HCC’s Workforce Continuing Education Team
Providing needs for Haywood County

HAYWOOD COMMUNITY COLLEGE
When you think about Continuing Education, you think about Law Enforcement, EMS and Fire. These are all folks that are required to complete classes every year to stay current and up-to-date in their jobs.

However, from an industry standpoint, continuing education is available to upgrade the skills of folks you may have working for you. From computer skills to technical skills, the courses are accessible for everyone. And when you look from the community side of things, then you’re going to look at the Creative Arts, where you can come in and learn a new hobby, new skill or new career.

We have many people at HCC that want to run their own business, but also big businesses come here, too. It’s an ever-changing world for everybody. We’re trying to stay on top of what you may need. It’s fun. It’s interesting. And it’s also fast-paced.

We try to keep things fresh and innovative with what we are doing. But, I think it also speaks volumes about the culture here at Haywood Community College. We want to be the leader. We want to be out front trying to help people, whether it be small or big business, our public services or whomever — we want to mean something to every person in this community.
ARE YOU AN HCC ALUMNUS?

We want to hear from you!
Share your success story with us at:
hcc-alumni@haywood.edu

or tag us on social media:
@haywoodcc @haywoodcommunitycollege

TAKING A CLASS WITH US?

Share a photo of your experience and tag us!
And make sure to follow us on social media to stay up-to-date with our events and news.

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

Register and pay by the registration deadline to ensure a spot in class. Students must withdraw prior to the start date of class to receive a refund. For the most updated information on classes, events, facilities, registration and directions, please visit creativearts.haywood.edu.

Please contact hcc-creativearts@haywood.edu or (828) 565-4240 with questions or to register.

**CLAY**

**POTS FOR PLANTS**

Students in this class will explore the primary techniques of pottery construction: pinching, slumping, coiling and slab work. This short course is a fun introduction to working with clay. Instructor: Laurey-Faye Dean. Class meets on Saturdays.

**Cost:** $86  
**Location:** Creative Arts Building, room 7221

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<tr>
<th>Course Code</th>
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<tr>
<td>CSP 4000 24211</td>
<td>2/9-2/23</td>
<td>10 a.m.-12 p.m.</td>
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<td>CSP 4000 24218</td>
<td>5/11-5/25</td>
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**BEGINNING WHEEL THROWING**

This course is designed for students who have never played with clay as well as those who want to improve beginner level wheel techniques. Students will learn to center clay, become familiar with basic throwing moves, glazing techniques and loading and unloading a kiln. Instructor: Laurey-Faye Dean. Class meets on Wednesdays.

**Cost:** $180  
**Location:** Creative Arts Building, room 7221

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<td>CSP 4000 24212</td>
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<td>Registration Deadline: 7/3</td>
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**FIBER**

**BEGINNING FLOOR LOOM WEAVING**

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...
In our Creative Arts Continuing Education program, we offer classes for everyone: beginners, ongoing classes that are project based and accommodate a variety of skill levels, and those wishing to pick up a new or more advanced technique.

Our classes are for fun, but we do have people that take the education and run with it – some even starting their own businesses or those who come back and teach classes for us.

I’m a graduate of the professional crafts program and like to source our instructors from HCC alumni and also locally from the surrounding area. Haywood County is particularly saturated with craftspeople who are experts in their media and we are fortunate that so many want to share that knowledge with our students.

New to our program is the American Bladesmith Society and our growing blacksmith classes at our 10 forges. We recently hired Joshua Lyle and Ken Hall, ABS Journeyman Smiths, who join instructor Matthew Shirey as we work to expand our offerings at the forge. We’re really excited about all the different ways we are able to accommodate the needs of the community. Our program is flexible and runs all year – we have summer, fall, winter and spring classes that can be any size or shape! We offer weekend workshops and evening classes for students who have day jobs and want to pick up a new hobby or refine their skill set and we also offer a variety of day classes through the week. If you’re looking for a class, medium or skill and don’t see it, call me! I’m happy to do what I can to continue to grow fresh crops of classes.
BEGINNING WEAVING: RIGID HEDDLE
Over, under, then under, over. The simplest weave structure is easy on the small, portable rigid heddle loom. Preparing the loom to weave is quick and it does all the work for you. We will play with color and texture and introduce some finger manipulated techniques and the option of using more than one heddle. Weave at least one scarf or two towels or placemats during your time in class. Instructor: Deanna Lynch. Class meets on Wednesdays.

Cost: $150
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24169 1/9-2/6 9 a.m.-12 p.m.
Registration Deadline: 1/4

ADVANCED WEAVING: RIGID HEDDLE
If you know how to warp your loom and are looking for ways to diversify your rigid heddle projects, this is the class for you. Learn about hand-manipulated techniques, using supplemental warp and wefts, and how to use more than one heddle. We will also discuss project planning, using finer yarns, and how to convert weave drafts for rigid heddle. Instructor: Deanna Lynch. Class meets on Wednesdays.

Cost: $155
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24168 4/22-4/29 9 a.m.-1 p.m.
Registration Deadline: 4/15

DRAFTING FOR HANDWEAVING
A weaving draft is a weaving pattern. If you can learn to decipher them, you can weave any pattern. This one-day class will walk you through what all the parts of a weave draft mean and how to use them in your project planning. We will also talk about how you can use weave drafts to develop patterns for your floor loom or rigid heddle loom. Instructor: Deanna Lynch.

Cost: $45
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24241 5/1-5/2 10 a.m.-2 p.m.
Registration Deadline: 5/1

BUILD YOUR OWN LOOM
You don’t need big, expensive equipment to learn to weave! All over the world people have been weaving on simple looms for centuries. In this class you will be introduced to several types of basic looms and build one that you can take home. We will go over basic weaving principles as well – no experience necessary! Instructor: Deanna Lynch. Class meets on Mondays.

Cost: $95
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24173 2/27-3/27 1-5 p.m.
Registration Deadline: 2/20

PROJECT PLANNING FOR FIBER AND HANDWEAVING
How do you estimate how much yarn you need for a project? How do you calculate for multiple projects?
Where do you start when you’re not sure where to start? Too many ideas? Not enough? In this class, we will explore answers to these questions. We will talk about how to plan for a project and where to get project ideas from. We will explore how to modify patterns and make them more your own as well. This is a fun, one day class and you will leave with fresh ideas and starting points for your next project. Instructor: Deanna Lynch.

Cost: $45
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24164 6/28 10 a.m.-2 p.m.
Registration Deadline: 6/21

FINISHING TECHNIQUES FOR HANDWEAVERS
We will talk about wet finishing, loom finishes and off loom finishing techniques that you can apply to all your weaving projects. You will leave this one-day class with examples of a variety of finishes and we will have opportunities for you to try them in class. Instructor: Deanna Lynch.

