WORKFORCE CONTINUING EDUCATION

Short Term Training for a Long Term Career

Southeastern Community College

Succeeding Together.

(910) 642-7141  www.sccnc.edu

Summer 2016 Schedule
Workforce Continuing Education Training

General Information

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

Fee Structure

**Occupational Extension**

- 0-24 hours $70
- 25-50 hours $125
- 50+ hours $180

**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.

Continuing Education Units (CEU's)

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

Student Transcripts

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

- **Occupational Extension/Personal Interest Transcript Request.** Students must complete a Continuing Education Transcript Request form located on the college website and in the Workforce & Community Development Division office in T-building.

- **Official North Carolina High School Equivalency Diploma (GED) Transcript Request.** Contact Denise Young at (910) 642-7141, ext. 432.

Refund Policy

Registration fee refunds are made only under the following circumstances:

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

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.

Disability Services

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

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

Class Location Key

<table>
<thead>
<tr>
<th>SCC Campus</th>
<th>Class Location</th>
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<tbody>
<tr>
<td>Main Building</td>
<td>A</td>
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<tr>
<td>Technical Building</td>
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<td>Science Building</td>
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<td>Health &amp; Human Services Building</td>
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<tr>
<th>Off Campus</th>
<th>Class Location</th>
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<tr>
<td>Acme Delco Fire &amp; Rescue</td>
<td>Acme Delco F&amp;R</td>
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<tr>
<td>Bolton Senior Center</td>
<td>Bolton Sen Ctr</td>
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<td>Bolton Town Hall</td>
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<td>East Columbus Senior Center</td>
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<td>Mt. Tabor Baptist Church-Cerro Gordo</td>
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<td>Sacred Heart Catholic Church</td>
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<td>Tabor City Senior Center</td>
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<td>Tri-County, Delco</td>
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<td>Whiteville DREAM Center</td>
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<td>Whiteville Senior Center</td>
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<tr>
<th>Schools</th>
<th>Class Location</th>
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<tr>
<td>Acme Delco Elementary</td>
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<td>Chadbourn Elementary</td>
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<td>Chadbourn Middle</td>
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<tr>
<td>Columbus Career &amp; College Academy</td>
<td>CCCA-Fair Bluff</td>
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<td>Fair Bluff Campus</td>
<td>Guideway Elem</td>
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<td>Mt. Olive Headstart</td>
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<td>Mt. Olive Headstart</td>
<td>Tabor City Elementary</td>
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Southeastern Community College
Succeeding Together.

SCC plays an active role in the workforce training and lifelong learning of the citizens of Columbus County. We provide Workforce Continuing Education courses for those who need to train, retrain, and update themselves in a job-related or professional area. These training opportunities include career pathways, industrial skills, licensure and certification, healthcare, job readiness skills, customized training, small business support, public safety, as well as instruction enabling participants to grow in basic knowledge, improve in home and community life, and develop or improve leisure time activities. We hope you will enroll in one or more of our Summer 2016 Workforce Continuing Education classes today!

Beverlee Nance, Vice President
Workforce & Community Development

For more information contact:

Beverlee Nance, Vice President (910) 642-7141
Workforce & Community Development ext. 208
Office: T-106

Rita Capps, RN, Director/Instructor (910) 642-7141
Healthcare Training ext. 221
Office: HHS-112

Janie Caswell, Coordinator (910) 642-7141
Basic Skills ext. 326
Office: B-112

Bettina Cox, Coordinator/Instructor (910) 642-7141
Human Resources Development (HRD) ext. 388
Office: A-226

Stephanie Kriner, Coordinator (910) 642-7141
EMS/Fire Training ext. 314
Office: HHS-105

Mark Lennon, Director (910) 642-7141
Industrial & Workforce Training ext. 225
Office: T-112

Brenda Orders, Director (910) 642-7141
Continuing Education ext. 317
Small Business Center ext. 419
Office: T-114

Travis Paul, Director (910) 642-7141
Public Safety Training & Prison Education ext. 217
Office: HHS-104

Sonya Shipman, Center Manager (910) 642-7141
Columbus County NCWorks Career Ctr ext. 301
Office: A-135

Denise Young, Basic Skills (910) 642-7141
Recruiter/HS Equivalency Examiner ext. 432
Office: T-102

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Pre-Registration

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

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

Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern Community College.
High School Equivalency Diploma

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

### Class Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC, B-103</td>
<td>5/18-8/05</td>
<td>MW</td>
<td>8am-5:30pm</td>
<td>SCC Staff</td>
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<td>CCCA-Fair Bluff</td>
<td>5/23-8/03</td>
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<td>Chadbourn Elem</td>
<td>5/23-8/03</td>
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<td>DREAM Ctr</td>
<td>5/23-8/03</td>
<td>M-Th</td>
<td>9am-1:30pm</td>
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<td>Guideway Elem</td>
<td>5/23-8/02</td>
<td>MT</td>
<td>6:30-9:30pm</td>
<td>DFetcher</td>
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<td>Hallsboro Middle</td>
<td>5/23-8/01</td>
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<td>6-9pm</td>
<td>MMobley</td>
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<td>Mt. Olive Headstart</td>
<td>5/23-8/03</td>
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<td>8am-12n</td>
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<td>Mt. Tabor Baptist Ch</td>
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<td>Tri-Cty, Delco</td>
<td>5/24-8/02</td>
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<td>6-9pm</td>
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Sixteen- and 17-year-olds may enroll with special permission. For information, contact Denise Young at (910) 642-7141, ext. 432.

### Online High School Equivalency Diploma Prep

**5/18-8/05**

**Online**

**CBlake**

To get started, call SCC at (910) 642-7141, ext. 401 or visit the Basic Skills Lab on the college campus in B-103.

### Xcelerated High School Equivalency Diploma Classes

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

- **Pre-registration deadline is 6/08.**
- **Pre-registration deadline is 7/13.**

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

To pre-register, call (910) 642-7141, ext. 401

### High School Equivalency Test Dates

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

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.

HSET (CBT & PBT)  **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.

**June**

- 6/06  M  9am-1pm  **CBT (Pearson & TASC)**  SCC, A-222
- 6/06  M  2-7pm  **PBT (TASC)**  SCC, T-120
- 6/07  T  9am-1pm  **CBT (HiSET)**  SCC, A-222
- 6/14  T  8:30am-3pm  **PBT (HiSET)**  SCC, T-120

**July**

- 7/05  T  9am-1pm  **CBT (Pearson & TASC)**  SCC, A-222
- 7/05  T  2-7pm  **PBT (TASC)**  SCC, T-120
- 7/06  W  9am-1pm  **CBT (HiSET)**  SCC, A-222
- 7/19  T  8:30am-3pm  **PBT (HiSET)**  SCC, T-120

**August**

- 8/02  T  8:30am-3pm  **PBT (HiSET)**  SCC,

**HiSET and TASC testing schedules are subject to change.**

Call Denise Young at (910) 642-7141, ext. 432.

