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 November 2020 - 29,000 copies of this public document were printed on recycled paper at a total cost of $7,900.

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

Please call Ginger Hubbard at (828) 835-4214 to have your name placed on an interest list. Once the minimum number of students show interest, the College will offer the course.

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

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

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

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

Tri-County Community College is committed to providing a safe and secure environment for all members of the College’s community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics are available by contacting the Director of Facilities at (828) 835-4261 or accessed at http://ope.ed.gov/security.
Auto Mechanics (AUT 3137): Class will run concurrently with the curriculum Automotive Technology course. Space is limited and students must get instructor approval. Main Campus, Automotive Technology Building. Contact hrs.
Instructor: Marcus     Min: Permission of instructor
January 7 - May 5    MTWTH
Contact Hours    $184.60
June 2 - July 28    MTWTH
Contact Hours    $184.60
August 16 - December 15   MTWTH
Contact Hours    $184.60

NC Vehicle Safety Inspection (AUT 3129): This course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety and On-Board Diagnostic (OBD) Emissions Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. Upon completion, a student will understand the rules, regulations and procedures for conducting a vehicle safety and OBD emissions inspection; be able to inspect a vehicle properly; and be prepared to sit for the state certification exam. Main Campus. 8 hrs.
Instructor: Marcus     Min: 8
February 9 - March 30   T
6:00 p.m. - 9:00 p.m.    $74.60
April 21 - 28    W
6:00 p.m. - 10:00 p.m.  $70.60
June 23 - July 28    W
6:00 p.m. - 10:00 p.m.  $70.60
August 16 - August 30    M
6:00 p.m. - 10:00 p.m.  $70.60

DMV Dealer License Renewal (AUT 3001): This course is designed to meet the six-hour training requirements for individuals renewing their Used Motor Vehicle Dealers' license. Main Campus. 6 hrs.
Instructor: Cheek     Min: 6
TBD
$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: 6
TBD
$70.60

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.

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 Elesha Rider Bowman at (828) 835-9564 to be placed on an interest list for these classes. Once the minimum number of students is met, we will call you to schedule the class.

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 1 - April 26 (No class on April 5) M
6:00 p.m. - 9:00 p.m.    $79.60

Accounting
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.

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

NEW QUICK CREDIT Website Design (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 10 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 12 - June 16 W 5:30 p.m. - 8:30 p.m. $79.60

NEW Beginning Photoshop: (PHO 3001): Learn the more advance editing program, Adobe Photoshop. Starting with the overall features in Photoshop and cover items that allow you to take out items and people from an image, add another image to a picture, adjust any part of a photograph and develop an image into a fine art print. Will learn the use of layers, filters, major effects that can be applied to any photo. This class is aimed at people wishing to advance their ‘digital darkroom’ knowledge. Center for Applied Technology, Marble. 24 hrs.

Instructor: Harris Min: 6
April 1 - May 20 TH 6:00 p.m. - 9:00 p.m. $79.60

Notary Public (MLS 3874): This course provides instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical, and procedural requirements of the Notary Act. To be admitted to this course, the NC Secretary of State requires that all candidates be able to speak, read, and write in English, and present a valid government photo ID. See www.sosnc.com for additional requirements. Upon completion of this course with a passing exam grade of 80 percent, a person is eligible to make application with the NC Secretary of State office. For more information, go to www.secretary.state.nc.us/notary/. Must present a valid, current government or state issued ID in order to attend class. Required textbook cost: approx. $30. 30 minute lunch break. Pre-registration is required. Center for Applied Technology, Marble. 7 hrs.

