

Continuing Education

Economic & Workforce Development



Spring 2020 | Class Schedule



MAYLAND
COMMUNITY COLLEGE

Welcome to Mayland Community College's Continuing Education & Workforce Development

SPRING 2020 | CLASS SCHEDULE



Greetings,

We offer a variety of programs with flexible scheduling that are designed to accommodate your busy lifestyle. There are various short-term credentialing programs structured to allow you to finish the course in the shortest amount of time possible, so you can begin your career.

Many of these fast track courses can be completed in as little as 16 weeks after which you may test to become certified at the state or national level. Courses include Solidworks, Therapeutic Massage, Construction Trades, EMT, Sports Medicine, just to name a few. Classes are offered in Mitchell, Avery and Yancey counties- Be sure to visit the web for more information.

In addition to our short –term credentialing programs we offer classes that serve the community through personal interests and cultural enrichment. From blacksmithing to yoga, we offer programs with a little something for everyone.

If you have a training need, an idea for a class, or if you are interested in teaching for us, please give us a call or drop by one of our campus locations. We value your feedback.

Sincerely,

Monica Carpenter

Dr. Monica S. Carpenter

Associate Vice President of Workforce Development & Continuing Education

828.766.1370 | mscarpenter@mayland.edu

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www.mayland.edu/continuing-education
www.facebook.com/mccewd

Mayland Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates, diplomas, Associate in Applied Science degrees, Associate in Arts degrees and Associate in Science 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 Mayland Community College.

NONDISCRIMINATION POLICY: The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration in any of its academic programs and employment practices. Please see www.mayland.edu/titleix for more information.

Contact Information

Mitchell County Continuing Education Spruce Pine	828.766.1291
Avery County Continuing Education Newland	828.733.5883
Yancey County Continuing Education Burnsville	828.682.7315
Pre-College /High School Equivalency	828.766.1208
Career Development	828.766.1297
Industry Training	828.766.1297
CNA Programs	828.766.1337
EMS Programs	828.766.1279
Small Business Center	828.766.1295
NCWorks Career Centers	828.766.1195

Staff

Dr. Monica Carpenter	828.766.1370
Associate Vice President Workforce Development & Continuing Education	
Chris Helms	828.766.1291
Dean, Continuing Education Mitchell County & Prison Programs	
Melissa Phillips	828.766.1380
Dean, Avery Learning Center	
Allen Cook	828.766.1295
Director, Small Business Center	
Pam Wilson	828.682.6618
Director NCWorks Career Centers	
Ted Ollis	828.766.1297
Director, Industry Training/Career Development	
Tony Cook	828.766.1279
Coordinator, Emergency Medical Services	
Steve Gunter	828.766.1320
Dean, Pre-College & High School Equivalency Programs	
Rita Earley	828.766.1290
Vice President, Instruction CAO	

Classroom to Career

— 16 WEEKS —



Classes That Get You There

Carpentry Level I
CDL Class B
Clinical Research Assistant
CNC Crash Course
CSWA: SolidWorks Associate
Detention Officer
Dialysis Technician
EKG Technician
Electrical Technician
EMT-B
Human Resources
HVAC/R Level I
Industrial Maintenance
Technician
Legal Assisting & Technology
Machining I
Manufacturing Technician
Medical Coding
Mental Health Technician
NCCER Plumbing
Nurse Assistant I
Pharmacy Technician
Phlebotomy Technician
Physical Therapy Aide
QuickBooks
Real Estate
Small Engine Repair
Sports Medicine Technology
Veterinarian Assisting
Welding

www.Mayland.edu/Continuing-Education

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Jump start your career in as little as 16 weeks. Our fast track career options are designed to train you to enter the workforce in the shortest amount of time possible. We have lots of options in healthcare, advanced manufacturing, and skilled trades. Most of these options are also eligible for 100% financial assistance to qualifying students.

Nurse Assistant I (169 Hours)

This state required course is designed for those wishing to become a Certified Nursing Assistant (CNA). This class consists of classroom work, lab, and clinical rotations. At the end of the course a separate state approved agency administers the competency testing for a fee of \$120. Six days of clinical rotation will be scheduled starting as early as 6:30 a.m. Some weekend classes and lab participation may also be required by clinical sites and random drug screening may be conducted.

Training Includes:

- Dressing, bathing, and skin care
- Feeding, mouth, and hair care
- Making beds
- Toileting assistance, catheter, and bowel and bladder care
- Taking vital signs (blood pressure, pulse, etc.)
- Helping patients walk
- Assisting with range-of-motion exercises
- Helping wheelchair-bound patients using safe patient handling devices
- Turning and positioning bedridden patients regularly
- Safety awareness (observing, reporting, and documentation)
- Performing postmortem care

Admissions Requirements:

- Two forms of identification (driver's license and social security card) at registration
- Documentation of complete immunization records including proof of MMR 1 and 2 or individual titers, current TB test (must be active upon completion of course), varicella infection by medical record, varicella titer, or varicella immunization if titer is negative, proof of hepatitis B vaccine (completed dose 1, 2, and 3) or signed MCC waiver, tetanus shots for clinical sites.

Cost of Class:

- Tuition/Registration: \$180
- Text: \$29 (subject to change)
- Liability Insurance: \$13
- Optional accident insurance: \$1.20
- Cost of CPR card

Other Fees:

- Certification exam: \$120
- Drug screening for clinical site
- Background check for clinical site



1/7-4/30, TTh, 5:00-8:00 p.m.
Lab 5:00-9:00 p.m. (clinical hours will vary)
Avery
-OR-
1/7-4/30, TTh, 5:00-8:00 p.m.
Lab 5:00-9:00 p.m. (clinical hours will vary)
Yancey

Instructor: TBD
828.733.5883

Instructor: TBD
828.682.7315

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Phlebotomy Technician (210 Hours)

Phlebotomists are medical professionals who work in a variety of settings collecting blood. Generally, the purpose of drawing the blood is for sample work, but Certified Phlebotomy Technicians (CPT) may be responsible for conducting patient interviews, checking vital signs, and transporting the blood samples to a laboratory for testing purposes.

