey, grinding her own corn and meat, making her own cheese, and fermenting foods ensures that she is providing only the best for her family. Lindsay also makes natural alternatives to over the counter medicines, creates lip balm and teas, grows and dries herbs, forages in her backyard, and raises bees and chickens.

As if this isn’t enough, she helps with her partner’s upscale casual restaurant and caters barbeque and all the fixings to events and festivals.

Lindsay moved to North Carolina ten years ago to help in the restaurant. “It’s a goldmine here,” she says. “I could keep learning forever here.”

As a suburban homesteader, Lindsay’s days tend to be unique. Baking with sourdough, her kids have a most unusual pet in the sourdough starter and like feeding it. Sometimes, Lindsay will tell them to go forage in the yard or bring her some herbs from the garden and then they will proceed to make a meal out of the found items. About once a month, Lindsay enjoys driving to a dairy farm in nearby South Carolina for a supply of fresh milk. Lindsay is very interested in the probiotic properties of fermenting foods. She explains that this method of preserving contains a high amount of Vitamin C and encourages good bacteria. The range of foods she ferments is quite wide ranging from sour kraut and fruit spreads to yogurt, kefir, and cider. She says this method boosts nutrients in the food.

Lindsay describes herself as being closest to the style of a biodynamic beekeeper. “I use no chemicals and intervene with the bees as little as possible,” she explains. “Making honey is a bee’s life work. Every hive has its own personality determined by their queen.”

Lindsay has 3 different types of hives for a total of twelve. Every year, she mentors a new beekeeper. She believes honey is a special gift, one her sons enjoy every day. One of the most recent projects Lindsay has embarked on is a company she runs with her partner, Farmhouse BBQ. They smoke beef brisket and pork in a smoker built from found parts. The meat, along with sides, are served at large events, caterings, festivals, and breweries. They cook with 100% oak wood and use free-roaming meat without hormones or antibiotics. The brisket is grass-fed and the pork is pasture raised and heritage breeds. “Our mission is to feed the community how we would feed our own family.”

Backyard Homesteader, Bee Charmer, & Forager
WANT TO HOMESTEAD?

Beekeeping 101
Saturday, Feb 4
10a – 6p $68

Homemade Dairy
Saturday, Mar 4
10a – 1p $35

Backyard Chickens
Saturday, Apr 1
10a – 1p $35

Basic Fermentation
Saturday, May 6
10a – 4p $68
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 healthcare. 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.

- 25461: Mo, Tu, and Th, 5:30p-9:30p, 8/22-12/5.
- 25462: Mo, We, 8:15a-2:45p, 8/22-12/5.

Day and evening classes will also be available Jan 2017.
Fee: $227.25.
Prerequisite: High School Diploma, HSE or reading test results at a 9th grade level or above.

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.

- Classes: Tu and Th 6p-9p.
- 25560: 1/10/17 -4/18/17.

Clinical hours will be outside of class time.
Fee: $252.25.
Prerequisite: High School Diploma or HSE.

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.

Dates to be announced.
Fee: $80.00.
Prerequisite: High School Diploma or HSE and current listing on NC Nurse Aide I Registry.

EMS Certification Training
Medical Responder
- HSE/HS Diploma required
- Field rotations are available

EMT-Basic Initial Course-Traditional Classroom:
- HSE/HS Diploma and ACCUPLACER placement test required
- 24 hours of field rotations required

EMT-Intermediate Initial Course:
- High School Diploma/HSE, ACCUPLACER placement test required
- Physical, Immunizations, Drug Screening, and Criminal background check required
- 96 hours of clinical rotations required

Placement Testing: To schedule a placement test, contact Debbie Rowland at 828.627.4607
Continuing Education for EMS and Prehospital Personnel: Monthly courses are held at the local fire departments within Haywood County.

ONLINE BLS and ALS Continuing Education for EMS and Prehospital Personnel: 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!

ONLINE Critical Care Continuing Education for EMS and Prehospital Personnel: Monthly courses are held online for Critical Care level EMS and prehospital personnel. Credit hours are granted upon successful completion of the course requirements.

