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The mission of Tri-County Community College is to engage students in learning, help students succeed, and enrich the communities we serve. This mission is accomplished through innovative and effective teaching, supportive and efficient learning environments, and strong local and regional partnerships.

TCCC Board of Trustees:
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Great care has been taken to provide accurate information about the courses in this brochure. Occasionally, an error may occur or information about a course may change.

If you are interested in a particular class, please let us know by calling to be placed on an interest list. Many times classes are canceled because we didn't know you planned to take it.

If you do not see what you are looking for, there is a chance that others may also be wanting a similar class. Please call Ginger Hubbard at (828) 835–4214 to have your name placed on an interest list. Once the minimum number of students show interest, the College will offer the course.

Tri-County Community College operates within the North Carolina Community College System. Tri-County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at: 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tri-County Community College.

The College is also approved by the North Carolina Board of Cosmesic Arts, the North Carolina Board of Massage and Bodywork Therapy, the North Carolina Board of Nursing, the National Automotive Technicians Education Foundation, and the Commission on Accreditation of Allied Health Education Programs.

Tri-County Community College is an equal employment opportunity college. It operates in compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title VII and Title VIII of the Public Health Act, as amended by the Comprehensive Health Manpower Act of 1971; Title IX of the Education Amendments of 1972, Section 504 of Rehabilitation Act of 1973, and Executive Order 11246, and thus recognizes its responsibility for the development and practice of equal employment opportunities and educational services that do not discriminate against employee, student or applicant on the basis of race, color, religion, sex, age, handicap or national origin. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: the Vice President for Instructional Services at 828-835-4254 or the Affirmative Action Officer at 828-835-4202.

Tri-County Community College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans’ status in the administration in any of its academic programs and employment practices. Specific complaints of alleged discrimination under Title IX and Section 504 should be referred to Title IX/Section 504 Coordinator at (828) 835–4202.

Tri-County Community College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics are available by contacting the Director of Facilities at (828) 835–4261 or accessed at http://ope.ed.gov/security.
**Auto Mechanics (AUT 3137):** Class will run concurrently with the curriculum Automotive Technology course. Space is limited and students must get instructor approval. Main Campus, Automotive Technology Building. Contact hrs. Instructor: Marcus  
May 29 - July 25  MTWTH  
Contact Hours  $184.55  
August 15 - December 11  MTWTH  
Contact Hours  $184.55

**NC Vehicle Safety inspection (AUT 3129):** This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam. Main Campus. 8 hrs.  
Instructor: Marcus  
June 19 - June 26  W  6:00 p.m. - 10:00 p.m.  $70.55  
August 21 - August 28  W  6:00 p.m. - 10:00 p.m.  $70.55

**DMV Dealer License Renewal (AUT 3001):** This course is designed to meet the six-hour training requirements for individuals renewing their Used Motor Vehicle Dealers' license. Main Campus. 6 hrs.  
Instructor: Carroll  
June 18 - June 19  TW  6:00 p.m. - 9:00 p.m.  $70.55  
September 18 - September 19  TW  6:00 p.m. - 9:00 p.m.  $70.55

**DMV Dealer License Pre-license (AUT 3002):** This course is designed to meet the 12-hour training requirements for individuals seeking an initial Used Motor Vehicle Dealers' license. Main Campus. 12 hrs.  
Instructor: Carroll  
June 11 - June 19  TW  6:00 p.m. - 9:00 p.m.  $70.55  
September 10 - September 19  TW  6:00 p.m. - 9:00 p.m.  $70.55

**Animal Taxonomy**

Veterinary Assistant (ANS 3011): This course is designed for instructional areas related to a veterinarian practice: 1) veterinary terminology, 2) anatomy and physiology, 3) animal behavior and communication, 4) grooming techniques, 5) proper handling and restraining of animals, 6) obtaining and handling specimens, 7) emergency care, and 8) office management in reference to medical records, charting, and detailed documentation may be included. Center for Applied Technology, Marble. 24 hrs.  
Instructor: Loggins  Min: 6  
July 16 - September 3  T  6:00 p.m. - 9:00 p.m.  $74.55

**Small Engine Repair**

Motorcycle Mechanic (AUT 3139): This course teaches basic inspection, troubleshooting, and maintenance procedures for the major mechanical components of a motorcycle. Center for Applied Technology, Marble. 24 hrs.  
Instructor: Klaucke  Min: 6  
June 4 - July 23  T  6:00 p.m. - 9:00 p.m.  $74.55

**QUICK CREDIT Basic Accounting (ACC 3107):** In this class you will learn basic accounting concepts: what are accounts payable and receivable, the pitfalls of petty cash, maintaining inventory, reconciling bank statements, payroll do's and don'ts, and what is included in simple financial reports. Center for Applied Technology, Marble. 18 hrs.  
Instructor: Standish  Min: 6  
June 6 - July 18 (No class July 4)  TH  5:30 p.m. - 8:30 p.m.  $79.55

**QUICK CREDIT Quick Books (ACC 3150):** In this course students expand knowledge of QuickBooks Pro, such as set-up and reconciliation of accounts, invoice management, payables, inventory, and management of cash flow. Center for Applied Technology, Marble. 18 hrs.  
Instructor: Standish  Min: 6  
August 1 - September 5  TH  5:30 p.m. - 8:30 p.m.  $79.55

**Call/Data Center Training (MKT 3101):** Are you interested in working in one of the fastest growing occupations in Western NC? This course provides the entry level skills training that will enable you to enter this exciting new field. You will learn communication, problem-resolution, organization, customer service and communication skills which will prepare you for employment in this field. Center for Applied Technology, Marble. 24 hrs.  
Instructor: Farley & Harkins  Min: 6  
July 1 - August 19  M  6:00 p.m. - 9:00 p.m.  $79.55

If you're interested in a class not listed in this schedule, please call (828) 837-6810 to request classes!
Notary Public

**Notary Public (MLS 3874):** This course provides instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical, and procedural requirements of the Notary Act. To be admitted to this course, the NC Secretary of State requires that all candidates be able to speak, read, and write in English, and present a valid government photo ID. See [www.sosnc.com](http://www.sosnc.com) for additional requirements. 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. For more information, go to [www.secretary.state.nc.us/notary/](http://www.secretary.state.nc.us/notary/). Must present a valid, current government or state issued ID in order to attend class. Required textbook cost: approx. $30. 30 minute lunch break. Pre-registration is required. Center for Applied Technology, Marble. 7 hrs.

Instructor: Johnson  
Min: 6  
August 14  
9:00 a.m. – 4:30 p.m.  
$70.55

Graham County Center, Robbinsville

Instructor: Johnson  
Min: 6  
June 5  
9:00 a.m. – 4:30 p.m.  
$70.55

Data Processing

**QUICK CREDIT Excel and Spreadsheet Functions (OST 3100):** Microsoft Excel is the most prominent spreadsheet program in the business world and professionals everywhere are expected to have a working knowledge of the software. In this course you will learn to enter, calculate, and analyze numerical data; create customized charts, edit worksheets, manipulate formulas and functions, and format cell properties. Center for Applied Technology, Marble. 18 hrs.

Instructor: Hardin  
July 30 - September 3  
6:00 p.m. - 9:00 p.m.  
Min: 6  
$79.55

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Instructor: Johnson  
Min: 6  
August 6 - September 10  
5:30 p.m. - 8:30 p.m.  
$79.55

Graphic Design

**NEW QUICK CREDIT Creating Your Web Strategy (ITN 3000):** Your website needs more than a “pretty face.” It needs CONTENT and not just any kind of content. Register for this 6 week class and discover what you need to identify and define your target client, and how to develop a content strategy that appeals to them. Make your website work for you like a hard-working employee in whom you invest. Center for Applied Technology, Marble. 18 hrs.

Instructor: Birtha  
August 6 - September 10  
5:30 p.m. - 8:30 p.m.  
Min: 6  
$79.55

**NEW QUICK CREDIT Creating Your Web Strategy (ITN 3000):** Your website needs more than a “pretty face.” It needs CONTENT and not just any kind of content. Register for this 6 week class and discover what you need to identify and define your target client, and how to develop a content strategy that appeals to them. Make your website work for you like a hard-working employee in whom you invest. Center for Applied Technology, Marble. 18 hrs.

Instructor: Birtha  
August 6 - September 10  
5:30 p.m. - 8:30 p.m.  
Min: 6  
$79.55

DON’T MISS OUR SUMMER 2019 CURRICULUM SCHEDULE.
VISIT WWW.TRICOUNTYCC.EDU FOR A FULL LIST OF CLASSES. CURRICULUM CLASSES BEGIN MAY 29!

REGISTER FOR Summer Classes

MAKE THIS SUMMER COUNT AT TRI-COUNTY COMMUNITY COLLEGE.
All classes are self-supporting with no fee exemptions. In order to hold a class, all Community Enrichment classes require an established “minimum” number of registered students which includes full payment of all fees. If the minimum number of registered students is not obtained by noon on the last business day BEFORE the class start date, the class may be canceled or the total hours of class may be reduced in order to cover costs. If a class is canceled, all registered students will be given a full refund.

