Welcome to the September - December Continuing Education Schedule. 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 and Articles of Higher Education Act. Statistics are available by contacting the Coordinator at (828) 835-4202.

September - December Continuing Education Schedule

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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.

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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 Cosmetic 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.
Animal Taxonomy

Veterinary Assistant (ANS 3011): This course is designed for instructional areas related to a veterinarian practice: veterinary terminology, anatomy and physiology, animal behavior and communication, proper handling and restraining of animals, obtaining and handling specimens, emergency care, and office management in reference to medical records, charting, and detailed documentation may be included. Center for Applied Technology, Marble. 24 hrs.
Instructor: Loggins
September 17 - November 5
6:00 p.m. - 9:00 p.m.
Min: 6
$74.60

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
August 15 - December 11
MTWTH
Contact Hours
Min: Permission of instructor
$184.60

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
November 6 - November 13
W
6:00 p.m. - 10:00 p.m.
Min: 8
$70.60

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
September 18 - September 19
TW
6:00 p.m. - 9:00 p.m.
Min: 5
$70.60

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
September 10 - September 19
TW
6:00 p.m. - 9:00 p.m.
Min: 5
$70.60

Small Engine Repair (AUT 3200): This course provides the student with hands-on knowledge of small engine troubleshooting and repair. Upon completion students will be able to explain operating principles of engines, name major parts of engines, and work safely in the Shop. Center for Applied Technology, Marble. 24 hrs.
Instructor: Klaucke
September 24 - November 12
T
6:00 p.m. - 9:00 p.m.
Min: 6
$74.60

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
October 23 - December 4 (No Class 11/27)
W
5:30 p.m. - 8:30 p.m.
Min: 6
$79.60

Digital Photography Introduction (PHO 3001): Beginners to digital photography may be intimidated by the camera — after all, you’re trying to learn not just photography, but also digital photography. Understanding a little about your digital file and what to do with it after you’ve taken your images is important to making sure you are getting the most out of your digital camera. This class keeps the tech talk to a minimum and fun to a maximum. Center for Applied Technology, Marble. 18 hrs.
Instructor: Birtha
October 7 - November 18
M
5:30 p.m. - 8:30 p.m. (No Class 11/11)
Min: 6
$79.60

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 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/. 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
November 13 - November 14
TBD
5:30 p.m. - 9:30 p.m.
Min: 6
$70.60

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

Don’t see what you’re looking for? Please call (828) 835-4241 to place your name on an interest list. Classes can be scheduled when the minimum number of students is reached for a specific class.

Do you have a special talent or a passion for a particular subject that you would like to share by teaching? Please call (828) 835-4241.

Enjoy our new, spacious Community Enrichment Center located next to the Main Campus at the Shoppes of Indigo Hills. We are offering plenty of accessible parking and a wonderful brightly-lit classroom.

NEW Puppy Training: Puppies love to play and you can train your puppy by playing games with them. Have fun training your puppy using reward-based, force-free training techniques. Open to puppies 10 weeks to 4 months. No puppies at the first class. 5 hrs.
Instructor: Hearl
October 7 - November 4
6:00 p.m. - 7:00 p.m.
TBA
$75

NEW Collage Animals: Join this class and create a one-of-a-kind, colorful, whimsical mixed media collage of your favorite furry friend! Choose your favorite cat or dog. Additional $25 supply fee is included in price listed. 6 hrs.
Instructor: Jakelis
Min: 4; Max: 8
November 19 - December 10
6:30 p.m. - 8:00 p.m.
$65

Bead Weaving: In this class you will learn different types of stitches used to weave beads into three-dimensional shapes, distinct textures and patterns to create jewelry or to embellish baskets or other creative projects. Beginners are welcome. Additional cost for supplies. 24 hrs.
Instructor: Jones
Min: 8
October 24 - December 5 (No Class 12/5)
9:00 a.m. - 1:00 p.m.
$65

Pottery (Beginning): Learn the basics of creating with clay during this 4-week class! Students’ choice of hand building or wheel throwing, firing, and glazing will be included. Additional $20 supply fee (included in price listed). 12 hrs.
Instructor: Kaylor
Min: 6; Max: 10
TBA
1:00 p.m. - 4:00 p.m.
$80

Suminagashi: 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
October 14 - November 4
6:30 p.m. - 8:00 p.m.
$70
**Culinary**

**NEW Food Fest:** Join these deliciously informative classes and ‘wow’ your friends at your next dinner party! Students will gain a broad overview of the influences and ingredients that create the unique character of each of the selected cuisines. Students will prepare, taste, serve, and evaluate traditional, regional dishes. An estimated $40 supply fee per student is included in price listed. All levels of experience welcome.

