Short Term Training for a Long Term Career

Spring 2016 Schedule

Southeastern Community College

Succeeding Together.

(910) 642-7141 www.sccnc.edu
General Information

- Enrollment is open on a first-come, first-serve basis.
- Classes are open to everyone age 18 and above. Sixteen and 17 year olds may enroll with special permission.
- Registration and fee payment is required at the first scheduled meeting of the class. Insurance is required for some classes.
- Southeastern also provides on-site job skills training and literacy classes for area businesses and industries.

Fee Structure

Occupational Extension

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>0-24</td>
<td>$70</td>
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<tr>
<td>25-50</td>
<td>$125</td>
</tr>
<tr>
<td>50+</td>
<td>$180</td>
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</tbody>
</table>

Personal Interest:

All personal interest classes are self-supporting. People enrolling in these courses are required to pay registration fees which are based on instructional costs associated with each class.

*Registration fees and supply costs associated with classes are subject to change without prior notice.

Method of Payment

Fees may be paid by cash, check or money order.

Class Cancellation

SCC's Workforce & Community Development Division reserves the right to cancel classes/seminars/workshops due to insufficient pre-registration and/or enrollment. A course may be cancelled if fewer than ten (10) students enroll. Many classes require that you are in attendance the first class meeting.

Continuing Education Units (CEU's)

Southeastern Community College awards Continuing Education Units (CEUs) for occupational extension classes. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEUs will be awarded; thus, a 24 hour course will earn the student 2.4 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

Student Transcripts

Students enrolling in workforce continuing education courses will have a permanent transcript on file at Southeastern Community College which lists all non-credit training taken through the college.

- **Occupational Extension/Personal Interest Transcript Request.** Students must complete a Continuing Education Transcript Request form located on the college website and in the Workforce & Community Development Division office in T-building.
- **Official North Carolina High School Equivalency Diploma (GED) Transcript Request.** Contact Denise Young at (910) 642-7141, ext. 432.

Refund Policy

Registration fee refunds are made only under the following circumstances:

- A full refund will be made if the college cancels a class.
- A student who officially withdraws from a workforce continuing education class(es) prior to the first class meeting shall be eligible for a 100 percent refund.
- After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.
- Refunds of registration fees for community service self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the VP of Workforce & Community Development prior to the first session of the class.
- If a student who paid the required registration fee dies during that semester, all registration fees for that semester or term may be refunded to the estate of the deceased.
- A full refund of registration fees will be granted to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments outside the state of NC. In addition, the college will buy back textbooks through the college's bookstore to the extent possible.

Disability Services

SCC does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The college will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in college programs, services, or activities.

The Student Services Center provides an ADA counselor to assist students in requesting disability-related accommodations.

Class Location Key

<table>
<thead>
<tr>
<th>SCC Campus</th>
<th>Off Campus</th>
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</thead>
<tbody>
<tr>
<td>Main Building</td>
<td>Bolton Senior Center</td>
</tr>
<tr>
<td>Technical Building</td>
<td>Brunswick Fire Department</td>
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<tr>
<td>Science Building</td>
<td>Chadbourn Senior Center</td>
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<tr>
<td>Cartrette Building</td>
<td>Community Service Agency - Delco</td>
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<tr>
<td>Health &amp; Human Services Building</td>
<td>Fair Bluff Fire &amp; Rescue</td>
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<tr>
<td>Multipurpose Building</td>
<td>Fair Bluff Senior Center</td>
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<tr>
<td>Nesmith Student Center</td>
<td>Mt. Tabor Baptist Church-Cerro Gordo</td>
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<tr>
<td>Allied Health Building</td>
<td>New Mt. Zion Missionary Baptist Church</td>
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<tr>
<td>Business &amp; Industry Skills Training Ctr</td>
<td>Tabor City - East Side Bible Ministries</td>
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<tr>
<td>Mobile 9-1 (between B &amp; M blgd)</td>
<td>Tabor City Senior Center</td>
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<td>Mobile 9-1</td>
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<td>Whiteville Fire Department</td>
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<td>Whiteville Sen Ctr</td>
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Schools

- Acme Delco Elementary
- Central Middle-Whiteville
- Chadbourn Elementary
- Chadbourn Middle
- Columbus Career & College Academy
- Fair Bluff Campus
- East Columbus High School
- Edgewood Elementary
- Evergreen Elementary
- Guideway Elementary
- Hallsboro Middle
- Nakina Middle
- Mt.Olive Headstart
- Tabor City Elementary
- West Columbus High School
- Williams Township

Acme Delco Elem
Central Middle
Chadbourn Elem
Chadbourn Mid
CCCA-Fair Bluff
East Columbus HS
Edgewood Elem
Evergreen Elem
Guideway Elem
Hallsboro Mid
Nakina Middle
Mt.Olive Headstart
Tabor City Elem
West Columbus HS
Williams Township
Southeastern Community College

Succeeding Together.

Do you need to upgrade your workforce skills or learn the basics? Do you have a business idea, but need resources? Interested in learning a craft to enrich your personal life? Southeastern Community College offers a variety of workforce training and lifelong learning classes for professional and personal enrichment. They are offered at a variety of times and locations throughout Columbus County. Please take a moment to browse our Spring 2016 Workforce Continuing Education schedule and discover training opportunities that will help you enhance your career as well as your life.

Beverlee Nance, Vice President
Workforce & Community Development

What’s Inside . . .

<table>
<thead>
<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>High School Equivalency Diploma</td>
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<tr>
<td>Basic Skills Plus</td>
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<td>NCWorks Customized Training Program</td>
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<td>Public Safety - EMS/Fire Training</td>
<td>16</td>
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<td>Computer/Technology Skills</td>
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<td>19-20</td>
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<tr>
<td>Small Business Start-Up &amp; Management Series</td>
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<td>Small Business Center FREE Seminars</td>
<td>21-22</td>
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<td>Defensive Driving</td>
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<td>Personal Interest</td>
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NEW Classes

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<tr>
<td>Establishing Beneficial Insect Habitat</td>
<td>8</td>
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<tr>
<td>Integrating Cover Crops into Your Rotation</td>
<td>8</td>
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<tr>
<td>Using Market Data to Develop a Crop Plan</td>
<td>8</td>
</tr>
<tr>
<td>Electrical Wiring for the Farm</td>
<td>13</td>
</tr>
<tr>
<td>Virtual Welding</td>
<td>13</td>
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<tr>
<td>Instrumentation and Controls</td>
<td>14</td>
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<tr>
<td>NCPA 70E Arch Flash</td>
<td>14</td>
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<tr>
<td>Computer Essentials: Work and Home</td>
<td>17</td>
</tr>
</tbody>
</table>

Pre-Registration

Students register and pay fees at the first class session. To pre-register, call

Annette Dorman (910) 642-7141, ext. 296
Jeanell Sweat (910) 642-7141, ext. 397
Frances Ward (910) 642-7141, ext. 425

Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas and 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 Southeastern Community College.
High School Equivalency Diploma

FREE Classes! Enroll Anytime!

- Prepare for the High School Equivalency Diploma test(s).
- Improve reading, writing, and math skills.
- Increase your chance of getting a better job.