Most Community Enrichment classes involve additional costs. Some courses list a supply/lab fee. Otherwise, students will purchase supplies on their own. All students are required to purchase student insurance for $.55.

*Prices listed include registration fee, supply fee (where applicable), and student insurance.
**NEW** Legacy Genealogy Software 101: You can do genealogy on paper. That is how it was done until the age of the PC computer. If you are researching your family history and not using computer genealogy software, your family history research will suffer. This is an introductory course covering the fundamentals of Legacy 9, the gold standard of genealogy computer software. It will include instruction on the basic data entry including the proper entry of names, places, and dates; program menus; importing and exporting projects, and other features to get the beginner started using Legacy. This course is a prerequisite to take any of the advanced Legacy courses. 12.5 hrs.

Instructor: Van Horn  
August 27 - September 24  
6:30 p.m. - 9:00 p.m.  
$40

**NEW** Entering Genealogy Records and Citations in Legacy: Genealogy without documentation is mythology so entering records into Legacy and recording our citations is essential to sound genealogical research. Genealogy records are the lifeblood of a quality and accurate family history. This class will cover entering major record groups into the Legacy genealogy software and properly citing them. 12.5 hrs.

Instructor: Van Horn  
October 1 - October 29  
6:30 p.m. - 9:00 p.m.  
$40

**NEW** Legacy Genealogy Software Beyond the Basics: This genealogy computer class will explore some of the advanced feature and research tools available in this world class genealogy software package. Completion of the Legacy Genealogy Software for Beginners is required to take this class. 7.5 hrs.

Instructor: Van Horn  
November 5 - November 19  
6:30 p.m. - 9:00 p.m.  
$25

**NEW** DNA Segmentology – The Art of Triangulation: Autosomal DNA is an ever-changing field. This course will cover the latest methods of analysis and interpretation for the non-scientist genetic genealogist. The triangulation method requires a chromosome browser and the knowledge to calculate the shared amounts of DNA that we share with our genetic cousins. This class will cover the segment basics, and answer the questions “What is a chromosome browser?” and “How can I use these methods in my own genealogy?” 7.5 hrs.

Instructor: Van Horn  
September 19 - October 3  
6:30 p.m. - 9:00 p.m.  
$25

**NEW** Advanced DNA Research Tools: Earlier this year AncestryDNA and MyHeritage introduced a host of new DNA research tools in Beta on their websites. This class will cover those new tools and any changes and updates made to those tools since their introduction in the spring of this year. 7.5 hrs.

Instructor: Van Horn  
October 10 - October 24  
6:30 p.m. - 9:00 p.m.  
$25

**NEW** Become a Genealogy Detective – Overcoming Brick Walls: Having trouble finding the elusive ancestor? Can’t seem to get that lineage any further back than 1850? Then this class is tailor-made for you. In our genealogy brick wall class, you will learn techniques, tricks, tips, tools and proven methods to bust through the brick walls in your genealogy. Sign up for this class, bring your bricks to class and we will work on knocking those walls down. 10 hrs.

Instructor: Van Horn  
October 31 - November 21  
6:30 p.m. - 9:00 p.m.  
$35

**Culinary**

Canning 101: Join us in this four-week class and learn the basics of food preservation. Class will include instruction on organizing and prepping your supplies, sanitizing your jars, etc. There will be sessions on preserving low-acidic foods such as green beans, high-acidic foods such as tomatoes and tomato sauce, and pickling foods. Additional cost for supplies. Please ask for supply list upon registration. 12 hrs.

Instructor: Hatchett  
July 9 - July 30  
6:00 p.m. - 9:00 p.m.  
$60

**Summary**

If you're interested in a class not listed in this schedule, please call (828) 835-4241 to request classes!
One Meeting Marvels

Creative Basket Weaving: Join this fun, five-hour class and leave with a finished unique basket made to your own personal liking! Learn the basic techniques of basket weaving as you create functional baskets using natural reed with enhancements of color. There are no prerequisites. The only requirements are a keen eye and moderately strong hands. All levels of experience welcome. Additional cost involved for supplies and materials purchased from the instructor (less than $30 per basket). 5 hrs.

Instructor: Hogsed    Min: 4; Max: 10
May 14     T
10:00 a.m. - 3:00 p.m.   $30
June 15     T
10:00 a.m. - 3:00 p.m.   $30
July 20     T
10:00 a.m. - 3:00 p.m.   $30
September 14     T
10:00 a.m. - 3:00 p.m.   $30

Essential Oils “Make & Take”: Students will learn a brief history of essential oils, what they are, how they are distilled, ways to use them (aromatically, topically, internally), how to choose an essential oil, and look at some of the most often used essential oils and their uses. Time will be reserved to make essential oil items to take home. 2 hrs. *Additional classes offered upon request*

Instructor: Jones    Min: 4; Max: 10

Get Outside: Enjoy the great outdoors without worrying about the pesky insects. Projects may include: bug spray, insect bite & sting relief, and more.

May 14     T
3:00 p.m. - 5:00 p.m.   $25
or
6:00 p.m. - 8:00 p.m.   $25

Pamper Yourself: Take care of yourself... You deserve it! Projects may include: sugar scrub, bath salts, perfume and/or body spray.

June 4     T
3:00 p.m. - 5:00 p.m.   $25
or
6:00 p.m. - 8:00 p.m.   $25

Diffuse the Situation: Learn how scents affect us. Projects may include: clothes pin diffuser, diffuser bracelet, or succulent diffuser pot.

July 9     T
3:00 p.m. - 5:00 p.m.   $25
or
6:00 p.m. - 8:00 p.m.   $25

Back to School: Get the children ready for this busy and potentially challenging time of year. Projects may include: focus roller, lice spray, and kids’ wellness roller.

August 6     T
3:00 p.m. - 5:00 p.m.   $25
or
6:00 p.m. - 8:00 p.m.   $25

DIY Medicine Kit: Learn the value of using essential oils rather than commercial, over-the-counter medications. Projects may include: headache roller, tummy roller, sleep roller and boo-boo roller or spray.

September 9     M
3:00 p.m. - 5:00 p.m.   $25
or
6:00 p.m. - 8:00 p.m.   $25

NEW Harvesting and Preserving Herbs: Learn to harvest and preserve herbs for future use. Additional $15 supply fee (included in price listed). 2 hrs.

Instructor: Taylor    Min: 5
August 14    W
2:00 p.m. - 4:00 p.m.   $30
or
5:00 p.m. - 7:00 p.m.   $30

NEW Herbal Container Gardens: Learn to plant, care for and the location best suited to grow your favorite herbs. 2 hrs.

Instructor: Taylor    Min: 5
July 31     W
2:00 p.m. - 4:00 p.m.   $30
or
5:00 p.m. - 7:00 p.m.   $30

NEW Insect Repellent: Learn how to use plants that are native to our area to create a repellent to discourage insect pests. 2 hrs.

Instructor: Taylor    Min: 4
June 12     W
2:00 p.m. - 4:00 p.m.   $30
or
5:00 p.m. - 7:00 p.m.   $30

Natural Dye Workshop: Learn about the use of natural plant materials for dyeing fibers. Natural fabrics such as linen, wool, cotton, jute, silk and rayon take dye better. Plant materials that may be used are onion skins, marigold or calendula, elderberry or poke berry, goldenrod, spinach, walnut hulls, oak moss and lichens, and red geranium. Bring what you have! Also, please remember to wear clothes that you wouldn’t mind to stain as the dye will color whatever it touches. Note that mordants (substances used to set the dye) are often poisonous so if you have allergies, please make us aware. (Instructor plans on using alum, vinegar, rhubarb, lemon juice, cream of tartar, chrome, tin, ammonia, and salt in order to keep the process as natural as possible.) Additional $15 supply fee (included in price listed). 3 hrs.

Instructor: Taylor    Min: 5
August 28    W
5:00 p.m. - 8:00 p.m.   $35

Painting with Pencils: This three-hour class provides an opportunity to explore Prismacolor colored pencils as medium choice. You will learn special techniques with pencils that make your creation look “painted” instead of “penciled”. All levels of experience welcome. Students may choose from a variety of projects including wildlife (domestic, exotic, and marine), still-life, etc. from the instructor’s supply. 3 hrs.

Instructor: Barton    Min: 4; Max: 12
May 22     W
9:00 a.m. - 12:00 p.m.   $20

NEW Shibori Sensation: The word Shibori refers to a number of ways that textiles are embellished by shaping the cloth and securing it before dyeing. It comes from the word ‘shiboru’ which means to wring, squeeze or press. The dye most frequently used in this technique is Indigo. During this four-hour class students will be dyeing muslin, bandanas, and can also bring one or two white cotton t-shirts to create the Shibori sensation. Additional $15 supply fee (included in price listed). 4 hrs.

