



FALL 2022 CATALOG

CONTINUING
EDUCATION
COURSES





A Message from Our President

Dr. Shelley White

Jobs, Growth, Technology: HCC is Changing for the Future

As we look with anticipation to the changing of seasons in the Fall, HCC is excited about the changes in process at the College's High Tech Center, located on Industrial Park Drive in Waynesville. Through multiple funding sources, including grants, county and state funding, HCC is investing in short-term Workforce & Industry programs to prepare our community for jobs in high-demand, high-growth sectors including construction, transportation, energy, and broadband. Working with area employers we know that jobs for these fields are found right here in western North Carolina and have competitive salaries and excellent growth opportunities. HCC received nearly \$1.2 million from the Department of Labor to invest in the development of construction programs. This Fall, we are excited to have options for our community to gain valuable construction skills, including Carpentry, Plumbing, and HVAC. Come join us to start your path on a new career in a short amount of time!

Over the next year, HCC will continue to invest in changes at the High Tech Center, including the development of on-site programs in CDL Truck Driver Training and Electric Lineworker. This expansion is made possible by a \$1.4 million grant from the Golden LEAF Foundation and will provide much needed skill-development for these careers right here in Haywood County.

Big things are happening in workforce development at Haywood Community College – come be a part and Find Your New Future!

COURSE SECTIONS



CREATIVE ARTS

HCC offers year-round continuing education classes and workshops in clay, fiber, metals, wood, painting, drawing, writing, music and more. Our programming offers an innovative, affordable education to follow your passion or start a new hobby.



SHORT TERM WORKFORCE DEVELOPMENT

Our short term workforce development courses provide a variety of training and certification opportunities. From automotive to construction, we have classes to take your knowledge and skills to the next level.



SMALL BUSINESS CENTER

Thinking about starting a business in Haywood County or growing an existing business? The HCC Small Business Center offers a wealth of programs, services and resources to assist you on your small business journey.



PUBLIC SERVICES

HCC's Public Services department provides a variety of training opportunities. Whether you're entering a new profession, enhancing your current skills, or meeting educational requirements for maintaining credentials, we have what you need to accomplish these goals.



COLLEGE & CAREER READINESS

Our College & Career Readiness programs offer numerous opportunities for people to earn a high school credential, learn to speak English, or gain skills for everyday life goals, all tuition free.



CAREER & COLLEGE PROMISE

The Career & College Promise program allows eligible high school students to earn college credit, tuition-free. Students have the opportunity to meet two graduation requirements, both in high school and college, simultaneously, allowing them to save time and money.



CREATIVE ARTS

You can find complete course descriptions, supply lists and begin the registration process on our website:

www.haywood.edu/continuing-education/creative-arts

[Haywood Community College Creative Arts](#)

Please note the following when registering for any course:

- Classes are offered on a first-come-first-served basis.
- Students must register and pay by the registration deadline to ensure a spot in the class.
- Students must withdraw at least 24 hours before the course via email or phone to receive a refund.
- Students who do not withdraw and do not show up for class will still be billed for the class.
- Students are not able to register for a class after the class start date.
- For the most up-to-date information on classes, events, facilities, registration and directions, please visit our website.

Contact us if you have questions:

828.565.4152 hcc-creativearts@haywood.edu

DRAWING & PAINTING

ART JOURNALING

Instructor: Lauren Medford

Location: Sycamore Bdg, #7306 **Tuition:** \$113

Art Journaling is beneficial to artists, hobbyists, or anyone who wants to be creative. An art journal is a form of visual record keeping. Record keeping of thoughts, memories, and emotions. It can also be used to develop and play with various techniques and experimental mark-making. Journaling can help generate new ideas and methods as well as serve as a creative outlet. In this course, students will develop their own art journal and together we will explore mixed media techniques to establish an art journaling practice of experimentation and visual record-keeping. No art making experience required!

Students are responsible for materials which start at \$58.00. Materials may be less or more in price and is dependent upon students chosen vendor.

Course Code

CSP 4000 24757

Date

Aug. 4 - Aug. 25

Registration Deadline: 7/29/22

Time

Thursdays
12:30 p.m. - 3:30 p.m.

Course Code

CSP 4000 24777: 39426

Date

Nov. 3 - Dec. 2

Registration Deadline: 10/27/22

Time

Thursdays
5:30 p.m. - 8:00 p.m.

PAINT, STAMP, & STENCIL

Instructor: Lauren Medford

Location: Sycamore Bldg, #7306 **Tuition: \$102**

Create a new piece each week! This course introduces the endless possibilities of designing and producing printed surface designs or patterns. Students will learn basic painting, printmaking techniques and processes such as free flow, stencil painting, and stamp-making. Upon completion, students will be able to produce painted and printed surface designs utilizing various processes. Emphasis is placed on processes that do not require a printing press. No printmaking experience is required!

Students are responsible for materials which start at \$89.00. Materials may be less or more and price is dependent upon students chosen vendor.

Course Code

CSP 4000 24671: 39377

Date

Aug. 4 - Sep. 1

Registration Deadline: 7/29/22

Time

Thursdays
4:00 p.m. - 6:30 p.m.

Course Code

CSP 4000 24774: 39423

Date

Sep. 8 - Oct. 6

Registration Deadline: 9/1/22

Time

Thursdays
5:00 p.m. - 7:30 p.m.

Course Code

CSP 4000 24776: 39425

Date

Nov. 3 - Dec. 8

Registration Deadline: 10/27/22

Time

Thursdays
2:00 p.m. - 4:30 p.m.

INTRODUCTION TO DRAWING

Instructor: James Stilwell

Location: Sycamore Bldg, #7105 **Tuition: \$100**

Let's unleash and nurture your creative side together. Learn to visually interpret what you see and capture this on paper. We will cover basic drawing fundamentals: line, contour, shapes, shading, controlling tones, proportion, perspective and composition. While using pencil, a variety of subject matter including still life, nature, people and buildings will be explored. Students will be given a list of materials to purchase (material cost not included).

Course Code

CSP 4000 24766: 39407

Date

Aug. 16 - Sep. 20
No class on 9/5

Registration Deadline: 8/9/22

Time

Tuesdays
1:00 p.m. - 3:00 p.m.

Course Code

CSP 4000 24788: 39441

Date

Oct. 11 - Nov. 15
No class on 10/18

Registration Deadline: 10/4/22

Time

Tuesdays
1:00 p.m. - 3:00 p.m.

INTRODUCTION TO PAINTING

Instructor: James Stilwell

Location: Sycamore Bldg, #7105 **Tuition: \$100**

Painting is lots of fun and using acrylic paint is one of the best ways to introduce yourself to creating colorful art. We are going to demystify color theory by exploring the elements of color and how colors relate to each other. You will discover how to limit your color palette with amazing results. The subject matter will be up to you, still life, nature, landscape and more. Students will be given a list of materials to purchase (material cost not included). Students must have some basic experience with drawing.

Course Code

CSP 4000 24767: 39408

Date

Aug. 16 - Sep. 20
No class on 9/5

Registration Deadline: 8/9/22

Time

Tuesdays
3:00 p.m. - 5:30 p.m.

Course Code

CSP 4000 24789: 39442

Date

Oct. 11 - Nov. 15
No class on 10/18

Registration Deadline: 10/4/22

Time

Tuesdays
3:30 p.m. - 5:30 p.m.

CREATIVE SCULPTURE FROM NATURE

Instructor: James Stilwell

Location: Sycamore Bldg, #7105 **Tuition: \$100**

Create 3D and relief sculpture from ordinary items foraged from nature. Free your creative side by reawaking and deepening your innate connection to the natural world. Your crafted art could be anything from abstract to realistic as you are only limited by your imagination. You will be guided through the creative crafting process from concept to completion. There will also be tips on finding your raw materials and tuning into nature.