Class Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Start Date</th>
<th>Days</th>
<th>Time</th>
<th>Instructor</th>
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</thead>
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<tr>
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<td>1/07-11</td>
<td>MW</td>
<td>8am-5pm</td>
<td>SCC Staff</td>
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<td>CCCA-Fair Bluff</td>
<td>1/12-11</td>
<td>TTh</td>
<td>6-9pm</td>
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<td>1/11-15</td>
<td>MW</td>
<td>5-8pm</td>
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<td>Chadbourn Library</td>
<td>1/13-11</td>
<td>WThF</td>
<td>1-4pm</td>
<td>TWilliams</td>
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<td>DREAM Ctr</td>
<td>1/11-5/11</td>
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<td>9am-1:30pm</td>
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<td>Evergreen Elem</td>
<td>1/12-5/10</td>
<td>TTh</td>
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<td>Guideway Elem</td>
<td>1/11-5/10</td>
<td>MT</td>
<td>6:30-9:30pm</td>
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<tr>
<td>Hillsborough Middle</td>
<td>1/11-5/09</td>
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<td>6-9pm</td>
<td>MMobley</td>
</tr>
<tr>
<td>Mt. Olive Headstart</td>
<td>1/11-5/11</td>
<td>MW</td>
<td>8am-12n</td>
<td>MDixon</td>
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<td>Mt. Tabor Baptist Ch</td>
<td>1/11-5/09</td>
<td>MTh</td>
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<td>Tri-Cty, Delco</td>
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</tr>
</tbody>
</table>

Sixteen- and 17-year-olds may enroll with special permission. For information, contact Denise Young at (910) 642-7141, ext. 432.

High School Equivalency Test Dates

For pre-registration information, call (910) 642-7141, ext. 432.

CBT (Computer Based Testing)  \[ PBT \text{ (Pencil Based Testing)} \]

Pearson (GED Testing Service) (CBT only)  \[ \text{Fee: } $80 \]
- Language Arts, Science, Social Studies & Mathematics
- Retake the individual test up to two times for free.

HiSET (CBT & PBT)  \[ \text{Fee: } $50 \]
- Language Arts, Science, Social Studies, Mathematics & Reading
- Retake the individual test up to two times for free.

TASC (CBT & PBT)  \[ \text{Fee: } $52 \]
- Language Arts, Science, Social Studies, Mathematics & Reading
- Retake the individual test up to two times for free.

January
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>1/25</td>
<td>M</td>
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<td>SCC, A-222</td>
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<tr>
<td>1/26</td>
<td>T</td>
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<td>SCC, A-222</td>
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<tr>
<td>1/27</td>
<td>W</td>
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<tr>
<td>1/28</td>
<td>Th</td>
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<td>1/29</td>
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February
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**HiSET and TASC testing schedules are subject to change. Call Denise Young at (910) 642-7141, ext. 432.**

Online High School Equivalency Diploma Prep

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1/07-11</td>
<td>CBlake</td>
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To get started, call SCC at (910) 642-7141, ext. 401 or visit the Basic Skills Lab on the college campus in B-103.

Xcelerated High School Equivalency Diploma Classes

Xcelerated High School Equivalency Diploma classes are designed for individuals who do not have a great deal of time to attend school. With only 18 hours of class time, students can prepare and register for the sections of the High School Equivalency Diploma test for which they qualify. Classes are designed to prepare students for their High School Equivalency Diploma in three class sessions. Adults who are not currently enrolled in the High School Equivalency Diploma classes are eligible to attend the Xcelerated classes.

2/13-2/27  Pre-registration deadline is 2/11.
4/08-4/22  Pre-registration deadline is 3/06.

All classes will be held on Saturdays 9am-4pm in B-103.

To pre-register, call (910) 642-7141, ext. 401.
Basic Skills Plus - Career & Skills Training classes provide individuals the opportunity to:

**Earn**

» High School Equivalency Diploma
» Career Readiness Certificate
» 3rd Party Credentials

**Learn**

» Employability Skills
» Job Specific Occupational Skills
» Technical Skills

### Nurse Aide

› High School Equivalency Diploma
› Industry Recognized Certifications
  * Nurse Aide I
    See Pg 9 for more details
  * NC Career Readiness Certificate (CRC)
    See Pg 7 for more details
  * Infant/Child/Adult CPR/First Aid
  * Healthcare Academy
    See Pg 7 for more details
  * Medication Aide Certification
    (Adult Home Care)
    See Pg 10 for more details

### Certified Production Technician

› High School Equivalency Diploma
› Industry Recognized Certifications
  * MSSC Certified Production Technician
    See Pg 13 for more details
  * NC Career Readiness Certificate (CRC)
    See Pg 7 for more details
  * Infant/Child/Adult CPR/First Aid
  * Forklift Safety
  * OSHA 10-hour General Industry

To learn more about this program, please contact: Crystal Griffin (910) 642-7141, ext 391 or email crystal.griffin@sccnc.edu
Looking for a JOB?
Not sure where to begin?
Take one of our
Pre-Employment Skills Classes

National Spinning Pre-Employment Skills
Per employer’s request, all applications must include proof of National Spinning Pre-Employment Skills Training (HRD) class completion. Upon completion of the HRD component, the customer will return to Coastal Group employment agency to continue the application process. The HRD certificate must be presented to complete the pre-application process.

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Smithfield Pre-Employment Skills
Per employer’s request, all applications must include proof of Smithfield Pre-Employment Skills Training (HRD) class completion. Upon completion of the HRD component, the customer will return to the Columbus County NCWorks Career Center in A Building at SCC to continue the application process. The HRD certificate must be presented to complete the pre-application process.

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W.E. Bailey/Honeycutt Produce Pre-Employment Skills
Per employer’s request, all applications must include proof of W.E. Bailey Pre-Employment Skills Training (HRD) class completion. Upon completion of the HRD component, the customer will return to Coastal Group employment agency to continue the application process. The HRD certificate must be presented to complete the pre-application process.

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To learn more about these classes, please contact:
Columbus County NCWorks Career Center at (910) 642-7141, ext. 261 or visit our office located in A-building at SCC.
Keys 2 Job Success Lab
Are you looking for a job but not sure where to begin? Enroll anytime in the employability lab to help boost your job search skills. Come anytime during scheduled hours and receive help from an expert. Stay as long as you like!
Instructor: EBrisbon
1/05-5/13 M/W/Th 8am-5pm SCC, A-221
T 8am-8pm
F 8am-3pm

Healthcare Academy
Healthcare career – is one of them right for you? Learn about career options, skills training needed, salary expectations, education requirements, and financial strategies to pay for them.
Instructor: AInman
1/19-2/02 M-Th 12-3pm SCC, mobile 9-1

HRD Job Readiness Computer Skills

Career Ready 101 Online
Along with Applied Math, Locating Information and Reading for Information coursework, this program offers students the opportunity to take online courses in Career Exploration and Preparation, Financial Literacy, and Career Skills. Work around your busy schedule any time of day or night wherever you have Internet access. To register, contact Sandra Mullins at (910) 642-7141, ext. 351.
1/05-5/13 Online

CRC/KeyTrain Online
Give yourself a competitive edge in today’s job market with a Career Readiness Certificate (CRC). Prepare online 24/7 using any computer with Internet access. Enroll anytime during the semester in this open-entry Internet based course designed to improve your applied math skills, reading for information skills, and locating information skills. On-campus computer lab times are also available. When ready, take the assessments to earn your CRC.
Instructor: SMullins
1/12-5/10 T 5-7pm SCC, A-201
1/13-5/11 W 1-3pm SCC, T-124

Computer Skills for Job Success
Learn basic computer concepts while developing employability skills. Class projects will include creating a resume, preparing a cover letter, learning to prepare an online job application, Internet usage, and email capabilities.

HRD Exploring Certified Production Technician (CPT) Career Pathways
Other Costs: $30 CRC Testing Fee
This course will allow you to explore career pathways which have job opportunities and funding possibilities for future training. Also, this course will prepare students for the Career Readiness Certificate (CRC) testing.
Instructor: B Cox/SMullins
1/25-2/12 M-F 8:30am-12:30pm SCC, T-101

HRD Exploring Culinary Arts Career Pathways
This course will allow you to explore career pathways which have job opportunities and funding possibilities for future training. Also, this course will prepare students for the Career Readiness Certificate (CRC) testing.
Instructor: B Cox/SMullins
2/08-3/03 M-Th 9am-12n SCC, T-111

Computer-Use Skills: Keyboarding
This course provides employability skills training for unemployed and underemployed adults. The content will focus on computer use skills as it relates to developing basic keyboarding and word processing skills. No previous computer experience is required.