**Latin Cuisine**
*(includes regional dishes of Mexico, South America, and the Caribbean Islands)*

- **Instructor:** Ciotta
- **Min:** 5; **Max:** 8
- **October 12**
- **10:00 a.m. - 3:00 p.m.**
- **$105**

**Mediterranean Cuisine**
*(includes regional dishes of Greece, Morocco, Italy, and France)*

- **Instructor:** Ciotta
- **Min:** 5; **Max:** 8
- **November 9**
- **10:00 a.m. - 3:00 p.m.**
- **$105**

**Italian Cuisine**
*(includes regional dishes of Italy)*

- **Instructor:** Ciotta
- **Min:** 5; **Max:** 8
- **November 16**
- **10:00 a.m. - 3:00 p.m.**
- **$105**

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**Genealogy**

**TUESDAY NIGHT:**

**GENEALOGY TRACK**

**How to Research Your Family History on the Internet:** The Internet offers a wonderful array of databases, records, and other resources for researching your family tree online. Knowing how and where to search online is a must for any genealogist using the Internet. In the past few years there have been major changes to nearly all the major online genealogy research websites and record repositories. This course will teach you how to search like a pro, find genealogy databases, and discover your family history on the Web. All the top sites will be covered. Students will learn tips and tricks on using these resources, and how to put them to use in their family research plans. While our beginner genealogy class is not required to take this course, a basic understanding of genealogy research principles is strongly recommended. We also recommend a laptop or tablet capable of wireless internet access to be brought to this class. 15 hrs

- **Instructor:** Van Horn
- **Min:** 8
- **September 10 - October 8**
- **6:00 p.m. - 8:00 p.m.**
- **$105**

**Hidden Genealogy Sources:** Discover facts about your ancestors in unexpected places - some right under your nose! This course will explore little-known genealogical sources that may contain information about their ancestors’ lives. Students will learn about dozens of hidden genealogical sources, how to find them, and how to use them in research projects. While our beginner genealogy class is not required to take this course, a basic understanding of genealogy research principles is strongly recommended. 15 hrs

- **Instructor:** Van Horn
- **Min:** 8
- **October 15 - November 19**
- **6:30 p.m. - 9:00 p.m.**
- **$50**

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**THURSDAY NIGHT:**

**GENERAL GENEALOGY/DNA TRACK**

**AncestryDNA 101:** If you are researching your family history, taking an autosomal DNA test has become a must-do task. The premier company to take that first DNA test with is AncestryDNA. This class will cover the basics of autosomal DNA testing, a step-by-step guide to testing at Ancestry, and a basic overview of what you will see after that test clears the lab. 7.5 hrs.

- **Instructor:** Van Horn
- **Min:** 8
- **September 12 - September 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
- **Min:** 8
- **September 26 - 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
- **Min:** 8
- **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 illusive 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, trick, 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
- **Min:** 8
- **October 31 - November 21**
- **6:30 p.m. - 9:00 p.m.**
- **$35**

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**One Meeting Marvels**

**Christmas Craft - Holiday Wreath Making:** Welcome the holiday season with a special wreath you make yourself. Come join the fun and ignite the holiday spirit. Additional $15 supply fee is included in price listed. 2 hrs.

- **Instructor:** Taylor
- **Min:** 5
- **December 3**
- **6:00 p.m. - 8:00 p.m.**
- **$30**

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**Don’t see what you’re looking for?**

If you’re interested in a class not listed in this schedule, please call (828) 835-4241 to request classes!
**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
September 21
10:00 a.m. – 3:00 p.m.  $30
October 19
10:00 a.m. – 3:00 p.m.  $30
November 9
10:00 a.m. – 3:00 p.m.  $30
December 7
10:00 a.m. – 3:00 p.m.  $30

**Custom Wreath Making:** Learn to create unique 24” wreaths to suit your personal taste or to complement your home décor. Various materials and ribbon patterns will be available. Price listed includes registration/materials. 2 hrs.
Instructor Denton
Min: 4; Max: 8
October 12 (Harvest Theme)  $40
September 16 (Fall Harvest Theme)  $40
November 23 (Christmas Theme)  $40

