## June - November 2020 Continuing Education Schedule

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**IMPORTANT INFORMATION REGARDING CONTINUING EDUCATION OFFERINGS AND THE COVID-19 PANDEMIC:**

Great care has been taken to provide accurate information about the courses in this brochure. However, many of our Continuing Education classes require face-to-face interaction. Due to the uncertainty brought with the COVID-19 pandemic, some classes included in this brochure may be rescheduled, delayed, canceled, or offered in different locations due to health restrictions. Our top priority is always the health and safety of our students, faculty, and staff members.

**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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**Published May 2020 - 4,500 copies of this public document were printed in the Tri-County Community College print shop.**
Animal Taxonomy

Veterinary Assistant (ANS 3011): This course is designed for instructional areas related to a veterinarian practice: veterinary terminology, anatomy and physiology, animal behavior and communication, proper handling and restraining of animals, obtaining and handling specimens, emergency care, and office management in reference to medical records, charting, and detailed documentation may be included. Center for Applied Technology, Marble. 24 hrs.

Instructor: Loggins Min: 6
June 16 - August 4 6:00 p.m. - 9:00 p.m. $74.60
September 8 - October 27 6:00 p.m. - 9:00 p.m. $74.60

New Business Technology

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
June 1 - July 20 6:00 p.m. - 9:00 p.m. $74.60

September 21 - November 9 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. Contact hrs.

Instructor: Marcus Min: Permission of instructor
May 27 - July 23 MTWTH $184.60
Contact Hours
August 17 - December 15 MTWTH $184.60
Contact Hours

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: 8
June 10 - June 17 W 6:00 p.m. - 10:00 p.m. $70.60
August 19 - August 26 W 6:00 p.m. - 10:00 p.m. $70.60
November 4 - November 11 W 6:00 p.m. - 10:00 p.m. $70.60

Dealer License

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 TBD

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 TBD

(Accounting)

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
October 1 - November 5 TH 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 Quick Books (ACC 3150): In this course students expand knowledge of QuickBooks Pro, such as set-up and reconciliation of accounts, invoice management, payables, inventory, and management of cash flow. Center for Applied Technology, Marble. 18 hrs.

Please call (828) 835-9564 or email RGarrett@tricountycc.edu 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.

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
September 14 - November 2 6:00 p.m. - 9:00 p.m. $79.60
QUICK CREDIT 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
June 3 - July 8    W
5:30 p.m. - 8:30 p.m.   $79.60

QUICK CREDIT Adobe Lightroom: (PHO 3001): Made for photographers, Adobe Photoshop Lightroom is about workflow, 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.  Center for Applied Technology, Marble. 18 hrs.
Instructor: Birtha    Min: 6
May 18 - June 29 (No class May 25)  M
5:30 p.m. - 8:30 p.m.   $79.60
September 30 - November 4   W
5:30 p.m. - 8:30 p.m.   $79.60

**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
July 20 - August 31 (No class July 3)  M
5:30 p.m. - 8:30 p.m.   $79.60

**NEW Evening Class Offering:**
Excel and Spreadsheet Functions (OST 3100): Microsoft Excel is the most prominent spreadsheet program in the business world and professionals everywhere are expected to have a working knowledge of the software. In this course you will learn to enter, calculate, and analyze numerical data; create customized charts, edit worksheets, manipulate formulas and functions, and format cell properties. Center for Applied Technology, Marble. 24 hrs.
Instructor: Crowe    Min: 6
August 6 - September 10    TH
6:00 p.m. - 9:00 p.m.   $79.60

**NEW 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
NEW DAY CLASS OFFERING:
June 16 - July 2
9:00 a.m. - 12:00 p.m.   $79.60
October 6 - November 10
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
July 29 - July 30    WTH
5:00 p.m. - 9:00 p.m.   $70.60
October 28 - October 29
5:00 p.m. - 9:00 p.m.   $70.60

**Apply for a remote PAID APPRENTICESHIP**
EmPOWERing Mountain Food Systems is committed to assisting local food & farm businesses, restaurants, vineyards, breweries & value-added producers in growing their business.

Apprenticeship Benefits:
- remote positions now available!
- use your unique skill sets to help improve your Mentor’s business and profitability
- income for your work
- fulfill student work hour requirements

These positions are only available to college students with a homebase in the SWNC service area.

For more information about our open apprenticeship positions, please visit us online at EMPLOYINGMTNFOODSYSTEMS.ORG
WEBINAR CLASS OFFERINGS FOR LOCAL BUSINESS OWNERS!