Training Includes:

- Verifying test requisitions and patient identification
- Obtaining blood specimens by performing venipunctures and finger sticks
- Maintaining specimen integrity
- Tracking collected specimens by initialing, dating, and noting times of collection
- Maintaining daily tallies of collections performed
- Maintaining quality results by following department procedures and testing schedule
- Recording results in the quality-control log
- Identifying and reporting needed changes
- Maintaining a safe, secure, and healthy work environment by following standards and procedures
- Complying with legal regulations
- Serving and protecting the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements
- Development of communication skills for working with patients
- Maintaining equipment



Admissions Requirements:

- Must be at least 18 years of age
- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)
- Provide documentation of complete immunization records including proof of MMR 1 and 2 or individual titers, current TB test, varicella infection by medical record, varicella titer, or varicella immunization if titer is negative, proof of hepatitis B vaccine (completed dose 1, 2, and 3) or signed MCC waiver prior to clinical start date
- Tetanus and flu shots for some clinical sites

Cost of Class:

- Tuition/Registration: \$180
- Text: \$100 (subject to change)
- Liability insurance: \$13
- Optional accident insurance: \$1.20
- Cost of CPR card

Other Fees:

- Certification exam: \$90
- Drug screening for clinical site
- Background check for clinical site

1/14-6/10, TW, 2:00-5:00 p.m.
Yancey

Instructor: Brown
828.682.7315

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Emergency Medical Technician (EMT) - (240 Hours)

Designed to train individuals to become Emergency Medical Personnel, this course teaches patient assessment and basic life support techniques. EMT's can work for some ambulance services and the certification is required for most paid firefighters. Successful completion of this course allows the student to take the North Carolina EMT Exam.

Training Includes:

- Legal aspects of patient care
- Basic anatomy and physiology
- Airway management and CPR
- Hemorrhage control
- Oxygen administration
- Shock
- Bandaging and splinting
- Skull, spine, and chest injuries
- Delivery
- Exposure to cold and heat
- Driving and truck maintenance

Admissions Requirements:

- Must be at least 18 years of age
- Attend course orientation class*
- Background checks and drug screening are required by the clinical site
- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)
- Successfully complete a TABE reading assessment at the eleventh-grade level.

Cost of Class:

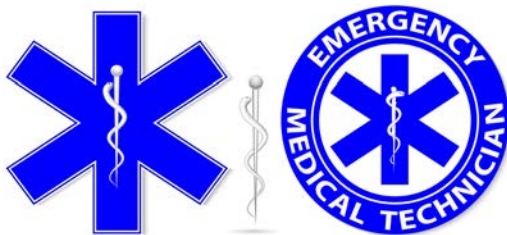
- Tuition/Registration: \$180, this amount may be waived with appropriate documentation
- Text: \$165 (subject to change)
- Liability Insurance: \$13
- Accident insurance: \$1.20
- Cost of CPR Card

Other Fees:

- Certification exam: \$68
- Background check and drug screening for clinical site: \$58

***Course Orientation: December 3, 6:30 p.m.,
Avery Campus**

EMERGENCY MEDICAL TECHNICIAN



**Class will begin 1/6, MTh, 6:00-10:00 p.m.
One Sa per month, 8:00 a.m.–4:30 p.m.
Avery**

**Instructor: Barrier & Garland
828.766.1279**

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

EMT – Paramedic Bridge

(1056 hours)

Designed to train the EMT in more advanced medical treatment of patients, this course teaches patient assessment and advanced life support techniques. Paramedics can work in private and public business and ambulance services: both ground and air. Successful completion of this course allows the student to take the North Carolina Paramedic Exam.

Training Includes:

- 556 classroom hours, 300 field hours, 200 clinical hours
- Legal aspects of patient care
- Driving and truck maintenance
- Advanced patient assessment
- Advanced airway management
- Advanced cardiac emergency treatment
- I.V. therapy
- Oxygen and drug administration
- Shock
- Skull, spine, and chest injuries
- Neonatal and pediatric emergencies
- Transferring patients to medical facilities



Admissions Requirements:

- Must be at least 18 years of age
- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)
- Documentation of successful completion of a college level English, college level Reading, and a college level Math course **OR** successful completion of a college placement test such as Accuplacer
- Background checks and drug screening are required by the clinical site
- Provide documentation of current EMT certification
- Submit documentation of immunizations
- Mandatory attendance at orientation class*
- Successfully complete EMS anatomy and physiology or provide proof of taking anatomy and physiology

Cost of Class:

- Tuition/Registration: \$180 (may be waived with appropriate documentation)
- Text: \$250 (subject to change)
- Liability insurance: \$13
- Accident insurance: \$1.20
- Cost of CPR card

Other Fees:

- Certification exam: \$68
- Background check and drug screening for clinical site: \$58

***Course Orientation: January 7, 6:30 p.m.,
Mayland Main Campus**

**Projected start date April 2020
Mitchell**

**If interested contact Tony Cook
828.766.1279**

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Medical Coding

(138 Hours)

This program will provide students with the skills and basic information needed to sit for the Certified Professional Coder exam through the AAPC and may also open entry level doors to opportunities in the health specialty of medical coding. Individuals in this field of study may work in hospital and/or other medical office settings where it is necessary to assign codes for billing and insurance purposes.

Training Includes:

- Medical terminology as needed for assigning appropriate medical codes
- Recognition of medical terms and commonly used abbreviations in medical coding
- Coding guidelines
- Utilization of coding manuals to assign diagnosis and procedure codes

Admission Requirements:

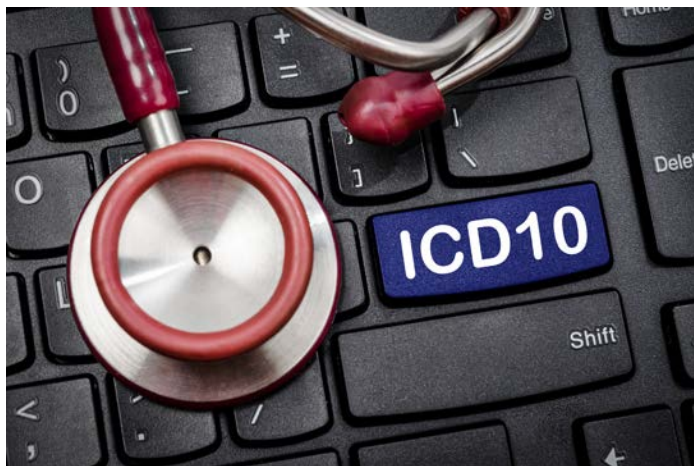
- Must be 18 years of age
- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)
- Demonstrate reading proficiency either by college transcripts, computerized placement test, or a TABE reading test

Cost of Class:

- Tuition/Registration: \$180
- Text: \$180 (subject to change)

Other Fees:

- Certification exam: \$399



2/4-7/14, TTh, 6:00-9:00 p.m.

