For more information contact:

Beverlee Nance, Vice President  
Workforce & Community Development  
beverlee.nance@sccnc.edu

Rita Capps, RN, Director/Instructor  
Healthcare Training  
rita.capps@sccnc.edu

Janie Caswell, Coordinator  
Basic Skills  
janie.caswell@sccnc.edu

Bettina Cox, Coordinator/Instructor  
Human Resources Development (HRD)  
bettina.cox@sccnc.edu

Stephanie Kriner, Coordinator  
EMS/Fire Training  
stephanie.kriner@sccnc.edu

Mark Lennon, Director  
Industrial & Workforce Training  
mark.lennon@sccnc.edu

Becki McPherson, Director  
Small Business Center  
becki.mcpherson@sccnc.edu

Brenda Orders, Director  
Continuing Education  
brenda.orders@sccnc.edu

Travis Paul, Director  
Public Safety Training & Prison Education  
travis.paul@sccnc.edu

Sonya Shipman, Center Manager  
Columbus County NCWorks Career Ctr  
sonya.shipman@sccnc.edu

Denise Young, Basic Skills  
Recruiter/HS Equivalency Examiner  
denise.young@sccnc.edu

Annette Dorman  
annette.dorman@sccnc.edu

Jeanell Sweat  
jeanell.sweat@sccnc.edu

Frances Ward  
frances.ward@sccnc.edu

Pre-registration is encouraged. To pre-register, call or e-mail
General Information
• Enrollment is open on a first-come, first-serve basis.
• Classes are open to everyone age 16 and above.
• Sixteen and 17 year olds may enroll with special permission in the Basic Skills/High School Equivalency Diploma Program.
• 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.

The North Carolina General Assembly has set the following fees for Workforce Continuing Education Classes

Fee Schedule
$70 for 1 - 24 Hours of Instruction
$125 for 25 - 50 Hours of Instruction
$180 for 51 or More Hours of Instruction

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.

Refunds
Refunds for Workforce Continuing Education courses are made as follows: 100% if requested before a course begins or if the course is cancelled, 75% if requested after a course begins, but before 10% of the total class meetings. For more information, contact (910) 642-7141, ext. 296 or 397.

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.

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.

Title IX of the Educational Amendments Act of 1972
Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” The college does not discriminate on the basis of sex in educational programs or activities, recruitment, admission or employment consideration or selection, whether full-time or part time, under any educational program or activity operated by the college receiving or benefiting from federal financial assistance.

More information is available at www.sccnc.edu/about-scc/titleix/.

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.

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.
Workforce Continuing Education Schedule

Table of Contents

- Aprendices del idioma ingles (ELL) ........................................ 5
- Basic Skills/High School Equivalency Diploma ....................... 5-6
- Basic Skills Plus ........................................................................ 7
- Certified Production Technician Pathway ................................. 19
- Columbus FARMS .................................................................... 10
- Computer/Technology Skills .................................................... 8-9
- Culinary Arts ............................................................................... 9
- Curriculum Information ............................................................. 27
- Defensive Driving ..................................................................... 23
- Discover On-the-Job Training (OJT) ........................................ 15
- ed2go ....................................................................................10-11
- EMS/Fire Training .................................................................... 12
- General Information ................................................................ 3
- Healthcare & Medical Occupations ........................................... 13-14
- HRD Job Readiness/Computer Skills ....................................... 15-16
- Industrial/Skilled Trades ...................................................... 18-19
- Licensure & Certification ....................................................... 20-21
- NCWorks Customized Training Program .................................. 21
- Personal Interest .................................................................... 22-23
- Pre-Employment Skills Classes ............................................. 17
- Small Business Center FREE Seminars ......................... 24-25
- Workforce Continuing Education Training ............................ 26

NEW CLASS OFFERINGS

Applying for Organic Certification ........................................ 26
Basic Accounting for Entrepreneurs ........................................ 26
Basic Sewing by Hand ............................................................... 22
Basic Sewing by Machine ....................................................... 22
Everything You Always Wanted to Know about Landscaping ....... 26
Flash Basics 101 ...................................................................... 8
Goodies & Treats for the Holiday & Other Special Occasions ...... 22
Grow Your Own Nitrogen with Cover Crops ............................... 26
Intro to Automation ................................................................. 18
Intro to Construction ............................................................... 18
Joy of Painting-Advanced ....................................................... 22
NFPA 70E Arch Flash ................................................................ 20
Use Media to Get the Word Out! ............................................... 8
Weebly Website Design for Agribusinesses ............................... 8
Workforce Ready Certificate ................................................... 16

Pharmacy Tech

For more information contact:
Rita Capps, RN, Director/Instructor Healthcare Training
(910) 642-7141, ext. 221 or e-mail rita.capps@sccnc.edu

Class Location Key

<table>
<thead>
<tr>
<th>SCC Campus</th>
<th>Community Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Acme Delco Elem</td>
</tr>
<tr>
<td>B</td>
<td>Bolton Sr Ctr</td>
</tr>
<tr>
<td>C</td>
<td>Bolton TH</td>
</tr>
<tr>
<td>CART</td>
<td>Chadbourn Elem</td>
</tr>
<tr>
<td>HHS</td>
<td>Chadbourn Mid</td>
</tr>
<tr>
<td>M</td>
<td>CCCA-Fair Bluff</td>
</tr>
<tr>
<td>Mobile 9-1</td>
<td>CC Coop Ext.</td>
</tr>
<tr>
<td>NES</td>
<td>ECol Sr Ctr</td>
</tr>
<tr>
<td>R</td>
<td>Guideway Elem</td>
</tr>
<tr>
<td>T</td>
<td>Hallsboro Mid</td>
</tr>
<tr>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>Mt Olive HS</td>
<td>Mt Olive Headstart</td>
</tr>
<tr>
<td>Mt Tabor BC</td>
<td>Mt Tabor Baptist Church</td>
</tr>
<tr>
<td>Nakina Mid</td>
<td>Nakina Middle</td>
</tr>
<tr>
<td>Sacred Heart CC</td>
<td>Sacred Heart Catholic Church</td>
</tr>
<tr>
<td>Tabor City Elem</td>
<td>Tabor City Elementary</td>
</tr>
<tr>
<td>TCE Side Bib Min</td>
<td>Tabor City East Side Bible Ministries</td>
</tr>
<tr>
<td>TC Sr Ctr</td>
<td>Tabor City Senior Ctr</td>
</tr>
<tr>
<td>Tri-Cty, Delco</td>
<td>Tri-County, Delco</td>
</tr>
<tr>
<td>DREAM Ctr</td>
<td>Whiteville DREAM Ctr</td>
</tr>
<tr>
<td>Whiteville Sr Ctr</td>
<td>Whiteville Senior Ctr</td>
</tr>
</tbody>
</table>
**Adult Basic Education (ABE)**
This program is for adult learners who need to improve their reading, mathematics, oral and written communication, and critical thinking skills. Learners will also achieve personal goals, improve skills for the workplace, and/or prepare for enrollment in a high school level program.

**Aprendices del idioma inglés (ELL)**
Estas clases están diseñadas para los estudiantes cuya lengua materna no es inglés. Instrucción se centra en conocimientos de inglés que permitirán a los estudiantes interactuar eficazmente en la comunidad y en el lugar de trabajo.

---

**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.

### High School Equivalency Diploma Online

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Day/Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online</td>
<td>8/15-12/16</td>
<td>Online</td>
<td>CBlake</td>
</tr>
</tbody>
</table>

### Aprendices del idioma inglés (ELL)

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Day/Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acme Delco Elementary</td>
<td>8/16-12/15</td>
<td>TTh 3:30-5:30pm</td>
<td>RHall</td>
</tr>
<tr>
<td>Sacred Heart Catholic Church</td>
<td>8/21-12/10</td>
<td>Sa 10am-12n</td>
<td>ACogliano</td>
</tr>
<tr>
<td>Tabor City East Side Bible Ministries</td>
<td>8/15-12/13</td>
<td>MT 6-9pm</td>
<td>KDarrow</td>
</tr>
</tbody>
</table>

### Xcelerated High School Equivalency Diploma Prep

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Day/Time</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC, B-103</td>
<td>9/10-9/24</td>
<td>Sa</td>
<td>DEwards</td>
</tr>
<tr>
<td>SCC, B-103</td>
<td>10/08-10/22</td>
<td>Sa</td>
<td>DEwards</td>
</tr>
</tbody>
</table>

Sixteen and 17-year olds may enroll with special permission. For more information, contact Denise Young at (910) 642-7141, ext. 432.
### HIGH SCHOOL EQUIVALENCY TEST DATES

**CBT (Computer Based Testing)**

**PBT (Pencil Based Testing)**

**Pearson (GED Testing Service) (CBT only) Fee: $80**

- Language Arts, Science, Social Studies & Mathematics
- Retake the individual test up to two times for free.

**HiSET (CBT) Fee: $50**

- Language Arts, Science, Social Studies, Mathematics & Reading
- Retake the individual test up to two times for free.

**TASC (CBT & PBT) Fee: $52**

- Language Arts, Science, Social Studies, Mathematics & Reading
- Retake the individual test up to two times for free.