**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

**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.
Instructor: Taylor
September 18
3:00 p.m. – 5:00 p.m. OR 6:00 p.m. – 8:00 p.m.  $25

**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 to wear clothes that you wouldn’t mind to stain as the dye will color whatever it touches.) Additional $15 supply fee (included in price listed). 3 hrs.
Instructor: Taylor
September 18
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 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
November 18 - November 25
6:30 p.m. – 8:30 p.m.  $40

**Tai Chi:** Secrets of the Internal Arts is a must for everyone who wants effective Qigong and the “real Tai Chi”. This course guides students past the externals and into the heart of Tai Chi and Qigong. Students will go beyond the physical postures and focus on learning the Internal Arts from the inside out to bring more Qi (chi) into their practice for increased power, health and relaxation. 8 hrs
Instructor: Saunders
Min: 6; Max: 20
October 14 - December 9 (No Class 11/11)  M
6:00 p.m. – 7:00 p.m.  $35
October 17 - December 12 (No Class 11/25)  TH
2:00 p.m. – 3:00 p.m.  $35

**Acrylic Skins & Mixed Media Texture Painting:** Typically, acrylic paint that isn’t used is discarded once it’s dry. Rather than waste leftover paint, why not include it in the next piece of art? When acrylic paint dries, it forms a flexible “skin” that can be used in a variety of ways. Learn to add a whole new dimension to your acrylic paintings. There are so many possibilities! The only limit is your imagination. In this class, students will paint two 11”x14” gallery wrapped block canvases. 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 $25 supply fee which is included in the price listed. 7.5 hrs.
Instructor: Jakelis
Min: 4; Max: 8
October 8 – November 5
6:30 p.m. - 8:00 p.m.  $75

**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
September 9 - October 14  M
9:30 a.m. - 12:30 p.m.  $65
October 21 - December 2 (No Class 11/11)  M
9:30 a.m. - 12:30 p.m.  $65

**Realistic Painting:** Learn to create a realistic painting using under-painting, 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 canvases. Dates subject to change. 28 hrs. Seven weeks.
Instructor: Foerster
Min: 14
October 23 - December 11  W
10:00 a.m. - 2:00 p.m.  $50

**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 23 - October 14  M
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
December 4 - December 5
6:00 p.m. - 9:00 p.m.
Min: 5
$40

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
November 5 - December 10
6:00 p.m. - 9:00 p.m.
Min: 8
$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
October 28 & 29
6:00 p.m. - 9:00 p.m.
Min: 5
$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
October 1 - October 22
6:00 p.m. - 9:00 p.m.
Min: 6
$65

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
October 7 - November 11
6:00 p.m. - 9:00 p.m.
Min: 7
$55

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
October 2 - 23
2:00 p.m. - 5:00 p.m.
Min: 8
$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
October 30 - November 20
2:00 p.m. - 5:00 p.m.
Min: 8
$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
December 9 - December 12
6:00 p.m. - 9:00 p.m.
MWTH
Min: 6
$50

ANDREWS OFFICE

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
October 7 - November 11
6:00 p.m. - 9:00 p.m.
Min: 7
$55

October 8 - November 12
6:00 p.m. - 9:00 p.m.
T
$55

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
October 8 - November 12
6:00 p.m. - 9:00 p.m.
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.

CLAY COUNTY

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
October 7 - November 11
6:00 p.m. - 9:00 p.m.
Min: 7
$55

October 8 - November 12
6:00 p.m. - 9:00 p.m.
T
$55
**NEW** Acrylic Skins & Mixed Media Texture Painting: Typically, acrylic paint that isn’t used is discarded once it’s dry. Rather than waste leftover paint, why not include it in the next piece of art? When acrylic paint dries, it forms a flexible “skin” that can be used in a variety of ways. Learn to add a whole new dimension to your acrylic paintings. There are so many possibilities! The only limit is your imagination. In this class, students will paint a 11”x14” gallery wrapped block canvas. 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 $15 supply fee which is included in the price listed. 4 hrs.
Instructor: Jakelis
September 30 - October 7
6:30 p.m. - 8:30 p.m.
$40

