



# **FLY HIGH & SUCCEED**

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**Southeastern Community College  
Summer 2009  
Continuing Education Schedule**

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We welcome your suggestions.

If you know of a training need or have an idea for a new class, please call us at (910) 642-7141, ext. 296. ☎

## Registration



Continuing Education students register and pay fees at the first class session unless otherwise noted by "preregistration required." To preregister, call

Annette Dorman	(910) 642-7141, ext. 296
Jeanell Sweat	(910) 642-7141, ext. 397
Frances Ward	(910) 642-7141, ext. 425

## Fee Structure

**Registration fees are subject to change without notice.**

The fee structure for Continuing Education courses are as follows:

Occupational Extension:

0 – 10 hours	\$50
11 – 30 hours	\$55
31 – 100 hours	\$60
> than 100 hours	\$65

Community Service:

0 – 10 hours	\$30
11 – 30 hours	\$40
31 – 100 hours	\$50
> than 100 hours	\$60

Self-Supporting (SS):

Fees for self-supporting classes are based on the actual cost of instruction divided by the number of students taking the course. Individuals taking self-supporting classes must pay registration fees.

## Class Cancellation Policy

SCC's Continuing Education Division reserves the right to cancel classes/seminars/workshops due to insufficient pre-registration and/or enrollment.



***If you are on campus and would like more information about continuing education classes, visit the staff in T-Building.***

*33,000 copies of this public document were printed at a cost of \$3,325.*

# Continuing Education Division

## General Information

### Have a Question? Contact ...

**Beverlee Nance**

Vice President of Continuing Education &  
Economic Development  
(910) 642-7141, ext. 208

**Teresa Triplett**

Associate Dean of Continuing Education  
(910) 642-7141, ext. 318

**Silas Acosta**

Director of Hispanic Initiative  
(910) 642-7141, ext. 466

**Mary Ruth Edwards**

Director of Continuing Education  
(910) 642-7141, ext. 317

**Althea McAllister**

Micro Intake Professional (MIP) Agent/  
Individual Development Account (IDA) Agent  
(910) 642-7141, ext. 323

**Brenda Orders**

Director of the Small Business Center  
(910) 642-7141, ext. 419

**Travis Paul**

Coordinator of In-Service  
Law Enforcement Training  
(910) 642-7141, ext. 217

**David Ransom**

Coordinator of EMS/Fire Services  
(910) 642-7141, ext. 314

**Jackie Williams**

Coordinator of Basic Skills Programs  
(910) 642-7141, ext. 326

**Denise Young**

Recruiter/GED Examiner  
(910) 642-7141, ext. 432

### Occupational Extension Course Repetition

Special provision legislation states that "community colleges may permit a student to repeat a course more than once if that student demonstrates that the course repetition is required by standards governing the certificate or licensing program in which the student is enrolled."

Individuals who have taken an occupational extension class no more than twice in a five-year period will be charged a minimum of \$50, unless they are exempt. A predetermined rate of \$6.18 (subject to change) per scheduled hour will be charged to those who have taken an occupational extension class more than twice and are not otherwise exempt.

Students may request copies of their transcript by writing to the Continuing Education office, and by providing their name, address, and social security number.

### Continuing Education

Non-credit Continuing Education classes can help you improve your job skills, train for a new job, and learn a new hobby! Classes are low-cost and located throughout Columbus County.

Enrollment is open on a first-come, first-serve basis. These classes are open to everyone age 18 and above. Sixteen- and 17-year-olds may enroll while attending the public schools of Columbus County in all Continuing Education, non-curriculum courses, provided the courses are taught at a time when public schools are not normally in session. The courses are FREE to North Carolina residents age 65 and older.

Registration (and fee payment) is required at the first scheduled meeting of the class. Insurance is required for some classes.

Southeastern also provides on-site job skills training and literacy classes for area businesses and industries.

We welcome your suggestions. If you know of a training need or have an idea for a new class, please call us at 642-7141, ext. 296.

### Continuing Education Units

Southeastern Community College awards Continuing Education Units (CEUs) for non-credit courses and special activities. A permanent transcript will be established for each non-credit student. The transcript will be updated each time the student completes a non-credit course. CEUs will be awarded for non-credit courses satisfactorily completed on the basis of one CEU for each 10 hours of instruction. Fractions of CEUs will be awarded. Thus, a 66 semester hour course will earn the student 6.6 CEUs. CEUs will not be awarded to students who fail to satisfactorily complete a course.

### Refund Policy

Tuition refunds are made only under the following circumstances:

A full refund will be made if the college cancels a class.

A student who officially withdraws from an extension class(es) prior to the first class meeting shall be eligible for a 100 percent refund.

After the respective class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. (Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.)

A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.

Refunds of registration fees for community services and self-supporting classes and activities will be granted only in the case of paid pre-registration, if requested in writing to the Vice President of Continuing Education prior to the first session of the class or activity.

If a student, having paid the required registration fee for a semester or term, dies during that semester (prior to the last day of examinations of the college the student is attending), all registration fees for that semester or term may be refunded to the estate of the deceased.

*Southeastern Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award certificates, diplomas and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern Community College.*

# Workforce Development Classes

Workforce development classes are designed to provide training in a specific area. These courses may teach a new skill or upgrade present skills, leading to job promotion, supplemental income, or employment.

**Bartending** 📞 **\$55**  
 You'd like to become a bartender or maybe you'd just like to be a better host. Come join us and develop your bartending skills. You will learn the technique of mixing a well-balanced drink, as well as garnishing, drink recipes, product use, sanitation, organizing a mixology station, customer service, and the very important ABC laws.

T	6-9pm	6/16-8/11	SCC, T-101	J. Fox
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**Fundamentals to Beekeeping** 📞 **\$55**  
 This course will include instruction on working with, managing, and handling bees for profit; how to harvest honey and pollen; and basic bee behavior and biology and their importance to the world in which we live. The discussion portion of the class will be conducted indoors. In addition, students will participate in a field trip to a local bee yard for hands-on demonstrations of beekeeping techniques.

T	6-9pm	6/02-8/04	SCC, T-121	E. Ward
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**Growing Columbus: Introduction to Plant Micropropagation** 📞 **\$55 + \$20 (includes insurance & materials)**

This will be a basic overview of what is micropropagation and the history and the progress that have been made in this exciting field. This will be a very active hands-on class. Topics of discussion will include equipment, media preparation, successful sterile techniques for cloning plant materials, grow room requirements and green facilities. Public school educators can earn CEU's for this class.

T	6-9pm	6/09-6/30	SCC, CART-148	T. Lengner
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**Independent Auto Dealers License Renewal** 📞 **\$50+ \$10 (includes class materials & lunch)**

Dealers who attend this six-hour course will earn a certificate of completion that must be submitted to DMV when renewing their license.

Th	9am-3:30pm	5/28	SCC, T-122	J. Gibson
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T	9am-3:30pm	6/09	SCC, T-122	J. Gibson
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Th	9am-3:30pm	7/30	SCC, T-122	J. Gibson
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T	9am-3:30pm	8/11	SCC, T-122	J. Gibson
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**NC Escort Vehicle Operator Certification** 📞 **\$50**

All escort vehicle operators are required to obtain an approved certification prior to performing the duties of an oversize/overweight load escort vehicle operator in North Carolina.

Sa	8am-5pm	6/20	SCC, T-121	M. Crech
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Sa	8am-5pm	8/22	SCC, T-121	M. Crech
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**NC Escort Vehicle Operator Re-Certification** 📞 **\$50**

The primary purpose of this course is to provide the state of North Carolina and certified Vehicle Escort Operators a standardized recertification training course. This course will include the defensive driving training curriculum and the updated vehicle escort training curriculum.

Sa	8am-noon	6/13	SCC, T-122	M. Crech
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Sa	8am-noon	8/08	SCC, T-122	M. Crech
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**NC Vehicle Safety Inspection** 📞 **\$50**

This eight-hour course will certify vehicle safety inspectors in accordance with the NC Department of Transportation Laws.

T W	6-10pm	6/02-6/03	SCC, T-120	M. Crech
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T W	6-10pm	8/11-8/12	SCC, T-120	M. Crech
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**Notary Public** 📞 **\$50 + \$23.86 (textbook)**

Prepare for commissioning as a Notary Public in this two-session class. It covers qualifications and requirements for the office, fees, general powers and limitations, oaths, affirmations, depositions, affidavits, negotiable instruments, and papers notarized in error.

T Th	5:30-9:30pm	5/26 & 5/28	SCC, T-122	W. Penny
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T Th	5:30-9:30pm	7/14 & 7/16	SCC, T-122	W. Penny
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**REAL (Rural Entrepreneurship Through Action Learning)** 📞 **\$60 + \$12 (textbook)**

REAL is a unique hands-on approach to facilitate entrepreneurs through the planning, owning and operating of their own businesses. Prior business experience is not required. The program helps individuals to start, expand and improve their own small businesses and deals with topics, such as self-assessment, community analysis, market research and feasibility, competitive analysis, financial feasibility, plan essentials, legal structures, targeting the customer, taxes and licenses, and computerized financial analysis. Limited enrollment.