Course Code

CSP 4000 24768: 39409

Date

Aug. 19 - Sep. 16

Registration Deadline: 8/9/22

Course Code

CSP 4000 24791: 39444

Date

Oct. 14 - Nov. 18
No class 11/11

Registration Deadline: 10/7/22

Time

Fridays
1:00 p.m. - 3:00 p.m.

Time

Fridays
1:00 p.m. - 3:00 p.m.

STORY ART

Instructor: James Stilwell

Location: Sycamore Bldg, #7105 **Tuition: \$100**

This art class encourages and guides you to create a visual art piece depicting a meaningful event from your life experience or a fictional story from your imagination. The task posed to you is to think about what would make a dynamic book cover. You will learn how to jump start your imagination, nurture an idea, gather reference material and organize ideas and concepts. Composition, color, freehand sketching and use of models and photography will be covered. The student will have the choice of medium they will use to create their final art piece including drawing, painting or sculpture. What is your Story? Beginner to seasoned artist. Student must provide their own art materials.

Course Code

CSP 4000 24769: 39410

Date

Aug. 19 - Sep. 16

Registration Deadline: 8/9/22

Course Code

CSP 4000 24790: 39443

Date

Oct. 14 - Nov. 18
No class on 11/11

Registration Deadline: 10/7/22

Time

Fridays
3:30 p.m. - 5:30 p.m.

Time

Fridays
3:30 p.m. - 5:30 p.m.



FIBER & SEWING

UPHOLSTERY

Instructor: Lani Hendrix

Location: Oak Building, Downstairs **Tuition: \$173**

This course provides hands-on experience in tool use, various equipment, and techniques of the upholstery profession. Class work begins on the first day of class so bring a dining room chair(s), a chair with a back and/or bottom, or a footstool as a project. You will learn to select and measure fabric to suit your design, as well as how to successfully apply upholstery tools to your project.

Class will not meet on 9/5.

Upholstery Day Class

Course Code

CSP 4000 24756: 39371

Date

Aug. 1 - Oct. 10

Registration Deadline: 7/25/22

Time

Mondays
10:00 a.m. - 2:00 p.m.

Upholstery Night Class

Course Code

CSP 4000 24760: 39376

Date

Aug. 1 - Oct. 10

Registration Deadline: 7/25/22

Time

Mondays
5:00 p.m. - 9:00 p.m.

QUILTING NIGHT CLASS

Instructor: Lani Hendrix

Location: Oak Building, Upstairs **Tuition: \$175**

This project-based class is designed for individuals to learn quilting from cutting and sewing basic squares. Choosing a project, figuring fabric yardage, and different quilting methods including using one of our three long arm quilters will be covered in this course. Also a great refresher course.

Course Code

CSP 4000 24751: 39360

Date Aug. 4 - Oct. 6

Time

Thursdays
5:00 p.m. - 9:00 p.m.

Registration Deadline: 7/28/22

QUILTING DAY CLASS

Instructor: Lani Hendrix

Location: Oak Building, Upstairs **Tuition: \$214**

This project-based class is designed for individuals to learn quilting from cutting and sewing basic squares. Choosing a project, figuring fabric yardage, and different quilting methods including using one of our three long arm quilters will be covered in this course. Also a great refresher course.

Course Code

CSP 4000 24750: 39359

Date Aug. 3 - Oct. 12

Time

Wednesdays
9:00 a.m. - 2:30 p.m.

Registration Deadline: 7/27/22

Course Code

CSP 4000 24752: 39362

Date Aug. 5 - Nov. 14

Time

Fridays
9:00 a.m. - 2:30 p.m.

Registration Deadline: 7/29/22

QUILTING, PIECING AND APPLIQUE BY HAND

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$126**

Great class to try quilting without a big investment. Develop a portable, creative and useful hobby which can also be used to provide warmth to family, friends and quilts for those in need. Students will learn template and rotary cutting methods, piecing to make blocks and beautiful applique with just a few important tips. Hand quilting is still a Slow-Sew, but 35 years of experience will be shared to make students more productive and make the process easier. Four blocks will make a 24"x 24" wall hanging.

Course Code

CSP 4000 24758: 39373

Date

Aug. 20 - Sep. 24

Time

Saturdays
10:00 a.m. - 1:00 p.m.

Registration Deadline: 8/13/22



A NEATER BASKET

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$98**

Coiled basketry can be produced by hand or machine. They can be left raw or covered with fabric. Students will learn methods to produce coiled baskets, coasters and even purses and vases. Students will learn to coil cord and stitch by hand and machine, the best materials to use and where to purchase materials. In this 4-week course, students should produce 3 projects. Lots of tips and tricks will aid in production. Good for any skill level.

Course Code

CSP 4000 24753: 39368

Time

Tuesdays
5:30 p.m. - 8:30 p.m.

Date

Aug. 16 - Sep. 6

Registration Deadline: 8/9/22

COURTHOUSE SQUARE IMPRESSIONISM

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$111**

The Courthouse Square block is an old favorite variation of the Log Cabin block. By manipulating color and fabric pattern, we'll produce a quilt with an impressionistic, watercolor look. Riot of color reproduces a happy, free quilt. Limiting to one color family takes it to sophisticated. A great way to use scraps and strips to make a very economical quilt which can be produced by hand or machine.

Course Code

CSP 4000 24785: 39438

Time

Tuesdays
5:30 p.m. - 8:30 p.m.

Date

Sep. 13 - Oct. 24

Registration Deadline: 9/6/22

LOOSE LANDSCAPE

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$90**

This is a hand stitch fiber class that explores design elements and creative stitching. Bring in a favorite landscape picture and play with fabric and stitches to create a piece worthy of framing. We'll isolate a portion of the picture with good composition and translate the design onto a fabric background. Then we'll add trims and stitches to enhance the piece. Good class to practice design. Very playful; experimental and good for beginners or advanced stitchers.

Course Code

CSP 4000 24792: 39445

Time

Saturdays
10:00 a.m. - 1:00 p.m.

Date

Oct. 1 - Oct. 22

Registration Deadline: 9/24/22

REMAKE, REUSE, RECONSTRUCT

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$86**

Have clothes that are no longer wearable but love the pattern or fabric? Want to explore garment deconstruction and reconstruction? We will experiment with remaking unused garments into useful accessories, combining clothes to make new garments and tailoring garments to fit better. Fun class to learn about fabric content and sewing techniques for different types of fabrics and express creativity. Students will reconstruct 3-5 pieces in this 4 week class. Good for any skill level.

Course Code

CSP 4000 24793: 39446

Time

Tuesdays
5:30 p.m. - 8:30 p.m.

Date

Nov. 1 - Nov. 29

Registration Deadline: 10/28/22

WOOL APPLIQUE AND EMBROIDERY

Instructor: Denise Seay

Location: Oak Building, Upstairs **Tuition: \$98**

Slow-Sew. Wool applique and embroidery are soothing, portable and affordable. Blocks work up quickly. Students will explore working with and felting wool and discovering threads and multiple hand embroidery stitches. Three block patterns will be available and students should expect to complete all three blocks in this 4-week course with work outside of class. Very addictive!

Course Code

CSP 4000 24794: 39447

Time

Saturdays
10:00 a.m. - 1:00 p.m.

Date

Nov. 5 - Dec. 3

Registration Deadline: 10/29/22

HOMESTEADING

BEEKEEPING HIVES AND TOOLS

Instructor: David Zachary

Location: Sycamore Building, #7121 **Tuition: \$108**

Beekeeping Hives and Tools is a fun and instructive 4-week course designed for individuals who are interested in knowing the requirements for starting a honeybee apiary. Prior knowledge about honeybees or beehives is not required! Subjects covered will include the science of apiculture, hive equipment, tools, protective clothing, and how to winterize and feed hives. In addition, students will receive practical experience with constructing various hive designs, assembling frames, and NUC's making candy boards.