**NEW** Christmas Craft - Holiday Wreath Making: Welcome the holiday season with a special wreath you make yourself. Come join the fun and ignite the holiday spirit. Additional $15 supply fee is included in price listed. 2 hrs.
Instructor: Taylor
Min: 5
December 10
6:00 p.m. - 8:00 p.m.
$30

**NEW** Collage Animals: Join this class and create a one-of-a-kind, colorful, whimsical mixed media collage of your favorite furry friend! Choose your favorite cat or dog. Additional $25 supply fee is included in price listed. 4 hrs.
Instructor: Jakelis
Min: 4; Max: 8
December 2 - December 9
6:00 p.m. - 8:00 p.m.
$40

**NEW** Custom Wreath Making: Learn to create unique 24” wreaths to suit your personal taste or to compliment your home décor. Various materials and ribbon patterns will be available. Price listed includes registration/materials. 2 hrs.
Instructor: Denton
Min:4; Max:8
October 12 (Harvest Theme) $40
10:00 a.m. - 12:00 p.m.
November 23 (Christmas Theme) $40
10:00 a.m. - 12:00 p.m.

**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
October 21 - November 18 (No Class 11/11)
6:30 p.m. - 9:30 p.m.
$55

**NEW** 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.)
September 9 - September 16
5:00 p.m. - 9:00 p.m.
$85.60

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**Cosmetic Arts**

**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.
Instructor: Hodgins
Min: Permission of instructor
August 15 — December 11
9:00 a.m. - 2:00 p.m.
$184.60

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**Construction Trades**

**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.
October 12
8:00 a.m. - 5:00 p.m.
$70.60

**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.
October 12
8:00 a.m. - 12:00 p.m.
$70.60
**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

September 23, 24, & 26  
MTTH  
5:00 p.m. - 9:00 p.m.  
$74.60

**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.

**Catering and Quantity Cooking (HOS 3041):** This course is designed to instruct 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  
$259.60

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

**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  
$79.60

Please call (828) 835-4214 to be placed on an interest list.

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

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

October 5  
9:00 a.m. - 1:00 p.m.  
$70

November 2  
9:00 a.m. - 1:00 p.m.  
$70

December 7  
9:00 a.m. - 1:00 p.m.  
$70
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) TTH
9:00 a.m. - 12:00 p.m. $79.60

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
TBA $70
** 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.**

MACHINING

GRANT FUNDED Machinist Quality Training (MEC 3010): This course covers skills such as: blue print reading, measurements, calibration, basics of CNC, inspection, and safety measures necessary for quality machining production and operations. Center for Applied Technology, Marble. 30 hours.
Instructor: Jones Min: 6
October 21 - January 13 M
4:00 p.m. - 7:00 p.m. (Holidays off)
Grant Funded by Duke Energy

GRANT FUNDED Machinist Training (MEC 3010): These courses have both classroom and hands-on components. Instruction includes: measurement, manual machine, and CNC operated machines. These are grant funded courses funded by Duke Energy. Center for Applied Technology, Marble. On-going classes offered.
Instructor: Jones
Please call (828) 835-9564 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.

LANGUAGE STUDY

Cherokee

Cherokee Language I: This course introduces the Cherokee Language, with a focus on first-time speakers looking to learn basic concepts such as the phonetics of the language and some pronunciation within a cultural context. **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.**
Min: 8 $74.60

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 $74.60
**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

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
TBA TBA
** 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 $74.60
** 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.**

KNIFE MAKING

Introduction to Knife & Sheath Making (ISC 3500): This course is designed to teach students the basics of knife making including custom blades and handles, as well as handle materials and attachment methods. Students will also learn how to construct custom leather sheathes to house the knives.* Additional supply costs will be according to student choices for knife materials. Premium Knife Facility, Hayesville. 24 hrs.
Instructor: Poltrock Min: 6
September 30 - November 25 M
6:00 p.m. - 9:00 p.m. (No Class 11/11) $70.60

NEW Introduction to Gunsmithing: This class is designed to provide the student with basic skills as applied to the repair of firearms. Coursework will include understanding firearm parts, repair work and restoration of firearms. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment. Students should provide proof of eligibility to participate to include: (1) Any current, valid State-issued permit to purchase a firearm; (2) A current, valid State-issued concealed carry permit from North Carolina; (3) A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina; (4) Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or (5) A background check to determine if applicant can lawfully possess a firearm in North Carolina. Center for Applied Technology, Marble. 24 hrs.
Instructor: Clark Min: 6
October 22 - December 10 T
6:00 p.m. - 9:00 p.m. $74.60
**MEDIA**

**Video Production**

Desktop Publishing (CIS 3165): This web-based course is designed to cover various concepts of desktop publishing including terminology, text editing, use of design principles, including the basics of web design and development. Emphasis is on layout techniques, graphics, multiple page displays, and business applications. 50 hours.