Instructor: Johnson Min: 6
February 23 T 9:00 a.m. - 4:30 p.m. $70.60

April 27 T 9:00 a.m. - 4:30 p.m. $70.60

Notary Public
Electrical Contractor License Renewal (ELC 3016): This course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. The course reviews new materials and procedures and related code requirements. Center for Applied Technology, Marble.
Instructor: Floyd       Min: 6
March 3 - April 21  W 6:00 p.m. - 9:00 p.m.  $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. 8 hrs.
Instructor: Stillwell       Min: 6
January 19 - January 21  TTH 5:00 p.m. - 9:00 p.m.  $102.60
March 16 - March 18       TTH 5:00 p.m. - 9:00 p.m.  $102.60
May 18 - May 20          TTH 5:00 p.m. - 9:00 p.m.  $102.60

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: Patterson       Min: 6
TBD $70.60

NC Escort Vehicle Operator Re-Certification (AUT 3004): This course is designed to meet the training requirements set by the North Carolina Department of Transportation for recertification of Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, updates, and an examination. Main Campus. Saturday class only. 8 hrs.
Instructor: Patterson       Min: 6
TBD $70.60

PLEASE NOTE: In order to submit new Escort Vehicle Operator applications, candidates must submit a certified driving record and a NC Safety & Health Council Defensive Driving Course certificate of completion.

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       Min: 6
TBA $85.60
(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.

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
January 7 - May 5       TTH 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)
June 2 - July 28       TTH 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 16 - December 15 TTH 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)

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
January 12 - May 5      TWTH 9:00 a.m. - 2:00 p.m.
June 2 - July 28        TWTH 9:00 a.m. - 2:00 p.m.
August 17 - December 15 TWTH 9:00 a.m. - 2:00 p.m.
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.  
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.

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

Instructor: Arrowood  
Min: 6  
March 1 - 31  
$70  
(Last day to register is March 25, 2021)

June 1- 30  
(Last day to register is June 24, 2021)  
$70

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  
Min: 6  
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  
Min: 6  
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.

Check out page 9 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 - May  
MTWTH
CULINARY/HOSPITALITY

Baking

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

Instructor: Jones
TBA
6:00 p.m. - 9:00 p.m.
Min: 6
$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.
Min: 6
$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: Nicholson
TBA
Min: 6
$79.60

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

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
TBA
Min: 6
$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.

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
April 19-20 & 22
T TH
5:00 p.m. – 9:00 p.m.
Min: 6
$70.60

Graham County Center, Robbinsville
Instructor: Moody
February 15-16 & 18
T TH
5:00 p.m. – 9:00 p.m.
Min: 6
$70.60

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.

DONT’ 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!
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.

**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.**

EDUCATION
Online Effective Teacher Training (EDU 3002): This course provides training on the basic requirements for substitute teaching in the public school system. Students are responsible to purchase course textbook. Online. 24 hrs.
Instructor: Arrowood
March 1 - 31
(Last day to register is March 25, 2021)
$70

June 1 - 30
(ND to last day to register is June 24, 2021)
$70

September 1 - 30
(ND to last day to register is September 24, 2021)
$70

November 1 - 30
(ND to last day to register is November 24, 2021)
$70

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

Please call Elesha Rider Bowman at (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.

KNIFE MAKING
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
February 1 - March 22
M
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** 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. 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. 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.

REAL ESTATE COURSE OFFERINGS

NEW 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: Demos
January 25 - April 12
9:00 a.m. - 1:00 p.m.
$184.60

R/E Broker Relationships and Responsibilities (RLS 3702):
This course is the first of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. This course consists of a high – level advance instruction governing agency relationships and duties to principal and third parties, working with sellers and buyers. This course also includes issues confronted when agent’s leave/change firms with resulting licenses and education concerns. 30 hrs.
Instructor: Penley
January 21 - May 5
Contact Hours $184.60

Graham County Center, Robbinsville
Instructor: Staff
January 21 - May 5
Contact Hours $184.60

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

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

R/E BICAR (SEF 3001): Mandatory 4-hour class for Brokers in Charge.

R/E Update and Elective (SEF 3001): Mandatory update and elective course for Real Estate professionals. 8 hrs.

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 GTA (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
January 21 - May 5
MTWTH $184.60

Graham County Center, Robbinsville
Instructor: Staff
January 21 - May 5
MTWTH $184.60

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: Anderson
Min: 6
TBA $134.60
Please call (828) 835-4214 to be placed on an interest list for this class. Once the minimum number of students is met, we will call you to schedule the class.