Course textbook not provided, please bring your personal copy:

Flottum, Kim. *The Backyard Beekeeper*, 4th Edition: An Absolute Beginner's Guide to Keeping Bees in Your Yard and Garden, Beverly, MA: Quarto Publishing Group, 2018.

****Students are 100% responsible for the purchasing of supplies, course text, and bee box materials. BE AWARE IF YOU HAVE A BEE ALLERGY, WE DO NOT RECOMMEND THIS COURSE. YOU WILL BE EXPOSED TO LIVE HONEY BEES.****

Course Code

CSP 4000 24775: 39424

Time

Fridays
1:00 p.m. - 4:00 p.m.

Date

Oct. 7 - Oct. 28

Registration Deadline: 9/30/22

METAL FORGING & ABS

ABS INTRO TO BLADESMITHING

Instructor: ABS Certified Bladesmith

Location: Walnut Building, #3327 & #3337

Tuition: \$1381.25 (Amount includes a \$5 tech fee and Student Insurance)

This class is for beginning knifemakers. Students will be introduced to the concepts and techniques needed to make a knife. Students are taught metal selection; blade function and different blade design will be discussed. Hand forging to shape, normalizing, heat treating, grinding and tempering will all be taught. These semi-finished blades will be tested for their cutting ability, edge holding, hardness and flexibility. Students should be able to make a blade which will pass the equivalent of a Journeyman Smith Performance Test. Successful completion of this course will reduce the required three (3) year waiting period as an ABS Journeyman Smith judging in two years. This is a two-week long class and will be taught by an ABS Certified Master Bladesmith.

Date

Sep. 26 - Oct. 7

Time

Monday-Friday
8:00 a.m. - 5:00 p.m.

Registration Deadline: 9/5/22



MUSIC

VIOLIN & CELLO FOR BEGINNERS

Instructor: Ashley Winters

Location: Sycamore Building, #7315 **Tuition: \$140**

Through music, we learn to become storytellers!

This introductory course welcomes students with little-to-no strings experience for both violin and cello.

We begin the class with a tour of the instrument and bow. Together we will learn basic sight-reading skills, ear-training exercises, practice scales, and explore different musical styles such as classical and fiddle tunes. These lessons can be catered to individual students' interests.

Course Code	Time
CSP 4000 24784: 39435	Mondays 5:45 p.m. - 6:45 p.m.

Date
Sep. 12 - Dec. 5
No class on 10/17

Registration Deadline: 9/5/22

INTERMEDIATE VIOLIN & CELLO

Instructor: Ashley Winters

Location: Sycamore Building, #7315 **Tuition: \$140**

Through music, we learn to become storytellers!

This course is for violin or cello students that have either completed the beginner class, have previous experience, or for those wanting more of a musical challenge.

Students will learn various bow techniques, basic music theory and comprehension, and dive further into different musical styles and techniques. Performance and ensemble instruction is available. These lessons can be catered to individual students' interests.

Course Code	Time
CSP 4000 24783: 39434	Mondays 7:00 p.m. - 8:00 p.m.

Date
Sep. 12 - Dec. 5
No class on 10/17

Registration Deadline: 9/5/22

PHOTOGRAPHY

BOTANICAL CYANOTYPES

Instructor: Lauren Medford

Location: Sycamore Building, #7306 **Tuition: \$44**

Join us for a hands-on experience in creating cyanotypes, developed by the sun! The class will begin by collecting botanicals which will serve as the subjects for our cyanotypes. Next, we will prep our paper and develop our prints outside. Students will have the opportunity to create several iterations and explore ways to use their prints in different ways. Please note, this class will partly be held outside. Bring hydration and sun protection!

Students are responsible for materials which start at \$37.00. Materials may be less or more in price and is dependent upon students' chosen vendor. Please come to class with all of your course materials and be ready to have fun in the sun!

Course Code	Date	Time
CSP 4000 24762: 39379	Aug. 5	Friday 11:00 a.m. - 3:00 p.m.

Registration Deadline: 7/29/22

Course Code	Date	Time
CSP 4000 24772: 39420	Aug. 13	Saturday 11:00 a.m. - 3:00 p.m.

Registration Deadline: 8/6/22

Course Code	Date	Time
CSP 4000 24773: 39422	Sep. 3	Saturday 11:00 a.m. - 3:00 p.m.

Registration Deadline: 8/26/22

Payment is due upon enrollment for all classes

POTTERY

CLAY: THROWING AND SCULPTING POTTERY

Instructor: Corey Plott

Location: Sycamore Building, #7221 **Tuition: \$90**

Have you ever wanted to throw pottery on the wheel? In this course, Corey Plott will gladly reveal techniques to help you understand the process of pottery. The first few weeks will cover a combination of throwing and sculpting techniques, followed by demonstrations for larger pots and vases. All of your inspiration, motivation and creativity will be revealed, and you will have dozens of pots to show for it!

Date	Time
Aug. 16 - Sep. 20	Tuesdays 9:00 a.m. - 11:00 a.m.

Course Code
CSP 4000 24770: 39411

Registration Deadline: 8/9/22

Date	Time
Oct. 25 -Nov. 29	Tuesdays
No class 11/22	9:00 a.m. - 11:00 a.m.

Course Code
CSP 4000 24795: 39448

Registration Deadline: 10/18/22



PRINTMAKING

CREATE HOLIDAY PRINTED CARDS AND WRAPPING PAPER

Instructor: Lauren Medford

Location: Sycamore Building, #7306 **Tuition: \$44**

In this one-day class, students will create holiday-themed wrapping paper and greeting cards for gift-giving during the holiday season! Students will have knowledge in basic stamp and printmaking upon completion of this class, as well as completed projects to share for the holiday season!

Students are responsible for materials which start at \$62.00. Materials may be less or more and price is dependent upon students chosen vendor.

Date	Time
Nov. 19	Saturday 10:00 a.m. - 3:00 p.m.

Course Code
CSP 4000 24788: 39427

Registration Deadline: 11/9/22

Date	Time
Dec. 3	Saturday 10:00 a.m. - 3:00 p.m.

Course Code
CSP 4000 24779: 39428

Registration Deadline: 11/26/22

Date	Time
Dec. 10	Saturday 10:00 a.m. - 3:00 p.m.

Course Code
CSP 4000 24780: 39429

Registration Deadline: 12/3/22

WOOD

WOODWORKING FOR BEGINNERS: SMALL BOX

Instructor: Bill Weinert

Location: Sycamore Building, #7121 **Tuition: \$249**

This course will guide students through the construction of a Keepsake box of their own design, using basic woodworking tools that are easily accessible. No prior woodworking experience is necessary.

Course Code

CSP 4000 24765: 39385

Time

Mondays & Wednesdays

5:00 p.m. - 7:00 p.m.

Date

Aug. 1 - Sep. 12

Registration Date: 7/25/22

WOODWORKING FOR BEGINNERS: SMALL TABLE

Instructor: Bill Weinert

Location: Sycamore Building, #7121 **Tuition: \$249**

This course will build on skills students have learned in the previous class, Keepsake box, and guide them through the construction of a small table of their own design, using basic woodworking tools that are easily accessible. No prior woodworking experience is necessary, but classes are recommended in order.

Course Code

CSP 4000 24786: 39439

Time

Mondays & Wednesdays

5:00 p.m. - 7:00 p.m.

