CONTINUING EDUCATION
SCHEDULE OF CLASSES

JANUARY - MAY 2020

OPPORTUNITIES FOR
CAREER
BUSINESS
& LIFE

Professional Advancement
Practical Hands-On Training
Community and Personal Enrichment
Small Business Seminars for Development

MURPHY:
(828) 837-6810
MARBLE:
(828) 835-9564
ROBBINSVILLE:
(828) 479-9256

WWW.TRICOUNTYCC.EDU
# INSIDE THIS EDITION

## JANUARY - MAY 2020

### 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.

### TCCC Board of Trustees:

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<td>Betty Anderson</td>
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<tr>
<td>Al Lovingood</td>
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<tr>
<td>Bryan Hedden</td>
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<tr>
<td>Leo Phillips</td>
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<td>Dr. Jackie Sellers</td>
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<td>Mike Stevenson</td>
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<td>David Williams</td>
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<tr>
<td>Hugh Williamson</td>
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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.

**Please note:** Registration costs and expenses are subject to change at any time. Costs are provisional, depending upon the action of the North Carolina State Legislature.

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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 Cosmetology 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](http://ope.ed.gov/security).

Published December 2019 - 2,500 copies of this public document were printed in the Tri-County Community College print shop.
**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  
Min: 6  
February 4 - March 24  
6:00 p.m. - 9:00 p.m.  
$74.60

**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  
Min: 6  
January 14 - March 10  
6:00 p.m. - 9:00 p.m.  
$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.

**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  
Min: Permission of instructor  
January 8 - May 5  
Contact Hours  5 MTWTH  
$184.60  
May 27 - July 23  
Contact Hours  5 MTWTH  
$184.60  
August 17 - December 15  
Contact Hours  5 MTWTH  
$184.60

**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: Cheek  
Min: 5  
January 23 - January 30  
6:30 p.m. - 9:30 p.m.  
$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: Cheek  
Min: 5  
January 9 - January 30  
6:30 p.m. - 9:30 p.m.  
$70.60

**New Quick Credit Business Bookkeeping with Excel (OST 3100):** Learn the basics of Excel while utilizing other practical bookkeeping methods without using accounting software. Students will learn monthly bank reconciliation, downloading excel files from online banking, record keeping measures and formats using both excel, paper, and paperless; as well as payroll processing options. Center for Applied Technology, Marble. 18 hrs.

Instructor: Crowe  
Min: 6  
January 21 - February 25  
5:30 p.m. - 8:30 p.m.  
$79.60

**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.

**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.

**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  
March 2 - April 27 (No class on April 20)  
6:00 p.m. - 9:00 p.m.  
$79.60

**Call/Data Center Training**

**New Quick Credit Business Bookkeeping with Excel**

**Quick Credit Basic Accounting**

**Call/Data Center Training**

**New Quick Credit Business Bookkeeping with Excel**

**Quick Credit Basic Accounting**

**Call/Data Center Training**
**Data Processing**

**QUICK CREDIT Microsoft Office Basics (NOS 3100):** This course will introduce the basics of Word, Excel, PowerPoint, and Outlook. You will gain the knowledge needed to be able to create professional business documents. Center for Applied Technology, Marble. 18 hrs.

Instructor: Palmer  
Min: 6  
April 23 - May 28  
5:30 p.m. - 8:30 p.m.  
$79.60

**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  
Min: 6  
February 3 - March 9  
5:30 p.m. - 8:30 p.m.  
$79.60

**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 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  
Min: 6  
February 19  
9:00 a.m. - 4:30 p.m.  
$70.60  
April 29  
9:00 a.m. - 4:30 p.m.  
$70.60

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**Apply for a local PAID APPRENTICESHIP**

EmPOWERing Mountain Food Systems is committed to assisting local food & farm businesses, restaurants, vineyards, breweries & value-added producers in growing their business.

We support Cherokee, Clay, Graham, Jackson, Haywood, Macon, Swain & the Qualla Boundary

Apprenticeship Benefits:
- hands-on practical work experience
- use your unique skill sets to help improve your Mentor's business and profitability
- income for your work
- fulfill student work hour requirements
- Apply for the first cycle of the Apprenticeship program; applications open on November 1, 2019. [There will be two additional cycles in the future, dates TBD]

For more information about our open apprenticeship positions, please visit us online at Empoweringmtnfoodsystems.org

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**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  
Min: 6  
March 18 - April 22  
5:30 p.m. - 8:30 p.m.  
$79.60

**Adobe Lightroom:** Made for photographers, Adobe Photoshop Lightroom is about work flow, editing and output. This class teaches all the best habits and practices photographers for managing your photo library, non-destructively editing images, and keep everything, nice, neat and orderly. You’ll quickly see why many photographers begin and end their work in Adobe Lightroom. Center for Applied Technology, Marble. 18 hrs.

Instructor: Birtha  
Min: 6  
May 18 - June 29 (no class 5/25)  
5:30 p.m. - 8:30 p.m.  
$79.60

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If you're interested in a class not listed in this schedule, please call (828) 835-9564 to request classes!
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 wonderfully bright-lit classroom.

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 $.60.

*Prices listed include registration fee, supply fee (where applicable), and student insurance.

## MAIN CAMPUS

### Animal Husbandry

**Beekeeping**: Learn about this intriguing craft from a certified Master Beekeeper. Topics will include Introduction to Beekeeping, How to Start a Hive & the Equipment Needed, Swarm Control, Pest Control, Diseases, Honey Harvesting, etc. 12 hrs.

Instructor: Handford
March 19 - April 23
6:30 p.m. - 8:30 p.m.
Min: 5
$60

### Arts and Crafts

**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
March 5 - April 9
9:00 a.m. - 1:00 p.m.
Min: 8
$65

April 23 - May 28
9:00 a.m. - 1:00 p.m.
Min: 8
$65

**NEW Chair Caning**: Join this one-day class to learn the basics of caning a simple chair. This technique can be learned in one session. Students are asked to bring a chair you would like to cane and a lunch as there will be a 30-minute lunch break. Students must be registered at least two weeks prior to the class in order to procure materials. Additional $20 supply fee included in price listed. 6 hrs.

Instructor: Kroeplin
May 2
9:00 a.m. - 3:30 p.m.
Min: 5; Max: 8
$65

**NEW Crochet (Beginning)**: Join this fun class and begin your journey with crochet! Class one will involve the instructor getting to know the students' skill levels, projects they may have in mind, and discussing the basics: various hooks, yarns, and terminology used in patterns. From there, students will start with the basics: basic chains, proper hook tension, and getting comfortable with the hooks. There will be no shortage of encouragement from the instructor as students continue with projects and learn to trouble shoot, add new stitches, various borders, and more! Additional cost for supplies. 15 hrs.

*Intermediate and Advanced class will follow if sufficient interest is shown.

Instructor: Helton
February 3 - March 9
6:00 p.m. - 8:30 p.m.
Min: 6; Max: 10
$65

February 4 - March 10
11:00 a.m. - 1:30 p.m.
Min: 6; Max: 10
$65

**NEW Crochet (Intermediate)**: Join this fun class and continue your journey with crochet! Class two will involve the instructor getting to know the students' skill levels, projects they may have in mind, and discussing the basics: various hooks, yarns, and terminology used in patterns. From there, students will start with the basics: basic chains, proper hook tension, and getting comfortable with the hooks. There will be no shortage of encouragement from the instructor as students continue with projects and learn to trouble shoot, add new stitches, various borders, and more! Additional cost for supplies. 15 hrs.

