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-Morgan 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/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 requested a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am – 5:30 pm and Fridays 8:00 am – 12:00 noon.
Dates: (One day course)
    January 15, 2013
    May 14, 2013

Time:  8:30 am – 3:30 pm

Career Enhancement

Emergency Medical Technician - Basic Program
Class Hours: 180

The Emergency Medical Technician Curriculum introduces the student to basic emergency Medical Care. Topics of education include: Preparatory, Airway, CPR, Patient Assessment, Medical, Behavioral, OB/GYN, Trauma, Infants & Children, Operations and Advanced Airway Procedures. The course is a total of at least 169 contact hours, with clinical time to be spent on an ambulance. Upon successful completion the student should be able to demonstrate the skills necessary to achieve the North Carolina and National Registry EMT-Basic certification.

Required Prerequisite Class

Orientation/Introduction to EMT

December 4, 5, 6, 11, 12, 13; 6:00 – 9:00 pm
Location: Job Link, 316 Baldwin Avenue, Marion
Class will cover - Orientation, Study Skills and CRC
(Career Readiness Certificate - Bronze Level minimum admission requirement for this class)

Program Start
January 7, 2013

Class Times
6:00 – 10:00 pm Mondays & Wednesdays
8:00 am – 5:00 pm on scheduled Saturdays

Class Location for Classes
McDowell Technical Community College
William H. Smith building, Room 107

Class Prerequisites
    • High School, GED, or Adult High School Equivalent.
    • Valid Driver’s License.
    • Successful completion of orientation session and CRC (Bronze level minimum) program prior to beginning of class.

Registration Fee
$175.00 (unless fee waived)
**Other Program Costs**
Will be discussed at orientation

Questions? Contact Eugene Edwards or Donnie Tipton at 828-652-3241. For more information or to pre-register contact Deborah Putnam at 828-652-0675 or Lorrie Truett-Morgan at 828-652-0662.

**EMT-B to Paramedic Bridge (Night Class)**

**Class Hours: 1150**

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 (EMS-3000, Basic Anatomy and Physiology).

**Required Prerequisite Class**

**Orientation/Introduction to EMT**

December 4, 5, 6, 11, 12, 13; 6:00 – 9:00 pm
Location: Job Link, 316 Baldwin Avenue, Marion
Class will cover - Orientation, Study Skills and CRC
(Career Readiness Certificate-Silver level minimum admission requirement for this class)

**Start Date for Program**
January 8, 2013

**Class Times**
6:00 – 10:00 pm Tuesdays & Thursdays
With some Saturday’s

**Class Location**
McDowell Technical Community College
William H. Smith building, Room 107

**Class Prerequisites**
1. Successful completion of an EMT-Basic class.
2. Successful completion of an entrance exam assessing basic reading comprehension and English language writing skills on a post-secondary level. Examples of acceptable demonstration of this ability include:
   o Placement into, or successful completion of, a college-level reading and English language writing course. Developmental or remedial courses will not satisfy this requirement.
   o A reading and writing score of 41 or higher on the ASSET® placement exam.
   o A reading score of 81 or higher and a writing score of 70 or higher on the COMPASS® placement exam.
   o Ranking as “post high school” on the Health Occupations Basic Entrance Test (HOBET).

3. Demonstration of mathematical skills at a minimum at the high school grade level. Examples of acceptable demonstration of this ability include:
   o Successful completion of a MAT 060 course, or placement into a MAT 070 course.
   o Successful completion of a college-level algebra course.
   o A score of 39 or higher on the numerical portion of the ASSET® placement exam.
   o A score of 45 or higher on the pre-algebra portion of the COMPASS® placement exam.
   o Ranking as “high school” on the Health Occupations Basic Entrance Test (HOBET).

4. Valid driver’s License.

5. Successful completion of orientation session and CRC (Silver level minimum) program prior to beginning of class.

6. Anatomy and Physiology is required and can be attended concurrently with program.

Registration Fee
$175.00/Per Semester (unless fee waived)

Other Program Costs
Will be discussed at orientation.

Questions? Contact Eugene Edwards or Donnie Tipton at 828-652-3241.
For more information or to pre-register contact Deborah Putnam at 828-652-0675 or Lorrie Truett-Morgan at 828-652-0662.

EMT-B to Paramedic Bridge (Day class)
Class Hours: 1150

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 (EMS-3000, Basic Anatomy and Physiology).

**Required Prerequisite Class**

**Orientation/Introduction to EMT**

December 4, 5, 6, 11, 12, 13; 6:00 – 9:00 pm  
Location: [Job Link](#), 316 Baldwin Avenue, Marion  
Class will cover - Orientation, Study Skills and CRC  
(Career Readiness Certificate - Silver Level minimum admission requirement for this class)

**Start Date for Program**  
January 7, 2013

**Class Times**  
8:00 am – 5:00 pm Mondays & Wednesdays

**Class Location**  
McDowell Technical Community College  
William H. Smith building, Room 107

**Class Prerequisites**

1. Successful completion of an EMT-Basic class.

2. Successful completion of an entrance exam assessing basic reading comprehension and English language writing skills on a post-secondary level. Examples of acceptable demonstration of this ability include:
   - Placement into, or successful completion of, a college-level reading and English language writing course. Developmental or remedial courses will not satisfy this requirement.
   - A reading and writing score of 41 or higher on the ASSET® placement exam.
   - A reading score of 81 or higher and a writing score of 70 or higher on the COMPASS® placement exam.
   - Ranking as “post high school” on the Health Occupations Basic Entrance Test (HOBET).

