

**FALL SEMESTER, 2010**  
**Class Schedule**

**Corporate, Business, and Outreach – Continuing Education**  
**Classes for Certification, for Skills Training, and for Fun!!!**

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.

*\*Effective July 1, 2010 the Continuing Resolution from the Senate Bill 311 authorizes North Carolina Community Colleges to increase the Continuing Education Fees for Occupational Extension Courses.*

<i>NEW Hours per Course</i>	<i>NEW Cost per Course</i>
<i>01 - 24</i>	<i>\$65.00</i>
<i>25 - 50</i>	<i>\$120.00</i>
<i>Over 51</i>	<i>\$175.00</i>

*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**

Lorrie Truett                      Telephone Number 828.652.0662                      Office 116  
Deborah Putnam                      Telephone Number 828.652.0675                      Office 115

**Director of Continuing Education**

Brad Ledbetter                      Telephone Number 828.652.0674                      Office 109

**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:** Carl Costner

**Registration Fee:** \$65.00 plus cost of book (\$15.00) **(There is also a separate testing fee of \$25.00 that will be mailed with the completed testing materials.)**

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

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

**Dates:** September 4, 11, and 25, 2010

**Time:** 9:00 am – 1:00 pm

**Class Hours:** 12

### **Motor Vehicle Dealer Education**

HB 432 established new license renewal training requirements for used motor vehicle dealers and others involved in the sale and distribution of motor vehicles. MTCC will be offering the 6-Hour Training Course.

**Instructor:** Dennis P. Mauk, Sr.

**Registration Fee:** \$65.00

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

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Dates:**

September 15, 2010

or

November 17, 2010

**Time:** 8:30 am – 3:30 pm

**Class Hours:** 6

### **Phlebotomy Course**

Phlebotomists are an important part of the laboratory team, often the only part of the lab staff that a patient sees. The MTCC Phlebotomy program prepares individuals to obtain blood for purpose of laboratory analysis. This continuing education program includes classroom and laboratory instruction and clinical training.

**Instructors:** McKinney/McGovney

#### **Eligibility Requirements:**

1. Must provide HS or GED Transcript **or** copy of high school diploma
2. Must be 18 years of age or older

3. Must provide documentation of complete immunization records as required by the North Carolina Community College Health Form.
4. Payment of fees at time of pre-registration (\$198.75)

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

Pre-registration for eligible applicants will be on August 10<sup>th</sup> and 11<sup>th</sup>, 2010 from 10:00 am – 5:30 pm. Payment of registration fee and insurance required at this time. Class size will be limited to the first 20 students that meet the eligibility requirements (see above).

**Registration Fee:** \$175.00 plus \$14.50 for liability insurance, \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance (\$198.75 total class cost). There is an additional cost for the book, materials, and uniform. (There will also be an exam fee of \$80.00 for ASPT certification at the end of the program.)

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 110

**Dates:** Mondays & Thursdays

**Time:** 5:00 pm – 10:00 pm

Orientation will be held on Monday, August 16<sup>th</sup>, 2010 from 5:00 – 6:00 pm in Bldg 19, Rm. 110.

The first day of class is Monday, August 23, 2010.

**Class Hours:** 200

### **Nursing Assistant I Class**

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon successful completion of the course, the student is eligible to make application for the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

**Instructor:** Walker/Young

**Registration Fee:** \$175.00 plus \$14.50 for liability insurance, \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance (\$198.75 total class cost). There is an additional cost for the book, materials, and uniform.

**Location:** MTCC Campus, Bldg (17), Room 105

**Dates and Time:** Wednesday and Friday nights 4:00 – 10:00 pm Saturday 8:00 am - 5:00 pm. The first day of class is August 11<sup>th</sup> and continues through October 2<sup>nd</sup>.

Required Orientation for registered students August 4, 2010 time 4:00 pm.

**Class Hours:** 160

## **Medical Transcription**

Medical transcriptionists listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset, using a foot pedal to pause the recording when necessary, and key the text into a personal computer or word processor, editing as necessary for grammar and clarity. The documents they produce include discharge summaries, history and physical examination reports, operative reports, consultation reports, autopsy reports, diagnostic imaging studies, progress notes, and referral letters. Medical transcriptionists return transcribed documents to the physicians or other health care professionals who dictated them for review and signature, or correction. These documents eventually become part of patients' permanent files.

Medical transcriptionists held about 105,000 jobs in 2004. About 4 out of 10 worked in hospitals, and another 3 out of 10 worked in offices of physicians. Others worked for business support services; medical and diagnostic laboratories; outpatient care centers; and offices of physical, occupational and speech therapists, and audiologists.

This class will cover anatomy and medical terminology along with medical transcription.