Film and Video Production – An Introduction (FVP 3100): This course provides instruction for digital film and video production. Core topics include the history of film and video in the US and the three stages of film making (pre-production, production and post-production). Upon completion, students should be able to demonstrate professional skills needed to pursue a career in the film/video industry. 48 hours.
Instructor: Rateliff
Min: 6
TBA $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.

NEW 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: Demos
January 25 - April 12
9:00 a.m. - 1:00 p.m.
$184.60

R/E Broker Relationships and Responsibilities (RLS 3702):
This course is the first of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission. This course consists of a high – level advance instruction governing agency relationships and duties to principal and third parties, working with sellers and buyers. This course also includes issues confronted when agent’s leave/change firms with resulting licenses and education concerns. 30 hrs.
Instructor: Penley
January 21 - May 5
Contact Hours $184.60

Graham County Center, Robbinsville
Instructor: Staff
January 21 - May 5
Contact Hours $184.60

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

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

R/E BICAR (SEF 3001): Mandatory 4-hour class for Brokers in Charge.

R/E Update and Elective (SEF 3001): Mandatory update and elective course for Real Estate professionals. 8 hrs.
START YOUR JOURNEY TODAY

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) 835-4255 for more information and 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.

APPLY TODAY FOR THE GEER SCHOLARSHIP

The Governor’s Emergency Education Relief (GEER) Scholarship Program provides scholarships for eligible community college workforce continuing education students pursuing high-demand workforce training programs. Eligible students applying for this Scholarship must reside in North Carolina. The scholarship helps cover the cost of tuition, fees, books, supplies, credentialing tests, transportation, childcare, and other components of the total cost of attendance.

Please visit the TCCC Financial Aid Office to fill out your scholarship application today!

ABOUT OUR STAFF:

Students enrolling in Tri-County Community College’s Commercial Driver License training program will benefit from instructors Sandra Page and Barry Helton, who have spent 36 and 47 years, respectively, in the trucking industry. Their knowledge and expertise provide invaluable insight into this rapidly-growing career field.

Page lists the benefits of a career in truck driving as the short-term training, which can lead to long-term high earning, as well as gaining the opportunity to travel across the United States.

FOR MORE INFORMATION:

Please contact Sandra Page at (828) 835-4255 or (828) 557-4328 for more information or to register for the Commercial Driver License program at Tri-County Community College.
REGISTER NOW for SPRING
HANDS-ON TRAINING. AFFORDABLE OPTIONS. CLOSE TO HOME.

CLASSES BEGIN JANUARY 21!

View the full list of curriculum classes at www.tricountycc.edu.
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
Min: 6; Max: 10
TBD
4:30 p.m. - 9:00 p.m.
$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
Min: 6; Max: 10
TBD
8:30 a.m. - 4:30 p.m.
$225.60

Graham County Center, Robbinsville

**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. Graham County Center. 188.5 hrs.

Instructor: Cranford
Min: 6; Max: 5
TBD
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
TBD
9:00 a.m. - 1:00 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
MW
4:35 p.m. - 9:05 p.m.
$230.60

**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
MW
9:00 a.m. - 1:00 p.m.
$70.60

All Health Occupations classes will be offered when the minimum number of students register.

Please call (828) 835-4240 to be placed on a Class Interest List.

Once the minimum number of students is met, we will call you to schedule the class.
**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.

**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 25  6:00 p.m. - 10:00 p.m.  $199.60

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

Instructor: Gagnon  Min: 6  Starts January 25  6:00 p.m. - 10:00 p.m.  $199.60

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.