3. Demonstration of mathematical skills at a minimum at the high school grade level. Examples of acceptable demonstration of this ability include:
   - Successful completion of a MAT 060 course, or placement into a MAT 070 course.
   - Successful completion of a college-level algebra course.
   - A score of 39 or higher on the numerical portion of the ASSET® placement exam.
   - A score of 45 or higher on the pre-algebra portion of the COMPASS® placement exam.
   - Ranking as “high school” on the Health Occupations Basic Entrance Test (HOBET).

4. Valid driver’s License.
5. Successful completion of orientation session and CRC (Silver level minimum) program prior to beginning of class.

6. Anatomy and Physiology is required and can be attended concurrently with program.

**Registration Fee**
$175.00/Per Semester (unless fee waived)

**Other Program Costs**
Will be discussed at orientation.

Questions? Contact Eugene Edwards or Donnie Tipton at 828-652-3241.
For more information or to pre-register contact Deborah Putnam at 828-652-0675 or Lorrie Truett-Morgan at 828-652-0662.

**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.

**The Job**
Phlebotomy training prepares the student to draw blood specimens from client’s for the purpose of testing and analyzing blood.

A phlebotomist’s job includes:
- Maintenance of equipment used in obtaining blood specimens.
- The use of appropriate communication skills when working with patients.
- The selection of venipuncture sites.
- The care of blood specimens.
- The entry of the testing process into the computer.
- Clerical duties associated with record keeping of the blood tests.

**Skills**
One of the main qualifications is an understanding of infection control and sterilization practices. Phlebotomists must be familiar with medical/hospital procedures and environments. Phlebotomists must also be able to perform diagnostic procedures and accurately interpret results. They need to analyze information to make appropriate recommendations.

Source: Adapted from Monster. com March 3, 2008
Wages
The median hourly wage for a phlebotomist in North Carolina is $10.33-$13.57.

Source: www.payscale.com, October, 2009

Eligibility Requirements:

1. Must provide High School or GED transcript or copy of high school diploma. Proof of an advanced degree is acceptable (diploma, associates or higher).

2. Must be 18 year 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.

Fees:
Registration fee 175.00
Liability insurance 14.50
Parking Fee 5.00
Student ID 3.00
Accident Insurance 1.25

$198.75

Textbook and uniform are additional costs.

Instructors:
Erica Hollifield, CMA
Lacey McKinney, MLT, ASCP

Dates:
Pre-registration for eligible applicants will begin Tuesday, January 8, 2013 from 10:00 am - 5:30 pm in Bldg 19, W. Harold Smith Building. Class will be limited to the first 20 students that meet the eligibility requirements.

Orientation will be held on Tuesday, January, 22, 2013, 5:00 pm-6:00 pm in room 110, Bldg. 19.

The first day of class is Tuesday, January 29, 2013. Classes are Tuesday and Thursday, 5:00 pm-9:50 pm.

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

2010 Statistics:
- Median Pay – 32,900 per year ($15.82 per hour)
- Number of jobs in 2010 – 95,100
- Job outlook for 2010 – 2020 – 6% increase (approximately 5600 jobs)

Source: US Department of labor, Occupational Outlook handbook.

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

Fees:
- Registration fee 175.00
- Liability insurance 14.50
- Parking Fee 5.00
- Student ID 3.00
- Accident Insurance 1.25

$198.75

Textbook and other program costs.

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

Pre-registration and payment is requested a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am – 5:30 pm and Fridays 8:00 am – 12:00 noon.

Dates: TBA
Time: 6:00 – 9:00 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 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 requested a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am - 5:30 pm and Fridays 8:00 am – 12:00 noon.

**Dates:** February 19, 2013

**Time:** 8:30 am – 4:30 pm

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**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 – 5:30 pm and Friday 8:00 am – 12:00 noon.

**Dates:** January 11, - February 15, 2013

**Times:** Fridays, from 9:00 am – 1:00 pm

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**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:

- 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.
- Take the Certificate from the 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:

- This program is not approved in the Judicial District in which you received your Citation.
- You have taken the course in the previous three years.
- You have paid your citation prior to taking the class.
- You have two or more moving violation on the same citation.
- You are charged with a violation that requires a court appearance.
- Your court date has passed.

Students for the 4-hour and the 8-hour class are requested to 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 – 5:30 pm and Fridays 8:00 am – 12:00 noon.

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.

**2013 classes 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

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.