Instructor: Jakellis    Min: 4; Max: 6
TBA     $40
NEW Abstract Painting: You're feeling inspired but exactly where do you begin? This class is designed to teach beginners abstract acrylic painting techniques including brush strokes, texture mediums and more. Don't understand abstracts? Abstracts are meant to be “felt” rather than “understood”. Abstract painting requires a feeling for design or pattern making and is a great way to develop your sense of composition. So join the class, have some fun and paint a 16” x 20” canvas using paint, gold leaf, and texture crackle medium. You might be surprised how you feel! All materials provided with the additional $35 supply fee (included in the price listed). 7.5 hrs.
Instructor: Jakelis
Min: 5; Max: 8
TBA
$70

NEW Acrylic Texture Painting: Learn to add a whole new dimension to your acrylic paintings by using acrylic texture mediums. The only limit is your imagination. In this class, students will paint two 6”x6” gallery wrapped block canvases (two per student). We will be using a texture medium, glaze, acrylic paints, and metallic paints to create a one-of-a-kind work of art! All materials provided with the additional $20 supply fee (included in the price listed). 5 hrs.
Instructor: Jakelis
Min: 5; Max: 8
TBA
$70

Oil Painting: You will receive lots of individualized attention and instruction within these various classes popular for both beginning and intermediate students. As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Additional cost for supplies: students are required to furnish your own brushes, paints, and canvases. Dates subject to change. 18 hrs.
Instructor: Hawkins
Min: 7
June 10 - July 15
9:30 a.m. - 12:30 p.m.
$65
July 22 - August 26
9:30 a.m. - 12:30 p.m.
$65
September 9 - October 14
9:30 a.m. - 12:30 p.m.
$65

Realistic Painting: Learn to create a realistic painting using underpainting, layering, and glazing techniques in this class that is open to all levels of expertise. You will learn using your chosen medium of watercolor or acrylic. New students will learn to mix colors and to deal with light and shadow. Returning students will refine skills and techniques. Additional cost for supplies: students are required to furnish your own brushes, paints, and surfaces. 32 hrs.
Instructor: Foerster
Min: 13
July 10 - August 28
10:00 a.m. - 2:00 p.m.
$60
September 4 - October 23
10:00 a.m. - 2:00 p.m.
$60

NEW Let's Paint Flowers in Watercolor: Watercolor is the perfect medium for painting flowers. Using a very loose style, we will create lovely hollyhocks, lavender, geraniums and wild flowers. If getting loose with your watercolors in your goal, this is the class for you! No previous experience required. All materials supplied for an additional $20 supply fee (included in price listed). Please call for additional supply list and instructor's contact information. 12 hrs.
Instructor: Bessette
Min: 6; Max: 10
September 3 - September 24
1:00 p.m. - 4:00 p.m.
$80

NEW Mountain Music: Learn to apply fundamental musical concepts to a variety of musical instruments as they apply to traditional mountain music. The purpose of the class is to apply simple music theory to various mountain songs, apply reactive methods to those songs, tune the instrument and focus on mastering rhythm. Open to all levels of experience. The only requirement: students must bring their own instrument. 12 hrs.
Instructor: McRae
Min: 6
September 9 - September 30
6:30 p.m. - 9:30 p.m.
$55

Meditation & Mindfulness: Studies from organizations such as Harvard Medical School and Emory Healthcare show quiet time meditation aids in stress relief, as well as improves health, heart, and general well-being. This class will help you choose the form of meditation that best fits you and your lifestyle. Mindfulness is not a religion or spiritual practice, but instead a way to be more aware of the wonders around you. Learn how to be present in the moment, bring joy into daily life and connect with all around you. 6 hrs.
Instructor: Harris
Min: 5
July 17 - July 18
6:00 p.m. - 9:00 p.m.
$40

NEW Self-Defense: Join this informative five-week class instructed by Sensei Earl DelValle and learn the basics of self-defense including the survival mindset and motto; weapons and improvised weapons; blocks, strikes, and vital; escapes; mount versus guard positions and more. Practical scenarios will be included. Students are encouraged to wear comfortable workout clothing. Open to everyone age 16 years and older. 10 hrs.
Instructor: DelValle
Min: 6
September 10 - October 8
6:00 p.m. - 8:00 p.m.
$60

Strategic Couponing – Making Every Dollar Count: Learn how to use coupons to stretch your hard-earned dollars while you continue to get all the items you need and use for less money. You will learn how to earn free items and cut your grocery budget in half. Please note this is not “Extreme Couponing” and there is no need to clear a room for your stash! However, it is very usable information to save some green. 3 hrs. Please call and place your name on interest list to be notified when specific date is set.
Instructor: Reisberg
Min: 5
Fall 2019
6:00 p.m. - 9:00 p.m.
TBA
$15

Talks and Presentations for ‘the Rest of Us’: You have something to say and it is important to learn to communicate effectively. Learn to present your ideas clearly, persuasively, and persuasively. Each of us will need to speak up in a meeting or group occasionally. Most people do not like public speaking but if you know a few techniques of open communication, you can do so confidently and clearly making others eager to hear your ideas and open to your point of view. 12 hrs.
Instructor: Harris
Min: 6
July 9 – July 30
6:00 p.m. – 9:00 p.m.
$65
Photography

Digital Photography: Learn what all those buttons and menu settings are for in addition to getting the most out of your camera. Items covered will include stopping motions, blurring the background, taking photos in lowlight or dark settings. Other items covered will be composition, lighting techniques, and basic editing without Photoshop. Photos can be taken with any camera (not including smart phones). 18 hrs.
Instructor: Harris  Min: 8
May 21 - June 25
6:00 p.m. - 9:00 p.m.
$70
July 22 - August 26
6:00 p.m. - 9:00 p.m.
$70

NEW Editing Your Photos: Join this informative class to get an overview of what you can do to change a photo, enhance a photo, combine two images, and more. Learn what software programs are available in each price range including free programs (with the exception of Photoshop). This class will explain the basics of computer graphics to start you on your editing adventure.
6 hrs.
Instructor: Harris  Min: 5
August 15 - August 22
6:00 p.m. - 9:00 p.m.
$40

Fall Photography – Get Ready!: Capturing the beauty of color and the ‘feel’ of nature is an art but very easy to learn. Be ready for this year’s autumn leaf season and make your photos award winning! Learn camera settings, how to brighten dull photos, how to create a feeling, represent what you see and communicate that emotion via an image. 12 hrs.
Instructor: Harris  Min: 6
August 13 - September 3
6:00 p.m. - 9:00 p.m.
$65

Technology

Computer Basics (Part 1): Join this informative class if you need the basics of PCs. Topics include the basics of computer hardware and software (what each is and how they work together), the computer desktop and how to work on the desktop, setting up and using email, setting up and using the internet, and basic computer security. 12 hrs.
Instructor: Hurst  Min: 8
July 9 - July 30
2:00 p.m. - 5:00 p.m.
$60

Computer Basics (Part 2): Expand on information regarding computer security, email, and internet. Learn about security software and selecting the type to meet your needs; how to keep track of all those passwords; information on application software, as well as freeware. 12 hrs.
Instructor: Hurst  Min: 8
August 13 - September 3
2:00 p.m. - 5:00 p.m.
$60

iPhone & iPad: Class is open to both basic and intermediate skill levels. Topics to be covered include Siri; settings to preserve battery life; apps; maps; text messages and emails; shopping lists, reminders, and other tools to make your life easier; camera uploads and downloads. Time is allotted for questions and answers in this three-night class. 6 hrs.
Instructor: Harris  Min: 6
June 3 - June 4
6:00 p.m. - 9:00 p.m.
$50
September 9 - September 10
6:00 p.m. - 9:00 p.m.
$50

Painting

Oil Painting: As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Students are required to furnish your own brushes and canvases. Dates subject to change. 18 hrs.
Instructor: Barnard  Min: 7
August 26 - September 30
6:00 p.m. - 9:00 p.m.
$55
August 27 - October 1
6:00 p.m. - 9:00 p.m.
$55

Clay County

Oil Painting: As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Students are required to furnish your own brushes and canvases. Dates subject to change. 18 hrs.
Instructor: Hawkins  Min: 8
*Class will be scheduled when the minimum number of students have registered. Call (828) 835-4241 to put your name on an interest list.
Abstract Painting: You're feeling inspired but exactly where do you begin? This class is designed to teach beginners abstract acrylic painting techniques including brush strokes, texture mediums and more. Don't understand abstracts? Abstracts are meant to be “felt” rather than “understood.” Abstract painting requires a feeling for design or pattern making and is a great way to develop your sense of composition. So join the class, have some fun and paint a 16” x 20” canvas using paint, gold leaf, and texture crackle medium. You might be surprised how you feel! All materials provided with the additional supply fee included in the price listed. 7.5 hrs.
Instructor: Jakelis Min: 5; Max: 8
TBA $75

Acrylic Texture Painting: Learn to add a whole new dimension to your acrylic paintings by using acrylic texture mediums. There are so many possibilities! The only limit is your imagination. In this class, students will paint two 6”x6” gallery wrapped block canvases (two per student). We will be using a texture medium, glaze, acrylic paints, and metallic paints to create a one-of-a-kind work of art! All materials provided with the additional supply fee included in the price listed. 5 hrs.
Instructor: Jakelis Min: 5; Max: 8
TBA $45

Basics of Basket Weaving: Learn the basic techniques of basket weaving as you create functional baskets using natural reed with enhancements of color. Each class builds upon skills gained in previous classes; however, there are no prerequisites. The only requirements are a keen eye and moderately strong hands. All levels of experience welcome. Additional cost involved for supplies and materials purchased from the instructor (less than $30 per basket). Class will be scheduled when sufficient interest is shown. Please call (828) 479-9256 to place your name on interest list. 6 hrs.
Instructor: Hogsed Min: 6; Max: 10.
TBA $35