Date

Sep. 19 - Nov. 2

No class 10/17 & 10/19

Registration Deadline: 8/9/22

WOODWORKING FOR BEGINNERS: SIMPLE CHAIR

Instructor: Bill Weinert

Location: Sycamore Building, #7121 **Tuition: \$208**

This course will build on skills students have learned in the previous two classes and each student will design their own simple chair which they will construct using basic woodworking tools that are easily accessible. No prior woodworking experience is necessary, but classes are recommended in order.

Course Code

CSP 4000 24787: 39440

Time

Mondays & Wednesdays

4:30 p.m. - 7:00 p.m.

Date

Nov. 7 - Dec. 7

Registration Deadline: 10/31/22

Payment is due upon enrollment for all classes



WRITING

HEROIC MYTH & GILGAMESH

Instructor: Andrew Peterson

Location: Online/Remote **Tuition:** \$140

The Epic of Gilgamesh is the first of the heroes' journeys in literature. Like any great work of literature, Gilgamesh tells us about ourselves. It is the exploration of the self and an understanding of how our actions shape both our lives and the lives of those around us. It is the discovery of self-control, basic goodness and wisdom – all learned through some hard lessons. Inscribed on clay tablets, the first great masterpiece of world literature is itself a text about exploring the world and the Self. Through a close reading of the text, we can see that mankind has not changed as much as we might like to think.

Date

Sep. 6 - Oct. 25
No class 10/18

Time

Tuesdays
5:00 p.m. - 7:00 p.m.

Course Code

CSP 4000 24781: 39432

Registration Deadline: 8/30/22

SHORT STORY WORKSHOP

Instructor: Alexandra Kesick

Location: Online/Remote **Tuition:** \$147

This short story workshop is for all levels of writers and helps emphasize new ways to approach writing and creativity. The course is reading and writing intensive. It includes participating in weekly writing exercises, reading short stories, and discussing elements of craft. We will workshop short stories in a traditional workshop setting while providing constructive criticism to your peers. You will learn and use the elements of craft to ask insightful questions about works in progress and learn about your own work. The goal is to help you become a better reader, writer, and improve the way you approach and revise your fiction beyond the classroom. In this course, each student will workshop two fiction stories. The story can be a previously written work, but you must be prepared to present the piece to the class in a workshop setting.

Date

Sep. 8 - Oct. 22

Time

Thursdays
6:00 p.m. - 8:00 p.m.

Course Code

CSP 4000 24782: 39433

Registration Deadline: 9/1/22

WRITING SUSPENSE FICTION

Instructor: Andrew Peterson

Location: Online/Remote **Tuition:** \$140

This course is for students eager to write in the mystery, thriller, or crime genres. Throughout the course, students develop critical craft elements of their work through exercises in dialogue, descriptive action, and in developing three-dimensional characters. To learn how to set the hook and place it firmly, we look at the writer's connection to readers and strengthen the all-important task of dispersing information. Each participant will workshop a story or excerpt which will be discussed in a lively, constructive workshop setting. All experience levels are welcome.

Date

Nov. 1 - Dec. 13

Time

Tuesdays
5:00 p.m. - 7:00 p.m.

Course Code

CSP 4000 24796: 39449

Registration Deadline: 10/25/22

ADVANCED FICTION

Instructor: Andrew Peterson

Location: Online/Remote **Tuition:** \$121

Advanced Fiction Writing Workshop provides the space for a writer to write. Students will take their writing to the next level, submitting their work for close-reading and review by their peers and the instructor.

Date

Nov. 2 - Dec. 14

Time

Wednesdays
5:15 p.m. - 7:15 p.m.

Course Code

CSP 4000 24797: 39450

Registration Deadline: 10/26/22





WORKFORCE DEVELOPMENT

SHORT TERM WORKFORCE DEVELOPMENT

For more information and to see a complete listing of upcoming courses, please visit our website:
<https://haywood.edu/continuing-education>



Scan QR code to visit our website for more information on these classes, including dates and times.

Payment is due upon enrollment for all classes

MACHINING TECHNOLOGY

Tuition: \$386.25

Machining technology courses at HCC offer the opportunity for students to earn a nationally recognized certification. These courses are designed to teach students what they need to learn to be interview-ready for local manufacturing positions.

Date

Aug. 1 - Dec. 22

Time

Monday-Thursday
5:30 p.m. - 10:30 p.m.

Course Code: MEC-3010-11350

AUTO SAFETY INSPECTION

Tuition: \$75

This course covers the operation of a public inspection station and station facilities, inspection rules and procedures. Safety inspectors are responsible for knowing all the information in the NC Safety Inspection Manual.

All classes will be held in 1600 Pine #1607
Wednesdays & Thursdays | 6:00 p.m. - 10:00 p.m.

Course Code

- AUT-3129-11338
- AUT-3129-11339
- AUT-3129-11340
- AUT-3129-11341
- AUT-3129-11342
- AUT-3129-11343

Date

- 8/3/22
- 9/7/22
- 10/5/22
- 11/2/22
- 12/7/22
- 1/11/23

OBD EMISSIONS

Tuition: \$75

Students will learn about regulations and test inspection procedures. This course is designed to prepare students to become an auto technician and service personnel as OBD emission inspectors for motor vehicles.

All classes will be held in 1600 Pine #1607
Wednesdays & Thursdays | 6:00 p.m. - 10:00 p.m.

Course Code

- AUT-3129-11344
- AUT-3129-11345
- AUT-3129-11346

Date

- 9/21/22
- 11/16/22
- 1/18/23

ESCORT VEHICLE OPERATOR

Location: 1600 Pine #1607

Saturdays | 8:00 a.m. - 5:00 p.m.

This course is designed to meet the training requirements set by the NC Department of Transportation to certify Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, skills training, and an exam.

Course Code	Date
AUT-3003-11347	9/10/22
AUT-3003-11348	11/12/22
AUT-3003-11349	1/14/23

DIESEL ENGINE REPAIR

Tuition: \$386.25

This program teaches students how to measure and diagnose problems and repair diesel engines. Featuring hands-on and classroom experiences, students will learn on the latest diagnostic equipment allowing them to learn on the most up to date machinery.

Start Date	Time
Aug. 8	Monday-Wednesday 5:00 p.m. - 10:00 p.m.

Course Code: AUT-3137-11351

NOTARY PUBLIC EDUCATION

Location: Public Services Training Facility #9105

Tuition: \$75 (textbook not included and is available at the HCC bookstore)

This course covers the qualifications, procedures, and certification for becoming a notary. Pursuant to the NC Notary Act, to apply for commissioning as a notary, you must: be 18 years of age or older and a legal resident of the U.S.; be able to speak, read and write English; have a high school diploma or equivalent; and reside or have a regular place of work or business in N.C.

Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State Office. Students must present a current photo ID to be admitted to class.

Time: Saturdays, 9:00 a.m. - 6:00 p.m

Course Code	Date
MLS-3874-11331	8/6/22
MLS-3874-11332	9/3/22
MLS-3874-11333	10/1/22
MLS-3874-11334	11/5/22
MLS-3874-11335	12/3/22

CONSTRUCTION PROFESSIONS

828.565.4244 HCC-Construction@haywood.edu

*Scholarships Available

Core Construction Skills

Tuition: \$306.25

Tentative Start Dates:

Session 2 (120 hours) - Starting Tuesday, 8/23/22
(Monday, Tuesday, Thursday evenings)

Session 3 (120 hours) - Starting Monday, 10/3/22
(Monday, Tuesday, and Thursday evenings)

The 9-week Core Construction Class is a prerequisite to the Construction Technology, HVACR, and Plumbing courses. The Core Construction Class will provide a foundation to continue your coursework for a focus area.