All webinars will be held on Tuesdays and Thursdays via Zoom.

Social Media Success: Create Your Own Social Marketing Plan
May 26 - June 23
Harness the power of social media! Learn how to decide which platforms are best for your small business, develop a social marketing strategy, and design content with free and easy-to-use tools. Topics covered include how customers use social media; evaluating social media platforms; creating and managing profiles; developing a content strategy; creating and editing content with Canva, Adobe Spark, and Snapseed.

Marketing Your Small Business in a Digital World
June 30 - July 28
Drive customers to your website or online business with a targeted digital marketing strategy! Learn how to build your own sales funnel, the many ways to market online, and how to write sales copy for your products and services. Topics covered include sales funnels; copywriting; blogging; email marketing; social media marketing; search engine optimization (SEO); pay-per-click advertising through Google and social media.

Design an Irresistible Brand for Your Small Business
August 4 - September 1
Your brand is more than just a logo! Learn how to design a brand from the ground up that builds customer loyalty. We'll develop your brand foundation, design your visual brand, and create your own logo. Topics covered include discovering your brand foundation, mission, ideal customer; establishing a visual vocabulary, typography, graphic elements; design your own logo, marketing materials, and social media profiles.

Design and Build Your Own Stunning Website
September 8 - October 6
You can build your own website. We'll show you how to easily design, build, and launch your own WordPress website through our proprietary method -- no coding required! Topics covered include Mapping the user journey; wireframing; domains and hosting; SSL certificate; installing WordPress; homepage design; calls-to-action; accessibility; search engine optimization (SEO); privacy/disclaimer statements.

Launch Your Own Online Business with an E-Commerce Site
October 13 - November 11
Take your business online and start selling now! Learn how to set up an online store using WordPress, including processing payments, listing products, managing inventory, and sharing your store with the world. Topics covered include Setting up a professional email; payment processing; domain vs. subdomain; hosting; SSL certificate; installing WooCommerce; listing products/services, managing inventory; designing category pages; processing orders; search engine optimization (SEO); additional sales strategies for online stores.

Please call (828) 835-9564 or email RGarrett@tricountycc.edu for more information about these upcoming webinars.
Tri-County Community College / June - November 2020 Continuing Education Schedule of Classes

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

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

**NEW** Coiled Paper Crafts: Learn to upcycle your trash and turn discarded magazines and newspapers into beautiful art projects. 4 hrs.
Instructor: Jakelis    Min: 5
October 5 - October 12   M
6:00 p.m. - 8:00 p.m.    $25

**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    Min: 6; Max: 10
TBA     $65

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    Min: 5
July 23 - August 27    TH
6:30 p.m. - 8:30 p.m.    $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    Min: 8
September 3 - October 8
9:00 a.m. - 1:00 p.m.    $65
October 22 - December 3 (No class 11/26)
9:00 a.m. - 1:00 p.m.    $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
August 3 - September 14 (No Class 9/7)
6:00 p.m. - 8:00 p.m.
$65

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
September 15 - October 3 (No class 10/29)
9:00 a.m. - 12:00 p.m.
$90

NEW Pastels (Beginning): Learn the basics of this very forgiving medium during this four-week class. Only soft pastels will be used . . . no oil pastels. Please note that this medium can be very dusty. For those students with sensitivities, please bring a mask and rubber gloves if you wish. Call for supply list.
Instructor: Molder
September 21
1:00 p.m. - 3:00 p.m.
$40
September 28
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. 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
Min: 5; Max: 12
TBA
$50

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

RETURNING Quilting: Basic sewing and machine skills are necessary but both beginning and intermediate/advanced students are welcome to participate. Whether you’re a beginner and need help getting started or if you’ve been quilting for some time and need help with your project, come and join. The pattern to be featured will be announced prior to beginning date of class. Come join the fun and creativity. Students should bring their personal portable sewing machine. 18 hrs.
Instructor: MacDonald
Min: 8; Max: 12
August 4 - September 8
9:00 a.m. - 12:00 p.m.
$65

Canning 101: Join us in this four-week class and learn the basics of food preservation. Class will include instruction on organizing and prepping your supplies, sanitizing your jars, etc. There will be sessions on preserving low-acidic foods such as green beans, high-acidic foods such as tomatoes and tomato sauce, and pickling foods. Additional cost for supplies. Please ask for supply list upon registration. 12 hrs.
Instructor: Hatchett
Min: 6; Max: 8
July 21 - August 11
6:00 p.m. - 9:00 p.m.
$60