CPR/First Aid/ACLS/ACLS EP/PALS
- HCC is Haywood County’s only American Heart Association Training Center.
- Are you a healthcare provider needing to renew your CPR card for work? Call us and we can help!
- COMMUNITY CPR Classes are held monthly at Haywood Community College for CPR/First Aid for members of the community.

AMLS/PHTLS/PEPP
- AMLS/PHTLS/PEPP courses scheduled on a regular basis throughout the year

For more information on EMS training, please contact Nathan Rickman, HCC EMS Coordinator nmrickman@haywood.edu or 828.565.4103

@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.

The next delivery of the Basic Law Enforcement Training will be a day class that will begin in May of 2016. Orientation for the class will be on March 14th, 2017. If you would like to be included on the Informational meeting or for more information on the BLET program, please contact Scott Sutton 828.565.4241 or rssutton@haywood.edu

In-service Training - Mandatory in-service training for law enforcement personnel will be offered throughout the year. The topics will be posted at times and locations TBD. For further information or to pre-register, call Tyler Trantham at 828.627.4548 pttrantham@haywood.edu

@FIRE AND RESCUE CLASSES

For more information concerning Fire and Rescue Training, please visit www.haywood.edu. Dee Massey, Fire Coordinator, can be reached at dmassey@haywood.edu or at 828.565.4247.

Haywood Community College Fire Academy will begin 1/9. Registration Fees range from $70-$180 depending on the hours of class. There is no charge for registration for anyone that is an active member of a fire department (volunteer or paid).

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

1st Annual Wilderness Weekend April 6–9
Camp Hope for Public Safety: Haywood Community College and Haywood County Emergency Management will be hosting a Search and Rescue Weekend Academy beginning April 6th, at Camp Hope in Cruso, NC.

Classes include the following:

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<td>Basic ropes</td>
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<tr>
<td>Drones for Search and Rescue</td>
<td>April 8</td>
<td>7p-9p</td>
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There will be bunk style lodging on-site or you are welcome to pitch a tent. Make sure to bring a sleeping bag! Food will be provided for $100/person. Food cannot be pro-rated. To register, call Dee Massey at 828.565.4247 or email dmassey@haywood.edu
Program Opportunities

- Adult High School (AHS).
- High School Equivalency Diploma.
- Adult Basic Education (ABE).
- English as a Second Language (ESL).
- Career College.
- GED and HiSET Testing.
- TABE Testing for BLET, EMT, Medical Responder, Nurse Aide, and NCWorks.
- WorkKeys Testing for employment (Evergreen Packaging and other employers).

All classes are year-round and free-of-charge. Orientation to classes is required and is held weekly. To register for Orientation, please call 828.627.4648.

The Adult High School (AHS) program is comprised of students who range from sixteen years of age to adulthood. The program offers the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, participants will be able to determine the number of high school credits needed and work to complete the study for a diploma. The Adult High School diploma is issued locally through a partnership between the college and Haywood County Schools. This diploma is honored and accepted at community colleges, most private colleges, many universities, the military services and by employers as any other high school diploma earned across the nation. There is no cost to the student for tuition, books or materials. For more information, please call 828.627.4648.

Mo-Fr, 8a-12:30p, Room 318, Main Campus.
Online classes are also available.
Fees: Free.

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

Mo-Th, 8a-12p, Room 335-B, Main Campus.
Mo-Th, 9a-12p, Room 380, Main Campus.
Mo-Th, 5:30p-8:30p, Room 335-B, Main Campus.
Online classes are also available.
Fees: Free classes and materials. GED Testing and HiSET do charge fees for the tests. The Haywood Community College Foundation has established a scholarship fund for qualified students who need assistance with the testing fees. For more information, please call 828.627.4648.

College and 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.

Contact Patricia Smith at 828.627.4618 or psmith@haywood.edu.
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. For more information, please call 828.627.4648.

Mo-Th, 8a-12p, Main Campus.
Mo-Th, 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 828.627.4648.