Cost: $45
Location: Creative Arts Building, room 7306B
Course Code Date Time
CSP 4000 24165 7/12 10 a.m.-2 p.m.
Registration Deadline: 7/4

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
Course Code Date Time
CSP 4000 24187 1/9-3/13 9 a.m.-2:30 p.m.
Registration Deadline: 1/3
CSP 4000 24190 4/10-6/12 9 a.m.-2:30 p.m.
Registration Deadline: 4/3

Cost: $155
Location: 1400 building, upstair
Course Code Date Time
CSP 4000 24188 1/10-3/14 5:30-9:30 p.m.
Registration Deadline: 1/3
CSP 4000 24191 4/11-6/13 5:30-9:30 p.m.
Registration Deadline: 4/4

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. Class meets on Mondays.

Cost: $155
Location: 1400 building, downstairs
Course Code Date Time
CSP 4000 24193 1/7-3/18 9 a.m.-2:30 p.m.
CSP 4000 24194 1/7-3/18 5:30-9:30 p.m.
Registration Deadline: 1/3
CSP 4000 24195 4/8-6/10 10 a.m.-2:30 p.m.
CSP 4000 24196 4/8-6/10 5:30-9:30 p.m.
Registration Deadline: 4/1

HOMESTEADING

INTRODUCTION TO COLD PROCESS SOAP MAKING
In this workshop, we will cover basic soap chemistry,
safety precautions, equipment, and most importantly, the art of soap making. Each student will make and take home two pounds of goat milk process peppermint calendula 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. Class meets on Saturday and Sunday.

Cost: $75  
Location: Creative Arts Building, Room 7105  
Course Code: CSP 4000 24098  
Date: 2/23-2/24  
Time: 10 a.m.-3 p.m.  
10 a.m.-12 p.m.  
Registration Deadline: 2/15

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 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. Class meets on Saturday and Sunday.

Cost: $75  
Location: Creative Arts Building, Room 7105  
Course Code: CSP 4000 24182  
Date: 8/24-8/25  
Time: 10 a.m.-3 p.m.  
10 a.m.-12 p.m.  
Registration Deadline: 8/17  
CSP 4000 24182  
11/9-11/10  
10 a.m.-3 p.m.  
10 a.m.-12 p.m.  
Registration Deadline: 11/2

PAINTING, DRAWING & WRITING

DRAWING: FOUNDATIONS
This course focuses on translating three dimensions to a two-dimensional surface. We will do this by drawing what we see in black and white drawing media, utilizing various siting techniques, value, composition and linear perspective. We will study varying subject matter utilizing methods such as line and contour drawing, crosshatching, shading and stippling. Come and learn the foundations of drawing! Instructor: Karen Danielson. Class meets on Fridays.

Cost: $135  
Location: Creative Arts Building, Room 7105  
Course Code: CSP 4000 24175  
Date: 4/26 – 5/31  
Time: 9:30 a.m.-12 p.m.  
Registration Deadline: 4/19

INTRODUCTION TO PAINTING: ACRYLICS
This course will introduce each student to the joys of painting. In this course, students will learn the basics of painting with acrylic paints. Color theory, mixing and blending color and perspective will all be covered. A supply list may be found online. Instructor: Karen Danielson. Class meets on Fridays.

Cost: $135  
Location: Creative Arts Building, Room 7105  
Course Code: CSP 4000 24176  
Date: 1/25- 3/1  
Time: 1-4 p.m.  
Registration Deadline: 1/18  
CSP 4000 24242  
4/26-5/31  
1-4 p.m.  
Registration Deadline: 4/19

OIL PAINTING: AN INTRODUCTION
This class is for beginning painters to seasoned artists wanting to experience the vibrant joys of Oil Painting. Individualized instruction will be given as we explore painting from still life and photograph, focusing on color mixing, use of mediums and seeing values of color as shape. Instructor: Karen Danielson. Class meets on Fridays.

Cost: $135  
Location: Creative Arts Building, Room 7105  
Course Code: CSP 4000 24177  
Date: 1/25-3/1  
Time: 4:30-7:30 p.m.
COMMUNICATING CREATIVITY
Communicating well is the key to success in any field. Are you a new photographer that needs help writing a great bio? Are you an experienced painter whose artist statement needs a refresh? Do you want to know more about engaging audiences on social media, or how to write an effective grant proposal? This class is for artists across disciplines who want to enhance communication techniques and work with peers to refine messaging and create an artistic voice you’re proud to call your own. Students will: define their creative voice, prepare and/or refine basic messaging documents (biography, artist statement), and utilize communication techniques of self-promotion (including marketing tools and social media). Instructor: Lindsey Solomon. Class meets on Thursday.

Cost: $45
Location: Creative Arts Building, Room 7105
Course Code                Date                 Time
CSP 4000 24179      2/7                    6-8 p.m.
Registration Deadline: 2/1
CSP 4000 24180     3/11                   6-8 p.m.
Registration Deadline: 3/4

WOOD & GLASS

INTERMEDIATE STAINED GLASS
In this course, students will learn more advanced techniques of 2D stained glass art. Students will learn to design and create their own 2D pieces. The course will focus on intermediate students with previous stained glass experience and help them broaden and refine their skills. Instructor: George Kenney. Class meets on Tuesday.

Cost: $137
Location: Creative Arts Building, room 7121
Course Code                Date                 Time
CSP 4000 24186     1/22 – 3/26          2-4:30 p.m.
Registration Deadline: 1/15

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 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. Class meets on Tuesdays and Thursdays.

Cost: $365
Location: Creative Arts Building, Room 7121
Course Code                Date                 Time
CSP 4000 24117       2/22-4/4         7-9 p.m.
Registration Deadline: 1/29
CSP 4000 24184     6/11-8/6          7-9 p.m.
Registration Deadline: 6/4
CSP 4000 24185      9/10-11/5        7-9 p.m.
Registration Deadline: 9/3

PHOTOGRAPHY & THE DIGITAL ARTS

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. Class meets on Tuesdays.

Cost: $65
Location: Creative Arts Building, room 7105
Course Code                Date                 Time
CSP 4000 24137      1/8-1/29          6-8 p.m.
Registration Deadline: 1/3

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. Class meets on Tuesdays.

**Cost:** $65  
**Location:** Creative Arts Building, room 7105  
**Course Code** | **Date** | **Time**  
CSP 4000 24132 | 2/19-3/12 | 6-8 p.m.  
**Registration Deadline:** 2/12

**LIGHTING FOR PORTRAITS AND 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 DSLR Camera Basics). We will spend time shooting in Shutter priority, Aperture priority and Manual modes on the camera. Instructor: Phillip Turner. Class meets on Tuesdays.

**Cost:** $65  
**Location:** Creative Arts Building, room 7105  
**Course Code** | **Date** | **Time**  
CSP 4000 24135 | 3/26-4/16 | 6-8 p.m.  
**Registration Deadline:** 3/19

**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 DSLR Camera Basics). We will spend time shooting in Shutter priority, Aperture priority and Manual modes on the camera. Instructor: Phillip Turner. Class meets on Tuesdays.

