SUMMER SEMESTER, 2011
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

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: July 9, 16 and 30
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 hours are Monday – Thursday from 8:00 am – 6:00 pm and Fridays 8:00 am – 2:00 pm.
Dates:
April 8, 2011
May 12, 2011
Time: 8:30 am – 3:30 pm

Career Enhancement

Nursing Assistant I
Total Hours: 135

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 North Carolina’s state skill/written competency evaluation through Pearson Vue. 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) You must be 16 years of age or older to register.
2) Take the reading portion of the MTCC placement test and meet the minimal required score of 64 or above. Contact the Student Enrichment Center for a placement test appointment at 659-0418. **You must bring your reading placement test score with you to register.**
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 from **May 2nd through 5th from 10a.m. until 6p.m.** The class is limited to the first 20 eligible students.

5) You must bring: Proof of current TB screening. Proof of Hepatitis’s B (may sign a waiver). Continuing Education Department paid receipt. If you do not provide the above items at orientation you will not be allowed to begin the class. Required orientation for registered students is on May 11, 2011 at 4:00 p.m.

**Instructor:** TBA

**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 registration cost only). Approximate total cost $500.00. Students are required to purchase uniforms, shoes, and a watch with a second hand for clinical. Textbooks cost approximately $125.00. 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.

**Location:** MTCC Campus, Dogwood Building (17) Classroom 105.

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:** May 16 – August 1, 2011 Mondays and Wednesdays.

**Time:** 8:00 am – 4:30 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 ($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 hours are Monday – Thursday from 8:00 am – 6:00 pm and Fridays 8:00 am – 2:00 pm.

**Dates:** May 20th

June 22nd

July 21st

**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 hands-on instruction and helpful classroom examples, the various features of Word, Access, Excel, and 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 Fridays 8:00 am – 2:00 pm.  
**Dates and Times:** Saturday, June 4 – July 16, 2011  
**Time:** 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:

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**

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 propercornering 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.

**2011 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:** Wayne Edwards, Kevin Fineburg, Jamie Harklerode  
**Registration Fee:** $65.00  
**Location:** MTCC Campus, Bldg. William Harold Smith Bldg (19) Room 107  
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 20, and 21, 2011.  
**Time:** Friday 6:00 – 10:00 pm  
Saturday 8:00 am – 5:00 pm