NEW Culinary Bootcamp: Step into a professional kitchen for an overview and practice of basic knife skills, making homemade stocks, soups, and sauces. Class will include instruction on small dice, medium dice, large dice, julienne, chicken stock, chicken noodle soup, cream of tomato soup, white gravy, brown gravy, and mayonnaise. Additional $20 material fee included in price listed. 5 hrs.
Instructor: Ciotta
Min: 5; Max: 8
July 11
10:00 a.m. - 3:00 p.m.
$65

NEW Bake and Take Breads: Make a variety of delicious quick breads, yeast breads, and pizza dough to take home to freeze or eat now. Class will include instruction on biscuits, soft yeast rolls, bread sticks (grissini), cornbread, and pizza dough. Additional $20 material fee included in price listed. 5 hrs.
Instructor: Ciotta
Min: 5; Max: 8
August 22
10:00 a.m. - 3:00 p.m.
$65

NEW Taco Night: Create delicious corn and flour tortillas by hand, then make your own tasty fillings good enough to start your own taco truck and approachable enough to make for dinner any night of the week. Class will include instruction on corn tortillas, flour tortillas, pickled red onion, queso fresco, chili lime chicken, grilled beef, pork al pastor, salsa, and guacamole. Additional $30 material fee included in price listed. 5 hrs.
Instructor: Ciotta
Min: 5; Max: 8
September 19
10:00 a.m. - 3:00 p.m.
$75

NEW Savory Pies: Stock your freezer with savory dinner pies for the busy fall season. We’ll use the best of the late summer produce to fill pot pies and hand pies for warm, comforting, easy dinners for the busy harvest season. Class will include instruction on chicken pot pie, ham and leek pie, beef empanadas, and shepard’s pie. Additional $30 material fee included in price listed. 5 hrs.
Instructor: Ciotta
Min: 5; Max: 8
October 17
10:00 a.m. - 3:00 p.m.
$75

NEW Pie Day: Learn the fundamentals of pie dough, making fillings, and proper baking to wow your guests at your upcoming holiday parties. We’ll include lattice and decorative techniques. Class will include instruction on 3-2-1 pie dough, apple-cheddar pie, sweet potato pie, and cream pie. Additional $20 material fee included in price listed. 5 hrs.
Instructor: Ciotta
Min: 5; Max: 8
November 7
10:00 a.m. - 3:00 p.m.
$65

DON’T MISS OUR ENGAGING BEGINNING POTTERY CLASSES!
CALL (828) 835-4241 TODAY.

Genealogy
TUESDAY NIGHT: GENEALOGY TRACK
Legacy Genealogy Software 101: You can do genealogy on paper. That is how it was done until the age of the computer. If you are researching your family history and not using computer genealogy software, your family history research will suffer. This is an introductory course covering the fundamentals of Legacy 9. It will include instruction on the basic data entry including the proper entry of names, places, and dates; program menus; importing and exporting projects, and other features to get the beginner started using Legacy. This course is a prerequisite to take any of the advanced Legacy courses. 12.5 hrs.
Instructor: Van Horn
Min: 8
August 25 - September 22
6:30 p.m. - 9:00 p.m.
$40
NEW Entering Genealogy Records and Citations in Legacy: Genealogy without documentation is mythology so entering records into Legacy and recording our citations is essential to sound genealogical research. This class will cover entering major record groups into the Legacy genealogy software and properly citing them. 12.5 hrs.
Instructor: Van Horn
Min: 8
September 29 - October 27
6:30 p.m. - 9:00 p.m.
$40

NEW Legacy Genealogy Software Beyond the Basics: This genealogy course will explore some of the advanced features and research tools available in this world-class genealogy software package. Completion of the Legacy Genealogy Software for Beginners is required to take this class. 7.5 hrs.
Instructor: Van Horn
Min: 8
November 3 - November 17
6:30 p.m. - 9:00 p.m.
$25

THURSDAY NIGHT: GENEALOGY TRACK

AncestryDNA 101: If you are researching your family history, taking an autosomal DNA test has become a must-do task. The premier company to take that first DNA test with is AncestryDNA. This class will cover the basics of autosomal DNA testing, a step-by-step guide to testing at Ancestry, and a basic overview of what you will see after that test clears the lab. 10 hrs.
Instructor: Van Horn
Min: 8
August 27 - September 17
6:30 p.m. - 9:00 p.m.
$35