Mo-Th, 9a-1p, Clyde Central United Methodist Church
Mo and We, 6p-8p, Bethel Baptist.
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.

Mo-Fr, 8a-3:30p, Main Campus.
For more information, please call 828.627.4648.

Authorized Pearson Vue GED® and 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:
Mo, Tu, and Th, 8a–6p.
We, 8a–8p.
Fr, 8a–4p.
Fees: GED is $20 for each exam and HiSET is $15. Scholarships are available for qualified students.

For more information regarding testing or scholarships, please contact Rachel Clark at 828.627.4700 or email rsclark@haywood.edu.

College and Career Readiness Testing Schedule for BLET, EMT, Medical Responder, Nurse Aide, and NC Works Testing Requirements
1) To schedule your test, please call 828.627.4648. Available times are Mo at 1p, Tu at 5:15p, and Fr at 10a.
2) If you are age eighteen or over, you must be the person to call. Due to the FERPA regulations, other individuals are not allowed to schedule for you. Also, scores cannot be released to anyone other than the individual who was tested.
3) College and Career Readiness is located in the 300 building in Suite 372.
4) Once scheduled, you have a designated day and 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 ten-fifteen minutes prior to your testing time. Allow approximately forty-five 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.

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 November 2016
Excel 2013 Core Essentials: This one-level course covers all the essentials of Microsoft Excel 2013. Topics covered include the new Flash Fill feature, using formulas and functions, inserting PivotTables and PivotCharts, and customizing the interface. Material is also included on how to format text, data, and workbooks; insert art and objects; and chart data. Classes are Tuesday and Thursday from 5p until 9:30p.

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Excel 2013 Advanced Essentials: Microsoft Excel 2013 has lots of time-saving tools. Do you know how to make the most of them? The modules in the course will show you how! This advanced course covers a wide range of topics, including advanced formula tasks, working with named ranges, using advanced functions, resolving formula errors, managing data, outlining and grouping data, working with scenarios, using Solver, the Analysis ToolPak, PivotTable features, using PowerPivot, and developing macros. Classes are Tuesday, Wednesday and Thursday from 5p until 9:30p.

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Outlook 2013 Core Essentials: This one-level course gives students the skills they need to get the most from Microsoft Outlook 2013. With twelve easy-to-understand modules, students learn skills that progress from basic right through to the advanced advance level. Classes are Monday and Wednesday from 5p until 9:30p.

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Outlook 2013 Advanced Essentials: Microsoft Outlook 2013 is a communication and organization tool that has a wealth of features. This course takes an in-depth look at those features through 12 modules, with topics like using the Favorites list, working with search folders, creating rules, using categories, managing junk mail, sharing your calendar, scheduling meetings with Microsoft Exchange Server, Exchange Server mailbox features, using signatures, organizing data, managing personal folders, and using Outlook profiles. Classes are Monday and Wednesday from 5p until 9:30p.

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Other popular computer classes such as Access, Word, PowerPoint, and Windows 10 are available. Visit our Computer Training website or call 828.627.4669 for more information.
**HUMAN RESOURCES 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 is tuition-free if the participant qualifies for at least one of the following items:

- I am currently unemployed
- I have received notification of a pending layoff
- I am working and eligible for the Federal Earned Income Tax Credit
- I am working and earn wages at or below two hundred percent (200%) of the federal poverty guidelines.

Courses are beginning Jan 10 at the West Waynesville campus. 23 Hendrix Street, Waynesville, NC 28786.

All classes are 4 hours on Tu and Th from 9a – 1p

1) Working Smart 10 days
2) Emotional Intelligence 2 days
3) Goal Setting 2 days
4) Self-Leadership 2 days
5) Time Management 2 days
6) Getting Stuff Done 4 days
7) Critical Thinking 4 days
8) Building Your Assertiveness Skills 2 days
9) Conflict Resolution 2 days
10) Influence and Persuasion 2 days

Please email Janis Rowe at jrowe@haywood.edu for more information. For information on class schedules, visit the Workforce Continuing Education webpage or call 828.564.5128.