Avery

-OR-

1/21-6/25, TTh, 5:30-8:30 p.m.

Yancey

Instructor: Calvert

828.733.5883

Instructor: Thomas

828.682.7315

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Electrical Technician

(185 Hours)

Qualified electricians are always in demand. This Electrical Technician Level I class is based on the National Center for Construction Education and Research (NCCER) curriculum. Electricians read blueprints, solve complex math problems, and install electrical systems (all while adhering to numerous electrical and building codes). Due to extensive job training, most electricians are qualified to choose among a variety of work environments, including construction, electrical maintenance, commercial, residential, and contracting.

Training Includes:

- Career paths
- Responsibilities and aptitudes of an electrician
- Tasks performed by an electrician
- Safety and communication skills on the construction site

Admissions Requirements:

- High school diploma or completion of TABE assessment with at least 8th grade reading and math skills

Cost of Class:

- Tuition/Registration: \$180
- Text: \$123 (some texts available for loan)
- Supplies: \$30
- Optional accident insurance: \$1.20



2/11-7/30, TTh, 5:30-8:30 p.m.

One Sa per month, 8:00 a.m.-5:00 p.m.
Mitchell

Instructor: McDonald
828.766.1291

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Manufacturing Technician Level 1 (130 Hours)

The Manufacturing Technician Level 1 (MT1) © certificate program was developed to meet growing employment needs. The complete MT1 program addresses the core industry-wide skills standards required for skilled production occupations in all types of manufacturing. There are two levels of certification associated with the MT1 certificate program: the Manufacturing Specialist (MS) Credential and the MT1 Credential. Manufacturing technicians may find employment with local industries, hospitals (maintenance), school systems, construction/contractors, landscapers, and at resorts.

The MS1 and MT1 are stackable credentials and both are industry-endorsed and competency-based. This certification is offered through the Manufacturing Skills Institute.

Training Includes:

- Math and measurement
- Manufacturing technology and spatial reasoning
- Business acumen and quality
- Quality practices and measurement
- Manufacturing processes
- Electrical and mechanical basics
- Maintenance awareness

Admissions Requirements:

- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)

Cost of Class:

- Tuition/Registration: \$180

Other Costs:

- Certification exam: \$300



1/7-6/4, TTh, 5:00-8:00 p.m.
Yancey

Instructor: Ebernickel
828.682.7315

Students in the program may get help paying for class by calling 828.766.1297.

State and National Credentialing Programs (Fast Track Careers)

Registration information, page 48.

Machining I (48 Hours)

This course is designed to prepare students to earn certification through the National Institute of Metalworking skills. Nationally, the average hourly wage for a Machinist is \$18.34.

Training Includes:

- Manual milling skills I
- Measurement, materials, and safety
- Benchwork and layout
- Job planning

Admissions Requirements:

- Provide proof of high school completion (high school transcripts, copy of high school diploma, or copy of completion of GED requirements)

Cost of Class:

- Tuition/Registration: \$125
- Optional accident insurance: \$1.20

Other Costs:

- Certification exam: \$40 per credential



2/4-3/26, TTh, 6:00-9:00 p.m.
Yancey

Instructor: Pipes
828.682.7315

Students in the program may get help paying for class by calling 828.766.1297.

COMMUNITY. EXCELLENCE. OPPORTUNITY



*Don't Let Money Hold You Back
From a Bright Future!*



When it comes to financial aid, we have something for everyone, regardless of age, income, or academic history. Assistance is available for state and national credentialing programs. Call today and let us help you in pursuing an even more affordable education.

Contact Ted Ollis
828.766.1297
tollis@mayland.edu

David & Yvonne Evans Scholarship

Is available to Avery, Mitchell, and Yancey County residents. Continuing education students may receive up to a \$180 reimbursement on cost of registration, plus assistance with other costs when appropriate.

Golden LEAF Foundation

Is available to Continuing Education occupational education students. Continuing education students may receive up to a \$250 reimbursement. Golden LEAF Scholarships can be used to assist with tuition, fees, books, supplies, credentialing exams, transportation, and childcare.

State Employee's Credit Union

Scholarship help is available to North Carolina Residents. Continuing education students may receive assistance with costs of certification classes. Scholarship includes tuition, books, testing, materials, or other associated costs.

Electrical Contractor License Renewal
(8 Hours)

This course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. This course meets the requirements of the North Carolina State Board of Examiners of Electrical Contractors for 8 contact-hours of continuing education credit. This course is not sponsored by the Board. Students should bring a current copy of the National Electrical Code book to class.

3/14, Sa, 8:00 a.m.-5:00 p.m.**\$70****Mitchell****Instructor: McDonald****828.766.1291****Auto Safety Inspection**
(8 Hours)

This course prepares auto technicians and service personnel as safety inspectors for motor vehicles. It includes regulations, test inspection procedures, and will ensure each student understands the rules and regulations. Students will be taught to inspect a vehicle and be prepared to pass qualification exams for certification. Preregistration is required.

2/22, Sa, 8:00 a.m.-5:00 p.m.**\$70****Mitchell****Instructor: Cook****828.766.1291****Auto Dealer License Renewal**
(6 Hours)

This course is designed to meet continuing education requirements for a Used Motor Vehicle Dealer's License. Topics include business management, basic business accounting, repossession law, lending law, unfair trade practices, and related topics.

5/1, F, 8:30 a.m.-3:30 p.m.**\$70****Mitchell****Instructor: Mauk****828.766.1291****Keratin Smoothing Therapy**
(8 Hours)

Keratin Smoothing Therapy treatments help repair damage, lock out humidity to reduce unwanted frizz and give the hair increased manageability and styling versatility. Learn this complex treatment to rebuild, strengthen, and restore smoothness and elasticity to the hair, giving it a more youthful, healthy appearance.

3/27, F, 8:00 a.m.-5:00 p.m.**\$70****Mitchell****Instructor: Ollis****828.766.1291****Microdermabrasion Certification**
(8 Hours)

In this theory and hands-on class, you will learn everything you need to know about microdermabrasion facials. You will experience crystal tip treatments and learn about different treatment options, proper procedures, and techniques. By the end of class, successful students will be certified and fully prepared to confidently and skillfully perform this advanced service for clients. This 8-hour class will fulfill State Board CEU requirements and is open to both licensed professionals and advanced cosmetology students.

3/20, F, 8:00 a.m.-5:00 p.m.**\$70****Mitchell****Instructor: Ollis****828.766.1291**

New! Are you interested?