**Cost:** $65  
**Location:** Creative Arts Building, room 7105  
**Course Code** | **Date** | **Time**  
CSP 4000 24134 | 4/30-5/21 | 6-8 p.m.  
**Registration Deadline:** 4/23

**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 appropriate. Students will need to buy a companion book “Essential Elements for Strings 1” by Hal Leonard Publishing and will also need to provide their own instrument. Instructor: Ashley Winters. Class meets on Mondays.

**Cost:** $155  
**Location:** Creative Arts Building, room 7315  
**Course Code** | **Date** | **Time**  
CSP 4000 24197 | 1/28-4/1 | 5-6:30 p.m.  
**Registration Deadline:** 1/22  
CSP 4000 24198 | 4/8-6/17 | 5-6:30 p.m.  
**Registration Deadline:** 4/1

**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 buy the companion book “Essential Elements for Strings 1” by Hal Leonard Publishing and provide their own instrument. For intermediate to advanced students. Instructor: Ashley Winters. Class meets on Mondays.

**Cost:** $155  
**Location:** Creative Arts Building, room 7315  
**Course Code** | **Date** | **Time**  
CSP 4000 24199 | 1/28-4/1 | 7-8:30 p.m.  
**Registration Deadline:** 1/21
**GUITAR CLASS 1**

Students will learn basic concepts such as tuning, 1st position melody playing, chords, strumming, rhythms, and basic music theory playing simple classical and folk tunes. Students will also learn practice techniques, as well as some ensemble and performance techniques in a fun and comfortable environment. Acoustic guitars only please. Beginning to intermediate levels appropriate. Students will need to buy the companion book: “Hal Leonard Guitar Method Book 1.” Students will need to provide their own instrument. Instructor: Bryan McConnell. Class meets on Tuesdays.

**Cost**: $155  
**Location**: Creative Arts Building, room 7315  
**Course Code** | **Date** | **Time**  
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CSP 4000 24201 | 1/29-4/2 | 5-6:30 p.m.  
**Registration Deadline**: 1/22  
CSP 4000 24202 | 4/9-6/11 | 5-6:30 p.m.  
**Registration Deadline**: 4/2

**PIANO I**

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. Five students maximum. Instructor: Julie McConnell. Class meets on Wednesdays.

**Cost**: $275  
**Location**: Creative Arts Building, room 7301  
**Course Code** | **Date** | **Time**  
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CSP 4000 24205 | 1/30-4/3 | 5-6:30 p.m.  
**Registration Deadline**: 1/23  
CSP 4000 24207 | 4/10-6/12 | 5-6:30 p.m.  
**Registration Deadline**: 4/3

**PIANO II**

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 the first class meeting. Students will need to buy a companion book. Five students maximum. Instructor: Julie McConnell. Class meets on Wednesdays.

**Cost**: $275  
**Location**: Creative Arts Building, room 7301  
**Course Code** | **Date** | **Time**  
--- | --- | ---  
CSP 4000 24206 | 1/30-4/3 | 7-8:30 p.m.  
**Registration Deadline**: 1/23  
CSP 4000 24208 | 4/10-6/12 | 7-8:30 p.m.  
**Registration Deadline**: 4/3

**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

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**GUITAR CLASS 2**

Guitar Class 2 will continue to build on the physical and theoretical music skills learned in Guitar Class 1, 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. Instructor will assess your level during the first class. Acoustic guitars only please. Intermediate to advanced levels appropriate. Students will need to buy the companion book: “Hal Leonard Guitar Method Book 1.” Students will need to provide their own instrument. Instructor: Bryan McConnell. Class meets on Tuesdays.

**Cost**: $155  
**Location**: Creative Arts Building, room 7315  
**Course Code** | **Date** | **Time**  
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CSP 4000 24203 | 1/29-4/2 | 7-8:30 p.m.  
**Registration Deadline**: 1/22  
CSP 4000 24204 | 4/9-6/11 | 7-8:30 p.m.  
**Registration Deadline**: 4/2
will make you a better singer in every way. Beginner to intermediate levels welcome. Six students maximum. Instructor: Julie McConnell. Class meets on Thursdays.

**Cost:** $155  
**Location:** Creative Arts Building, room 7316

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<td>CSP 4000 24209</td>
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**Registration Deadline:** 1/24

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**JEWELRY & METAL**

**BEGINNING KNIFE MAKING**  
This class is for beginning knifemakers. Students will be introduced to the concepts and techniques needed to make a full tang knife. Students will be instructed regarding safe shop practices, the use of tools/equipment, and metal selection. Blade function and various blade designs will be discussed. The skills of hand forging to shape, normalizing, heat treating, grinding, tempering and blade finishing with be taught. Instructor: Josh Lyle. Class meets on Tuesdays.

**Cost:** $506  
**Location:** 3300 building, room 3327

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**Registration Deadline:** 1/3

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**ADVANCED KNIFE MAKING**  
This class is for experienced knife makers. Students will have the opportunity to expand their understanding and skills of safe shop practices, knife design, steel selection, forging techniques, and knife finishing. In addition, skills for making a guard for a hidden tang knife and forge welding basic Damascus will be taught. Instructor: Ken Hall. Class meets on Thursdays.

**Cost:** $568  
**Location:** 3300 building, room 3327

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<td>CSP 4000 24224</td>
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**Registration Deadline:** 1/3

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**GUIDED OPEN FORGE**  
Students will have the opportunity for use of shop equipment to work on blacksmith or bladesmith projects. An experienced instructor will be on hand to provide guidance and assistance. Instructor: Josh Lyle. Class meets on Saturdays.

**Cost:** $180  
**Location:** 3300 building, room 3327

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<td>CSP 4000 24235</td>
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**Registration Deadline:** 1/4

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**BASIC DAMASCUS**  
This three-day class will provide instruction on how to create simple Damascus designs. Instruction includes: steel selection, forging techniques, and the use of a power hammer and hydraulic press for making Damascus. Instructor: Bill Wiggins. Class meets Friday, Saturday and Sunday.

**Cost:** $290  
**Location:** 3300 building, room 3327

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<td>CSP 4000 24230</td>
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**Registration Deadline:** 1/3

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**FORGING JEWELRY**  
Students will use iron and traditional forging techniques to create one or more pieces of jewelry. This course is great for beginners to gain familiarity with the basics of jewelry making at the forge. Instructor: Matthew Shirey. Class meets on Fridays.

