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](http://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  
e-mail: lorriet@mcdowelltech.edu

**Administrative Assistant to Continuing Education/Data Technician**  
Deborah Putnam Telephone Number 828.652.0675  
e-mail: deborahput@mcdowelltech.edu

**Continuing Education Registrar**  
Ramona DeAngelus Telephone Number 828.652.0684  
e-mail: rgibson@mcdowelltech.edu

**Director of Continuing Education**  
Brad Ledbetter Telephone Number 828.652.0674  
e-mail: bradl@mcdowelltech.edu

Pre-registration and payment is requested a week before classes start. Pre-registration hours are Monday – Thursday from 8:00 am – 5:00 pm and Fridays 8:00 am – 12:00 noon. The Continuing Education Department is located at the William Harold Smith Building on the first floor.

**Career Enhancement**

**EMT-Basic**

**Orientation (required)**  
July 19th or 26th (only need to attend one date)  
William H Smith building, room 107
Start Date for Program
August 16, 2016

Class Times
6 - 10 PM Tuesday & Thursday
8 AM - 5 PM on scheduled Saturdays.

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

Class Prerequisites
High School, GED, or Adult High School Equivalent, Valid Driver License, Successful completion of orientation session and CRC (Career Readiness Certificate) program meeting a minimum level of Bronze prior to beginning of class. Location for CRC will be at Job Link on Baldwin Avenue, Marion, NC. Call 828-659-6001, Ext. 137 or email maryl@mcdowelltech.edu to preregister for CRC

*Tuition Fees:
Registration $180.00 (unless fee exempt)
Liability insurance $14.50
Parking Fee $5.00
Student ID $3.00
Accident Insurance $1.25
$203.75
*Fees subject to change.

Other Program Costs, such as books and uniforms will be discussed at the required orientation session

For questions contact Eugene Edwards 828-659-0422

Phlebotomy Course

This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and may be eligible for national certification as phlebotomy technicians.

The hourly mean wage for a phlebotomist in North Carolina is $12.26
http://www.bls.gov/oes/current/oes319097.htm

Eligibility Requirements:
1. Must be a high school graduate or have a GED. Must provide high school/GED transcripts 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. Prospective students should be aware that upon admission to a health science program with a clinical component, criminal background checks and or drug testing may be required by the clinical facilities used for clinical sites. Criminal background checks are handled through a designated third party vendor. McDowell Technical Community College is an open door college and will not refuse admission to anyone based on a criminal record. However, the clinical site reserves the right to refuse someone with a criminal record, positive drug test and/or visible tattoo the use of its facility. If a student does not complete the clinical portion he or she will not be able to successfully complete a health science program at McDowell Technical Community College.

4. Must provide documentation of complete immunization records as required by the North Carolina Community College Health farm/clinical agency requirements including a flu vaccine.

5. Payment of fees at time of pre-registration ($203.75)
   
   *Please note: All of the above must be presented at the time of pre-registration. No exceptions will be made.

6. Proof of completion (paid receipt) of the Intellenet Criminal Background Check (CBC) and Intellenet urine drug screen (UDS) must be turned in by the first day of class on Monday, August 22, 2016. You will receive further instructions about the CBC and UDS at orientation.

Fees:
Registration fee 180.00
Liability insurance 14.50
Parking Fee 5.00
Student ID 3.00
Accident Insurance 1.25

$203.75

Textbook and uniform, CPR and immunizations are additional costs. Other Program Costs will be discussed at the required orientation session.

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

Dates:
Pre-registration for eligible applicants will begin Monday, August 8, 2016 from 10:00 am - 5:00 pm in Bldg 19, William Harold Smith Building. Class will be limited to the first 20 students that meet the eligibility requirements.

Orientation will be held on Wednesday, August 17, 2016, 5:00 pm-6:00 pm in building 17 room 107.
The first day of class is Monday, August 22, 2016. Classes meet on Mondays and Wednesdays, 5:00 pm-9:50 pm.

Location:
MTCC Campus, building 17 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) and a Valid Driver’s License. Students will need to bring a Valid Driver’s License with them on the day of the class.

Instructor: Amy Greene

Registration Fee: $70.00
Plus cost of book ($27.60 new edition) plus tax. Notary book is required for taking the course. The book may be purchased at the MTCC bookstore. Please make sure you have a copy of the most current text for the class.

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

Dates: (One Day Course)
   September 7, 2016
   November 21, 2016

Time: 8:30 am – 4:30 pm

**Do You Have a Ticket (Citation)?**

**Defensive Driving**
Class Hours: 4 Hour, Alive at 25, and 8 Hour

The District Attorney, District Clerks of Court and District Court Judges want you to be a safe driver!