**ED2GO**

ED2GO – Online Classes that fit your life: We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Topics include:

- Accounting and Finance
- College Readiness
- Design and Composition
- Language and Arts
- Personal Development
- Technology
- Business
- Computer Applications
- Healthcare and Medical
- Law and Legal
- Teaching and Education
- Writing and Publishing

For more information on the following courses, please contact the Continuing Education department at 828.627.4669.

**DRONES**

Drones – Guidelines to Ethical Flight:
3 wks Mo 4/10 – 4/24 5:30p – 7:30p
For more Information call 828.564.5128

**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. The required textbook, Notary Public Guidebook for North Carolina, 10th Edition is available at HCC’s Bookstore. 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.

- CSP-4000-17251 Jan 7 9 a – 4:30 p
- CSP-4000-17252 Feb 4 9 a – 4:30 p
- CSP-4000-17253 Mar 4 9 a – 4:30 p
- CSP-4000-17254 Apr 1 9 a – 4:30 p
- CSP-4000-17255 May 6 9 a – 4:30 p
- CSP-4000-17256 Jun 3 9 a – 4:30 p
- CSP-4000-17257 Jul 8 9 a – 4:30 p

Course Fee: $70 + Required Textbook
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 4 hour course. The Safe Driving Program may prevent assessment of insurance points or premium surcharges on your policy and/or points on your North Carolina driver’s license. This program is made available by the 30th Judicial District (Haywood, Jackson, Swain, Clay, Cherokee, Macon, and Graham Counties). Anyone may take advantage of this class, even if you have not received a ticket. 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.

**You will need your driver’s license and $60 to register for the Defensive Driving class**

To Register:
Please use the registration form and complete the appropriate sections and bring along with your driver’s license and $60 to Enrollment Management located in the Student Services Building. Drivers must register three business days prior to the class. No late arrivals will be admitted to class. Refunds will NOT be granted for failure to attend class. No personal checks will be accepted for this class. Course held monthly on Mondays from 6p – 10p.

- CSP-9917-02010 Jan 9
- CSP-9917-02011 Feb 6
- CSP-9917-02012 Mar 6
- CSP-9917-02013 Apr 3
- CSP-9917-02014 May 8
- CSP-9917-02015 Jun 5
- CSP-9917-02016 Jul 10
- CSP-9917-02017 Aug 7

For more information, please contact the Continuing Education Department at 828.627.4669.
Nina Cicman, Haywood Community College Pre-Nursing student, is passionate about working with the elderly. After finishing the college’s Nurse Aide program, she is now enrolled in classes to prepare her for the Nursing program.

“I learn so much from the elderly,” Cicman explains. “I want to be there for them. I want to listen to them and help them.”

Cicman is eager to return to work after taking time off to adjust to becoming a foster parent to two girls. When she worked at nursing homes and retirement centers, she enjoyed what she did. “I was sad to leave these elderly patients at the end of the day.”

Through HCC’s Nurse Aide course, students attend a mix of instruction and clinical hours taught by a registered nurse. The course prepares students to play a key role in keeping nurses up-to-date on vital information about the condition of patients. Nurse aides have extensive daily contact with patients as caregivers who help patients of all ages perform the most basic day-to-day tasks.

Originally from Peru, Cicman came to the United States at the age of 17 to live with her grandfather and attend school. She went to college in New York before moving to Haywood County to be close to her sisters.

“Everyone at HCC is so nice and helpful,” Cicman says. “I really enjoyed the clinical rotations of the nurse aide program where I was paired up with a Certified Nursing Assistant. I was able to learn from the CNA while helping her with her tasks.”

The next Nurse Aide courses at HCC will be a day class beginning Jan 11 and ending Apr 24. Classes will meet Mondays and Wednesdays from 8:15a to 2:45p. Night classes will also begin on Jan 11 and end on Apr 25. These classes will meet on Mondays, Tuesdays, and Wednesdays from 5:30 to 9:30p.