### 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.

- **5/24-8/02**
  - TTh 6-9pm  **SCC, B-103**
- **5/24-8/02**
  - TTh 3:30-5:30pm  **Acme Delco Elem**
- **5/29-7/31**
  - Su 10-12n  **Sacred Heart Catholic Ch**
- **5/23-8/02**
  - MT 6-9pm  **TC East Side Bible Min**
Basic Skills Plus - Career & Skills Training classes provide individuals the opportunity to:

**Earn**
- High School Equivalency Diploma
- Career Readiness Certificate
- 3rd Party Credentials

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

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

### Certified Production Technician
- High School Equivalency Diploma
- Industry Recognized Certifications
  - MSSC Certified Production Technician
    - See Pg 16 for more details
  - NC Career Readiness Certificate (CRC)
    - See Pg 7 for more details
  - Infant/Child/Adult CPR/First Aid
  - Forklift Safety
  - OSHA 10-hour General Industry

### Culinary Arts
- High School Equivalency Diploma
- Industry Recognized Certifications
  - Serv Safe
    - See Pg 13 for more details
  - NC Career Readiness Certificate (CRC)
    - See Pg 7 for more details
  - Infant/Child/Adult CPR/First Aid
  - Additional Certifications to be determined

To learn more about this program, please contact: Crystal Griffin (910) 642-7141, ext 391 or email crystal.griffin@sccnc.edu
**Looking for a JOB?**

Not sure where to begin?

Take one of our

**Pre-Employment Skills Classes**

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### 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.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/23-5/27</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>Alman</td>
</tr>
<tr>
<td>6/06-6/10</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
<td>MBromell</td>
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<tr>
<td>6/20-6/24</td>
<td>M-F</td>
<td>9am-1pm</td>
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<td>7/11-7/15</td>
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<td>6-10pm</td>
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<td>7/25-7/29</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
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### Smithfield Pre-Employment Skills

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

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
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<td>5/23-5/27</td>
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<td>6-10pm</td>
<td>SCC, T-122</td>
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<td>6/13-6/17</td>
<td>M-F</td>
<td>6-10pm</td>
<td>Bolton Town Hall</td>
<td>MWade</td>
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<tr>
<td>6/20-6/24</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
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<td>6/27-7/01</td>
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<tr>
<td>7/11-7/15</td>
<td>M-F</td>
<td>9am-1pm</td>
<td>SCC, T-122</td>
<td>MWade</td>
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<td>7/25-7/29</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-122</td>
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### W.E. Bailey/Honeycutt Produce Pre-Employment Skills

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

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<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<td>6/20-6/24</td>
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<tr>
<td>7/25-7/29</td>
<td>M-F</td>
<td>6-10pm</td>
<td>SCC, T-111</td>
<td>AChaisson</td>
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To learn more about these classes, please contact:
Columbus County NCWorks Career Center at (910) 642-7141, ext. 261 or visit our office located in A-building at SCC.
Gain knowledge and skills to qualify for a new job, improve your job search skills, and increase your chances for a successful job search.

- If you are unemployed, underemployed or a dislocated worker, you might be eligible to receive a waiver of class fees.
- Pre-registration is encouraged before the first day of class.
- To pre-register and to apply for the fee waiver, call (910) 642-7141, ext. 261, or visit the Columbus County NCWorks Career Center in A-Building at Southeastern Community College.

**Keys 2 Job Success Lab**

Are you looking for a job but not sure where to begin? Enroll anytime in the employability lab to help boost your job search skills. Come anytime during scheduled hours and receive help from an expert. Stay as long as you like!

Instructor: EBrisbon

<table>
<thead>
<tr>
<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
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<td>5/16-8/05</td>
<td>MWF</td>
<td>8am-5pm</td>
<td>SCC, A-221</td>
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<td>8am-8pm</td>
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**Career Ready 101 Online**

*Other Costs: $30 CRC Testing Fee*

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.

Instructor: SMullins

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<td>T</td>
<td>5-7pm</td>
<td>SCC, A-201</td>
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<tr>
<td>5/25-8/03</td>
<td>W</td>
<td>1-3pm</td>
<td>SCC, T-124</td>
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</table>

**Computer Skills for Job Success**

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

Instructor: MBaldwin

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<td>5/24-7/07</td>
<td>TTh</td>
<td>9am-1pm</td>
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</table>

**Computer-Use Skills: Keyboarding**

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

Instructor: AKeaton

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<td>5/26-8/04</td>
<td>Th</td>
<td>9am-12n</td>
<td>Tri-County Ctr</td>
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**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.

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**HRD Exploring Certified Production Technician (CPT) Career Pathways**

*Other Costs: $30 CRC Testing Fee*

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

Instructor: BCox/SMullins

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<th>Date</th>
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<tr>
<td>5/23-6/13</td>
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<td>8:30am-12:30pm</td>
<td>SCC, T-101A</td>
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</table>

**HRD Exploring Culinary Arts Career Pathways**

*Other Costs: $30 CRC Testing Fee*

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

Instructor: BCox/SMullins

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<td>SCC, T-120</td>
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</table>
A Different Path to a New Career
ON-THE-JOB TRAINING

• Match your skills and abilities
• Learn the qualities most important to employers
• Earn wages while in training or participate in additional skills training programs
• Must qualify for Workforce Innovation & Opportunity (WIOA) Program

Job Exploration
This course explores skills training and on-the-job-training (OJT) programs while enhancing the soft skills that employers require. In addition, participants will explore learning styles, conduct labor market research, create a professional resume and complete a career interest inventory.