T	6-9pm	5/19-8/04	SCC, A-203	A. McAllister
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**📞 CONTINUING EDUCATION STUDENTS REGISTER AT THE FIRST CLASS SESSION UNLESS OTHERWISE NOTED BY 📞**  
**"PRE-REGISTRATION IS REQUIRED."**

To pre-register, call (910) 642-7141, ext. 296, 397 or 425.

**Spanish in the Workplace**  **\$55**  
 As a beginning student in this course in basic Spanish, you will study grammar, conversation, and culture. It is designed for those who have Spanish-speaking customers or employees or anticipate doing business with Hispanics. North Carolina and Columbus County in particular has an ever increasing population of Hispanic residents. This course will provide you with an opportunity to learn basic conversational skills and gain a better understanding of Hispanic culture.

<b>Th</b>	<b>6-9pm</b>	<b>5/21-7/30</b>	<b>SCC, T-120</b>	<b>S. Acosta</b>
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**The Art of Jewelry Making**  **\$55**  
 Through hands-on experience, students will be introduced to the history and basic elements of design and fabrication of contemporary and traditional jewelry. This course will give you hands-on class experience with various techniques, and you will learn about the differences in beads, crystals and pearls. Each student will make a project using the techniques taught in this class. You will be introduced to a variety of marketing skills for your jewelry. Supplies will be available for purchase at the first class meeting. Pre-registration is required.

<b>Sa</b>	<b>9am-1pm</b>	<b>6/06-6/27</b>	<b>SCC, T-121</b>	<b>R. Walker</b>
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**Welding Techniques**  **\$60 +\$1.25 (Insurance fee)**  
 This course will provide hands-on welding training that focuses on certification practices. Students will learn how to perform arc welding, which is the most common type of welding. They will also learn about two advanced types of arc welding that use a spool of continuously fed wire allowing the welder to weld long stretches. These methods are Gas Tungsten Arc (TIG) and Gas Metal Arc (MIG) welding. TIG and MIG protect the initial weld from the environment by blowing inert gas onto the weld.

<b>M W</b>	<b>6-9pm</b>	<b>5/19-8/06</b>	<b>SCC, M-134</b>	<b>B. Cain</b>
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<b>T Th</b>	<b>6-9pm</b>	<b>5/20-8/07</b>	<b>SCC, M-134</b>	<b>B. Cain</b>
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**Work Zone Flagger Program**  **\$60**  
 This course trains flaggers to provide safe passage for traffic through and around work areas and to minimize confusion by teaching standard flagging procedures. All students receive the laminated Participant Guide to keep for future reference. The four-hour course spends approximately two hours in classroom lecture, discussion, and the North Carolina Department of Transportation (NCDOT) testing. The final two hours involve practical parking lot exercises that teach hands-on flagging procedures and proper use of required equipment. The successful student receives the National Safety Council Certificate of Completion with a unique security control number and wallet card. By July 1, 2009, all flaggers in North Carolina must be trained in a course approved by the NCDOT.

<b>Sa</b>	<b>8am-noon</b>	<b>5/23</b>	<b>SCC, T-122</b>	<b>M. Creech</b>
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<b>Sa</b>	<b>8am-noon</b>	<b>6/27</b>	<b>SCC, T-122</b>	<b>M. Creech</b>
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<b>Sa</b>	<b>8am-noon</b>	<b>7/18</b>	<b>SCC, T-122</b>	<b>M. Creech</b>
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## Gift Certificates

### Continuing Education Division

Give the  
gift  
of knowledge...



...with a gift certificate from  
Southeastern Community College!

Choose from a large variety of continuing  
education classes.

Prices range from \$30 to \$65.

To purchase or for more information,  
contact Brenda Orders at (910) 642-7141,  
ext. 419 or email at [borders@sccnc.edu](mailto:borders@sccnc.edu).

***Registration fees are subject to  
change without notice.***

# Health Care Career Classes



**ACLS Initial Course**      **\$55 (unless fee exempt) + \$5 (cert. card)**  
 This course follows the standard American Heart Association guidelines. It provides physicians, nurses, paramedics, and other health care providers with information concerning advanced management of the cardiac patient.

Sa Su	8am-5pm	5/23 & 5/24	SCC, R-101	TBA
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**ACLS Re-Certification Course**      **\$50 (unless fee exempt) + \$5 (cert. card)**  
 This is a re-certification course. Contact David Ransom at (910) 642-7141, ext. 314 to pre-register.

Sa	8am-5pm	8/22	SCC, R-101	TBA
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**Allied Health Career Readiness**      **\*\*Fee Waived**  
 This course provides training for adults who are preparing to enter allied health careers. The class emphasizes the importance of math, reading, and critical thinking skills in safe medical practice. Students will learn the general principles and terminology related to basic pharmacology and how these influence safe medication administration on the job. Successful completion earns points on nursing admissions application.

M W	6-9pm	5/18-7/27	SCC, R-119	S. Dutton
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T Th	1-4pm	5/19-7/28	SCC, R-119	S. Dutton
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**EMT-Basic Initial**      **\$65 + \$1.25 (insurance fee) + textbook**  
 This course provides training for individuals to become emergency medical personnel. It teaches how to perform patient assessments; basic life support techniques including airway injuries; child-birthing; lifting/moving patients to medical facilities; treating exposure to cold/heat; and basic life support for medical emergencies. **All students wishing to enroll must first pass the reading portion of the Accuplacer with a minimum score of 70.** This assessment is administered in SCC's Student Counseling/Admissions Office. Please call 642-7141, ext. 327 to register for the Accuplacer reading assessment.

T Th	6:30-9:30pm	7/07-11/24	Workforce Prep Ctr	D. Burleson
Sa	9am-4pm			

M-F	8:30am-12:30pm	6/15-8/20	Workforce Prep Ctr	TBA
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## In-Home Aide Workplace Skills

**\*\*Fee Waived**

Thousands of Americans receive in-home medical services, including in-home aide assistance. The In-Home Aide Workplace Skills class will give you training as an in-home companion aide. Learn how to work in the homes of the elderly and disabled by performing basic household duties, preparing meals and monitoring medications. You also will learn job search techniques and workplace skills to help you find employment.

M-Th	1-4pm	5/18-8/05	SCC, R-114	L. McClellon
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M-Th	6-9pm	5/18-8/05	SCC, R-116	L. McClellon
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## Medical Billing and Coding - ICD-9 (Online)

**\$60 + textbook**

This course starts May 25 and ends Aug. 7. Deborah Hammonds is the instructor for this course. Register for class by contacting Mary Ruth Edwards at (910) 642-7141, ext. 317 or visit SCC, Room T-108. **Registration must be completed by noon on May 20. Textbooks can be purchased at the SCC Bookstore and are required.**

## Medical Billing and Coding - CPT

**\$60 + textbook**

An integral part of many medical office assistants' duties involves the use of CPT coding: patient records, patient billing, insurance claim preparation, and insurance claim processing. This course of study will provide entry-level students with skills needed to learn the structure and convention CPT, the correct process for selecting codes, and the types of coding errors to be avoided. Pre-requisite: Medical Terminology or Anatomy.

T Th	6-9pm	5/19-8/06	Whiteville Business Development Center	J. White
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## Medical Transcription

**\$60 + textbook**

This course is designed to develop work-place-ready transcription and medical language specialists. You will receive complete instructions on report formats and the technology and editing and proofreading guidelines.

M Th	6-9pm	5/18-8/06	SCC, T-124	J. Hicks
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## Medical Terminology

**\$60 + textbook**

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This course will prepare you with the terminology background necessary for future courses on medical office procedures that are part of any medical training program. In addition to medical terminology, you will gain a basic knowledge of human anatomy and physiology.

M	6-9pm	5/18-8/03	Whiteville Business Development Center	J. White
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## Medical Terminology (On-line)

**\$60 + textbook**

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This course will prepare you with the terminology background necessary for future courses on medical office procedures that are part of any medical training program. In addition to medical terminology, you will gain a basic knowledge of human anatomy and physiology. This course starts May 25 and ends Aug. 7. Register for class by contacting Mary Ruth Edwards at (910) 642-7141, ext. 317 or visit SCC, Room T-108. **Registration must be completed by noon on May 20.**

## Medication Aide Exam Prep for Skilled Nursing Facilities

**\$55 + textbook**

Designed for anyone who is responsible for dispensing medication in a skilled nursing facility, this class prepares you to take the Medication Administration Exam administered by the NC Board of Nursing. Students learn policies and procedures for administering medications in a variety of forms, including liquid, pill and topical. Drug interactions and side effects are also covered. The Medication Aide for Skilled Nursing Facilities and Nursing Assistant I certifications enable the individual to work in a skilled nursing facility.

T Th	6-9pm	7/07-8/04	SCC, N-108	J. Robinson
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**Registration fees are subject to change without notice.**

**Medication Aide Exam Prep for Adult Care Homes** **\$55**  
 Designed for anyone who is responsible for dispensing medication in any adult care home in North Carolina, this class prepares you to take the Medication Administration Exam administered by the NC Division of Health Service Regulation. Students learn policies and procedures for administering medications in a variety of forms, including liquid, pill and topical, as well as subcutaneous injections. Drug interactions and side effects are also covered.