**Cost:** $225  
**Location:** 3300 building, room 3327

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>CSP 4000 24237</td>
<td>1/25-3/15</td>
<td>9 a.m.-12 p.m.</td>
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</tbody>
</table>

**Registration Deadline:** 1/18

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**FORGING TOOLS FOR WOODWORKERS**  
Few things are as satisfying as forging a practical tool to use in the woodshop. In this class, students will be introduced to the basics of forging and heat treating. As
an introductory project, each student will forge a marking knife from a piece of high carbon steel and heat treat it. After that, each student will choose one or more projects such as an axe, froe, chisel or drawknife to complete. Instructor: Matthew Shirey. Class meets on Fridays.

**Cost:** $225  
**Location:** 3300 building, room 3327  
**Course Code** Date Time  
CSP 4000 24233 1/25-3/15 1-4 p.m.  
**Registration Deadline:** 1/18  
CSP 4000 24234 4/12-5/24 1-4 p.m.  
**Registration Deadline:** 4/5

**BASIC KNIFE & AXE MAKING**

In this class, students will forge, grind, heat treat and handle a basic fixed blade knife or forge a Kentucky style belt axe. If time allows, more than one knife or a different style axe can be created. This is a perfect introduction to the art of bladesmithing or a great way to increase one’s skillset. Instructor: Matthew Shirey. Class meets on Mondays.

**Cost:** $225  
**Location:** 3300 building, room 3327  
**Course Code** Date Time  
CSP 4000 24225 1/28-3/11 1-4 p.m.  
**Registration Deadline:** 1/21  
CSP 4000 24234 4/1-5/20 1-4 p.m.  
**Registration Deadline:** 3/25

**BASIC BLACKSMITHING**

In this introductory level beginner course, students will focus on controlling the fire and establishing good forging habits as they work to gain familiarity with a variety of basic forging techniques. No experience required. Instructor: Matthew Shirey. Class meets on Wednesday.

**Cost:** $225  
**Location:** 3300 building, room 3327  
**Course Code** Date Time  
CSP 4000 24231 1/30-3/20 6-9 p.m.  
**Registration Deadline:** 1/23  
CSP 4000 24232 4/10-5/29 6-9 p.m.  
**Registration Deadline:** 4/3

**SMALL CAMP KNIFE**

This three-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. Class meets Friday, Saturday and Sunday.

**Cost:** $296  
**Location:** 3300 building, room 3337  
**Course Code** Date Time  
CSP 4000 24227 2/15-2/17 8 a.m.-5 p.m.  
**Registration Deadline:** 2/8  
CSP 4000 24228 7/19-7/21 8 a.m.-5 p.m.  
**Registration Deadline:** 7/12

**CHEF KNIFE**

This three-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. Class meets Friday, Saturday and Sunday.

**Cost:** $303  
**Location:** 3300 building, room 3337  
**Course Code** Date Time  
CSP 4000 24229 5/3-5/5 8 a.m.-5 p.m.  
**Registration Deadline:** 4/26

**FORGED TOMAHAWK**

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. Class meets Friday, Saturday and Sunday.

**Cost:** $258  
**Location:** 3300 building, room 3337  
**Course Code** Date Time  
CSP 4000 24236 5/17-5/19 8 a.m.-5 p.m.  
**Registration Deadline:** 5/10
LEATHER SHEATH
This two-day class will instruct students on how to make 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. Class meets Friday and Saturday.

Cost: $182
Location: 3300 building, room 3337
Course Code  Date  Time
CSP 4000 24239  6/21-6/22  8 a.m.-5 p.m.
Registration Deadline: 6/14

CAMP KNIFE WEEK
This five-day class is for beginning knifemakers who will be introduced to concepts and techniques needed to make a full tang Camp knife. Students will be instructed regarding safe shop practices, the use of tools/equipment, and metal selection. Blade function and various blade designs will be discussed. The skills of hand forging to shape, normalizing, heat treating, grinding, tempering, blade finishing (hand sanding, handle design and construction) will be taught. Instructor: Josh Lyle. Class meets Monday through Friday.

Cost: $449
Location: 3300 building, room 3327
Course Code  Date  Time
CSP 4000 24222  7/8-7/12  8 a.m.-5 p.m.
Registration Deadline: 7/1

AMERICAN BLADESMITH SOCIETY COURSES

MARCH 18-29
INTRODUCTION TO BLADESMITHING
This class is for beginning knifemakers. Students will be introduced to the concepts and techniques needed to make a knife. Students are taught metal selection, blade function and different blade design. Hand forging to shape, normalizing, heat treating, grinding and tempering will all be taught. Students should be able to make a blade which will pass the equivalent of a Journeyman Smith Performance Test. More information can be found on our website.

MARCH 21-24
SMOKY MOUNTAIN HAMMER-IN
The Great Smoky Mountain Hammer-In at Haywood Community College is sponsored by the American Bladesmith Society. The Hammer-In brings Master Bladesmiths, forging enthusiasts, and knife collectors from across the US to demonstrate their skills and to learn the art and science of hand forged knife making. More information can be found on our website.

APRIL 8-12
ABS FOLDERS
This class will cover the very basics of making folding knives. This course provides detailed instruction on the art and craft of fabrication of the slip joint folder. This is a week-long class and will be taught by an ABS Certified Master Bladesmith. More information can be found on our website.

JUNE 10-14
ABS HANDLES AND GUARDS
This class is designed to continue the course of study set forth in the ABS Introduction to Bladesmithing course. This class includes detailed information on creating handles, both full tang and hidden tang, guards, butt caps, decorative file work, spiral dagger handles, handle material choices and much, much more. More information can be found on our website.
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 May 2019. Packets are available now and will be due by April 30. 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.

IN-SERVICE TRAINING
Mandatory in-service training for law enforcement personnel for 2019 will begin in February. Topics will vary based on NCDOJ requirements. For further information or to pre-register, call Fred Clontz at (828) 627-4548 or by email at HCC-lawenforcementtraining@haywood.edu.

2019 Detention In-Service Dates:
February 18–20
March 25–27
April 29–May 1
May 6–8
June 10–12
All classes are 8 a.m.–7 p.m. daily.

2019 SPECIALTY COURSES
EFFECTIVE SUPERVISION
Led by Paul Cash of the Safety Force Company, this course is designed for first-line supervisor, as well as mid to upper-level management who would like to learn or review what their supervisors are doing. The class will include techniques on motivation, legal issues, measuring performance, accountability, decision-making, conflict resolution and liability. The class is for current law enforcement personnel only. Class times are 8 a.m.–5 p.m. daily.

January 9–10
January 23–24
Pre-registration is required.

INVESTIGATING ALLEGATIONS
Led by Don Rabon. Allegations most often involve conflicting testimonies, heightened emotions and judgments made prior to inquiry. Investigating allegations requires: knowledge of investigative protocols, interviewing capabilities, investigative ethics, objectivity, performance under pressure and critical thinking. It is recommended that participants should have completed a foundational interviewing class prior to attending this session.