DNA Segmentation – The Art of Triangulation: Autosomal DNA is an ever-changing field. This course will cover the latest methods of analysis and interpretation for the non-scientist genetic genealogist. The triangulation method requires a chromosome browser and the knowledge to calculate the shared amounts of DNA that we share with our genetic cousins. This class will cover the segment basics and answer the questions “What is a chromosome browser?”, and “How can I use these methods in my own genealogy?” 7.5 hrs.
Instructor: Van Horn
Min: 8
September 24 - October 8
6:30 p.m. - 9:00 p.m.
$25

Advanced DNA Research Tools: AncestryDNA and MyHeritage have a host of DNA research tools on their websites. This class will cover those important DNA research tools. 7.5 hrs.
Instructor: Van Horn
Min: 8
October 15 - October 29
6:30 p.m. - 9:00 p.m.
$25

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

ADDITIONAL GENEALOGY CLASS OFFERING:

Genealogy — Searching for Your Ancestors: Who am I and where did I come from? That intriguing question 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 BC (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
TBA
$90

One Meeting Marvels

NEW 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
TBA
2:00 p.m. - 4:00 p.m.
$40

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. Additional $20 supply fee included in price. 6 hrs.
Instructor: Kroeplin
Min: 5; Max: 8
August 15
9:00 a.m. - 3:30 p.m.
$65

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, and 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. Afternoon and evening classes offered. 2 hrs. Additional project classes offered upon request.
Instructor: Jones
Min: 4; Max: 10

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.
June 15
5:30 p.m. - 7:30 p.m.
$25

NEW Stress Busters: Decompress, chill out—whatever you wish to call it, we all need it! Make and Take projects may include: bath salts, stress relief roller, and inhaler.
July 13
5:30 p.m. - 7:30 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.
August 10
5:30 p.m. - 7:30 p.m.
$25

NEW Non-Toxic Cleaning: Say goodbye to chemicals and toxins, and learn about safe, natural ways to clean your home. Make and Take projects may include: furniture polish, cleanser, disinfectant spray, and glass cleaner.
September 14
5:30 p.m. - 7:30 p.m.
$25

Foundations of Medicine Making: Make basic tinctures, rubs, and poultices from herbs. Additional $15 supply fee included. 2 hrs.
Instructor: Taylor
Min: 5
August 12
5:30 p.m. - 7:30 p.m.
$30
**Herbal Container Gardens:** Learn to plant, care for and the location best suited to grow your favorite herbs. Additional $15 supply fee (included in price listed). 2 hrs.
- **Instructor:** Taylor  
- **Min:** 5  
- **July 1**  
- **5:30 p.m. - 7:30 p.m.**  
- **$30**

**Marketing and Publishing Workshop:** You have your manuscript written and now you are wondering how to get it published. Attend this workshop to get some of your questions answered from an experienced, published author. Also gain some basic knowledge on how to market your books and other writings. 3 hrs.
- **Instructor:** Beall  
- **Min:** 5  
- **August 15**  
- **1:00 p.m. - 4:00 p.m.**  
- **$30**

**Natural Dye Workshop:** Learn about the use of natural plant materials for dyeing fibers. Plant materials that may be used are onion skins, marigold or calendula, elderberry or poke berry, goldenrod, spinach, walnut hulls, oak moss and lichens, and red geranium. Bring what you have! Also, please remember to wear clothes that you wouldn’t mind to stain as the dye will color whatever it touches. Note that mordants (substances used to set the dye) are often poisonous so if you have allergies, please make us aware. (Instructor plans to use alum, vinegar, rhubarb, lemon juice, cream of tartar, chrome, tin, ammonia, and salt in order to keep the process as natural as possible.) Additional $15 supply fee (included in price listed). 3 hrs.
- **Instructor:** Taylor  
- **Min:** 5  
- **August 26**  
- **5:30 p.m. - 8:30 p.m.**  
- **$35**

**Painting with Pencils:** This 3-hour class provides an opportunity to explore Prismacolor colored pencils as medium choice. You will learn special techniques with pencils that make your creation look “painted” instead of “penciled”. All levels of experience welcome. Students may choose from a variety of projects including wildlife (domestic, exotic, and marine), still life, etc. 3 hrs.
- **Instructor:** Barton  
- **Min:** 4; **Max:** 12  
- **August 26**  
- **9:00 a.m. - 12:00 p.m.**  
- **$20**  
- **September 23**  
- **9:00 a.m. - 12:00 p.m.**  
- **$20**  
- **October 21**  
- **9:00 a.m. - 12:00 p.m.**  
- **$20**  
- **November 18**  
- **9:00 a.m. - 12:00 p.m.**  
- **$20**