Instructor: Anderson  
Min: 6  
TBA  
$134.60

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.

Film and Video Production – An Introduction (FVP 3100): This course provides instruction for digital film and video production. Core topics include the history of film and video in the US and the three stages of film making (pre-production, production and post-production). Upon completion, students should be able to demonstrate professional skills needed to pursue a career in the film/video industry. 48 hours

Instructor: Rateliff  
Min: 6  
TBA  
$125.60

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.

**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 requirements 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.

**TRANSPORTATION**

**Truck Driver Training**

Class A CDL training program for only $2,450.*  
Prerequisites: driver’s license, physical, and background checks. Must include health and drug test.

ENROLL NOW! PRICES WILL INCREASE IN JANUARY 2020.

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.

Instructors: Page and Helton  
MTWTHS  
5:30 p.m. - 10:00 p.m.

Instructors: Page and Helton  
7:00 a.m. - 5:30 p.m. (Saturday Only)

Graham County Center, Robbinsville  
MTWTH  
Contact Hours  
$184.60

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  
August 15 - December 11  
MTWTH  
Contact Hours  
$184.60

Instructor: Weidner  
MTWTH  
Contact Hours  
$184.60

WELDING

Visit us online at:  
WWW.TRICOUNTYCC.EDU
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
- **November 18 - December 10**
- **8:30 a.m. - 12:30 p.m.**
- **$70.60**

NURSING ASSISTANT

**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
- **October 21 - November 25**
- **4:30 p.m. - 9:00 p.m.**
- **$144.60**

PUBLIC SAFETY TRAINING

**Fire Control (FIP 3013)**

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.

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

**CPR CERTIFICATION**

- **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.*

**American Heart Association®**

**FIRE INSTRUCTOR 1 & 2 CERTIFICATION COURSES OFFERED**

**FIRE INSTRUCTOR 1**

- **October 6, 10, 17 & 22**
- **6:00 p.m. - 10:00 p.m.**

**FIRE INSTRUCTOR 2**

- **October 25, November 1, 8, 15 & 22**
- **6:00 p.m. - 11:00 p.m.**

**FIRE INSTRUCTOR 2**

- **November 29, December 6, 13 & 20**
- **6:00 p.m. - 11:00 p.m.**

**For more information, please contact Henry Angelopoulos at (828) 835-4251 or hangelopoulos@tricountycc.edu**

**CHAINSAW SAFETY FOR FIRE DEPARTMENTS**

**Tri-County Community College**

**LOCATION**

- **Tri-County Community College Emergency Safety Training Center**
- **21 Campus Circle, Murphy NC 28906**

**ADDITIONAL INFORMATION**

- Hands on portion will require proper personal protective gear, including chainsaw chaps, helmet with hearing protection, safety glasses, and gloves.
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. $2,450 MTWTHF
7:00 a.m. - 5:00 p.m.
5:30 p.m. - 10:00 p.m. MTWTHS
7:00 a.m. - 5:30 p.m. Sat. & Sun.
Instructors: Page and Helton
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.

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 $259.60
TBA
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.

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. $70.60
September 10 - September 19 TW 6:00 p.m. - 9:00 p.m. $70.60
For more information or to put your name on the class interest list, call (828) 835-4214.

REAL ESTATE
Check out page 11 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.

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.
August 15 - December 11 MTWTH
See page 11 for more information.
ENROLL NOW! FEES WAIVED

AVAILABLE CLASSES:

- Adult Basic Education
- English Language Acquisition (ELA)
- High School Equivalency / GED®
  - Any adult 18 or older who did not graduate from high school is eligible to participate in this program.
  - This program is also for any high school graduate who wishes to improve their skills.
  - Anyone 16 or 17 years of age who is not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where they live.

LEARN ENGLISH AT TCCC

CALL DOTIE ORTEGA
AT (828) 835-4208
FOR MORE INFORMATION.

YOU CAN HELP... for less than $105 you could help one student pay for the fees associated with his or her GED. Obtaining this credential opens a myriad of doors and opportunities for our students.