*Intermediate and Advanced class will follow if sufficient interest is shown.

Instructor: Helton
February 3 - March 9
6:00 p.m. - 8:30 p.m.
Min: 6; Max: 10
$65

February 4 - March 10
11:00 a.m. - 1:30 p.m.
Min: 6; Max: 10
$65
NEW Floral Design (Basic): Would you like to learn the basic mechanics of floral design? Register for this new class and learn the fundamentals of creating fresh floral bud vases to simple silk arrangements. **Students must be registered at least one week prior to the class in order to procure materials.** Additional $35 supply fee included in price listed. 12 hrs.
Instructor: Taylor
January 27 - March 9 (No Class on February 10) M
6:00 p.m. - 8:00 p.m. $90

NEW Gourd Crafting: During this two-meeting class, students will learn how to clean and prep gourds, then proceed with painting and decorating. Additional $15 supply fee included in price listed. 5 hrs.
Instructor: Willingham
March 23 M
1:00 p.m. - 3:00 p.m. $40
March 30 M
1:00 p.m. - 4:00 p.m. $40

NEW Photo Books: Photo books are a great way to display and preserve your memories, but your design choices are what make them special. During this class, we will cover the basics of planning and building a photo book, review the qualities of good photo books, and examine the design principles at work in their creation—regardless of the software used. This course provides both inspiration and practical techniques for creating your photo book. There is no second-guessing: what’s going to make your book its best are the photographs inside and the experiences they reflect. Nothing quite compares to a photo that takes you back in time and allows you to share it with others. Learn the fundamentals of how to place the photos you want in the most perfect way. Students will need to bring photos in digital format and may choose to bring their own laptop. 8 hrs.
Instructor: Anderson
February 3 - February 24 M
6:00 p.m. - 8:00 p.m. $50
April 7 - April 28 T
6:00 p.m. - 8:00 p.m. $50

Picture Framing (Beginning): Learn to frame your own pictures and artwork without the expense of taking them to a local frame shop. The techniques for selecting and cutting the correct size mat, frame molding and glass for the artwork to be framed will be explained. Students will have hands-on experience of using real frame shop equipment to create a mat, frame, and correctly sized piece of glass and learn how to assemble the materials into a finished framed art. Additional $10 supply fee included in price listed. 12 hrs. (Class will meet at Laurelwood Photography and Picture Framing in Murphy.)
Instructor: McCollum
April 7 – May 12 T
6:00 p.m. – 8:00 p.m. $65
*Advanced class will follow if sufficient interest is shown.

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, bandannas, 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
March 23 - March 30 M
2:00 p.m. - 4:00 p.m. $40
March 23 - March 30 M
5:30 p.m. - 7:30 p.m. $40

NEW Romantic Valentine’s Dinner for Two: This fun class is for couples who want to create a romantic dinner together or people looking for tips to impress your better half. Work with Chef Terra to create a three-course menu, shopping list, and prep plan for the big night. Once all the details have been worked out, we’ll practice in the kitchen. Additional $30 materials fee included in price listed. 5 hrs.
Instructor: Gotta
February 7 F
3:00 p.m. - 8:00 p.m. $95

NEW Beer Brewing Basics: This course will include an overview of beer styles and a brewing session from kits. Meeting one will include a lecture on beer styles, a brewing session, and a beer tasting. We’ll continue working on our beers and taste more beer at the next two meetings. Students will leave class with a beer brewing kit, about 50 bottles of beer, and information about continuing your journey into home brewing. Additional $195 materials fee included in price listed. 9 hrs.
Instructor: Gotta
March 21 (12:00 noon - 5:00 p.m.) $50
April 4 & 18 (12:00 - 2:00 p.m.) $310

NEW Genealogy – Organizing Your Genealogy Research: Are you faced with “piles” of genealogy paper records, correspondence, charts, and genealogy forms in your family history workspace or electronic files scattered all over the computer hard drive? This course will rescue you from unhelpful habits and get your workspace, virtual or physical, tidy again. Includes a session on using Microsoft OneNote in Genealogy. 7.5 hrs.
Instructor: Van Horn
January 21 - February 4 T
6:30 p.m. - 9:00 p.m. $25

NEW Genealogy – How to Become a Genealogy Detective: Having trouble finding the elusive ancestor? Can’t seem to get that lineage any further back? Then this class is tailor made for you. In this genealogy brick wall class, you will learn how to approach and solve seemingly complex problems by becoming a “Genealogy Detective.” 7.5 hrs.
Instructor: Van Horn
February 11 - February 25 T
6:30 p.m. - 9:00 p.m. $25

NEW Photo Books:

Photo books are a great way to display and preserve your memories, but your design choices are what make them special. During this class, we will cover the basics of planning and building a photo book, review the qualities of good photo books, and examine the design principles at work in their creation—regardless of the software used. This course provides both inspiration and practical techniques for creating your photo book. There is no second-guessing: what’s going to make your book its best are the photographs inside and the experiences they reflect. Nothing quite compares to a photo that takes you back in time and allows you to share it with others. Learn the fundamentals of how to place the photos you want in the most perfect way. Students will need to bring photos in digital format and may choose to bring their own laptop. 8 hrs.

NEW Gourd Crafting:

During this two-meeting class, students will learn how to clean and prep gourds, then proceed with painting and decorating. Additional $15 supply fee included in price listed. 5 hrs.

NEW Picture Framing (Beginning):

Learn to frame your own pictures and artwork without the expense of taking them to a local frame shop. The techniques for selecting and cutting the correct size mat, frame molding and glass for the artwork to be framed will be explained. Students will have hands-on experience of using real frame shop equipment to create a mat, frame, and correctly sized piece of glass and learn how to assemble the materials into a finished framed art. Additional $10 supply fee included in price listed. 12 hrs. (Class will meet at Laurelwood Photography and Picture Framing in Murphy.)

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, bandannas, 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.

NEW Romantic Valentine’s Dinner for Two:

This fun class is for couples who want to create a romantic dinner together or people looking for tips to impress your better half. Work with Chef Terra to create a three-course menu, shopping list, and prep plan for the big night. Once all the details have been worked out, we’ll practice in the kitchen. Additional $30 materials fee included in price listed. 5 hrs.

NEW Beer Brewing Basics:

This course will include an overview of beer styles and a brewing session from kits. Meeting one will include a lecture on beer styles, a brewing session, and a beer tasting. We’ll continue working on our beers and taste more beer at the next two meetings. Students will leave class with a beer brewing kit, about 50 bottles of beer, and information about continuing your journey into home brewing. Additional $195 materials fee included in price listed. 9 hrs.

NEW Genealogy – Organizing Your Genealogy Research:

Are you faced with “piles” of genealogy paper records, correspondence, charts, and genealogy forms in your family history workspace or electronic files scattered all over the computer hard drive? This course will rescue you from unhelpful habits and get your workspace, virtual or physical, tidy again. Includes a session on using Microsoft OneNote in Genealogy. 7.5 hrs.