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

5/17-5/19 T-Th 9am-1pm SCC, T-124 PSanderson
5/24-5/26 T-Th 6-10pm SCC, T-124 EBrisbon
5/31-6/02 T-Th 9am-1pm SCC, T-124 Alman
6/07-6/09 T-Th 6-10pm SCC, T-124 EBrisbon
6/14-6/16 T-Th 9am-1pm SCC, T-124 PSanderson
6/21-6/23 T-Th 6-10pm SCC, T-124 Alman
6/28-6/30 T-Th 9am-1pm SCC, T-124 EBrisbon
7/05-7/07 T-Th 9am-1pm SCC, T-124 EBrisbon
7/12-7/14 T-Th 9am-1pm SCC, T-124 PSanderson
7/19-7/21 T-Th 9am-1pm SCC, T-124 EBrisbon
7/26-7/28 T-Th 9am-1pm SCC, T-124 Alman
8/02-8/04 T-Th 9am-1pm SCC, T-124 EBrisbon

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

Partnering Industries
• Atlantic Automotive Enterprises
• COUNCIL TOOL
• DMA Goodpoint
• MAXPRO
• PLY GEM

NCWorks career center
Columbus

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.

We’re looking for New Instructors

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.
The Nurse Aide I class introduces basic nursing skills required to provide personal care for patients, residents or clients in a healthcare setting. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the NC Nurse Aide I Registry.

**Nurse Aide I**

*Registration Fee: $180*

*Other Costs: $0.55 student ins, $17.50 malpractice ins, $1.25 student ID, $35 drug screening, $48 clinical background check, $5.50 CPR Card, Nurse Aide Student Study Guide $9.59 w/tax; SCC Nurse Aide I Skills Procedure Bk $6.39 w/tax; CPR for Healthcare Providers $21.30 w/tax*

### DAY (8 weeks)

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<td>8am-1pm</td>
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<tr>
<td>7/06-7/14</td>
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### Weekend (12 weeks)

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<tr>
<td>5/21-8/07</td>
<td>SaSu</td>
<td>8am-4:30pm</td>
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<tr>
<td>7/16-7/31</td>
<td>SaSu</td>
<td>7:30am-3:30pm</td>
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**Nurse Aide II**

*Registration Fee: $180*

*Other Costs: $0.55 student ins, $17.50 malpractice ins, $1.25 student ID, $35 drug screening, $48 clinical background check, $5.50 CPR Card, Adv Skills for Healthcare Providers $125.67 w/tax; CPR for Healthcare Providers $21.30 w/tax*

### EVENING (11 weeks)

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<td>7/02-7/31</td>
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<td>7:30am-4:30pm</td>
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**Need Financial Assistance with Training Costs?**

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

Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.

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**Dialysis Technology Requirements**

*Class size is limited. Pre-registration is required.*

*Call (910) 642-7141, ext. 221, 229 or 230.*

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:

- *Copy of your high school transcript; adult high school diploma; or high school equivalency diploma.*
- *TABE reading test score - 585 minimum scale score on 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)*

On the day of registration, bring your driver’s license or DMV picture ID, your social security card, and required course fees.
### Dialysis Technology (Class size limited.)

**Registration Fee:** $180  
**Other Costs:** $0.55 student ins, $17.50 malpractice ins, $1.25 student ID, $17 TB Skin Test, $5.50 CPR Card, Dialysis Tech Core Curriculum 5th Ed $40 w/tax; CPR for Healthcare Providers $20 w/tax  
**Instructor:** SSellers

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. Class format includes lecture, laboratory, and clinical activities. 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.

<table>
<thead>
<tr>
<th>DAY (11 weeks)</th>
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<td>7/07-8/09</td>
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### Other Costs:
- $0.55 student ins
- $17.50 malpractice ins
- $1.25 student ID
- $17 TB Skin Test
- $5.50 CPR Card
- Dialysis Tech Core Curriculum 5th Ed $40 w/tax
- CPR for Healthcare Providers $20 w/tax

### Medical Terminology

**Registration Fee:** $125  
**Other Cost:** Medical Terminology for Health Professions 8th Ed $112.09 w/tax

An understanding of hundreds of complex medical terms is essential for anyone working in any capacity in a medical office. Students will learn spelling, pronunciation and meaning of a wide range of medical terms. This course is a prerequisite for Healthcare courses.

**Instructor:** JHall  
**5/24-8/09** T | 5:30-9pm | SCC, A-230  
**5/19-8/11** Online | SCC, Moodle***

### Medical Transcription

**Registration Fee:** $125  
**Other Cost:** Medical Transcription 3rd Ed $105.23 w/tax

Course work includes instruction in basic medical transcription and computer operations for providing assistance in the preparation of medical documents. The instructor will refer to medical terms to support the students understanding of the medical office environment. Critical issue discussions will address areas of ethical and legal topics of patient care.

**Instructor:** JHall  
**5/19-8/11** Online | SCC, Moodle***

### Certified Professional Coders Exam Review

**Registration Fee:** $125

This course will review each section of the CPC certification exam in detail and provide practical examples, sample questions and test taking techniques. If you have coding experience or have successfully completed healthcare medical coding courses, this course will optimize exam preparation and take your coding career to the next step.

**Instructor:** JSimmons  
**5/26-8/04** Th | 6-9pm | SCC, A-230

### Healthcare Billing & Coding Specialist - ICD-10

**Registration Fee:** $180  
**Other Cost:** Understanding ICD 10 3rd Ed & Access Code $154.79 w/tax; CPT 2016 Prof Ed $121.70 w/tax

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.

**Instructor:** JHall  
**5/24-8/09** T | 5:30-9pm | SCC, A-230

### Introduction Optical Careers

**Registration Fee:** $70  
**Other Cost:** $19.22 w/tax

This hands-on class will introduce and equip students with the basic skills necessary to gain employment at an optical office. Topics include: understanding & reading glasses/contact lens prescriptions, selling and ordering optical supplies, dispensing glasses/contact lenses and dealing with patient’s optical needs successfully.

**Instructor:** SSellers  
**5/19-8/11** Online | SCC, A-230

### Need Financial Assistance with Training Costs?

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

**Healthcare Provider CPR**
*Registration Fee: $70*
*Other Cost: $5.50 cert card + BLS for Healthcare Providers $19.22 w/tax*

_Pre-registration Required!_ 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.

6/11  
_Sa_  
_8am-12:30pm_  
_SCC, HHS-141_

**Pulmonary Class**
*Registration Fee: $70*
*Other Cost: $0.55 ins*

_Students must pre-registration by July 25th!_ This class will be an overview of pulmonary anatomy and pathophysiology of pulmonary emergencies. There will also be a live tissue lab.

8/13  
_Sa_  
_8am-5pm_  
_SCC, HHS-135_

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**Public Safety - EMS/Fire Training**

**EMT - Basic Initial Hybrid**
*Registration Fee: $180*

*Other Cost: $0.55 ins + Emerg Care Transport of Sick & Injured $192.15 w/tax*

To enroll in this course, students must score successfully on the Accuplacer reading and/or math assessment.

