

# Spring Semester 2018 Class Schedule

## Corporate, Business, and Outreach – Continuing Education Classes for Certification and Career Enhancement

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 retain individuals already employed, and/or to provide cultural and general interest for one's personal self-improvement. The classes are non-curriculum and vary in length and cost.

*Fees for the self-supporting classes vary, depending on the course.*

Please call one of the following for additional information concerning these courses or any course you would like to teach or have offered. Visit McDowell Tech's website at [www.mcdowelltech.edu](http://www.mcdowelltech.edu) and click on the Continuing Education link.

### **Administrative Assistant to Continuing Education/Data Technician**

Joni Hughes Telephone Number 828.652.0662 Office Lobby  
e-mail: [jonih@mcdowelltech.edu](mailto:jonih@mcdowelltech.edu)

### **Administrative Assistant to Continuing Education/Data Technician**

Deborah Putnam Telephone Number 828.652.0675 Office 116  
e-mail: [deborahput@mcdowelltech.edu](mailto:deborahput@mcdowelltech.edu)

### **Continuing Education Registrar**

Ramona DeAngelus Telephone Number 828.652.0684 Office 14-11  
e-mail: [rgibson@mcdowelltech.edu](mailto:rgibson@mcdowelltech.edu)

### **Director of Continuing Education**

Brad Ledbetter Telephone Number 828.652.0674 Office 109  
e-mail: [bradl@mcdowelltech.edu](mailto:bradl@mcdowelltech.edu)

Pre-registration and payment is requested a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am – 5:00 pm and Fridays 8:00 am – 11:00 am. The Continuing Education Department is located at the **William Harold Smith Building** on the first floor.

# **Career Enhancement/Certification**

## **Certified Production Technician<sup>AE</sup> (CPT<sup>AE</sup>) Program**

### **Program Description**

The purpose of the Certified Production Technician<sup>AE</sup> program (CPT<sup>AE</sup>) is to recognize through certification individuals who demonstrate mastery of the core competencies of manufacturing production at the front-line level (entry-level through front-line supervisor) through successful completion of the certification assessments. The goal of the CPT<sup>AE</sup> certification program is to raise the level of performance of production workers both to assist the individuals in finding higher-wage jobs and to help employers ensure their workforce increases the company's productivity and competitiveness.

The CPT<sup>AE</sup> program consists of five individual certificate modules: Safety; Quality Practices & Measurement; Manufacturing Processes & Production; Maintenance Awareness and Green Production. Candidates must earn the first four certificates to qualify for the full CPT<sup>AE</sup> certification (Green Production is not required for full CPT<sup>AE</sup>).

### **Eligibility Requirements**

Four CPT<sup>AE</sup> program certificates: In order to earn the CPT<sup>AE</sup> certification, candidates must successfully complete each of the following four assessments in the program: Safety; Quality Practices & Measurement; Manufacturing Processes & Production; and Maintenance Awareness.

Additional Requirements: MSSC does not have any other specific educational requirements in order to sit for the CPT<sup>AE</sup> assessment. However, MSSC strongly suggests that candidates possess at least a 10th grade reading (English) and 9th grade math level.

MSSC Courses were developed in strict adherence to the industry-recognized, nationally validated standards upon which the Certified Production Technician (CPT) is based. These Courses, developed and delivered by Amatrol, have a proven track record of success in teaching the knowledge and skills identified in the national standards. The success rates for students taking MSSC Courses are nine points higher than those who do not (81% vs. 72%, respectively). MSSC Courses are highly interactive and utilize state-of-the-art, computer-based, simulation e-learning technologies and are delivered by MSSC-Authorized Instructors.

**Start Date for Program:** Class I January 2018, Class II April 2018

**Length of class:** 6 weeks

**Location for Classes:** McDowell Technical Community College, William H. Smith building

### **\*Tuition Fees:**

Registration fee                                  \$180.00- Grant funded (Normal fees for class non-grant \$1000)

*\*Fees subject to change.*

**Additional Information contact:** Brad Ledbetter at 828-652-0674, email [bradl@mcdowelltech.edu](mailto:bradl@mcdowelltech.edu) or Mary Ledbetter at 828-659-6001, X 137, email [maryl@mcdowelltech.edu](mailto:maryl@mcdowelltech.edu)

# Introduction to Networking Technology

Can't find your QuickBooks™ server on the network? What the heck is *Ransomware*? Upgrade your networking technology skills with our six week class, Introduction to Networking Technology. Topics include TC/IP networking, IPv4 and IPv6, Cisco® routers and switches (managed switches vs. unmanaged switches), wireless routers, and security.