Prerequisites for the course is a high school diploma, HSE, or reading test results at ninth grade level or above. For more information, please call 828.565.4145 or email sfischer@haywood.edu.
How to Find Your Customers: Market research isn’t just for startups; it’s an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you the critical information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition and potential customers interested in your proposed product or service.

Th, Feb 16 / 6p – 9p / Speaker: TenBiz

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

Tu, Feb 21 / 5:30p – 8:30p / Speaker: Russ Seagle

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

Th, Feb 23 / 6p – 9p / Speaker: TenBiz

Choosing Your Legal Structure: 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 the legal implications of each.

Tu, Feb 28 / 5:30p – 7:30p / Speaker: Chase Wells

Your Small Business Taxes: 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.

Tu, Mar 14 / 10a – noon / Speaker: Karen Bargsley, NC Department of Revenue

Marketing Your Business: Marketing for the 21st Century small business is more dynamic and challenging than ever. Gain insights to understand and reach your customer, analyze your industry, business environment, and differentiate between branding, advertising, and grassroots marketing techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

Th, Mar 16 / 6p – 9p / Speaker: TenBiz

@GENERAL BUSINESS SEMINARS

HR Basics for Small Business: As your business grows, and you add employees to the mix, small business ownership may become a bit daunting. Without a dedicated and specialized HR team, these employee relations functions will land with you. It is critical that you equip yourself with the knowledge to be both
legally compliant, and set your business up as a great place to work. This 3 hour session will lead you through the basics in an incredibly informative and fun manner.

**QuickBooks & Tax Seminars**

**Year End Tax Planning & Organization:** Avoid the stress and complications down the road with effective tax planning and record organization techniques for the small business owner. Your instructor, a local CPA, will share with you common tax deductions available to both small business owners and solo-entrepreneurs. Additionally, we will review IRS requirements for year-end tax documentation. What records to keep, what to send and how long you need to keep everything on file.

**Intro to QuickBooks:** Is it time to finally get your books in order? Are you tired of not knowing if you are making or losing money throughout the year? QuickBooks 1 is your introduction to computerized accounting software. This class is the first class of a two part series. During this lesson, we will review the different versions of QuickBooks (PC vs Apple and Desktop vs Online) and determine which version is best for your business. Additionally, we will review how to customize this program for your business based on your specific industry. Please bring a thumb drive to back up your work. Basic computer knowledge is a prerequisite.

**QuickBooks 2:** Are you ready to send invoices, pay bills and record deposits on a computer? This class is the second in a two-part series which picks up where QuickBooks 1 concluded. The class will include reviewing the year-end bookkeeping checklist and so much more. Please bring a thumb drive to back up your work. Basic computer knowledge is a prerequisite. If you missed QuickBooks 1 you are welcome to join us for QuickBooks 2.

**Customer Service for Small Business:** Giving great customer service will give you an advantage you need to survive in today’s tough business climate. This customer service session will give you the skills needed to communicate professionalism, strengthen customer relationships and secure a competitive advantage through customer service excellence.

**Message Mapping:** What Is Message Mapping? “If you can’t tell me what you do in 15 seconds, I’m not buying, I’m not investing, and I’m not interested.” Sound familiar? Creating a message map for your company will ensure you can pitch your product (or business, or idea, or…) in a simple and compelling way. All companies need a message suite to consistently share the same information to anyone listening. What about your company? When was the last time you actually worked on your message to ensure your “sound bites” are clear, concise and consistent? In this workshop, you will learn the three steps to creating a message map that will give you a road map for your conversations, enhance your brand and boost your sales.

**Using WordPress to Blog for Your Business:** Perhaps you have heard that WordPress is an easy way to post progressive dialogue about your business on the Internet… but how do you get started? Join us to learn how to get your content, photos and voice onto the Internet.

**Using WordPress to Build a Website for Your Business:** Having a web presence is critical for any business. Learn how to build your business’ web platform with WordPress, one of the most popular website publishing platforms on the open source market. Topics covered will be: Initial setup, Inserting content, selecting the correct template, selecting the correct plugins, optimization, and security. This class is great for beginners and advanced users. Laptop recommended, but not required.