<b>T Th</b>	<b>6-9pm</b>	<b>5/26-6/23</b>	<b>SCC, N-108</b>	<b>J. Robinson</b>
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**Nurse Aide I** **\$65 + \$59.75 (includes malpractice & student insurance fees, drug screening fee, background check and CPR card)**

Registration for all Nurse Aide classes will be held on the first day. Proof of high school diploma or GED, social security card, driver's license or DMV ID and fees of \$124.75 are required at time of registration. Contact Counseling and Admissions at 642-7141, ext. 265, 263, or 327 to begin the admissions process and to schedule an SCC reading placement assessment. You will have additional requirements upon enrollment in the class. This course introduces basic nursing skills required to provide personal care for patients, residents or clients in a health care setting. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the NC Nurse Aide I Registry. High school diploma or GED is required.

<b>Registration:</b>	<b>M</b>	<b>5/18</b>	<b>7:30-8am</b>
<b>M-Th</b>	<b>8:00am-noon</b>	<b>5/18-7/01 (Classroom)</b>	<b>SCC, R-114 M. Blackwell</b>
<b>M-Th</b>	<b>7:30am-1:30pm</b>	<b>7/06-7/16 (Clinical)</b>	
<b>W Th</b>	<b>8:00am-12:30pm</b>	<b>7/20 &amp; 7/21 (Mock Competency)</b>	

<b>Registration:</b>	<b>M</b>	<b>5/18</b>	<b>7:30-8am</b>
<b>M-Th</b>	<b>5:00-9:00pm</b>	<b>5/18-7/01 (Classroom)</b>	<b>SCC, R-114 S. Dutton</b>
<b>Sa Su</b>	<b>7:30am-3:30pm</b>	<b>7/11-7/26 (Clinical)</b>	
<b>M T</b>	<b>5:00-9:30pm</b>	<b>7/27 &amp; 7/28 (Mock Competency)</b>	

**Optometric/Ophthalmic Assistant** **\$60**  
 The objective of this course is to prepare the student with skills necessary to assist the Optometric/Ophthalmic Physician with chair side skills, office procedures, patient care and instruction, exam and treatment procedures and maintaining office equipment and inventory.

<b>M W</b>	<b>6-9pm</b>	<b>5/27-7/15</b>	<b>SCC, T-122</b>	<b>S. Sellers</b>
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**PALS Re-Certification Course** **\$50 (unless fee exempt) + \$5 (cert. card)**

This is a re-certification course. Contact David Ransom at (910) 642-7141, ext. 314 to pre-register.

<b>Sa</b>	<b>8am-5pm</b>	<b>6/27</b>	<b>SCC, R-101</b>	<b>TBA</b>
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- The success of any personal encounter begins the second someone lays eyes on you often long before either of you speak.
- A professional image, appearance, and behavior help start the right impression immediately.
- As the saying goes, "You only have one chance to make a first impression."

***Creating Success:  
 Hope • Opportunity • Jobs***



**CONTINUING EDUCATION STUDENTS REGISTER AT THE FIRST CLASS SESSION UNLESS OTHERWISE NOTED BY "PRE-REGISTRATION IS REQUIRED."**



To pre-register, call (910) 642-7141, ext. 296, 397 or 425.

# JobLink Career Center Classes

Gain knowledge and skills to qualify for a new job, improve your job search skills and increase your chances of being offered a job with a future. The classes listed below are fee waived for individuals who are unemployed, underemployed or dislocated workers. Day, night and weekend classes are offered to fit your schedule.

**Pre-registration is required before the first day of class. To pre-register, call (910) 642-7141, ext. 261 or visit the Columbus County JobLink Career Center in A-Building at Southeastern Community College.**

## Computer Empowerment **\*\*Fee Waived**

Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing skills through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced through usage and basic vocabulary. This is not an introductory course; some computer experience is required.

<b>TW</b>	<b>1-4pm</b>	<b>6/30-8/05</b>	<b>SCC, T-126</b>	<b>L. Hilburn</b>
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## Computer Skills for the Workplace **\*\*Fee Waived**

Learn the basic computer skills you need to survive and prosper in today's fast-changing workplace. You will be introduced to the computer, computer terms, the Internet, search engines, and e-mail capabilities.

<b>M</b>	<b>6-9m</b>	<b>5/18-8/03</b>	<b>SCC, T-126</b>	<b>L. Hilburn</b>
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<b>T W</b>	<b>1-4pm</b>	<b>5/19-6/24</b>	<b>SCC, T-126</b>	<b>L. Hilburn</b>
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## FACT-Computer Empowerment for the Workplace **\*\*Fee waived**

FACT (Farmers Adopting Computer Training) classes are specifically designed to help farmers learn how to use computers for their farming operations. The classes are designed for small, part-time and limited-resource farmers and those employed in agriculture-related areas. This course introduces and demonstrates innovative uses of computers and computerized farm management programs.

When available, FACT can make a computer accessible to participants who complete the FACT class series, are actively farming, and unable to purchase a computer on their own. Additional classes in the series include Keyboarding, Windows operations, Internet, and Excel spreadsheets.

<b>M</b>	<b>6-9pm</b>	<b>5/18-8/03</b>	<b>SCC, A-203</b>	<b>F. Ward</b>
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## Introduction to Bank Customer Service Careers **\*\*Fee Waived**

In North Carolina, over 150,000 people are employed in the financial services industry. This course will introduce individuals to this exciting field. Students will be taught how to initiate, develop, and manage long-term relationships with customers. Also, the student will learn to identify additional needs and refer customers to appropriate financial partners. The customer service relationship banker delivers superior quality service in person or by phone.

<b>M T Th</b>	<b>6-9p</b>	<b>7/06-8/06</b>	<b>SCC, A-229</b>	<b>Y. Gold</b>
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## Introduction to Bank Teller Careers **\*\*Fee Waived**

This course is designed for persons interested in becoming bank tellers and cashiers. Topics to be covered include introduction to banking operations, handling cash, balancing operations, customer relations, motivation and self-confidence, professional conduct and dress, and security procedures.

<b>M T Th</b>	<b>6-9p</b>	<b>5/26-6/29</b>	<b>SCC, A-229</b>	<b>Y. Gold</b>
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## Intro to Food Preparation Careers - Food Service on a Shoestring

**\*\* Fee Waived + \$1.25 Insurance**

In North Carolina, there are over 6,500 openings in the food service industry each year. Enroll in this class and learn food preparation and presentation employability skills for the tough economic times. Each class session will include lecture, discussion and demonstration on the use of kitchen equipment, food preparation tools and techniques, measurements, and presentation, as well as calculations of food and labor costs. In addition, students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

<b>Th</b>	<b>6-9pm</b>	<b>5/21-8/06</b>	<b>SCC, T-118</b>	<b>J. Leblanc</b>
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## Job Club **\*\*Fee Waived**

Looking for employment in this tough job market? If so, the Job Club is for you! Meet once a week with a small group of enthusiastic job seekers to share leads and tips, critique résumés, network ideas, and support each other. The group will meet every Wednesday afternoon until "You're Hired!"

<b>W</b>	<b>2-4pm</b>	<b>5/13-8/05</b>	<b>SCC, A-201</b>	<b>P. Walker</b>
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- If you are careful about following instructions on your application, an employment interviewer probably will decide that you are a careful worker.
- Read the application carefully before completing any of the information.
- Fill it out completely.
- Do not write "see résumé" even if you plan to submit a résumé with the application.

**To pre-register, call (910) 642-7141, ext. 261 or visit the JobLink Career Center in A-Building at Southeastern Community College.** 

## Jump Start

Jump start your new career! If you are laid off or between careers, let us help you polish your job search skills. Emphasis will be placed on résumé critiquing, application brush-up, and selling yourself in an interview, as well as assessing career and re-training options. Enhance your skills and get the jump on the competition!

M-Th	8am-1pm	6/08-6/11	SCC, Mobile 9-1	P. Walker
M-Th	8am-1pm	6/22-6/25	SCC, Mobile 9-1	P. Walker
M-Th	8am-1pm	7/27-7/30	SCC, Mobile 9-1	P. Walker
M-Th	8am-1pm	8/03-8/06	SCC, Mobile 9-1	P. Walker

### Keyboarding Skills for Job Seekers **\*\*Fee Waived**

Learn or improve your keyboarding skills. You will become familiar with the numeric keypad, alphabetic symbols and function keys while improving speed and accuracy. Good keyboarding skills are necessary for many jobs.

M-Th	1-4p	6/08-6/29	SCC, T-124	D. Butler
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### Succeeding as a Call Center Associate **\*\*Fee Waived**

In North Carolina, over 150,000 people are employed in the financial services industry. Are you interested in gaining job skills in this exciting field? Financial institutions offer a broad array of products and services through call centers. Learn how to market products, collect debts and deliver superior customer service. Emphasis is placed on teamwork, work ethic, and displaying a positive attitude. Basic computer skills are a pre-requisite. A job interview is guaranteed after successful completion of the class.

