

**-SPRING 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

**Classes for Certification/Re-certification**

**Air Conditioning Recycling and Recovery**  
**Class Hours: 12**

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

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

**Dates:** January 9, 23, and February 6, 2010

**Time:** 9:00 am – 1:00 pm

### **Motor Vehicle Dealer 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 hours are Monday – Thursday from 8:00 am – 6:00 pm and Fridays 8:00 am – 2:00 pm.**

**Dates:**

January 13, 2010

March 10, 2010

May 12, 2010

July 14, 2010

September 15, 2010

November 17, 2010

**Time:** 8:30 am – 3:30 pm

## **Career Enhancement**

### **EMT Basic/EMT Refresher**

**Class Hours - 180**

This program covers all aspects of basic emergency care, including CPR, airway and ventilation management, hemorrhage control and shock management, spinal immobilization, splinting, bandaging, management of medical emergencies, emergency

childbirth and behavioral/emotional emergencies. Additionally, the course teaches the aspects of the pre-hospital environment essential for appropriate response to emergencies, including emergency driving techniques, legal requirements and concepts, medical terminology, patient moving and handling, risk reduction for infectious diseases, basic concepts of rescue, and hazardous materials incident response. This course complies with all mandates from the North Carolina Office of Emergency Medical Services for the training of EMT-Basic providers.

McDowell Tech will be offering an EMT Basic/EMT Refresher class beginning in February 2010. An orientation session will be held for those students planning to take the class. The orientation will be Monday, January 11, 2010, 6:00 PM, at the William-Harrell Smith Building on MTCC campus.

The EMT Basic class will start the first week of February and will run until the middle of May 2010. Classes will meet on Mondays and Wednesdays with two Saturday class each month.

Students wanting to be placed on the mailing list or who will not be able to attend the orientation session may contact at 659-0422 for further information.

**Registration Fee:** \$175.00 (unless fee exempt) \$14.50 for liability insurance, plus additional fees \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance.

**Location:** MTCC Campus, TBA

Other costs associated with the program will be discussed at the orientation meeting.

### **EMT-B to Paramedic Bridge**

#### **Day Class**

**Class Hours: 620**

**Field Hours: 300**

**Clinical Hours: 200**

**Total Hours: 1120**

This class is offered as an introduction to the Paramedic program. The lecture portion of the class covers Paramedic topics such as responsibilities and roles, medical terminology, patient assessment and shock management. After learning the theory in the lectures, students gain hands-on practice and develop psychomotor skills during the lab portion of the Paramedic class. Concurrent enrollment in an anatomy and physiology class and lab is required for class registration.

Upon completion of the course the EMT-Paramedic will be show competence in a variety of skills including administering drugs orally and intravenously, reading electrocardiograms (EKGs), perform tracheal intubation and the ability to use and

understand medical equipment. These skills will be performed in the field and clinical educational components of the course.

Anatomy & Physiology will run as a co-requisite on Saturday's through the first semester. Exemption of A&P will be granted upon documentation of successful completion of a class that meets or exceeds the requirements listed in the Continuing Education Master Course List of the North Carolina Community College System.

**Pre-requisites:** EMT-B, High School Diploma or equivalent, attend orientation and complete placement exams for comprehension, reading and math.

**Registration Fee:** \$175.00 (unless fee exempt) \$14.50 for liability insurance, plus additional fees \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance.

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

**Dates:** January 6, 2010 with didactic ending November 17, 2010.

**Time:** Monday and Wednesday from 8am to 5pm.

Orientation for this program is set for December 2, 2009 at 1pm; we will meet in the William Harold Smith Building on campus. Students unable to attend the orientation should contact Eugene Edwards or Donnie Tipton at 828-652-3982 to schedule an appointment.