May 20–22, 8 a.m.–5 p.m. daily
Pre-registration is required.
INVESTIGATIVE DISCOURSE ANALYSIS
The systematic analysis of written discourse - statements, transcripts, letters, etc., can serve to provide insight into the determination of the truthfulness of the subject, as well as identify the critical points of the circumstance requiring further inquiry or investigation. This course will examine these principles.
August 12–16, 8 a.m.–5 p.m. daily
Pre-registration is required.

TASER CERTIFICATION
The TASER course is designed to certify the user in the use of the TASER Conducted Electrical Weapon (CEW), specifically the X26. A brief overview of CEW technology, medical safety, and tactical considerations will be covered. The effects of the TASER and deploying the TASER in various practical applications will be included as well. TASER exposure is mandatory. This class is for currently certified Law Enforcement Officers. For information or to pre-register, call Fred Clontz at (828) 627-4548 or by email at hcc-lawenforcementtraining@haywood.edu.

PEPPER SPRAY CERTIFICATION
Gain detailed information involved in the use of all types and forms of Oleoresin Capsicum aerosol projectors. The course covers all aspects involved in the selection, preparation, deployment, storage, and legal ramifications regarding the use of all OC products. This class is for currently certified Law Enforcement Officers. Exposure is mandatory for initial certification. All students who are exposed will be required to shower before leaving the campus, so please bring a change of clothes. For further information or to pre-register, call Fred Clontz at (828) 627-4548 or by email at hcc-lawenforcementtraining@haywood.edu.

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 who have the training and knowledge to provide immediate life-saving interventions at the scene of an emergency while awaiting the arrival of ambulances
Training: Minimum of 60 hours
Pre-requisites:
• 17 years of age on or before the official end date of the course
• Possession of a high school diploma, equivalency, or successful completion of the TABE exam demonstrating basic reading comprehension skills at a minimum of tenth-grade

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.
Training: Minimum of 190 hours (166 hours of class/lab and 24 hours of clinical/field experience)
Pre-requisites:
• 17 years of age on or before the official end date of the course
• Possession of a high school diploma, equivalency, or successful completion of the TABE exam demonstrating basic reading comprehension skills at a minimum of eleventh-grade

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.
Training: Minimum of 256 hours (160 hours of class/lab and 48 hospital clinical hours and 48 hours of field experience on the ambulance)
Pre-requisites:
• Successful completion of all EMT educational requirements
• High school diploma or high school equivalency
• Successful completion of an entrance exam assessing basic reading comprehension and English language writing skills on a post-secondary level (Accuplacer Write Placer NC_DAP)
• Demonstration of mathematical skills at a minimum at the post-secondary grade level (Accuplacer DMA 010-030)

PARAMEDIC
Who: The Paramedic possesses complex knowledge and skills that enable them to initiate advanced-level care before the patient reaches the Emergency Department.
Training: Minimum of 1,000 hours (460 hours of class, 200 hours of lab, 100 hospital clinical hours and 240 hours of field experience on the ambulance)
Pre-requisites:
• Successful completion of all EMT educational requirements
• High school diploma or high school equivalency
• Successful completion of an entrance exam assessing basic reading comprehension and English language writing skills on a post-secondary level (Accuplacer Write Placer NC_DAP)
• Demonstration of mathematical skills at a minimum of the post-secondary grade level (Accuplacer DMA 010-030)

WILDERNESS WEEK
APRIL 26-MAY 5, 2019
Haywood Community College will be hosting their third annual Wilderness Week April 26-May 5, 2019. The concept of this program is to provide Fire, EMS, Rescue, and Law Enforcement Personnel with the opportunity to train and receive state certifications relative to the Search and Rescue field. If the class does not carry a state certification, it will count toward continuing education. Classes offered will include:
**TR WILDERNESS**

NCOFSM Course: This class will be a 5-day, 72-hour course covering Chapter 16 for Technical Rescuer: Wilderness Rescue. The class will cover WR Rescue Operations, WR Rescue Rigging, WR Navigation and Tracking, and WR Victim Management. The class will be one day of classroom and four days of outdoor application. The four days of outdoor application will include three nights at a campground with night operations. The OFSM test will be on the day after you return from the woods.

**Prerequisites:** None, but TR Generals is highly recommended

**Dates:** April 29-May 4

**TR WATER**

NCOFSM Course: This course will be the 48-hour OSFM Class for Water Rescue. It will cover Chapters 11 and 12. It will cover Water Rescue Operations, Water Rescue Techniques, Water Rescue Transportation and Water Rescue Victim Management. The OSFM test will be given on the last day of the class.

**Prerequisites:** None, but TR Generals is highly recommended

**Dates:** April 29-May 4

**SEARCH MANAGER**

NCEM/DPS Course Search Manager is an advanced level Search and Rescue course aimed at those who have the responsibility to plan and prepare for search operations in an emergency environment. This management-oriented training will allow participants to learn the basics of how to plan for, organize, and manage a search effort for missing persons. Instruction involves lecture, case histories and table top simulations. Subjects include overview of national SAR, the role of the SAR manager, SAR resources, developing a SAR plan, planning data/searching data, first notice, planning, investigation, interviewing, search urgency, basic lost subject behavior, search probabilities, search area, search theory and many others.

**Prerequisites:** ICS 100, 200, 300, 700, 800

**Dates:** April 26-30

**ADVANCED WILDERNESS RESCUE**

No State Certification Advanced Wilderness Rescue is an intense four-day, 48-hour course covering advanced wilderness/mountain rope rescue techniques, navigation, patient sustainment and survival/bush craft with one day of classroom instruction and three days and overnight stays in the field. Skills taught will include: artificial high directional anchors, twin tension rope systems, advanced rope systems, horizontal rope systems, mechanical advantage, anchors, knots, patient packaging and sustainment, navigation, clue awareness, shelter and fire building, basic survival and bush craft.

**Prerequisites:** TR Wilderness, TR Ropes, LSFTM, MSAR, or other verifiable rope rescue experience

**Dates:** May 1-5

**2019 SPRING SPECIALTY CLASSES**

**DRIVER OPERATOR PUMPS SERIES**

Successful completion will result in the following certifications:

- Complete NC Driver Operator—Pumps series
- NC Emergency Vehicle Driver
2019 HCC FIRE ACADEMY

Haywood Community College’s annual Fire Academy will begin January 8. The 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 fifth 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 p.m.–10 p.m.
Some Saturdays will be required. Saturday classes start at 8 a.m.

For more information about any of these classes, please contact Dee Massey at (828) 565-4247 or dmassey@haywood.edu.

ALLIED HEALTH

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 — 48 clinical hours and 114 classroom hours taught by a registered nurse. Approved by the North Carolina Division of Health Service Regulation.
Prerequisites: High School Diploma, GED or

When I was in school as a kid, there was a car that caught on fire outside one day. I watched the firemen show up and put it out.