MS Digital Literacy Certification for the Workplace
Prove to employers that you are computer literate! Upon completing the course, you will understand basic computing concepts and skills. Everyone with a passing score on the Digital Literacy Certificate Test can print out a personalized Digital Literacy Certificate.

To pre-register and to apply for the fee waiver, call (910) 642-7141, ext. 261, or visit the Columbus County NCWorks Career Center in A-Building at Southeastern Community College.
A Different Path to a New Career

ON-THE-JOB TRAINING

- Hands on training for specific job skills
- Match your skills and abilities
- Learn a new skill
- Earn wages while in training
- Must qualify for Workforce Innovation & Opportunity (WIOA) Program

Discover On-the-Job-Training (OJT)
This course explores the OJT program while enhancing the soft skills that employers require. In addition, participants will create a professional resume, conduct labor market research, and complete a career interest inventory.

This course is fee waived to unemployed, under employed and dislocated workers.

For class schedule or more information contact , Columbus County NCWorks Career Center at (910) 642-7141, ext. 261 or visit our office located in A-building at SCC.

New Classes

Establishing Beneficial Insect Habitat
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Insects that feed on your crops have enemies that feed on them. This class will help you understand these relationships and provide you with strategies for creating habitat for the insects that are beneficial to helping us grow good crops. Native wildflowers are involved, so you'll be helping pollinators and beautifying your farm as well.
Instructor: TKleese
3/01 T 6-9pm SCC, T-120

Integrating Cover Crops into your Rotation
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Using cover crops can improve soil health, recycle nutrients, suppress weeds, and contribute significant nitrogen for your cash crops. This class will teach you which cover crops to use and how to manage them for the best results.
Instructor: TKleese
2/23 T 6-9pm SCC, T-120

Using Market Data to Develop a Crop Plan
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
This class will help you understand how to collect product demand data from markets like restaurants, farmers' markets, and wholesalers. You'll also learn about simple ways to convert market data into crop plans and budgets.
Instructor: TKleese
2/16 T 6-9pm SCC, A-229

Pre-registration is encouraged.
Call (910) 642-7141, ext. 296, 397 or 425.

We’re looking for a few Good Instructors
Want to teach? SCC is always looking for new instructors! What are you interested in teaching? Current possibilities include:
- Nurse Aide
- EMT/Fire
- Skilled Trades
- Computer Skills
- Job Readiness
- Licensures & Certifications
- Basic Skills
- SBC Seminars
- Medical Billing & Coding
- And more!

For more information about teaching at SCC, call us at (910)642-7141, ext. 296.
The Nurse Aide I class introduces basic nursing skills required to provide personal care for patients, residents or clients in a healthcare setting. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the NC Nurse Aide I Registry.

### Nurse Aide Requirements

To enroll in Nurse Aide courses, there are things you must do before the day of registration. You will have more requirements due on specified days once you have been enrolled in the class. **Please note:** Criminal background checks and random urine drug screens will be done once enrolled!

1. **Obtain an official copy of your high school transcript verifying graduation, or an official copy of your adult high school diploma, or GED certificate.**
   - A student who has an official transcript from a high school that is legally authorized to operate in N.C. and who graduated from that high school within five years of first-time college enrollment and who meets GPA and course requirements including an unweighted GPA of 2.6 or higher with four math courses including Algebra I, Geometry, Algebra II (or the Common Core equivalents) and one additional math course approved by the N.C. Community College System in addition to English I, II, III, and IV.
   - A student who provides an official copy of test scores with a minimum ACT score of 22 or a minimum SAT score of 500.
   - A student who has completed RED 070 or DRE 96 and has submitted an official community college transcript showing course completion.
   - A student who has successfully completed the Test of Adult Basic Education (TABE).

2. **Compare your driver license and social security card to see that your current, first and last name is exactly the same on both.**

3. **Get a copy of your immunizations (shots) record.**

4. **Set up an appointment for your physical exam with your regular doctor, health department or urgent care.**

### Nurse Aide I Refresher

**Registration Fee:** $125 + $0.55 ins

Student must provide proof of previous Nurse Aide I training, proof of Nurse Aide I listing in another state or proof of previous listing on the North Carolina Nurse Aide Registry (in last 5 years).

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### Nurse Aide II Competency Evaluation (Refresher)

**Registration Fee:** $70 + $0.55 ins

This refresher class is designed for the Nurse Aide II who has an expired NC Board of Nursing listing. A comprehensive review of NA II skills will be provided. Upon competency evaluation, students should be able to demonstrate skills necessary for Nurse Aide II listing with the North Carolina Board of Nursing.

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### Need Financial Assistance with Training Costs?

Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students.

Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
Medical Terminology
Registration Fee: $125
Other Cost: Medical Terminology for Health Professions 8th Ed $112.09 w/tax
An understanding of hundreds of complex medical terms is essential for anyone working in any capacity in a medical office. Students will learn spelling, pronunciation and meaning of a wide range of medical terms. This course is a prerequisite for Healthcare courses.
Instructor: JHall
1/11-5/09 M 6-9pm SCC, A-230
1/11-5/11 Online SCC, Moodle***

Healthcare Billing & Coding Specialist - CPT
Registration Fee: $180
Other Cost: Understanding Procedural Coding (w/Bind-In Access) 4th Ed $80.06 w/tax; CPT 2016 Prof Ed $121.70 w/tax
Prerequisite: Medical Terminology or medical work experience.
Medical coding and billing professionals translate medical records into standardized codes used to bill patients and third-party payers such as insurance companies and Medicare. This coding course emphasizes the rules and guidelines on the CPT (Current Procedural Terminology) coding manual. Students will be prepared to sit for the CPC (Certified Professional Coders) national exam upon completion of this course and Healthcare Billing & Coding Specialist – ICD-10.
Instructor: SHarris
1/11-5/11 Online SCC, Moodle***

Healthcare Billing & Coding Specialist - ICD-10
Registration Fee: $180
Other Cost: Step-by-Step Medical Coding 2016 Ed (also used w/ CPT) $112.08 w/tax; ICD-10-CM Expert for Physicians 2016, 1st Ed $116.36 w/tax
Prerequisite: Medical Terminology or medical work experience.
International Classification of Diseases (ICD) - The U.S. Department of Health and Human Services (HHS) has mandated the replacement of the ICD-9-CM code sets used by medical coders and billers to report health care diagnoses and procedures with ICD-10 code sets. Effective Oct. 1, 2014. This course will prepare students for real-world, professional coding duties in a medical office setting. The training includes detailed instructions for using the coding ICD-10 manual and understanding the coding guidelines.
Instructors: JSimmons
1/12-5/10 TTh 6-9pm SCC, A-230

Need Financial Assistance with Training Costs?
Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students. Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.