**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  
- **August 11**  
- **1:00 p.m. - 4:00 p.m.**  
- **$50**

**Pine Needle Baskets (Int./Adv.):** This class will be a continuation of the skills gained in the beginner’s class. Additional $20 supply fee included in price listed. 3 hrs.
- **Instructor:** Haynes  
- **Min:** 5; **Max:** 10  
- **August 18**  
- **1:00 p.m. - 4:00 p.m.**  
- **$50**

**Painting**

**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 $15 supply fee included in the price listed. 5 hrs.
- **Instructor:** Jakelis  
- **Min:** 5; **Max:** 8  
- **August 17 - August 24**  
- **6:00 p.m. - 8:30 p.m.**  
- **$50**

**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  
- **June 1 - July 6**  
- **9:30 a.m. - 12:30 p.m.**  
- **$65**  
- **July 13 - August 17**  
- **9:30 a.m. - 12:30 p.m.**  
- **$65**  
- **August 24 - October 5 (No class 9/7)**  
- **9:30 a.m. - 12:30 p.m.**  
- **$65**  
- **October 12 - November 16**  
- **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  
- **June 3 - July 22**  
- **10:00 a.m. - 2:00 p.m.**  
- **$65**  
- **July 29 - September 16**  
- **10:00 a.m. - 2:00 p.m.**  
- **$65**  
- **September 23 - November 18 (No class 11/11)**  
- **10:00 a.m. - 2:00 p.m.**  
- **$65**
**Performing Arts**

**NEW Beginning Banjo:** This course will give and interpret a fundamental system that will allow you to essentially teach yourself to play the banjo. Emphasis will be placed on the various chord forms, playing styles, and how to play the entire neck. Students are required to provide their own instrument. 12 hrs.

Instructor: McRae  
Min: 6  
October 12 - November 2  
6:30 p.m. - 9:30 p.m.  
$55

**NEW “Chordology”:** This course will give and interpret the mathematical relationship between notes, chords, and keys and other musical sounds. All instruments will be covered. This class is theoretical and does not require an instrument. 6 hrs.

Instructor: McRae  
Min: 6  
August 24 - August 31  
6:30 p.m. - 9:30 p.m.  
$30

**Mountain Music:** Learn to apply fundamental musical concepts to a variety of musical instruments as they apply to traditional mountain music. The purpose of the class is to apply simple music theory to various mountain songs, apply reactive methods to those songs, tune the instrument and focus on mastering rhythm. Open to all levels of experience. Students required to provide their own instrument. 12 hrs.

Instructor: McRae  
Min: 6  
September 14 - October 5  
6:30 p.m. - 9:30 p.m.  
$55

**Creativity:** As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Students are required to furnish your own brushes and canvases. Dates subject to change. 18 hrs.

Instructor: Beall  
Min: 5  
July 6 - July 27  
6:00 p.m. - 9:00 p.m.  
$55

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

Instructor: Harris  
Min: 5  
August 18 - August 20  
6:00 p.m. - 9:00 p.m.  
$40

**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 the physical postures and focus on learning the Internal Arts from the inside out to bring more Qi (chi) into their practice for increased power, health and relaxation. 8 hrs

Instructor: Saunders  
Min: 6; Max: 20  
June 4 - July 23  
6:00 p.m. - 7:00 p.m.  
$35

**Performing Arts**

**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  
September 15  
6:00 p.m. - 9:00 p.m.  
$25

**Technology**

**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 customize your settings and topics to work best for you. As an added bonus, learn how to use your iPhone to take amazing photos! 12 hrs.

Instructor: Harris  
Min: 6  
October 1 - November 5  
6:00 p.m. - 9:00 p.m.  
$65

**Computer Basics:** Come join this informative class if you need the basics of PCs. Included in this four-week class will be the basics of computer terminology, (for example, 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  
September 2 - September 23  
2:00 p.m. - 5:00 p.m.  
$60

**Painting**

**Oil Painting:** As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Students are required to furnish your own brushes and canvases. Dates subject to change. 18 hrs.

Instructor: Barnard  
Min: 7  
August 24 - September 28  
6:00 p.m. - 9:00 p.m.  
$55  
August 25 - September 29  
6:00 p.m. - 9:00 p.m.  
$55  
October 12 - November 16  
6:00 p.m. - 9:00 p.m.  
$55  
October 13 - November 17  
6:00 p.m. - 9:00 p.m.  
$55

**CLAY COUNTY**

**Painting**

**Oil Painting:** As a beginner, you will learn basic painting principles and techniques including color mixing, shading, and highlighting. If you are a more advanced painter, you will continue to develop your own personal style while renewing your skills in basics and color mixing. Students are required to furnish your own brushes and canvases. Dates subject to change. 18 hrs.