**Instructor:** Rick Fowler, Faculty Networking Technology

**Registration Fee:** \$70.00

**Location:** MTCC Campus, Hemlock building

**Dates/Time:** January 22 – February 26, 6 – 8 PM

## Notary Public

This class is designed to prepare the participant to be commissioned as a Notary Public. Topics to be covered are requirements for testing, fees, general powers and limitations, certifications, oaths and affirmations, depositions, affidavits and negotiable instruments. Participants must have a high school diploma or an equivalent (GED) and a Valid Driver's License. Students will need to bring a Valid Driver's License with them on the day of the class.

**Instructor:** Amy Greene

**Registration Fee:** \$70.00

*Plus cost of book (\$27.60 new edition) plus tax. Notary book is required for taking the course. The book may be purchased at the MTCC bookstore. Please make sure you have a copy of the most current text for the class. Plus, additional costs after completion of the course (seal, stamp, register of deeds costs, etc.)*

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 111

**Dates: (One Day Course)**

January 11, 2018

March 30, 2018

May 31, 2018

July 26, 2018

September 27, 2018

November 8, 2018

**Time:** 8:30 am – 4:30 pm

# Phlebotomy

This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians.

The hourly mean wage for a phlebotomist in North Carolina is \$12.26

<http://www.bls.gov/oes/current/oes319097.htm>

## Eligibility Requirements:

1. Must be a high school graduate or have a GED. Must provide high school/GED transcripts **or** copy of high school diploma. Proof of an advanced degree is acceptable (diploma, associates or higher).
2. Must be 18 year of age or older.
3. Prospective students should be aware that upon admission to a health science program with a clinical component, criminal background checks and or drug testing may be required by the clinical facilities used for clinical sites. Criminal background checks are handled through a designated third party vendor. McDowell Technical Community College is an open door college and will not refuse admission to anyone based on a criminal record. However, the clinical site reserves the right to refuse someone with a criminal record, positive drug test and/or visible tattoo the use of its facility. If a student does not complete the clinical portion he or she will not be able to successfully complete a health science program at McDowell Technical Community College.
4. Must provide documentation of complete immunization records as required by the North Carolina Community College Health form/clinical agency requirements including a flu vaccine.
5. Payment of fees at time of pre-registration (\$203.80)

**\*Please note: All of the above must be presented at the time of pre-registration. No exceptions will be made.**

6. Proof of completion (paid receipt) of the Intellenet Criminal Background Check (CBC) and Intellenet urine drug screen (UDS) must be turned in by the first day of class. You will receive further instructions about the CBC and UDS at orientation.

## Fees:

Registration fee	180.00
Liability insurance	14.50
Parking Fee	5.00
Student ID	3.00
Accident Insurance	1.30
	<b>\$203.80</b>

Textbook and uniform, CPR and immunizations are additional costs. Other Program Costs will be discussed at the required orientation session. *Evening class limited to the first 20 eligible students.*

**Instructors:** Erica Hollifield, CMA , Lacey McKinney, MLT, ASCP

**Dates:**

Preregistration for eligible applicants will begin on Wednesday, January 3rd from 10:00 am – 5:00 pm in Building 19 (William H Smith). Class will be limited to the first 20 students that meet the eligibility requirements.

Orientation will be held on Tuesday, January 16<sup>th</sup>, 5:00 – 6:00 pm Building 17 (Dogwood), room 107.

The first day of class is Monday, January 22nd. Classes are Monday and Wednesday, 5:00 pm – 10:00 pm.

**Location:**

MTCC Campus, building 17 (Dogwood) room 107.

## Public Safety

### Emergency Medical Technician

This course follows the guidelines established by the NC Office of EMS. The Office of EMS must approve courses that include portions delivered via distance education. The curriculum for the EMT educational program shall be the 2009, or most current release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) National Education Standards.

