

FALL SEMESTER, 2010

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 price.

**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.*

NEW

Hours per Course NEW Cost per Course

01 - 24	\$65.00
25 - 50	\$120.00
Over 51	\$175.00

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 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 10th and 11th, 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 16th, 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 11th and continues through October 2nd.

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 26th, 6:00 pm - 7:30 pm. The first day of class is Monday, August 16, 2010

Class Hours: 180

Computer Classes

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

Miscellaneous Classes

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 29th 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.

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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

Please visit our website at www.mcdowelltech.edu and click on the Continuing Education link and then view the Motorcycle Safety Education Program link for more information.

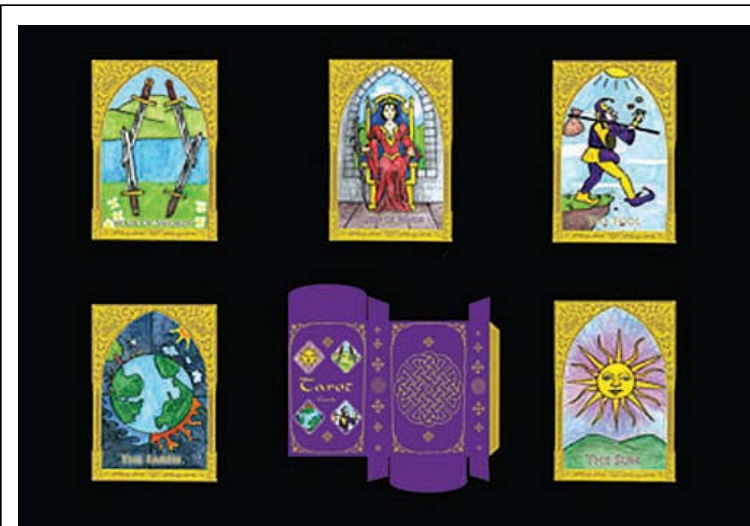
Concealed Hand Gun Class

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



Tarot Card Design by Heather Wheeler
Graduating Graphics Student



"I Do" by Danylle Cupp
Graduating Photography Student

Holding My Head Up High

By Debbie Thomas
Academic Excellence Award Winner

Editor's Note: Debbie Thomas presented the comments below to our board of trustees earlier this year. Printed with Permission.

I became a student at McDowell Technical Community College in the fall of 2007. I wish I could give you a unique, fascinating story of why I became a college student at the age of 43. Like so many of the other students at the college, I took this route when the company I worked for shut down. I was accepted in the WIA program, enrolled at MTCC and I have never looked back.

During the first semester, I can tell you that I was filled with fear and anxiety. I was afraid of being "the old lady" in my classes. I remember sitting in my keyboarding class with tears in my eyes because the young girl sitting next to me was typing what seemed like 100 words-per-minute and I was struggling with f-d-s-f, j-k-l; trying not to look at the keys. I spent many days "growling" at the computer. That young girl and I are now good friends—and yes—she types 85 wpm, while I putter along at 50 wpm on a good day!

I have excelled in my classes, but it has been quite a journey. I have learned a lot more than just bookwork and computer skills. Once, while working on Word documents in class, I kept getting frustrated because I could not seem to understand a particu-



lar aspect of Microsoft Word. I kept saying, "I want to really learn this program!" My instructor, Joy Przewstwor, said something that evening that changed my perspective regarding learning all of this new stuff. She said, "Deborah, you are NEVER going to know EVERYTHING about anything. No one does. What is important is knowing where to go for help—knowing your resources and how to use them. That is most important." She was right. There are resources all around the MTCC campus—instructors, staff members, the library, and most important to me—fellow students. The more classes you take, the more people you meet and they all have strengths in different areas. I have helped fellow students and they have helped me. I firmly believe you don't get through college alone.

Homecoming...

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The college environment has been a good one for Thomas. One of her instructors, Joy Przewstwor, says that Thomas enjoys intellectual challenges and will often encourage academic discussions and debates with intellectually provocative comments. Thomas laughs it off; she enjoys debate. "I'm a fiery redhead," she says. "What do you expect?"

Thomas hopes to continue her education at the bachelor's degree level in the near future. "I have so much more that I want to accomplish in this lifetime," she wrote on her Facebook webpage. "I believe that age is all in your head."

(See related story at left)

McDowell Technical Community College is a huge resource for McDowell County. (It deserves more funding than what it receives.) With a limited budget, and great staff members, the college changes lives for the better. It certainly has changed mine. For years, I missed many opportunities because I was not proficient with computers and software programs. I got lucky a few times. I pretended I knew what I was doing on the computer, and managed to fudge my way through. I can tell you now, that I was ashamed when I filled out an application and could not truthfully say that I was proficient in Word, Excel, Access, etc.