Instructor: Hawkins  
Min: 8  
*Class will be scheduled when the minimum number of students have registered. Call (828) 835-4241 to put your name on an interest list.*
**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 $15 supply fee included in the price listed. 5 hrs.

Instructor: Jakelis  
Min: 5; Max: 8  
September 14 - September 21  
6:00 p.m. - 8:30 p.m.  
$50

**Beginnings 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 buttercream icing, basic designs such as scrolls, rosettes, ruffles, basket weaving and more as time permits. Additional cost for supplies to be determined. 15 hrs.

Instructor: Collis  
Min: 6; Max: 10-12  
TBA  
$55

**Christmas Craft - Keepsake Woven Ornaments**: Learn to make woven keepsake ornaments for your Christmas tree. Have fun while creating treasures that can be handed down from generation to generation. Students can expect to complete 2 or 3 woven ornaments. Additional supply fee included. 3 hrs.

Instructor: Kelly  
Min: 5; Max: 10  
TBA  
$35

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

Instructor: Taylor  
Min: 5  
December 2  
6:00 p.m. - 8:00 p.m  
$30

**NEW Coiled Paper Crafts**: Learn to upcycle your trash and turn discarded magazines and newspapers into beautiful art projects. 4 hrs.

Instructor: Jakelis  
Min: 5  
October 19 – October 26  
6:00 p.m. - 8:00 p.m  
$25

**NEW 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  
TBA  
10:00 a.m. - 12:00 p.m.  
$40

**Guitar Demystified**: Learn from an experienced player who can teach you the important things all players should know. Students are required to bring their own instrument. 12 hrs.

Instructor: Holloway  
Min: 5  
November 9 - November 30  
6:00 p.m. - 9:00 p.m.  
$55

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

Instructor: Taylor  
Min: 5  
July 22  
5:30 p.m. - 7:30 p.m.  
$30

**NEW Herbal Container Gardens**: Learn to plant, care for and the location best suited to grow your favorite herbs. Additional $15 supply fee (included in price listed). 2 hrs.

Instructor: Taylor  
Min: 5  
July 8  
5:30 p.m. - 7:30 p.m.  
$30

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

**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  
$45 (approx.)

**Mark Your Calendars!**

**New College**: Graham County Center: (828) 479-9256

Contact Lisa Long at (828) 835-4241 or llong@tricountycc.edu for listing of classes and other registration information.
CONSTRUCTION TRADES

Electrical

Electrical Contractor License Renewal (ELC 3016): This course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The course reviews new materials and procedures and related code requirements. Center for Applied Technology, Marble.
Instructor: Floyd
October 5 - November 23
6:00 p.m. - 9:00 p.m.
Min: 6
$74.60

NEW General Contractor License Renewal: This course is designed to provide general contractors with the required continuing education hours to renew their N.C. General Contractors License. The course reviews new materials, procedures and related changes in the laws and rules and other content applicable to general contracting. Center for Applied Technology, Marble.
Instructor: Strickland
Min: 6 - Max: 30
Class dates: TBD
$70.60

Please call (828) 835-9564 or email RGarrett@tricountycc.edu to be placed on an interest list for this class. We will contact you with more information regarding registration once the classes are planned.

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.
Min: 5
TBD

(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.

NC Escort Vehicle Operator Re-Certification (AUT 3004): This course is designed to meet the training requirements set by the North Carolina Department of Transportation for recertification of Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, updates, and an examination. Main Campus. Saturday class only. 8 hrs.
Instructor: Davis.
Min: 5
TBD

(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.

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!

Cosmetic 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

May 27 - July 23
12:00 p.m. - 4:00 p.m.
M
$184.60
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
$184.60
8:00 a.m. - 4:00 p.m.
TTH
8:00 a.m.- 4:00 p.m.
W

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

May 27 - July 23
TWTH
9:00 a.m. - 2:00 p.m.
$184.60

August 18 - December 15
TWTH
9:00 a.m. - 2:00 p.m.
$184.60

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
TBD

(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.
Baking

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

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

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.