Learn how to perform patient assessments; basic life support techniques including airway injuries; child-birthing; lifting/moving patients to medical facilities and more.

_Instructor: CMeares_

**Required on-campus attendance - 5/09/16**

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<th>Start Date</th>
<th>Duration</th>
<th>Location</th>
<th>Credits</th>
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<td>5/09-5/22</td>
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<td>SCC, HHS-133</td>
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<tr>
<td>5/23-8/11</td>
<td>MTTTh</td>
<td>6-10pm</td>
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**EMT - Paramedic (Session 2 of 4)**
*Registration Fee: $180*

*Other Cost: $0.55 ins + Nancy Caroline's Emerg ETC Set $272.21 w/tax*

This course follows the guidelines established by the NC Office of EMS. Student prerequisites: successful completion of an EMT-Basic course; high school diploma or high school equivalency diploma.

_Instructors: DClewis/Greene_

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**EMS Online Con Ed**
*Registration Fee: $70 (per topic)*

This will be an opportunity to take EMS Continuing Education hours/topics online. _To pre-register, call (910) 642-7141, ext. 314._ All classes will be held Online through SCC Moodle.

_June_
- Septic Shock/Hypovolemic Shock

_July_
- ALOC/Drug OK, Diabetic

_August_
- Pediatric emergencies (epiglottis, croup, respiratory emergencies, hypovolemic shock)

_Must register by the 5th of each month._

---

**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

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**FIREFIGHTER TRAINING**

**Agriculture Rescue**
*Registration Fee: $70*

_Pre-registration Required!_ This is the only class before the changes in July 2016.

This course is a component of the NC Fire and Rescue Commission Technical Rescuer (TR) certification. The class presents the Technical Rescuer with the elements that come into play at agricultural machinery rescue incidents. Pre-planning, site surveys, incident plans and size up will be covered. Design features of various pieces of farm equipment will be discussed. Upon completion, the Technical Rescuer will have practical skills for correctly gaining access to, stabilizing the environment, the machinery, and the patient; as well as packaging and removing the patient from an agricultural rescue incident.

6/23-6/26  
_ThF_  
_6-10pm_  
_SCC, HHS-133_

**TR Confined Space**
*Registration Fee: $125*

_Pre-registration Required!_ This will be the only class offered during 2016.

This series will present the Technical Rescuer with the knowledge, skills, and ability to satisfy the requirements of Confined Space of NFPA 1006: Standard for Technical Rescue Professional Qualifications.

6/04-6/19  
_SaSu_  
_8am-7pm_  
_Acme Delco F&R_

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Contact Stephanie Kriner at (910) 642-7141, ext. 314 to register for the Accuplacer assessments.
Career Pathway

Introduction to Culinary Arts: Quality Food Services

Registration Fee: $180
Other Cost: $0.55 ins + $5.50 CPR card & Serv-Safe Manager Book 6th Ed (incl Exam Answer Sheet) $80.06 w/tax

Large and small employers 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 have the opportunity to earn 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
6/13-7/28 M-Th 8:30am-12:30pm SCC, T-118

Related Class Offering:
HRD Exploring Culinary Arts Career Pathways
Fee Waived
Other Costs: $30 CRC Testing Fee

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

Instructor: BCox/SMullins
5/23-6/09 M-Th 9am-12n SCC, T-120

To pre-register or for more information about financial assistance, contact Brenda Orders, Director of Continuing Education at (910) 642-7141, ext. 317 or e-mail brenda.orders@sccnc.edu

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.

Workforce Continuing Education Training

Basic Accounting
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Attend this class to learn how to classify and record basic business transactions; data entry into an account, chart accounts, prepare financial statements and identify basic accounting terms.
Instructor: NMcColskey
6/06-8/01 M 6-9pm SCC, A-212

Effective Teacher Training/Active Shooter/Bloodborne Pathogens
Registration Fee: $70
This course is required to teach or substitute in Columbus County and Whiteville City School systems. Topics include: Developmentally Effective Teaching Strategies, Behavior Management, Classroom Management Strategies, Procedures for Emergency Situation, North Carolina Course of Study, North Carolina School Policy, Legal Issues and more. 100% attendance required.
Instructor: BYates
6/13-6/28 MTTh 9am-12n SCC, A-212

Sign Language
Registration Fee: $70
This is an overview of sign language, its basic vocabulary, structure, syntax and grammar. Students will focus on mastering fingerspelling, numbers, colors, facial grammar and sentence structure; students will also learn conversational/cultural behaviors necessary to hold a beginning-level conversation in sign language, with deaf/hard-of-hearing users of the language. Introductory information about deaf culture will also be presented.
Instructor: SRowell
6/16-8/04 Th 6-9pm SCC, A-228

Spanish in the Workplace
Registration Fee: $70
This course will provide you with an opportunity to learn basic conversational skills and gain a better understanding of Hispanic culture. The course is designed to provide instruction for Spanish commonly used in a management or supervisory role, Spanish-speaking customers or for anyone who anticipates doing business with Hispanics.
Instructor: SRowell
6/14-8/02 T 6-9pm SCC, A-228

Pre-registration is encouraged. Call (910) 642-7141, ext. 296, 397 or 425.
Changes to the 2014 NEC Pt II
Registration Fee: $70
Other Cost: $10 class materials & lunch + 2014 NEC $90.74 w/tax
In order to renew your electrical license, the North Carolina State Board of Examiners of Electrical Contractors requires that you complete 8 hours of continuing education each year.
Instructor: TQuinn
7/16 Sa 8am-4:30pm SCC, T-122

DMV Dealer License Renewal
Registration Fee: $70
Other Cost: $10 class materials & lunch
Dealers who attend this 6-hour course will earn a certificate of completion that must be submitted to DMV when renewing their license.
Instructor: TBA
6/22 W 9am-3:30pm SCC, T-120
8/03 W 9am-3:30pm SCC, T-120

DMV Dealer Pre-License Preparation
Registration Fee: $70
Other Cost: $5 class materials
This 12-hour course is for those who are trying to receive their license to become independent auto dealers.
Instructor: TBA
7/12 & 7/14 TTh 9am-4pm SCC, T-120

NC EPA Certification
Registration Fee: $70
Other Cost: $5 class materials
This course prepares students for the NC Certification exams in: Type I: Small Appliance, Type II: High Pressure Appliance, Type III: Low Pressure Appliance and Universal Certification: Types I, II and III.
Instructor: KFairfax
6/27-6/30 M TTh 5:30-9:30pm SCC, M-116