When I walk across the stage this August during graduation, I can hold my head up high, knowing I did my best. I can now say with confidence and pride that I am proficient in Word, Excel, and Access and I am qualified for a new career—thanks to my family, the faculty at MTCC, and my fellow students.

JOY is WO.Y.!

(Woman of the Year!)

by Michael Lavender
Director of External Relations

The Board of Directors of the National Association of Professional Women (NAPW) has named Joy Przewstwor, Business Department Chairperson at McDowell Technical Community College, as Professional Woman of the Year for 2010-2011. Przewstwor was nominated for the award by her colleagues in NAPW and chosen by the organization's board of directors.

Przewstwor, a native of South Bend, Indiana, has been a member of the National Association of Professional Women since she was a business and control manager for Kaiser Foundation Health Plan in California from 1986 to 1990.

She began teaching at McDowell Tech in the fall of 2000, and from 2002 to 2007, she was Chairperson of the Business Technologies Department.

"We are certainly proud of Joy and commend NAPW for recognizing her many talents and gifts," said Dr. Bryan W. Wilson, MTCC President. "She is an accomplished instructor who has helped many students prepare for professional careers throughout Western North Carolina. Her award is a much deserved honor."

Przewstwor holds a bachelor of science degree from Siena Heights College, now Siena Heights University, in Adrian, Michigan. She obtained her master of divinity degree from Harvard University in Cambridge, Massachusetts in 1980, and her master of business administration degree from Anna Maria College in Paxton, Massachusetts in 1983. She is in the process of completing a doctoral program in interfaith studies from Sancta Sophia Seminary in Tahlequah, Oklahoma, and is concurrently pursuing ordination through her new faith community.

Since leaving undergraduate college in Adrian, Michigan in the 1970's, Ms. Przewstwor's professional career path has been as varied as it has been unique, and she has lived in the mid-section of the United States, as well both the east and west coasts, in California and North Carolina. During the late 1960's, she taught and coached ball teams in parochial school with the Adrian Dominican Sisters in Adrian, Michigan, where she herself was a nun in the Adrian Dominican Order of the Roman Catholic Church.

During the late 1970's, she returned to college to pursue graduate studies in religion at Harvard Divinity School of Harvard University. Building upon her experience and studies, she completed her first book, Connecting Women in the Community...a handbook for programs, a treatise on community organizing and women's studies. The book was underwritten by a grant from the National Endowment for the Humanities.

Przewstwor was a graduate assistant at Harvard Divinity School while she studied Judeo-Christian theology, as well as philosophy and Eastern religious traditions. Later, she taught part-time at Anna Maria College. It was during this time that she left her former Church and the Adrian Dominican "community."

Shortly thereafter, Joy settled in the San Francisco Bay area of California, where she worked for as an account temp before beginning a full-time job with Kaiser Foundation Health Plan. Later, she became an assistant plant accountant with a plastics company and was an assistant vice-president of a small bank in Yreka, CA. At one point, she was also an assistant director of a YMCA in Massachusetts.



Joy continued to work on professional writing and completed her second book, Intimate Bonds: The Foundation of Spirituality, as well as a chapter in the book A Faith of One's Own. Longing for the "green life," she decided to move to a farm in the mountains of Western North Carolina.

Since coming to North Carolina, Ms. Przewstwor has not only taught at McDowell Tech full-time, she has done consulting work and has extended herself at times to work for other community colleges and private universities on a part-time basis. She is a tireless advocate for students and learning.

"I believe my responsibilities are to stretch every student I have the privilege of serving!" she wrote recently. "I believe that the learning/drawing out process should be DELIGHT-FILLED and always a new, exciting and challenging experience."

She achieves that goal, says Shirley Brown, Vice-President for Learning and Student Services. "We frequently hear about Joy's passion and creativity from her students, both anecdotally and in survey responses."

"The breadth of Joy's experience in the workplace and her unique interdisciplinary background make her an asset to our faculty," concluded Wilson. "That her professional colleagues in NAPW have recognized that is not a surprise to me."

Annual Service Awards



Employee Service Awards are received after 5, 10, 15, 20, 25 and 30 years of service to the college. These employees were recognized at this year's award's ceremony in June:

(Those with * were not present for photos)



- Five:** Carl Coster*, Jennifer Culp*, Kelly Hamlin, Sherry Helton, Sharon Tipton, Richard Tuttlell.
- Ten:** Calvin Wayne Byrd*, Joyce Ann Creech*, Wayne Edwards, Richard Getty*, Donna Short, Sharon Silver*.
- Fifteen:** Michelle Boyles, Andy Morgan.
- Twenty:** Bob Munday*.
- Twenty Five:** Rick Wilson.
- Thirty:** Loresa Laws, Shirley Brown*.