M-Th	9am-1pm	5/18-6/18	SCC, Mobile 9-1	J. Blackwell
M-Th	6-9pm	6/15-7/29	SCC, Mobile 9-1	P. Nance

### Tools 4 Employment **\*\*Fee Waived**

Are you looking for a job but not sure where to begin? Do you need just "a little help?" Enroll in the employability lab to help boost your job search skills. Come in anytime during scheduled hours and receive help from an expert. Begin or improve your résumé, use the available Internet to search for job openings, or polish your computer skills. Come and stay as long and as often as you like.

M-W	7:30am-6pm	5/11-8/07	SCC, A-128	L. Phillips/P. Walker
Th	7:30am-5:30pm			



# The Key to a Better Tomorrow

Columbus County



Career Planning, Training,  
& Placement Services

- Job Placement Services
- Career Planning
- Short-Term Skills Training
- Career Development
- Business Services
- Career Readiness Certificate
- Career Resource Center

**OPEN EVERY**

**Monday, Wednesday & Thursday**

**7:30am until 6pm**

**Tuesday - 7:30am until 8pm**

## Weekend Classes

### Basic Computer

**\*\*Fee Waived**

Do you need to learn computer skills but don't have time for a weekday class? In two weekends, gain valuable information about computers and how to use them. You will be introduced to the computer, computer terms, the Internet, search engines, and e-mail capabilities. **Class will meet for two weekends as follows: Friday: 6 - 9 p.m., Saturday: 9 a.m. - 4 p.m. with an hour for lunch, and Sunday: 2 - 5 p.m.**

FSaSu (See above) 6/05-6/14 SCC, T-126 D. Butler

### Computer Empowerment

**\*\*Fee Waived**

Do you need to advance in computer skills but do not have time for a weekday class? Apply basic computer skills to enhanced applications for job search activities. Increase knowledge of word processing skills through additional résumé preparation techniques. Spreadsheets as a job search tool will be introduced through usage and basic vocabulary. This is not an introductory course; some computer experience required. **Class will meet for two weekends as follows: Friday: 6 - 9 p.m., Saturday: 9 a.m. - 4 p.m. with an hour for lunch, and Sunday: 2 - 5 p.m.**

FSaSu (See above) 7/17-7/26 SCC, T-126 D. Butler

**\*\*Fee Waived - All JobLink classes are fee waived for individuals who are unemployed, underemployed or dislocated workers. Pre-registration is required before the first day of class.**



To pre-register, call (910) 642-7141, ext. 261 or visit the JobLink Career Center in A-Building at SCC.

# JobLink Career Center

## Services Available

- Adult Education and Literacy Activities
- Career Information and Guidance
- Career Readiness Certification
- Career Resource Center offering orientation to self-directed services (Internet Job Search, Résumé Preparation), etc.
- Education and Training Assistance
- Information about and access to other partner agencies and programs
- Individual Career Planning
- Job Club
- Job Listings
- Job Matching
- Job Readiness Training
- Job Referral
- Job Search Assistance
- Labor Market Information
- Occupational Skills Training
- On-the-Job Training
- Orientation to JobLink Career Center Services
- Personality and Interest Assessments
- Short-Term Training
- Short-Term Pre-Vocational Training (English as a Second Language, General Education Diploma-GED)
- Unemployment Insurance Information
- Work Registration



Columbus County JobLink Career Center  
4564 Chadbourn Hwy.  
Whiteville, NC 28472

(910) 642-7141, ext. 261

**Earn your GED,  
brush up on basic skills,  
or learn to  
read and write!**



**Enroll Today!**  
Details are on pages 22-23.2

# Real Estate

## Post-Licensing Classes

### Broker Relationships and Responsibilities \$55

This course is the first of three classes designed to assist the provisional broker to meet the 90-hour, post-licensing educational requirement set by the NC Real Estate Commission. This course consists of high-level, advanced instruction covering Agency relationships and duties to principals and third parties who work with sellers and buyers. This course also includes issues confronted when agents leave/change firms with resulting licenses and education concerns.

**W Th 6-10pm 5/06-5/28 SCC, T-121 T. Minnis**

### Broker Contracts & Closing \$55

This course is the second of three courses designed to assist the provisional broker to meet the 90-hour post-licensing educational requirements set forth by the NC Real Estate Commission. This course consists of high level advanced instruction covering contracts and closing. This course also will discuss license status and education issues.

**M 6-9pm 6/01-6/29 SCC, CART-164 P. Ward**  
**Sa 8:30am-12:30pm**

### Broker Special Topics \$55

This course is the third of three courses designed to assist the provisional broker to meet the 90-hour, post-licensing educational requirements set forth by the NC Real Estate Commission. This course consists of high-level, advanced instruction, covering special topics. It includes land use controls, miscellaneous law issues, sale of undeveloped land, and other special topics.

**M 6-9pm 7/13-8/10 SCC, CART-164 P. Ward**  
**Sa 8:30am-12:30pm**

*Pre-registration is required.*

*Please contact SCC's Small Business Center  
at (910) 642-7141, ext. 397 or by e-mail at [jsweat@scnc.edu](mailto:jsweat@scnc.edu).*



**Registration fees are subject to  
change without notice.**

# Customized Industrial Training

If your business/industry is:

- making an appreciable capital investment;
- deploying new technology (**Technology Investment**);
- creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State (**Job Growth**); and
- enhancing the skills of your workers (**Productivity Enhancement**),

you may qualify for assistance through the Customized Training Program offered by SCC.



**Contact:**  
**Beverlee Nance**  
Vice President of Continuing Education  
and Economic Development  
PO Box 151  
Whiteville, NC 28472  
Phone: (910) 642-7141, ext. 208  
Fax: (910) 642-4409  
E-mail: [bnance@scnc.edu](mailto:bnance@scnc.edu)



## Hispanic Initiative/Iniciativa Hispana

### Estamos Dictando los Sigüientes Cursos en Español

#### KeyTrain: Beginning Language

Online

El curso provee:

- Conocimiento de los fonemas del inglés
- Conocimiento de los grafemas del inglés
- Conocimiento de la fonética del inglés
- Conocimiento de la fonémica del inglés
- Conocimiento de la fonología del inglés
- La Sílabas
- El conocimiento del sonido de la consonante inicial en la sílaba inglesa y el conocimiento del sonido de la vocal con la consonante y lo que le sigue en la sílaba inglesa

#### KeyTrain: Beginning Mathematics

Online

El "beginning skills math" representa el componente individual y los fundamentos requeridos para aprender y demostrar las habilidades básicas de matemáticas y lectura. El curso incluye un diagnóstico computacional de matemáticas, que automáticamente asigna al estudiante el nivel matemático apropiado en donde debe comenzar a estudiar.

#### KeyTrain: Locating Information

Online

El "locating information assessment" es la habilidad de encontrar, extraer, entender y usar información que no aparece escrita narrativamente. Esto incluye todo tipo de documentos como: tablas, gráficos, mapas, diagramas, indicadores y dibujos. Muchas de las escuelas tradicionales no enseñan, separadamente, la lectura de estos documentos. En los niveles más altos, el énfasis se pone en resumir la información en gráficas, relacionando o combinando información en múltiples gráficas múltiples; incluyendo el entendimiento de nuevos tipos de información en gráficos complejos y no familiares.

#### Career Readiness Training: Mathematics in the Workplace

El curso provee entrenamiento para la adquisición de habilidades que los harán más valioso en el ámbito laboral. El curso está diseñado para desempleados y subempleados hispanohablantes adultos, con el objetivo de que aprendan destrezas laborales que los ayudarán a sobrevivir y tener más éxito en el lugar de empleo. El currículo considera los siguientes tópicos y será enseñado en español:

- Exploración de carreras
- Conocimiento, habilidades y desarrollo básico de las matemáticas
- Estrategias para pasar los exámenes y reducir la ansiedad que estos causan

#### English as a Second Language

El programa de Inglés Como Segunda Lengua (ESL) es para los estudiantes adultos, cuya lengua materna no es inglés. La instrucción se centra en el inglés que se necesita para hablar con confianza y ser entendido en la comunidad y en el trabajo.