Construction Technology

Tuition: \$386.50

Tentative Start Date: Monday, 1/9/23

Understanding a variety of techniques in the construction industry will build a solid foundation for any career path in the building trades. Construction Technology will introduce you to basic concrete and masonry work, framing, finish carpentry, and other skills you will need to be familiar with on a jobsite. Practice working safely and efficiently while expanding your construction knowledge.

HVACR

Tuition: \$386.25

Tentative Start Date: Monday, 1/9/23

Start exploring the fundamentals of the heating, ventilation, and air conditioning (HVACR) industry. This course introduces you to different types of HVACR equipment and systems, as well as a variety of piping practices. You'll also learn about the fundamentals of electricity and the components used in HVACR work.

Plumbing

Tuition: \$386.25

Tentative Start Date: Monday, 1/9/23

Learn how water distribution, drain, waste, and vent systems work. This course covers some of the tools and drawings used every day by plumbing professionals. You'll also be introduced to a range of fixtures and fittings, used in the plumbing industry.

DEFENSIVE DRIVING

The District Attorney Wants You To Be A Safe Driver! Have you received a speeding citation? You can now enroll in the National Safety and Health Council Defensive Driving 4-hour course. The Safe Driving Program may prevent assessment of insurance points or premium surcharges on your policy and/or points on your North Carolina driver's license. This program is made available by the 30th Judicial District (Haywood, Jackson, Swain, Clay, Cherokee, Macon, and Graham Counties).

Anyone may take this class, even if you have not received a ticket. The benefit of taking a defensive driving course is able to keep you and other drivers safe on the road. Excellent information is included for all drivers, including new drivers.

To Register:

- Drivers must register no later than three days prior to the class beginning.
- No late arrivals will be admitted to class.
- Refunds will NOT be granted for failure to attend class.
- The cost of the class is \$75 for DDC-4 and \$130 for DDC-8 * NO Personal Checks Accepted*
- You must register in person on the main campus of Haywood Community College in the Hemlock Building with Student Services.

DEFENSIVE DRIVING DDC-4 CLASSES

Location: Public Safety Training Facility, #9123

Tuition: \$75 (*personal checks not accepted*)

DDC-4 is a fast paced, NSC-certified-instructor led, interactive, four-hour, driver-improvement program that makes an ideal refresher course. After completing the course, attendees will receive both a certificate and wallet-sized card that many auto insurance companies honor by offering an annual premium discount. (Please contact your auto insurance carrier to determine if a discount will be provided.)

Topics:

- Aggressive driving and road rage
- Fatigue and drowsy driving
- How driver behavior and mental conditions affect driving
- Defensive driving techniques
- The crash impact on passengers
- How to avoid a collision and case study scenarios
- Personal driving style evaluation
- Hazard recognition and collision avoidance
- Emotional impairment, common driving irritation and "pet peeves"
- The "fatal four" causes of a crash
- Driving skills inventory and assessments
- Occupant protection laws and graduate driver's licensing
- Vehicle malfunctions and maintenance

Mondays, 6:00 p.m. - 10:00 p.m.

DDC-4 Night Course COST: \$75.00

Course Code	Date
SEF-3001-15206	8/1/22
SEF-3001-15211	9/12/22
SEF-3001-15212	10/3/22
SEF-3001-15123	11/7/22
SEF-3001-15124	12/5/22

Saturdays, 9:00 a.m. - 1:00 p.m.

DDC-4S Day Course COST: \$75.00

Course Code	Date
SEF-3001-15207	9/17/22
SEF-3001-15208	10/15/22
SEF-3001-15209	11/19/22
SEF-3001-15210	12/17/22

Saturdays, 8:00 a.m. - 5:00 p.m.

DDC-8 Morning Course COST: \$130.00

Course Code	Date
SEF-3001-15191	8/13/22
SEF-3001-15125	9/10/22
SEF-3001-15126	10/8/22
SEF-3001-15127	11/12/22
SEF-3001-15128	12/10/22



SMALL BUSINESS CENTER

The Small Business Center at Haywood Community College actively serves current and prospective Haywood County Small Businesses. HCC's Small Business Center provides FREE, confidential, one-on-one counseling services; seminars, webinars and workshops; resource referrals; and much more. In addition to SBC resources, Haywood County is home to Startup Haywood, a resource rich platform empowering entrepreneurs and small businesses to succeed by quickly and easily connecting them to support programs, essential business training and one another.

Supportedly

Startup Haywood

Serving Haywood County

Your SBC is your local resource to get the support you need to start and grow your business. We are here to serve local entrepreneurs through education and training, and supporting business success for community impact.

To offer flexibility for your busy schedules, our seminars will continue to offer online and in-person options. Pre-registration is required and there is no fee to attend. To see our full schedule and register, visit us online at SBC.HAYWOOD.EDU.

SMALL BUSINESS DEVELOPMENT SERIES

To register:

📞 828.627.4512 🌐 SBC.haywood.edu

HOW TO START A BUSINESS SERIES

Speaker: Russ Seagle

Understand the basics of starting a business in this seminar that takes you from idea to opportunity. Learn key strategies for startup, financing and marketing, as well as important information about legal issues, licensing, zoning, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover the resources available to help you start and successfully operate your business.

Part 1: September 8 • 9:00 a.m. - 11:00 a.m.

Part 2: September 15 • 9:00 a.m. - 11:00 a.m.

Part 3: September 22 • 9:00 a.m. - 11:00 a.m.

BASICS OF BOOKKEEPING

Speaker: tenBiz

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best informed business decision. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

September 14 • 9:00 a.m. – 11:00 a.m.

FINDING YOUR CUSTOMERS

Speaker: tenBiz

Market research isn't just for startups; it's an important ongoing process for every small business. Developing a focused and effective marketing plan requires up-to-date market analysis. Discover the variety of market research tools that will give you information about your industry and customers. Get the data you need to test the feasibility of a new business, find the competition and potential customers interested in your proposed product or service.

September 21 • 1:00 p.m. – 3:00 p.m.

FINANCING YOUR BUSINESS

Speaker: tenBiz

How do I finance my small business? What loan option is the best fit for my business? Great questions! Financing a small business can be a bit overwhelming for many small business owners and idea thinkers. Navigating the options available even more so. During this seminar, attendees will explore different types of funding sources and learn more about the lending process.

August 29 • 1:00 p.m. - 3:00 p.m.

MARKETING YOUR BUSINESS

Speaker: tenBiz

Marketing for the 21st century small business is more dynamic and challenging than ever. Discover how to most effectively and efficiently use the many marketing tools available. Gain insights to understand and reach your customer, analyze your industry and business environment, and differentiate between branding, advertising, and grassroots marketing. Explore the components of an effective marketing plan in this seminar.

August 23 • 1:00 p.m. - 3:00 p.m.

HOW TO WRITE A BUSINESS PLAN

Speaker: Russ Seagle

A business plan can be the most important tool a small business owner has. Learn how to turn your ideas into a solid plan for financing and long-term success. This seminar teaches you the important components of a business plan and helps you lay the foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don'ts of writing a plan and steps for making the process easy. This seminar is designed for new and established business owners.

September 29 • 9:00 a.m. - 11:00 a.m.

SALES & MARKETING

To register:

 828.627.4512

 SBC.haywood.edu

BRANDING WITH A BANG

Speaker: tenBiz

Branding your business well involves much more than having a catchy name or a memorable logo. Your brand involves your relationship with customers, how they relate to you and how they feel about you. Having a good brand makes an impression and creates recognition. This session will cover taking a strategic, proactive approach to managing your brand.

September 26 • 1:00 p.m. - 3:00 p.m.