NEW Genealogy – How to Become a Genealogy Detective:

Having trouble finding the elusive ancestor? Can’t seem to get that lineage any further back? Then this class is tailor made for you. In this genealogy brick wall class, you will learn how to approach and solve seemingly complex problems by becoming a “Genealogy Detective.” 7.5 hrs.
**NEW** Genealogy – Researching Your Pre-1850 Ancestry: As a family historian’s research progresses further back in time, tracing ancestors and their families prior to 1850 becomes more difficult as fewer record sources will be available. Some sources known to be useful will contain less vital data unless evaluated in different ways. This class will help you navigate through this dark territory in your genealogical research. 7.5 hrs.

Instructor: Van Horn  
Min: 8  
March 3 - March 17  
6:30 p.m. - 9:00 p.m.  
$25

**NEW** Genealogy – Tracing Your European Ancestors: A broad overview of genealogy research in Europe. Our instructor will help students look at the obstacles and pitfalls a researcher may encounter in genealogy research. Advice on broadly available sources will also be discussed. 7.5 hrs.

Instructor: Van Horn  
Min: 8  
March 24 - April 7  
6:30 p.m. - 9:00 p.m.  
$25

**Genealogy – The Secret Lives of Women: Researching Female Ancestors:** How do you research the women in your family tree? In some of the same ways you research men, but you also must consider what documents and items were left behind by women. In this course we will look at the records your female ancestors may have left behind. 5 hrs.

Instructor: Van Horn  
Min: 8  
April 14 - April 21  
6:30 p.m. - 9:00 p.m.  
$20

**THURSDAY NIGHT: GENEALOGY TRACK**

**Genealogy – Searching for Your Ancestors:** Who am I and where did I come from? It’s that intriguing question that has made genealogy research one of America’s most popular hobbies. This course offers the beginner and experienced genealogist alike a fresh approach to genealogy research. Whether you are new to genealogy or have been family hunting since before computers, this course will assist you in researching your family in the 21st century. This course is a prerequisite for advanced genealogy courses offered at TCCC. 35 hrs.

Instructor: Van Horn  
Min: 10  
January 23 - April 23  
6:30 p.m. - 9:00 p.m.  
$90

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**Apple Tree Grafting:** Learn the basic techniques of apple tree grafting. Discuss Heirloom varieties and actually graft two trees. Additional $15 supply fee for rootstock included in price listed. 2 hrs.

Instructor: Taylor  
Min: 5; Max: 12  
February 17  
2:00 p.m. - 4:00 p.m.  
$30  
February 17  
5:00 p.m. - 7:00 p.m.  
$30

**NEW Custom Wreath Making:** Learn to create unique wreaths to suit your personal taste or to complement your home decor. 2 hrs.

Instructor: Denton  
Min: 4; Max: 8  
March 7 (Spring Theme: St. Patrick’s or Easter)  
2:00 p.m. - 4:00 p.m.  
$40  
May 9 (Summer Theme: Memorial Day or July 4th)  
2:00 p.m. - 4:00 p.m.  
$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 two (possibly three) essential oil items to take home. Additional $10 supply fee (included in total price listed). Additional project classes offered upon request.

Instructor: Jones  
Min: 4; Max: 10

**Winter Wellness:** Focus on top healing oils, oils that possess antibiotic properties, etc. Make and Take projects may include: immune booster roller, chest roller, chest rub, wellness bath salts or sneeze roller.

February 4  
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. Make and Take projects may include: headache roller, tummy roller, sleep roller and boo-boo roller or spray.

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

**Spring Cleaning:** Learn about non-toxic cleaning. Make and Take projects may include: furniture polish, cleanser, disinfectant spray, and glass cleaner.

April 7  
T  
3:00 p.m. - 5:00 p.m.  
$25  
or  
6:00 p.m. - 8:00 p.m.  
$25

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

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

**Felted Scarves:** Make a practical and beautiful gift as you create a felted wool scarf and learn the technique of wet felting…from fiber to fabric. Plan to bring a lunch for this 4-hour class. Additional $15 supply fee included in price listed. 4 hrs.

Instructor: Taylor  
Min: 4  
February 15  
10:00 a.m. - 2:00 p.m.  
$50

**Foundations of Medicine Making:** Make basic tinctures, rubs, and poultices from herbs. Additional $15 supply fee included in price listed. 2 hrs.

Instructor: Taylor  
Min: 5  
January 27  
2:00 p.m. - 4:00 p.m.  
$30  
or  
5:00 p.m. - 7:00 p.m.  
$30

**NEW Pine Needle Baskets (Beginning):** Join this fun three-hour class to create a coiled pine needle basket. Walk away with a finished product! Additional $20 supply fee included in price listed. 3 hrs.

Instructor: Haynes  
Min: 5; Max: 10  
March 31  
T  
2:00 p.m. - 5:00 p.m.  
$50
**Painting**

**NEW 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 use 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
- April 7 - April 14
  - 2:30 p.m. - 5:00 p.m. $50
  - 6:00 p.m. - 8:30 p.m. $50

**Rolled Beeswax Candles:** Using beeswax sheets we will make candles, learn formations of shapes and the basics of rolled candles. Additional $20 supply fee (included in price listed). 2 hrs.

- Instructor: Taylor
- Min: 5
- February 3
  - 2:00 p.m. - 4:00 p.m. $35
  - 5:00 p.m. - 7:00 p.m. $35

**Terrarium Making:** We will use a variety of containers (recycled) or students may bring their own and learn the best-suited plants and planting process for this popular miniature garden concept. Additional $15 supply fee included in the price listed. 2 hrs.

- Instructor: Taylor
- Min: 5
- February 6
  - 10:00 a.m. - 2:00 p.m. $65

**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. Call for list of basic supplies. Dates subject to change. 18 hrs.

- Instructor: Hawkins
- Min: 7
- January 13 - February 24 (No Class on 1/20)
  - 9:30 a.m. - 12:30 p.m. $65
- March 2 - April 6
  - 9:30 a.m. - 12:30 p.m. $65
- April 20 – June 1 (No Class on 5/25)
  - 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 surfaces. 32 hrs.

- Instructor: Foerster
- Min: 13
- January 15 - March 4
  - 10:00 a.m. - 2:00 p.m. $65
- March 11 - April 29
  - 10:00 a.m. - 2:00 p.m. $65
- May 6 - June 24
  - 10:00 a.m. - 2:00 p.m. $65

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**Performing Arts**

**NEW Beginning Guitar:** Beginning something new can be intimidating, but not when you are learning guitar from Wendell. He’s an experienced player who can teach you the important things all players should know. The only requirement: students must bring their own instrument. 12 hrs.

- Instructor: McRae
- Min: 6
- May 5 - May 26
  - 6:30 p.m. - 9:30 p.m. $55

**NEW 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 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 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 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 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 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 effective Qigong and the “real Tai Chi” . This course guides students past the exterma

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**Creative Writing:** Perhaps you want to write about yourself or people you know, places you have been or family history. Perhaps you have always had stories wandering around in your brain and you want to write fiction. Not sure? Your questions will be answered to help you discover your writing niche. This class is for aspiring writers or others who need some motivation to put words on paper. Join this informative class and learn from Glenda Council Beall who lives in the mountains of western North Carolina and whose work has been widely published since 1996 in numerous journals, magazines and online reviews. 8 hrs.