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Examiner</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson (CBT)</td>
<td>9/06</td>
<td>T</td>
<td>9am-1pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSET (CBT)</td>
<td>9/06</td>
<td>T</td>
<td>1:30-5pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSet (PBT)</td>
<td>9/30</td>
<td>F</td>
<td>9am-3pm</td>
<td>SCC, T-120</td>
<td>DYoung</td>
</tr>
<tr>
<td>October 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson (CBT)</td>
<td>10/03</td>
<td>M</td>
<td>9am-1pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSET (CBT)</td>
<td>10/03</td>
<td>M</td>
<td>1:30-5pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSet (PBT)</td>
<td>10/07</td>
<td>F</td>
<td>9am-3pm</td>
<td>SCC, T-120</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSet (PBT)</td>
<td>10/22</td>
<td>Sa</td>
<td>9am-3pm</td>
<td>SCC, T-120</td>
<td>DYoung</td>
</tr>
<tr>
<td>November 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson (CBT)</td>
<td>11/07</td>
<td>M</td>
<td>9am-1pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSET (CBT)</td>
<td>11/07</td>
<td>M</td>
<td>1:30-5pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSet (PBT)</td>
<td>11/11</td>
<td>F</td>
<td>9am-3pm</td>
<td>SCC, T-120</td>
<td>DYoung</td>
</tr>
<tr>
<td>December 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearson (CBT)</td>
<td>12/05</td>
<td>M</td>
<td>2-7pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSet (PBT)</td>
<td>12/09</td>
<td>F</td>
<td>9am-3pm</td>
<td>SCC, T-120</td>
<td>DYoung</td>
</tr>
<tr>
<td>HiSET (CBT)</td>
<td>12/12</td>
<td>M</td>
<td>9am-5pm</td>
<td>SCC, A-222</td>
<td>DYoung</td>
</tr>
</tbody>
</table>

**TASC testing available upon request.**

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

---

The Columbus County NCWorks Career Center at SCC is a user friendly facility providing job seekers, training seekers and employers access to a variety of employment and training services all under one roof.

### Discover A Career

- * Career Assessments
- * Career Exploration
- * Career Guidance
- * Labor Market Research
- * Career Decision Making

### Get Training

- Occupational Skills Training
- * Computer Literacy Classes
- * Certificate, Diploma and Degree Programs
- * On-the-Job Training
- * Career Readiness Certificate (CRC)
- * Financial Assistance Opportunities for Training

### Find Jobs

- * NCWorks.gov Registration
- * Job Listings
- * Job Search Assistance
- * Online Applications
- * Resume Preparation
- * Job Referrals
- * Interviewing Skills

For more information, call the

Columbus County NCWorks Career Center at (910) 642-7141, ext. 261

or visit our office located in A-building at SCC.
Earn
- High School Equivalency Diploma
- Career Readiness Certificate
- 3rd Party Credentials

Learn
- Employability Skills
- Job Specific Occupational Skills
- Technical Skills

Certified Production Technician
- Industry Recognized Certifications
  - MSSC Certified Production Technician
    See Pg 16 for more details
  - Infant/Child/Adult CPR/First Aid
  - Forklift Safety
  - OSHA 10-hour General Industry

Culinary Arts
- Industry Recognized Certifications
  - Serv Safe
    See Pg 13 for more details
  - Infant/Child/Adult CPR/First Aid
  - Additional Certifications to be determined

Nurse Aide
- Industry Recognized Certifications
  - Nurse Aide I
    See Pg 9 for more details
  - Infant/Child/Adult CPR/First Aid
  - Medication Aide Certification
    (Adult Home Care)
    See Pg 10 for more details

To learn more about this program, please contact: Crystal Griffin (910) 642-7141, ext 391 or e-mail crystal.griffin@sccnc.edu
Basic Digital Photography
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.

Exploring Outdoor Digital Photography
The beginner photographer will learn as much as the more advanced in this field-study class. Students will concentrate on landscape, wildlife and macro photography. Each class will include at least one hour outside, getting hands-on experience and learning your camera’s control.

Microsoft Excel 2013
Designed to address the objectives on the MOS Excel 2013 certification exam, this course will cover the following skills: working with documents using the functions and features, formatting cells and worksheets along with workbook management and organization.

Microsoft Word 2013
The objectives on the MOS Word 2013 certification exam will be covered in this course and topics will include working with documents using the functions and feature, text and paragraph formatting, page layout and quick parts along with much, much more.

Microsoft Word (Online/Hybrid)
Attend and learn the basic features and functions of Microsoft Word. Also learn about computer concepts, operating system and Internet skills. This class is offered as a hybrid course, meeting online and on campus. Course work and quizzes will be conducted using Learning Management System, Moodle.

Becoming Computer Savvy
Financial assistance may be available through NC Tobacco Trust Fund Commission. This introductory computer course is especially designed to help you learn functions of the computer keyboard, including how to use a mouse and basic word processing programs. You will be introduced to Windows, Microsoft Word and how to organize files, send and receive e-mail, upload and download pictures along with much more.

Intermediate Computer Applications
Take your computer skills to the next level by expanding your knowledge of general computers and specific software applications. Master file management, desktop publishing and spreadsheets along with Internet applications such as email, Facebook and cloud storage.

Use Media to Get the Word Out!
Everyone is using media to get information out about community events and to promote businesses. This course will provide you with a better understanding of social media, branding and how to make the Internet work for you.

Using the Computer & Managing Files
Financial assistance may be available through NC Tobacco Trust Fund Commission. Attend and receive a thorough introduction to basic computer skills. Topic include: mouse use, windows navigation, how and where to store documents and file management and simple editing copy and paste.

Weebly Website Design for Agribusinesses
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.

Microsoft IT Academy
The North Carolina Community College System (NCCCS) has partnered with Microsoft to provide access to the Microsoft IT Academy Certification for Microsoft Office Specialist (MOS). Participants in the courses listed below will be prepared to sit for one of internationally recognized MOS exams for the following Microsoft Office products: Word, Excel and PowerPoint. The exams will validate the user's high degree of understanding and proficiency with the software.

Upon completion of one or more of the computer application courses, users may register to take an exam at Southeastern Community College’s CertiPort testing center by using the MOS vouchers provided to the college. At the end of the exam, a report is generated to show if the participant has achieved a passing score. If a passing score is obtained, a certificate is mailed to the user’s address within 2-3 weeks.

For more information, contact
Brenda Orders at (910) 642-7141, ext. 317, or e-mail brenda.orders@sccnc.edu or visit SCC, T-108.
## Computer Technology Skills (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becoming Computer Savvy</td>
<td>8/23-10/11</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-126</td>
<td>24</td>
<td>$70</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>Becoming Computer Savvy</td>
<td>9/19-11/07</td>
<td>M</td>
<td>6-9pm</td>
<td>Tabor City Elem</td>
<td>24</td>
<td>$70</td>
<td>EBoone</td>
</tr>
<tr>
<td>Intermediate Computer Applications</td>
<td>9/12-10/31</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, T-124</td>
<td>24</td>
<td>$70</td>
<td>RBoren</td>
</tr>
<tr>
<td>Microsoft Excel 2013</td>
<td>10/13-12/08</td>
<td>Th</td>
<td>6-9pm</td>
<td>SCC, T-124</td>
<td>24</td>
<td>$70</td>
<td>GCable</td>
</tr>
<tr>
<td>Microsoft Word 2013</td>
<td>9/13-11/01</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-126</td>
<td>24</td>
<td>$70</td>
<td>GCable</td>
</tr>
<tr>
<td>Microsoft Word (Online/Hybrid)</td>
<td>10/13 On campus required registration</td>
<td>Th</td>
<td>6-9pm</td>
<td>SCC, CART-110</td>
<td>24</td>
<td>$70</td>
<td>EBoone</td>
</tr>
<tr>
<td>Use Media to Get the Word Out!</td>
<td>10/11-12/08</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-124</td>
<td>24</td>
<td>$70</td>
<td>EBoone</td>
</tr>
<tr>
<td>Using the Computer &amp; Managing Files</td>
<td>10/20-12/15</td>
<td>Th</td>
<td>6:15-9:15pm</td>
<td>Bolton Sr Ctr</td>
<td>24</td>
<td>$70</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>Weebly Website Design for Agribusinesses</td>
<td>10/04-11/22</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-124</td>
<td>24</td>
<td>$70</td>
<td>EBoone</td>
</tr>
</tbody>
</table>

### Photography Classes

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Cost</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Digital Photography</td>
<td>8/22-10/17</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, CART-164</td>
<td>24</td>
<td>$70</td>
<td>BLong</td>
</tr>
<tr>
<td>Exploring Outdoor Digital Photography</td>
<td>9/13-11/01</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, CART-164</td>
<td>24</td>
<td>$70</td>
<td>BLong</td>
</tr>
<tr>
<td>Flash Basics 101</td>
<td>10/06-12/08</td>
<td>Th</td>
<td>6-9pm</td>
<td>SCC, CART-164</td>
<td>24</td>
<td>$70</td>
<td>BLong</td>
</tr>
<tr>
<td>Intermediate Photography</td>
<td>10/24-12/12</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, CART-164</td>
<td>24</td>
<td>$70</td>
<td>BLong</td>
</tr>
</tbody>
</table>

### CULINARY ARTS PROGRAM

**Introduction to Culinary Arts: Quality Food Services**

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

**HRD Exploring Culinary Arts Career**

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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Culinary Arts: Quality Food Services</td>
<td>9/26-11/09</td>
<td>M-Th</td>
<td>8:30am-12:30pm</td>
<td>SCC, T-120</td>
<td>108</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td>Other cost(s) $0.55 ins + $5.50 CPR card + Serv-Safe Manager Book 6th Ed (incl Exam Answer Sheet) $80.06 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRD Exploring Culinary Arts Career</td>
<td>8/29-9/22</td>
<td>M-Th</td>
<td>9am-12n</td>
<td>SCC, T</td>
<td>45</td>
<td>$30 CRC Testing Fee</td>
</tr>
</tbody>
</table>

To pre-register or for more information about financial assistance, contact Brenda Orders at (910) 642-7141, ext. 317 or e-mail brenda.orders@sccnc.edu.
Participants may be eligible for registration assistance.
For more information, contact Brenda Orders at (910) 642-7141, ext. 317 or email brenda.orders@sccnc.edu
This project received funding from the N.C. Tobacco Trust Fund Commission.