Dialysis Technician Training
For more information contact:
Rita Capps
RN, Director/Instructor Healthcare Training
(910) 642-7141, ext. 221 or e-mail rita.capps@sccnc.edu
Coming March 2016
Banking Career Pathways  
Registration Fee: $180  
Learn skills to prepare for a career in banking. You will be given an overview of many areas in the banking industry. Emphasis will be placed on superior customer service, bank teller operations, communication, problem solving, team work, professionalism and work ethic.  
Instructor: EBrison  
3/01-4/26 M-Th 6-9pm  
SCC, Mobile 9-1  

Beekeeping  
Registration Fee: $70  
Other Cost: $0.55 ins  
Financial assistance may be available through NC Tobacco Trust Fund Commission.  
Interested in keeping honey bees? Take this introduction class to learn about starting and keeping a beehive. The course will cover the three types of bees, the bee nest, components of the hive, seasonal management, along with information about pests and diseases. At the end of this class an inspection of SCC beehives will be offered, participation for this activity is voluntary.  
Instructor: TLengner  
2/02-3/22 T 5:30-8:30pm  
SCC, CART-148  

Basic Bookkeeping I  
Registration Fee: $70  
Financial assistance may be available through NC Tobacco Trust Fund Commission.  
Attend this class to learn how to classify and record basic business transactions; data entry into an account, chart accounts, prepare financial statements and identify basic accounting terms.  
Instructor: NMcColskey  
1/25-3/14 M 6-9pm  
SCC, T-120  

Basic Bookkeeping II  
Registration Fee: $70  
Financial assistance may be available through NC Tobacco Trust Fund Commission.  
This class will add to the basic knowledge of accounting for inventory, bad debts, property, plant and equipment. Also, covered will be corporate accounting, the statement of cash flow, and analysis of financial statements.  
Instructor: NMcColskey  
3/21-5/09 M 6-9pm  
SCC, T-120  

Effective Teacher Training  
Registration Fee: $70  
This course is required to teach or substitute in Columbus County and Whiteville City School systems. Topics include: Developmentally Effective Teaching Strategies, Behavior Management, Classroom Management Strategies, Procedures for Emergency Situation, North Carolina Course of Study, North Carolina School Policy, Legal Issues and more. 100% attendance required.  
Instructor: BYates  
2/08-2/23 MTTh 6-9pm  
SCC, CART-165  

Intro to Broadcasting  
Registration Fee: $70  
Attend and learn the history of broadcasting, the three different quality standards for television video, and the use of microphones along with hands-on training in operating an audio mixer/ video switcher and the basic concept of video editing.  
Instructor: PFrink  
3/05-4/30 Sa 9am-12n  
SCC CART-165  

Sign Language  
Registration Fee: $70  
This is an overview of sign language, its basic vocabulary, structure, syntax and grammar. Students will focus on mastering fingerspelling, numbers, colors, facial grammar and sentence structure; students will also learn conversational/cultural behaviors necessary to hold a beginning-level conversation in sign language, with deaf/hard-of-hearing users of the language. Introductory information about deaf culture will also be presented.  
Instructor: SRowell  
2/11-3/31 Th 6-9pm  
SCC, A-212  

Spanish in the Workplace  
Registration Fee: $70  
This course will provide you with an opportunity to learn basic conversational skills and gain a better understanding of Hispanic culture. The course is designed to provide instruction for Spanish commonly used in a management or supervisory role, Spanish-speaking customers or for anyone who anticipates doing business with Hispanics.  
Instructor: SRowell  
3/22-5/10 T 6-9pm  
SCC, A-212  

Introduction to Culinary Arts: Quality Food Services  
Registration Fee: $180  
Other Cost: $0.55 ins + $5.50 CPR card & Serv-Safe Manager Book 6th Ed (incl Exam Answer Sheet) $80.06 w/tax  
Employers large and small are actively recruiting career-oriented, trained employees in the fast-growing field of culinary arts. Opportunities exist in many diverse areas, including hotels, restaurants, catering, and corporate food services. This course is designed to introduce the student to the fundamental concepts, skills, techniques, and principles used to gain employment in the food service industry. Areas of study include cooking methods, safe food handling, knife skills, kitchen terminology, recipe use, nutritional concepts, measurements, personal hygiene, proper use and care of equipment and proper work attire. Students will receive Serv-Safe certification in sanitation and safety regulations and Infant/Child/Adult CPR First Aid certification. Instruction methods include lecture, hands-on food preparation experience, and visiting guest speakers.  
Instructor: CMullins  
3/07-4/11 M-F 9am-12n  
SCC, T-118  

HRD Exploring Culinary Arts Career Pathways  Fee Waived  
This course will allow you to explore career pathways which have job opportunities and funding possibilities for future training. Also, this course will prepare students for the Career Readiness Certificate (CRC) testing.  
Instructor: BCox/SMullins  
2/08-3/03 M-Th 9am-12n  
SCC, T-111  

Need Financial Assistance with Training Costs?  
Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students. Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
Changes to the 2014 NEC Pt I

**Registration Fee:** $70  
**Other Cost:** $10 class materials & lunch + 2014 NEC $90.74 w/tax

In order to renew your electrical license, the North Carolina State Board of Examiners of Electrical Contractors requires that you complete 8 hours of continuing education each year. Attendees will need to bring a battery powered calculator, paper and pencil/pen to class.

**Instructor:** TQuinn  
3/19  
Sa  
8am-4:30pm  
SCC, T-122

**DMV Dealer License Renewal**  
**Registration Fee:** $70  
**Other Cost:** $10 class materials & lunch

 Dealers who attend this 6-hour course will earn a certificate of completion that must be submitted to DMV when renewing their license.

**Instructor:** RHayes  
1/28  
Th  
9am-3:30pm  
SCC, T-120  
3/17  
Th  
9am-3:30pm  
SCC, T-122  
5/12  
Th  
9am-3:30pm  
SCC, T-120

**DMV Dealer Pre-License Preparation**  
**Registration Fee:** $70  
**Other Cost:** $5 class materials

This 12-hour course is for those who are trying to receive their license to become independent auto dealers.

**Instructor:** RHayes  
2/09 & 2/11  
TTh  
9am-4pm  
SCC, T-120

**NC EPA Certification**  
**Registration Fee:** $70  
**Other Cost:** $5 class materials

This course prepares students for the NC Certification exams in: Type I: Small Appliance, Type II: High Pressure Appliance, Type III: Low Pressure Appliance and Universal Certification: Types I, II and III.

**Instructor:** KFairfax  
3/21-3/24  
MTTh  
5:30-9:30pm  
SCC, M-131A

**NC Escort Vehicle Operator Certification**  
**Registration Fee:** $70

All escort vehicle operators are required to obtain an approved certification prior to performing the duties of an oversize/overweight load escort vehicle operator in North Carolina.

**Instructor:** MCreech  
2/13  
Sa  
8am-5pm  
SCC, T-122  
4/09  
Sa  
8am-5pm  
SCC, T-122

**NC Escort Vehicle Operator Re-Certification**  
**Registration Fee:** $70

The purpose of this course is to provide certified vehicle escort operators a standardized re-certification training program for the state of NC.

**Instructor:** MCreech  
3/12  
Sa  
8am-12n  
SCC, T-122  
4/30  
Sa  
8am-12n  
SCC, T-122

**NC Vehicle Safety Inspection**  
**Registration Fee:** $70  
**Other Cost:** $5 class materials

This eight-hour course will certify vehicle safety inspectors in accordance with the NC Department of Transportation Laws.

**Instructor:** MCreech  
2/23 & 2/25  
TTh  
6-10pm  
SCC, T-120  
4/19 & 4/21  
TTh  
6-10pm  
SCC, T-120

**Work Zone Flagger Program**  
**Registration Fee:** $70  
**Other Cost:** $5 Flagger Training Book

Training is required by NC-DOT for all employees directing traffic and to provide safe passage in a work zone within a DOT Right-of-Way.

**Instructor:** MCreech  
3/05  
Sa  
9am-1pm  
SCC, T-122

**Serv-Safe**  
**Registration Fee:** $70  
**Other Cost:** Serv-Safe Manager Book 6th Ed (incl Exam Ans Sheet) $80.06 w/tax

The Serv-Safe Food Safety Training is a comprehensive program for food service professionals in restaurants, hospitals, nursing homes, child-care facilities, and other food-handling establishments. This 16-hour class will teach you food safety, developing standard sanitation operating procedures, examining controls for food borne illnesses, and more.

The textbook with answer sheet is required and is available at SCC’s Bookstore. Those passing the test will receive Serv-Safe certification to meet the NC state requirements for Certified Food Protection Manager. You must be at least 18 years old to attend.