From that moment, I immediately knew this was what I wanted to do. I worked for the Waynesville Fire Department for 30 years, where I retired as a captain. After that, I was also with the Clyde Fire Department for a while, becoming assistant chief there. There’s no other job I’d rather be doing.
We recently launched the “Stop the Bleed” program for schools here in Haywood County. This past summer, we did a drill for the school administration to show them what an actual school shooting might be like with simulation guns, and how to safely respond to an incident.
At that point, it was decided that the teachers and school employees needed more training. They needed to know how to control bleeding if it would ever happen, and educate them about when to expect responders to arrive. This way, they become the ‘first responders’ before medical services and law enforcement arrive.
As a parent of children that go to these schools, and also for other peoples’ kids, I need to know the teachers are capable of handling medical problems if something were to occur. As someone who has been a fireman for over 30 years, my role is to protect property and lives, and that needs to start with the teachers that deal with kids every day, which is a program we offer here.
I’ve been at Haywood Community College a little over 10 years. I work over several programs, including the Nurse Aid, Phlebotomy and the Medication Aid programs.

For Nurse Aid and Phlebotomy, after about three months of classes, students get their certificate of completion. At this point, they can actually go out and get a job.

There is such a need for nursing assistants, especially in this area and in all the facilities, so my students are in huge demand.

What I like about the Continuing Education option is that it’s a short-term class. The commitment is just about three months of classes, and then they can see how they feel about working in the health care field. Once they know that’s the route for them, they can go further in their field.

We have many students who go into the Nursing program. The Nurse Aid program is a requirement to enter the Nursing program. They have the background. They know the patient care. They’ll know if the field is for them. It’s a wonderful opportunity, and they have a nice solid knowledge base before they go into the Nursing program.

The best part about Haywood Community College are the people. We really care, and always try to extend ourselves to find out what we can do for our students, and how to accommodate the community needs.

SANDY FISCHER, ALLIED HEALTH COORDINATOR

reading test results at a 9th grade level or above.

Classes:

January 2019
Day Class: Mondays and Wednesdays, 8:15 a.m.-2:45 p.m., January 16-April 29
Evening Class: Mondays, Tuesdays and Wednesdays, 5 p.m.-9 p.m., January 14-April 24
Tuition: $228.25

May 2019
Dates to be announced.
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, 6-9 p.m.

January 2019
Dates: Jan. 14-April 25, 2019
Clinical hours will be outside of class time.
Tuition: $253.25

May 2019
Dates to be announced
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 to be announced.
Tuition: $80
Registration: Contact Sandy Fischer at 565-4145 or at 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 North Carolina. Upon completion of this course with a passing exam grade of 80 percent, a person is eligible to make application with the NC Secretary of State Office. The required textbook, Notary Public Guidebook for North Carolina is available at HCC’s Bookstore. Students are encouraged to read through the textbook before attending the course. Students must present a current photo ID to be admitted to class. All classes are on Saturdays.

Course Code  Date  Times
CSP-4000-15026  1/12/2019  8 a.m.-5 p.m.
CSP-4000-15086  2/2/2019  8 a.m.-5 p.m.
CSP-4000-15087  3/2/2019  8 a.m.-5p.m.
CSP-4000-15088  4/6/2019  8 a.m.-5 p.m.
CSP-4000-15089  5/4/2019  8 a.m.-5 p.m.
CSP-4000-15090  6/1/2019  8 a.m.-5 p.m.
CSP-4000-15092  7/13/2019  8 a.m.-5 p.m.

Course Fee: $75 + 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 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 before 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 – NO Personal Checks Accepted.
• Course held monthly on Mondays from 6-10 p.m.
• You must register in person on the main campus of Haywood Community College.

DEFENSIVE DRIVING DDC- CLASSES:
CSP-9919-15032  01/07/2019  6-10 p.m.
CSP-9919-15074  01/26/2019  9 a.m.-1 p.m.
CSP-9919-15042  02/04/2019  6-10 p.m.
CSP-9919-15075  02/16/2019  9 a.m.-1 p.m.
CSP-9919-15043  03/04/2019  6 p.m.-10 p.m.
CSP-9919-15076  03/16/2019  9 a.m.-1 p.m.
CSP-9919-15044  04/01/2019  6-10 p.m.
CSP-9919-15077  04/20/2019  9 a.m.-1 p.m.
CSP-9919-15045  05/06/2019  6-10 p.m.
CSP-9919-15078  05/18/2019  9 a.m.-1 p.m.
CSP-9919-15046  06/03/2019  6-10 p.m.
CSP-9919-15079  06/15/2019  9 a.m.-1 p.m.
CSP-9919-15047  07/01/2019  6-10 p.m.
CSP-9919-15080  07/20/2019  9 a.m.-1 p.m.
DEFENSIVE DRIVING DDC - 8 CLASSES:
CSP-9919-15053 01/05/2019 8 a.m.-5 p.m.
CSP-9919-15054 02/02/2019 8 a.m.-5 p.m.
CSP-9919-15055 03/02/2019 8 a.m.-5 p.m.
CSP-9919-15056 04/06/2019 8 a.m.-5 p.m.
CSP-9919-15057 05/04/2019 8 a.m.-5 p.m.
CSP-9919-15058 06/01/2019 8 a.m.-5 p.m.
CSP-9919-15059 07/06/2019 8 a.m.-5 p.m.
CSP-9919-15069 08/03/2019 8 a.m.-5 p.m.

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

AUTOMOTIVE

OVERSIZE ESCORT VEHICLE CERTIFICATION
This course is designed to meet the training requirements set by the NC Department of Transportation to certify Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an exam.

Course Code         Date
AUT-3003-11069      02/09/2019
AUT-3003-11070      04/06/2019
AUT-3003-11071      06/08/2019
AUT-3003-11072      08/10/2019
AUT-3003-11073      10/12/2019
AUT-3003-11074      12/07/2019

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 eight hours.

Class Course Code         Dates
Auto Safety Inspection SEF-3001-11051 1/8 & 1/10/2019
Emissions/OBD          SEF-3001-11058 1/22 & 1/24/2019
Auto Safety Inspection SEF-3001-11075 2/5 & 2/7/2019
Emissions/OBD          SEF-3001-11082 2/19 & 2/21/2019
Auto Safety Inspection SEF-3001-11076 3/5 & 3/7/2019
Emissions/OBD          SEF-3001-11083 3/19 & 3/21/2019
Auto Safety Inspection SEF-3001-11077 4/2 & 4/4/2019
Emissions/OBD          SEF-3001-11084 4/16 & 4/18/2019
Auto Safety Inspection SEF-3001-11078 5/7 & 5/9/2019
Auto Safety Inspection SEF-3001-11079 6/4 & 6/6/2019
Emissions/OBD          SEF-3001-11086 6/18 & 6/20/2019
Auto Safety Inspection SEF-3001-11080 7/9 & 7/11/2019
Emissions/OBD          SEF-3001-11087 7/23 & 7/25/2019
Auto Safety Inspection SEF-3001-11081 8/6 & 8/8/2019
Emissions/OBD          SEF-3001-11088 8/20 & 8/22/2019

For more information, please email Doug Burchfield at ddburchfield@haywood.edu or call (828) 564-5128.