**Silas Acosta**  
Director de Iniciativa Hispana

Despacho: Edificio T, Oficina 100

Teléfono: 910-642-7141,

Extensiones: 266 Español

466 Inglés

Correo Electrónico: [sacosta@scnc.edu](mailto:sacosta@scnc.edu)

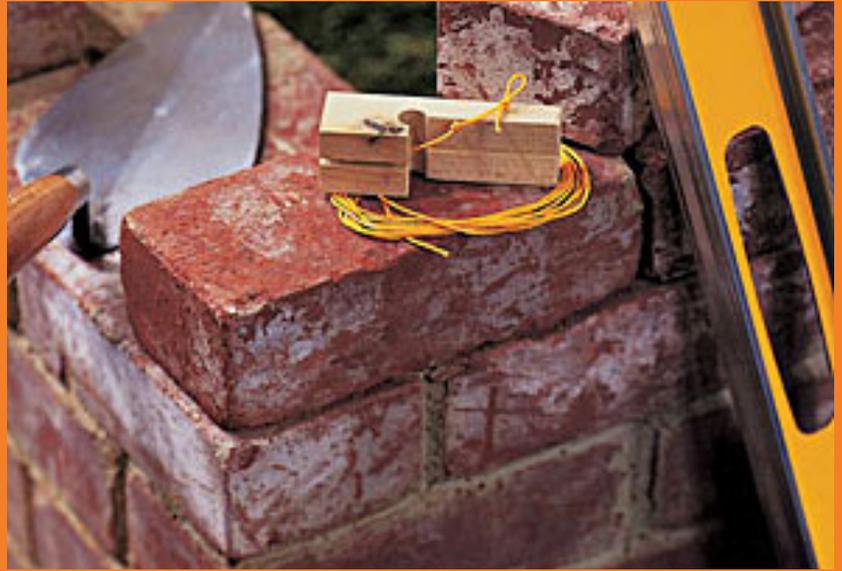
# Construction Trades Career Training



## Introduction to Construction Trades Careers: Basic Carpentry **\*\*Fee Waived + \$1.25 insurance**

This course provides basic instruction in carpentry, specifically tools, materials, rough carpentry techniques, and safety. The class will include classroom instruction and individual demonstrations of skills utilized in basic residential carpentry. The objectives of the course are to develop a basic understanding of carpentry procedures, the ability to use tools and materials safely, and the ability to perform carpentry skills proficiently and accurately. In addition, students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

**T Th 6-9pm 5/26-7/16 SCC, M-131A D. Ward**



## Introduction to Construction Trades Careers: Masonry

**\*\*Fee waived +\$1.25 insurance**

This course is designed to provide basic knowledge, training and practical work experience for employment in the bricklaying industry. It includes an introduction to and practical applications of mixing, handling, and applying mortar. The course also includes the selection and laying of both brick and block, including anchoring, reinforcement, and safety. Students will be introduced to job search techniques on the computer and will receive assistance with application and résumé preparation.

**M W 6-9pm 6/01-8/5 SCC, M-131A N. Troy**

## Introduction to Construction Trades Careers: Basic Electricity **\*\*Fee Waived + \$1.25 insurance**

Learn about careers in the electrical field. Emphasis is placed on terminology, operating principles, theory, safety, and components and materials used in installation and servicing. Also, job opportunities, employability skills, and job and search skills will be covered.

**M W 6-9pm 6/01-8/05 SCC, B-106 S. Swinton**



As a result of several governmental actions (ARRA, BRAC), construction jobs are coming to southeastern North Carolina. Be prepared by enrolling in one or more of these short, hands-on classes to learn new skills or improve your current skills.

# Construction Trades Career Training

## The Key to a Better Tomorrow



- Job Placement Services
- Short-Term Skills Training
- Business Services
- Career Resource Center
- Career Planning
- Career Development
- Career Readiness Certificate

OPEN EVERY

Monday, Wednesday & Thursday

7:30am until 6 pm

Tuesday - 7:30am until 8pm

Call 910-642-7141 ..... Extension  
*Teresa Triplett, Associate Dean*..... 318  
*Felicia Evans, Case Manager*..... 205  
*Jackie Freeman, Coordinator/Case Manager*.... 301  
*Gloria Perry, Case Manager*..... 378  
*Linda Phillips, Resource Specialist*..... 388  
*Pansy Walker, HRD Instructor*..... 269  
*Carolyn Wayne, Greeter*..... 261



### Introduction to Construction Trades Careers: Basic Electrical for HVAC **\*\*Fee Waived + \$1.25 insurance**

This course is an introduction to careers in the HVAC field with emphasis on the fundamentals of basic electrical wiring for heating and air conditioning systems. Emphasis will be placed on terminology, principles, and safety, as well as components and materials utilized in the installation and servicing of forced air systems. Also, job opportunities, employability skills, and job search techniques will be covered.

**T Th 6-9pm 6/30-8/13 SCC, M-131B R. Harper**

### Introduction to Construction Trades Careers: Basic Duct Work for HVAC **\*\*Fee Waived + \$1.25 insurance**

This basic course will teach students about entry-level careers in the HVAC field with specific emphasis on duct layout. Practical problems in sheet metal duct fabrication and workplace safety will also be covered. Students will be introduced to job search techniques on the computer and receive assistance with application and résumé preparation.

**T Th 6-9pm 5/19-6/25 SCC, M-131B R. Harper**



**\*\*Fee waived - All JobLink classes are fee waived for individuals who are unemployed, underemployed or dislocated workers. Pre-registration is required before the first day of class.**

**To pre-register, call (910) 642-7141, ext. 261 or visit the JobLink Career Center in A-Building at Southeastern Community College.**

# Small Business Center

SCC's Small Business Center (SBC) can help your business be successful by providing assistance for existing entrepreneurs and individuals who express a desire to start their own business. Information, counseling, loan program options, and referral services are offered. Pre-registration is required for all seminars. Please contact SCC's Small Business Center at (910) 642-7141, ext. 397 or by e-mail at [jsweat@scnc.edu](mailto:jsweat@scnc.edu).

## 10 Steps to Starting a Business

- 1: Research and Plan Your Business**  
Use these tools and resources to help you prepare your business plan and become a successful business owner.
- 2: Get Business Assistance and Training**  
Take advantage of free training and counseling services, from preparing a business plan to getting financing, and help with expanding and relocating a business.
- 3: Choose a Business Location**  
Get advice about choosing a customer-friendly location and complying with zoning laws.
- 4: Finance Your Business**  
Find government backed loans, venture capital and research grants to help you get started.
- 5: Determine the Legal Structure of Your Business**  
Decide whether you are going to form a sole proprietorship, partnership, LLC, corporation, non-profit or cooperative.
- 6: Register a Business Name ("Doing Business As")**  
Register your business name with your state government.
- 7: Get a Tax Identification Number**  
Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.
- 8: Register for State and Local Taxes**  
Register with your state to obtain a tax identification number, workers' compensation, and unemployment and disability insurance.
- 9: Obtain Business Licenses and Permits**  
Get a list of federal, state and local licenses and permits required for your business.
- 10: Employer Responsibilities**  
Learn the legal steps you need to take to hire and retain employees.



### Stress Management

This seminar will define stress, talk about the body's response to stress, give signs and symptoms of stress and present methods of managing stress. Class participation will be strongly encouraged.

<b>W</b>	<b>9am-1pm</b>	<b>5/20</b>	<b>SCC, T-122</b>	<b>V. Sutton</b>
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### What the Entrepreneur Should Know about Credit and Identity Theft

Learn how credit and identity theft can be detrimental to a business as well as personally. Learn how to establish and build business credit and how to protect business assets. When seeking financial funding sources, learn what lenders look for and what you need to have in order to qualify. Learn how your personal financial history has an impact when applying for business loans.

<b>T</b>	<b>6-9pm</b>	<b>5/26</b>	<b>SCC, T-120</b>	<b>A. Mako</b>
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### Steps to Creating Your Personal Economic Stimulus Plan

This seminar will guide the learner through the basic steps of getting started in reinventing oneself. Highlights include how to network and market yourself in a professional manner to obtain your goals. Learn how to overcome obstacles and get on the road to recovery by investing in your personal economic stimulus plan. It all starts with YOU!

<b>Th</b>	<b>1-4pm</b>	<b>5/28</b>	<b>SCC, T-120</b>	<b>M. Warner</b>
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### From Losing My Job to Running a Business

What is an entrepreneur? Join us to learn how to go from working for someone else to working for yourself. Learn the traits of an entrepreneur and take self-inventory to determine if you have them. Participants will create a plan for pursuing their entrepreneurial goals. Find out if you have what it takes to be an entrepreneur.

<b>W</b>	<b>6-9pm</b>	<b>6/03</b>	<b>SCC, T-120</b>	<b>J. Siler</b>
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### Common Sense Customer Service

The emphasize in this seminar will be the fundamentals of quality customer service including greeting, how to handle complaints, meeting customer needs, going the extra mile, and exceeding expectations. Learn to gain personal and professional confidence and pride thereby being able to provide improved quality service, generate satisfied, happy customers, and earn repeat business.

<b>Th</b>	<b>1-4pm</b>	<b>6/04</b>	<b>SCC, T-122</b>	<b>M. Warner</b>
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### How to Build a Small Green Business

Participants will discover several areas for and ways to start a business that not only is profitable, but also helpful to our environment. It's a win-win opportunity. Vital issues that will be covered in this seminar include: description of a green business, determining your green business, structuring your green business, marketing your green business, and ideas for a green business.

<b>Th</b>	<b>6-9pm</b>	<b>6/04</b>	<b>SCC, T-122</b>	<b>S. Gore</b>
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For more information, contact Brenda Orders by e-mail at [borders@scnc.edu](mailto:borders@scnc.edu) or call (910) 642-7141, ext. 419. 

### Surviving Tough Times

What are the secrets of business success in an economic downturn? How do business owners stabilize their businesses during tough times and hold their own? Attend this seminar to learn how to prepare for and even grow your business when the economic climate is stormy. This is presented jointly by the Small Business Center Network of the North Carolina Community College System and the UNC System's Small Business and Technology Development Centers. A variety of resources and the opportunity for free business counseling will be made available to seminar participants.