**Instructor:** KBurney  
2/22-3/01  
MT  
5:30-9:30pm  
SCC, C-101  
5/02 & 5/03  
MT  
8am-5pm  
SCC, T-111

**Notary Public**  
**Registration Fee:** $70  
**Other Cost:** Notary Public Guidebook for NC $29.89 w/tax

This class covers qualifications and requirements for the office, fees, general powers and limitations, oaths, depositions, and papers notarized in error. Students are required to have a high school diploma or High School Equivalency Diploma to attend class. A valid picture ID will be required at registration.

**Instructor:** NTolley  
2/16 & 2/18  
TTh  
5:30-9:30pm  
SCC, T-122  
4/12 & 4/14  
TTh  
5:30-9:30pm  
SCC, T-122

**Pre-registration is encouraged. Call (910) 642-7141, ext. 296, 397 or 425.**
Basic Electrical Wiring

**Registration Fee:** $180

**Other Cost:** $0.55 ins

This course will introduce you to electrical wiring for residential and commercial buildings. Learn terminology, operating principles, safety, materials, installation and service, preventative maintenance, and troubleshooting.

Instructor: RWalker

3/01-4/21 TTh 6-10pm  SCC, B-106

Electrical Wiring for the Farm

**Registration Fee:** $70

**Other Cost:** $0.55 ins

Financial assistance may be available through NC Tobacco Trust Fund Commission. Attend and learn the principles of electricity and its application in building wiring, electric motors, automatic controls, and solid-state equipment used in agriculture.

Instructor: DTurner

1/25-2/22 M 6-9pm  SCC, B-106

HVAC: Heating and Air Conditioning

**Registration Fee:** $180

**Other Cost:** $0.55 ins

Gain experience in troubleshooting and servicing of air conditioning and heating systems. Perform hands-on activities to gain knowledge of diagnosing, and repairing problems. Upon completion, you may work toward industry-recognized certifications.

Instructor: KFairfax

1/19-5/05 TTh 6-10pm  SCC, M-131A

Virtual Welding

**Registration Fee:** $70

**Other Cost:** $0.55 ins

This course is designed to incorporate virtual welders to develop different types of welding skills. Since the virtual welders are connected to a computer system, students are able to work on the skills sets designated for their level and prepare for industry testing.

Instructor: PNobles

2/26-4/22 F 5-8pm  SCC, T-101B

Welding

**Registration Fee:** $180

**Other Cost:** $0.55 ins

Designed to introduce the student with the safety procedures and practices as well as the practical work in welding and cutting. This course will focus on the fundamentals and procedures used in oxyacetylene welding and cutting, plasma cutting, and electric arc welding (stick). Welding technique is stressed above welding theory as the students must be able to meet the welding performance demands of industry. This course is performance and safety oriented.

Instructor: AHester

1/11-5/10 MT 6-9:30pm  SCC, M-134

Welding and Pipefitting

**Registration Fee:** $180

**Other Cost:** $0.55 ins

This course is designed to teach the skills necessary to fit up and weld pipe in particular positions and objects. Both fit up techniques and actual welds will be exercised during this course.

Instructor: EDent

1/13-5/11 WTh 6-9:30pm  SCC, M-134

1/16-5/07 Sa 8am-3pm  SCC, M-134

Welding Skills for the Farm

**Registration Fee:** $70

**Other Cost:** $0.55 ins

Financial assistance may be available through NC Tobacco Trust Fund Commission. Learn the basic techniques needed to repair broken equipment through stick and mig welding and the cutting process. Safe welding practices will be covered through lecture, demonstration and practical applications.

Instructor: PNobles

1/15-2/19 F 5:30-8:30pm  SCC, M-134

Need Financial Assistance with Training Costs?

Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students. Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
Industrial/Skilled Trades

**CNC Operator**
*Registration Fee:* $180  
*Other Cost:* $0.55 ins  
This course introduces the concepts and capabilities of Computer Numerical Control (CNC) machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.  
Instructor: DTurner  
1/19-4/07 TTh 5:30-9:30pm SCC, T-101D

**CPR/First Aid/AED in the Workplace**
*Registration Fee:* $70  
*Other Cost:* $0.55 ins + $5.50 cert card  
Show your employees that you care about their health and well-being by positioning your organization as a safer place to work. Participants will receive The American Heart Saver CPR/First Aide & AED Certification.  
Instructor: CMeares  
4/19-4/21 TTh 5-9pm SCC, HHS-141

**General Industry Forklift**
*Registration Fee:* $70  
*Other Cost:* $0.55 ins + $4.50 participant guide/cert card  
This course utilizes both lecture, discussion and hands on instruction to prepare students to safely operate, perform inspections and identify tasks that could expose the operator to danger according to OSHA regulations.  
Instructor: MLennon/TPaul  
2/20 Sa 8am-5pm SCC, T-101A  
3/18 F 8am-5pm SCC, T-122  
4/11 & 4/13 MW 5-9pm SCC, T-101A

**OSHA 10 Hour for General Industry**
*Registration Fee:* $70  
*Other Cost:* $5 cert card  
Participants will receive an OSHA 10 Hour General Industry Certification upon completion of this training.  
Instructor: TBellamy  
3/11 & 3/18 F 8:30am-1:30pm SCC, T-120

**Programmable Logic Controllers (PLC)**
*Registration Fee:* $125  
*Other Cost:* $0.55 ins  
This course introduces PLC fundamentals and associated component applications. This course includes the following topics: generation of process logic application with wiring schematic, internal wiring with a provided PLC panel and installation tools, system basic check out, commissioning and start-up sequencing.  
Instructor: DTurner  
2/24-4/06 MW 5:30-9:30pm SCC, T-101C

**NFPA 70E Arch Flash**
*Registration Fee:* $70  
This course will address real world challenges that electrical workers face on a daily basis. It will introduce avoiding oversights that could result in shock and arc-flash accidents. The material presented will emphasize the rules specified by the National Fire Protection Association (NFPA) using the NFPA 70E standards.  
Instructor: TQuinn  
4/09 Sa 8:30am-1:30pm SCC, T-101A

Need Financial Assistance with Training Costs?  
Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students. Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
You will gain the skills needed to be successful in this growing industry! You’ll learn essential skills for high-demand jobs in advanced manufacturing. While you’re at it, you will also earn industry-recognized certifications. By the end of the program, you’ll increase your employability for high-demand, well paying jobs.

HRD Exploring CPT Career Pathways
This course will allow you to explore career pathways which have job opportunities and funding possibilities for future training. Also, this course will prepare students for the Career Readiness Certificate (CRC) testing.

Certified Production Technician (CPT)
The components of the Certified Production Technician class are

- Manufacturing Skills Standards Council (MSSC) Certified Production Technician (Safety; Quality Practices and Measuring; Manufacturing Process & Production and Maintenance Awareness)
- Fork Lift Safety; Infant/Child/Adult CPR & First Aid and OSHA 10 for General Industry

Preparing for the Job Search
Acquire the skills needed to begin a successful job search. Topics include highlighting your abilities, creating resumes that work, planning your next steps, and learning what employers want.

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<tr>
<th>HRD Exploring CPT Career Pathways</th>
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To pre-register or for more information about financial assistance, contact Mark Lennon, Director of Industrial & Workforce Training at (910) 642-7141, ext. 225 or e-mail mark.lennon@sccnc.edu

NCWorks Customized Training Program

What We Do
SCC’s Customized Training Program provides education, training and support services for new, expanding and existing business and industry in Columbus County. Our goal is to foster and support three key aspects of your company’s well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

Customized Training Program resources may support training needs assessment, instructional design, development and delivery. With our team of experts, we create customized media development, including process manuals, orientation and process DVDs and interactive learning solutions. We offer a proven design process that is repeatable and ensures the development of high-quality solutions including classroom, lab and on-the-job training, and computer-based interactive programs and immersive 3-D simulation.

How We Do It
Our services range from:

- Job profiling
- Pre-employment training and assessment
- Post-hire technical and critical soft skills training.