GROW YOUR BUSINESS-BUILDING CUSTOMER RELATIONSHIPS

Speaker: tenBiz

The smartest companies of today continuously sharpen their focus in this area because good relationships create loyal customers, and loyal customers create repeat business. Data shows that most customers are loyal and willing to pay more money and share more information with companies where they have built strong relationships. Learn how to create stronger relationships with your customers and create a win-win for everyone!

September 28 • 9:00 a.m. - 11:00 a.m.

SELLING ONLINE TODAY

Speaker: Nick Hawks

We will explore the features of well-known e-commerce sites such as an eBay Store, Shopify website, Amazon.com, and Etsy and create your website and online store. Developing a revenue stream from online sales is an easy way for small businesses to increase profits. Learn what sites work best to sell your product or service.

October 6 • 3:00 p.m. - 5:00 p.m.

HOW TO FIND YOUR CUSTOMERS USING SOCIAL MEDIA

Speaker: Nick Hawks

Customers are the key to building a successful business and your online reputation is crucial for finding customers. This fast-paced class teaches you where and how to find your customers. In this class, you will learn how to get a free Online Reputation report. Learn which SEO keywords your competitors are using for free. We will briefly compare the more current methods of social media marketing. You will quickly learn how to find, motivate, and keep consumers coming to your business. Discover the variety of Free market research tools that give you critical information about your industry and customers.

October 13 • 3:00 p.m. - 5:00 p.m.

PITCHING YOUR BUSINESS THE RIGHT WAY

Speaker: tenBiz

Have you ever been asked to describe your product or business and not been sure what to say? You may have rambled on and probably lost their interest in the process. Start putting together a well-crafted “pitch,” and you’ll be much more likely to make a lasting impression. People must walk away from your first interaction not only having a basic understanding of what you do and who you are but also interested in your business. Learn tips and tricks for developing a business pitch to impress!

October 19 • 1:00 p.m. - 3:00 p.m.

INTRO TO VIDEO MARKETING

Speaker: Bob Mackowski

93% of consumers say that video is helpful when making a purchase. If you’re not using video to market your business, you’re missing out. Learn the basics of why you should create videos and how to do it. You’ll learn how to add this valuable practice to your marketing as we cover the main concepts in this intro class.

October 20 • 3:00 p.m. - 4:00 p.m.

TURNING YOUR CREATIVE HOBBY INTO A BUSINESS

Speaker: tenBiz

Even if you love your craft, deciding to take your creative outlet or hobby and turn it into a legit business isn’t for everyone. It takes hard work and determination and can sometimes leave you confused and overwhelmed. It can sometimes feel like you are taking steps backward, but success as a creative entrepreneur isn’t always linear. This session will discuss the important steps to discovering if turning your talent into a business is right.

October 24 • 1:00 p.m. - 3:00 p.m.

HARNESSING THE FACEBOOK ALGORITHM

Speaker: Bob Mackowski

The average free reach on Facebook is dreadful. It’s hopeless, right? Not if you know what you’re doing. If you work with the algorithm and give it what it wants, it’ll give you what you want: eyes on your content. Learn how to achieve 5-20x the average Facebook views to help your business get above-average views.

October 27 • 3:00 p.m. - 4:00 p.m.

APPLYING PERSONAS TO SOCIAL MEDIA STRATEGY

Speaker: Katana Lemelin

A social media post could have the largest reach of any content produced by a brand. Let’s effectively communicate to our fans. Learn how to craft targeted customer personas unique to your business to generate engaging content for social media.

November 1 • 9:00 a.m. - 11:00 a.m.



BUSINESS GROWTH & PLANNING

To register:

📞 828.627.4512 🌐 SBC.haywood.edu

MARKET RESEARCH TOOLS FOR YOUR BUSINESS

Speaker: Matt Phillips

Want to know how to find out about your competition? Curious about the industry trends in your business market? In this seminar, we will discuss a variety of free resources you can use to enhance your business plan, research competitors, and grow your business. We'll cover how to find and interpret market data and incorporate your research into your funding search. All of the resources we'll cover in this seminar are provided for free through the Haywood County Public Library or are publicly available.

August 30 • 9:00 a.m. - 11:00 a.m.

FINANCING FOR GROWTH

Speaker: Russ Seagle

Ready to grow your business? Did you know existing businesses have funding options new start-ups don't have? If you are thinking of expanding, join us to learn how expansion might affect your overall business. We will go over ways to ensure that an expansion doesn't cannibalize existing resources, alignment of goals and financing terms, lines of credit, leasing pros & cons, and much more. Bring your ideas and make a plan for successful growth.

November 2 • 4:00 p.m. - 6:00 p.m.

SUMMITS AND SPECIAL INTEREST

To register:

📞 828.627.4512 🌐 SBC.haywood.edu

FARM BUSINESS ROUNDTABLE - RESOURCES FOR AGRIBUSINESS ENTREPRENEURS

Speaker: EMFS

Are you seeking up-to-date resource information from community farm support agencies? Join resource partner, EmPOWERing Mountain Food Systems, for a roundtable discussion about funding opportunities and support services. Representatives from the Farm Service Agency, Natural Resource and Conservation, NC Department of Agriculture and Cooperative Extension, ASAP (Appalachian Sustainable Agriculture Project), and your Small Business Center will share information and resources supporting Agribusiness Development in our region. You will have an opportunity to ask questions before the event to help us share information that you want to know.

September 27 • 5:30 p.m. - 7:00 p.m.

AGRIBUSINESS SERIES: FARM TAXES EXPLAINED

Speaker: EMFS

Property, Equipment and Sales. Dive deeper into farm taxes as they pertain to the many different sides of your farming business. Ask a local farmer about their experience navigating taxes and learn some tips of your own.

November 1 • 6:00 p.m. - 7:00 p.m.

AGRIBUSINESS SUMMIT

Speaker: tenBiz

A one-day summit featuring new, relevant and exciting topics for current and prospective agribusinesses. Take this opportunity to engage with fellow agribusinesses, entrepreneurs and resource providers, while learning new skills and the power of collaboration along the way. Additional summit information including sessions and speaker bios available at sbc.haywood.edu.

November 30 • 9:00 a.m. - 3:00 p.m.

NON PROFIT SERIES - LEARN THE 'HOW' FOR DONOR-DRIVEN FUNDRAISING

Speaker: John Curtis

Many nonprofit executives and board members are realizing that it is time for a new approach to fundraising that is sustainable. Traditional fundraising based on events or showcasing your organization is NOT about the donor's needs, values, interests, or desires... it is not about them, it is about you. Donor-Driven, NOT organization-driven, giving is the wave of the future that is here now. Organizations are hungry to find a new way to engage donors for their lifetime.

October 27 • 1:00 p.m. - 3:00 p.m.

NON PROFIT SERIES - PREPARE FOR STRATEGIC PLANNING SUCCESS

Speaker: John Curtis

What do you need to know to engage in strategic planning successfully? Getting ready to tackle a new plan or update your existing plan requires thoughtful preparation. Planning is a formalized, creative and continuous process that involves a systematic and objective response to the challenges that result from growth, change, and new opportunities. You want to understand the “do’s and don’ts” to avoid producing a plan that sits on a “digital” shelf gathering dust. You also want a dynamic plan that can guide your organization toward fulfilling your mission. This class is the first step in creating your next strategic plan.

NOVEMBER 10 • 1:00 p.m. - 3:00 p.m.

SMALL BIZ LUNCH & LEARN SERIES

Provided in partnership with SCC SBC

(Online Series)

Speaker: Sequoyah Fund

Are you a new business owner or have an idea for a small business? If so, then this lunch and learn series is the perfect opportunity to step away from the office and learn a new topic every week during your lunch hour. Leave inspired and renewed each week, with new tools and resources to help you make progress in transforming or launching your small business. Visit sbc.haywood.edu to see our new Fall schedule & register today.