Concrete Field Testing

MCC in Avery County is considering the possibility of offering a Concrete Field-Testing Technician-Grade I certification course.

Individuals completing this course should be able to demonstrate the knowledge and ability to properly perform and record the results relating to:

- Temperature of freshly mixed hydraulic cement concrete
- Sample freshly mixed concrete
- Determine slump of hydraulic-cement concrete
- Test and record density, yield and air content of concrete
- Determine air content of freshly mixed concrete by pressure method
- Determine air content of freshly mixed concrete by volumetric method
- Make and cure concrete test specimens in the field

If interested, please contact the Avery Learning Center at 828.733.5883.



Carpentry (150 Hours)

Whether you are planning to build a house or want to learn the basics, this course will help you gain the confidence you need. Learn about the tools of the trade, schematics, and the anatomy of structures. Layout and framing will be covered as a structure is erected. Prepare to enter the field of construction with this hands-on learning opportunity. Students in this program may get help paying for class by calling 828.766.1297.

4/6-7/30, MTTh, 6:00-9:00 p.m.

\$150

Instructor: Vaughn

Avery

828.733.5883

Carpentry for Beginners

(8 Hours) **New!**

Learn to use power tools to make a decorative object or small piece of furniture to take home, such as a freestanding bookshelf, C-table, corner/pyramid wall shelf or tincture cabinet. All tools provided, but you are welcome to bring your own power drill and hammer.

2/21-2/22, F, 6:00-9:00 p.m. &

Sa, 10:00 a.m.-4:00 p.m.

\$100

Instructor: Cockerham

Yancey

828.682.7315

Electrical: Get Wired!

(24 Hours)

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools, circuit planning, installation, introduction to the National Electrical Code (NEC) and much more. Successful students will be able to recognize hazards, work with lockout/tag out procedures, confined space entry, respiratory protection and complete minor electrical installation.

1/20-2/4, MTTh, 6:00-9:00 p.m.

\$70

Instructor: Vaughn

Avery

828.733.5883

Sawmilling 101 (12 hours)

Learn to select trees and logs for milling, operate small portable mills, stack and dry lumber, secondary processing options and potential sale or use outcomes. This course will touch on the value of standing timber, the economics of operating portable sawmills, recommended material handling equipment, and give a broad overview of the current market for milled wood and the grading process. Class will involve both classroom and hands-on activities: students will participate in milling activities to the best of their abilities, requiring some personal safety equipment, and the signing of a liability waiver.

4/18-5/9, Sa, 9:00 a.m.-12:00 p.m.

\$125

Avery

Instructor: Thiele

828.733.5883

Welding (96 Hours)

Learn the three major processes: SMAW, GMAW, GTAW (stick, mig, and tig), as well as cutting. Power sources, wire-feed setup, maintenance, shielding gases, and safe practices will be covered. Lecture, demonstration, and practical applications will be used in this course. Preregistration is required. Students in this program may get help paying for class by calling 828.766.1297.

1/21-5/7, TTh, 6:00-9:00 p.m.

\$181.20

Avery

-OR-

1/21-5/7, TTh, 6:00-9:00 p.m

\$181.20

Yancey

Instructor: Thomas

828.733.5883

Instructor: Thomason

828.682.7315

Door Building (24 Hours)

Give your building project a beautiful individual touch. This class will teach you to use traditional joinery to build interior and exterior doors. Instructor Vaughn will teach you to select the appropriate type of wood for your application. This class will show you the methods to build a beautiful, yet highly functional and efficient door to meet your needs.

2/11-3/5, TTh, 6:00-9:00 p.m.

\$90

Avery

Instructor: Vaughn

828.733.5883



Continuing Education classes begin in different weeks and months. Check start dates to be sure you won't miss a course!

The Power of Food for Healthy Weight Management (2 Hours) *New!*

In a public health climate where 68% of adults in the U.S. are overweight or obese and millions have diabetes, the need for a lifestyle change is greater than it has ever been. The Food for Life: Kickstart Your Health classes offer a chance to discover which foods are optimal for weight management, learn about various health topics including blood pressure and digestion, and get empowered with the practical cooking skills needed to help you on your journey to better health. In the class, attendees do all of this while enjoying a cooking demonstration of healthful dishes. The following topics will also be discussed: Power of your Plate, Let's Go? Getting in Gear, Breaking the Food Seduction, Keys for Natural Appetite Control, Digestive Health and Healthy Blood Pressure. There will also be cooking demos and lots of food.

4/2, Th, 6:00-8:00 p.m.

\$50

Yancey

Instructor: Edwards

828.682.7315



About the Instructor:

Terri Edwards is the creative blogger behind EatPlantBased.com and began her health journey in February 2013, after watching the

documentary, *Forks Over Knives*, while searching for nutrition options due to numerous health issues including arthritis, high cholesterol, high blood pressure, and adult acne. After resolving her medical issues and losing 50 pounds through plant-based nutrition, Terri became passionate about sharing her story and the power of food for healing the body. She is a licensed Food for Life instructor with Physicians Committee for Responsible Medicine and earned her Plant-Based Certification through Cornell University's T. Colin Campbell Center for Nutrition Studies. Terri teaches nutrition education and cooking classes at medical facilities throughout Upstate SC & Western NC and reaches over 140 countries with her recipes, kitchen tips, and health information through her blog and website.

Get the 411 on Food Labels (1.5 Hours)

Make smart food selections. Packaged foods and drinks come with ingredients you can't even pronounce. They also come with a wealth of information to help you take control of your nutrition and make informed food choices. Can you understand ingredient lists, is the food nutritious, and what does daily value really mean? Find out for yourself in this informational class to get you started on the road to nutritional health!

1/15, W, 6:00-7:30 p.m.

\$25

Avery

Instructor: Burkleo

828.733.5883

Good Carbs, Bad Carbs (3 Hours)

Good carbs, bad carbs; it's just so confusing. Let's get this confusion sorted out! Instructor Burkleo will discuss what carbs are, what they do to our body, as well as which ones to avoid.

2/4, T, 6:00-9:00 p.m.

\$25

Avery

Instructor: Burkleo

828.733.5883

Oh No, Not My Salt! (3 Hours)

Salt is what makes your food taste so very good, but what does it do to your body? Too much salt affects your kidneys, blood pressure, and heart. Learn some quick tips on reducing your intake without losing your flavor!

1/14, T, 6:00-9:00 p.m.