We will work with you to get your workforce up and running at the speed of business. The road map we follow will be absolutely unique to your company.

The greatest asset that SCC has is flexibility. In a rapidly changing global economy in which innovation means the difference between business success and failure, the skills that industries require of their employees evolve more rapidly than ever before. In Columbus County, our Customized Training Program will create success for your company and your employees by quickly responding to industry’s changing skills needs.

Why We Do It
At SCC, we recognize that the availability of a well-trained workforce is a critical consideration in your decision to locate, expand or remain in Columbus County. Working with our economic and workforce development partners, Southeastern Community College will assist you through the initial recruitment, personalized screening and customized training process.

By preparing a workforce with the skills essential for success, we enhance your company’s competitiveness.

For more information, contact Mark Lennon, Director of Industrial & Workforce Training at (910) 642-7141, ext. 225 or e-mail mark.lennon@sccnc.edu
EMT - Basic Initial  
**Registration Fee:** $180  
**Other Cost:** $0.55 ins + **Emerg Care Transport of Sick & Injured** $192.15 w/tax  
To enroll in this course, students must score successfully on the Accuplacer reading and/or math assessment. Learn how to perform patient assessments; basic life support techniques including airway injuries; child-birthing; lifting/moving patients to medical facilities and more.  
Instructor: TBA  
1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-133

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EMT Online Con Ed  
**Registration Fee:** $70 (per topic)  
This will be an opportunity to take EMS Continuing Education hours/topics online. **To pre-register, call (910) 642-7141, ext. 314.** All classes will be held online through SCC Moodle.  
**Specific topics will be announced at a later date. Must pre-register by the 5th of each month.**

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Advanced EMT - Intermediate  
**Registration Fee:** $180  
**Other Cost:** $0.55 ins + **Advanced Emergency Care ETC** $146.19 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructor: TBA  
1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-135

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EMT - Paramedic (Session 1 of 4)  
**Registration Fee:** $180  
**Other Cost:** **Nancy Caroline’s Emerg ETC Set** $272.21 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructors: DClewis/Greene  
1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-129

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EMT - Paramedic (Session 2 of 4)  
**Registration Fee:** $180  
**Other Cost:** **Nancy Caroline’s Emerg ETC Set** $272.21 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructors: DClewis/Greene  
1/12-5/10  Sa(3rd) 6-10pm 8am-5pm  SCC, HHS-129

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EMT - Basic Initial  
**Registration Fee:** $180  
**Other Cost:** $0.55 ins + **Emerg Care Transport of Sick & Injured** $192.15 w/tax  
To enroll in this course, students must score successfully on the Accuplacer reading and/or math assessment. Learn how to perform patient assessments; basic life support techniques including airway injuries; child-birthing; lifting/moving patients to medical facilities and more.  
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1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-133

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Instructor: TBA  
1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-135

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Instructors: DClewis/Greene  
1/12-5/10  TTh 6-10pm 8am-5pm  SCC, HHS-129

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EMT - Paramedic (Session 2 of 4)  
**Registration Fee:** $180  
**Other Cost:** **Nancy Caroline’s Emerg ETC Set** $272.21 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructors: DClewis/Greene  
1/12-5/10  Sa(3rd) 6-10pm 8am-5pm  SCC, HHS-129

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EMT - Paramedic (Session 3 of 4)  
**Registration Fee:** $180  
**Other Cost:** **Nancy Caroline’s Emerg ETC Set** $272.21 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructors: DClewis/Greene  
1/12-5/10  Sa(3rd) 6-10pm 8am-5pm  SCC, HHS-129

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EMT - Paramedic (Session 4 of 4)  
**Registration Fee:** $180  
**Other Cost:** **Nancy Caroline’s Emerg ETC Set** $272.21 w/tax  
This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.  
Instructors: DClewis/Greene  
1/12-5/10  Sa(3rd) 6-10pm 8am-5pm  SCC, HHS-129

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In-Service Law Enforcement Officer Training  
**Pre-registration required!** This course is designed for law enforcement personnel who need training in the In-Service Law Enforcement Officer Training.  
**Contact:** Travis Paul  
Director, Public Safety Training & Prison Education  
(910) 642-7141, ext. 217 or e-mail travis.paul@sccnc.edu

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**FIREFIGHTER TRAINING**

**BLS Healthcare Provider CPR Renewal**  
**Registration Fee:** $70  
3/12  Sa 8am-12:30pm  Tabor City EMS

**Bloodborne Pathogens**  
**Registration Fee:** $70  
2/16  T 7-10pm  Tabor City EMS

**HazMat Recertification**  
**Registration Fee:** $70  
1/09  Sa 8am-5pm  Tabor City EMS

**STICO (Strategy & Tactics for Initial Company Operations)**  
**Registration Fee:** $70  
2/27 & 2/28  SaSu 8am-5pm  Chadbourn F&R

**Pediatric Advanced Life Support (PALS)**  
**Registration Fee:** $70  
**Pre-registration required!** This course is designed for medical personnel who need training in PALS through the American Heart Association.  
**Other Cost:** $8 cert card + **Pediatric Adv Life Support** $41.63 w/tax  
**Pre-registration required!** This course is designed for medical personnel who need training in PALS through the American Heart Association.  
**Other Cost:** $8 cert card + **Pediatric Adv Life Support** $41.63 w/tax  
2/06  Sa 8am-5pm  SCC, R-101

**In-Service Law Enforcement Officer Training**

For more information about In-Service Law Enforcement training opportunities, contact  
Travis Paul  
Director, Public Safety Training & Prison Education  
(910) 642-7141, ext. 217 or e-mail travis.paul@sccnc.edu
Computer/Technology Skills

Excel 2013 for the Workplace
Registration Fee: $70
This course presents basic to intermediate concepts of spreadsheets. Topics include formatting, printing spreadsheets, formulas, functions, charts, and working with multiple worksheets.
Instructor: EBoone
2/11-3/31  Th  5:30-8:30pm  SCC, T-124

Word 2013 for the Workplace
Registration Fee: $70
Learn the world’s most popular word processing application! Basic to intermediate topics include: creating documents, editing, formatting, and printing. Creating and performing a mail merge is covered in this class.
Instructor: MBaldwin
1/25-3/14  M  6-9pm  SCC, T-126

Advanced Digital Photography
Registration Fee: $70
This course will provide an excelled understanding of the camera’s manual settings and functions and review key elements of photography. Also learn techniques that will enhance your personal style while building a digital portfolio.
Instructor: BLong
1/11-3/07  M  6-9pm  SCC, CART-164

Digital Photography - Events & Weddings
Registration Fee: $70
Designed for photo student interested in learning professional techniques associated with venue photography. Events covered include weddings, sporting events, graduations, and similar occasions. You will gain hands-on knowledge and learn practical shooting skills. Students will identifies the “must have” shots, digital equipment, check lists, and working with clients.
Instructor: BLong
2/02-3/22  T  6-9pm  SCC, CART-154

Basic Digital Photography
Registration Fee: $70
Instruction will progress from basic camera operation to a solid foundation in the knowledge of today’s digital photography and equipment. Students will do weekly photo projects and participate in a local field trip.
Instructor: BLong
2/11-3/31  Th  6-9pm  SCC, CART-148

Intermediate Digital Photography
Registration Fee: $70
This class will build on the foundation of basic knowledge and is geared to the student photographer who has a working understanding of the camera, digital workflow, exposure triangle, white balance, techniques of proper compositional elements and on camera flash as well as using natural light.
Instructor: BLong
3/14-5/09  M  6-9pm  SCC, CART-164

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Becoming Computer-Savvy
*Registration Fee: $70*
This introductory computer course is especially designed to help you learn functions of the computer keyboard, including how to use a mouse and how to use basic word processing programs. The class is slow-paced with no computer experience required and a minimum of typing involved. You will be introduced to Windows, Microsoft Word and how to organize files, surf the Web, send and receive email, upload and download pictures and security settings.
Instructor: MBaldwin
3/21-5/09 M 6-9pm SCC, T-126