ServSafe®

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
May 18-19, 21
5:00 p.m. - 9:00 p.m.
$70.60

November 30, December 1 & 3
5:00 p.m. - 9:00 p.m.
$70.60

Graham County Center, Robbinsville

Instructor: Moody
Min: 6
September 21-22, 24
5:00 p.m. – 9:00 p.m.
$70.60

Table Gaming

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

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

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

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

Instructor: Denny
Min: 6
June 6
9:00 a.m. - 1:00 p.m. $70
July 11
9:00 a.m. - 1:00 p.m. $70
August 8
9:00 a.m. - 1:00 p.m. $70
September 12
9:00 a.m. - 1:00 p.m. $70
October 10
9:00 a.m. - 1:00 p.m. $70
November 7
9:00 a.m. - 1:00 p.m. $70
December 5
9:00 a.m. - 1:00 p.m. $70

EDUCATION

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

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

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

Instructor: Arrowood
Min: 6
July 13-24 $70
November 2 - 13 $70

FURNITURE REPAIR

DIY Furniture Restoration (FUR 3300): 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
M $74.60
June 8 - July 27
6:00 p.m. - 9:00 p.m.
October 12 - November 30
6:00 p.m. - 9:00 p.m.

KNIFE MAKING

TBA $74.60

KNIFE MAKING

INTRODUCTION TO TRADITIONAL KNIFE MAKING (ISC 3500): This course 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
October 5 - November 23
6:00 p.m. - 9:00 p.m. $74.60

LANGUAGE STUDY

**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.**

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.

Instructor: Crow
Min: 8
TBA $74.60

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

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

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

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

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
MACHINING

**GRANT FUNDED** Machinist Training (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. 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.

**GRANT FUNDED** Introduction to Basic 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
August 17 - October 12 (No class 9/7)
4:00 p.m. - 7:00 p.m.

REAL ESTATE

Desktop Publishing (CIS 3165): This web-based course is designed to cover various concepts of desktop publishing including terminology, text editing, use of design principles, including the basics of web design and development. Emphasis is on layout techniques, graphics, multiple page displays, and business applications. 50 hours.
Instructor: Anderson
TBA
Min: 6
$134.60
Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

Film and Video Production – An Introduction (FVP 3100): This course provides instruction for digital film and video production. Core topics include the history of film and video in the US and the three stages of film making (pre-production, production and post-production). Upon completion, students should be able to demonstrate professional skills needed to pursue a career in the film/video industry. 48 hours
Instructor: Ratliff
Min: 6
TBA
$134.60
Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

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: Page and Helton
Contact Hours $184.60.
August 17 - December 15
MTWTH

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
MTWTHS
5:30 p.m. - 10:00 p.m. (MTWTH)
7:00 a.m. - 5:30 p.m. (For scheduled Saturday classes)

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** 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
MTWTH
7:00 a.m. - 5:00 p.m.

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

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THROUGH OUR MANY CONTINUING EDUCATION OFFERINGS, STARTING A NEW CAREER HAS NEVER BEEN EASIER OR MORE AFFORDABLE!

**CULINARY ARTS**

- **NEW Truck Driver Training (TRA 3607):** This class is designed to teach students to drive tractor-trailers and trucks and to obtain a commercial driver license (Class A and Class B). The program will prepare the prospective driver to understand safety, driver responsibility, and also the laws and regulations governing the motor carrier industry.
  - Main Campus. New classes scheduled quarterly.
  - Instructors: Page and Helton
  - MTWTHF
  - 7:00 a.m. - 5:00 p.m.
  - 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
  - Min: 6
  - 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**

- **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
  - TBD
  - 6:30 p.m. - 9:30 p.m.
  - $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
  - TBD
  - 6:30 p.m. - 9:30 p.m.
  - $70.60
  - For more information or to put your name on the class interest list, call (828) 835-4214.

**REAL ESTATE**

- Check out page 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**

- **Welding (WLD 3106):** This course provides instruction on the principles and practices of welding. Emphasis is on the blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications. Runs concurrently with curriculum labs. $184.55.
  - May - December 2020
  - MTWTH
HEALTH OCCUPATIONS TRAINING

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
July 30 - December 10
4:30 p.m. - 9:00 p.m.
Min: 6; Max: 20
$225.60

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
August 10 - November 9
8:30 a.m. - 4:30 p.m.
Min: 6; Max: 20
$225.60

Phlebotomy

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
August 3 - December 4
9:00 a.m. - 2:00 p.m.
Min: 6; Max: 7
$215.60

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.
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  
Min: 6  
TBA  
$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  
TBA  
$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 August 17  
6:00 p.m. - 10:00 p.m.  
$199.60