Beginning Cake Decorating: Join the fun and be creative! Learn the basic skills and equipment needed to create beautiful, colorful cakes for your personal special occasions. Students will be required to bring in two-layered cake to each class meeting. Begin with decorating the current trendy ‘naked cake’, learn to make buttercream icing, basic designs such as scrolls, rosettes, ruffles, basket weaving and more as time permits. Additional cost for supplies to be determined. 15 hrs. $55. Class will be held when sufficient interest is shown. Call (828) 479-9265 to be added to the interest list.
Instructor: Collis Min: 6; Max: 10-12
TBA $55

Floral Design Basics: Within this four-week class, you will gain basic instruction on fabricating floral arrangements for home/personal use. Includes instruction on designing bud vases, attractive bows, arrangements in baskets, and memorial floral arrangements. Additional cost for supplies to be determined. Please call (828) 479-9256 and place your name on interest list. 8 hrs.
Instructor: Phillips Min: 6; Max: 10
Fall 2019
6:00 p.m. - 8:00 p.m. $45

Harvesting and Preserving Herbs: Learn to harvest and preserve herbs for future use. 2 hrs.
Instructor: Taylor Min: 5
August 7 W
5:00 p.m. - 7:00 p.m. $30

Herbal Container Gardens: Learn to plant, care for and the location best suited to grow you favorite herbs. Additional $15 supply fee (included in price listed). 2 hrs.
Instructor: Taylor Min: 5
July 24 W
5:00 p.m. - 7:00 p.m. $30

Insect Repellent: Learn how to use plants that are native to our area to create a repellent to discourage insect pests. 2 hrs.
Instructor: Taylor Min: 4
June 5 W
5:00 p.m. - 7:00 p.m. $30

Natural Dye Workshop: Learn about the use of natural plant materials for dyeing fibers. Natural fabrics such as linen, wool, cotton, jute, silk and rayon take dye better. Plant materials that may be used are onion skins, marigold or calendula, elderberry or poke berry, goldenrod, spinach, walnut hulls, oak moss and lichens, and red geranium. Bring what you have! Also, please remember to wear clothes that you don’t mind to get stained as the dye will color whatever it touches. Note that mordants (substances used to set the dye) are often poisonous so if you have allergies, please make us aware. (Instructor plans on using alum, vinegar, rubarb, lemon juice, cream of tartar, chrome, tin, ammonia, and salt in order to keep the process as natural as possible.) Additional $15 supply fee (included in price listed). 3 hrs.
Instructor: Taylor Min: 5
August 21 W
5:00 p.m. - 8:00 p.m. $35

Shibori Sensation: The word Shibori refers to a number of ways that textiles are embellished by shaping the cloth and securing it before dyeing. It comes from the word ‘shiboru’ which means to wring, squeeze or press. The dye most frequently used in this technique is Indigo. During this four-hour class students will be dyeing muslin, bandanas, and can also bring one or two white cotton t-shirts to create the Shibori sensation. Additional $15 supply fee (included in price listed). 4 hrs.
Instructor: Jakelis Min: 4; Max: 6
TBA $40

Suminagashi: Join local artist Kelley Jakelis for this fun class full of color. Suminagashi is the Japanese art of marbling and the word translates literally as “spilled ink”. Patterns are created by floating ink on the surface of water then transferring the pattern to paper and fabric. Because the nature of the water is ever-changing and constantly moving, each monoprint is like a fingerprint – unique and unreproducible. Students should plan to wear old clothes that they do not mind getting stained. Additional $35 supply fee (included in price listed). All supplies are provided for this fee. 7.5 hrs.
Instructor: Jakelis Min: 5; Max: 8
TBA $75
**CONSTRUCTION TRADES**

### Electrical

**Electrical Contractor License Renewal (ELC 3016):** This course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The course reviews new materials and procedures and related code requirements. Center for Applied Technology, Marble.

**Instructor:** Floyd

**Min:** 6

August 5 - September 30 (No class Sept. 2)

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<tr>
<th>Day</th>
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<tr>
<td>M</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>$74.55</td>
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### Escort Vehicle Operator

**NC Escort Vehicle Operator (AUT 3003):** 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 includes escort driver requirements, skills training, and an exam. Main Campus. Saturday class only. 8 hrs.

May 18

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<th>Time</th>
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<td>8:00 a.m. - 5:00 p.m.</td>
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August 3

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<td>8:00 a.m. - 5:00 p.m.</td>
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October 12

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<td>8:00 a.m. - 5:00 p.m.</td>
<td>$70.55</td>
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**NC Escort Vehicle Operator Re-Certification (AUT 3004):** This course is designed to meet the training requirements set by the North Carolina Department of Transportation for recertification of Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, updates, and an examination. Main Campus. Saturday class only. 8 hrs.

May 18

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<td>8:00 a.m. - 12:00 p.m.</td>
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August 3

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October 12

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<td>8:00 a.m. - 12:00 p.m.</td>
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### Refrigeration

**EPA Refrigerant Certification (AHR 3128):** This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. Main Campus. 16 hrs. (Fee includes textbook rental.)

June 10 - June 17

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September 9 - September 16

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<td>5:00 p.m. - 9:00 p.m.</td>
<td>$85.55</td>
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**COSMETIC ARTS**

### Cosmetology

**Cosmetology (COS 3201):** This course is designed to provide students who have completed the curriculum program with the remaining number of hours necessary to complete the requirements for the NC Board certification. Main Campus. Cosmetology Lab, Crisp Building. Contact hrs.

**Instructor:** Kelischek/Panter

**Min:** Permission of instructor

May 29 - July 25

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August 15 - December 11

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<td>12:00 p.m. - 4:00 p.m.</td>
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<td>8:00 a.m. - 4:00 p.m.</td>
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### COSMETOLOGIST SUMMER LEARNING SERIES: ADVANCED TECHNIQUES

Licensed hairstylists can attend one or more in this series of six Monday morning classes to learn advanced techniques in a personalized setting. While teaching is offered in a demonstration-style manner, participants are encouraged to join by coming in close, asking questions and working alongside instructor if desired. This class series meets the NC State Board of Cosmetic Arts requirements for continuing education and certificates of completion will be given toward relicensing. Attending every class is encouraged but not required. Main Campus. Crisp Building. Contact hrs. (Maximum of 20 hours)

**Instructor:** Kelischek

**Min:** 6

**June 3 - July 8**

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### Esthetics

**Esthetics (COS 3102):** This course provides instruction and hands-on practice in the concepts and techniques of Esthetics. Topics include safety, skin care, make-up, and other required topics. This course is designed to provide students who have completed the curriculum program with the remaining number of hours necessary to complete the requirements for the NC Board certification. Main Campus. Esthetics Lab, Crisp Building. Contact hrs. Call (828) 837-6810 for more information.

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**JUNE 3**

Haircutting: How to design using facial features and head shape

**JUNE 10**

Haircutting: Incorporating balanced asymmetry

**JUNE 17**

Hair Coloring: Color melt and root stretch techniques

**JUNE 24**

Highlighting: Hand painting

**JULY 1**

Up styling

**JULY 8**

Bridal makeup
**CULINARY/HOSPITALITY**

### Baking

**Beginning Baking and Pastry Arts (HOS 3075BB):** This course is designed to instruct students on basic techniques for kitchen operations and to become acquainted with the identification and use of baking tools, measures and weights. Students will learn the basic chemistry of baking and explore how various ingredients combine in appropriate ratios to produce varying results. A team environment will be encouraged as students learn techniques in testing recipes. Basic principles of baker's math will be presented and applied. The instructor will demonstrate the proper use of pastry bags and students will experience the art of cake decorating. Class fee includes registration, insurance and material fees. 48 hrs.

- Instructor: Jones  
- Min: 6  
- TBA  
- 6:00 p.m. - 9:00 p.m.  
- $149

**Beginning Artisan Bread (HOS 3075AB):** This course is designed to instruct students on basic techniques for a position in the food service specialty catering or bread-making industry. Learn how to bake the perfect loaf of artisan bread from scratch. Students will gain the fundamental skills needed to handcraft dough into batards, baguettes, boules, and rolls. Basic principles of baker's math will be presented and applied. The instructor will teach students the importance of a safe and sanitary kitchen environment, the proper use of tools and kitchen equipment, and basic terminology. Class fee includes registration, insurance and material fees. 48 hrs.

- Instructor: Jones  
- Min: 6  
- TBA  
- 6:00 p.m. - 9:00 p.m.  
- $149

**ServSafe® (HOS 3072):** North Carolina follows the recommendations of the FDA and the National Restaurant Association in considering it the “best practice” to have a manager on duty that is ServSafe® certified. This applies to hotels and motels with continental breakfast areas as well as traditional restaurants and food vendors. The ServSafe® program helps prepare you for the ServSafe® Food Protection Manager Certification exam. Textbook required, approx. $95. Center for Applied Technology, Marble. 12 hrs.