### **EMT-B to Paramedic Bridge**

#### **Evening Class**

**Class Hours: 620**

**Field Hours: 300**

**Clinical Hours: 200**

**Total Hours: 1120**

This class is offered as an introduction to the Paramedic program. The lecture portion of the class covers Paramedic topics such as responsibilities and roles, medical terminology, patient assessment and shock management. After learning the theory in the lectures, students gain hands-on practice and develop psychomotor skills during the lab portion of the Paramedic class. Concurrent enrollment in an anatomy and physiology class and lab is required for class registration.

Upon completion of the course the EMT-Paramedic will be show competence in a variety of skills including administering drugs orally and intravenously, reading electrocardiograms (EKGs), perform tracheal intubation and the ability to use and understand medical equipment. These skills will be performed in the field and clinical educational components of the course.

Anatomy & Physiology will run as a co-requisite on Saturday's through the first semester. Exemption of A&P will be granted upon documentation of successful completion of a class that meets or exceeds the requirements listed in the Continuing Education Master Course List of the North Carolina Community College System.

**Pre-requisites:** EMT-B, High School Diploma or equivalent, attend orientation and complete placement exams for comprehension, reading and math.

**Registration Fee:** \$175.00 (unless fee exempt) \$14.50 for liability insurance, plus additional fees \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance.

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

**Dates:** January 7, 2010 with didactic ending July 28, 2011.

**Time:** Tuesday and Thursday evenings 6-10 with some Saturdays.

Orientation for this program is set for December 3, 2009 at 6pm; we will meet in the William Harold Smith Building on campus. Students unable to attend the orientation should contact Eugene Edwards or Donnie Tipton at 828-652-3982 to schedule an appointment.

### **Phlebotomy Course**

**Class Hours: 200**

A phlebotomist is the person who draws your blood when you are admitted to the hospital for treatments. A phlebotomist will work in hospitals, blood banks, laboratories, research facilities, home healthcare agencies and physician's offices. A phlebotomist must be an effective communicator and have knowledge about human anatomy. There are many skills required to be a proficient phlebotomist. The MTCC Phlebotomy program prepares individuals to obtain blood for purpose of laboratory analysis. This continuing education program includes classroom, laboratory instruction and clinical training.

**Instructors:** McGovney/ A. Radingan

#### **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 January 6<sup>th</sup> and 7<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). 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 & Wednesdays

**Time:** 5:00 pm – 10:00 pm

Orientation will be held on Monday, January 11th, 2010 from 5:00 – 6:00 pm in Bldg 19, Rm. 110.

The first day of class is Wednesday, January 20, 2010

### **Nursing Assistant I Class**

**Class Hours: 160**

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

**Registration Fee:** 175.00 plus additional fees \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance. There is an additional cost for the book, materials, and uniform.

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

**Dates and Time:** Wednesday & Friday nights 4:00 – 9:50 pm Saturday 8:00 am - 5:00 pm also on clinical days 7:00 am – 3:30 pm.

The first day of class is January 6th and continues through February 24

### **Medical Transcription**

**Class Hours: 99**

Medical transcription involves transcribing all types of correspondence and medical records as dictated by physicians and other healthcare professionals into a written format. In most cases the medical transcriptionist will listen on a headset and key the transcription into a computer. Medical transcription is performed in a variety of settings including hospitals, offices, clinics, laboratories, medical libraries, or transcription

offices. Medical transcriptionists may also be self-employed, working out of the home, and work on a case-by-case basis.

Overall, Medical transcription salaries are based on an hourly wage and in some cases on the number of lines transcribed. According to the US Department of Labor, Bureau of labor statistics, the median expected salary for a typical Medical Transcriptionist is \$25,430. At Salary.com, the national average salary for a medical transcription supervisor is \$45,731.

The job outlook for medical transcriptionist is very good as employment is expected to grow faster than average for all occupations through 2012.

Outsourcing or contracting work out of the country has become increasingly popular. However, hospitals, offices, and clinics require domestic medical transcription services, and use international sources only as a supplement.