\$25

Avery

Instructor: Burkleo

828.733.5883

Community CPR (4 Hours)

This course is the basic CPR course designed by the American Heart Association (AHA). Upon successful completion of the course, students will receive an AHA CPR and AED card, which is valid for two years. This class includes instruction in CPR for infants, children and adults with practical applications using special mannequins. Please note, this is not a Healthcare Provider Certification course.

3/26, Th, 5:30-9:30 p.m.**\$35 plus cost of CPR card** **Instructor: Barrier**
Avery **828.733.5883****Vinyasa Yoga (9 Hours) New!**

Learn the basics of alignment and movement paired with breath in this Vinyasa flow class. Practice sun salutations along with a variety of poses that will build strength, help your balance, and increase your flexibility. Class is geared toward beginners, but it includes variation to challenge all levels and abilities. Breath work as well as meditation will also be a focus. The intention of this class is to get you moving, so you can feel the benefits of yoga on your body as well as to relieve stress and anxiety.

4/1-5/6, W, 12:00-1:30 p.m.**\$50** **Instructor: Ortiz**
Yancey **828.682.7315****Nursing Faculty Training**

The North Carolina Board of Nursing requires all nursing faculty who teach in pre-licensure programs to complete specific education requirements in teaching and learning principles in adult education. Nursing 3500 consists of two online training modules designed to meet the requirements of the National League for Nursing Accrediting Commission and fulfilling the 45 contact hours of teaching and learning in adult education required by the NC Board of Nursing.

Training Module I: (22.5 Hours)**2/7-4/24, F, online****\$70 plus text** **Instructor: Caroway**
Mitchell **828.766.1291****Training Module II: (22.5 Hours)****2/13-4/23, Th, online****\$70 plus text** **Instructor: Caroway**
Mitchell **828.766.1291****Instructor CPR (4.5 Hours)**

If you currently hold a Basic Life Support card and are proficient in the skills required for this discipline than you could qualify to become a BLS Instructor with the successful completion of this instructor course. Class cost includes manuals, certification card, and materials. Registration is required one week prior to course begin date.

7/30, M, 5:30-10:00 p.m.**TBA** **Instructor: Fuller**
Newland **828.733.5883**



New! Are You Interested?
Automotive Technology

The Avery Learning Center of Mayland Community College is investigating the possibility of offering an Automotive Technology program. If you would be interested in this training, please contact the Avery Learning Center at 828.733.5883!

Human Resources (HR) Management Certificate (50 Hours) New!

Gain a solid foundation in human resource management. This course is designed for new HR practitioners, small business owners, or office managers who perform the HR function for their company or business, any manager interested in learning more about employee management skills, or anyone who just wishes to increase their knowledge of HR practices. Topics will include building a foundation in Human Resources Management, becoming more effective at handling day-to-day HR issues, key HR topics critical to avoiding costly litigation, providing better service and meeting client needs, and more. At the end of the course a Certificate of Completion will be awarded.

1/14-3/10, TTh, 6:00-9:00 p.m.
\$125 **Instructor: Layell**
Yancey **828.682.7315**

Introduction to Legal Assisting & Technology – MCC Certificate (96 hours) New!

This course is for students interested in entry level employment in the legal field. Course topics can include, but are not limited to, basic legal terminology and procedures, along with ethics and confidentiality. This certificate course is not a paralegal course, but will help prepare students for a career as an office assistant in a North Carolina private law firm and/or various private and governmental agencies connected with the North Carolina court system.

1/14-4/30, TTh, 6:00-9:00 p.m.
\$350 plus text **Instructor: Briggs**
Yancey **828.682.7315**



About the Instructor:

Shane Briggs, J.D. has served as Law Clerk for general practice law firms and twice as Judicial Law Clerk for the Superior Court division of the 28th Judicial District. Shane

holds undergraduate degrees from North Carolina State University, North Carolina A&T State University and a Juris Doctor from Elon University School of Law. He is a native and resident of Yancey County and enjoys spending time with his wife Amber and their three children, Elijah, Willa and Caspian.

Photography Crash Course (12 Hours)

Need a crash course in photography? Whether you've just bought your first camera or need to brush up on your shooting skills, learn to capture that perfect shot. Bring your camera and questions.

2/3-2/19, MW, 6:00-8:00 p.m.

\$50 **Instructor: McCurry**
Yancey **828.682.7315**

Digital Photography: **The Next Step** (21 Hours)

After getting a Digital Single Lens Reflex (DSLR) camera, explore the next step of digital photography with professional photographer Todd Bush through this seven-week course. The course is open to all levels! Enjoyable, creative techniques meet the modern camera's technical capabilities. Students will need to bring a digital SLR camera and camera manual. In addition, field trips may include walking, hiking/photographing in scenic destinations over moderate mountain terrain.

2/3-3/16, M, 9:00 a.m.-12:00 p.m.

\$70 **Instructor: Bush**
Avery **828.733.5883**



Introduction to Photoshop (10 Hours)

Learn to create beautiful images and add a new skill to your resume. Adobe Photoshop is an industry-standard image editing and design software. In this class, you will be introduced to the software and learn some basic tips and tricks to work with and manipulate images.

3/2-3/5, MTWTh, 5:30-8:00 p.m.

\$50 **Instructor: Drum-Dickson**
Yancey **828.682.7315**

Intermediate Photoshop (12 Hours)

Take your pictures to the next level with the skills you will learn in this class. Topics will include use of tools such as filters, layer blending, masking, color correction, and smart objects.

3/9-3/12, MTWTh, 5:30-8:30 p.m.

\$70 **Instructor: Drum-Dickson**
Yancey **828.682.7315**

Advanced Photoshop (12 Hours)

Learn advanced techniques and develop a faster, more effective post-production process. In advanced Photoshop, you will be introduced to a wealth of little known and under utilized techniques that you can use to make your photographs really pop.

3/23-3/26, MTWTh, 5:30-8:30 p.m.

\$70 **Instructor: Drum-Dickson**
Yancey **828.682.7315**

Beginning Spanish (24 Hours)

Learn to understand basic spoken and written Spanish while allowing Spanish language production to develop naturally. Emphasis is on the most common and versatile words used in authentic sentences based on real life situations. Students will be encouraged to express specific learning needs and their personal goals. Instruction will be oriented to language used in everyday situations such as work, school, social settings and more.

1/14-2/24, MT, 5:30-7:30 p.m.

\$70
Yancey

Instructor: Sink
828.682.7315



About the Instructor:

Donna Sink is a current educator in YCS and has been teaching either English Language acquisition or Spanish Language acquisition for 14 years. She holds a NC teaching license in

Spanish Education and a certification in English as a Second Language. She is a graduate of Appalachian State University with a BS in Spanish Education. She lives in Yancey County with her family and enjoys outdoor activities, traveling, and reading.