Help us in the College and Career Readiness program make a difference in the lives of our students by making a small contribution.

Send your gift to:
Tri-County Community College Foundation
21 Campus Circle, Murphy, NC 28906
Note: Basic Skills Fund

GOAL!!!

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, September 13
Friday, October 11
Friday, November 15
Friday, December 6

To register, please call Erika Gillis at (828) 835-4228.

WE WILL PROVIDE SNACKS AND LUNCH!!

COME AND GROW WITH US!

STUDY AT YOUR OWN PACE.

STUDENT CENTERED.

FRIENDLY ENVIRONMENT.

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.
TCCC's Night School is designed so working students or students with families can attend classes in the evening without disrupting their work or family schedules.

Classroom Instruction - Evening
Tuesday and Thursday
6:00 p.m. - 9:00 p.m.
Instructor: Kilpatrick
Fee Waived

For additional information about TCCC's Night School, call (828) 835-4228.
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

Human Resource Development’s
Career Pathway and Employability Skills Training
Crisp Building, Room 106
Dotie Stafford-Ortega
Director of College and Career Readiness and HRD
dstafford@tricountycc.edu
(828) 835-4208

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 – December 19, 2019
Instructor: Stafford-Ortega/Hembree

The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related.

**Harrah’s Cherokee Valley River Casino/Hotel**
Employability Lab (HRD-3002) HR Bldg., Room 101
M-W 8:00 a.m. - 5:00 p.m.
NOW – December 19, 2019
Instructor: Lu

The lab offers an opportunity to drop in between the provided hours and receive assistance with resumes, job applications, interviewing techniques, career exploration, and anything else career related.

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

**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.

**Money Smart (HRD 3008)**
This course is designed to give participants the necessary knowledge to successfully manage current and future finances. This course will discuss how to balance a checking and savings account, pay off debt, effectively coupon, apply for a loan, and much more. 2 hrs. Membership hours.
Employability Skills:
What Employers Want to See (HRD-3006). 24 hours.
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.

Technology Awareness for the Workplace:
The Basics (HRD-3005)
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.
Businesses we know get on the path to better systems and improved efficiency. This session will explore some of our favorites that have helped many small businesses. It's always a concern. Knowing which apps you should be using can make life much simpler, but there's so many options it's almost impossible to know where to start. This session will explore some of our favorites that have helped many small businesses we know get on the path to better systems and improved efficiency.

Great customer service will give you an advantage you need to survive in today's tough business climate. Now more than ever before, businesses must be customer-oriented and have strong “people skills” in order to succeed. Learn valuable skills on how to listen to the customer and communicate clearly the benefits of what you can offer them.

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Are you interested in sessions on Pinterest or Etsy, or anything else you don’t see here?

Share your thoughts with Kathryn Jenkins at kjenkins@tricountycc.edu.

The Small Business Center offers FREE assistance to anyone who wants to start a new business or expand a business.

- Confidential, one-on-one counseling
- Assistance with Business Plan or Marketing Plan
- Assistance with Small Business Loans
- Free Seminars on Small Business Topics

Contact Kathryn Jenkins TODAY for more information or to set up an appointment!

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:**

Streamline Your Social Media: Post, Comment, and Check Your Stats in One Place with Hootsuite

*September 10 // 5:30 p.m. - 8:30 p.m.*

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.

Mindspark Live: Make an Offer They Can’t Refuse

*October 2 // 12:00 p.m. - 1:00 p.m.*

Learn the art of selling your product, your service and yourself! Contrary to popular opinion, selling isn't as much about gimmicks, presentations and sales speeches as it is about listening and getting to know what your customer really wants. Learn valuable skills on how to listen to the customer and communicate clearly the benefits of what you can offer them.

Mindspark Live: Simple, Effective Customer Service Tips

*November 6 // 12:00 p.m. - 1:00 p.m.*

Great customer service will give you an advantage you need to survive in today’s tough business climate. Now more than ever before, businesses must be customer-oriented and have strong “people skills” in order to succeed. Learn the skills needed to communicate professionalism, strengthen customer relationships and secure a competitive advantage through customer service excellence.