NC Escort Vehicle Operator Certification
Registration Fee: $70
All escort vehicle operators are required to obtain an approved certification prior to performing the duties of an oversize/overweight load escort vehicle operator in North Carolina.
Instructor: MCreech
6/11 Sa 8am-5pm SCC, T-122
8/06 Sa 8am-5pm SCC, T-122

NC Escort Vehicle Operator Re-Certification
Registration Fee: $70
The purpose of this course is to provide certified vehicle escort operators a standardized re-certification training program for the state of NC.
Instructor: MCreech
6/04 Sa 8am-12n SCC, T-122
7/30 Sa 8am-12n SCC, T-122

NC Vehicle Safety Inspection
Registration Fee: $70
Other Cost: $5 class materials
This eight-hour course will certify vehicle safety inspectors in accordance with the NC Department of Transportation Laws.
Instructor: MCreech
6/07 & 6/09 TTh 6-10pm SCC, T-111
8/02 & 8/04 TTh 6-10pm SCC, T-120

Work Zone Flagger Program
Registration Fee: $70
Other Cost: $5 Flagger Training Book
Training is required by NC-DOT for all employees directing traffic and to provide safe passage in a work zone within a DOT Right-of-Way.
Instructor: MCreech
7/09 Sa 9am-1pm SCC, T-122

Notary Public
Registration Fee: $70
Other Cost: Notary Public Guidebook for NC $29.89 w/tax
This class covers qualifications and requirements for the office, fees, general powers and limitations, oaths, depositions, and papers notarized in error. Students are required to have a high school diploma or High School Equivalency Diploma to attend class. A valid picture ID will be required at registration.
Instructor: NTolley
6/07 & 6/09 TTh 5:30-9:30pm SCC, T-120
8/02 & 8/04 TTh 5:30-9:30pm SCC, T-122

Pre-registration is encouraged. Call (910) 642-7141, ext. 296, 397 or 425.
Basic Electrical Wiring  
*Registration Fee: $180*

*Other Cost: $0.55 ins*

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

Instructor: RWalker  
6/07-7/28  
T/Th  
6-10pm  
SCC, B-106

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Electrical Wiring for the Farm  
*Registration Fee: $70*

*Other Cost: $0.55 ins*

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

Instructor: DTurner  
7/09-8/06  
Sa  
9am-12n  
SCC, B-106

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HVAC: Heating and Air Conditioning  
*Registration Fee: $180*

*Other Cost: $0.55 ins*

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

Instructor: KFairfax  
5/17-8/04  
T/Th  
6-10pm  
SCC, M-131A

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Introduction to Masonry  
*Registration Fee: $70*

*Other Cost: $0.55 ins*

Learn to create, block, brick and concrete projects with the basic knowledge, training and practical hands-on experience for masonry and bricklaying.

Instructor: LLeggett  
6/07-7/26  
T  
6-9pm  
SCC, M-131B

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Introduction to Welding  
*Registration Fee: $180*

*Other Cost: $0.55 ins*

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  
5/20-7/30  
FSa  
9am-1:30pm  
SCC, M-134

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Welding  
*Registration Fee: $180*

*Other Cost: $0.55 ins*

Designed to introduce the student with the safety procedures and practices as well as the practical work in welding and cutting, this course will focus on the fundamentals and procedures used in 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.

Instructor: AHester  
5/23-8/09  
MT  
5:30-10pm  
SCC, M-134

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Welding and Pipefitting  
*Registration Fee: $180*

*Other Cost: $0.55 ins*

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

Instructor: EDent  
5/18-8/04  
W/Th  
6-10pm  
SCC, M-134

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Need Financial Assistance with Training Costs?

Columbus County NCWorks Career Center has a variety of programs that may assist with training expenses for eligible students. Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
Building a Safety Team  
**Registration Fee:** $70  
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  
6/25  Sa  8:30-11:30am  SCC, T-122

CNC Operator  
**Registration Fee:** $180  
**Other Cost:** $0.55 ins

Instrumentation and Controls  
**Registration Fee:** $125  
**Other Cost:** $0.55 ins  
This course is designed to provide students with a basic understanding of the concepts related to industrial electronics and control systems. Students are exposed to industrial semiconductors, AC and DC motors, discrete and analog process control, switches and sensors, control systems, and principles of automation.

Instructor: DTurner  
5/23-7/07  M-Th  5:30-8:30pm  SCC, T-101C

OSHA 10 Hour for Construction  
**Registration Fee:** $70  
**Other Cost:** $8 cert card  
Participants will receive an OSHA 10 Hour Construction Certification upon completion of this training.

Instructor: TBA  
8/02 & 8/04  T-Th  8:30am-1:30pm  SCC, HHS-141

OSHA 10 Hour for General Industry  
**Registration Fee:** $70  
**Other Cost:** $8 cert card  
Participants will receive an OSHA 10 Hour General Industry Certification upon completion of this training.

Instructor: TBellamy  
7/18-7/19  M-T  5-10pm  SCC, T-120

Programmable Logic Controllers (PLC)  
**Registration Fee:** $125  
**Other Cost:** $0.55 ins  
This course introduces PLC fundamentals and associated component applications. This course includes the following topics: generation of process logic application with wiring schematic, internal wiring with a provided PLC panel and installation tools, system basic check out, commissioning and start-up sequencing.

Instructor: DTurner  
5/24-7/26  T  5:30-8:30pm  SCC, T-101C

Safety 101  
**Registration Fee:** $70

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: GLong  
6/25  Sa  8:30-11:30am  SCC, T-120  
7/18  M  5:30-8:30pm  SCC, T-122

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**NEW**

**Industrial/Skilled Trades**

**NEW**

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

Contact the NCWorks Career Center immediately at (910) 642-7141, ext. 261 or visit the Center at SCC, A-Building to begin the eligibility process.
You will gain the skills needed to be successful in this growing industry! You’ll learn essential skills for high-demand jobs in advanced manufacturing. While you’re at it, you will also earn industry-recognized certifications. By the end of the program, you’ll increase your employability for high-demand, well paying jobs.