Find your course!
www.ed2go.com/sccnc

Find your course!
www.ed2go.com/sccnc

Complete your course anytime, anywhere!
Aug 17, Sept 14, Oct 12, Nov 9 and Dec 14

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the course that interest you.

• Instructor-Led  • 6-week Format
• Flexible Pace  • Affordable and Effective
• Student Friendly  • 300+ Online Courses Available!

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.

Course Categories
• Accounting & Finances
• Business
• Children, Parents, and Family
• College Readiness
• Computers
• Database Management
• Digital Photography
• Graphic Design
• Healthcare
• Languages
• Law and Legal
• Microsoft Applications
• Nonprofit
• Personal Enrichment
• Project Management
• Teaching and Education
• Veterinary
• Web Design
• Writing and More!

Find your course!
www.ed2go.com/sccnc

Complete your course anytime, anywhere!
Aug 17, Sept 14, Oct 12, Nov 9 and Dec 14

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the course that interest you.

• Instructor-Led  • 6-week Format
• Flexible Pace  • Affordable and Effective
• Student Friendly  • 300+ Online Courses Available!

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.

Course Categories
• Accounting & Finances
• Business
• Children, Parents, and Family
• College Readiness
• Computers
• Database Management
• Digital Photography
• Graphic Design
• Healthcare
• Languages
• Law and Legal
• Microsoft Applications
• Nonprofit
• Personal Enrichment
• Project Management
• Teaching and Education
• Veterinary
• Web Design
• Writing and More!
Drawing for the Absolute Beginner
Have you always been interested in drawing, but never really knew how to get started? If so, then this is definitely the course for you! Gain a solid foundation and understanding of the basics to drawing and become the artist you've always dreamed you could be!

Effective Business Writing
It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

Effective Selling
The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long term asset. Effective Selling will help you lay the groundwork for repeat business and your future success.

Genealogy Basics
Genealogy Basics will help you understand the genealogy research process and the way we interpret the information we find. This course guides you through the search process for family names using several subscription-based Web sites, which you can access while you're enrolled in the class.

Computer Applications/Technology
- Blogging & Podcasting for Beginners
- Dreamweaver CS6
- InDesign CC
- Introduction to Database Development
- Introduction to Illustrator CS6

- Introduction to Java Programming
- Introduction to Lighthouse CC
- Introduction to PC Troubleshooting
- Microsoft Access, Excel, PowerPoint, Publisher, Word
- Understanding the Cloud

Digital Photography
- Mastering Your Digital SLR Camera
- Photoshop CC for the Digital Photographer
- Photographing People with Your Digital Camera
- Secrets of Better Photography

Veterinary
- Become a Veterinary Assistant
- Become a Veterinary Asst II: Canine Reproduction
- Become a Veterinary Asst III: Practical Skills

Teaching & Education
Each ed2go course comes equipped with a patient and caring instructor, lively discussion areas with fellow teachers and plenty of practical information that you can apply to your students and classroom immediately. Apply as CEU credit for license renewal.
- Content Literacy: Grades 6-12
- Response to Intervention: Reading Strategies that Work
- Survival Kit for New Teachers
- Teaching High School Students
- Understanding Adolescents

EMS/FIRE TRAINING
To enroll in EMT Basic and Intermediate, students must score successfully on the Accuplacer reading and/or math assessment.

EMT - Basic Initial Hybrid
Learn how to perform patient assessments; basic life support techniques including airway injuries; child-birth; lifting/moving patients to medical facilities and more.
Instructor: CMeares

EMT - Intermediate Hybrid & EMT - Paramedic
These courses 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: IGreene (Intermediate); DClewis/IGreene (Paramedic)

EMS Online Con Ed
This will be an opportunity to take EMS Continuing Education hours/topics online. To pre-register, call (910) 642-7141, ext. 314.

<table>
<thead>
<tr>
<th>August</th>
<th>Pediatric Emergencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Cardiogenic Shock/Cardiac Arrest</td>
</tr>
<tr>
<td>October</td>
<td>Environmental Emergencies/Anaphylaxis</td>
</tr>
<tr>
<td>November</td>
<td>Respiratory Emergencies</td>
</tr>
<tr>
<td>December</td>
<td>STEM/Hyper-Hypotension/Post Arrest</td>
</tr>
</tbody>
</table>

(ACLS) Advanced Cardiac Life Support
(ITLS) International Trauma Life Support
(PALS) Pediatric Advanced Life Support
These courses are designed for medical personnel who need training in ACLS, ITLS and PALS through the American Heart Association. Students need to purchase a textbook, go online to www.heart.org/ eccstudent and enter the code that is located on the 2nd page of the manual to access student materials and complete all the assignments prior to coming to class.

Healthcare Provider CPR
This is a course designed to teach students to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims.

Respiratory and Airway
In this class students will learn about the respiratory and airway system. We will be using pig lungs for hands-on demonstration.
### EMS/FIRE TRAINING (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT - Basic Initial Hybrid</td>
<td>8/15-8/29</td>
<td></td>
<td>Online</td>
<td>SCC, Moodle</td>
<td>203</td>
<td>$180 + $0.55 ins Emer Car Transport of Sick &amp; Injured $192.15 w/tax</td>
</tr>
<tr>
<td>EMT - Intermediate Hybrid</td>
<td>8/17-8/30</td>
<td></td>
<td>Online</td>
<td>SCC, Moodle</td>
<td>203</td>
<td>$180 + $0.55 ins Adv Emergency Care ETC $146.19 w/tax</td>
</tr>
<tr>
<td>EMT - Paramedic (Session 3 of 4)</td>
<td>8/16-12/15</td>
<td>TTh 6-10pm Sa (3rd) 8am-5pm</td>
<td>SCC, HHS-129</td>
<td>203</td>
<td>$180 + $0.55 ins Nancy Caroline’s Emer ETC Set $272.21 w/tax</td>
<td></td>
</tr>
<tr>
<td>EMS Online Con Ed (Monthly topics listed above)</td>
<td></td>
<td></td>
<td>SCC, HHS-135</td>
<td>4.5</td>
<td>$70 + Other cost(s)</td>
<td></td>
</tr>
</tbody>
</table>

**To pre-register or for more information, contact** Stephanie Kriner at (910) 642-7141, ext. 314, or e-mail stephanie.kriner@sccnc.edu.
HEALTHCARE & MEDICAL OCCUPATIONS

Dialysis Technology
The course is designed to prepare individuals with the theoretical, technical, and clinical skills needed to maintain equipment and provide patient care to those being treated for chronic renal diseases. Successful completion prepares individuals for employment as a Patient Care Technician in hospitals, renal dialysis facilities and clinics. After one year of work experience, individuals may be eligible to sit for national certification as a Patient Care Technician.

To be selected to participate in Dialysis Technology, you must: obtain an enrollment application from Rita Capps, Director of Healthcare Training, and return it to her with the following additional items by the required deadline:
• Obtain an official copy of your high school transcript verifying graduation, or an official copy of your high school diploma, or high school equivalency diploma.
• TABE reading test score - 585 minimum scal score of 9D test.
• Proof of successful completion of a Nurse Aide I course.

Other program requirements will include:
• Urine Drug Screen
• Criminal Background Check
• TB Skin Test (less than 30 days old prior to the first day of clinical)

Please note: Criminal background checks and random urine drug screens will be done once enrolled!