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:** Putnam

**Registration Fee:** \$175.00 plus materials and books Student MUST have their books on the first night of class. Plus additional fees \$5.00 parking sticker, \$3.00 student ID badge, and \$1.25 accident insurance.

**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:** January 20 – May 19, 2010 Mondays & Wednesdays

**Time:** 5:30 pm - 8:30 pm

## **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 completed high school or the equivalent.

**Instructor:** Amy Greene

**Registration Fee:** \$65.00 *plus cost of book (\$22.30 new edition)*

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

**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:** December 14, 2010

February 23, 2010

April 29, 2010

**Time:** 8:00 am – 4:00 pm

## Personal Enrichment

### Level I Beginning Conversational Spanish

**Class Hours: 24**

This course is designed for students with little or no Spanish. Tene mos 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.*

**Location:** MTCC Campus, William Harold Smith

**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:** Tuesday and Thursday, January 12 – February 18, 2010

**Time:** 6:00 pm – 8:00 pm

### Level II – Beginning Conversational Spanish

**Class Hours: 24**

This course continues the study of the preterit that was started in Beginning Conversational Spanish –Level 1. More information is studied on adjectives and adverbs. Speaking and reading practice. A prerequisite is that the students complete Beginning Conversational Spanish Level 1 or have the equivalent experience 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.*

**Location:** MTCC Campus, William Harold Smith

**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:** Tuesday and Thursday, February 23 – April 1, 2010

**Time:** 6:00 pm – 8:00 pm

**Class Hours: 24**

### 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 hands-on instruction and helpful classroom examples, the various features of Word, Access, Excel, and PowerPoint.

**Instructor:** Joshua Andrews

**Registration Fee:** \$65.00 *plus cost of Technology Fee (\$2.00)*

**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 and Times:** Saturday, January 9 – February 27, 2010

**Time:** 9:00 am – 1:00 pm

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

**Class Hours:** 10

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:** Joshua Andrews

**Registration Fee:** \$65.00 *plus cost of Technology Fee (\$2.00)*

**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 and Times:** Saturdays, January 9 – March 27, 2010

**Time:** 8:00 am – 9:00 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 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. 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**

The Basic Rider Course is a research-based and action-oriented core curriculum designed to teach beginning motorcyclists of all ages the physical and mental skills necessary to ride safely on the street. It includes basic motorcycle operation, maximum effective braking techniques, turning skills, obstacle avoidance maneuvers, classroom instruction and ten hours of "on cycle" training. RiderCoaches for the program are all experienced motorcycle operators who are nationally certified by the Motorcycle Safety Foundation (MSF). Student workbooks, helmets and motorcycles are provided by McDowell Technical Community College.

Upon satisfactory completion of this course graduates will receive a waiver for the skills portion of the NC DMV license test for the motorcycle endorsement. Students may also be entitled to insurance premium discounts through participating insurance companies.

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.

**2010 classes will begin in March and will 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), click on the Continuing Education link and then view the Motorcycle Safety Education Program link for more information.

### **NC Concealed Carry Class**

**Class Hours: 12**

The North Carolina General Assembly enacted a concealed handgun law that allows qualifying citizens of North Carolina the opportunity to obtain a permit to carry a concealed handgun. This law became effective on December 1, 1995, and requires that the permit be secured from the sheriff of the citizen's county of residence. Once issued, the permit is valid throughout the state for a period of five years, unless it has been revoked.

Students must be a resident of North Carolina and have a valid North Carolina driver's license in order to be issued a permit.

**Students need to bring 50 rounds of 9mm target ammo.**

**Instructor:** Wayne Edwards, Kevin Fineburg, Jamie Harklerode

**Registration Fee:** \$65.00

**Location:** MTCC Campus, Bldg. William Harold Smith

**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.**

**Date:** May 7, 2010

May 8, 2010

**Time:** Friday 6:00 – 10:00 pm

Saturday 8:00 am – 5:00 pm