To pre-register or for more information about financial assistance, contact Mark Lennon, Director of Industrial & Workforce Training at (910) 642-7141, ext. 225 or e-mail mark.lennon@sccnc.edu

**NCWorks Customized Training Program**

**What We Do**

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

- Job Growth
- Technology Investment
- Productivity Enhancement

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

**How We Do It**

Our services range from:

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

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

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

**Why We Do It**

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

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

**Certified Production Technician (CPT) Pathway**

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

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

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

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

**HRD Exploring CPT Career Pathways**

<table>
<thead>
<tr>
<th>Fee Waived</th>
<th>Other Costs: $30 CRC Testing Fee</th>
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<tr>
<td>5/23-6/13</td>
<td>M-F 8:30am-12:30pm SCC, T-101A</td>
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</table>

**Certified Production Technician**

<table>
<thead>
<tr>
<th>Registration Fee: $180</th>
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<tbody>
<tr>
<td>Other Costs: $0.55 ins + MSSC Certification fees $240; CPR/First Aid card $5.50; Participant Guide/cert card $4.50; 10-Hr OSHA card $8</td>
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</table>

| 6/14-8/05 | M-F 8:30am-1:30pm SCC, T-101A |

Job Search options will be discussed at completion of CPT Training.

To pre-register or for more information about financial assistance, contact Mark Lennon, Director of Industrial & Workforce Training at (910) 642-7141, ext. 225 or e-mail mark.lennon@sccnc.edu
Computer/Technology Skills

Microsoft Office Certification Prep
Registration Fee: $70
A core-level candidate for the Microsoft Word, Excel, PowerPoint or Access 2016 exam should know and be able to demonstrate the correct applications of each program independently. This course is designed for participants that have Microsoft Office applications experience and want to prepare for the Microsoft Office Specialist (MOS) Certification exam, which validates a high degree of understanding and proficiency with the software.
Instructor: EBone
6/02-7/21 Th 6-9pm SCC, CART-108

Microsoft Word 2013
Registration Fee: $70
In this Word 2013 class, students will learn advanced formatting, use Word 2013 drawing tools, create and manage tables, and work with column layouts.
Instructor: GCable
6/08-7/27 W 6-9pm SCC, CART-108

Understanding New Media
Registration Fee: $70
This course is designed to provide instruction on how to use new media to improve communities and grow businesses. The course will cover a wide range of media platforms. From social media, branding and understanding how the internet sees you, to what to look for when making your own or paying for a website. There is something in this course for anyone interested in new media.
Instructor: EMcGee
6/07-7/26 T 6-9pm SCC, CART-108

Word 2013 Online/Hybrid
Registration Fee: $70
You will learn the basic features and functions of Microsoft Word 2013. Also learn about computer concepts, the new Windows 8 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.
Instructor: EBone
6/07 T 6-9pm SCC, CART-110
6/07-7/26 Online SCC, Moodle

Basic Digital Photography
Registration Fee: $70
Instruction will progress from basic camera operation to a solid foundation in the knowledge of today’s digital photography and equipment. Students will do weekly photo projects and participate in a local field trip.
Instructor: BLong
6/06-8/01 M 6-9pm SCC, CART-126

Edit Like a Pro
Registration Fee: $70
Take your photographs to the next level! This class will concentrate on 3 programs to develop and enhance your skill of editing images like a pro. This class will also show you step by step on making videos of your images set to music; collages; restoring old photographs and much more. You will learn to turn your photographs into works of art to impress!
Instructor: BLong
6/14-8/02 T 6-9pm SCC, CART-126

Taming Natural Light
Registration Fee: $70
Understanding natural light is the foundation of photography. This class will give students the ability to become comfortable working with available light without the use of flash and will focus on indoor and outdoor natural light to maximize strong photography skills. By focusing on natural light, photographers will build a solid foundation to create a tool box of strategies that will take their photographs to the next level.
Instructor: BLong
6/16-8/04 Th 6-9pm SCC, CART-126

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) 642-7131, ext. 317, borders@sccnc.edu or visit SCC, T-108.

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.
A+ Computer Repair
Registration Fee: $180
This program is the industry standard for validating the skills expected of entry-level computer technicians. Students will gain the needed knowledge of basic computer hardware and operating systems. The course will cover the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance and you'll learn elements of customer service and communication skills necessary to work with clients.
Instructor: RBoren
5/19-8/09 TTh 5-9:30pm SCC, B-107

Making the Most of the Internet
Registration Fee: $70
This course will cover what you need to know to tap into more of the incredible power of the Internet. Topics include: browser basics, finding information, email and other communications, downloading and storing data, wireless networks and security and e-commerce.
Instructor: MBaldwin
6/07-7/26 T 6-9pm SCC, CART-130

QuickBooks Pro
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Discover how this user-friendly software program can make business recordkeeping fast and accurate. Through lecture and hands-on exercises, you will discover how the applications can streamline business processes.
Instructor: GCable
6/09-7/28 Th 6-9pm SCC, T-126

Using the Computer & Managing Files
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Attend and receive a thorough introduction to basic computer skills. Topics include: mouse use, windows navigation, exploring software, how and where to store documents and file management, simple editing copy and paste and a brief look at the Internet.
Instructor: MBaldwin
6/09-7/28 Th 6-9pm SCC, T-126

Weebly Website Design for Small Business Owners
Registration Fee: $70
Financial assistance may be available through NC Tobacco Trust Fund Commission.
Learn how to build a beautiful website in a few easy steps using Weebly. This course is for the absolute beginner who wants great results without a steep learning curve.
Instructor: EBoone
6/06-8/01 M 6-9pm SCC, T-126

ATTENTION!!
Columbus FARMS: Fostering Agriculture Resources for Money & Success

Basic Accounting
Registration Fee: $70
See Pg 12 for more details

Electrical Wiring for the Farm
Registration Fee: $70
See Pg 14 for more details

QuickBooks Pro
Registration Fee: $70
See Pg 18 for more details

Using the Computer & Managing Files
Registration Fee: $70
See Pg 18 for more details

Weebly Website Design for Small Business Owners
Registration Fee: $70
See Pg 18 for more details

Participants may be eligible for registration assistance.
For more information, contact the Columbus County NCWorks Career Center at (910) 642-7141, ext. 261.
This project received funding from the N.C. Tobacco Trust Fund Commission.
Welcome
www.ed2go.com/sccnc

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

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

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

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

Classes

Administrative Assistant Fundamentals
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Introduction to Business Analysis
Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions. The days of making critical business decisions by instinct or coin toss are long gone. If you are planning a career in business, you cannot afford to miss this course!

Introduction to Interior Design
Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms. You’ll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you’ll explore a range of careers in interior design and get insider tips for entering this exciting field.

Stocks, Bonds and Investing: Oh My!
Stocks, Bonds, and Investing; Oh My! is an enjoyable class that walks you through the fundamentals of investing. The course will not only teach you about the stock markets, 401k plans, and retirement, but it will also address personal and business financial issues that are often ignored, but absolutely essential, to your success as an investor.