On the day of registration, bring your driver’s license or DMV picture ID, your social security card, and required course fees.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialysis Technology</td>
<td>8/23-11/01</td>
<td>TTh</td>
<td>8:30am-2:30pm</td>
<td>SCC, HHS-129</td>
<td>132</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td>Nurse Aide I (Day - 9wks)</td>
<td>8/15-10/12</td>
<td>M-Th</td>
<td>8am-1pm</td>
<td>SCC, HHS-123</td>
<td>178</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td></td>
<td>9/27-10/10</td>
<td></td>
<td>7:30am-3:30pm</td>
<td>Off Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(classical)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Aide I (Evening - 9wks)</td>
<td>8/15-10/12</td>
<td>M-Th</td>
<td>5-10pm</td>
<td>SCC, HHS-123</td>
<td>178</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td></td>
<td>9/24-10/09</td>
<td>SaSu</td>
<td>7:30am-3:30pm</td>
<td>Off Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(classical)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Aide I (Day - 11 wks)</td>
<td>10/13-12/15</td>
<td>M-Th</td>
<td>8am-12:30pm</td>
<td>SCC, HHS-123</td>
<td>178</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td></td>
<td>12/01-12/12</td>
<td></td>
<td>7:30am-3:30pm</td>
<td>Off Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(classical)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Aide I (Evening - 11 wks)</td>
<td>10/13-12/14</td>
<td>M-Th</td>
<td>5-10pm</td>
<td>SCC, HHS-123</td>
<td>178</td>
<td>$180 + Other cost(s) below</td>
</tr>
<tr>
<td></td>
<td>11/29-12/12</td>
<td></td>
<td>4-10pm</td>
<td>Off Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(classical)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Aide I Refresher</td>
<td>9/27-10/13</td>
<td>M-Th</td>
<td>5-9pm</td>
<td>SCC, HHS-123</td>
<td>40</td>
<td>$125 + $0.55 ins</td>
</tr>
<tr>
<td>Nurse Aide II Competency Evaluation (Refresher)</td>
<td>11/28-12/01</td>
<td>M-Th</td>
<td>5-9pm</td>
<td>SCC, HHS-123</td>
<td>16</td>
<td>$70 + $0.55 ins</td>
</tr>
</tbody>
</table>

Pre-registration is required! Call (910) 642-7141, ext. 221, 229 or 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.

Nurse Aide I
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.

Please note: Criminal background checks and random urine drug screens will be done once enrolled!
• Obtain an official copy of your high school transcript verifying graduation, or an official copy of your high school diploma, or high school equivalency diploma.
• Compare your driver license and social security card, first and last name must the same on both.
• Get a copy of your immunizations (shots) record.
• Set up an appointment for your physical exam with your regular, health department or urgent care.

To enroll in Nurse Aide courses, there are things you must do before the day of registration.

Nurse Aide I Refresher
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).

Nurse Aide II Competency Evaluation (Refresher)
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.

NAI Other cost(s) $0.55 ins, $17.50 malpractice ins, $1.25 student ID, $5.50 CPR card, Dialysis Tech Cor Cur 5th Ed $40 w/tax, CPR for Healthcare Providers $20 w/tax

<table>
<thead>
<tr>
<th>Other cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.55 ins, $17.50 malpractice ins,</td>
</tr>
<tr>
<td>$1.25 student ID, $5.50 CPR card,</td>
</tr>
<tr>
<td>Dialysis Tech Cor Cur 5th Ed</td>
</tr>
<tr>
<td>$40 w/tax, CPR for Healthcare</td>
</tr>
<tr>
<td>Providers $20 w/tax</td>
</tr>
</tbody>
</table>
Healthcare Billing & Coding Specialist - CPT
**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.

Healthcare Billing & Coding Specialist - ICD 10
**Prerequisite:** Medical Terminology or medical work experience.
This medical coding course will emphasize the rules/guidelines of the ICD-10 (International Classification of Disease) coding manual along with preparing the students for real-world, professional coding duties in a medical office setting. The course benefits those who work or want to work in the medical field whether it is as a medical biller, medical coder, and/or medical assistant. Upon completion of ICD-10 and CPT, students will be prepared to sit for the CPC (Certified Professional Coders) national exam.

Medical Terminology
*This course is a prerequisite for healthcare courses.*
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.

**Ophthalmic Assistant**
Gain the skills necessary to assist an optometrist or ophthalmologist with chair side skills, office procedures, patient care, exam, treatment procedures and more. Completion of class and working with ophthalmologist for 1 year will enable you to test for certification.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Billing &amp; Coding Specialist - CPT</td>
<td>8/23-12/15</td>
<td>TTh</td>
<td>6-9pm</td>
<td>SCC, A-230</td>
<td>96</td>
<td>$180 + Other cost(s) below</td>
<td>JSimmons</td>
</tr>
<tr>
<td><strong>Other cost(s)</strong> 2016 Step by Step Medical Coding $107.82 w/tax + 2016 Profess Ed CPT $123.83 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Healthcare Billing &amp; Coding Specialist - ICD 10</td>
<td>8/23-12/15</td>
<td>Online</td>
<td>SCC, Moodle***</td>
<td>96</td>
<td>$180 + Other cost(s) below</td>
<td>SHarris</td>
<td></td>
</tr>
<tr>
<td><strong>Other cost(s)</strong> Understanding ICD-10CM &amp; ICD-10-PCS w/Access Code $154.79 w/tax; ICD-10-CM Expert for Physicians $135.58 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>8/22-12/12</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, A-230</td>
<td>48</td>
<td>$125 + Other cost(s) below</td>
<td>JHall</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>8/22-12/12</td>
<td>Online</td>
<td>SCC, Moodle***</td>
<td>48</td>
<td>$125 + Other cost(s) below</td>
<td>JHall</td>
<td></td>
</tr>
<tr>
<td><strong>Other cost(s)</strong> Medical Terminology for Health Professionals 8th Ed $125.97 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Aide Exam Prep (Adult Group Home)</td>
<td>9/26-10/06</td>
<td>M-Th</td>
<td>8-11am</td>
<td>SCC, HHS-115</td>
<td>24</td>
<td>$70 + $0.55 ins</td>
<td>SDutton</td>
</tr>
<tr>
<td>Medication Aide Exam Prep (Skilled Nursing)</td>
<td>10/24-11/16</td>
<td>MW</td>
<td>6-9pm</td>
<td>SCC, HHS-115</td>
<td>24</td>
<td>$70 + Other cost(s) below</td>
<td></td>
</tr>
<tr>
<td><strong>Other cost(s)</strong> $0.55 ins + Medication Adm: A Medication Aide Training $19.22 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ophthalmic Assistant</td>
<td>8/15-12/07</td>
<td>MW</td>
<td>6:15-9:15pm</td>
<td>SCC, T-120</td>
<td>96</td>
<td>$180 + Other cost(s) below</td>
<td>SSellers</td>
</tr>
<tr>
<td><strong>Other cost(s)</strong> Complete Optometric Asst. $106.75 w/tax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***Registration for online SCC, Moodle Classes must be completed by August 19 at 12n.***
Contact Brenda Orders at (910) 642-7141, ext. 317, e-mail brenda.orders@sccnc.edu or visit SCC, T-108.
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.

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!

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.

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.

Computer Basics for the Job Seeker
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.

Computer Skills for the 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.

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>8/16-8/18</td>
<td>T-Th</td>
<td>9am-1pm</td>
<td>SCC, T-111</td>
<td>12</td>
<td>PSanderson</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>8/30-9/01</td>
<td>T-Th</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>12</td>
<td>EBrisbon</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>9/13-9/15</td>
<td>T-Th</td>
<td>9am-1pm</td>
<td>SCC, T-120</td>
<td>12</td>
<td>TBA</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>9/27-9/29</td>
<td>T-Th</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>12</td>
<td>EBrisbon</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>10/11-10/13</td>
<td>T-Th</td>
<td>9am-1pm</td>
<td>SCC, T-126</td>
<td>12</td>
<td>PSanderson</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>10/25-10/27</td>
<td>T-Th</td>
<td>6-10pm</td>
<td>SCC, T-124</td>
<td>12</td>
<td>MBromell</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>11/15-11/17</td>
<td>T-Th</td>
<td>9am-1pm</td>
<td>SCC, T-111</td>
<td>12</td>
<td>PSanderson</td>
</tr>
<tr>
<td>Discover On-the-Job Training (OJT)</td>
<td>11/29-12/01</td>
<td>T-Th</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>12</td>
<td>EBrisbon</td>
</tr>
<tr>
<td>Keys 2 Job Success Lab</td>
<td>8/09-12/16</td>
<td>M-Th</td>
<td>8am-5pm; F 8am-3pm</td>
<td>SCC, A-221</td>
<td></td>
<td>EBrisbon</td>
</tr>
<tr>
<td>Career Ready 101 Online</td>
<td>8/09-12/16</td>
<td></td>
<td></td>
<td>Online</td>
<td></td>
<td>SMullins</td>
</tr>
<tr>
<td>CRC/KeyTrain Online</td>
<td>8/16-12/13</td>
<td>T</td>
<td>5-7pm</td>
<td>SCC, A-201</td>
<td></td>
<td>SMullins</td>
</tr>
<tr>
<td>CRC/KeyTrain Online</td>
<td>8/17-12/14</td>
<td>W</td>
<td>1-3pm</td>
<td>SCC, T-124</td>
<td></td>
<td>SMullins</td>
</tr>
</tbody>
</table>
HRD Job Readiness (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Basics for the Job Seeker</td>
<td>8/15-12/05</td>
<td>M</td>
<td>9am-12n</td>
<td>Whiteville Sr Ctr</td>
<td>48</td>
<td>AKeaton</td>
</tr>
<tr>
<td>Computer Basics for the Job Seeker</td>
<td>8/16-11/29</td>
<td>T</td>
<td>8:30-11:30am</td>
<td>Bolton Sr Ctr</td>
<td>48</td>
<td>AKeaton</td>
</tr>
<tr>
<td>Computer Basics for the Job Seeker</td>
<td>8/17-12/07</td>
<td>W</td>
<td>9am-12n</td>
<td>East Col Sr Ctr</td>
<td>48</td>
<td>AKeaton</td>
</tr>
<tr>
<td>Computer Basics for the Job Seeker</td>
<td>8/18-12/08</td>
<td>Th</td>
<td>9am-12n</td>
<td>Tri-Cty, Delco</td>
<td>48</td>
<td>AKeaton</td>
</tr>
<tr>
<td>Computer Skills for Job Success</td>
<td>8/16-11/17</td>
<td>TTh</td>
<td>2-4pm</td>
<td>Fair Bluff Sr Ctr</td>
<td>56</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>MS Digital Literacy Certification for the Workplace</td>
<td>8/15-10/03</td>
<td>MW</td>
<td>9am-1pm</td>
<td>DREAM Ctr</td>
<td>56</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>MS Digital Literacy Certification for the Workplace</td>
<td>8/16-9/29</td>
<td>TTh</td>
<td>9am-1pm</td>
<td>DREAM Ctr</td>
<td>56</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>MS Digital Literacy Certification for the Workplace</td>
<td>10/17-12/05</td>
<td>MW</td>
<td>9am-1pm</td>
<td>DREAM Ctr</td>
<td>56</td>
<td>MBaldwin</td>
</tr>
<tr>
<td>MS Digital Literacy Certification for the Workplace</td>
<td>10/18-12/06</td>
<td>TTh</td>
<td>9am-1pm</td>
<td>DREAM Ctr</td>
<td>56</td>
<td>MBaldwin</td>
</tr>
</tbody>
</table>