**A Guide to Selling on Amazon:** Amazon is the leading online marketplace for selling handmade goods, vintage items and craft supplies. Learn how to register and start selling on Amazon. Share the story of your craft in your profile, item photos, and shop banner. Escape the 9-5 grind and focus on your passion.

**A Guide to Selling on Etsy:** Etsy is a rapidly growing online marketplace for selling handmade goods, vintage items and craft supplies. 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.

**Bridging the Digital Divide:** This course will inform business owners on web-based resources and tools that can streamline day-to-day operations for their business and alleviate stress from the digital world. Topics covered include: website tracking using Google Analytics, Search Engine Optimization, blogging platforms, WordPress, social media basics, and many web-based applications that are free to use online (Evernote, Dropbox, AnyMeeting, Mint, etc).

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eBay Build Your Business: 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!

Th, Apr 27 / 1p – 4p / Speaker: Nick Hawks

ONE DAY SEMINARS AND SUMMITS

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

Feb 22 & Apr 20 / 11a – 1p

Professional Crafts Summit: Experience a one day conference specifically designed to address needs and challenges faced by current and prospective craft artist business owners. Arts based businesses are unique ventures and require special business planning methods. This not to miss one day event will provide you with the tools needed to move your business forward. Take this opportunity to network with fellow and prospective craft artists, learning skills and the power of collaboration along the way.

We, Apr 26 / 9a – 5p / Sponsored by The Carolina Small Business Development Fund

MARKETING SUMMIT – DIGITAL MEDIA

This one-day, multi track summit is geared toward current and prospective business owners that are interested in getting more out of their digital marketing experience. Learn how Email, Twitter, Facebook and Instagram can impact your marketing strategy. Learn valuable tools to assist in developing basic graphics for, scheduling and managing your social media outlets to save you time and develop a brand following.

Th, Mar 23 / Speaker: Lady Bizness & Activate Business Solutions

TRACK 1 – SOCIAL MEDIA

Facebook Made Easy: Every business should have a Facebook page! Learn how to use your page to brand your business and engage your customers.

8a – 10a

Monetize Your Ideas Online: Have a great idea for offering services and products online to expand your brand? There are plenty of ways to increase your bottom line and monetize your ideas.

10:30a – 12:30p

Instagram Made Easy: Instagram is the “it” thing in social media. Find out how your business can benefit from this platform and grow sales online.

1:30p – 3:30p

TOOLS FOR SOCIAL MEDIA

Monetize Your Ideas Online: If you are on social media you know that it can be time consuming. You may often wonder, what tools do I use and how do I put it all together? This course is hands-on and attendees will learn how to use multiple platforms to help create a consistent and connected social media presence. Who doesn’t want to tie accounts to helpful apps, add services to help your brand grow, and create a hub for all your social media?

4p – 6p

TRACK 2 – EMAIL MARKETING

The Power of the Inbox: Email Marketing for your Small Business: You’ll leave with ideas and strategies to capture new contacts, grow your list, and leverage this powerful tool to build your business to a new level. What is the first impression you give when they see you in their email inbox? And when they see you there, what do they do? This powerful topic takes you through the keys to effective email marketing: what it really is (and isn’t), what it can do for your business, and the five easy steps you must take to harness the power of the inbox. From revealing why regular email doesn’t work, to insider tips and techniques like automated list building tools and the design elements that work (and those that don’t!), this seminar will give you the keys to the most effective marketing you can do: email marketing.

8a – 10a

Build Your Business: 30 Ways to Grow Your Email List: Having an interested and qualified list of contacts that you can stay top of mind with is vital to every business. Continuing to grow that list is just as important. In this workshop we will show you 30 easy ways to grow your contact list today! Join us for “30 Ways to Grow Your List” workshop - you’ll leave with ideas and strategies to capture new contacts, grow your list and take action to help move your business forward. Your list is THE foundation from which you can build more and more effective online marketing campaigns to help your business or organization grow into the future!