**Fire and Rescue**

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

**Health and Wellness (FIP 3024)**
6:00 p.m. - 10:00 p.m.  8 hrs.

**Emergency Medical Care (FIP 3016)**
6:00 p.m. - 10:00 p.m.  12 hrs.

**Personal Protective Equipment (FIP 3006)**
6:00 p.m. - 11:00 p.m.  20 hrs.

**Orientation Safety (FIP 3001)**
6:00 p.m. - 10:00 p.m.  16 hrs.

**Forcible Entry (FIP 3007)**
6:00 p.m. - 10:00 p.m.  12 hrs.

**Building Construction (FIP 3022)**
6:00 p.m. - 10:00 p.m.  16 hrs.

**Fire Behavior (FIP 3004)**
6:00 p.m. - 10:00 p.m.  12 hrs.

**Loss Control (FIP 3014)**
6:00 p.m. - 10:00 p.m.  16 hrs.

**Ladders (FIP 3010)**
6:00 p.m. - 10:00 p.m.  16 hrs.

**Ventilation (FIP 3008)**
6:00 p.m. - 11:00 p.m.  20 hrs.

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

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

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

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

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

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

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**CPR CERTIFICATION**

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>February 4</td>
<td>6:00 p.m. - 10:00 p.m.</td>
<td>West Bldg, Room 101</td>
</tr>
<tr>
<td>June 3</td>
<td>6:00 p.m. - 10:00 p.m.</td>
<td>West Bldg, Room 101</td>
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<tr>
<td>October 1</td>
<td>6:00 p.m. - 10:00 p.m.</td>
<td>West Bldg, Room 101</td>
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Please call Ginger Hubbard at (828) 835-4214 to register for this class.

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**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 24 - September 17**

Interested students should be prepared to turn in their completed application packets to Allen Denny, BLET School Director, by May 15, 2021.
Enroll Now!

You could get your GED for FREE!

Scholarships and Fee Waivers are available for students.

Can’t make it to class? No problem!

Available Classes:

- Adult Basic Education
- English Language Acquisition (ELA)
- High School Equivalency / GED® and HiSet®
  - 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.

We have distance learning options available to assist you with preparing for the high school equivalency at home.

Please call for registration information:

Erika Gillis
(828) 835-4228

Beth Thomason
(828) 835-4238

COVID Response

Main Campus: (828) 837-6810 / Center for Applied Technology: (828) 835-9564 / Graham County Center: (828) 479-9256
Due to the uncertainty of COVID-19, the Bridge Academy has created unique and flexible class schedules to meet the needs of our students who are unable to attend class. You may attend class from the comfort of your own home and receive the same instruction as your classmates that choose to attend class through an online format called Google Meets.

For additional information about signing up, please call Erika Gillis at (828) 835-4228.

TCCC - MAIN CAMPUS

High School Equivalency

HSE Lab - Daytime (Hybrid*)
Monday, Tuesday and Thursday
Wednesday - Open Lab
Instructor: Gillis/Thomason

Classroom Instruction - Evening
TBA
Instructor: Kilpatrick

Adult Basic Education

Instruction - Daytime (Hybrid*)
Tuesday and Thursday
Instructor: West

English for Non-English Speakers

Instruction - Daytime (Hybrid*)
Crisp Bldg., Room 102
Monday - Friday
Instructor: Ricalde

TCCC - FAMILY CENTER

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.

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

DID YOU LEAVE HIGH SCHOOL BEFORE GRADUATING?

CALL US NOW TO SEE IF YOU QUALIFY FOR MPHSE!

We offer a unique program that will provide multiple pathways to high school equivalency MPHSE for students that left high school prior to graduating. If you have high school credits, ACT or SAT scores, or taken the GED®, HiSet, or TASC tests, 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. This can be accomplished either on campus or online.

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

**CAN’T MAKE IT TO CLASS? NO PROBLEM!**

We have distance learning options available to assist you with preparing for the workforce at home. Please call for registration information:

Angela West  
(828) 835-4325

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

**TCCC: Main Campus**

Hybrid Employability Lab (HRD-3002) Crisp Bldg., Room 106  
M-TH 8:00 a.m. - 5:00 p.m.  
Instructor: Stafford-Ortega/Hembree/West

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

**Harrah’s Cherokee Valley River Casino/Hotel**

Hybrid Employability Lab (HRD-3002) HR Bldg., Room 101  
M-W 9:00 a.m. - 5:00 p.m.  
Instructor: Farmer

The lab offers an opportunity to drop in between the provided hours or receive assistance online 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.