WORKFORCE READY CERTIFICATE

Show employers that you are ready to work! Complete each of the following classes and receive a Workforce Ready certificate.

HRD Essential Workplace Skills
Learn the essential workplace skills that all employers want. Enhance problem solving, decision making, communication, teamwork, and self-management skills. In addition, learn proper interviewing techniques and prepare a professional resume.

HRD Basic Computer Skills for Employment
Develop basic computer skills needed to get a job in today’s economy. Improve keyboarding skills, computer terminology, email capability, and Internet navigation for job search purposes.

HRD Motivation & Retention
Navigate the transition from school or unemployment to being an active member of the workforce. Cultivate motivation, evaluate transferable skills and learn strategies for obtaining and keeping a job.

HRD Financial Literacy
Learn how to re-build credit scores, manage debt, and create a workable personal budget.

Career Readiness Certificate Prep
Give yourself a competitive edge in today’s job market with a Career Readiness Certificate (CRC). Improve your applied math skills, reading for information skills, and locating information skills. When ready, take the assessments to earn your CRC.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD Essential Workplace Skills</td>
<td>8/22-9/23</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>96</td>
<td>PSanderson</td>
</tr>
<tr>
<td>HRD Essential Workplace Skills</td>
<td>10/03-11/04</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-126</td>
<td>100</td>
<td>Alnman</td>
</tr>
<tr>
<td>HRD Essential Workplace Skills</td>
<td>11/07-12/16</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-126</td>
<td>108</td>
<td>TBA</td>
</tr>
<tr>
<td>HRD Basic Computer Skills for Employment</td>
<td>8/29-9/12</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-124</td>
<td>40</td>
<td>AChaisson</td>
</tr>
<tr>
<td>HRD Basic Computer Skills for Employment</td>
<td>9/26-10/07</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>40</td>
<td>TBA</td>
</tr>
<tr>
<td>HRD Basic Computer Skills for Employment</td>
<td>11/14-11/30</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>40</td>
<td>Alnman</td>
</tr>
<tr>
<td>HRD Motivation &amp; Retention</td>
<td>9/12-9/16</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>20</td>
<td>MBromell</td>
</tr>
<tr>
<td>HRD Motivation &amp; Retention</td>
<td>10/10-10/14</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>HRD Motivation &amp; Retention</td>
<td>12/05-12/09</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-124</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>HRD Financial Literacy</td>
<td>9/19-9/23</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-126</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>HRD Financial Literacy</td>
<td>10/17-10/21</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>20</td>
<td>PSanderson</td>
</tr>
<tr>
<td>HRD Financial Literacy</td>
<td>11/28-12/02</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>20</td>
<td>PSanderson</td>
</tr>
<tr>
<td>HRD Career Readiness Certificate Prep</td>
<td>10/03-10/14</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-126</td>
<td>40</td>
<td>TBA</td>
</tr>
<tr>
<td>HRD Career Readiness Certificate Prep</td>
<td>10/24-11/04</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-124</td>
<td>40</td>
<td>PSanderson</td>
</tr>
</tbody>
</table>
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.

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.

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Spinning Pre-Employment Skills</td>
<td>8/15-8/19</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>National Spinning Pre-Employment Skills</td>
<td>9/12-9/16</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>EBrisbon</td>
</tr>
<tr>
<td>National Spinning Pre-Employment Skills</td>
<td>10/10-10/14</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>National Spinning Pre-Employment Skills</td>
<td>11/14-11/18</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>8/15-8/19</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>8/22-8/26</td>
<td>M-F</td>
<td>1-5pm</td>
<td>Tri-Cty, Delco</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>8/29-9/02</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MBromell</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>9/12-9/16</td>
<td>M-F</td>
<td>6-10pm</td>
<td>Bolton Town Hall</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>9/19-9/23</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MBromell</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>9/26-9/30</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>10/10-10/14</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MBromell</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>10/17-10/21</td>
<td>M-F</td>
<td>1-5pm</td>
<td>Tri-Cty, Delco</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>10/24-10/28</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>11/14-11/18</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MBromell</td>
</tr>
<tr>
<td>Smithfield Pre-Employment Skills</td>
<td>11/28-12/02</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>20</td>
<td>MWade</td>
</tr>
<tr>
<td>W.E. Bailey Pre-Employment Skills</td>
<td>8/15-8/19</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>20</td>
<td>EBrisbon</td>
</tr>
<tr>
<td>W.E. Bailey Pre-Employment Skills</td>
<td>9/12-9/16</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-111</td>
<td>20</td>
<td>AChaisson</td>
</tr>
<tr>
<td>W.E. Bailey Pre-Employment Skills</td>
<td>10/10-10/14</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>20</td>
<td>BCox</td>
</tr>
<tr>
<td>W.E. Bailey Pre-Employment Skills</td>
<td>11/14-11/18</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-111</td>
<td>20</td>
<td>BCox</td>
</tr>
</tbody>
</table>

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.
Basic Electrical Wiring
This course will introduce you to electrical wiring for residential and commercial buildings. Learn terminology, operating principles, safety, material installation and service, preventative maintenance and troubleshooting.
Instructor: JWalker

Building a Safety Team
Team Safety shows you how to make group safety efforts work for your organization. You will learn how to build an effective safety team, or get the most from the team you currently have. This course is focused on the following roles: safety, health, and management personnel responsible for putting together safety teams, but who may lack experience in team building.
Instructor: GLong

CNC Operator
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

CPR/First Aid/AED in the Workplace
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

General Industry Forklift
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. You must be at least 18 years old to attend.
Instructor: JGarcia

HVAC: Heating and Air Conditioning
Gain experience through hands-on activities in troubleshooting and servicing of air conditioning and heating systems. Also, 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

Introduction to Automation
This course will provide the student with basic skills that are useful in identifying the concepts of automated machines and equipment and describe the terms and phrases associated with industrial automation. The student will perform preventative maintenance, identify or solve problems in machines, and other technologies. Performance will be satisfactory when student can demonstrate competence in maintaining and troubleshooting technology includes identifying, understanding, and performing routine preventative maintenance and service on technology; detecting more serious problems; generating workable solutions to correct deficiencies; and recognizing when to get additional help.
Instructor:

Introduction to Construction
This course is an introduction to the basic building materials, components, methods, and sequences in residential construction. It is designed to give students basic entry level skills in construction and related trades along with an overview of career opportunities available. Emphasis is placed on safety and the proper use of both hand and power tools. This course provides students hands on experience through various woodworking skill building projects.
Instructor: GCollier

Introduction to Welding
This course covers the fundamentals of welding and cutting processes most often used in industry. Various welding processes and welding techniques will be practiced and used in hands-on lab activities. This course is performance and safety oriented.
Instructor: GCollier

Masonry
This course provides training on basic principles and practices of masonry. Topics include standard tools, materials, cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics.
Instructor: LLeggett

OSHA 10 Hour for General Industry
Participants will receive an OSHA 10 Hour General Industry Certification upon completion of this training.
Instructor: JHester