- Instructor: Beall
- Min: 5
- March 9 - March 30
  - 6:00 p.m. - 8:00 p.m. $50

**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
- March 2 & 3
  - 6:00 p.m. - 9:00 p.m. $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 low light 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 smartphones). 18 hrs.
Instructor: Harris    Min: 8
April 6 - May 18 (No Class on 4/13)
6:00 p.m. - 9:00 p.m.   $70

NEW Editing Your Photos: Join this informative class to get an overview of programs and software to aid you in deciding which might work for you. Instructor will work with students in discovering how editing can help you enhance your photos. 3 hrs.
Instructor: Harris    Min: 5
April 9
6:00 p.m. - 9:00 p.m.   $25

NEW iPhone Pictures: Register for this 3-hour class and learn how to use your iPhone to take amazing photos! Learn tips and tricks to make use of this smartphone’s capacity. Instruction includes downloading images to a computer, portraits, animal photos, nature photos and of course, selfies! 3 hrs.
Instructor: Harris    Min: 5
February 10
6:00 p.m. - 9:00 p.m.   $25

Photography

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 brushes and canvases. Dates subject to change. 18 hrs.
Instructor: Barnard    Min: 7
January 13 - February 17
6:00 p.m. - 9:00 p.m.   $55
January 14 - February 18
6:00 p.m. - 9:00 p.m.   $55
March 2 - April 6
6:00 p.m. - 9:00 p.m.   $55
March 3 - April 7
6:00 p.m. - 9:00 p.m.   $55
April 20 - May 25
6:00 p.m. - 9:00 p.m.   $55
April 21 - May 26
6:00 p.m. - 9:00 p.m.   $55

January 13 - February 17
6:00 p.m. - 9:00 p.m.   $55
January 14 - February 18
6:00 p.m. - 9:00 p.m.   $55
March 2 - April 6
6:00 p.m. - 9:00 p.m.   $55
March 3 - April 7
6:00 p.m. - 9:00 p.m.   $55
April 20 - May 25
6:00 p.m. - 9:00 p.m.   $55
April 21 - May 26
6:00 p.m. - 9:00 p.m.   $55

NEW All Things Apple: If you have an Apple laptop and other Apple products, bring them to class and learn how to best use all the great features. This class will be useful to those switching from a PC to a Mac. Instruction will include the use of iCloud for backing up and transferring data from one product to another painlessly. Learn how to use your address/phone contact files and automatically transfer to your phone and/or iPad and emails with one entry. Learn how to organize and customize your files and data to work best for you. 12 hrs.
Instructor: Harris    Min: 6
February 27 - March 19
6:00 p.m. - 9:00 p.m.   $65

NEW iPhone & iPad: Open to both basic and intermediate skill levels. Topics 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. 6 hrs.
Instructor: Harris    Min: 5
February 3 & 4
6:00 p.m. - 9:00 p.m.   $40

Computer Basics (Part 1): Join this informative class if you need the basics of PCs. Included in this four-week class will be 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
TBA
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 and how to keep track of all those passwords. Included is information on application software as well as freeware. 12 hrs.
Instructor: Hurst    Min: 8
TBA
2:00 p.m. - 5:00 p.m.   $60

Computer Basics (Part 1): Join this informative class if you need the basics of PCs. Included in this four-week class will be 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.
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Instructor: Hurst    Min: 8
TBA
2:00 p.m. - 5:00 p.m.   $60

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 brushes and canvases. Dates subject to change. 18 hrs.
Instructor: Barnard    Min: 7
January 13 - February 17
6:00 p.m. - 9:00 p.m.   $55
January 14 - February 18
6:00 p.m. - 9:00 p.m.   $55
March 2 - April 6
6:00 p.m. - 9:00 p.m.   $55
March 3 - April 7
6:00 p.m. - 9:00 p.m.   $55
April 20 - May 25
6:00 p.m. - 9:00 p.m.   $55
April 21 - May 26
6:00 p.m. - 9:00 p.m.   $55

*Class will be scheduled when the minimum number of students have registered. Call (828) 835-4241 to put your name on an interest list.

If you’re interested in a class not listed in this schedule, please call (828) 835-4241 to request classes!
NEW **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 $20 supply fee included in the price listed. 5 hrs.
Instructor: Jakelis
Min: 5; Max: 8
April 21 - April 28
6:00 p.m. - 8:30 p.m.
$50

**Apple Tree Grafting**: Learn the basic techniques of apple tree grafting. Discuss Heirloom varieties and actually graft two trees. Additional $15 supply fee for rootstock included in price listed. Class will be held at Taylor’s Greenhouse in Robbinsville. 2 hrs.
Instructor: Taylor
Min: 5; Max: 12
February 18
5:00 p.m. - 7:00 p.m.
$30

**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 a baked two-layered cake to each class meeting. Begin with decorating the current trendy ‘naked cake’, learn to make butter cream icing, basic designs such as scrolls, rosettes, ruffles, basket weaving and more as time permits. Additional cost for supplies to be determined. 15 hrs.
Instructor: Collis
Min: 6; Max: 10-12
TBA
$55

NEW **Beginning Guitar**: Beginning something new can be intimidating – but not when you are learning guitar from Wendell. He’s an experienced player who can teach you the important things all players should know. The only requirement: students must bring their own instrument. 12 hrs.
Instructor: McRae
Min: 5
January 27 - February 17
6:00 p.m. - 9:00 p.m.
$55

**Custom Wreath Making**: Learn to create unique wreaths to suit your personal taste or to compliment your home decor. 2 hrs.
Instructor: Denton
Min: 4; Max: 8
March 7 (Spring Theme: St. Patrick’s or Easter)
10:00 a.m. - 12:00 p.m.
$40
May 9 (Summer Theme: Memorial Day or July 4th)
10:00 a.m. - 12:00 p.m.
$40

NEW **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 2020
6:00 p.m. - 8:00 p.m.
$45 (approx.)

**Felted Scarves**: Make a practical and beautiful gift as you create a felted wool scarf and learn the technique of wet felting... from fiber to fabric. Plan to bring a lunch for this 4-hour class. Additional $15 supply fee included in price listed. 4 hrs.
Instructor: Taylor
Min: 4
February 22
10:00 a.m. – 2:00 p.m.
$50

NEW **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 2020
6:00 p.m. - 8:00 p.m.
$45 (approx.)

**Foundations of Medicine Making**: Make basic tinctures, rubs, and poultices from herbs. Additional $15 supply fee included in price listed. 2 hrs.
Instructor: Taylor
Min: 5
January 28
5:00 p.m. - 7:00 p.m.
$30

**Rolled Beeswax Candles**: Using beeswax sheets we will make candles, learn formations of shapes and the basics of rolled candles. Additional $20 supply fee included in price listed. 2 hrs.
Instructor: Taylor
Min: 5
February 4
5:00 p.m. - 7:00 p.m.
$35

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, bandannas, 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
March 24 - March 31
6:00 p.m. - 8:00 p.m.
$40

**Terrarium Making**: We will use a variety of containers (recycled) or students may bring their own and learn the best-suited plants and planting process for this popular miniature garden concept. Additional $15 supply fee included in price listed. 2 hrs.
Instructor: Taylor
Min: 5
February 25
5:00 p.m. - 7:00 p.m.
$30

**Terrarium Making**: We will use a variety of containers (recycled) or students may bring their own and learn the best-suited plants and planting process for this popular miniature garden concept. Additional $15 supply fee included in price listed. 2 hrs.
Instructor: Taylor
Min: 5
February 25
5:00 p.m. - 7:00 p.m.
$30

If you're interested in a class not listed in this schedule, please call (828) 479-9256 to request classes!
EARN MORE WITH A DEGREE
REGISTER NOW AT TCCC!