Small Engine Repair: Get Your Motor Running! (96 Hours)

Learn to troubleshoot and repair engine components and systems, ignition systems, electrical circuits, inspect and repair small engine fuel systems, and disassemble and rebuild all types of small engines. Bring your small engine equipment in need of repair and learn skills valuable for employment. Students in this class may be eligible for scholarship funds.

1/13-3/26, MTTh, 6:00-9:00 p.m.

\$180
Avery

Instructor: Huskins
828.733.5883

Spanish for the Workplace (18 Hours)

Whether you desire to communicate with your customer, coworker or neighbor this program can get you started in the right direction. Learn using situation strategies that will be helpful in the workplace or your community. Learn basic grammar and vocabulary, while improving your understanding. Topics will include introductions, identification of places, giving directions, and common expressions.

3/2-4/6, M, 6:00-9:00 p.m.

\$70
Avery

Instructor: Dover
828.733.5883

Notary Public (6 Hours)

This seven-hour class prepares students for the required NC Notary Public test. To become a notary, you must be 18 years of age, have a high school diploma or GED, and pass the test given at the end of class. Preregistration and prepayment are required 24 hours before the class date. Participants must purchase and read the manual prior to the class.

3/20, F, 9:00 a.m.-4:00 p.m.

\$70 plus manual
Avery

Instructor: Reeves
828.733.5883

Auto Dealer Initial Licensing (12 Hours)

This 12-hour course meets all the requirements for becoming a used automobile dealer in the state of North Carolina. The course outline will coincide with the Dealers Regulation Manual, Title Manual, and FTC Codes. The instructor will explain and discuss the pertinent material found in these documents.

4/29-4/30, WTh, 8:30 a.m.-3:30 p.m.

\$100
Mitchell

Instructor: Mauk
828.766.1291

Basic Woodworking (24 Hours)

This course will teach students woodshop practices and safety procedures. The instructor will cover basic woodworking and cabinet making as well as finishing techniques. Students will be encouraged to build their own project as time permits. The instructor will also discuss different wood types and their many uses.

2/25-4/2, TTh, 6:00-8:00 p.m.

**\$70 plus materials & fees Instructor: Lewis Mitchell
828.766.1291**

Beekeeping - Basic (24 Hours)

Join Rick Harty, NCSBA Master Beekeeper, as he teaches students the history and biology of the honeybee, how to start a hive using a variety of equipment, the relationship between the honeybee and agriculture, and how to use and sell products for the hive. Students will also learn about the threats to a honeybee colony, such as parasites, disease, and Colony Collapse Disorder. Students will be given information regarding the NC Beehive Grants. The course will conclude with a visit to the Harty Farm bee yard for a hands-on hive experience.

2/6-3/26, Th, 6:00-9:00 p.m.

**\$70 Instructor: Harty Mitchell
828.766.1291**

Beekeeping - Advanced (3 Hours)

Basic Beekeeping is required before taking this class. Students will learn how to prepare bees for spring buildup, split a hive, prevent swarming, capture a swarm, rear a queen, and produce honey.

4/2, Th, 6:00-9:00 p.m.

**\$30 Instructor: Harty Mitchell
828.766.1291**

Basic Gunsmithing:

Understanding Basic Firearms Systems (24 Hours)

A firm grasp of the mechanics of firearms systems is a key element of gunsmithing. This course will demonstrate how this knowledge can be used to diagnose and repair firearms. Instruction will include design and function theory of firearms as it pertains to repair or modification. Trouble-shooting and critical-thinking will be key components of the class. The instructor will assist students in understanding how various firearms systems function and how they are likely to malfunction.

1/28-3/5, TTh, 6:00-8:00 p.m.

**\$70 plus text Instructor: McKinney Mitchell
828.766.1291**



Customer Service Gold Tourism Training Program (6 Hours)

One negative review can affect the success of your business. For tourism destinations, damaging feedback can impact an entire region. Become a company asset by providing superior service that keeps guests raving about your destination. Guest Service Gold Tourism Training prepares individuals for the American Hotel & Lodging Institute's Certified Guest Services Professional Exam.

3/20, F, 9:00 a.m.-4:00 p.m.

**\$70 Instructor: Barnes Avery
828.733.5883**

Excel Crash Course

(6 Hours)

Give us a day to help you go from a beginner Excel user to advanced. Start with navigating, end with creating forms and get all kinds of good material in between. Graphs, calculations, tables, and charts, we have it all!

1/24, F, 9:00 a.m.-4:00 p.m.

\$70 **Instructor: Walsh**

Avery **828.733.5883**

-OR-

2/4, T, 9:00 a.m.-4:00 p.m.

\$70 **Instructor: Byrd**

Yancey **828.682.7315**

**Cloud Storage
for Everyday Use with Dropbox**

(8 Hours) **New!**

Discuss what cloud storage is and compare some of the major providers. Learn practical uses for Dropbox. Participate in an in-depth hands on tutorial for Dropbox for personal use.

3/3-3/5, TTh, 9:00 a.m.-1:00 p.m.

\$70 **Instructor: Byrd**

Yancey **828.682.7315**

**Protect Your Privacy:
Tips for Computer Security**

(3 Hours)

Been phishing lately? Used public WIFI? Join us for a beginner's guide to cybersecurity. Learn to prevent malware, viruses, security breaches, and more on your laptop or computer.

5/4, M, 6:00-9:00 p.m.

\$35 **Instructor: Ledford**

Avery **828.733.5883**

MS Office Crash Course

(12 Hours)

So, you know enough about Word, Excel and PowerPoint to be dangerous, but would rather be proficient. You have come to the right place! Increase your confidence with these widely used Microsoft Office software products. Bring your own flash drive, laptops will be provided.

3/16-3/19, MTWTh, 6:00-9:00 p.m.

\$70 **Instructor: Ledford**

Avery **828.733.5883**

**Floral Design:
There is an Art to It!**

(24 Hours)

Do you dream of spending your days surrounded by beautiful, aromatic flowers? Do you wonder how the florist creates such beautiful baskets, dish gardens, or other designs? Learn the basics of flower identification, composition, best industry practices and design. Leave the class with four beautiful creations to include a variety of vibrant flowers and dish gardens. Supplies are included in the cost of the class.

4/20-5/13, MW, 1:00-4:00 p.m.