OBD II CERTIFICATION
OBD II certification is required in all current emissions counties. The course is designed to prepare auto technicians and service personnel as OBD emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMVC for OBD emission inspectors. These courses require PRE-REGISTRATION. The cost is $75 per course. All classes are Tuesday and Thursdays. The classes are held on the Main Campus in the 1600 building in room 1607.
WORKFORCE DEVELOPMENT

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 of the federal poverty guidelines.

CAREER PATHWAYS

Haywood Community College currently has a certified career pathway for Advanced Manufacturing. During this class, students will learn skills to gain and retain employment. Those skills include:

- Interview skills
- Resume skills
- Communication
- Conflict resolution
- OSHA 10 hour certification
- NIMS machining certifications
- Forklift certification

Classes will be held beginning February 2019. Please email hcc-hrd@haywood.edu for more information or call (828) 564-5128.

“Here at Haywood Community College, we run all the Emergency Medical Services (EMS) Initial Training, which includes Emergency Medical Responders, Emergency Medical Technicians, Advanced EMTs and Paramedics. In addition to that, we provide Continuing Education at all those levels. And we’re also responsible for providing community training for areas like Cardiopulmonary Resuscitation and First Aid, among other things.

As well, we are the Haywood County CPR Training Center for the American Heart Association, so we support many other agencies around here, such as nursing homes and Haywood Regional Medical Center. We help them coordinate their Advanced Cardiac Life Support and Pediatric Advanced Life Support Training that all the physicians and nursing staff have to go through.

We work very closely with Haywood Regional Medical Center. They provide a great place for our students to complete their clinical training. We’ve partnered with the hospital to set up training using our simulation mannequins for some of their Critical Care areas. Through this, students can run mock codes to provide hands-on, practical experience.

Even at the most basic level of training, you come in here and take an Emergency Medical Responder course. You would take this course if you wanted to work with the fire department as a First Responder. It’s a 60 to 70-hour course, which is not a huge commitment. And if you try it and like it, then you can volunteer with your local fire department or rescue squads and work your way up the ladder from there. If nothing else, you’ve now picked up some great training for home or being out in public.”
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 a business, expanding a business, improving efficiency of an existing business or simply helping you avoid a costly business mistake. (828) 627.4512 sbc.haywood.edu

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

To register for any of the following seminars and workshops, please contact us at: sbc.haywood.edu 828.627.4512

SMALL BUSINESS START-UP SERIES

ARE YOU READY TO START A BUSINESS? Tuesday, February 19 12-2 p.m. Speaker: CSBC and NCSBTDC

Understand the basics of starting a business in this seminar that takes you from idea to business plan development. Learn more about the importance of a self-assessment, feasibility and the resources available to assist in the planning and startup of your business.

HOW TO START A BUSINESS Tuesday, February 26 5:30-8:30 p.m. Speaker: Russ Seagle

Understand the basics of starting a 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, March 5 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 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.

BASICS OF BOOKKEEPING Tuesday, March 12 5:30-8:30 p.m. Speaker: tenBiz

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.
YOUR SMALL BUSINESS TAXES
Thursday, March 14
11 a.m.-2 p.m.
Speaker: Karen Bargsley, NC Department of Revenue
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.

MARKETING YOUR BUSINESS
Tuesday, April 2
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 techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

HOW TO FIND YOUR CUSTOMERS
Tuesday, April 16
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 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.

FINANCING YOUR BUSINESS
Thursday, April 23
5:30-7:30 p.m.
Speaker: NC Rural Center
Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me? How will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

GENERAL SMALL BUSINESS SEMINARS

MINDSPIK LIVE – ONLINE WEBINARS
January - June
Join the NC Small Business Center Network for a live webinar series on a wealth of Small Business topics. Monthly topics will include: Starting a Business, Customer Service, Marketing Strategy, Pricing and more.

SMALL BUSINESS ROUNDTABLE
Bring your lunch, your business cards and your questions! The monthly Small Business Roundtable will occur every fourth Wednesday, February through May, and feature a topic of interest for the current and prospective small business owner.

WOMEN IN BUSINESS
Wednesday, February 27
11:30 a.m.-1 p.m.

BUSINESS PLANNING FOR SUCCESS – ASK THE EXPERTS
Wednesday, March 27
11:30 a.m.-1 p.m.

THE BOOKS BEHIND THE BUSINESS
Wednesday, April 24
11:30 a.m.-1 p.m.
MARKETING – MAKING AN IMPACT ON A SHOE STRING BUDGET
Wednesday, May 22
11:30 a.m.-1 p.m.

RECPRENEURS – A SERIES FOR THE OUTDOOR INDUSTRY ENTREPRENEUR
Thursdays, March 7 – 21
4:30-6:30 p.m.
Speaker: Ryan Taylor, Recpreneur
This new hands-on seminar series focuses on competitive advantage development and is exclusively offered for current and aspiring outdoor industry entrepreneurs, startups, small business owners, and other “outdoor recpreneurs.” This series will provide attendees with a unique and proven perspective on the fundamentals of entrepreneurship and small business ownership. Key topics including new venture creation, bootstrapping and startup funding, grass-roots marketing, brand development, and management and leadership techniques for success.

SMALL BUSINESS JUMP START SERIES
Tuesdays, April 30 – May 14
4:30-6:30 p.m.
A three-part Jump-Start Series to get your small business off the ground and into full growth mode.

ARE YOU READY TO START A BUSINESS?
Tuesday, April 30
4:30–6:30 p.m.
Speaker: SBC & SBTDC
Understand the basics of starting a business in this seminar that takes you from idea to business plan development. Learn more about the importance of a self-assessment, feasibility and the resources available to assist in the planning and startup of your business.

HOW TO WRITE A BUSINESS PLAN
Tuesday, May 7
4:30–6:30 p.m.
Speaker: tenBiz
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 do’s and don’ts of writing a plan and steps for making the process easy.

FINANCING AND FINANCIALS
Tuesday, May 14
4:30–6:30 p.m.
Speaker: tenBiz
A quick look into the money behind the business. Current and prospective small business owners will review key financial statements and the importance of them to the financial health of the business. Learn about resources available and financing opportunities for your venture. Get to the heart of business financing as you explore the advantages and disadvantages of the different types of funding sources and the requirements of each.

WORDPRESS FOR SMALL BUSINESS
BUILD YOUR SMALL BUSINESS WEBSITE
Thursday, May 9
5-8 p.m.
Speaker: Boomer Sassman, Big Boom Design
A web presence is critical for any small business. Learn how to build your business website with WordPress, one of the most popular website publishing platforms on the open source market. This course will offer a thorough overview of the background, install process, setup, and build out process of a WordPress website. 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, but advanced WordPress users will also benefit greatly.