**Introduction to Human Services: DSS (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

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

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

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

**SPRING 2021 OFFERINGS:**

**How to Start a Business**
Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for start-up, financing and marketing as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

Instructor(s): tenBiz
January 12
3:00 p.m. - 5:00 p.m.

**How to Write a Business Plan**
A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

Instructor(s): tenBiz
January 14
1:00 p.m. - 3:00 p.m.

**How to Design in Canva**
Due to social distancing, more and more people are finding out about businesses through social media. We're covering how to make sure your brand colors, fonts, and logo is consistent across multiple platforms using the FREE version of Canva. (No previous experience necessary).

Instructor(s): tenBiz
January 19
12:00 p.m. - 2:00 p.m.

**The Power of the Inbox**
What is the first impression you give when they see you in their email inbox? And when they see you there, what do they do? This powerful seminar takes you step-by-step through the keys to effective email marketing and the five easy steps you must take to harness the power of the inbox! From revealing why regular email doesn't work, to insider tips and techniques like automated list building tools and the design elements that work (and those that don't!), this seminar will give you the keys to the most effective marketing you can do: email marketing

Instructor(s): Aaron Means
January 20
1:00 p.m. - 2:30 p.m.

**Financing Your Small Business**
Financing continues to be a challenge for many small business owners. Questions range from, who will give me money for my business idea and what do they need from me? to, how will this business make money and will it be enough to pay back a loan or attract an investor? Get to the heart of business financing in this seminar that answers your questions. Explore the advantages and disadvantages of the different types of funding sources and how to choose the right one for your needs. Discover the keys to financing success.

Instructor(s): tenBiz
January 25
1:00 p.m. - 3:00 p.m.

**How to Build and Send Powerful Email**
As a small business, you have an advantage over larger businesses. You see and interact with your customers on a daily basis. These relationships with your customers, clients, or members allow you to create more personalized email marketing efforts that get great results. Personalization goes beyond just adding their name to your emails. In this workshop, you’ll learn what it means to personalize your email campaigns, how to add simple personalization in your emails, and how to personalize based on what you know about your subscribers.

Instructor(s): Aaron Means
January 27
1:00 p.m. - 3:00 p.m.

**How to Build Credit for Your EIN (Not Linked to Your SSN)**
Establishing and managing a business credit profile for your business will allow you to grow your business with unsecured credit that is not personally guaranteed so the business will not encumber your personal assets.

Instructor(s): Chris Morhardt
February 3
10:00 a.m. - 12:00 p.m.

**Using LinkedIn to Generate New Business**
LinkedIn is growing exponentially. It’s also the most business-relevant social media platform. In this session we will review:
- What is LinkedIn?
- How to best setup and leverage your personal LinkedIn Profile towards your personal goals?
- How to best setup and leverage a LinkedIn Company Page?
- Best practices for posting, content, and engagement;
- How to grow your business using LinkedIn if you are a B2B business yourself (meaning, you service other businesses primarily)

Instructor(s): Aaron Means
February 3
1:00 p.m. - 2:30 p.m.

**REGISTER FOR THESE SEMINARS ONLINE:**
www.bit.ly/sbc-events

You can also visit www.tricountycc.edu and click the Community & Business tab on the left side of the page before scrolling to Small Business Center on the top of the page to register online for our seminar offerings.

**LIKE us on Facebook @ TCCC’s Small Business Center**
And send us your email address to receive our newsletter!

Kathryn Jenkins (828) 835-9564 ext. 203
or kjenkins@tricountycc.edu
A Simple Recipe for Social Media Success
As a small business, social media is overwhelming and often feels like you're just spinning your wheels. You have to figure out where to be, how to be engaging, and how to get results—all with a limited amount of time and resources. That's why in this session we'll provide a recipe for social media that saves time and gets results to grow your business. You'll learn how to get started, choose the right social networks for your business, and a 15-minute social media plan.
Instructor(s): Aaron Means
Online
February 10
1:00 p.m. - 2:30 p.m.

Basics of Bookkeeping
Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you’re a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.
Instructor(s): tenBiz
Online
February 23
12:00 p.m. - 2:00 p.m.