- Instructor: Moody  
- Min: 6  
- June 17 & June 20  
- 5:00 p.m. - 9:00 p.m.  
- $74.55

**Graham County Center, Robbinsville**

- Instructor: Moody  
- Min: 6  
- July 8 & July 11  
- 5:00 p.m. - 9:00 p.m.  
- $74.55

### Catering

**Catering and Quantity Cooking (HOS 3041):** This course is designed for students to increase their knowledge and skills in planning, preparing and serving quantity foods, including an introduction to the catering business. Topics are different types of food service, sanitation, basic skills, menu planning, food preparation, job survival skills and career exploration. Students will learn the proper preparation of a variety of “finger foods,” highlighted by individual demonstrations and setups. Methods of instruction are lecture and hands-on experience. Upon successful completion of class, student will be eligible to obtain nationally-recognized NOCTI certification. 180 hrs.

- Instructors: Jones, et al  
- Min: 6  
- TBA  
- $259.55

*(Price includes registration, insurance, and supply fees.)*

### Food Service

**Food Service Sanitation/Safety (HOS 3072):** This course is designed to give the food handler the understanding of proper sanitation precautions and point out the results to be expected should these precautions not be taken. The course will deal with the study of infection and illness, proper food handling techniques, personal hygiene, and personal safety. Students may be eligible to obtain a NEHA Food Protection Manager Certificate. Students will be made aware of the regulations of the Occupational Health & Safety Act. 24 hrs.

- Instructor: Nicholson  
- Min: 8  
- TBA  
- $79.55

*Please call (828) 835-4214 to be placed on an interest list. Class will be held when minimum number of students is registered.*

### Table Gaming

**Table Gaming (GAM 3001):** This course provides a basic understanding of the table gaming industry. Students will learn the fundamentals and procedures of dealing for table games such as blackjack, baccarat, craps and roulette. Topics include all aspects of table operations as required by the local casino operations. Upon completion, students will be prepared for employment in the local casino industry. Date and time to be determined. 

*Please call (828) 835-9564 for more information and to add your name to the Class Interest List. Classes to be held at the Harrah’s Cherokee Valley River Casino.*

### Defensive Driving

**Defensive Driving**

This four-hour National Safety Council approved class focuses upon attitudes and actions vital to driving safely and defensively, as well as avoiding collisions and traffic citations. Successful completion of this class may prevent assessment of insurance points or insurance premium surcharges on your insurance policy and/or points on your NC driver’s license. Students must pre-register and pre-pay. Walk-ins will not be accepted for any reason. Registration should be in person at the College at least two days before the class date. The $70 fee can be paid only with cash, money orders, or certified bank checks. 

**NOTE:** The National Safety Council is also very strict that latecomers not be admitted into class regardless of the reason. Any pre-paid student who arrives late will not only miss the class but also lose his or her money. There will be no refunds for “no-shows”. This is a self-supporting class. There will be no fee exemptions regardless of age. Defensive Driving (DDC-4) classes will be offered on Saturdays at the Cherokee County Center for Applied Technology in Marble.

- Instructor: Denny  
- Min: 6  
- June 8  
- 9:00 a.m. - 1:00 p.m.  
- $70

- July 13  
- 9:00 a.m. - 1:00 p.m.  
- $70

- August 10  
- 9:00 a.m. - 1:00 p.m.  
- $70

- September 7  
- 9:00 a.m. - 1:00 p.m.  
- $70

**NOTE:** Please call (828) 835-4214 to be placed on an interest list for these classes. Once the minimum number of students is met, we will call you to schedule the class. **

**TABLE OF DATES:**

- **Tri-County Community College / May - September 2019 Continuing Education Schedule of Classes**
**EDUCATION**

**Effective Teacher Training (EDU 3002):** This hybrid class begins with required online assignments, and concludes with two face-to-face class meetings during the last week. The class provides training on the basic requirements for substitute teaching in the public school system. Students will also be responsible to purchase course textbook. 24 hrs.

Instructor: Arrowood  
Min: 6  
September 24 - October 3 (Oct. 1 & 3 face-to-face)  
9:00 a.m. - 12:00 p.m.  
$79.55

**Online Effective Teacher Training (EDU 3002):** This course provides training on the basic requirements for substitute teaching in the public school system. Students will also be responsible to purchase course textbook. Online. 24 hrs.

Instructor: Arrowood  
Min: 6  
July 15 - July 26  
$70

**Understanding Poverty in the Classroom (EDU 3001):** This course provides instruction focused on updating the professional knowledge and technical competency of educators to satisfy the requirements for teacher renewal credits. Online. 50 hrs.

Instructor: Arrowood  
Min: 5  
Online  
$125

*Class will be held Online via Moodle when minimum number of students is registered. Please call (828) 835-4214 to be placed on the Class Interest List.

**LANGUAGE STUDY**

**Sign Language**

**Sign Language - Beginning (COM 3709):** This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. 24 hrs.

Instructor: Slaughter  
Min: 8  
TBA  
$74.55

Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

**Spanish**

**Beginning Conversational Spanish (FLI 3717A):** This fun and interactive course provides an introduction to understanding, speaking, reading, and writing Spanish. Invite a friend or someone you know to join you in this class as you will be working with a partner for the speaking portion of this class. There will be an emphasis placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, you should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate simple Spanish phrases. 24 hrs.

Instructor: Ortega  
Min: 8  
June 2 - July 21  
2:00 p.m. - 5:00 p.m.  
$74.55

Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

**Intermediate Conversational Spanish (FLI 3717B):** This course provides a follow-up to understanding, speaking, reading, and writing Spanish. There will be a continued emphasis placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, you should be able to identify and apply more advanced grammatical concepts, display cultural awareness, and communicate Spanish phrases. 24 hrs.

Instructor: Ortega  
Min: 6  
TBA  
$74.55

Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

**DIY Furniture Restoration (FUR 3300):** Are you interested in the latest furniture refinishing craze? This class offers introduction to up-cycling and refurbishing furniture. Learn different painting techniques from distressing, antiquing, and cracking to stains and glazing. Upon completion of this class, students will have a basic knowledge in restoring furniture for profit. Additional expense based on student project choices. Center for Applied Technology, Marble. 24 hrs.

Instructor: Voyles  
Min: 6  
June 18 - August 6  
6:00 p.m. - 9:00 p.m.  
$74.55

**MACHINING**

**Machinist Training**

**GRANT FUNDED Machinist Training (MEC 3010):** This is a hands-on course with both online and classroom components. Instruction includes: measurement, manual machine, and CNC operated machines. This is a grant funded course funded by Duke Energy. Center for Applied Technology, Marble. 48 hrs.

Instructor: Jones

**GRANT FUNDED SolidWorks 3D Design:** SOLIDWORKS design software is a simple and powerful tool that focuses on the way you work every day, with an intuitive, integrated 3D design environment that covers all aspects of product development and helps maximize your design and engineering productivity. This course teaches you how to use the assemblies, and how to make drawings of those parts and assemblies. Center for Applied Technology, Marble. 24 hrs. This is a grant funded course funded by Duke Energy.

Instructor: Jones

**GRANT FUNDED Introduction to Basic Milling (MEC 3010):** This course teaches the skills necessary to create machined parts using the manual milling machine. Center for Applied Technology, Marble. 48 hours. This is a grant funded course funded by Duke Energy.

Instructor: Jones
REAL ESTATE

Please call (828) 835-9564 for more information and to add your name to the interest list. Classes to be held at the Center for Applied Technology, Marble.

R/E Provisional Broker (RLS 3700): This course is required to satisfy the educational requirements for a provisional broker and is designed to prepare the student to pass the real estate license examination administered by the NC Real Estate Commission. Topics include basic real estate principles and practices, law and contracts, financing closing valuation, fair housing, and real estate laws. 90 hrs.

R/E Broker Relationships and Responsibilities (RLS 3702): This course is the first of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. This course consists of a high — level advance instruction governing agency relationships and duties to principal and third parties, working with sellers and buyers. This course also includes issues confronted when agent’s leave/change firms with resulting licenses and education concerns. 30 hrs.

R/E Broker Contracts and Closings (RLS 3703): These courses are designed to help the provisional broker meet the post-licensing educational requirement set forth by the NC Real Estate Commission. The course consists of advanced instruction covering contracts and closings, license status, and education issues. 30 hrs.

R/E Special Topics (RLS 3704): This course is the third of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the North Carolina Real Estate Commission. This course consists of high-level advanced instruction covering special topics. It includes land use controls, miscellaneous law issues, sale of undeveloped land and other special topics.

R/E BICAR (SEF 3001): Mandatory 4-hour class for Brokers in Charge. R/E Update and Elective (SEF 3001): Mandatory update and elective course for Real Estate professionals. 8 hrs.

WELDING

Welding (WLD 3106): This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications. Runs concurrently with curriculum labs. Contact hours.

Instructor: Penley
May 29 - July 25
MTWTH
Contact Hours
$184.55

Graham County Center, Robbinsville
Instructor: Staff
June 3 - July 18
MTWTH
Contact Hours
$184.55

COMING SOON: GUNSMITHING

Our BRAND NEW gunsmithing training course is designed to provide students with the skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish complex custom gunsmithing tasks.