Programmable Logic Controllers (PLC)
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: HJutson

Safety 101
This course gives employees the tools to develop solid safety habits and hazard perception skills from the start. Students will cover a broad set of key workplace safety topics including: Slips, Trips, and Falls, Lifting Techniques, Lockout/Tagout, Hazard Communication, Personal Protective Equipment (PPE) and electrical hazards.
Instructor: HJutson

Welding
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

Welding and Pipefitting
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

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 (Continued)

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electrical Wiring</td>
<td>9/13-12/06</td>
<td>TTh</td>
<td>6-10pm</td>
<td>SCC, B-106</td>
<td>96</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>Building a Safety Team</td>
<td>11/18</td>
<td>F</td>
<td>8:30-11:30am</td>
<td>Bolton Town Hall</td>
<td>3</td>
<td>$70</td>
</tr>
<tr>
<td>CNC Operator</td>
<td>8/23-12/15</td>
<td>TTh</td>
<td>5:30-8:30pm</td>
<td>SCC, T-101D</td>
<td>99</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>CPR/First Aid/AED in the Workplace</td>
<td>12/05-12/06</td>
<td>MT</td>
<td>5-9pm</td>
<td>SCC, HHS-141</td>
<td>8</td>
<td>$70 + $0.55 ins + $5.50 CPR card</td>
</tr>
<tr>
<td>General Industry Forklift</td>
<td>9/02</td>
<td>F</td>
<td>8am-5pm</td>
<td>SCC, T-101A</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
</tr>
<tr>
<td>General Industry Forklift</td>
<td>10/11-10/13</td>
<td>TTh</td>
<td>5-9pm</td>
<td>SCC, T-101A</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
</tr>
<tr>
<td>General Industry Forklift</td>
<td>11/05</td>
<td>Sa</td>
<td>8am-5pm</td>
<td>SCC, T-101A</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
</tr>
<tr>
<td>HVAC: Heating and Air Conditioning</td>
<td>9/12-12/05</td>
<td>MW</td>
<td>6-10pm</td>
<td>SCC, M-131A</td>
<td>96</td>
<td>$180 + $0.55 ins + $5 materials</td>
</tr>
<tr>
<td>Introduction to Automation</td>
<td>8/25-10/20</td>
<td>Th</td>
<td>5:30-8:30pm</td>
<td>SCC, T-101C</td>
<td>27</td>
<td>$125 + $0.55 ins</td>
</tr>
<tr>
<td>Introduction to Construction</td>
<td>8/23-12/15</td>
<td>TTh</td>
<td>5:30-9pm</td>
<td>SCC, M-132</td>
<td>115.5</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>Introduction to Welding</td>
<td>8/20-12/10</td>
<td>Sa</td>
<td>8:30am-2:30pm</td>
<td>SCC, M-134</td>
<td>96</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>Masonry</td>
<td>8/20-12/10</td>
<td>Sa</td>
<td>9am-12n</td>
<td>SCC, M-131B</td>
<td>48</td>
<td>$125 + $0.55 ins</td>
</tr>
<tr>
<td>OSHA 10 Hour General Industry</td>
<td>10/17-10/20</td>
<td>MTTh</td>
<td>5:30-9:45pm</td>
<td>SCC, HHS-141</td>
<td>10.5</td>
<td>$70 + $8 cert card</td>
</tr>
<tr>
<td>Programmable Logic Controllers (PLC)</td>
<td>10/27-12/15</td>
<td>Th</td>
<td>5:30-8:30pm</td>
<td>SCC, T-101C</td>
<td>21</td>
<td>$70 + $0.55 ins</td>
</tr>
<tr>
<td>Safety 101</td>
<td>8/22</td>
<td>M</td>
<td>5:30-8:30pm</td>
<td>SCC, T-111</td>
<td>3</td>
<td>$70</td>
</tr>
<tr>
<td>Safety 101</td>
<td>9/24</td>
<td>Sa</td>
<td>8:30-11:30am</td>
<td>TC Elem</td>
<td>3</td>
<td>$70</td>
</tr>
<tr>
<td>Safety 101</td>
<td>10/21</td>
<td>F</td>
<td>8:30-11:30am</td>
<td>Bolton TH</td>
<td>3</td>
<td>$70</td>
</tr>
<tr>
<td>Welding</td>
<td>8/22-12/13</td>
<td>MT</td>
<td>6-9:30pm</td>
<td>SCC, M-134</td>
<td>115.5</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>Welding and Pipefitting</td>
<td>8/20-12/10</td>
<td>Sa</td>
<td>8:30am-2:30pm</td>
<td>SCC, M-134</td>
<td>96</td>
<td>$180 + $0.55 ins</td>
</tr>
<tr>
<td>Welding and Pipefitting</td>
<td>8/24-12/15</td>
<td>WTh</td>
<td>6-9:30pm</td>
<td>SCC, M-134</td>
<td>112</td>
<td>$180 + $0.55 ins</td>
</tr>
</tbody>
</table>

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

CERTIFIED PRODUCTION TECHNICIAN PATHWAY

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 options will be discussed at the completion of CPT Training.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD Exploring CPT Career Pathways</td>
<td>8/24-9/14</td>
<td>M-F</td>
<td>8:30am-12:30pm</td>
<td>SCC, T-124</td>
<td>60</td>
<td>$30 CRC Testing Fee</td>
</tr>
<tr>
<td>Certified Production Technician (CPT)</td>
<td>9/15-11/18</td>
<td>M-F</td>
<td>8:30am-1:30pm</td>
<td>SCC, T-101A</td>
<td>190</td>
<td>$180 + Other cost(s) below</td>
</tr>
</tbody>
</table>

Other cost(s) $0.55 ins + $232 MSSC Certification fees; $5.50 CPR/First Aid card; $4.50 Participant Guide/cert card; $8 10-Hr OSHA card

To pre-register or for more information about financial assistance, contact Mark Lennon at (910) 642-7141, ext. 225 or e-mail mark.lennon@sccnc.edu.
DMV Dealer License Renewal
Dealers who attend this 6-hour course will earn a certificate of completion that must be submitted to DMV when renewing their license.

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

Escort Vehicle Operator Certification
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.

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

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

Work Zone Flagger Program
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.

Changes to the 2014 NEC Pt III
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.

NFPA 70E Arc Flash
This course will address real world challenges that electrical workers face on a daily basis. The material presented will emphasize the rules specified by the National Fire Protection Association (NFPA) using the NFPA 70E standards. Approved for 8 hours of continuing education by the NC State Board of Examiners of Electrical Contractors.

NC EPA Certification
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.

---

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Automotive Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMV Dealer License Renewal</td>
<td>10/11</td>
<td>T</td>
<td>9am-3:30pm</td>
<td>SCC, T-120</td>
<td>6</td>
<td>$70 + Other cost(s) below</td>
<td>WWhite</td>
</tr>
<tr>
<td>DMV Dealer License Renewal</td>
<td>12/06</td>
<td>T</td>
<td>9am-3:30pm</td>
<td>SCC, T-122</td>
<td>6</td>
<td>$70 + Other cost(s) below</td>
<td>WWhite</td>
</tr>
<tr>
<td>DMV Dealer Pre-License</td>
<td>9/13 &amp; 9/15</td>
<td>TTh</td>
<td>9am-4pm</td>
<td>SCC, T-120</td>
<td>12</td>
<td>$70 + Other cost(s) below</td>
<td>WWhite</td>
</tr>
<tr>
<td>DMV Dealer Pre-License</td>
<td>11/08 &amp; 11/10</td>
<td>TTh</td>
<td>9am-4pm</td>
<td>SCC, T-122</td>
<td>12</td>
<td>$70 + Other cost(s) below</td>
<td>WWhite</td>
</tr>
<tr>
<td>Escort Vehicle Operator Cert</td>
<td>10/01</td>
<td>Sa</td>
<td>8am-5pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70</td>
<td>MCreech</td>
</tr>
<tr>
<td>Escort Vehicle Operator Cert</td>
<td>12/03</td>
<td>Sa</td>
<td>8am-5pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70</td>
<td>MCreech</td>
</tr>
<tr>
<td>Escort Vehicle Operator Re-Cert</td>
<td>9/24</td>
<td>Sa</td>
<td>8am-12n</td>
<td>SCC, T-122</td>
<td>4</td>
<td>$70</td>
<td>MCreech</td>
</tr>
<tr>
<td>Escort Vehicle Operator Re-Cert</td>
<td>11/19</td>
<td>Sa</td>
<td>8am-12n</td>
<td>SCC, T-122</td>
<td>4</td>
<td>$70</td>
<td>MCreech</td>
</tr>
<tr>
<td>NC Vehicle Safety Inspection</td>
<td>10/04 &amp; 10/06</td>
<td>TTh</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
<td>MCreech</td>
</tr>
<tr>
<td>NC Vehicle Safety Inspection</td>
<td>12/06 &amp; 12/08</td>
<td>TTh</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
<td>MCreech</td>
</tr>
<tr>
<td>Work Zone Flagger Program</td>
<td>10/22</td>
<td>Sa</td>
<td>9am-1pm</td>
<td>Tri-Cty, Delco</td>
<td>4</td>
<td>$70 + $5 Flagger Training Book</td>
<td>MCreech</td>
</tr>
<tr>
<td><strong>Electrical Renewal Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes to the 2014 NEC Pt III</td>
<td>10/15</td>
<td>Sa</td>
<td>8am-4:30pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70 + Other cost(s) listed below</td>
<td>TQuinn</td>
</tr>
<tr>
<td>NFPA 70E Arc Flash</td>
<td>12/10</td>
<td>Sa</td>
<td>8am-4:30pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70 + Other cost(s) listed below</td>
<td>TQuinn</td>
</tr>
<tr>
<td>NC EPA Certification</td>
<td>11/28-12/12</td>
<td>M</td>
<td>5:30-9:30pm</td>
<td>SCC, M-131A</td>
<td></td>
<td>$70 + $5 class materials</td>
<td>K Fairfax</td>
</tr>
</tbody>
</table>