REGISTRATION FOR SPRING:
JANUARY 6-7, 2020
CLASSES BEGIN JANUARY 8!

View the full list of curriculum classes at
WWW.TRICOUNTYCC.EDU
### 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

March 3 - April 21

6:00 p.m. - 9:00 p.m.

$74.60

### 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.

Instructor: Davis

May 23

8:00 a.m. - 5:00 p.m.

$70.60

### Construction Trades

#### 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.)

Instructor: Mashburn

February 10

5:00 p.m. - 9:00 p.m.

$85.60

### Cosmetology Arts

**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.

Instructors: Kelischek/Panter.

Min: Permission of instructors

January 8 - May 5

12:00 p.m. - 4:00 p.m.

$184.60

8:00 a.m. - 4:00 p.m.

W

8:00 a.m.- 4:00 p.m.

T

May 27 - July 23

12:00 p.m. - 4:00 p.m.

M

8:00 a.m. - 4:00 p.m.

TTH

8:00 a.m.- 4:00 p.m.

W

August 17 - December 15

12:00 p.m. - 4:00 p.m.

M

8:00 a.m. - 4:00 p.m.

TTH

8:00 a.m.- 4:00 p.m.

W

### Culinary/Hospitality

**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 artesian 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  
February 17-18 & 20  
MPTH  
5:00 p.m. - 9:00 p.m.  
$70.60

**Graham County Center, Robbinsville**

Instructor: Moody  
Min: 6  
April 27-28 & 30  
MPTH  
5:00 p.m. - 9:00 p.m.  
$70.60

**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 artesian 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

**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.**

**Bartending**

**Bartending/Mixology: (HOS 3007):** Become a bartender or improve your bartending skills. Gain mastery in cocktail preparation and techniques, as well as how to recommend wine. Learn industry recipes, vernacular, product usage, sanitation, bar set-up, customer service, etiquette, garnishes, and frozen drink preparation. Colored water is used in class. Students must be 21 years old. Center for Applied Technology, Marble. 24 hrs.

Instructor: Staff  
Min: 6  
March 12 - April 30  
TH  
6:00 p.m. - 9:00 p.m.  
$74.60

**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  
January 11  
9:00 a.m. - 1:00 p.m.  
$70

February 8  
9:00 a.m. - 1:00 p.m.  
$70

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

April 4  
9:00 a.m. - 1:00 p.m.  
$70

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

**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  
$259.60

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

**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.**

**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.

**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  
$79.60

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.
**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  
May 5 - 15 (5/12 & 14 Face-to-Face)  
9:00 a.m. - 12:00 p.m.  
$79.60

September 15 - 25 (9/22 & 24 Face-to-Face)  
9:00 a.m. - 12:00 p.m.  
$79.60

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

*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  
March 2 - 23  
$70  
July 13 - 24  
$70  
November 2 - 13  
$70

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

**FURNITURE REPAIR**

*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  
March 16 - May 11 (No Class on 4/13)  
6:00 p.m. - 9:00 p.m.  
$74.60

**Please call (828) 835-9564 to be placed on an interest list for this class.**

**GUNSMITHING**

*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 valid, current State-issued concealed carry permit from North Carolina; (3) A valid, current 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  
January 14 - March 3  
6:00 p.m. - 9:00 p.m.  
$74.60

**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.**

*NEW Introduction to Traditional Knife Making (ISC 3500):* This course is designed to teach students how to create a custom knife from old saw blades. Students will utilize traditional methods and tools you likely have at home. Students will also learn how to make and attach handle scales, as well as other types of handles. No forging is involved. Students will also learn the basics of sheath selection and construction. Additional supply costs will be according to student choices for knife materials. Center for Applied Technology, Marble. 24 hrs.

Instructor: Poltrock  
Min: 6  
February 17 - April 6  
6:00 p.m. - 9:00 p.m.  
$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.**

**LANGUAGE STUDY**

*Foreign Language*

**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.**

Instructor: Slaughter  
Min: 8  
TBA  
$74.60

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

**French Language Skills – Beginning (FLI 3714):** This course is a study of the basic elements of conversational French, fundamentals of grammar; emphasis on pronunciation and common expression aimed at providing a familiarity with the language and European French culture. 48 hrs.

Instructor: Seminar  
Min: 6  
TBA  
$129.60

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

**Italian Language Skills – Beginning (FLI 3718):** This course is a study of the basic elements of Italian. Emphasis will be placed on developing a general business vocabulary and exposing students to cultural and political factors impacting business. 48 hrs.

Instructor: Seminar  
Min: 6  
TBA  
$129.60

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

**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 or Seminar  
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.**

**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 or Seminar  
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.**

**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.**
**MEDIA**

*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: Ánderson
Min: 6
TBA
$134.60

Please call (828) 835-9564 for more information or to add your name to the interest list.

*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: Rateiliff
Min: 6
TBA
$125.60

Please call (828) 835-9564 for more information or to be placed on an interest list for this class.

**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
Min: Permission of instructor
January 8 - May 5
Contact Hours
$184.60

May 27 - July 23
Contact Hours
$184.60

August 17 - December 15
Contact Hours
$184.60

**REAL ESTATE**

*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.

Instructor: Weidner
Min: Permission of instructor
January 8 - May 5
Contact Hours
$184.60

May 27 - July 23
Contact Hours
$184.60

August 17 - December 15
Contact Hours
$184.60

**TRANSPORTATION**

*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. (MTWTH)
7:00 a.m. - 5:30 p.m. (For scheduled Saturday classes)

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

Please call (828) 835-9564 for more information or to be placed on an interest list for this class.

**MACHINING**

*Basic Production Machining (MEC 3010):* This course instruction includes: measurement, blueprint reading and basic gaging, different types of tooling, manual machine, and CNC operated machine overview, and shop safety. This is a grant funded course funded by Duke Energy. Center for Applied Technology, Marble. 42 hrs.

Instructor: Jones
February 3 - May 11 (No Class on 4/13)
4:00 p.m. - 7:00 p.m.
Grant funded

*Introduction to Lathe (MEC 3005):* This course teaches the skills necessary to create machined parts using the manual lathe. Center for Applied Technology, Marble. 24 hrs.

Instructor: Jones
May 18 - July 20 (no class: 5/25, 7/13)
4:00 p.m. - 7:00 p.m.
Grant funded

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.

*Advanced Production Machining (MEC 3105):* This course teaches the skills necessary to create machined parts using the manual lathe. Center for Applied Technology, Marble. 48 hrs.

Instructor: Jones
May 18 - July 20 (no class: 5/25, 7/13)
4:00 p.m. - 7:00 p.m.
Grant funded

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.