1:30p – 3:30p

How to Create Top Shelf Email Marketing for Your Small Business: Hands-On Workshop. In this session you’ll learn hands on, in real-time, in an email marketing account, from a Master Certified Constant Contact trainer. We will walk you through, step-by-step, how to create highly effective email marketing. During this seminar you will learn how to create a mobile friendly template, brand-match your email with colors and themes, the secrets of pre-header tax, how to avoid the spam trap and more.

4p – 6p

ON DEMAND

The HCC Small Business Center now offers online small business seminars at the touch of your fingertips! HCC SBC OnDemand provides flexible training opportunities at a time and location that is convenient for you. Visit SBC.Haywood.edu to access online content on topics including Business Planning Basics, Small Business Taxes, Human Resources, and more.
When Jesse Shapiro was in high school, he knew if he didn’t make a move away from his group of friends, he would be headed down the same road as they were. It was a troubled road with no real direction and no plan for the future. As a senior, he decided to enlist in the Army. Jesse finished Smoky Mountain High School six months early and entered the Army at age 17.

Jesse knows this is the best move he could have made. During his four years of service, he traveled to 17 countries, shared a camaraderie that can’t be found anywhere else, and learned a strong work ethic along with the true meaning of respect.

Perhaps one of the biggest take-aways for Jesse is the strong set of skills he now puts on his resume. In the Army, he finished Military Police Investigation School and Protective Service Details Schools. While serving in Afghanistan, Germany, and Morocco as Military Police, Jesse stockpiled hands-on experience that is hard to come by for someone his age.

After four years of service, Jesse found himself medically retired. That’s when he decided to make a career out of his skills. He enrolled in Basic Law Enforcement Training at HCC. Bringing his experience to the program, he found a perfect fit.

“It is like second nature to me to want to help people,” Jesse explains. “If I see a stranded motorist or wreck along the road, I am going to pull over.”

Jesse says the HCC BLET program brought in a broad spectrum of instructors that were specialists in their field. This brought unique perspectives to the students. For the BLET program, Jesse used the GI Bill to pay for classes. In addition, he received some credit for his military service.

Since finishing the program in September, Jesse is now interviewing for multiple jobs.
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:................................................................................................................Q Home  Q Business  Q Cell

Email: ________________________________________________________________

Date of Birth (Month/Day/Year)__________/__________/__________

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

Ethnic Origin: Are You?  Employment Status:
                   Q Hispanic/Latino       Q Non Hispanic
                   Q Retired (R)
Select One or More Races:       Q Unemployed - not seeking (UN)
                   Q American/Alaska Native  Q Asian
                   Q Unemployed - seeking (US)
                   Q Black or African American  Q White
                   Q Employed 1-10 hours (E1)
                   Q Hawaiian/Pacific Islander
                   Q Employed 11-20 hours (E2)
                   Q White
                   Q Employed 21-39 hours (E3)
                   Q Employed 40 hours or more (E4)

Gender: Q Male       Q 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:_________________________________________

Q GED       Q Adult High School       Q 1-Yr. Vocational Diploma
Q Bachelor’s Degree       Q Associates Degree
Q Master’s Degree or Higher

SIGNATURE:____________________________________________________________________
DATE:______________________________

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

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

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

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

Name _____________________________________________ Date ________________

Total Amount Enclosed $____________________

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

(For Office Use Only)

Colleague ID# ___________________________ Entered By ___________________________ Date __________________

If you have a documented disability that may have some impact on your work in this course and for which you may require accommodations, please contact the Coordinator of Disability Services in the Student Services Building (call at 828 627-4504). You will be required to provide documentation.
BASIC LAW ENFORCEMENT TRAINING

LEARN MORE
828.565.4241
rssutton@haywood.edu
Padgett & Freeman
Architects, PA
Asheville, North Carolina
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CLASSROOM BUILDING

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LAW ENFORCEMENT // FIRE // EMS
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