Business Classes

• Advanced Grant Proposal Writing
• Becoming a Grant Writing Consultant
• Business Finance for Non-Finance Personnel
• Business & Marketing Writing
• How to Get Started in Game Development
• Intro to QuickBooks Online
• Marketing Your Non-Profit
• Start Your Own Online Business
• Starting a Consulting Business
• Starting Your Own Business in Health & Healing

For more information, contact Brenda Orders (910) 642-7141, ext. 317 or e-mail brenda.orders@sccnc.edu
For a complete list of classes visit:  www.ed2go.com/sccnc

**Computer Applications/Technology**
- Adobe Acrobat X
- Blogging & Podcasting for Beginners
- Dreamweaver CS6
- Flash CS6
- InDesign CC
- Introduction to Camtasia Studio 8
- Introduction to Google Analytics
- Introduction to Lightroom CC
- Microsoft Access, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Word
- Understanding the Cloud
- Write Effective Web Content

**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.
- Creating Classroom Centers
- Empowering Students with Disabilities
- Survival Kit for New Teachers
- Teaching Students with ADHD
- Understanding Adolescents

**Digital Photography**
- Discover Digital Photography
- Photographing Nature with Your Digital Camera
- Photoshop CC for the Digital Photographer
- Travel Photography for the Digital Photographer

**Veterinary**
- Become a Veterinary Assistant
- Become a Veterinary Asst II: Canine Reproduction
- Become a Veterinary Asst III: Practical Skills
- Start a Pet Sitting Business

**Healthcare & Medical**
- Certificate in Healthy Aging
- HIPPA Compliance
- Introduction to Biology
- Medical Math
- Medical Terminology

**Become a Physical Therapy Aide**
Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders.

**Become an Optical Assistant**
If you think you’d like to become an optical assistant, this is the course for you! We'll take a comprehensive look into the diverse world of optical assisting—a world that’s becoming more exciting all the time. You’ll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems.

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

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

**Explore a Career in Medical Writing**
Take your first step toward a lucrative and rewarding career as a medical writer; no specialized or advanced degrees required! In this course, you’ll learn about the different types of medical writing that you can do, how to break into and succeed in this industry, and how to write effectively on medical topics, whether you’re writing for healthcare providers, patients, or regulatory organizations like the U.S. Food and Drug Administration.

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

**For a complete list of classes visit:**  www.ed2go.com/sccnc
Small Business Center FREE Seminars

ABC's of Starting a Business
Discussions will include: what does it take to be an entrepreneur, how do I chose the right legal entity, do I need a business plan, where can I get money, who are grants for and more.

6/02  Th  11:30am-1:30pm  SCC, T-111  MTerrell

50 Home Based Businesses
Offered by the US Small Business Administration, topics will include start-up requirements, the business plan, the marketing plan, the financial plan and how to obtain alternative lending for your home based business.

6/06  M  5-7pm  SCC, T-111  DSpry

Basic Proposal Writing for Military or Government Business
Attend to increase your understanding of the proposal development process and learn how to determine if procurement is a good fit for your business. You will identify submission requirements; what information to include in your proposal; and how the Government will evaluate the proposals for award.

6/08  W  1-4pm  SCC, T-111  LGrissom

Creating a Positive Workplace in Your Small Business
Through the use of humor, learn how perceptions, thoughts and thinking impact outlook and behavior. In the end, you will be able to apply positivity to your business, increase productivity, and discover a new way of doing things.

6/14  T  10am-12n  SCC, T-111  MPrevatte

Do You Have What It Takes to Own a Business?
Evaluate your strengths and weaknesses as the future owner of a small business. During this seminar, attendees will take an entrepreneur’s inventory to determine their potential success, discuss the top priorities when starting a business and overview of the business plan process.

6/16  Th  6-8pm  SCC, T-111  BCox

Home Based Business Taxes
What are the tax rules for a home based business? How do I organize my work center or office in my house to be eligible to claim a home office? Learn tips for keeping up with expenses on your home and learn when a home office is not deductible.

6/21  T  6-9pm  SCC, T-120  AAlden

How to Write, Implement & Execute a Successful Business Plan
This seminar will take you through the development of a functional business plan and how to use the plan to ensure a successful start to your business. Day-to-day business operations will be discussed along with developing long-term goals.

6/27  M  5-7pm  SCC, T-111  DSpry

Financing Your Small Business
The North Carolina Rural Economic Development Center offers this seminar to assist small business owners and prospective entrepreneurs with resources available for small businesses. Learn how to best access services as you start, grow and manage your business.

6/28  T  6-8 pm  SCC, T-111  DWilliams

The Vision, Mission & Service of Faith Based Organizations
This seminar is designed to equip clergy, community affiliates and church leaders to serve, lead and enhance ministry skills for the church body and the community. These items include: providing leadership in all types of congregations (especially small and rural); and helping new organizations get started. This seminar will utilize real life applications of church and community based vision and mission statements and how it leads to or hinders practical ministry.

7/07  Th  6-9pm  SCC, T-111  KVickers

Leading Board Practices for Non-Profits
Non-profit organizations are required to have Board members. However, their role and responsibilities are often misunderstood. This seminar will teach participants the essential skills and practices needed to improve the Board’s overall function and performance.

7/12  T  6-9pm  SCC, T-111  ALewis

Finding & Bidding on Military & Government Business Opportunities
Learn how to find and identify Government opportunities to win for your business. Also, learn how to read a Government announcement (synopsis) & quickly identify set aside requirements and other pertinent information. You will understand the different types of synopses, and learn what is required to respond to the opportunity, and submit a bid.

7/13  W  1-4pm  SCC, T-111  LGrissom

Setting Goals & Understanding Financials
Learn how to set realistic short and long term goals in your business. Also, determine if your business idea has the potential for profit and how long before you can realize that profit.

7/14  Th  6-9pm  SCC, T-111  JBarnhill

337 Ways to Enhance Sales and Increase Profits in Your Business
This seminar is a “must see” for those small businesses seeking to gain maximum exposure of their product or service within their community and be able to better measure the effectiveness of their marketing efforts through a step by step formula.

7/18  M  5-7pm  SCC, A-212  DSpry

Self-Employment Income & Deductions
This seminar focuses on how to report income and how to gather all the deductions the small business or self-employed person can claim on their taxes. Handouts and examples will help guide the participant in organizing for tax preparation.

