

SPRING 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
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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.)**

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

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: February 4, 11, and 25, 2012

Time: 9:00 am – 1:00 pm

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)

January 10, 2012

March 13, 2012

May 15, 2012

Time: 8:30 am – 3:30 pm

Career Enhancement

Phlebotomy Course

Class Hours: 200

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.

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. No exceptions will be made.**

5. Proof of completion of The McDowell Hospital Criminal Background Check and drug screen must be turned in by the first night of class.

Class size will be limited to the first 20 students that meet the eligibility requirements (see above).

Instructors: McKinney/McGovney

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

Pre-registration for eligible applicants will be on January 4th, 2012 from 10:00 am – 5:30 pm.

Payment of registration fee and insurance required at this time.

Dates: The first day of class is Wednesday, January 25, 2012.

Time: Wednesdays, 5:00 pm – 10:00 pm

Saturdays, 8:00 am – 1:00 pm

Orientation will be held on Wednesday January 11th, 2012 from 5:00 – 6:00 pm in Bldg 19, Rm. 110.

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

EMT-Basic

Class Hours: 180

Field Hours: 24

Clinical Hours: 0
Total Hours: 204

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.

Registration Fee: \$175.00 per semester (unless fee exempt) plus additional fees of \$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: The first day of class is Wednesday, January 11, 2012.

Time: Mondays and Wednesdays from 6:00 pm to 10:00 pm. (Some Saturday from 8:00 am – 5:00 pm)

Orientation will be held on Wednesday, November 30th, 2011 from 6:00 pm in Bldg 19, room 107.

EMT-B to Paramedic Bridge

Class Hours: 650

Field Hours: 300

Clinical Hours: 200

Total Hours: 1150

This course is offered for the EMT-B or EMT-I to the Paramedic level. 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 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 and Physiology will run as a co-requisite on Saturday's through the first semester. Exemption of Anatomy and Physiology 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. Also a separate registration fee of \$175.00 is required for the Anatomy and Physiology course.

Class Prerequisites: EMT-B, High School Diploma/GED, or Adult High School Equivalent. You must attend the orientation and complete the placement exams for comprehension, reading and math.

Registration Fee: \$175.00 per semester (unless fee exempt) plus additional fees of \$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: The first day of class is Wednesday, January 18, 2012.

Time: Monday and Wednesday from 8:00 am to 5:00 pm (Some Saturday from 8:00 am – 5:00 pm)

Orientation will be held on Wednesday, November 30th, 2011 from 6:00 pm in Bldg 19, room 107.

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)

January 7, 2012 (Saturday)

February 15, 2012 (Wednesday)

April 18, 2012 (Wednesday)

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: January 28, - March 3, 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, January 23, 2012 – February 29, 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.

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 permittee’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.

Instructor: Kevin Fineburg and Jamie Harklerode

Registration Fee: \$65.00.

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

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.

Date: April 13 and 14, 2012

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