SUMMER SEMESTER, 2012
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.

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

Classes for Certification/Re-certification

Auto Dealer Renewal Education
Class Hours:  6

House Bill 432 mandates that any independent auto dealer seeking renewal of his/her license must show proof of attendance at a DMV-approved, six-hour Continuing Education class each year. This class will focus on NC Motor Vehicle Dealers and Manufacturers Regulations and on the Vehicle Registration Section Title Manual.

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. Pre-registration are Monday – Thursday from 8:00 am - 6:00 pm and Fridays 8:00 am – 2:00 pm.
Dates:  (One day course)
    July 17, 2012
Time:  8:30 am – 3:30 pm
Career Enhancement

Nursing Assistant I
Class Hours: 60

Nursing Assistant I training is an extensive course which includes instruction in both classroom theory and supervised clinical experience. Upon successful completion of this course, the student will be eligible to apply to take the North Carolina’s state skill/written competency evaluation through PersonVue. Additional information may be obtained at www.ncnar.org, and www.pearsonvue.com

Note: Conviction of certain crimes may prevent a student from obtaining clinical training and/or employment.

Application Process:

1. Must be 16 years of age or older.
2. Take the reading portion of MTCC placement test and meet the minimal required score of 64 or above. Contract the Student Enrichment Center for a placement test appointment at 659-0417. You must bring your reading placement test score with you to register. Must provide documentation of complete immunization records as required by the North Carolina Community College Health Form.
3. A US Government issued, valid, non-expired, picture ID is required for registration, example: US Driver License. The temporary license will not be accepted.
4. Register with the MTCC Continuing Education Department in Building 19 beginning May 2nd form 10:00 am until 6:00 pm. The class is limited to the first 20 eligible students.

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

Instructors:
Registration Fee: $175.00 plus $14.50 for liability insurance, $5.00 parking sticker, $3.00 student ID badge, and $1.25 accident insurance Total: $198.75
Additional costs students are required to purchase uniforms, shoes, and a watch with a second hand for clinical. Textbooks cost approximately $162.00. TB Skin test cost $12.50. Hepatitis B immunizations are approximately $84.00 per immunization (total of three needed.) Students may sign a waiver for Hepatitis B immunizations. Approximate total cost: $600.00.

Location: MTCC Campus, Building 17, Room 105.
Pre-registration for eligible applicants will be on May 2nd, 2012 from 10:00 am – 6:00 pm. Payment of registration fee and insurance required at this time.
Dates: The first day of class is May 16 –July 25, 2012.
Time: Monday and Wednesdays, 8:00 pm – 4:30 pm
Required orientation will be held on Wednesday May 9th, 2012 from 4:00 pm in Bldg 17, Rm. 105.
You Must Bring:
1. Proof of current TB screening.
2. Proof of Hepatitis B (may sign a waiver)
3. Continuing Education Department paid receipt.

If you do not provide the above items at orientation you will not be allowed to begin the class.

Medical Transcription
Class Hours: 99

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. Pre-registration are Monday – Thursday from 8:00 am - 6:00 pm and Fridays 8:00 am – 2:00 pm.
Dates: TBA
Time: TBA

Notary Public
Class Hours: 7

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).
Instructor: Amy Greene
Registration Fee: $65.00 plus cost of book ($27.60 new edition) plus tax
Location: MTCC Campus, William Harold Smith Bldg (19), Room 111
Pre-registration and payment is required a week before classes start. Pre-registration are Monday – Thursday from 8:00 am - 6:00 pm and Fridays 8:00 am – 2:00 pm.
Dates: (One day course)
       June 4, 2012
Time: 8:00 am – 4:00 pm

Personal Enrichment

Microsoft Office 2007 Applications
Class Hours: 24
This course is designed to increase the efficiency of your computer skills using Microsoft Office 2007. Students will learn through hand-on instruction and helpful classroom examples, the various features of Word, Access, Excel, PowerPoint.

Instructor: Sherry Wimsatt
Registration Fee: $65.00 plus cost of Technology fee ($2.00) plus cost of book $27.60 plus tax.
Location: MTCC Campus, William Harold Smith Bldg (19), Room 106
Pre-registration and payment is required a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am – 6:00 pm and Friday 8:00 am – 2:00 pm.
Dates: June 6, - June 30, 2012
Times: Saturdays, from 9:00 am – 1:00 pm

Level I Beginning Conversational Spanish
Class Hours: 24
This course is designed for students with little or no Spanish. Tenemos Mas! Means “we have more” Spanish to offer in the Beginning Conversational Spanish course. You will learn simple vocabulary and phrases that will help you communicate in everyday situations.

Students will acquire a basic understanding of the Spanish language and will be able to read, speak, and write Spanish. This class is for anyone interested in learning to converse in Spanish. A textbook is required and may be purchased at the MTCC Bookstore.

Instructor: Susie Canonico
Registration Fee: $65.00, plus cost of book $18.25 plus tax.
Location: MTCC Campus, William Harold Smith Bldg (19), Room 106
Pre-registration and payment is required a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am - 6:00 pm and Fridays 8:00 am – 2:00 pm.
Dates: Mondays and Wednesdays, June 4 – July 18, 2012
Time: 6:00 pm – 8:00 pm
Do You Have a Ticket (Citation)?

Defensive Driving
Class Hours: 4 and 8

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. 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. Pre-registration hours are Monday – Thursday from 8:00 am – 6:00 pm and Fridays 8:00 am – 2:00 pm.

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
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 starts on Friday evenings and finishes on Sunday afternoon.

Registration Fee:  $151.00 which includes student insurance and workbook.
2012 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.