*Other cost(s) $10 class materials & lunch

*Other cost(s) $5 class material

*Other Class

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

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 GED to attend class. A valid picture ID will be required at registration.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notary Public</td>
<td>10/04 &amp; 10/06</td>
<td>TTh</td>
<td>5:30-9:30pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
<td>NTolley</td>
</tr>
<tr>
<td>Notary Public</td>
<td>11/14 &amp; 11/16</td>
<td>MW</td>
<td>5:30-9:30pm</td>
<td>Tabor City Elem</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
<td>RHenley</td>
</tr>
<tr>
<td>Notary Public</td>
<td>12/13 &amp; 12/15</td>
<td>TTh</td>
<td>5:30-9:30pm</td>
<td>SCC, T-122</td>
<td>8</td>
<td>$70 + Other cost(s) below</td>
<td>NTolley</td>
</tr>
</tbody>
</table>

**Serv-Safe**

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 food safety, developing standard sanitation operating procedures, examining controls for food borne illnesses, and more. The textbook with answer sheet is required and should be purchased PRIOR to the first day of class. It 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/Other Cost(s)</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Serv-Safe</td>
<td>10/17-10/25</td>
<td>MT</td>
<td>5:30-9:30pm</td>
<td>SCC, T-122</td>
<td>16</td>
<td>$70 + Serv-Safe Manager Bk 6th Ed $80.06 w/tax</td>
<td>KBurney</td>
</tr>
</tbody>
</table>

**Other cost(s)** Notary Public Guidebook for NC $29.89 w/tax

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

---

**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
Kick-Boxin’
Bring it on! Burn calories and gain strength by kick boxin’ into a healthier you! No equipment needed. Optional: Weighted gloves/ankles weights.

Health Wellness
Get started on a healthier lifestyle. Exercise in SCC’s gym on cycles, treadmills, steppers, abdominal crunch apparatus, and weight machines.

Power Step
Come have fun with us, listen to great music and dance away your calories and stress as we encourage and push each other to become healthier. (Equipment needed: Aerobics step).

Total Body Workout
Learn how to plan and implement 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.

Yoga
This course introduces students to breathing practices, awareness meditation and the physical postures of Yoga and offers advanced instruction for returning students. Participants may wish to purchase their own Yoga mat and wear comfortable clothes.

Goodies & Treats for the Holiday & Other Special Occasions
Attend and create candies, cookies, bars, tarts and many other wonderful treats to be made not only for the holidays but other special occasions as well. Students will supply class materials. Come join us for a fun and hands-on class!

International Cuisine
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.

Basic Sewing by Hand
Attend and learn the basics of sewing by hand such as patching holes, hemming garments, replacing buttons, mending tears and being prepared for small sewing emergencies. Students will supply materials and complete a small project

Basic Sewing by Machine
Attend & learn the basics of sewing by machine which includes threading the machine, using proper settings, applying safety precautions and much more. Students will supply materials and enjoy making a seasonal pillow in class. (Equipment: If available, bring portable sewing machine.)

Joy of Painting - Beginner
As a beginner, you will be introduced to the Bob Ross wet-on-wet method of oil painting. You will learn the proper technique of prepping the canvas, various brushes and knives and application of the medium. Class materials will be discussed at first class.

Joy of Painting - Advanced
As an advanced student, you will continue to expand on the Bob Ross wet-on-wet method of oil painting. You will create paintings within different themes and settings. Class materials will be discussed at first class.

Want to teach?
SCC is always looking for new instructors! What Workforce Continuing Education classes 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.
### Title

| Goodies & Treats for the Holidays & Other Special Occasions | 11/14-12/12 | M | 6-9pm | SCC, T-118 | 15 | $38 | CSimmons |
| International Cuisine | 10/01-11/05 | Sa | 9am-12n | SCC, T-118 | 18 | $65 + $0.55 ins | CMullins |
| Basic Sewing by Hand | 9/13-10/11 | T | 6-9pm | SCC, T-120 | 15 | $45 | LSchalk |
| Basic Sewing by Machine | 10/25-11/22 | T | 6-9pm | SCC, T-120 | 15 | $45 | LSchalk |
| Joy of Painting - Beginner | 8/22-9/26 | M | 6-9pm | SCC, D-112 | 15 | $60 | MManness |
| Joy of Painting - Beginner | 10/24-11/21 | M | 6-9pm | SCC, D-112 | 15 | $60 | MManness |
| Joy of Painting - Advanced | 8/23-9/20 | T | 6-9pm | SCC, D-112 | 15 | $60 | MManness |
| Joy of Painting - Advanced | 10/25-11/22 | T | 6-9pm | SCC, D-112 | 15 | $60 | MManness |
| Kick-Boxin’ | 9/20-11/10 | TTh | 5:15-6pm | SCC, NES-219 | 12 | $40 + $0.55 ins | JPittman |
| Health Wellness | 8/15-10/17 | MTh | 6:30-7:15pm | SCC, NES-106 | 12 | $43 + $0.55 ins | RThompson |
| Health Wellness | 10/20-12/15 | MTh | 6:30-7:15pm | SCC, NES-106 | 12 | $43 + $0.55 ins | RThompson |
| Power Step | 9/20-11/10 | TTh | 6:15-7pm | SCC, NES-219 | 12 | $40 + $0.55 ins | JPittman |
| Total Body Workout | 8/15-10/17 | MTh | 5:10-5:55pm | SCC, NES-217 | 12 | $43 + $0.55 ins | RThompson |
| Total Body Workout | 10/20-12/15 | MTh | 5:10-5:55pm | SCC, NES-217 | 12 | $43 + $0.55 ins | RThompson |
| Yoga | 9/13-10/20 | TTh | 4-5pm | SCC, NES-217 | 12 | $55 + $0.55 ins | VBalogh |
| Yoga | 10/27-12/08 | TTh | 4-5pm | SCC, NES-217 | 12 | $55 + $0.55 ins | VBalogh |

---

**Pre-registration is encouraged.**

To pre-register, call (910) 642-7141, ext. 296. 397 or 425.

---

**Defensive Driving**

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

Defensive driving classes may minimize or prevent assessment of insurance points or premium surcharges on your insurance policy and/or driver’s license. You will need your driver’s license number, violation type and court date when you pre-register.

**Defensive Driving (4hr)**
This course demonstrates the consequences of poor choices that drivers make behind the wheel, putting defensive driving into personal context.

**Defensive Driving (8 hr)**
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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defensive Driving (4hr)</td>
<td>8/20, 9/17, 10/01, 10/15, 11/05, 11/19 or 12/03</td>
<td>Sa</td>
<td>8am-12n</td>
<td>SCC, T-120</td>
<td>$60</td>
</tr>
<tr>
<td>Defensive Driving (8hr)</td>
<td>9/17 or 11/05</td>
<td>Sa</td>
<td>8am-5pm</td>
<td>SCC, T-120</td>
<td>$110</td>
</tr>
</tbody>
</table>

Registration Fees for Defensive Driving must be payable by money order or cashier’s check.

*For more information or to register for a class, call (910) 642-7141, ext. 296, 397 or 425.*
How to Start a Small Business
Ready to turn that dream into a reality? Starting your own small business is within reach. Participants will learn key strategies for business start-up, financing, marketing, as well as important information concerning legal issues, zoning, and more.

Business Marketing 101: Winning the Customer
One key component in successful marketing is recognizing its all about the customer. Participants will learn how to conduct market research, how to create a marketing plan, how to identify their target markets, and how to promote their business successfully.

Customer Service 101: Phone Etiquette for Your Small Business
From taking calls to providing customer support, sticky situations are bound to arise. Participants will discover customer service and phone etiquette skills to assist them in all situations, while creating loyal customer relationships.

How to Write a Business Plan
Behind every successful business is a well thought out plan. Participants will learn the importance of business planning, along with marketing and sales strategies to launch a new business.

Employee Recruitment & Retention for Small Business
Having great employees can be a game changer for any business. Participants will learn recruiting and retaining strategies to help locate, recruit and retain talented employees.