Please call (828) 835-9564 to be placed on an interest list for these classes. Once the minimum number of students is met, we will call you to schedule the class.
**TRUCK DRIVER TRAINING**

**NEW Truck Driver Training (TRA 3607):** This class is designed to teach students to drive tractor-trailers and trucks and to obtain a commercial driver license (Class A and Class B). The program will prepare the prospective driver to understand safety, driver responsibility, and also the laws and regulations governing the motor carrier industry. Main Campus. New classes scheduled quarterly.

- Instructors: Page and Helton
- MTWTHF: 7:00 a.m. - 5:00 p.m.
- MTWTHS: 5:30 p.m. - 10:00 p.m.
- 7:00 a.m. - 5:30 p.m. Sat. & Sun.

Please call (828) 835-4214 for more information or to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

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**CULINARY ARTS**

**NEW Catering and Quantity Cooking (HOS 3041):** This course is designed for students to increase their knowledge and skills in planning, preparing and serving quantity foods, including an introduction to the catering business. Topics are different types of food service, sanitation, basic skills, menu planning, food preparation, job survival skills and career exploration. Students will learn the proper preparation of a variety of “finger foods,” highlighted by individual demonstrations and setups. Methods of instruction are lecture and hands-on experience. Upon successful completion of class, student will be eligible to obtain nationally-recognized NOCTI certification. 180 hrs.

- Instructors: Jones, et al
- Min: 6
- TBA: $259.55

Please call (828) 835-4214 for more information or to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

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**DMV DEALER LICENSE**

**DMV Dealer License Pre-license (AUT 3002):** This course is designed to meet the 12-hour training requirements for individuals seeking an initial Used Motor Vehicle Dealers’ license. Main Campus. 12 hrs.

- June 11 - June 19: TW 6:00 p.m. - 9:00 p.m.: $70.55
- September 10 - September 19: TW 6:00 p.m. - 9:00 p.m.: $70.55

For more information or to put your name on the class interest list, call (828) 835-4214.

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**REAL ESTATE**

Check out page 14 for the variety of Real Estate offerings provided by the College. Classes are held at the Center for Applied Technology in Marble.

For more information or to put your name on the class interest list, call (828) 835-9564.

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**WELDING**

**Welding (WLD 3106):** This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications. Runs concurrently with curriculum labs. $184.55.

- May 29 - July 25: MTWTH

See page 14 for more information.
### Medication Aide

**Medication Aide:** This course is designed to meet the training requirements for becoming qualified to be a Medication Aide. The course covers the six rights of medication administration for non-licensed personnel. Topics will include medication administration via oral, buccal, sublingual, and topical, transdermal, vaginal, and rectal, inhaled routes, medical asepsis, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Proof of high school graduation or GED® equivalent required. Center for Applied Technology, Marble. 24 hrs.

**Instructor:** Raper  
**Min:** 6; **Max:** 10

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<tr>
<th>Fall Schedule</th>
<th>Course Details</th>
<th>Registration Cost</th>
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<tbody>
<tr>
<td><strong>October 29 - November 14</strong></td>
<td>8:30 a.m. - 12:30 p.m.</td>
<td>October 7, 2019</td>
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<tr>
<td><strong>November 18 - December 4</strong></td>
<td>4:30 p.m. - 9:00 pm</td>
<td>November 15, 2019</td>
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### Nursing Assistant

**Nursing Assistant I:** This course includes training on providing personal care, feeding and rehabilitation of patients, infection control, vital signs, communication, and emergencies. Students are prepared to take the Certification Examination necessary for listing on the Nurse Aide Registry. Center for Applied Technology. 191 hrs.

**Instructor:** Haydon  
**Min:** 6; **Max:** 20

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<tr>
<th>Fall Schedule</th>
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<tbody>
<tr>
<td><strong>August 6 - December 10</strong></td>
<td>9:00 a.m. - 2:00 p.m.</td>
<td>August 5, 2019</td>
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<tr>
<td><strong>October 18 - January 24</strong></td>
<td>4:00 p.m. - 9:00 pm</td>
<td>October 17, 2019</td>
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**Nursing Assistant I Accelerated:** This course includes training on providing personal care, feeding and rehabilitation of patients, infection control, vital signs, communication, and emergencies. Students are prepared to take the Certification Examination necessary for listing on the Nurse Aide Registry. Center for Applied Technology. 188.5 hrs.

**Instructor:** Cranford  
**Min:** 6; **Max:** 20

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<tbody>
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<td>8:00 a.m. - 1:00 p.m.</td>
<td>November 20, 2019</td>
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<tr>
<td><strong>November 18 - December 24</strong></td>
<td>4:00 p.m. - 9:00 pm</td>
<td>December 1, 2019</td>
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**Nursing Assistant I Refresher and Competency Preparation:** This course is designed to provide a review of the Nurse Aide I core content to prepare individuals who have an expired NC certification or current out-of-state certification to sit for the Nurse Aide I State Exam. Note: NC Certification cannot be expired for more than 48 months to qualify for this course. Center for Applied Technology, Marble. 45 hrs.

**Instructor:** Raper  
**Min:** 6; **Max:** 10

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<td>4:30 p.m. - 9:00 p.m.</td>
<td>November 20, 2019</td>
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**Nursing Assistant II:** This course prepares graduates to perform more complex skills such as sterile dressings, tube feeding, tracheostomy care, catheter insertion, and other skills regardless of the setting. Upon satisfactory completion of the course and skill/competency evaluation by the instructor, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. Proof of high school graduation or high school equivalency diploma is required. Must be currently listed on the North Carolina Nurse Aide I registry in good standing and have current CPR certification. Clinical hours are during the day. Center for Applied Technology, Marble. 170 hrs.

**Instructor:** Cranford  
**Min:** 6; **Max:** 10

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<tbody>
<tr>
<td><strong>June 18 - October 24</strong></td>
<td>12:00 p.m. - 4:30 p.m.</td>
<td>October 5, 2019</td>
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### Pharmacy Technician

**Introduction to Pharmacy Technician (PHM3250):** This course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, outpatient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. Class includes clinical observation hours. County Center for Applied Technology, Marble. 140 hrs.

**Instructor:** Williams  
**Min:** 6

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<tr>
<td><strong>August 1 - December 4</strong></td>
<td>5:00 p.m. - 8:30 p.m.</td>
<td>August 1, 2019</td>
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**Phlebotomy Experience (MLA 3022):** Phlebotomy Experience (MLA 3022): This web-based course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Access to the internet is required for all students with 100hrs of class time and an additional 50 hours in a clinical setting. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians. The class will meet for Lecture/Lab one day a week for 5 hours.

**Instructor:** Reid  
**Min:** 6; **Max:** 7

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<td>9:00 a.m. - 2:00 p.m.</td>
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If you're interested in a class not listed in this schedule, please call (828) 835-4214 to request classes!
Emergency Medical Science

Basic Anatomy and Physiology (EMS 3000): This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. This course must follow specific guidelines established by the NC Office of EMS. Course content will be presented online in an 8 week format. 96 hrs. Online.

Instructor: Angelopoulos
May 29 - July 24
$199.55

Important note for the following courses:
Students MUST satisfy all state-mandated pre-requisites before registering.
Please call (828) 835-4227 or 835-4215 for details.

EMT-Basic (EMS 4200): This course will follow the guidelines established by the NC Office of EMS to prepare students to test for the State and National credential of Emergency Medical Technician-Basic. Main Campus. West Building Room 101. 196 hrs.

Instructor: Fairlie
May 29 - July 24
Min: 6
5:30 p.m. - 10:30 p.m.
$199.55

August 19 - December 11
5:30 p.m. - 10:30 p.m.
$199.55

Advanced EMT (EMS 4300): This course will follow the guidelines established by the NC Office of EMS to prepare students to test for the State credential of Emergency Medical Technician-Intermediate and the National Registry credential of Advanced Emergency Medical Technician. This course will be web-based with a combination of online and classroom portions, along with clinical rotations performed in the field and hospital settings. Additional costs for books, uniforms, liability insurance and comprehensive data acquisition software will be the responsibility of each student. Main Campus. West Building Room 101. 288 hrs.

Instructor: Gagnon
TBD
Min: 10
$199.55

Note: Registration fee for EMT-Basic and Advanced classes is established by the NC Legislature, however, members of North Carolina Public Safety departments who are in “Good Standing” may qualify for a registration fee waiver if this class meets the training needs of the public safety agency. Each registered student is responsible for other applicable costs including books, uniforms, insurance, technology, parking, or supplies.

Fire and Rescue

Firefighter certification recognized by the North Carolina Office of State Fire Marshal (NCOSFM) will be offered at the Tri-County Community College Emergency Services Training Center on weeknights and occasional Saturdays during 2019. After successful completion of the 22 classes, and Hazardous Materials Level 1 Responder, students will be able obtain full certification as a Firefighter in North Carolina.

Foam Water Supplies (FIP 3012)
May 28 - May 29
6:00 p.m. - 10:00 p.m.
TTH
8 hrs.

Water Supplies (FIP 3018)
June 4 - June 13
6:00 p.m. - 11:00 p.m.
TTH
20 hrs.