**W 1-4pm 6/10 SCC, T-122 A. Howard**

### How to Get Hired

This job search essentials program includes a proven 10-step job search method along with the best tools, tips and resources for getting a job. Practical examples and self-evaluations will help to enforce key concepts. Learn how to make an impact with resumes, applications, telephone interviews, and in-person interviews.

**W 9am-noon 6/17 SCC, T-122 L. Mitchell**

### Taking Responsibility for Your Performance

Learn techniques for assessing your present situation and then apply tools from the coach's toolbox. Build confidence and your self-image and hold yourself to high expectations and positive attitudes. Communication and management skills will also be covered in this high-energy program.

**W 1-4pm 6/17 SCC, T-122 L. Mitchell**

### I Didn't Sign On For This! Change and Reality in the Workplace

How do you make it clear to everyone in your organization that there is no way things can stay the same? You are either moving ahead or falling behind. Most managers do not have the tools to effectively work through the transitions that move an organization and individuals from the past to the future.

**Th 9am-noon 6/18 SCC, T-122 M. Collins**

### Overcoming Negativity in the Workplace

No one wants to work in a negative environment. However, negativity is like a virus. It can quickly enter every corridor and office sabotaging you, your productivity and your organization. You'll learn winning tactics and strategies on how to identify workplace "negaholism" and "negaholics," recognize the 10 characteristics of a negative workplace, and more.

**Th 1-4pm 6/18 SCC, T-122 M. Collins**

### Issues and Opportunities: Accounts Receivables Methods to AVOID PAST DUES

Learn tips and strategies to help avoid and collect past due accounts in your business. Everyone knows that past due accounts will hurt your cash flow and eventually break the back of a small business. In this seminar, Steve Carver will share many valuable tips about how you can take precautions to avoid past due accounts without hurting your new sales and discouraging new customers. If you have accounts, learn how to set up a system that will best serve the collections in a timely manner. You can gain tips on how to best address very old accounts that you fear may never be collected.

**Th 6-9pm 6/18 SCC, T-122 S. Carver**

### Surviving Tough Times

What are the secrets of business success in an economic downturn? How do business owners stabilize their businesses during tough times and hold their own? Attend this seminar to learn how to prepare for and even grow your business when the economic climate is stormy. This is presented jointly by the Small Business Center Network of the North Carolina Community College System and the UNC System's Small Business and Technology Development Centers. A variety of resources and the opportunity for free business counseling will be made available to seminar participants.

**T 6-8pm 7/21 SCC, T-122 A. Howard**

Southeastern Community College provides Waccamaw Bank with a wonderful opportunity to partner for many facets of our bank's needs. The faculty and staff have worked with our employees in numerous specialized training areas. Having SCC's Small Business Center accessible to help provide assistance to our customers and local business community is a tremendous asset.



**Jim Graham, President and CEO  
Waccamaw Bank**

***The Small Business Center at Southeastern Community College also provides assistance with programs aimed at securing funds for prosperity.***

### ***New Business Start-up Information Meetings***

The Small Business Center at Southeastern Community College supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information.

The Small Business Center will be holding New Business Start-up information meetings to inform people about the core services provided. Some of the services that will be discussed are free business seminars and workshops; free confidential business counseling, and access to vital resources and information. Also, we can put you in touch with business and community leaders, as well as local, state and federal agencies who share the goal of making your business a success.

### ***MIP PROGRAM (Micro Intake Professional)***

This program is for anyone who wants to start a new business or expand an existing business in rural North Carolina. You may be eligible for a loan of \$500 to \$25,000. This program is funded through the North Carolina Rural Economic Development Center by the General Assembly. Additional funding is provided by other foundations, corporate and individual contributors.

SCC's Small Business Center offers you appropriate and timely technical assistance that will allow you to gain and improve your financial and business management skills.

<b>T 6-8pm</b>	<b>5/18</b>	<b>SCC, T-111</b>	<b>A. McAllister/B. Orders</b>
<b>T 6-8pm</b>	<b>6/15</b>	<b>SCC, T-111</b>	<b>A. McAllister/B. Orders</b>
<b>T 6-8pm</b>	<b>7/13</b>	<b>SCC, T-111</b>	<b>A. McAllister/B. Orders</b>

*For more information about the MIP and IDA programs, contact Althea McAllister at (910) 642-7141, ext. 323.*

Ideally, Leadership Development should be individualized. By partnering with the Small Business Center at SCC and taking advantage of the wide variety of offered courses, we are able to help our leaders personalize their leadership development plans. Each leader can choose the classes that broaden and strengthen his or her individual skill set."

"Brenda Orders and her staff have been most accommodating. For every need we had, they were able to find or develop a class offering. They even helped us identify educational needs within our organization."



**Ann Johnston  
Vice President of Operations/COO  
Columbus Regional Healthcare System**

# Online Classes

## Why Leave Home to Learn? Our Classes Come to YOU!



- Hundreds of courses in a wide range of subjects
- Take online courses from the comfort of your home or office
- Affordable cost
- New sections start monthly
- Courses run six weeks
- Interactive discussions and live instructor support
- Certificate of completion

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

### How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/scnc](http://www.ed2go.com/scnc)
2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay \$55 for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Start Dates:

A new section of every course offered will begin on May 20, June 17, July 15, and August 19.

### Requirements:

All courses require Internet access, e-mail, the Netscape Navigator or the Microsoft Internet Explorer web browsers. Some courses may have additional requirements. Please visit our Online instruction Center for more information.

**For more information, contact Mary Ruth Edwards by e-mail at [medwards@scnc.edu](mailto:medwards@scnc.edu) or call (910) 642-7141, ext. 317.**

## Some of the Most Popular Course Offerings

### GRANT WRITING/NONPROFITS

- Creating Your Own Nonprofit
- Introduction to Nonprofit Management
- Get Grants!
- A to Z Grantwriting
- Writing Effective Grant Proposals
- Becoming a Grant Writing Consultant

### CAREER IDEAS

- Become a Veterinary Assistant
- Fundamentals of Technical Writing
- Publish It Yourself: How to Start and Operate Your Own Publishing Business
- Become a Physical Therapy Aide
- Start Your Own Arts and Crafts Business

### DIGITAL PHOTOGRAPHY

- Discover Digital Photography
- Photoshop Elements I and II are now available!
- Making Movies with Windows XP
- Photographing People with Your Digital Camera



# Affordable · Convenient · Accessible

## LANGUAGES

- Speed Spanish I
- II and III are now available!
- Beginning Braille Transcription

## HEALTH CARE

- Become a Physical Therapy Aide
- Medical Terminology: A Word Association Approach
- Human Anatomy and Physiology
- Become a Veterinary Assistant

## WRITING

- Introduction to Journaling
- Advanced Fiction Writing
- Write Fiction Like a Pro
- Beginner's Guide to Getting Published
- Mystery Writing
- Writing for Children

## WEB DESIGN

- Creating Web Pages
- Introduction to Dreamweaver
- Introduction to Microsoft FrontPage
- Designing Effective Websites

## TEACHING

- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Differentiated Instruction in the Classroom
- The Classroom Computer
- Using the Internet in the Classroom
- Microsoft PowerPoint in the Classroom
- Guided Reading: Strategies for the Differentiated Classroom
- Integrating Technology in the Classroom
- Working Successfully With Learning Disabled Students
- Creating the Inclusive Classroom: Strategies for Success
- Ready, Set, Read!
- Microsoft Excel in the Classroom
- Microsoft Word 2007 in the Classroom
- Teaching Students With Autism: Strategies for Success
- Creating a Classroom Web Site



## BASIC COMPUTER LITERACY

- Introduction to Windows Vista
- Introduction to the Internet
- Introduction to Windows XP
- Computer Skills for the Workplace
- Introduction to PC Security

## COMPUTER APPLICATIONS

- Introduction & Intermediate Microsoft Word
- Introduction & Intermediate Microsoft Access
- Introduction & Intermediate Microsoft Excel
- Introduction & Intermediate PowerPoint
- Introduction to Microsoft Outlook
- Intermediate Photoshop CS2
- Intermediate Photoshop CS3
- Introduction to Dreamweaver

## NETWORKING/TROUBLESHOOTING

- Introduction to PC Troubleshooting
- Introduction to Networking
- Wireless Networking
- Introduction to PC Security



## SAVE ON GAS!



## LEARN ONLINE!

Enroll in an online course today!

[www.ed2go.com/sccnc](http://www.ed2go.com/sccnc)

Most Courses Are Only \$55

## Additional Online Learning

**Medical Billing and Coding-ICD-9** **\$60**  
(approx. \$130 textbook required)

Register for class by contacting Mary Ruth Edwards at (910) 642-7141, ext. 317 or visit SCC, Room T-108. Registration must be completed by noon, May 20. Textbooks can be purchased at the SCC Bookstore.

5/25-8/07

D. Hammonds

**Medical Terminology (Online)** **\$60**

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This course will prepare you with the terminology background necessary for future courses on medical office procedures that are part of any medical training program. In addition to medical terminology, you will gain a basic knowledge of human anatomy and physiology.

