Summer Semester, 2008
Corporate, Business and Outreach – Continuing Education

McDowell Technical Community College offers life-long learning opportunities to any adult, regardless of his/her educational background, through Continuing Education. A variety of courses are available and are designed to provide educational opportunities to prepare for an occupation, to upgrade or maintain individuals already employed, and/or to provide cultural and general interest for one’s personal self-improvement. The classes are non-credit and vary in length and price.

Please call one of the following for additional information concerning these courses or any course you would like to take that we have offered:

Deborah 828-652-9673
Lorrie 828-652-9662
Tanja 828-659-0422
Neal 828-652-9673

Certification Classes
Air Conditioning Recycling and Recovery
This is a series of classes designed for Technician Certification in CFC Refrigerant Recycling/Recovery. There will be instruction for Type I, Type II, Type III and Universal certification. The class consists of 6 contact hours classroom instruction and 2-3 contact hours state testing.

Instructor: TBA
Registration Fee: $50.00 plus cost of book ($15.00)
(Time is also a separate testing fee of $25.00 that will be mailed with the completed testing materials.)
Registration and payment is required now due to the time of the class.
Location: MTCC Campus, William Harold Smith Bldg.
Dates: Saturdays, May 10, 17, and May 31
Time: 9:00 am – 12:00 noon

Notary Public
This class is designed to prepare the participant to be commissioned as a Notary Public. Topics to be covered are registration and payment requirements, general powers and limitations, certifications, oaths and affirmations, dispositions, affidavits and negotiable instruments. Participants must have completed high school or the equivalent.
Instructor: Charletta M. Lytle.
Registration Fee: $50.00 per hour (22.30 new edition)
Pre-registration and payment is required now.
Location: MTCC Campus, William Harold Smith Bldg.
Time: 9:00 am – 5:00 pm

Advanced Cardiac Life Support
May 9, 2008
Time 8:00 am – 5:00 pm
This is a 4 hour recertification class for individuals who are currently certified ACLS providers. This class instructs the students in the guidelines provided by the American Heart Association for care of the cardiac arrest patient.
Registration Fee: $50.00 (emergency service personnel fee exempt); plus books.
Location: MTCC Campus, William Harold Smith Bldg.
Time: 8:00 am – 5:00 pm (Must be renewed every 2 years).

Pediatric Advanced Life Support
April 10 & 11, 2008
Time: 9:00 am – 5:00 pm both days.
This will be an initial class for the individual seeking certification in the American Heart Association’s Pediatric Advanced Life Support. For more information, please contact Tanja Pool at 659-0422.

Computers For Seniors
Seniors Computer Basics I
This class will provide a basic introduction to an assortment of beginning computer skills. This 6 week course is ideal for people with little or no experience with personal computers. Students will learn the basic techniques for holding the mouse, clicking, scrolling and using drop-down menus. Learn the basics of computing including how to use the mouse, keyboard, and opening and closing a program.

Motorcycle Safety Education Program
BRC (Basic Riding Course)
This weekend class teaches the basic skills needed to operate a motorcycle in traffic. The course consists of classroom and range activities. The first half of the class familiarizes students with the location and operation of the controls. Students then practice on small motorcycles to demonstrate they have the strength, balance and coordination to perform straight-line riding, shifting, turning and stopping exercises.

Scheduling:
• This weekend class teaches the basic riding strategies needed when sharing the road with other vehicles.
• Participants must be at least 16 years of age who are physically capable of riding a motorcycle.
• All classes require the use of a DOT-approved helmet and, if possible, bring your own helmet to the riding portion of the class. Class will start on Friday evenings and finish on Sunday afternoon.

Registration Fee: $141.00 which includes student insurance and workbook.
Classes run most weekends April through November. Pre-registration required. For additional information, or to receive an informational packet, contact Brad Ledbetter at 652-0674 or check our website for registration information.

Vehicle/ Driving Classes
Do You Have a Ticket (Citation)?
If you have been charged with a minor traffic violation in the 29th Judicial District (McDougal and Rutherford) or other counties in North Carolina honoring the National Safety and Health Council’s Defensive Driving program, you may elect to have it reduced by the District Attorney. MTCC offers the Defensive Driving program through the National Safety and Health Council of North Carolina which trains motorists in the principles of safe driving.

Class should be taken at least 10 working days before court date.

• Students for the 4-hour and the 8-hour class must pre-register and pay for these classes at least 2 days before the day of the class.

Items required for pre-registration:
• Citation Form
• Permission Slip, if you have one.
• Driver’s License
• Another form of ID

Registration Fee: $50.00 for 4-hour course or $75.00 for 8-hour course.
Pre-registration fee must be Cash, Certified Check, or Money Order to MTCC.
Pre-registration location: **MTCC Campus, William Harold Smith Bldg, office 116 or 115.**
For more information on this course call Lorrie 828-652-0662 or Deborah at 828-652-0675.

Motor Vehicle Dealer’s License Renewal
This course is designed to meet the continuing education training requirements for the Used Motor Vehicle Dealer’s license renewal.

Instructor: Dennis Mauk
Registration Fee: $50.00
Location: MTCC Campus, William Harold Smith Bldg.
Dates: April 21 and 22, 6:30 – 9:30 pm
Pre-registration and payment is required a week before class starts. 9:30 am – 5:00 pm

Classes for Certification, for Skills Training, and for Fun!!