Safety & Survival (FIP 3025)
June 18 - June 27
6:00 p.m. - 10:00 p.m.
TTH
16 hrs.

Mayday (FIP 3026)
July 9 - July 11
6:00 p.m. - 10:00 p.m.
TTH
8 hrs.

Rescue (FIP 3017)
July 16 - July 25
6:00 p.m. - 11:00 p.m.
TTH
20 hrs.

Ropes (FIP 3009)
July 30 - August 6
6:00 p.m. - 10:00 p.m.
TTH
12 hrs.

Alarms & Communications (FIP 3003)
August 8 - August 20
6:00 p.m. - 10:00 p.m.
TTH
16 hrs.

Sprinklers (FIP 3019)
August 22 - September 3
6:00 p.m. - 10:00 p.m.
TTH
16 hrs.

Fire & Life Safety Preparedness (FIP 3021)
September 5 - September 12
6:00 p.m. - 10:00 p.m.
TTH
12 hrs.

Fire Control (FIP 3013)
September 17 - October 1
6:00 p.m. - 11:00 p.m.
TTH
36 hrs.

CPR CERTIFICATION

May 16
6:00 p.m. - 10:00 p.m.
West Bldg, Room 100

August 15
6:00 p.m. - 10:00 p.m.
West Bldg, Room 100

November 14
6:00 p.m. - 10:00 p.m.
West Bldg, Room 100

Please call Ginger Hubbard at (828) 835-4214 to register for this class.

Law Enforcement

BLET: The North Carolina Basic Law Enforcement Training (BLET) course is designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs. Students must be sponsored by a law enforcement agency and complete an application packet and be accepted to the program.

Night classes begin August 26

Interested students should be prepared to turn in their completed application packets to Allen Denny, BLET School Director, by August 1, 2019.
If you are interested in beginning your High School Equivalency Diploma course of study, a two-day student orientation process is required. During orientation, your future goals and a program path with class assignments will be created. Orientation is offered bi-monthly. For details, please call number listed below.

Main Campus - Crisp Bldg. Room 108
Monday and Tuesday
9:00 a.m. - 3:00 p.m.
Attendance is required for both days. Available dates are below:

2019 Dates:
- May 20 & 21
- June 3 & 4
- July 8 & 9
- July 22 & 23
- August 5 & 6
- August 19 & 20
- September 9 & 10
- September 23 & 24
- October 7 & 8
- October 21 & 22
- November 4 & 5
- November 25 & 26
- December 2 & 3

LET US COACH YOU TO ACHIEVE YOUR GED® GOAL.

Join us for a once a month intensive student focused “bootcamp” instruction to help you prepare for your FINAL GED® tests.

9:00 a.m. - 12:00 p.m.
TCCC GED® Classroom
Crisp Building

Friday, June 7
Friday, July 19
Friday, August 16
Friday, September 13
Friday, October 11
Friday, November 15
Friday, December 6

To register, please call Erika Gillis at (828) 835-4322.

WE WILL PROVIDE SNACKS AND LUNCH!!
COMMUNITY SCHEDULE FOR CURRENT STUDENTS

Students MUST attend New Student Orientation prior to attending classroom instruction.

TCCC - Main Campus

High School Equivalency
Classroom Instruction - Daytime
Crisp Bldg., Room 109
Monday - Thursday
8:00 a.m. - 3:00 p.m.
Instructor: Gillis
Fee Waived

Classroom Instruction - Evening
Tuesday
6:00 p.m. - 8:00 p.m.
Instructor: Lu
Fee Waived

English for Non-English Speakers
Instruction
Crisp Bldg., Room 109
Tuesday
6:00 p.m. - 9:00 p.m.
Instructor: Lu
Fee Waived

Andrews High School

English for Non-English Speakers
Instruction
AHS, Room 415
Wednesday and Thursday
5:30 p.m. - 8:30 p.m.
Instructor: Stafford-Ortega
Fee Waived

TCCC - Graham County Center

High School Equivalency
Classroom Instruction - Daytime
Shope Bldg., Room 4
Tuesday and Wednesday
9:00 a.m. - 1:00 p.m.
Instructor: Hager
Fee Waived

NEW Snowbird Community Library

High School Equivalency
Classroom Instruction - Daytime
Library
*This class will begin as soon as five students are pre-registered and committed to complete the program. Please call Dotie Stafford-Ortega at (828) 835-4208 for additional information.
Tuesday and Thursday
5:30 p.m. - 8:00 p.m.
Instructor: TBA
Fee Waived

Meet Qian Li.

She is currently enrolled in the Tri-County Community College GED/ESL and HRD Employability Skills Labs to improve her chances for advancement and longevity at HCVR.

Could this be YOU?

Do you want to advance in your career, but need a little work with language acquisition and employability skills training?

If so, visit the casino Human Resource Department and ask to speak with one of the friendly, experienced TCCC staff members that are on property Monday through Thursday.

GED, ESL, and HRD classes are fee waived. This opportunity is an added value to your employment at HCVR!

Take advantage of this grand opportunity for the betterment of yourself and your career.

I have taken ESL classes before and, in my opinion, this has been the most beneficial class for me to gain the skills I need to advance my career with the Casino.

-Qian Li

GED/ESL Skills Lab
Tuesday, Wednesday and Thursday
9:00 a.m. - 1:00 p.m.

HRD Employability Skills Lab
Monday, Tuesday, and Wednesday
8:00 a.m. - 5:00 p.m.

For additional information, please contact:
Shelby Brown (828) 497-8557
Lee Griffin (828) 422-5151
Dotie Stafford-Ortega (828) 835-4208

Be sure to visit the College and Career Readiness page for updates:
www.tricountycc.edu

Classes are offered throughout our communities as necessary or requested. If you feel our services are needed in your community, business, or organization we want to hear from you.

FOR MORE INFORMATION

Dotie Stafford-Ortega
(828) 835-4208

OR

Angie Jaco
(828) 835-4256

OR

Erika Gillis
(828) 835-4233
The Career Pathway and Employability Skills Training and Seminars are part of a unique program which provides unemployed and underemployed adults with a strong foundation to seek and retain employment.

The framework of the classes listed below address one or all of the following core components:
- Assessment of an individual’s assets and limitations
- Development of a positive self-concept
- Employability skills
- Communication skills
- Problem-solving skills
- Awareness of the impact of information technology in the workplace
- Assessment
- Employment training
- Career development

These classes provide the knowledge and skills necessary for keeping or advancing in your job and are offered regularly by the College. In addition, all registration fees are waived for qualified students.

Core Services
Individual
- Career Pathway Development
- Employability Skills Training
- Career and Aptitude Assessments
- Job Search Assistance
- Resume Preparation, Applications, Interviewing and Skills Training
- Links to Supportive Services

Employers and Agencies
- Resume Writing, Applications and Forms, Interviewing and Career Training Skills
- Pre-Hire Assessments
- Pre/Post-Employment Training Services
- Specialized Employment/Career Development Training

The following courses are fee waived for unemployed and underemployed adults who meet the tuition and fee waiver criteria:

**TCCC: Main Campus**

Employability Lab (HRD-3002) Crisp Bldg., Room 106
M-TH 8:00 a.m. - 3:00 p.m.
NOW – August 14, 2019
Instructor: Stafford-Ortega/Hembree
This course is designated for unemployed and underemployed adults in an open lab allowing students to attend at their convenience any time the lab is open. Students have the option of working on a range of skill development areas, utilizing computer-based modules. Work is self-paced. Lab instructors are on-site to assist the students when needed.

Skill development areas include: Keyboarding; Skills needed for employment and to complete online applications, develop a professional resume, and cover letter; Job search; Identify employment opportunities that match career objectives and develop a realistic job search plan; Application/resumes; Gather and complete resume, understand the importance of application completion, develop a cover letter, and identify appropriate references; Interviewing; Identify strategies and procedures to prepare for an interview, demonstrate appropriate grooming and attire, and understand the reasons why people get hired and why they don’t.

*The following classes will be held when the minimum number of students has been met:

1. **Get Hired in 1, 2, 3, 4 (HRD-3005)** Crisp Bldg., Room 108
   M-TH 8:30 a.m. - 3:00 p.m.
   Instructor: Stafford-Ortega

   This one-week 24-hour course is designed to help unemployed or underemployed adults utilize technology and develop the basic computer skills necessary to successfully apply for employment. Minimum 5 students. Class will begin after the minimum number of students is registered.

   1. NC Works Online: This class will provide an overview of NCWorks online. Students will learn how to post a resume online, find the latest job openings, and find information on local employers. Students will also learn how to set up an individual NCWorks online account. Through exploration and attainment of the NCWorks online account, students will explore local careers, set personal and professional goals, gain personal development, and provide the instructor with a written plan of action for career development.
   2. Applications 101: This class is designed to help students understand why completing an application is an essential part of the hiring and interview process. Students will examine multiple job search strategies using technology, and how to fill out paper/online applications.
   3. Make Your Resume Work For You: This class will provide students with the fundamental skills for building an effective resume in Microsoft Office, while learning what it means to develop a positive self-concept.
   4. Tips to Nail the Interview: This class focuses on the interview skills needed to secure a job offer. Students will learn effective communication skills needed to be successful in each phases of the interview process.