WEEKLY • 12:00 p.m. - 1:15 p.m.

Wednesdays starting in August

MINDSPARK SERIES

First Wednesday, monthly • 12:00 p.m. - 1:00 p.m.

(Online Series)

Speaker: tenBiz

August 3: Creating Your First Employee Handbook

Whether you have two employees or 20, you have likely created workplace policies, procedures or expectations, either formally or informally. It's essential that your employees know and understand these policies — because you'll run a more effective organization if they do.

September 7: Stabilizing Business Cash Flow Through Unstable Times

Developing a financial strategy is important to surviving any short-term cash crunch while not adversely affecting your long-term profitability. Think creatively by encouraging customers to purchase gift cards or future services from yours and other small businesses to keep cash flowing in your local economy. Find ways to preserve on-hand cash needed for the lean months and consider suspending expansion initiatives or larger investments until markets stabilize. Evaluate your inventory to determine what products can quickly turn over. In other words, business as usual will not work. Creativity and positivity will be essential elements to keep cash flowing into your business.

October 5: 5 Things You Should Know Before Starting Your Business

Making the decision to become an entrepreneur and starting a small business is not for everyone. It takes hard work, grit, and determination and can sometimes leave you confused and overwhelmed. It can feel like you are taking steps backward, but success as an entrepreneur isn't linear. This session will discuss five important steps to discovering if turning your passion into a business is right.

November 2: Building Your Customer Avatar

Knowing your ideal customer changes everything – what you offer, how and why, pricing, potential partnerships, and many more. While you may feel like defining your ideal customer can exclude other audiences who might buy from you, focusing on the right people brings clarity to your marketing efforts and leads to a more profitable business. This session is about getting to know the right people who will benefit from and pay for your products and services. Work on answering some essential questions to help you drill down on this issue and ultimately be able to define your ideal customer.

December 7: Organizing for the New Year - Time Management Tips for a Successful 2023!

How much time do you spend in your business doing things that don't contribute to your success? Effectively managing your time can produce results you never thought were possible before. This seminar will give you tools to prioritize, set goals, manage interruptions and use time blocking and to-do lists to avoid procrastination and get the most out of your day.

QUICKBOOKS ONLINE SERIES

Is it time to finally get your books in order? Are you tired of not knowing if you are making or losing money throughout the year? Are you ready to send invoices, pay bills and record deposits in a more efficient and accurate way? Join us for one or all four sessions of our QuickBooks Online Series. The series will feature 4 sessions to get you off the ground and running. Information and demonstrations covering the basics of using this popular online accounting program will be utilized. There will also be time for Q&A with the instructor, who is also a Certified Public Accountant.

SESSION 1: QUICKBOOKS ONLINE SET-UP

August 26 • 10:00 a.m. - 12:00 p.m.

SESSION 2: QUICKBOOKS ONLINE BANK FEEDS

September 2 • 10:00 a.m. - 12:00 p.m.

SESSION 3: QUICKBOOKS ONLINE INVOICING AND PAYMENTS

September 9 • 10:00 a.m. - 12:00 p.m.

SESSION 4: QUICKBOOKS ONLINE RECONCILING AND REPORTS

September 16 • 10:00 a.m. - 12:00 p.m.

LUNCH AND LEARN SERIES

Sponsored by Sequoyah Fund, in partnership with SCC SBC
Wednesdays • July 6-December 28 • 12:00-1:15pm

Are you a new business owner or have an idea for a small business? If so, then this lunch and learn series is the perfect opportunity to step away from the office and learn a new topic every week during your lunch hour. Leave inspired and renewed each week with new tools and resources to help you make progress in transforming or launching your small business.

July:

20 • Building a Believable Brand

27 • How to Make Customers Fall in Love with Your Business

August:

3 • Small Business Resources that You Need to Know About

10 • Creating Customer Loyalty and Repeat Business

17 • How to Pitch Your Business in One Minute or Less

24 • Cost Savings Strategies for Your Small Business

31 • How to Recruit and Retain Employee Talent

September:

7 • How to Price Your Product or Service

14 • How to Get a Small Business Loan

21 • Time Management Tips for Small Business Owners

28 • Customer Service Isn't a Department, It's an Attitude

October:

5 • Secrets to Keeping Customers for Life

12 • Reach Customers Online with Google

19 • Using Networking and Relationships to Grow Your Market

26 • Researching and Analyzing Your Market

November:

2 • Are You Ready to Be an Entrepreneur?

9 • Angry Customers Can Be Your Best Friends

16 • Balance, Boundaries and Burnout in Your Business

23 • Managing Conflicts in Your Small Business

30 • How to Appreciate Your Employees

December:

7 • Effective Networking to Grow Your Small Business

14 • Budgeting and Money Management

21 • How to See and Manage Goals for Business Success

28 • 8 Things You Should Do Starting a Business



PUBLIC SERVICES

Haywood Community College has numerous courses and certifications available. From Nurse Aide to Fire & Rescue, we have the classes you need to make a difference in our community. Due to the fluid nature of course offerings, please reach out to our department coordinators for additional details. Some classes also require partnership with local organizations and we can help connect you to ensure a successful registration process.

LAW ENFORCEMENT

Courses Offered:

- Basic Law Enforcement Training (BLET)
- Detention Officer Certification
- Telecommunicator

To register or if you have questions:

- 📞 828.627.4548
- 🌐 HCC-lawenforcementtraining@haywood.edu

FIRE & RESCUE

Courses Offered:

- Day Fire Academy
- Night Fire Academy
- Technical Rescuer Class
- Driver Operation Certification
- Wilderness Week
- Live Burn Training

To register or if you have questions:

- 📞 828.565.4241
- 🌐 HCC-FireTraining@haywood.edu

CPR/AHA Classes (American Heart Association)

Courses Offered:

- AHA Heartsaver CPR, First Aid, AED
- AHA Basic Life Support for Healthcare Providers

To register or if you have questions:

- 📞 828.565.4103
- 🌐 HCC-EMSTraining@haywood.edu

ALLIED HEALTH

Courses Offered:

- Nurse Aide I
- Phlebotomy
- Pharmacy Technician Training
- Pharmacy Technicians & Vaccinations
- Advanced Training Programs
- Advanced Training Certificates

To register or if you have questions:

- 📞 828.565.4145
- 🌐 HCC-AlliedHealth@haywood.edu

EMERGENCY MEDICAL SERVICES

Courses Offered:

- Emergency Medical Services (EMS)
- Emergency Medical Technician (EMT)
- Advanced Emergency Medical Technician (AEMT)
- Paramedic

To register or if you have questions:

- 📞 828.565.4103
- 🌐 HCC-EMSTraining@haywood.edu



COLLEGE & CAREER READINESS

All classes are year-round and free of charge.
Orientation to class is required and held weekly.

To register or if you have questions:

📞 828.627.4700 🌐 HCC-CCR@haywood.edu

College & Career Readiness programs teach basic academic and fundamental skills necessary for tomorrow's jobs.

- Problem Solving
- Organizing
- Listening
- Negotiating
- Creative Thinking
- Leadership

REASONS TO ENROLL:

- Complete High School Equivalency Exams (formerly GED®)
- Obtain an Adult High School Diploma
- Review academic skills to enter college
- Improve learning to read job manuals
- Build workplace skills
- Help children with homework

PROGRAM OPPORTUNITIES:

- **Adult High School (AHS) Diploma -**
Program for people ages 16+ to add to their HS credits and complete their HS diploma.
- **High School Equivalency Exams (formerly GED®) -**
Classes to help people 16+ prepare for the HSE exams and obtain a HS credential.
- **Adult Basic Education (ABE) -**
Assisting adults with building reading skills, employability skills, and become self-sufficient.
- **English Language Acquisition (ELA - formerly ESL)-**
Multi-level classes for non-native English speakers 16+ who want to improve their English reading, writing, speaking and listening skills.