Pre-registration is required for all seminars. For more information about SCC’s Small Business Center or to pre-register, contact Becki McPherson at (910) 642-7141, ext. 419 or e-mail at becki.mcpherson@sccnc.edu.
# Small Business Center FREE Seminars

**Pre-registration is required for all seminars.**

## September 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/06</td>
<td>T</td>
<td>6-8pm</td>
<td>SCC, T-111</td>
<td>WMalenfant</td>
</tr>
<tr>
<td>9/15</td>
<td>Th</td>
<td>6-9pm</td>
<td>SCC, T-111</td>
<td>JLennon</td>
</tr>
<tr>
<td>9/19</td>
<td>M</td>
<td>5-8pm</td>
<td>SCC, T-111</td>
<td>DSpry</td>
</tr>
<tr>
<td>9/20</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-111</td>
<td>ALewis</td>
</tr>
<tr>
<td>9/27</td>
<td>T</td>
<td>6-9pm</td>
<td>Acme-Delco Elem</td>
<td>MPridgen</td>
</tr>
<tr>
<td>9/28</td>
<td>W</td>
<td>1-4pm</td>
<td>SCC, T-111</td>
<td>LGriessom</td>
</tr>
</tbody>
</table>

## October 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/06</td>
<td>Th</td>
<td>11:30am-1:30pm</td>
<td>SCC, T-111</td>
<td>MTerrell</td>
</tr>
<tr>
<td>10/11</td>
<td>T</td>
<td>6-8pm</td>
<td>CCCA</td>
<td>MPridgen</td>
</tr>
<tr>
<td>10/13</td>
<td>Th</td>
<td>2-4pm</td>
<td>SCC, Auditorium</td>
<td>RSimon</td>
</tr>
<tr>
<td>10/17</td>
<td>M</td>
<td>5-8pm</td>
<td>SCC, T-111</td>
<td>DSpry</td>
</tr>
<tr>
<td>10/20</td>
<td>Th</td>
<td>6-9pm</td>
<td>SCC, T-111</td>
<td>JLennon</td>
</tr>
<tr>
<td>10/25</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-111</td>
<td>ALewis</td>
</tr>
<tr>
<td>10/28</td>
<td>F</td>
<td>9-10am</td>
<td>E Arcadia Elem</td>
<td>MPrevatte</td>
</tr>
<tr>
<td>10/28</td>
<td>F</td>
<td>10:30-11:30am</td>
<td>E Arcadia Elem</td>
<td>CWard</td>
</tr>
</tbody>
</table>

## November 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01</td>
<td>T</td>
<td>6-9pm</td>
<td>SCC, T-111</td>
<td>KVickers</td>
</tr>
<tr>
<td>11/03</td>
<td>Th</td>
<td>6-8pm</td>
<td>SCC, T-111</td>
<td>ASorrells</td>
</tr>
<tr>
<td>11/09</td>
<td>W</td>
<td>1-4pm</td>
<td>SCC, T-111</td>
<td>LGriessom</td>
</tr>
<tr>
<td>11/14</td>
<td>M</td>
<td>5-8pm</td>
<td>SCC, T-111</td>
<td>DSpry</td>
</tr>
<tr>
<td>11/17</td>
<td>Th</td>
<td>6-8pm</td>
<td>DREAM Ctr</td>
<td>MPridgen</td>
</tr>
</tbody>
</table>

## December 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/05</td>
<td>M</td>
<td>6-8pm</td>
<td>Tabor City Elem</td>
<td>MPridgen</td>
</tr>
</tbody>
</table>

---

**For more information, contact:**
Columbus Chamber of Commerce & Tourism  
Jennifer Holcomb  
(910) 642-3171  
jh@thecolumbuschamber.com  
www.TheColumbusChamber.com

---

**Leadership Columbus 2017**

(Facilitated by: Southeastern Community College and Columbus County of Commerce & Tourism)

- Enhance interpersonal communications
- Build and demonstrate leadership skills
- Increase team building effectiveness
- Improve results of working on community projects
- And much, much more

---

**Workforce Continuing Education**

Short Term Training for a Long Term Career

---

**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

---

**To pre-register,** contact
Becki McPherson  
at (910) 642-7141, ext. 419 or  
e-mail at becki.mcpherson@sccnc.edu
Applying for Organic Certification

Financial assistance may be available through NC Tobacco Trust Fund Commission.

Have you been considering applying for organic certification? Are you ready to apply but need help with filling out the application? This class will focus on explaining the application process and walking you through the application. Class participants can use this class to prepare their application for submittal to a certifier.

Instructor: TKleese

Banking Career Pathways

Learn skills to prepare for a career in banking. Emphasis will be placed on superior customer service, bank teller operations, call center skills, communication, problem solving, team work, professionalism and work ethic.

Instructor: TKleese

Basic Accounting for Entrepreneurs

Financial assistance may be available through NC Tobacco Trust Fund Commission.

This course will teach you the fundamentals of setting up your own accounting system that is custom designed for the needs of your business. Learn about generally accepted accounting principles that will meet the requirements of all your stakeholders. Some of these include understanding the accounting equation, double entry accounting, debits and credits, preparing financial statements, and much more. Upon completion of this course, you will have a better understanding of how to make your business a success.

Instructor: NMccloskey

Basics in Volunteer Management

Issues in the management of volunteers, planning a volunteer program managing personnel, developing and implementing policies and procedures will be covered in this course.

Instructor: MPrevatte

Beekeeping

Financial assistance may be available through NC Tobacco Trust Fund Commission.

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

Effective Teacher Training/Active Shooter/Bloodborne Pathogens

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

Everything You Always Wanted to Know about Landscaping

Financial assistance may be available through NC Tobacco Trust Fund Commission.

The objectives of this class is to increase the participant's knowledge base of general landscaping practices in the following areas: Insect control, disease management, weed control and over all landscape management.

Instructor: DDockery

Grow Your Own Nitrogen with Cover Crops

Financial assistance may be available through NC Tobacco Trust Fund Commission.

Winter and summer cover crops can provide over 50% of the Nitrogen needed to grow a cash crop. They also provide organic matter that improves soil structure and nutrient holding capacity. Learn how to incorporate cover crops into your cash crop rotation to save money and improve your soil.

Instructor: TKleese

Workforce Continuing Education

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Hours</th>
<th>Registration/ Other Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying for Organic Certification</td>
<td>11/28-12/12</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, CART-148</td>
<td>9</td>
<td>$70</td>
</tr>
<tr>
<td>Banking Career Pathways</td>
<td>10/03-11/29</td>
<td>M-TH</td>
<td>6-9pm</td>
<td>SCC, M-121</td>
<td>96</td>
<td>$180</td>
</tr>
<tr>
<td>Basic Accounting for Entrepreneurs</td>
<td>9/26-11/14</td>
<td>M</td>
<td>6-9pm</td>
<td>SCC, A-228</td>
<td>24</td>
<td>$70</td>
</tr>
<tr>
<td>Basics in Volunteer Management</td>
<td>9/13-11/22</td>
<td>M</td>
<td>Online</td>
<td>SCC, Moodle</td>
<td>12</td>
<td>$70</td>
</tr>
<tr>
<td>Beekeeping</td>
<td>9/01-9/29</td>
<td>TH</td>
<td>5:30-8:30pm</td>
<td>SCC, CART-148</td>
<td>15</td>
<td>$70 + $0.55 ins</td>
</tr>
<tr>
<td>Effective Teacher Training/Active Shooter/Bloodborne Pathogens</td>
<td>8/22-9/08</td>
<td>MTT</td>
<td>6-9pm</td>
<td>SCC, CART-165</td>
<td>24</td>
<td>$70</td>
</tr>
<tr>
<td>Everything You Always Wanted to Know About Landscaping</td>
<td>10/04-11/08</td>
<td>T</td>
<td>6-8pm</td>
<td>SCC, CART-148</td>
<td>12</td>
<td>$70</td>
</tr>
<tr>
<td>Grow Your Own Nitrogen with Cover Crops</td>
<td>9/27</td>
<td>T</td>
<td>6-9pm</td>
<td>CC Coop Ext.</td>
<td>3</td>
<td>$70</td>
</tr>
</tbody>
</table>

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

Career pathways simplify your education into manageable steps. They also allow for you to see the relationship between your education and career goals. Visit Student Services to choose a program and explore the specific pathways for each career area.

Certificates are often the first step in a pathway. They are a quick way to become employed or build credit toward a diploma.

Earning a technical diploma increases your job opportunities. Most take a year or less and credits add up to your next degree.

You've stacked up enough credits to earn your associate's degree. Now you have more career options and higher earning potential.

Transfer all you've accomplished at SCC to other colleges and universities to pursue a bachelor's degree or beyond.

Certificate  
Semi-Skilled Position $*

Technical Degree  
Entry-Level Position $$

Associate's Degree  
Skilled Position $$$

Bachelor's Degree  
Advanced Position $$$$$ +

* $ = Salary Potential

Take the First Step!

Southeastern Community College  
Succeeding Together  
www.sccnc.edu

Call Student Services today!  
(910) 642-7141 Ext. 279
Curriculum Fall Semester begins August 15!

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

**August 9 - 11**
8:00 a.m. - 7:00 p.m.

**Faculty Advising is available.**

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

The college is **closed** on Monday, August 8.

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