Level Up Your Marketing with Advanced Canva Tips & Tricks
Design your own stunning branded flyers, business cards, and social media graphics with advanced tips and tricks in Canva. We’ll show you how to leave a lasting impression in just two hours! (Prior experience with Canva Pro is recommended.)
Instructor(s): Base Note Labs
Online
February 23
5:30 p.m. - 7:30 p.m.

Your Small Business Taxes
Gain a solid understanding of taxes required for small business owners and develop the best tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. This seminar is important for both new and experienced business owners.
Instructor(s): tenBiz
Online
February 24
10:00 a.m. - 12:00 p.m.

Marketing Your Business
Marketing for the 21st Century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment and differentiate between branding, advertising, and grassroots marketing techniques. We will also explore the components of an effective marketing plan in this comprehensive seminar.
Instructor(s): tenBiz
Online
March 2
12:00 p.m. - 2:00 p.m.

Create Your Own Social Media Content Calendar
Not sure what to post on social media? Join us to learn more about how you can quickly develop a content strategy plan using our “bookshelf” method and plan out posts a month at a time using a content calendar.
Instructor(s): Base Note Labs
Online
March 9
5:30 p.m. - 7:30 p.m.

Save Time By Scheduling Your Social Media
Join us to learn how you can “batch” content weeks ahead of time and schedule them to automatically post when your followers are online...all with easy to use, low-cost tools!
Instructor(s): Base Note Labs
Online
March 16
5:30 p.m. - 6:30 p.m.

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.
Instructor(s): NC DOR
Online
April 6
9:30 a.m. - 11:30 a.m.

NC Withholding 101 Workshop
This workshop will give participants a better understanding of state withholding tax requirements when hiring a new employee. Participants will learn about the basics of state withholding taxes, how to register for an account, and how to fill out a return in addition to discussing when withholding is required for certain 1099 recipients.
Instructor(s): NC DOR
Online
April 20
9:30 a.m. - 11:30 a.m.

Cash Flow Scenario
Calling all current and prospective small business owners! Thinking of starting a business but having trouble creating financial projections? Or, are you currently in business but wondering “Where has my money gone?” A Cash Flow statement can help you project expenditures and/or identify the financial highs and lows of your business. You don’t want to miss this session where we will explore how a Cash Flow statement can be a game-changer for your business!
Instructor(s): Alicia Herrin
Online
April 22
6:00 p.m. - 8:00 p.m.

Beyond Breaking Even
Are you wondering if your current or future business will be profitable? Then this seminar is for you! During this session we will cover the components of profitability and teach you how to identify the break-even point for your current or future business!
Instructor(s): Alicia Herrin
Online
April 29
6:00 p.m. - 8:00 p.m.

Sales & Use Tax Workshop
This workshop will help participants better understand their sales and use tax obligations. Participants will receive 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.
Instructor(s): NC DOR
Online
May 4
9:30-11:30am

I Have a Business Idea – Now Where Do I Start
This workshop will have something for everyone whether your idea is on a napkin or you have been in business for a short period of time. Find out what are some of the things you need to do in order to be considered a business, how to and what to include in a business plan, how your personal credit affects your business credit and what does it mean, access to money to start your business and how to find and who are the FREE resource partners that can help get your business started in the right direction so that you can start, grow and expand.
Instructor(s): Sharon Harvey – SBA
Online
February 9
10:00 a.m. - 11:30 a.m.

Intro to Government Contracting
In this workshop, you will find out why you should consider adding the federal government to your business mix. Find out how to register your business and the information that you need to register. See which contracting program works best for you 8a, Historically Underutilized Business Zone (HUBZone), Veteran Owned Small Business (VOSB) and Woman Owned Small Business (WOSB). Let’s debunk the myths of doing business with the government.
Instructor(s): Sharon Harvey, SBA
Online
March 11
10:00 a.m. - 11:30 a.m.
SAVE THE DATE!
Mark your calendars for the Fontana Public Safety College:
Thursday - Sunday
February 25-28, 2021
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