**Orientation (required):** December 12, 2017, William H Smith building, Room 107, 6 PM

**Start Date for Program:** January 9, 2018

**Class Times:** 6 PM – 10 PM Tuesday & Thursday, 8 AM - 5 PM on scheduled Saturdays.

**Location for Classes:** MTCC, William H. Smith building

**Class Prerequisites:**

High School, GED, or Adult High School Equivalent, Valid Driver License, Successful completion of orientation session and CRC (Career Readiness Certificate) program meeting a minimum level of Bronze prior to beginning of class. Location for CRC will be at Job Link on Baldwin Avenue, Marion, NC. Call 828-659-6001, Ext. 137 or email [maryl@mcdowelltech.edu](mailto:maryl@mcdowelltech.edu) to preregister for CRC.

**\*Tuition Fees:**

Registration	\$180.00 (unless fee waived)
Liability insurance	\$14.50
Parking Fee	\$5.00
Student ID	\$3.00
Accident Insurance	\$1.30
	<b>\$203.80</b>

*\*Fees subject to change.*

**Other Program Costs, such as books and uniforms will be discussed at the required orientation session**

For questions contact Eugene Edwards at 828-659-0422 or [eedwards@mcdowelltech.edu](mailto:eedwards@mcdowelltech.edu)

## **Advanced EMT**

This course follows the guidelines established by the NC Office of EMS. The Office of EMS must approve courses that include portions delivered via distance education. The curriculum for the AEMT educational program shall be the 2009, or most current release of the United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) National Education Standards. The AEMT program must be conducted by an approved Advanced Educational Institution as defined in the rules of the North Carolina Medical Care Commission.

**Orientation (required):** December 12, 2017, William H Smith building, room 107, 6 PM

**Start Date for Program:** January 9, 2018

**Class Times:** 6 pm – 10pm Tuesday & Thursday, 8 AM - 5 PM on scheduled Saturdays.

**Location for Classes:** MTCC, William H. Smith building

### **Class Prerequisites:**

Successful completion of Emergency Medical Technician course, High School, GED, or Adult High School Equivalent, Valid Driver License, Successful completion of orientation session and CRC (Career Readiness Certificate) program meeting a minimum level of Gold prior to beginning of class. Location for CRC will be at Job Link on Baldwin Avenue, Marion, NC. Call 828-659-6001, Ext. 137 or email [maryl@mcdowelltech.edu](mailto:maryl@mcdowelltech.edu) to preregister for CRC.

### **\*Tuition Fees:**

Registration	\$180.00 (unless fee waived)
Liability insurance	\$14.50
Parking Fee	\$5.00
Student ID	\$3.00
Accident Insurance	\$1.30
	<b>\$203.80</b>

*\*Fees subject to change.*

**Other Program Costs, such as books and uniforms will be discussed at the required orientation session**

For questions contact Eugene Edwards at 828-659-0422 or [eedwards@mcdowelltech.edu](mailto:eedwards@mcdowelltech.edu)

# Do You Have a Ticket (Citation)?

## Defensive Driving

Class Hours: 4 Hour, Alive at 25, and 8 Hour

The District Attorney, District Clerks of Court and District Court Judges want you to be a safe driver!

You may take a Safe Driving Course and have your traffic citation charges reduced by the District Attorney if you have been charged with a minor traffic violation in the 29th Judicial District (McDowell and Rutherford counties). McDowell Technical Community College along with the Safety and Health Council of North Carolina are training motorists in the principles of safe driving. **Completion of this course should take place ten (10) working days before your scheduled court date.**

**Can I take the Defensive Driving if I got a citation (ticket) in McDowell or Rutherford counties?**

*Yes, to take advantage of this opportunity you must:*

1. Pre-Register and take the safe driving course **at least 10 working days before your court date.**
2. Pay appropriate fees (\$75.00 4-Hour Course, \$75.00 Alive at 25 Course, \$100.00 8-Hour Course) for the cost of administering and teaching the Safe Driving Course.
3. Enter into a written Plea Agreement and plead guilty to driving with improper equipment.
4. Take the certificate from class and the waiver to the Clerk of Court in the county where you received the ticket and finish paying the charges. **This should be done at least 10 days before your court date.**

*If your citation falls under one of these categories you may take the class.*

Motorcycle only violations	Driving left of center	Improper use of traffic lanes
Crossing median	Driving without two headlights	Failing to burn headlamps
Failing to reduce speed	Following too close	Red light violation
Exceeding safe speed	Stop sign violation	Too fast for conditions
Wrong way on dual lane	Wrong way on one-way road	Unsafe movement
City code violations	Leaving vehicle unattended	Failing to yield right of way
Failing to stop for RR sign	Failing to dim headlights	Failing to give turn signal
Overloading violations	Exceeding posted limit	Speed less than minimum