   **Technology Awareness for the Workplace: The Basics (HRD-3005)**
   M-TH 8:30 a.m. - 3:00 p.m.
   Instructor: Stafford-Ortega

   This one-week, 24-hour class in basic computer skills has become necessary in not only the workplace, but for the job search leading to employment. Minimum 5 students. Class will begin after the minimum number of students are registered.

   Participants in the course will receive hands on learning while they: Learn basic computer skills and literacy; Learn how to utilize the internet for career exploration and job search activities; Develop basic Word processing skills for resume and cover letter development; Learn how to complete on-line applications and attach a resume; Learn how to create an email account, create an email message, reply to an e-mail message and attach files; Learn professional online etiquette; Learn the importance of social media in prospective job searches and the consequences of negative social media.

   Participants should have basic keyboarding skills before taking this class. Keyboarding training is available through the Employability Lab.
Motivation and Retention
The following classes are designed to provide employability skills training to assist with transition, retention, and advancement in the workplace. They are also fee waived for unemployed and underemployed adults who meet the tuition and fee waiver criteria.

Marketing yourself to a potential employer involves knowing what employers are looking for and demonstrating that you can meet that need. Most people think about hard skills, educational experience, but there are other attributes that are important in the workplace.

Participants in this course will be introduced to:
- Conflict resolution techniques
- Problem-solving strategies
- Concepts in teamwork and how to practice in the workplace
- Communication – understanding enhancers and inhibitors
- Workplace attitude – understanding the why and how it effects the workplace and strategies for positive mental outlook.

**Motivation and Retention: How to Stay Employed** (HRD-3006). 24 hours.
This class provides the student with the skills necessary to “keep” a job, once it is attained as well as how to advance within the workplace. Emphasis is placed on attitude and work ethic. Students also evaluate the importance of understanding necessary components for balancing work, school, and family. Assessments will be administered to determine student understanding and comprehension of workplace ethics and interactions.

**Working Smart** (HRD-4100). 24-30 hours.
This class is a soft-skills program designed to provide job-seekers the work and life skills that enhance employee productivity. Employers are looking for candidates who have the “soft skills” that lead to success in the workplace in the following ways: Communication; Problem Solving; Time Management; Accountability.

Specialty Training

**Introduction to Human Services: DSS Income Maintenance Caseworker** (HRD 4000):
This course covers skills and strategies designed to provide employability skills and training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Services agencies. Minimum 5 students. Class will begin after the minimum number of students are registered. 50 hours. Instructors: Thorpe; Grindstaff

This class is held at the end of the Spring semester, if you are interested please call Dotie Stafford-Ortega at (828) 835-4208.

**Income Maintenance Caseworker-NC Fast** (HSE 3220): This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker service eligibility. Specific focus will include proficiency in the utilization of the NCFAST application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. Minimum 5 students. Class will begin after the minimum number of students are registered. 48 hours.
Prerequisite: HRD 4000 (50 Hours must be completed)

**Career Keys Preparation Class** (HRD 3002): Need assistance with Work Keys? Want to practice before the big test? Come during any employability lab time and receive assistance that will increase your score. TCCC has software that will help you with step by step tasks and workbooks available.

**Pathways to Healthcare Professions** (HRD 3003): Prepare to learn about healthcare programs of study, and what will be expected of you as a student and member of the healthcare community. This class will prepare students for entrance into the Nurse Aide I and EMT programs. Students will learn about email, TCCC usernames, and obtain a student I.D. Assistance will be provided in meeting necessary pre-enrollment requirements, along with meeting the instructors, touring facilities, local labor market information, and the creation of a resume. You will also learn tips to help balance school, work, and family life. Minimum 5 students. Class will begin after the minimum number of students are registered. 12 hours.

AdvanceU Seminars (HRD-3006)
AdvanceU seminars are designed to assist unemployed and underemployed adults with gaining the necessary skills to find, keep, or advance in the workplace.

**Administrative Support Training**

In this 24-hour class students will receive instruction on the following topics:

**Telephone Skills for Administrative/Front Desk Professionals**
The person answering the phone or attending the desk is the hub of the office. Learn the importance of tone, diction, clear communication, addressing callers, dealing with angry callers, transferring callers, and doing it all with a smile.

**The Indispensable Assistant**
Learn practical skills to become the indispensable assistant that is productive, organized, and motivated. Be indispensable as you manage time, work independently and handle the pressure of multiple deadlines, and bosses.

**Managing Multiple Projects**
One of the most valuable skills an employee can possess is the ability to manage multiple tasks and projects concurrently. Learn the best techniques and tools available to become more proactive on the job and how to remain in control as you eliminate anxiety.

**Breaking Bad Communication Habits**
Learn strategies to become an effective communicator and better understand the basics of good communication. Also, explore the typical mistakes employees make, how to avoid them, how to listen effectively, and how to communicate clearly through written and non-verbal communication.

**Management and Supervisory Training**

In this 24-hour class students will receive instruction on the following topics:

**The Assertive Manager/Supervisor**
Gain the essential communication skills needed to manage with greater confidence and authority. Learn how to speak assertively, handle problems quickly and effectively, and encourage employees to bring solutions to the table. In addition, this section will include instruction on how to professionally deal with employees who question the supervisor’s authority.

**Coaching and Teambuilding**
A successful manager, supervisor or team leader in today’s workplace is a lot like coaching a winning team. High-performing teams are created by skilled leaders who know how to motivate, inspire, mentor, and lead their people to success. Learn the newest innovative techniques, tools, and to build the ultimate successful team.

**Diversity in The Workplace**
This course will tap into the hidden power of how employees’ differences can build a workplace of respect and a strong foundation of organizational culture. Learn about hidden biases and stereotypes and how to effectively communicate and work together. Diversity considerations will include race, ethnicity, gender or sexual orientation. By embracing a diverse workforce, an organization is better qualified to serve diverse customers and communities.

**Managing Millennials and a Younger Workforce**
Take a closer look at the newest entrants into the workplace. Learn how to communicate, motivate, develop and retain these talented newcomers in today’s multigenerational workforce.

FOR MORE INFORMATION:
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(828) 835-4208
To register for these FREE seminars, visit www.tricountycc.edu and click the Community & Business tab at the top of the page before scrolling to Small Business Center on the left side of the page.

WEBINARS:
Google Ads 101: A Crash Course in Pay-Per-Click Advertising
Clicks, impressions, bounce rate, daily budget, keywords... getting confused? In this workshop you’ll learn how digital ads work, how to maximize your investment, and how to create your own Google ad.
Instructor: Base Note Labs
September 5
5:30 p.m. - 8:30 p.m.

Streamline Your Social Media: Post, Comment, and Check Your Stats in One Place with Hootsuite
Facebook twice a day, Instagram at 6:00 a.m., and Pinterest whenever you’re procrastinating. How will you find time to be everywhere? The secret is you don’t have to be! Learn all about scheduling your social media using the popular Hootsuite software.
Instructor: Base Note Labs
September 10
5:30 p.m. - 8:30 p.m.

SMALL BUSINESS DEVELOPMENT SEMINAR SERIES:

Thinking of Starting a Small Business?: If so, you need to equip yourself with as much knowledge as possible. With the right guidance, and knowing what resources are available, you will increase your chance for success! Center for Applied Technology, Marble.
Instructor: Megan Reyes
September 12
9:00 a.m. - 1:00 p.m.

Business Plan Boot Camp: This one-day, multi-session workshop is designed for the current and prospective small business owner that is interested in creating or strengthening their business plan. During this workshop, attendees will walk through each section of the business plan, key strategies for development and leave with a business plan base to build from. Current and prospective small business owners will also gain a greater understanding of the resources available to assist them with the business planning process. Bring an idea and/or business plan and join a team of business resource providers as we develop business plans worthy of competition. Center for Applied Technology, Marble.
Instructor: Russ Seagle
September 19
9:00 a.m. - 4:00 p.m.

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 do’s and don’ts of writing a plan and steps for making the process easy.
Instructor: Russ Seagle
September 24
5:30 p.m. - 8:30 p.m.
ANNOUNCING FALL 2019 MINDSPARK LIVE TOPICS

1st Wednesday of each month
12:00 PM - 1:00 PM

July 10 - How to Choose Your Legal Structure
August 7 - Branding with a Bang!
September 4 - Building Your Business Around Your Community
October 2 - Make an Offer They Can't Refuse
November 6 - Simple, Effective Customer Service Tips
December 4 - Apps for Small Business

*July is 2nd Wednesday of month due to holiday*
Because Tri-County Community College is in the early planning stages of this process, its research department invites feedback from community members about interest in some of the following classes:

- Ground School
- Aircraft Maintenance
- Aircraft Electronics

Now is the time to prepare for a possible professional career in aviation.

If you are interested in this new and exciting field of study, please complete our short survey located at [www.tricountycc.edu/TCCCAircraft](http://www.tricountycc.edu/TCCCAircraft) and provide contact information so we can add you to the interest list.

[WWW.TRICOUNTYCC.EDU/TCCCAIRCRAFT](http://WWW.TRICOUNTYCC.EDU/TCCCAIRCRAFT)