You may take a Safe Driving Course and have your traffic citation charges reduced by the District Attorney if you have been charged with a minor traffic violation in the 29th Judicial District (McDowell and Rutherford counties). McDowell Technical Community College along with the Safety and Health Council of North Carolina are training motorists in the principles of safe driving. Completion of this course should take place ten (10) working days before your scheduled court date.

Can I take the Defensive Driving if I got a citation (ticket) in McDowell or Rutherford counties?

Yes, 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.
2. Pay appropriate fees ($50.00 4-Hour Course, $50.00 Alive at 25 Course, $75.00 8-Hour Course) for the cost of administering and teaching the Safe Driving Course.

3. Enter into a written Plea Agreement and plead guilty to driving with improper equipment.

4. 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.

**If your citation falls under one of these categories you may take the class.**

<table>
<thead>
<tr>
<th>Motorcycle only violations</th>
<th>Driving left of center</th>
<th>Improper use of traffic lanes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crossing median</td>
<td>Driving without two headlights</td>
<td>Failing to burn headlamps</td>
</tr>
<tr>
<td>Failing to reduce speed</td>
<td>Following too close</td>
<td>Red light violation</td>
</tr>
<tr>
<td>Exceeding safe speed</td>
<td>Stop sign violation</td>
<td>Too fast for conditions</td>
</tr>
<tr>
<td>Wrong way on dual lane</td>
<td>Wrong way on one way road</td>
<td>Unsafe movement</td>
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<tr>
<td>City code violations</td>
<td>Leaving vehicle unattended</td>
<td>Failing to yield right of way</td>
</tr>
<tr>
<td>Failing to stop for RR sign</td>
<td>Failing to dim headlights</td>
<td>Failing to give turn signal</td>
</tr>
<tr>
<td>Overloading violations</td>
<td>Exceeding posted limit</td>
<td>Speed less than minimum</td>
</tr>
</tbody>
</table>

*Speeding: More than 15 mph and above in any zone has to have a permission slip, no exceptions! Any speed greater than 80 mph requires permission slip from the District Attorney’s office.

*Improper passing – 8 Hour Class only *Needs permission slip

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. Your charge is not listed above.
3. You have taken the course in the previous three years.
4. You have paid your citation prior to taking the class.
5. You have two or more moving violations on the same citation.
6. You are charged with a violation that requires a court appearance.

**If I have a full provisional license do I need to appear in court?**
Yes, on your court date the D.A. will determine which class is necessary.

**Can I take the Defensive Driving from a different county?**
Please check with the county you received the citation in. They may allow you to take the course but you will need to contact the District Attorney’s office in the county you received the citation for verification.

**Which class do I need to take?**
The *Alive at 25 (16 – 25 years of age)*
The 4- Hour Course for students over the age of 25 years.
The 8 Hour Course is for Court Appointed, some CDL Drivers and improper passing.

**What do I need to bring to pre-register?**
1. Traffic Citation Form.
2. Permission Slip, (if you have one).
3. Driver’s License.
4. Registration Fee.
Pre-register by mail or email – If you would like to pre-register by mail or email please call one of the contracts below for additional information.

Who do I contact for registration/questions for the Defensive Driving Course?
Lorrie Truett Morgan: (828) 652-0662, e-mail: lorriet@mcdowelltech.edu Fax: (828) 652-8008
Deborah Putnam: (828) 652-0675, e-mail: Deborahput@mcdowelltech.edu Fax: (828) 652-8008

When can I pre-register?
Monday – Thursday from 8:00 a.m. – 5:00 p.m. For the Wednesday night classes you will need to be registered before 4:00 p.m.
Friday 8:00 a.m. – 12:00 noon. You will need to be registered before 11:00 a.m. on Friday before taking the Saturday classes.

What will you need to bring to class?
1. Citation Form (ticket)
2. Driver’s License
3. Permission Slip, if you have one.
4. Registration Form showing payment for class from the Business Office.

When will I receive my Certificate?
After successfully completing the class, you will receive your certificate from the instructor.

Can I take the class online?
No, online courses will not be accepted by the 29th Judicial District.

If you have to be absent for any reason please call the Continuing Education department to reschedule before the next available class to ensure you are able to take the class before your court date.

**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:** $175.00 which includes student insurance and workbook.
2016 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 and click on the Continuing Education link and then view the Motorcycle Safety Education Program link for more information.