**\*Speeding: More than 15 mph and above in any zone has to have a permission slip, no exceptions!**

**Any speed greater than 80 mph requires permission slip from the District Attorney's office.**

**\*Improper passing – 8 Hour Class only \*Needs permission slip**

**You are NOT eligible and you cannot take advantage of the program if:**

1. This program is not approved in the Judicial District in which you received your citation.
2. Your charge is not listed above.
3. You have taken the course in the previous three years.
4. You have paid your citation prior to taking the class.
5. You have two or more moving violations on the same citation.
6. You are charged with a violation that requires a court appearance

**If I have a full provisional license do I need to appear in court?**

Yes, on your court date the D.A. will determine which class is necessary.

**Can I take the Defensive Driving from a different county?**

Please check with the county you received the citation in. They may allow you to take the course but you will need to contact the District Attorney's office in the county you received the citation for verification.

**Which class do I need to take?**

*The Alive at 25 (16 – 25 years of age)*

*The 4- Hour Course for students over the age of 25 years.*

*The 8 Hour Course is for Court Appointed, some CDL Drivers and improper passing.*

**What do I need to bring to pre-register?**

1. Traffic Citation Form.
2. Permission Slip, (if you have one).
3. Driver's License.
4. Registration Fee.

**Pre-register by mail or email – If you would like to pre-register by mail or email please call one of the contracts below for additional information.**

**Who do I contact for registration/questions for the Defensive Driving Course?**

Joni Hughes: (828) 652-0662, e-mail: [jonih@mcdowelltech.edu](mailto:jonih@mcdowelltech.edu) Fax: (828) 652-8008

Deborah Putnam: (828) 652-0675, e-mail: [Deborahput@mcdowelltech.edu](mailto:Deborahput@mcdowelltech.edu) Fax: (828) 652-8008

**When can I pre-register?**

Monday – Thursday from 8:00 a.m. – 5:00 p.m. For the Wednesday night classes you will need to be registered before 11:00 a.m.

\*Friday 8:00 a.m. – 11:00 am. You will need to be registered before 11:00 a.m. on Friday before taking the Saturday classes.

**What will you need to bring to class?**

1. Citation Form (ticket)
2. Driver's License
3. Permission Slip, if you have one.
4. Registration Form showing payment for class from the Business Office.

**When will I receive my Certificate?**

After successfully completing the class, you will receive your certificate from the instructor.

**Can I take the class online?**

No, online courses will not be accepted by the 29<sup>th</sup> Judicial District.

**Please Note**

**This is a self-supporting class and the registration fee is non-refundable. Refunds are made only if the class does not make. Students that do not show up for the class on the date they are registered will need to complete the registration process again (including registration fee) for the next available class.**



# Motorcycle Safety Education Program

Class Hours: 22

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 riding on small motorcycles to demonstrate they have the strength, balance and coordination to perform straight-line riding, shifting, turning and stopping exercises.

The second half of the class introduces students to street riding strategies needed when sharing the road with other vehicles. Particular emphasis is placed on those skills that have been found lacking in motorcyclists who have experienced accidents. These skills include emergency braking, swerving and proper cornering techniques. All exercises are conducted at low speeds on a protected range.

Motorcycles are provided for the course. Students must wear a DOT-approved helmet, over-the-ankle footwear, long pants, a long-sleeve shirt or jacket, full-fingered gloves and protective eyewear (eyeglasses or sunglasses, goggles or face shield). We have a limited supply of helmets in various sizes. If possible, bring your own helmet to the riding portion of the class. This class runs on Saturday and Sunday. See website for specific information.

**It is required that the student be able to ride a bicycle.**

Pre – registration required. For additional information, or to receive an information packet, contact Brad Ledbetter at 828-652- 0674 or [bradl@mail.mcdowelltech.edu](mailto:bradl@mail.mcdowelltech.edu)

Please visit our website at [www.mcdowelltech.edu](http://www.mcdowelltech.edu) and click on the Continuing Education link and then view the Motorcycle Safety Education Program link for more information.

**Registration Fee:**        \$180.00

**2018 classes will begin in April and will run most weekends through November.**