Google Apps
*Registration Fee: $70*
Come and learn the fantastic free tools that are yours to use as part of the growing list of Google applications. This Course will introduce the students to several Web applications with similar functionality of the traditional office suites including Gmail, Google Groups, Google Calendar, Google Docs, Google+, Hangouts, YouTube, Drive and more. You will learn how to download and install these apps and locate others on the Internet.
Instructor: PFrink
2/29-4/25 M 6-9pm SCC, CART-110

Learn to Use Your iPad/iPhone
*Registration Fee: $70*
Explore the basics of using the Apple iPad or iPhone, learn about functions and features, how to download apps, use e-mail features, view movies, voicemail, text messaging, voice dialing, web browsing and security. Please bring your devices with you to class.
Instructor: BBaerwald
2/02-3/22 T 5:30-8:30pm SCC, T-111

QuickBooks Pro
*Registration Fee: $70*
Financial assistance may be available through NC Tobacco Trust Fund Commission. Discover how this user-friendly software program can make business recordkeeping fast and accurate. Through lecture and hands-on exercises, you will discover how the applications can streamline business processes.
Instructor: JBarnhill
2/02-3/22 T 6-9pm SCC, T-126

Weebly Website Design for Small Business Owners
*Registration Fee: $70*
Financial assistance may be available through NC Tobacco Trust Fund Commission. Learn how to build a beautiful website in a few easy steps using Weebly. This course is for the absolute beginner who wants great results without a steep learning curve.
Instructor: EBoone
1/25-3/07 M 6-9pm SCC, T-124

Participants may be eligible for registration assistance.
For more information, contact the Columbus County NCWorks Career Center at (910) 642-7141, ext. 261.
This project received funding from the N.C. Tobacco Trust Fund Commission.
Welcome

www.ed2go.com/sccnc

All courses are instructor-facilitated, project oriented and run for six weeks (two week grace period at the end). Each include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.


Requirements: All courses require Internet access, e-mail, the Netscape Navigator, or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started

1. Visit our Online Instruction Center www.ed2go.com/sccnc and view classes by category to find the one that fits your needs. See demo, syllabus, instructor bio, and more!
2. Click on the “Enroll Now” button. Select a start date.
3. New students’ select Create an Account. Here you will enter your e-mail and choose a password. Enter the requested information.
4. Read the instructions on payment. Select Purchase Course on the payment option screen.
5. Read the orientation, then look for your e-mailed registration form. Complete the requested information.
6. Mail or bring to SCC your registration form and payment. Deadline for registration is 12n on the day the course begins.
7. Course will be available 12n of the first day of class. Return to www.ed2go.com/sccnc and click the classroom link and enter your e-mail and the password you selected during enrollment.

For more information, contact Brenda Orders (910) 642-7141, ext. 317 or e-mail brenda.orders@sccnc.edu

Discover Sign Language
Discover the fun of learning sign language and using your hands to communicate with Deaf people. Throughout, you’ll learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language.

Intermediate InDesign CC
Have you ever wondered if there was an easier, more efficient way to work with InDesign? If so, then this is the course for you! You’ll get hands-on experience and learn ways to increase your efficiency to take your design skills to the next level. Lesson by lesson, you’ll discover how to use advanced features to produce professional brochures, forms, and documents for different page sizes and devices. This course is designed using InDesign for the Creative Cloud (CC), but includes instruction and practice files for InDesign version CS4 or newer.

QuickBooks Online
With this online version, you get all the advantages of computing in the cloud, so that your files will be available to you virtually anytime, anywhere. This course will give you hands-on experience using QuickBooks to manage your business’ finances—from recording income and expenses, to entering checks and bank transfer entries, to setting up a chart of accounts. You’ll see how to reconcile your checking account and manage credit card and loan payments; create and print invoices, receipts, and statements; track your payables, inventory, and receivables; create estimates; generate reports; and much more.

Windows 10
In this course, you’ll learn to use Windows 10, the powerful new operating system from Microsoft. From customizing your desktop to managing files, folders, and photos, you’ll learn everything you need to know about getting the most from your computer. And since security is important, you’ll learn how to protect your files, as well as how to protect and update Windows 10. You’ll even see how to use the new Microsoft Edge browser to access the Internet.

• A to Z Grantwriting
• Accounting Fundamentals
• Administrative Asst Applications
• Effective Business Writing
• Get Grants!
• Growing Plants for Fun & Profit
• Marketing Your Business on the Internet
• NonProfit Fundraising Essentials
• Quickbooks 2014
• Start & Operate Your Own Home-Based Business
• Writing Effective Grant Proposals
Explore a Career as an Administrative Medical Assistant
Learn all about the in-demand career of medical information management as you explore the job of an administrative medical assistant (AMA) in a doctor’s office—from appointment scheduling and chart creation to medical billing and coding.

Explore a Career in Medical Coding
Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Explore a Career in Medical Transcription
Learn how to transcribe the medical reports most often used in healthcare today, and discover how to get started and advance as a medical transcriptionist.

Explore a Career in Nursing
Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing.

Explore a Career as a Paralegal
Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

Explore a Career as a Pharmacy Technician
Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk, and discover the steps you can take to become a Certified Pharmacy Technician.
Small Business Center FREE Seminars

Small Business Start-Up Series

This is a series of 5 seminars for entrepreneurs who want to open a small business. Use the seminars to help you create a formal business plan or to help you create an informal plan of action to bring your business to life.

Certificate Requirements: Participants must attend 5 out of 6 seminars in current semester to receive certification.

Non-Certificate Attendance: Anyone is welcome to attend any seminar, but for the certification, they must attend as required above.

For more information and a complete list of eligibility requirements contact Brenda Orders at (910) 642-7141, ext. 419 or e-mail brenda.orders@sccnc.edu.

Small Business Owners Management Series

This is a series of 6 seminars for small business owners. Use the seminars to help you develop management skills and increase your business knowledge.

Certificate Requirements: Participants must attend 5 out of 6 seminars in current semester to receive certification.

Non-Certificate Attendance: Anyone is welcome to attend any seminar, but for the certification, they must attend as required above.

Turning Your Idea into a Business
Does your great idea have the possibility to be turned into a business? Come to this seminar and find out! Participants will learn how to research the potential market for their business and how to capitalize on their unique idea for their business.

2/01 M 6-9pm SCC, T-122 JBarnhill

Promotion Strategies for the Small Business Owner
Participants will learn how to define their target market, how to create a marketing plan and promotional strategy by understanding who your customers are, and how to reach them effectively.

2/09 T 9am-12n SCC, T-111 JFormica

Customer Service that Works for a Small Business Owner
By attending this seminar, you'll learn how to deal with the difficult people more professionally, work more efficiently and to get along with employees more effectively.

2/25 Th 9am-12n SCC, T-111 MCollins

How to Motivate Your Employees as a Small Business Owner
In order to have a successful business, you must motivate your staff and employees. How do you do that when motivation is mostly internal? This interactive session will help you to positively motivate your staff and employees.

3/17 Th 9am-12n SCC, T-111 LStinson

Conflict Resolution 101 for Small Business Owners: “Getting to the Root of the Problem”
Attend and learn how to increase the knowledge of conflict; understand the importance of resolving conflict; discover methods of constructively resolving conflict; and put together steps in the conflict resolution process.

3/21 M 9am-12n SCC, CART-154 JBarnhill

Effective Business Communication Strategies for Your Small Business
This seminar will cover sales, marketing, communication, and organizational principles that will help you and your employees seal the cracks to provide excellent customer service. We will discuss simple techniques that will help you to manage communications efficiently, make your customers feel valued and appreciated, put an end to endless conversations, and to identify productivity leaches.