People 16 or 17 years of age will need to have a minor permission form completed and notarized. Please call for details.

www.haywood.edu/ccr



CAREER & COLLEGE PROMISE

To register or if you have questions:

Jessica Honeycutt

📞 828.565.4119

🌐 jhoneycutt@haywood.edu

*Courses are offered to CHHS/PHS/THS students.
Homeschool or other school systems should contact us.*

The Career and College Promise program allows eligible high school students to earn college credit, tuition-free. Students who meet academic eligibility requirements are able to enroll in college classes through career technical education or college transfer pathways.

Courses in these dual credit programs are taught on the high school campuses, at Haywood Community College (HCC), and online. Career and College Promise students have the opportunity to meet two graduation requirements, both in high school and college, simultaneously, allowing them to save time and money.

Career & College Promise Workforce Continuing Education Pathways

ELIGIBILITY REQUIREMENTS:

High school junior or senior eligibility requirements:

- Have an unweighted, cumulative GPA of 2.8 or higher on high school courses; or
- Demonstrate college readiness in English, reading and mathematics on an assessment.

OR

- Have the recommendation of the high school principal or student designee and have the high school principal or student designee's rationale for recommendation in place of GPA requirement; and
- Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator.

EMS 4200 EMERGENCY MEDICAL TECHNICIAN

Location: TBD

EMTs provide out-of-hospital emergency care and transportation for sick or injured patients who access the EMS system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from nonemergency and routine medical transports to life-threatening emergencies.

FIP 3031 FIRE FIGHTER TRAINING BLOCK 1

Location: HCC Main Campus

This course includes Orientation, Fire Service Communications, Firefighter Health & Safety, Personal Protective Equipment, Building Construction, Portable Extinguishers, Fire Behavior, Tools and Forcible Entry, and Loss Control.

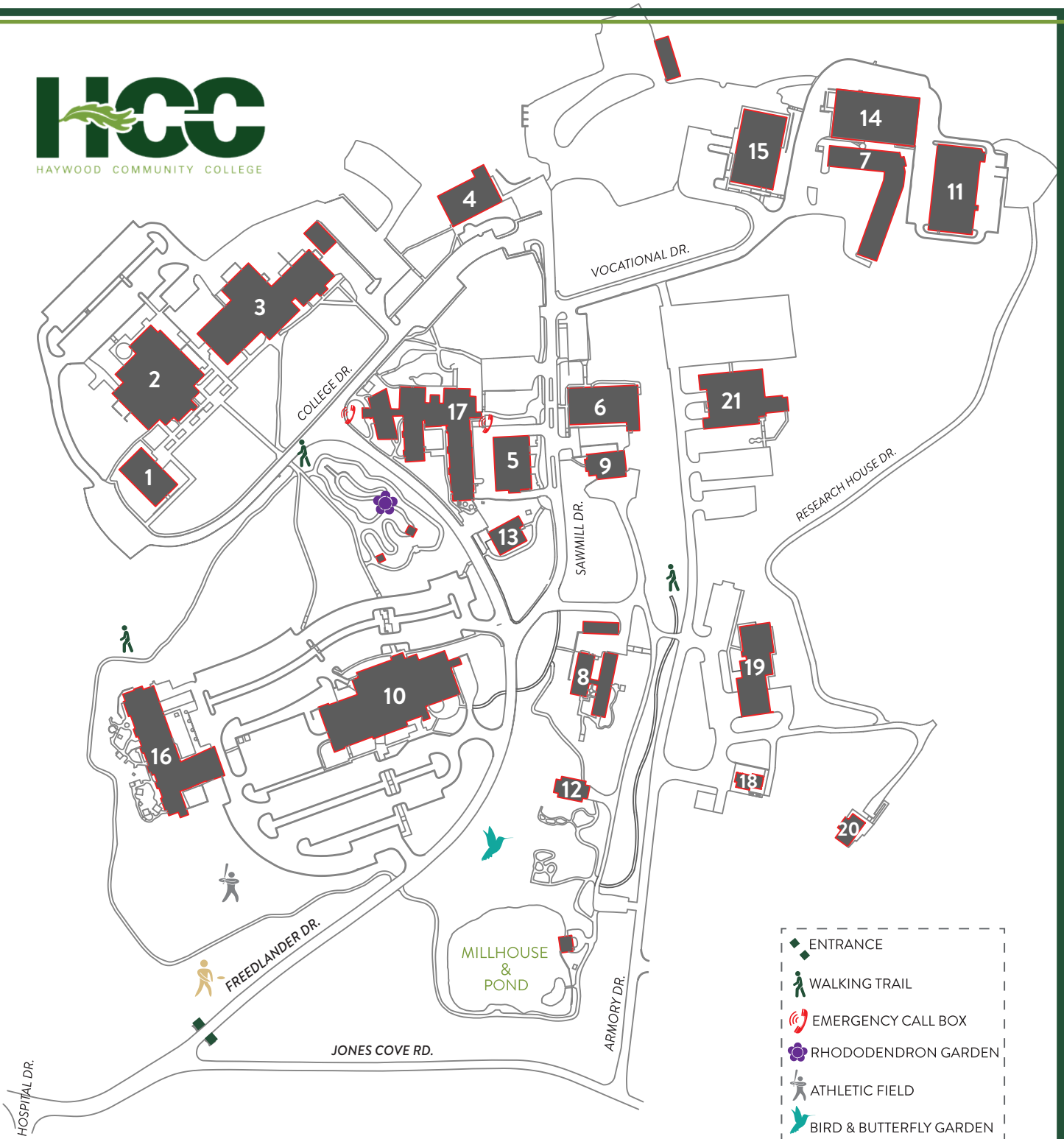
COMMUNITY & STUDENT LIFE

- CONCERTS
- STUDENT EVENTS
- OPEN HOUSES
- FIELD TRIPS
- STUDENT COMPETITIONS
- FOOD TRUCKS
- STUDENT WORK SHOWCASES
- FESTIVALS
- WELLNESS

Connecting HCC with our
community & students










HCC works hard to keep our students engaged outside the classroom. Community engagement is a key focus area for us; whether it's out and about at festivals or bringing the community to us through a variety of on-campus events.



- 1 Balsam | Administrative Building
- 2 Alder | Library/Cafe/Instruction Building
- 3 Hickory | General Education Building
- 4 Dogwood | Haywood Early College
- 5 Buckeye | Marketing
- 6 Poplar | Health & Human Services Building
- 7 Birch | Trades Building
- 8 Willow | Horticulture Building
- 9 Oak | Quilting & Upholstery
- 10 Hemlock | Student Services
- 11 Pine | Automotive

- 12 Ironwood | J.M. West, Jr. Center Home of the HCC Lumberjacks
- 13 Chestnut | Cosmetology
- 14 Walnut | Natural Resources/Welding
- 15 Hawthorn | Campus Services Building
- 16 Silverbell | RCAC
- 17 Sycamore | Creative Arts Building
- 18 PSTF: Burn Building
- 19 Public Service Training Facility
- 20 Research Demonstration House
- 21 Armory

-  ENTRANCE
-  WALKING TRAIL
-  EMERGENCY CALL BOX
-  RHODODENDRON GARDEN
-  ATHLETIC FIELD
-  BIRD & BUTTERFLY GARDEN
-  DISC GOLF COURSE STARTS

Buildings Located Off Campus:

- 3000 RHTC: Regional High Tech Center
- Small Business Center: Regional Business Advancement Center
- 3400 West Waynesville Building: HCC West Waynesville Annex



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