**Important note for the following classes:**  
**For the most current Fire and Rescue class offerings, please contact Henry Angelopulos at (828) 835-4251 or hangelopulos@tricountycc.edu.**

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 blue print are required for NFPA 1403 live burn qualification:

**Portable Extinguishers (FIP 3005)**  
TBA  
6:00 p.m. - 10:00 p.m.  
8 hrs.

**Fire Hose, Streams & Appliances (FIP 3011)**  
TBA  
Class Hours Vary by Day  
20 hrs.

**Water Supplies (FIP 3018)**  
TBA  
Class Hours Vary by Day  
20 hrs.

**Foam Water Supplies (FIP 3012)**  
TBA  
6:00 - 10:00 p.m.  
8 hrs.

**Safety & Survival (FIP 3025)**  
TBA  
Class Hours Vary by Day  
16 hrs.

**Mayday (FIP 3026)**  
TBA  
Class Hours Vary by Day  
8 hrs.

**Fire Control (FIP 3013)**  
TBA  
Class Hours Vary by Day  
35 hrs.

**Public Safety Specialty Classes**

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

**Blood Bourne Pathogens (Online)**  
Begin 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 6:00p.m.

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

**TECC**  
November 2020 TBA

**CPR Certification**

**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.

**American Heart Association**

Law Enforcement

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

**May 18 - September 21**

Interested students should be prepared to turn in their completed application packets to Allen Denny, BLET School Director, by May 11, 2020.
The Small Business Center offers FREE assistance to anyone who wants to start a new business or expand a business.

- One-on-One Confidential Counseling
- For Small Businesses – Start Ups and Existing
- Webinars/Seminars with Top Notch Instructors

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

For more information about the TCCC Small Business Center, please contact:
Kathryn Jenkins
(828) 835-9564 ext. 203
kjenkins@tricountycc.edu

Empowering Mountain Food Systems (EMFS), a project of the Center for Environmental Farming Systems, are teaming up with lenders to provide affordable financing and support to small- and mid-scale and limited resource farmers and food businesses to obtain the infrastructure and operating capital they need to expand and grow their businesses!

Learn more during a consultation with the TCCC Small Business Center!
Businesses of all sizes can benefit from marketing, business planning, accounting, tax accounting, and related business services offered for FREE from the SBC.

_VISIT EMPOWERINGMTNFOODSYSTEMS.ORG TO LEARN MORE ABOUT THIS INITIATIVE 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.

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CAN’T MAKE IT TO CLASS?
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Distance Learning

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

BRIDGE Academy

Tri-County Community College
## High School Equivalency

### Classroom Instruction - Daytime
- **Location:** Crisp Bldg., Room 109
- **Time:** Monday - Thursday 8:00 a.m. - 3:00 p.m.
- **Instructor:** Gillis/Thomason
- **Fee:** Waived

### Classroom Instruction - Evening
- **Location:** Crisp Bldg., Room 109
- **Time:** Tuesday and Thursday 6:00 p.m. - 9:00 p.m.
- **Instructor:** Kilpatrick
- **Fee:** Waived

### English for Non-English Speakers

#### Instruction - Daytime
- **Location:** Crisp Bldg., Room 102
- **Time:** Monday - Friday 8:00 a.m. - 2:00 p.m.
- **Instructor:** Ricalde
- **Fee:** Waived

#### Instruction - Evening
- **Location:** Crisp Bldg., Room 109
- **Time:** Tuesday and Thursday 6:00 p.m. - 9:00 p.m.
- **Instructor:** Kilpatrick/Stafford-Ortega
- **Fee:** Waived

### Adult Basic Education

#### Classroom Instruction - Daytime
- **Location:** Crisp Bldg., Room 108
- **Time:** Tuesday and Thursday 8:00 a.m. - 12:00 p.m.
- **Instructor:** West
- **Fee:** Waived

### Adult High School

#### Classroom and Distance Learning Instruction - Daytime & Evening
- **Instructor:** Gillis/Thomason
- **Fee:** Waived

### Andrews High School

#### English for Non-English Speakers

- **Location:** AHS, Room 415
- **Time:** Wednesday and Thursday 5:30 p.m. - 8:30 p.m.
- **Instructor:** Aiken
- **Fee:** Waived

### Graham County Center

#### Classroom Instruction - Daytime
- **Location:** Shope Bldg., Room 4
- **Time:** Tuesday and Wednesday 9:00 a.m. - 2:00 p.m.
- **Instructor:** Hager
- **Fee:** Waived

## 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 effect 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 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.

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.
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Free Online Webinars & Training

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