BLOGGING FOR SMALL BUSINESS
Thursday, May 16
5-8 p.m.
Speaker: Boomer Sassman, Big Boom Design
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 Boomer Sassmann, owner of Big Boom Design, to learn how to get your content, photos and voice onto the Internet. Using WordPress is a great platform for blogging that is constantly updated, produces new features and integrates better ways to import photos, videos and links.

ONE-DAY SUMMITS

BUSINESS PLAN BOOTCAMP – GET FOCUSED AND PLAN
Friday, March 1
9 a.m.–4 p.m.
Speaker: Russ Seagle
This one-day, multi-session workshop is designed for the current and prospective small business owner that is interested in creating or strengthening your business plan. During this workshop, attendees will walk through each section of the business plan, key strategies for development and leave with a greater understanding of the resources available to assist you with the business planning process. Bring your idea and/or your business plan and join a team of business experts as we develop business plans worthy of competition.

PROFESSIONAL CRAFT ARTIST SUMMIT
Wednesday, April 24
Noon–7 p.m.
Experience a one-day conference specifically designed to address needs and challenges faced by current and prospective craft artist business owners. Arts-based businesses are unique ventures and require special business planning methods. The one-day event will provide you with the tools needed to move your business forward.

MARKETING SUMMIT
May 23
9 a.m.–7:30 p.m.
Speaker: Lady Bizness
This one-day summit is geared toward current small business owners that are interested in getting more out of their marketing. Small business owners will walk through key marketing topics in these hands-on workshops as they learn how to maximize time, resources and marketing strategy implementation to take their business to the next level.

VISUAL MARKETING & BRANDING ESSENTIALS FOR SMALL BUSINESS
9–11 a.m.
What tools can you use to create your visual marketing? This lively workshop will explore options to help small business owners create consistency in their branding. Exploring colors, fonts, and best practices for the top social media outlets. Attendees should leave with a template for future projects, a profile photo, and future marketing plans.

CREATING EYE CATCHING GRAPHICS FOR SMALL BUSINESS
Noon–2:30 p.m.
Your graphics attract people to your brand. This lively workshop will use Canva to help you, the small business owner, create a brand that stands out in a crowd. Attendees will create transparent watermarks for photos, and leave with themes for the next 90 days that will help them to target their marketing.

TIME AND MONEY SAVING SMALL BUSINESS APPS
3–5 p.m.
You can control a lot of your marketing and business operations from the palm of your hand. This lively workshop will explore a host of business applications that can be used to make your day easier and help you stay focused on your small business tasks.

SOCIAL MEDIA POSTING FOR small BUSINESS
5:30–7:30 p.m.
You have social media, now what do you post? This workshop will provide creative ideas, content sources, and aid in automating some of your marketing to save you time. Small business owners should leave with at least 30 days of posting for Facebook, Instagram, Twitter and LinkedIn.
COLLEGE & CAREER READINESS

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

Program Opportunities:
- Adult High School (AHS)
- High School Equivalency Diploma (formerly GED®)
- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- Career College
- GED & HiSET Testing
- TABE Testing for BLET, EMT, Medical Responder, Nurse Aide, and NCWorks
- 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) 627-4700.

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.

Day/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 (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.

Day/Time/Locations:
Monday-Friday 8 a.m.-12 p.m.
Room 335-B Main Campus
Monday-Thursday 9 a.m.-12 p.m.
Room 380 Main Campus
Monday-Thursday 5:30-8:30 p.m.
Room 335-B Main Campus
On-line classes are also available.

Fees: Free classes and materials. GED testing & 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) 627-4700.

Adult Basic Education (ABE) can assist you in pursuing a
High School Equivalency diploma (GED®), obtaining an Adult High School 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) 627-4700.

Days/Time/Locations:
Monday-Thursday 8 a.m.-12 p.m. • Main Campus
Monday-Thursday 5:30 p.m.-8:30 p.m. • 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.

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

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) 627-4618.

Under the Adult Education program at Haywood Community College, we’re most well-known for the General Education Diploma (GED) or High School Equivalency credentials.

We do those classes and testing Monday through Friday, all morning here and in the evening online. Aside from the classes on campus, we also hold courses in local churches and libraries — wherever there’s a need.

In the Adult High School program, the students take the actual courses that are needed to obtain a High School Diploma. This diploma is sanctioned by Haywood County Schools, which is our Local Education Agency (LEA). Students take those courses as opposed to the GED, where you take tests in four areas to demonstrate equivalency.

These programs serve ages 16 and up, with our oldest graduate being 78. It’s fantastic to see them receive these diplomas, because for many these diplomas are a lifelong dream. We serve a lot of people in their 50s, many of which are starting a new path in their careers or in their lives.

Getting your high school credential opens the door. You need some training usually beyond that to get through the door, and we are the first line of a whole new chapter for our students.

Usually, there are two big barriers for a large number of our students, which is having to deal with childcare and transportation issues. But, nowadays, we’ve made these programs convenient for anyone to be able to fit it into their busy schedules and lives.

Seeing the students succeed, it makes a difference in our communities. It also makes such a difference in all of these families that come in here.
Authorized Person 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 Melanie at (828) 627-4700 or email at mslewis@haywood.edu.

College & Career Readiness Testing Schedule for BLET, Medical Responder, Nurse Aide, & NC Works

Testing Requirements:
• To schedule your test, please call (828) 627-4700.
  Available times are: Tuesdays 9 a.m. & 5 p.m.
• 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.
• College & Career Readiness is located in the 300 building in Suite 372.
• 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.
• Bring your picture ID with you to the test session. You will not be allowed to test without showing your valid ID.
• Plan to arrive 10-15 minutes prior to your testing time. Allow approximately 45 minutes to take your test.
• Your test results will be emailed to you by the end of the next working day.
• Please call to schedule your test as soon as possible. Scheduling early will allow time for any needed remediation.
Map of Campus

Building Number
100  Frazell Administration Building
200  Freedlander Learning Center
   Library - Sunset Café
300  Arts and General Education Building
400  Haywood Early College
800  Print Shop
900  Nursing Education
1000 Trades Building
1100 Vapor Greenhouse Complex
1400 Storage
1400 Continuing Education
1500 Student Center
   Auditorium - Bookstore
   Continuing Education
1600 Automotive Technology Center
2200 Storage
2800 Rhododendron Garden
3000 High Tech Center
3100 Millhouse
3200 Cosmetic Arts
3300 Natural Resources/Welding/Handwrought Metals
3500 Campus Services Building
4000 RCAC - Regional Center for the
   Advancement of Children
7000 Creative Arts Building
8000 Public Services Training Facility
   Burn Tower
9000 Public Services Training Facility
   Classroom Building
   Emergency Call Box
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. 2019