*Advanced Production Machining (MEC 3110):* This course teaches the skills necessary to create machined parts using the manual lathe. Center for Applied Technology, Marble. 72 hrs.

Instructor: Jones
May 18 - July 20 (no class: 5/25, 7/13)
4:00 p.m. - 7:00 p.m.
Grant funded

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.

*Basic Production Machining (MEC 3010):* This course instruction includes: measurement, blueprint reading and basic gaging, different types of tooling, manual machine, and CNC operated machine overview, and shop safety. This is a grant funded course funded by Duke Energy. Center for Applied Technology, Marble. 42 hrs.

Instructor: Jones
February 3 - May 11 (No Class on 4/13)
4:00 p.m. - 7:00 p.m.
Grant funded

*Advanced Production Machining (MEC 3105):* This course teaches the skills necessary to create machined parts using the manual lathe. Center for Applied Technology, Marble. 48 hrs.

Instructor: Jones
May 18 - July 20 (no class: 5/25, 7/13)
4:00 p.m. - 7:00 p.m.
Grant funded

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.

*Advanced Production Machining (MEC 3110):* This course teaches the skills necessary to create machined parts using the manual lathe. Center for Applied Technology, Marble. 72 hrs.

Instructor: Jones
May 18 - July 20 (no class: 5/25, 7/13)
4:00 p.m. - 7:00 p.m.
Grant funded

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.
**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
**April 6 - April 27**: 4:00 p.m. - 8:00 p.m.  
**April 27 - June 18**: 4:00 p.m. - 7:00 p.m.  
**June 18 - August 5**: 4:00 p.m. - 8:00 p.m.  
**March 5 - May 24**: 4:00 p.m. - 7:00 p.m.  
**May 24 - July 23**: 4:00 p.m. - 8:00 p.m.  
**July 23 - September 25**: 4:00 p.m. - 7:00 p.m.  
**September 25 - November 18**: 4:00 p.m. - 8:00 p.m.  
**November 18 - January 14**: 4:00 p.m. - 8:00 p.m.  
**January 14 - March 5**: 4:00 p.m. - 7:00 p.m.

**Nursing Assistant I**

**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
**January 14 - May 28**: TTH  
**April 6 - April 27**: 4:00 p.m. - 9:00 p.m.

**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
**January 31 - March 30**: MWF  
**January 14 - May 28**: TTH

**Graham County Center, Robbinsville**

**Instructor**: Cranford  
**Min**: 6; **Max**: 10
**January 23 - April 28**: TTH  
**9:00 a.m. - 5:00 p.m.**: $225.60

**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
**January 7 - February 11**: TTH  
**12:30 p.m. - 4:30 p.m.**: $144.60

**Nursing Assistant II**

**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
**April 28 - October 20**: T  
**8:30 a.m. - 4:00 p.m.**: $230.60

**Phlebotomy Experience (MLA 3022)**: This 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. 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. Main Campus. 240 hrs.

**Instructor**: Reid  
**Min**: 6; **Max**: 7
**February 10 - June 29**: $215.60
**9:00 a.m. - 2:00 p.m.**: M

**Phlebotomy**

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

If you’re interested in a class not listed in this schedule, please call (828) 835-4214 to request classes!
Start a New Career

Through our continuing education offerings, starting a new career has never been easier or more affordable!

**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. $2,750

- Instructors: Page and Helton
- 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.

*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
- TBA
- $259.60

*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 Renewal (AUT 3001):** This course is designed to meet the training requirements for individuals renewing their Used Motor Vehicle Dealers’ license. Main Campus. 6 hrs.

- Instructor: Cheek
- January 23 - January 30
- 6:30 p.m. - 9:30 p.m.
- Min: 5
- $70.60

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

- Instructor: Cheek
- January 9 - January 30
- 6:30 p.m. - 9:30 p.m.
- Min: 5
- $70.60

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

**Real Estate**

- Check out page 15 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 (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.

- January - December 2020

*See page 15 for more information.*
Public Safety Training

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: Angelopulos
TBA
Min: 6
$199.60

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.

EMR (EMS 4100): 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 Responder. This course will be web-based with a combination of online and classroom portions.
Instructor: Fairlie
Min: 6
Starts May 27
$199.60

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
Min: 6
Starts January 8
MTW
6:00 p.m. - 10:00 p.m.
$199.60

Paramedic (EMS 4400): This CoAEMSP accredited 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-Paramedic and the National Registry credential of Paramedic. This course will continue through Summer 2020 and will include clinical rotations in the field, hospital, and specialty medical units. Additional costs for books, uniforms, liability insurance and comprehensive data acquisition software will be the responsibility of each student. 1080 hrs. (Divided between two sections.)
Instructor: Gagnon
Min: 10
January - December 2020
MTW
6:00 p.m. - 10:00 p.m.
$215.60

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.

Public Safety Specialty Classes

Burn Management
January 14 or 16 at 9:00 a.m.

EMS Safety
February 11 or 13 at 9:00 a.m.

RSI Update
March 10 at 9:00 a.m.
or March 12 at 6:00 p.m.

Cardiac Dysrhythmias
April 2020

ACLS Recertification
May 12 or 14 at 9:00 a.m.

AMLS Recertification
June 9 or 11 at 9:00 a.m.

Blood Bourne Pathogens (Online)
Begins July 1

PHTLS Recertification
August 11 or 13 at 9:00 a.m.

RSI Update
September 8 at 9:00 a.m.
or September 10 6:00 p.m.

PALS Recertification
October 13 or 15 at 9:00 a.m.

TECC
November 2020 TBA

CPR Certification

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

June 4
6:00 p.m. - 10:00 p.m.
West Bldg, Room 100

October 1
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.
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 2018. 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.

Classes listed in below in blue print are required for NFPA 1403 live burn qualification:

- Health and Wellness (FIP 3024)
  - January 7 - January 9
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 8 hrs.
- Emergency Medical Care (FIP 3016)
  - January 16 - January 23
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 12 hrs.
- Personal Protective Equipment (FIP 3006)
  - January 30 - February 13
  - TTH
  - 6:00 p.m. - 11:00 p.m.
  - 20 hrs.
- Orientation Safety (FIP 3001)
  - February 13 - February 27
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 16 hrs.
- Forcible Entry (FIP 3007)
  - February 27 - March 10
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 12 hrs.
- Building Construction (FIP 3022)
  - March 10 - March 24
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 16 hrs.
- Fire Behavior (FIP 3004)
  - March 27 - April 7
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 12 hrs.
- Loss Control (FIP 3014)
  - April 9 - April 23
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 16 hrs.
- Ladders (FIP 3010)
  - April 23 - May 7
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 16 hrs.
- Ventilation (FIP 3008)
  - May 12 - May 26
  - TTH
  - 6:00 p.m. - 11:00 p.m.
  - 20 hrs.
- Portable Extinguishers (FIP 3005)
  - May 26 - June 2
  - TTH
  - 6:00 p.m. - 10:00 p.m.
  - 8 hrs.