\$125 **Instructor: Tolley**

Avery **828.733.5883**



NCWorks

Connecting Talent to Jobs

Job Seeker Services

- Local and regional job listings
- Resume, cover letter and application completion
- Interviewing and other job readiness skills
- Access to computers, printers and copier

Scholarships

- Tuition, books, and supplies
- Covers uniforms and state board exam fees other required supplies

Work Based Learning

- Paid Internships in area of job interest
- Incentives for employers to hire you
- On-the-job training (OJT)

Specialty Programs

- Former offender initiative
- Veteran's assistance
- Employer and business services
- Assistance filing unemployment

Avery NCWorks Career Center

Mayland Avery Learning Center
785 Cranberry Street
Newland, NC 28657
828.766.1385

Mon-Wed 8:00 a.m.-5:00 p.m.

Mitchell NCWorks Career Center

Mayland Main Campus
200 Mayland Drive
Spruce Pine, NC 28777
828-766-1195

Mon-Wed 8:00 a.m.-5:00 p.m.
Friday 8:00 a.m.-12:00 p.m.

Yancey NCWorks Career Center

1040 East US Hwy 19 E
Burnsville, NC 28714
828-682-6618

Mon-Wed 8:00 a.m.-5:00 p.m.
Friday 8:00 a.m.-12:00 p.m.



www.NcWorks.gov

Landscaping Series

Get your home ready for Spring with this exciting new series of classes. Join Certified Landscape Designer, Adam Banks as he shows you how to improve the landscape around your home like a pro.



About the Instructor:

Adam Banks is a lifelong resident of Yancey county and has Designed and installed hundreds of turnkey private and commercial landscapes in WNC for the past 20 years. Currently he is part owner and Vice President of Autrey Tree & Landscaping Inc.

Credentials:

- Ashworth College (Landscape Design)
- Certified Landscape Designer
- Licensed NC Landscape Contractor
- Licensed NC Irrigation Contractor
- NC Certified Plant Professional
- Certified Vista Professional Outdoor Lighting Contractor
- Certified ICPI Concrete Paver Installer
- Certified Belgard Installer
- NC Commercial Pesticide License
- NCMA level 1 Segmental Wall Installer

Homescapes 101 (8 Hours) New!

Learn everything you want to know about landscaping and maintaining your home landscape for years to come. Adam will provide step by step techniques and ideas for landscaping your own home like a pro. This first session will focus on designing and planning your landscape, as well as look at draining, grading and shaping your property. Next, we will discuss how to choose the correct plants for your microclimate, learn about the soil substrate and soil preparation, correct planting techniques and mulching techniques.

1/14-1/23, TTh, 5:30-7:30 p.m.

\$50

Yancey

Instructor: Banks

828.682.7315

Ornamental Plant Maintenance

(4 Hours) New!

Now that you have designed your landscape, how do you keep it looking beautiful? Learn how to maintain your ornamental plants. Topics will include yearly fertilization choices, watering and pest ID and maintenance.

1/28-2/6, TTh, 5:30-6:30 p.m.

\$25

Yancey

Instructor: Banks

828.682.7315

Lawn Installation and Care

(3 Hours) New!

Make your neighbors green with envy over your beautiful lawn. Learn to properly seed or overseed your lawn, how to take care of your new lawn for years to come, and turfgrass management. Class will also include a discussion on the pros and cons of synthetic lawns.

2/11-2/13, TTh, 5:30-7:00 p.m.

\$25

Yancey

Instructor: Banks

828.682.7315

Paver Walks, Drives and Patios

(4 Hours) **New!**

What walk is right for you? Discuss the pros and cons of installing pavers at your home, learn about paver design and how to choose the right paver for you. Installation techniques will also be discussed.

2/18-2/27, TTh, 5:30-6:30 p.m.

\$25

Yancey

Instructor: Banks

828.682.7315

Let's Rock

(4 Hours) **New!**

Truly take your landscaping up a notch by hardscaping with nature's materials. We will take a look at rock walls and other rock features. Topics will also include water features, waterfalls, fountains.

3/3-3/12, TTh, 5:30-6:30 p.m.

\$25

Yancey

Instructor: Banks

828.682.7315



Creativity Matters**(12 Hours) New!**

Explore your creative side while making art and having fun. This class offers a holistic artistic experience from the fundamentals of drawing and watercolor to printmaking.

1/11-2/15, Sa, 1:00-3:00 p.m.**\$75****Yancey****Instructor: Hillberry****828.682.7315**

Acrylic and Watercolor - Painting 101**(18 Hours)**

A basic course of "How To" build a painting using acrylics or watercolors. This course will be directed to a more expressive painting experience built on basic compositional elements.

3/3-4/7, T, 5:30-8:30 p.m.**\$75****Yancey****Instructor: Cunningham****828.682.7315**

Drawing (18 Hours)

Drawing is fundamental for any form of 2 or 3-dimensional art making. Learning to see and conceptualize or interpret helps us bring our creative visions to life. Take first steps or refresh your technique in a fun, interactive environment. All levels are welcome!

2/4-3/10, T, 1:00-4:00 p.m.**\$65****Avery****Instructor: Schmitt****828.733.5883****Pen and Wash Art Play!****(12 Hours)**

Take the work out of making art! We'll "play" with some drawing exercises using pencil and pen, then add color with fun watercolor techniques. We will introduce ideas each week to be individually interpreted using these materials. Learn to make art in a casual atmosphere. Begin here and take your new craft as far as you like! All levels of artists welcome!

4/7-4/28, T, 1:00-4:00 p.m.**\$60****Avery****Instructor: Schmitt****828.733.5883**

Photograph Life:**Smartphone Photography****(2 Hours)**

Life is happening all around and you want to capture it on the go. What better way than to use your smartphone, you have it with you anyway! Learn the basics of photography and how it applies to a smartphone, how to achieve proper focus and exposure, how to edit photos on your phone and much more.

5/12, T, 1:00-3:00 p.m.**\$35****Avery****Instructor: Clark****828.733.5883**

Axes and Tomahawks**(32 Hours)**

Learn to forge a small ax or tomahawk head with a punched and drifted eye. The course will include learning to forge your punch, drift, and mandrel. This course also includes instruction on the role of the striker for the heavier forging. Hardening, tempering, and handle fitting will also be covered.

4/20-4/30, MTWTh, 5:30-9:30 p.m.**\$125****Avery****Instructor: Burt****828.733.5883**



Silver Leaf Earrings

Foldforming Process

(4 Hours)

Learn the process of foldforming, a process where metal is folded and processed repeatedly, to create a beautiful leaf earring set. Materials are included in the cost of class. Tools to include a butane torch will also be provided for use during class. However, if you have your own tools and torch please feel free to bring them. Also, secure your hair and do not wear loose fitting clothing to the class.