5/25-8/07

D. Hammonds

To pre-register, contact Mary Ruth Edwards at (910) 642-7141, ext. 317 or by e-mail at [medwards@sccnc.edu](mailto:medwards@sccnc.edu).

# Computer Classes

## Buying and Selling on eBay \$55

This is a beginning course on how to get started on eBay. It will cover the history of eBay, how to sell and buy items, leave feedback, receive payment and ship out your products. Typing skills, digital photography and basic knowledge of a computer are helpful.

**T 6-9pm 5/26-7/28 SCC, T-126 J. Walsh**

## Creating PowerPoint Presentations \$55

Microsoft PowerPoint is the leading presentation graphics program for creating slides and multimedia shows that can be shared by computers, overhead projectors, or the Web. Learn how to create customized, professional presentations and handouts for your audience. You will also learn how to use the features of PowerPoint to make scrapbook layouts.

**F 9am-noon 5/29-8/07 Dream Center J. Walsh**

**Sa 9am-noon 5/23-8/01 SCC, T-124 L. Hilburn**

## Desktop Publishing with Word 2007 \$55

This course will teach you how to utilize many of the resources available to enhance your desktop publishing documents using Word 2007. The participants will use graphics to create newsletters, brochures, certificates and promotional documents. You also will learn how to work with inserting watermarks, scanned pictures, and pictures from digital cameras.

**Th 6-9pm 5/28-8/06 T-126 L. Hilburn**

**W 9am-noon 5/27-7/29 T-124 L. Hilburn**

## Introduction to Computers and Microsoft Applications \$55

Designed for the inexperienced computer user, this beginner's course will acquaint you with not only the basic parts of the computer and computer terminology, but will help you become familiar with the basic Microsoft products so popular on home and office computers: Windows, and Microsoft Office. If you're afraid of computers but know that you don't want to be left behind in the age of automation, this course is for you.

**T 6-9pm 5/26-7/28 SCC, T-124 C. Deal**

**Th 6-9pm 5/28-8/06 Acme Delco Middle School T. Snowden**

- Your résumé needs to be professional, polished, and perfect.
- If it's not, your résumé will probably be knocked out of contention for any job for which you apply.
- Seek assistance if you are not confident that your résumé highlights your education and skills!



## Introduction to Photoshop \$55 + textbook

Learn the basics and more about the most popular and versatile photo imaging software ever. This 30-hour course will cover everything from basic touch-ups, drawing and text to sophisticated fill and adjustment layering. No digital photo is complete until it has been improved through imaging software, and no digital photographer can realize the vast potential of their talents without photo-imaging technology. Become a master of the new generation of the photographic dark-room inside your computer with this powerful program. Many of the tools used in the full version of Photoshop are also found in Photoshop Elements, which will also be discussed. The user of Elements should also find this course very useful.

**Th 6-9pm 5/21-7/30 SCC, CART-126 M. Gilchrist**

## Microsoft Vista and Office 2007 \$55

This course covers the fundamentals of the Windows Vista operating system. You will learn how to use the new features, tools, options and enhancements of Windows Vista. The course will also introduce Microsoft's newest version of Office. Microsoft Office 2007 has undergone a lot of changes that may be confusing to users familiar with older versions of Microsoft Office. This course is designed to introduce the new changes and help students understand how to do familiar tasks in Microsoft Office 2007-Word, Excel, Access, Publisher and PowerPoint.

**T 8:30-11:30am 5/26-7/28 Bolton Senior Center L. Hilburn**

**T 6-9pm 5/26-7/28 Cherry Grove Community Center L. Hilburn**



**Registration fees are subject to change without notice.**

# Think Safety

# Defensive Driving

# Drive Safely



### DO YOU HAVE A TICKET? IS IT FOR ONE OF THE FOLLOWING?

City Code violations  
 Crossing median  
 Failing to reduce speed  
 Exceeding a safe speed  
 Any equipment violation  
 Motorcycle only violations  
 Failing to stop for RR warning  
 Failing to give turn signal

Driving left of center  
 Driving without two headlights  
 Following too close  
 Stop sign violation  
 Wrong way on one-way road  
 Failing to dim headlights  
 Overloading violations  
 Improper use of traffic lane

Failing to burn head lamps  
 Red light violation  
 Too fast for conditions  
 No child restraint  
 Unsafe movement  
 Failing to yield right-of-way  
 Exceeding posted limit  
 Speed less than minimum

**Speeding (20 mph or less over limit in 35 zone) or (15 mph or less over limit in all zones over 40)**



**Defensive Driving classes are held on the first and third Saturday of the month from 8 a.m. to noon on the Southeastern Community College campus.**



**For more information or to register for a class, call (910) 642-7141, ext. 296, ext. 397 or ext. 425.**



## Cosmetology Requirements

Southeastern Community College has designed classes to meet your continuing education requirements with the **N.C. State Board of Cosmetic Art Examiners**. Cosmetologists are required to complete 24 hours for their three-year licensing cycle. Estheticians and manicurists continue to require their continuing education on an annual basis. There will be limited seats available for each of the classes; therefore, pre-registration is required. To pre-register call (910) 642-7141, ext. 296, 397 or 425.

<b>Chemical Hair Relaxing and Design</b>			<b>\$50</b>
<b>Su</b>	<b>9am-5:30pm</b>	<b>5/17</b>	<b>SCC, B-101 Q. Williams</b>



# Emergency and Fire Services Training



<u>May</u>					
Emergency Vehicle Driver	F	7-10pm	5/01-5/03	Southeastern Community College	
	S Su	8am-5pm			
Building Construction	M W	7-10pm	5/04-5/11	Brunswick Fire Department	
Overhaul	M W	7-10pm	5/18-5/20	Brunswick Fire Department	
<u>June</u>					
Heavy Vehicle Rescue	F	7-10pm	6/05-6/07	Southeastern Community College	
	S Su	8am-5pm			
Fire Hose, Appliances & Streams	T Th	7-10pm	6/04-6/22	Brunswick Fire Department	
<u>July</u>					
Bloodborne Pathogens	M	7-10pm	7/13	Nakina Fire and Rescue	

**Contact David Ransom for updated class schedule at (910) 642-7141, ext. 314 or visit our Website at [www.sccnc.edu/schedule/schedules](http://www.sccnc.edu/schedule/schedules)**

<u>May</u>					
EMT- Advanced CE	Su	2-5pm	5/17	SCC T-120	
EMT-Basic CE	M	7-10pm	5/18	Acme-Delco Riegelwood F-R	
EMT-Basic CE	M	7-10pm	5/25	Cerro Gordo Fire & Rescue	
EMT Advanced CE	M	7-10pm	5/25	SCC, T-120	
EMT-Basic CE	W	5-8pm	5/27	Workforce Prep Center	
<u>June</u>					
EMT-Basic CE	M	7-10pm	6/01	Fair Bluff Fire & Rescue	
EMT-Basic CE	W	7-10pm	6/03	Old Dock/Cypress Creek FD	
EMT Advanced CE	W	7-10pm	6/03	Acme-Delco Riegelwood FD	
EMT-Basic CE	M	7-10pm	6/08	Chadbourn Fire & Rescue	
EMT-Basic CE	M	7-10pm	6/08	Nakina Fire & Rescue	
EMT-Advanced CE	Su	2-5pm	6/14	SCC, T-120	
EMT-Basic CE	M	7-10pm	6/15	Acme-Delco Riegelwood FD	
EMT-Basic CE	M	7-10pm	6/22	Cerro Gordo Fire & Rescue	
EMT- Advanced CE	M	7-10pm	6/22	SCC T-120	
EMT-Basic CE	W	5-8pm	6/24	Workforce Prep Center	
<u>July</u>					
EMT-Advanced CE	W	7-10pm	7/08	Acme-Delco Middle School	
EMT-Advanced CE	Su	2-5pm	7/19	SCC, T-120	
EMT-Advanced CE	M	7-10pm	7/27	SCC, T-120	
<u>August</u>					
EMT-Basic CE	M	7-10pm	8/03	Fair Bluff Fire & Rescue	
EMT-Basic CE	W	7-10pm	8/05	Old Dock/Cypress Creek FD	
EMT-Advanced CE	W	7-10pm	8/05	Acme-Delco Middle School	
EMT-Basic CE	M	7-10pm	8/10	Chadbourn Fire & Rescue	
EMT-Basic CE	M	7-10pm	8/10	Nakina Fire & Rescue	
EMT-Advanced CE	Su	2-5pm	8/16	SCC, T-120	
EMT-Basic CE	M	7-10pm	8/17	Acme-Delco Riegelwood F-R	
EMT-Basic CE	M	7-10pm	8/24	Cerro Gordo Fire & Rescue	
EMT-Advanced	W	5-8pm	8/26	Workforce Prep Center	



**For all your EMS and Fire service training needs, contact David Ransom, at (910) 642-7141, ext. 314.**



# Law Enforcement Officer Training

The following courses are for certified law enforcement officers only. Classes will be held at the Workforce Prep Center (WFPC) in Whiteville unless otherwise posted.