NEW 2020 CLASS OFFERINGS

BODY LANGUAGE AND DECEPTION IN HIGH RISK ENVIRONMENTS

March 17-19, 2020

This workshop is designed to give the student an overall understanding of body language, personality differences, and deception. The class combines lecture, video presentations, and exercises into a well-rounded understanding of the subject. The student will also learn how to anticipate violent encounters before common signs of violence occur. This class will also focus on articulating observations in reports and making them court defensible.

Topics covered in this class: Recognize body positioning and its meaning(s) in a variety of situations. How to recognize these meanings and use them to deal with people more effectively. Recognize body language designed to manipulate others. Recognize criminal behavior and violence before it happens. Learn how Law Enforcement Body Language shapes our career and our safety. Understand and recognize common personality types and traits. Learn how these traits and types can positively and negatively affect interaction. Recognize common methods of deception by observing body language and verbal clues.

ENROLLMENT: Open to federal, state and local sworn LEOs and prosecutors

Main Campus. 24 hrs.

Instructor: Achidta

8:00 a.m. - 5:00 p.m.

TWTH

Fee exempt for Public Safety Officers

PRESCRIPTION DRUG INVESTIGATIONS

April 29, 2020

Join us for this engaging new class, taught by an instructor who has traveled throughout the United States educating doctors, law enforcement officers, healthcare professionals, and community groups regarding safe and legal medical practices involving prescription drugs. In addition, she testified and assisted in the passing of SB 36, the Georgia Prescription Monitoring Program.

Topics covered include: Pharmacology/Pill Identification; Legal Prescribing & Basic Diversion Investigations

Main Campus. 7 hrs.

Instructor: A. Baker

Min: 10

8:30 a.m. - 3:30 p.m.

W

$10.00 for Non-Public Safety Officials / Fee exempt for Public Safety Officers

IF YOU’RE INTERESTED IN EITHER OF THESE NEW CLASSES, CALL US AT (828) 835-4214 TO REGISTER TODAY!
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.

WIOA YOUTH SERVICES
This program will assist students, that are not currently enrolled in high school and are ages 16-24 that would like to obtain their High School Equivalency Diploma through Tri-County Community College, with transportation, testing fees, continuing education certifications, and incentives for grade level gains.

For additional information, please call (828) 835-4228.

DEPARTMENT OF COLLEGE AND CAREER READINESS
HIGH SCHOOL EQUIVALENCY DIPLOMA | ADULT BASIC EDUCATION | ENGLISH LANGUAGE ACQUISITION

Come and grow with us!
Study at your own pace.
Student centered.
Friendly environment.
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
Crisp Bldg., Room 109
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.

TCCC’s Family Literacy and Career Training program integrates:
• interactive literacy activities between parent and child
• training in parenting activities
• literacy training that leads to economic self-sufficiency, and
• appropriate education to prepare children for success in school and life experiences.

Classroom Instruction - morning
Crisp Bldg.
Saturday
Call for details.
Instructor: Stafford-Ortega/Kilpatrick
Fee Waived

For additional information about TCCC’s Saturday Family Literacy and Career Training program, call (828) 835-4228.

NEW TO TCCC FOR 2020
MULTIPLE PATHWAYS TO HIGH SCHOOL EQUIVALENCY

If you have high school credits, ACT or SAT scores, or taken the GED®, HiSet, or TASC tests within the last seven years, and have a passing score in one or more of those assessments, we may be able to assist you in completing your high school equivalency diploma without having to start over.

Please contact Erika Gillis as soon as possible for a transcript analysis by calling (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

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.
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.
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.

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: McGee and Palmer
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 to be completed) Instructors: McGee and Palmer

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.
EmPOWERing Mountain Food Systems is committed to assisting local food and farm businesses, restaurants, vineyards, breweries & value-added producers to grow their business. We support Cherokee, Clay, Graham, Jackson, Haywood, Macon, Swain & the Qualla Boundary

Program Offerings

- **Scholarships** for training & workshops to help you get the knowledge you need to improve your business & produce an excellent product.

- **Grants and Lending Services** to purchase equipment & expand your food based business.

- Connect with your **Small Business Center** to get one-on-one business assistance.

- **Advanced Consulting Services**, which includes professional business services to help with web design, legal services, marketing & product development at no cost to you.

- Meet your **Local Foods Extension Agent**, who can provide guidance in production, marketing & connect you with our partners.

- Become a mentor or apprentice in our **Mountain Food & Farm Apprenticeship Program**. Our Apprenticeships are paid to increase income in the region.

Complete the **APPLY NOW** form and we will point you in the right direction to access our services

EmPOWER your business by working with us to help you!

**Empoweringmtnfoodsystems.org**
EmPOWERing Mountain Food Systems Project Team

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christina.emfsapprenticeship@gmail.com
Office: (828) 361-2266

Area Community College Small Business Centers

Kathryn Jenkins
Tri County Community College Small Business Center Director
kjenkins@tricountycc.edu
Office: (828) 835-9564 Ext. 203
Cherokee, Clay & Graham Counties

Apply to be a Mentor Business

Benefits of Becoming a Mentor Business:

- paid apprentice to add to your labor force
- valuable services that your business needs
- promote regional partnerships with educational institutions and non-profit organizations
- improve local food and farm economic development in the region
- provide beneficial work experience to future entrepreneurs
- gain community recognition

Now accepting applications to be a Mountain Food and Farm Mentor!
Visit www.empoweringmtnfoodsystems.org for more information.
MINDSPARK WEBINARS:
Are You Ready to Be an Entrepreneur?
January 8 // 12:00 p.m. - 1:00 p.m.
There are lots of pros and cons to being an entrepreneur. Have you given it much thought? Should you be an entrepreneur? This session will help you think through all the different angles you should consider when deciding whether business ownership is right for you. You will gain insight into self-assessment tools and get valuable information on what it takes to be an entrepreneur. Also learn about resources that will be invaluable assets to you as you begin the journey to business ownership.

Website Do's and Don't's
February 5 // 12:00 p.m. - 1:00 p.m.
Website are as critical to your business as any other aspect. It's how many customers find out about you and even form their first impressions. Explore what makes websites strong and effective versus frustrating and bland. Discover some of the most important trends and features that will be sure to set your website apart from the rest.

Preparing to Meet a Business Lender
March 4 // 12:00 p.m. - 1:00 p.m.
If you think you might need a business loan now or at any point in your future, you will learn all you need to be prepared to do so. Find out what business lenders are looking for and how you can know when you're ready to apply for a loan.

Navigating the Small Business Resource Pipeline
April 1 // 12:00 p.m. - 1:00 p.m.
As a new or potential small business owner in North Carolina, you may be surprised to know the abundance of resources available to you. Whether you're interested in business planning, budgeting, marketing or other business-related issues, this session will introduce you to various organizations and online resources that are specifically designed to support you and your business success!

Angry Customers Can Be Your Best Friends
May 6 // 12:00 p.m. - 1:00 p.m.
Even when you always give your best effort, dissatisfied customers are, unfortunately, a fact of life. Typically, most people dread hearing about it or even fear the interaction that sometimes follows. But you should want to be hassled by your dissatisfied customers! You need to know what upset them so you can resolve it and not do it again. You need to hear how disappointed or angry they are so you can make it up to them in a way that will help rebuild their trust. How you respond to these unfortunate situations will determine whether the customer goes on to tell all his friends and family how terrible your business is or instead rave about your unmatched customer service. This session will explore how to turn unhappy customers into some of your company's most loyal and happy ones!