**Class size is limited to a minimum of 10 students and a maximum of 20 students.**

**Instructor:** TBA/Putnam

**Registration Fee:** \$175.00 plus \$14.50 for liability insurance, \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance (\$198.75 total class cost). There is an additional cost for the book, and materials.

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 107

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Dates:** TBA

**Time:** TBA

**Class Hours:** 99

## **EMT-Basic**

**This is the first level for the Emergency Medical Technician in preparation to take the NCOEMS or NR examination. This course prepares students for basic pre-hospital emergency care such as treatment for shock, bleeding, burns, poisonings, childbirth, pediatric emergencies, CPR, use of ambulance equipment and communications to emergency department.**

**Class Prerequisites:** High School Diploma/GED, or Adult High School Equivalent  
Successful completion of the orientation session prior to beginning of class.

**Registration Fee:** \$175.00 (unless fee exempt) plus \$14.50 for liability insurance, \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance (\$198.75 total class cost). There is an additional cost for the book, materials, and uniform.

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 107

**Dates:** Monday, Wednesday, and some Saturdays.

**Time:** 6:00 pm – 10:00 pm (Saturdays class time is 8:00 am – 5:00 pm).

Orientation will be held on Monday, July 26<sup>th</sup>, 6:00 pm – 7:30 pm. The first day of class is Monday, August 16, 2010

**Class Hours:** 180

### **Microsoft XP Applications**

This course is designed to increase the efficiency of your computer skills using Microsoft Office XP. Students will learn through hands-on instruction and helpful classroom examples, the various features of Word, Access, Excel, and PowerPoint.

**Word:**

Students will learn how to use word and basic document formatting. Creating mail merge documents printing address labels, envelopes and much more will be discussed in class.

**Access:**

Learn how to create databases, manage data structure and data organization.

**Excel:**

Designed to teach students how to use Excel and create worksheets using basic functions.

**PowerPoint:**

Designed to teach students how to use PowerPoint. Students will learn how to complete computerized presentations.

**Instructor:** TBA

**Registration Fee:** \$65.00 *plus*, Technology Fee

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 106

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Dates and Times:** TBA

**Time:** TBA

**Class Hours:** 24

### **The Web 2.0/Social Media Class**

This course is designed to teach students the basics of using social media to learn sites known as Facebook, MySpace, and Twitter. Come and sign-up for this new course. Students will learn how to create and edit profiles within these sites.

**Instructor:** TBA

**Registration Fee:** \$65.00 *plus*, Technology Fee

**Location:** MTCC Campus, William Harold Smith Bldg (19), Room 106

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Dates and Times:** TBA

**Time:** TBA

**Class Hours:** 10

## **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 completed high school or the equivalent.

**Instructor:** Amy Greene

**Registration Fee:** \$65.00 *plus cost of book (\$27.60 new edition)*

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

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Dates: (One day course)**

August 25, 2010

September 8, 2010

October 13, 2010

November 10, 2010

December 13, 2010

**Time:** 8:00 am – 4:00 pm

**Class Hours:** 7

## **Do You Have a Ticket (Citation)?**

If you have been charged with a minor traffic violation in the 29<sup>th</sup> Judicial District (McDowell 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.

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.

Pay appropriate fees (\$50.00 for 4-hour course or \$75.00 for 8-hour) for the cost of administering and teaching the Safe Driving Course.

Enter into a written Plea Agreement and plead guilty to driving with improper equipment.

2. 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.

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. You have taken the course in the previous three years.
3. You have paid your citation prior to taking the class.
4. You have two or more moving violation on the same citation.
5. You are charged with a violation that requires a court appearance.
6. Your court date has passed.

**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.**

**You need to bring these items for pre-registration:**

- Traffic Citation Form.
- Permission Slip, if you have one.
- Driver's License.
- Another form of ID.
- Registration Fee.

**Registration fee:** \$50.00 for 4-hour course or \$75.00 for 8 – hour course.

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.

### **Motorcycle Safety Education Program**

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 starts on Friday evenings and finishes on Sunday afternoon.

**Registration Fee:** \$141.00 which includes student insurance and workbook.  
**2010 classes will begin in March and run most weekends through November.** Pre – registration required. For additional information, or to receive an information packet, contact Brad Ledbetter at 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.

### **Concealed Hand Gun Class**

Upon completing this class, the student will receive a certificate that is part of the process for completing the requirements for carrying a concealed hand gun.

**Instructor:** F. W. Edwards

**Registration Fee:** \$55.00, *Plus a fee of \$10.00 for materials/supply.*

**Location:** MTCC Campus, William Harold Smith Bldg (19), 110

**Pre-registration and payment is required a week before classes start. Registration is between the hours of 8:00 am - 6:00 pm.**

**Date:** August 27 and 28

**Times:** Friday, from 5:00 pm – 9:00 pm and Saturday, from 8:00 am – 5:00 pm

**Class Hours:** 12