Mindspark Live: Apps for Small Business

*December 4 // 12:00 p.m. - 1:00 p.m.*

Whether you’re trying to keep up with expense receipts, manage your time better or just sign documents electronically, there’s probably an app for that. Being an entrepreneur involves wearing many hats and improving productivity is always a concern. Knowing which apps you should be using can make life much simpler, but there’s so many options it’s almost impossible to know where to start. This session will explore some of our favorites that have helped many small businesses we know get on the path to better systems and improved efficiency.

**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!

*September 12 // 5:30 p.m. - 8:30 p.m.*

Center for Applied Technology, Marble.

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.

*September 19 // 9:00 a.m. - 4:00 p.m.*

Center for Applied Technology, Marble.

Writing the 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. Center for Applied Technology, Marble.

*September 24 // 5:30 p.m. - 8:30 p.m.*

Center for Applied Technology, Marble.

**BUSINESS PLANNING WORKSHOPS ...ALL IN ONE DAY!:**

**Market Research and Marketing:** Learn how to create a brand for your business and how to properly market it. There are various platforms that you can use to advertise — discover the right ones for you! Center for Applied Technology, Marble.

*October 1 // 9:00 a.m. - 11:00 a.m.*

**Record Keeping and Taxes:** Participants will learn about their tax reporting responsibilities. Additionally, business owners will learn how keeping sound financial records is a critical step in managing a successful company. Learn how to manage your financial paperwork in a way that helps you prepare for your bookkeeping and accounting tasks. Center for Applied Technology, Marble.

*October 1 // 11:45 a.m. - 1:45 p.m.*

**Financing Your Small Business:** Financing continues to be a challenge for many small business owners. Questions range from, Who will give me money for my business idea and what do they need from me? to, How will this business make money and will it be enough to pay back a loan or attract an investor? 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.

*October 1 // 2:00 p.m. - 4:00 p.m.*
SMALL BUSINESS CENTER OFFERINGS IN CLAY COUNTY

Opportunities For Business Owners During Road Improvements
**September 26 // 4:00 p.m. - 6:00 p.m.**
Are the road improvements on 175 and 69 making you nervous as a business owner? Learn about the things you can do to help your business during this process. Discover strategies to maintain the market and even grow your market with these road improvements.
*Speakers: Department of Transportation and Local Business Owners*
*Location: 345 Courthouse Drive, Hayesville, NC 28904*

Tips, Tools And Devices To Improve Your Business Internet Access
**October 8 // 4:00 p.m. - 6:00 p.m.**
Worried about your business being left behind? Meet and learn, from a Frontier representative, tips, tools and devices for ways to boost your existing Internet service and improve your productivity in this data driven world. A short social media presentation will follow. This, along with improving social media presence, will help bring your business into the twenty-first century.
*Speakers: Frontier Communications and Social Media Experts*
*Location: 345 Courthouse Drive, Hayesville, NC 28904*

**OTHER FALL SBC OFFERINGS:**

**ICE HOUSE ENTREPRENEURSHIP PROGRAM: WORKING ON YOUR BUSINESS MINDSET**

Do you have a business idea, but no plan mapped out yet? Do you have a business that needs a creative upgrade? Are you hungry for inspiration from other entrepreneurs? Join us for a retreat focused on developing your business mindset for success!

You will learn to:
- Identify and evaluate opportunities that others overlook
- Embrace an entrepreneurial mindset as a life-skill
- Identify and overcome self-limiting beliefs
- Take imperfect action as you test an idea
- Map out your opportunity canvas and share it
- Interact with local entrepreneurs and business counselors

Inspired by the life story of Pulitzer nominee Clifton Taulbert and the life-changing influence of an unlikely entrepreneur, the Ice House Entrepreneurship Program is an experiential, problem-based learning program. It immerses you in experiences that develop your entrepreneurial skills and contacts. This retreat Working on your Business Mindset is a condensed version of the full Ice House course. You will receive the book “Who Owns the Ice House?” shown here.

**October 17**
**9:00 a.m. – 4:00 p.m.**
**Center for Applied Technology, Marble**
Coffee and lunch included.

**VALUE ADDED FOOD PRODUCTION**

This session will introduce farmers and food producers to the concepts, requirements and opportunities to develop value added products. Participants will be introduced to the value added production process from concept to shelf including regulatory requirements and an explanation of production and marketing services provided by the Center for Agriculture and Food Entrepreneurship (CAFE').

**Speaker: Smithson Mills/Blue Ridge Food Ventures**
**Center for Applied Technology, Marble**
**Date TBA**

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