Creating a Great Customer Experience
June 3 // 12:00 p.m. - 1:00 p.m.
Customer experience (CX) may be a new and trendy buzz word, but it's also an important way to gain and keep customers. A customer who has a positive experience with your business is more likely to become a loyal customer. It makes sense that the happier they are with a business, the longer they will stay with them. Customers who are treated poorly almost always leave, and companies that deliver superior customer service and experience always stand out! In this workshop, we will uncover ways to create a great customer experience that will improve customer satisfaction and increase sales.

SMALL BUSINESS DEVELOPMENT SEMINAR SERIES:

Phone Videos Made Simple: A Hands On Workshop: The one thing that separates you from your competitors is . . . YOU! People need your help and guidance but they will only find it if you become “findable.” Video gives you the ability to separate yourself from the pack and become their guide. This workshop is for you if you feel like you are drowning in a sea of competitors and want to stand out, know that you should be serving more clients but aren’t sure how or just want to be proficient at video marketing . . . one of the BEST ways to get attention and market yourself and your small business! Register now . . . only 16 seats available.
Speaker: Lee Bradshaw
January 23
1:00 p.m. - 4:00 p.m.

How To Start A Business: Thinking of starting a business but don’t know where to begin? Want to be your own boss but not sure how to do it? Then this workshop is just what you need! Learn 10 basic steps to follow; what resources are available; important tips on starting a business; and the reality about grants.
Instructor: Harvey/SBA
February 25
9:00 a.m. - 11:00 a.m.

How To and Why Write A Business Plan: Have a great business idea? You should write it down! Don’t know to formulate the idea let the US Small Business Administration (SBA) and the Western Women’s Business Center (WWBC) show you how. The reality is no matter how great your business idea, lenders and supporters are less likely to take a chance on you if you can’t produce a business plan. Even if you don’t need financing, your business plan keeps you on track with growth and where there business should be. In this free workshop SBA and the WWBC will teach you the basic parts of a good business plan and why they’re necessary.
Instructor: Harvey/SBA
February 25
12:00 p.m. - 2:00 p.m.

Market Research & 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!
Instructor: McLabb
February 27
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.
Instructor: Crowe
February 27
1:00 p.m. – 3:00 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.

- **Instructor:** Merolla  
- **CCAT**
- **February 27**  
- **1:00 p.m. - 3:00 p.m.**

**Legal Structures:** This seminar will provide information on the different types of legal structures of a small business. It will cover the basic advantages and disadvantages of each of the following: Sole Proprietorship, Partnership, S and C Corporation and Limited Liability Company.

- **Instructor:** Merolla  
- **CCAT**
- **February 27**  
- **3:00 p.m. - 5:00 p.m.**

**How to Have a Great Website on a Budget & Without Tech Skills:** Does your business have a website? Does it accomplish what it should to provide service and value to your website visitors? Perhaps you are new to the world of websites and you want to make sure you touch all the bases of Best Practices so that your site is top-notch? Join us for this special Seminar where you will learn all the most important aspects for your website presence... as well as how to simply and easily build one yourself on a shoe string budget if needed!

- **Instructor:** Aaron Means  
- **CCAT**
- **March 11**  
- **11:00 a.m. - 1:00 p.m.**

**This workshop focuses on increasing farm income through developing better business skills and by utilizing the resources of the EmPOWERing Mountain Food Systems Program and the Small Business Center.**

- **Introduction to the EmPOWERing Mountain Food Systems Program and the SBC**
- **How to submit a successful loan application**
- **Marketing with Instagram and Social Media**
- **WNC Vegetable Markets**
- **Extending the Growing Season**
- **WNC Farmlink**

**YOUR SMALL BUSINESS TAXES – BUSINESS TAX ESSENTIALS:** This seminar will cover the basic requirements to help NC businesses understand the laws and obligations necessary to be a tax compliant business. Participants will learn about filing and administrative requirements, the basics of NC sales & use tax law, and the basics of NC withholding tax law in addition to receiving directions for completing sales tax and withholding returns and for filing and paying online. Agencies such as the Secretary of State, Industrial Commission, Employment Security or Business Link NC may be present at dates noted below to deliver additional information.

- **Register in advance for this webinar.**
- **April 23**  
- **9:00 a.m. - 11:00 a.m.**

**Sales & Use Tax:** This workshop will help participants better understand their sales and use tax obligations. Participants will receive a hands-on experience preparing sales and use tax returns in addition to learning about sales and use tax basics, about the most common types of sales and use taxes collected, and how to register an account. Sales and use tax law changes regarding capital improvements and repair, maintenance, and installation services will not be addressed in any depth during this workshop. If you have questions regarding this tax law change, please call our toll free number 1-877-252-3052.

- **May 7**  
- **9:00 a.m. - 11:00 a.m.**

**OTHER EXCITING FREE SBC OFFERINGS:**

**January 16**  
**1:00 P.M. - 4:00 P.M.**

**HOW TO MAKE MORE MONEY ON THE FARM**

This event is focused on training the Maker (an artist or crafter) on how to position their business for more profit through more sales and more customers. Whether you have been in business for years or recently new, the beginner and advanced tracks offer everyone a place to go and learn based on their experience.

- **Beginner - Social Media Marketing:**
  Basic Facebook, basic Instagram, ethics, etiquette and cross posting on multiple platforms.

- **Advanced - Social Media Marketing:**
  Analytics, ads, boosting social media posts, and search engine optimization.

- **Beginner - Telling Your Story:**
  Blogging, what to include in your writing, identifying who, what, where, when, and why?

- **Advanced - Telling Your Story:**
  How to use photography and video to tell your story. Introduction to vlogging.

- **Beginner - Pricing and Selling Your Product:**
  How to price your product and how to sell it.

- **Advanced - Pricing and Selling Your Product:**
  Selling your product online.

**MAKERS MARKETING MASTERY**

**January 29**  
**9:00 A.M. - 4:00 P.M.**

Offering beginner and advanced level sessions on Social Media, Telling Your Story & Selling and Pricing Your Product.

**Beginner - Social Media Marketing:**
Basic Facebook, basic Instagram, ethics, etiquette and cross posting on multiple platforms.

**Advanced - Social Media Marketing:**
Analytics, ads, boosting social media posts, and search engine optimization.

**Beginner - Telling Your Story:**
Blogging, what to include in your writing, identifying who, what, where, when, and why?

**Advanced - Telling Your Story:**
How to use photography and video to tell your story. Introduction to vlogging.

**Beginner - Pricing and Selling Your Product:**
How to price your product and how to sell it.

**Advanced - Pricing and Selling Your Product:**
Selling your product online.

Call (828) 835-9564 for more information.
SAVE THE DATE!

Mark your calendars for the Fontana Public Safety College:

Thursday - Sunday
February 20-23, 2020
Fontana Village Resort
300 Woods Rd, Fontana Dam, NC 28733

***ALL CLASSES ARE HELD AT FONTANA VILLAGE RESORT***

Click on the Fontana Public Safety College campaign at the top of the website at:

WWW.TRICOUNTYCC.EDU

Please contact Henry Angelopulos with questions:
(828) 835-4251 or hangelopolus@tricountycc.edu