7/26  T  6-9pm  SCC, A-212  AAlden

Intro to Bookkeeping and QuickBooks Pro
Learn basic accounting terms and concepts along with how to create and analyze financial statements for your business.

7/28  Th  6-9pm  SCC, A-212  JBarnhill
Should Your Business be Certified?
Learn about various government agencies and private entities that offer certification and programs that support the certification of minority/women/disadvantaged business enterprises.
8/02 Th 11:30am-1:30 pm SCC, T-111 MTerrell

Writing Non-Profit By-Laws
Every non-profit must have a written agreement that governs how the organization should operate. By-laws are internal documents that must be well-written and carefully planned to ensure legality and productivity. This seminar will cover the major components of non-profit by-laws and how they should be formatted.
8/02 T 6-9 pm SCC, T-111 ALewis

Use GOOGLE Tools to Get Your Business Online for $10
Seminar attendees will learn how Google products can easily be used to address their basic startup needs including a website, phone system, email, texting, CMS (customer management system), document storage, video marketing and much more for approximately $10!
8/04 Th 6-9pm SCC, T-111 TLyden

How to Increase Your Credit Score to Over 740 Points; Prepare for a Bank Business Loan!
In this seminar, we will discuss the history of credit scoring, how to read a credit report and what factors are used in calculating your FICO or Beacon score. You will also learn information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days.
8/09 T 6-9pm SCC, T-111 BMoore

Intro to Building a Website & Using Social Media for Your Business
This is a hands-on seminar where you will learn the basics of creating a website and using different types of social media to promote your business.
8/11 Th 6-9pm SCC, T-111 JBarnhill

10 Rules for a Successful Small Business

- **Target** - Narrow your focus and broaden your appeal
- **Be Different** - Stand out from an overcrowded marketplace
- **Build a Team** - Employ a person to be part of a team to build your business
- **Be Fast** - Return calls and emails promptly
- **Say Thank You** - Tell your customers and employees how much you appreciate them
- **Be Consistent** - A customer must get the same experience from everyone in your organization
- **Smile** - Customers buy because they like you
- **Fanatical Optimism** - Attitude will always win out in the end
- **Sell Soft** - Do what is truly best for your customer.
- **Leave Your Comfort Zone** - Never accept the idea that this is the way you've always done it.

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

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

**Defensive Driving (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. 8-hour Defensive Driving classes will be held July 9 from 8am to 5pm on the Southeastern Community College campus.

For more information or to register for a class, call (910) 642-7141, ext. 296, 397 or 425.

Southeastern Community College's Workforce Continuing Education Programs are here to help you SUCCEED

Workforce Continuing Education offers:

- **AFFORDABLE** classes
- **FREE** small business seminars
- **FEE-WAIVED** skills training for job seekers
- **GRANT-FUNDED FINANCIAL** assistance for those who qualify

Whether it’s basic skills, healthcare, computers, professional development, or personal interest, we have something for everyone.

Pre-registration is required for all seminars. For more information about SCC’s Small Business Center or to pre-register, contact Brenda Orders (910) 642-7141, ext. 419 or e-mail brenda.orders@sccnc.edu
Personal Interest

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

Cake Decorating
Registration Fee: $45

Learn proper icing consistencies, frost cakes smoothly and use a bag and various decorating tips to add borders and flowers. Supplies will be available for purchase at the first class.
Instructor: CSimmons
5/23-7/11 M 6-9pm SCC, T-118

Joy of Painting
Registration Fee: $60

Using the Bob Ross wet-on-wet method of oil painting, you will be introduced to the proper technique of prepping the canvas, various brushes and knives, and application of the medium. This technique omits the traditional wait for each paint layer to dry and speeds up the entire process. In fact, students will be able to complete a ready-to-frame painting during each class. Class materials will be discussed at first class.
Instructor: MManess, Bob Ross Certified Instructor
6/06-7/05 M 6-9pm SCC, D-112

Quick & Delicious Party Foods
Registration Fee: $45
Other Cost: $0.55 ins

Join us and learn how to create delectable finger foods and rich mini-desserts for elegant parties and showers along with simple-to-make munchies for casual gatherings.
Instructor: CSimmons
5/24-6/28 T 6-9pm SCC, T-118

Kick-Boxin’
Registration Fee: $40
Other Cost: $0.55 ins

Bring it on! Burn calories and gain strength by kicking boxin’ into a healthier you! No equipment needed. Optional: Weighted gloves/ankle weights
Instructor: JPittman
6/16-7/21 Th 4-5pm SCC, NES-219

Power Step
Registration Fee: $40
Other Cost: $0.55 ins

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)
Instructor: JPittman
6/16-7/21 Th 5:30-6:30pm SCC, NES-219

Health Wellness
Registration Fee: $43
Other Cost: $0.55 ins

Get started on a healthier lifestyle. Exercise in SCC’s gym on cycles, treadmills, steppers, abdominal crunch apparatus, and weight machines.
Instructor: RThompson
6/02-8/04 MTh 6:15-7pm SCC, NES-106

Total Body Workout
Registration Fee: $43
Other Cost: $0.55 ins

A total body workout routine is a great way to stay fit, healthy, and energetic. Rather than focus on the same muscle group every time you hit the gym, it’s important to concentrate on your body as a whole. Learn how to plan a total body workout routine to help tone and tighten the entire body from shoulders to calves leaving you with a complete feeling of satisfaction and balance. All that is required to perform the total body workout is a good pair of tennis shoes and sheer will power.
Instructor: RThompson
6/02-8/04 MTh 5:15-6pm SCC, NES 217

Yoga
Registration Fee: $64
Other Cost: $0.55 Ins

This course introduces students to Yoga practice in the classical sense. This includes awareness of the breath and breathing exercises, mindfulness meditation, and the physical postures most often associated with Yoga in the West. All participants are encouraged to practice at their own level of comfort. Participants may wish to purchase their own Yoga mat for the class and wear comfortable clothes. Yoga is typically practiced barefooted for comfort and safety, (socks may slip).
Instructor: VBalogh
5/24-6/28 TTh 4-5pm SCC, NES 217

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Southeastern Community College
Succeeding Together.

Don’t put your education on hold for the summer!
Get started on a career training program or earn university transfer credits.

2016 Curriculum Summer Schedule

10-Week Session - May 18 to July 28
8-Week Session - June 6 to July 28
First 5-Week Session - May 18 to June 22
Second 5-Week Session - June 23 to July 28

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

Southeastern Community College
4564 Chadbourn Hwy.
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