## Mandated Training

### Bloodborne Pathogens, Hazardous Materials, Drug Diversion for Patrol Officers & Examining False ID Documents

Th	5/14	8am-5pm	WFPC	B. Wilkins
Th	5/28	8am-5pm	WFPC	B. Wilkins
Th	6/04	8am-5pm	WFPC	B. Wilkins
Th	6/11	8am-5pm	WFPC	B. Wilkins

### Taser Re-Certification

Th	6/18	8am-5pm	WFPC	C. Hagood
Th	6/25	8am-5pm	WFPC	K. Ward
Th	7/02	8am-5pm	WFPC	C. Hagood
Th	7/09	8am-5pm	WFPC	K. Ward
Th	7/16	8am-5pm	WFPC	B. Worley
Th	7/23	8am-5pm	WFPC	B. Worley

### Legal Updates, Domestic Violence & Stress Management

Th	8/06	8am-5pm	WFPC	J. Cully
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### Career Survival Training Issues, JMST Juvenile Law & Gang Identification

Th	8/13	8am-5pm	WFPC	R. Palmer
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\* Registration Fee is waived for Law Enforcement Officers.



For more information call  
Travis Paul at (910) 642-7141,  
ext. 217 or by e-mail at  
tpaul@sccnc.edu.

- When searching for a job, network with everyone you know and don't leave a meeting or function without asking for a referral to more people.
- Networking is a very strong job search tool.

# SCC Salutes the Men and Women of Law Enforcement!

**We support you!** One way is by providing courses that are specifically for you.  
(Registration fee is waived for Law Enforcement Officers.)

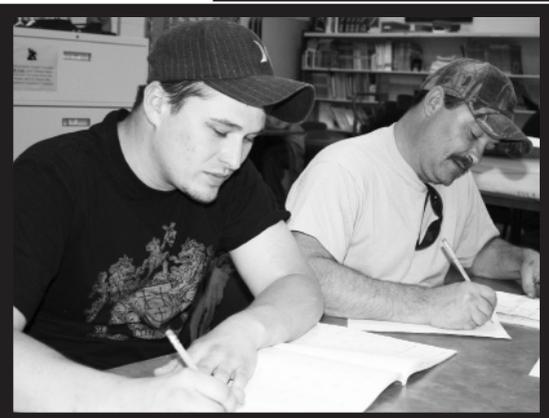
# Basic Skills & GED Classes

**SCC's Basic Skills Programs offer a variety of opportunities for lifelong learning:**

- **Adult Basic Education** serves students who need to improve reading, writing, and math skills.
- Students who did not earn a high school diploma can earn a **GED**.
- **English as a Second Language** classes are offered for individuals learning English.



**Day and night classes are available. Enroll anytime! Just select a class that is convenient for you, and go to that site. The instructor will register you when you arrive. It's that easy! Remember, these classes are FREE, and books are available for your use in the class(es).**



The **ADULT BASIC EDUCATION (ABE)** & The **GENERAL EDUCATIONAL DEVELOPMENT (GED) PROGRAMS** are designed for persons 18 or older who wish to improve their basic skills in reading, writing and math skills and is designed for persons who have not completed high school and want to earn a high school equivalency diploma. Earning your GED diploma will enable you to enroll in college, get a job, or may help you get a promotion. Students receive individualized instruction.

LOCATION	DAY	DATES	TIME	INSTRUCTOR
SCC, Room B-103	M-Th	5/18-8/06	7:30am-9pm	SCC Staff
Acme Delco Middle Sch.	M W	5/18-8/05	6-9pm	J. Clemmons
Bolton Sen/Yth Ctr.	M T Th	5/18-8/06	5:30-8:30pm	J. Nealey
Buckhead Tribal Ctr.	MTh	5/18-8/06	6:30-9:30pm	J. Graham
Chadbourn Middle Sch.	T Th	6/02-8/06	4-7pm	G. Spaulding
Fair Bluff-New Directions	M Th	5/18-8/06	6-9pm	J. Caswell
Guideway Middle Sch.	T Th	5/19-8/06	5:30-8:30pm	P. Richie
Mt. Tabor Baptist Church	T Th	5/19-8/06	6-9pm	F. Boone
Nakina Middle School	T Th	5/19-8/06	5:30-8:30pm	H. Faulk
Tabor City Elem. Sch.	W Th	5/20-8/06	6-9pm	H. Fowler
Tabor City Family Champions	T Th	5/19-8/06	9am-noon	P. Nugent
Whiteville-Central Middle	T Th	5/18-8/06	5-8pm	J. Piggott
Williams Township Sch.	M W	5/18-8/05	5:30-8:30pm	A. Smith

Sixteen- and 17-year-olds may enroll in the Basic Skills Programs with special permission. For further information, contact Jackie Williams at (910) 642-7141, ext. 326.

**Smile! (It only takes 14 muscles to smile and 72 to frown.)**

## GED TEST

To pre-register, call (910) 642-7141, ext. 432.

North Carolina residents wishing to take the GED high school equivalency exam may qualify by doing the following:

- Enroll in one of SCC's free GED preparation classes
- Score at a high school level on the reading, math and language assessments.
- Earn a passing score on the GED practice test.

The testing fee is \$7.50 for new examinees and \$2.50 for students retesting in writing.

## GED TEST DATES

<b>SCC, B-101</b>	<b>M</b>	<b>6/22</b>	<b>4-8pm</b>	<b>D. Young</b>
		<i>Writing and Math Tests</i>		
<b>SCC, B-101</b>	<b>T</b>	<b>6/23</b>	<b>4-7:45pm</b>	<b>D. Young</b>
		<i>Science, Social Studies and Reading Tests</i>		
<b>SCC, B-101</b>	<b>M</b>	<b>7/27</b>	<b>8-11:30am</b>	<b>D. Young</b>
		<i>Writing and Math Tests</i>		
<b>SCC, B-101</b>	<b>T</b>	<b>7/28</b>	<b>8-11:45am</b>	<b>D. Young</b>
		<i>Science, Social Studies and Reading Tests</i>		



GENERAL EDUCATIONAL DEVELOPMENT TESTING SERVICE  
A program of the American Council on Education®

## GENERAL EDUCATIONAL DEVELOPMENT (GED) PREPARATION NOW OFFERED ONLINE

For more information, call SCC at (910) 642-7141, ext. 401 or visit the Basic Skills Lab on the college campus in B-103.



## El inglés como un segundo idioma (ESL)

El programa de ESL es para los estudiantes adultos cuya lengua materna no es inglés. La instrucción se centra en las habilidades de inglés que permitirán a los estudiantes actuar con eficacia en la comunidad y en el lugar de trabajo.

### Lugar de las clases:

SCC, Room B-103, M–Th, 5/18-8/6, 7:30am-9pm

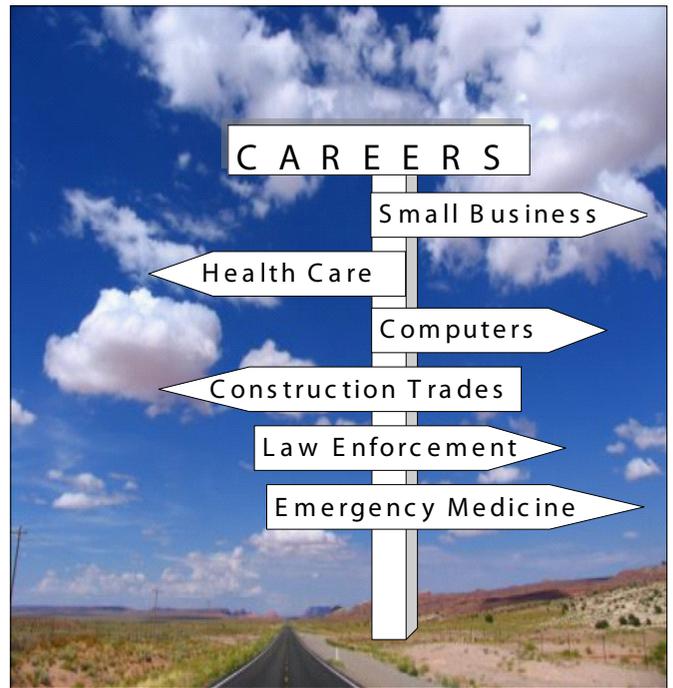
En Tabor City-East Side Bible Light Ministries, los miércoles, desde el 20 de mayo hasta el 5 de agosto, de 6 a 9 p.m.

## ENGLISH AS A SECOND LANGUAGE (ESL)

The **ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM** is designed for adult students whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community and in the workplace.

LOCATION	DAY	DATES	TIME	INSTRUCTOR
SCC, Room B-103	M–Th	5/18-8/6	7:30am-9pm	SCC Staff
Tabor City-East Side Bible Light Ministries	W	5/20-8/5	6-9pm	K.Darrow

# Summer 2009 Continuing Education Course Offerings



**Let SCC help point you  
in the right direction!**



4564 Chadbourn Hwy.

PO Box 151

Whiteville, NC 28472

*An equal opportunity/affirmative active institution*

Visit SCC on the Internet at:

**[www.sccnc.edu](http://www.sccnc.edu)**

\*\*\*\*ECRWSS

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**Creating Success**

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