4/07 Th 1:30-4:30pm SCC, T-111 DDockery

Valuing Differences in Your Small Business
Attend and learn effective skills and tools for exploring other’s unique perspectives; challenging devaluing behavior; and creating an environment in which people’s differences are respected and utilized.

5/12 Th 1-4 pm SCC, T-111 LMitchell
Small Business Center FREE Seminars

How to Start a Non-Profit Organization
This seminar will provide a brief overview of the non-profit sector and will cover the essential steps to successfully form a non-profit organization in North Carolina.
2/02 T 6-9pm SCC, T-120 ALewis

How to Start a Small Business
Attend and learn 10 important steps to starting a business. Topics include: choosing legal structure, registering business, obtaining tax identification number, and many more steps to starting up your small business.
2/15 M 6-8pm SCC, CART-154 BOrders

Managing your Small Business Accounting
This seminar identifies the major reason small businesses fail, shows business owners how much good bookkeeping can help an owner and the business, and discusses various options available for bookkeeping for the business owner.
2/16 T 6-9pm SCC, T-120 AAlden

Low Cost Marketing Ideas
Some of the best marketing tools are free or very low-cost. Attend and learn creative ways to get the word out without breaking the bank.
3/01 T 11:30am-1:30pm SCC, T-120 MTerrell

The Liability of Faith Based Organizations
This seminar is designed to help layperson, clergy members, church leaders and community affiliates address liability issues that affect their church or faith based organization in the 21st Century. These issues include how to protect the children, congregation, and visitors from the unforeseen challenges as well as the importance of good recordkeeping.
3/01 T 6-9pm SCC, T-120 KVickers

How to Write a Business Plan
Writing a business plan is a vital step in starting or operating a business by defining where the business is, where it wants to be and how it will get there while providing potential investors or lenders with the information they need.
3/07 M 6-8pm SCC, CART-154 BOrders

Small Business Operator and Taxes: Your Schedule C
Attend and learn how to prepare for your taxes as a small business owner, including what is income, what expenses are deductible, and recordkeeping.
3/08 T 6-9pm SCC, CART-154 AAlden

Basic Proposal Writing for Military or Government Business
Attend to increase your understanding of the proposal development process and learn how to determine if procurement is a good fit for your business. You will identify submission requirements; what information to include in your proposal; and how the Government will evaluate the proposals for award.
3/09 W 1-4pm SCC, T-111 LGriessom

Cash Flow Statement Basics
Attend and understand where your cash is coming from and where your cash is going. Also, determine if you will lose money, break-even or make a profit in your small business.
5/09 M 6-8pm SCC, T-111 BOrders

Pre-registration is required for all seminars. For more information about SCC’s Small Business Center or to pre-register, contact Brenda Orders (910) 642-7141, ext. 419 or e-mail brenda.orders@scnc.edu
Cake Decorating
Registration Fee: $45
Learn proper icing consistencies, frost cakes smoothly and use a bag and various decorating tips to add borders and flowers. Supplies will be available for purchase at the first class.
Instructor: CSimmons
1/26-3/01 T 6-9pm SCC, T-118

Chinese Cooking
Registration Fee: $45
Other Cost: $0.55 ins
Join Instructor Simmons as she shows students how to prepare Chinese foods that the entire family will enjoy. Featured food specialties will include stir-fry, egg rolls, sweet n’ sour sauces, soups, and more.
Instructor: CSimmons
3/15-4/19 T 6-9pm SCC, T-118

International Cuisine
Registration Fee: $65
Other Cost: $0.55 ins
Some say the best way to get to know a culture is through sampling its food, but even better is learning how to cook it. Various Asian, European, Mid-Eastern and even USA cultures and dishes will be explored. Students will supply class materials.
Instructor: CMullins
1/21-2/25 Th 6-9pm SCC, T-118
3/31-5/05 Th 6-9pm SCC, T-118

Joy of Painting
Registration Fee: $60
Using the Bob Ross wet-on-wet method of oil painting, you will be introduced to the proper technique of prepping the canvas, various brushes and knives, and application of the medium. This technique omits the traditional wait for each paint layer to dry and speeds up the entire process. In fact, students will be able to complete a ready-to-frame painting during each class. Class materials will be discussed at first class.
Instructor: MManess, Bob Ross Certified Instructor
2/01-2/29 M 6-9pm SCC, D-112
3/07-4/11 M 6-9pm SCC, D-112

Health Wellness
Registration Fee: $43
Other Cost: $0.55 ins
Get started on a healthier lifestyle. Exercise in SCC’s gym on cycles, treadmills, steppers, abdominal crunch apparat, and weight machines.
Instructor: RThompson
1/25-3/17 MTh 6:15-7pm SCC, NES-106

Total Body Workout
Registration Fee: $43
Other Cost: $0.55 ins
A total body workout routine is a great way to stay fit, healthy, and energetic. Rather than focus on the same muscle group every time you hit the gym, it’s important to concentrate on your body as a whole. Learn how to plan a total body workout routine to help tone and tighten the entire body from shoulders to calves leaving you with a complete feeling of satisfaction and balance. All that is required to perform the total body workout is a good pair of tennis shoes and sheer will power.
Instructor: RThompson
1/11-3/07 MTh 5:15-6pm SCC, NES 217
3/14-5/09 MTh 5:15-6pm SCC, NES 217

Yoga
Registration Fee: $64
Other Cost: $0.55 ins
This course introduces students to Yoga practice in the classical sense. This includes awareness of the breath and breathing exercises, mindfulness meditation, and the physical postures most often associated with Yoga in the West. All participants are encouraged to practice at their own level of comfort. Participants may wish to purchase their own Yoga mat for the class and wear comfortable clothes. Yoga is typically practiced barefooted for comfort and safety, (socks may slip).
Instructor: VBalogh
1/12-2/25 TTh 4-5pm SCC, NES 217
3/08-4/21 TTh 4-5pm SCC, NES 217

Concealed Handgun
Registration Fee: $55
Other Cost: $0.55 ins + $7 textbook & certificate
Take your first step to obtain a concealed handgun permit by completing this 12-hr course. You will receive a certificate that will allow you to apply for the permit at any Sheriff’s department. You must be at least 21 years old and a North Carolina resident.
2/26-2/27 F 6-10pm SCC, HHS-135 JNealon
Sa 8am-5p
4/22-4/23 F 6-10pm SCC, HHS-135? JNealon
Sa 8am-5p

Defensive Driving
Do You Have a Ticket? If so, call to pre-register for a class today!

Defensive Driving (4hr)
This course demonstrates the consequences of poor choices that drivers make behind the wheel, putting defensive driving into personal context.
4-hour Defensive Driving classes are held on the first and third Saturday of the month from 8am to 12n on the Southeastern Community College campus.

Defensive Driving (8hr)
This course addresses the attitudes of problem drivers to change their driving behaviors. Participants learn the choices they make have financial, legal, and personal consequences. 8-hour Defensive Driving classes will be held January 9, March 12 and May 14 from 8am to 5pm on the Southeastern Community College campus.

For more information or to register for a class, call (910) 642-7141, ext. 296, 397 or 425.
Be up to your neck in **Books, not Debt.**

Campbell University
University of North Carolina at Wilmington
University of North Carolina at Pembroke
East Carolina University

**SCC Tuition & Fees $2,585***

*Two Semesters of in-state tuition and fees. Does not include room & board.

Curriculum Spring Semester begins January 8th!

Extended hours available in the Advising Center in Student Services, A-Building:

**January 5 - 7**

Tues - Thurs 8am-7pm

Faculty advising available.

WebAdvisor registration is available online at [www.sccnc.edu](http://www.sccnc.edu).

The college is **closed** on Monday, January 4.

*For more information about curriculum programs or to speak with Student Services, call (910) 642-7141, ext. 279.*