4/29, Th, 1:00-5:00 p.m.
\$75 **Instructor: Dingo**
Avery **828.733.5883**

Quilting 101

(18 Hours)

Quilting wannabees apply here! Join this beginner's quilting class to learn basic techniques and tips of hand quilting! Students will leave class with a beautiful creation and knowledge to keep on quilting for years to come. Kits for class will be provided.

5/5-5/21, TTh, 4:00-7:00 p.m.
\$165 **Instructor: Byrd**
Avery **828.733.5883**

Bangles with Karen Dingo

(3 Hours)

Take your jewelry making a step further! Gain confidence with a small butane torch opening possibilities in the jewelry world. Students will create a pair of sterling silver and copper bangles to amaze your friends and family. Materials are provided, but feel free to bring your own tools if you would like to include a chain nose plier or round nose pliers and cutters. Be sure to secure long hair and bring your reading glasses if needed.

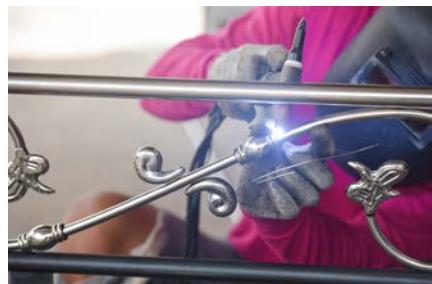
4/23, Th, 1:00-4:00 p.m.
\$75 **Instructor: Dingo**
Avery **828.733.5883**

Artistic Welding for the Beginner

(24 Hours)

This beginning welding class will introduce you to the basics of welding. Learn machine settings, as well as safety and welding techniques. However, this is not your average beginners welding class. This class will allow you to tap into your artistic side. Instructor Thomas will show you the basics of design and guide you as you build your masterpiece. Materials are included in the cost of class. Small class size gives the welding student one-on-one attention.

5/6-6/3, MW, 6:00-9:00 p.m.
\$100 **Instructor: Thomas**
Avery **828.733.5883**



**Trash to Treasures
DIY Décor on a Budget**
(3 Hours)

We are surrounded by things waiting to be made beautiful! This creative and hands-on class will discuss ways to create wonderful and unique home décor pieces on a budget, turning “trash” into “treasure” through the re-purposing of common household items. Students participating in this class will have the opportunity to make two hand-made treasures to take home with them at the end of class.

1/16, Th, 1:00-4:00 p.m.

\$30 **Instructor: Clark**
Avery **828.733.5883**

Create a Cutting Board
(6 Hours)

Design and create your very own cutting board! Proper techniques for preparing, gluing, routing and finishing will be covered in this class. Supplies included.

3/16-3/17, MT, 6:00-9:00 p.m.

\$60 **Instructor: Vaughn**
Avery **828.733.5883**

Winter Wilderness 101

Spend unforgettable Sunday afternoons in the Linville Gorge with your wilderness host, Dr. Christopher Blake, author of two books on the area. Shake off that Seasonal Couch Potato Syndrome with an invigorating five-hour walk to catch spectacular vista views bare of their leafy canopy. Strenuous activity, so good fitness is a course requirement. Class max is nine students so register right away!

1/19-3/15, Su, 12:00-5:00 p.m.

\$325 **Instructor: Blake**
Avery **828.733.5883**

Introduction to Astrophotography
(6 Hours)

Amateur Astrophotographer Jeff Palmer from Green Mountain, NC will shed light on what can be an overwhelming hobby for beginners. You will get a close-up look at the Astrophotography equipment and learn how it all comes together to create jaw-dropping deep sky images, along with a software tutorial on post processing. Check out www.JPAstrophoto.com for a glimpse at what is possible.

5/7, Th 6:00-9:00 p.m. &

5/14, Th, 8:00-11:00 p.m.

\$100 **Instructor: Palmer**
Yancey **828.682.7315**



NC Concealed Carry
(10 Hours)

This class provides the training and certificate needed to apply for a handgun permit at any Sheriff's Office in North Carolina. You must be at least 21 years of age and a NC resident. To attend this class, you cannot have been convicted of a felony or misdemeanor or violent crime. Class consists of a classroom portion and firing range portion. Students need to bring 50 rounds of new ammunition, a handgun, and holster to the firing range portion of the class ONLY. A fee will be required by the Sheriff's Office in order to register for the permit. Participants need to bring a bagged lunch.

4/18, Sa, 8:00 a.m.-6:00 p.m.
\$85 **Instructor: Burt**
Avery **828.733.5883**

**In the Shadow of the Roan:
Stories from Days Long Past**
(2 Hours) **New!**

Allen Cook will explore additional research and local perspective about his latest book, *In the Shadow of the Roan: Stories from Days Long Past*.

1/24, F, 1:00-3:00 p.m.
\$25 **Instructor: Cook**
Avery **828.733.5883**

Write Your Own Book!
(3 Hours) **New!**

Local author Allen Cook will discuss steps to self-publish your own print book using the free Kindle Direct online platform. Class will explore planning your book, the writing process, formatting your manuscript, creating a cover, proofing, and marketing your new book. Join us for a fun and information packed class!

1/24, F, 3:30-6:30 p.m.
\$25 **Instructor: Cook**
Avery **828.733.5883**

Furniture Painting
(6 Hours) **New!**

Did you inherit Grandma's old worn furniture or wondered how to make over thrift store furniture into beautiful inexpensive pieces that brighten up your home? Then you will benefit from this class that will walk you through step-by-step how to achieve your very first project! Furniture for class must be small enough to carry in and no larger than a night stand.

2/4-2/18, T, 6:00-8:00 p.m.
\$30 plus supplies **Instructor: Bennett**
Yancey **828.682.7315**



**Register early to reserve
your place in class!**

Sometimes excellent courses are canceled when people wait too late to register.

We need a minimum number of students enrolled at least a week before the 1st day of class so that the course can run.



Career Development

The Career Development Program helps individuals obtain workplace skills by providing:

- FREE assessment services
- Employability skills training
- Career development counseling to individuals in employment transition

The Career Development Program Focuses on:

- Developing positive attitudes and exploring the power of habits in decision making
- Conflict resolution
- Working as a team member
- Communication, problem solving, and employability skills

Career Development courses are free to those who meet the fee waiver guidelines.

Working Smart (30 Hours)

Employers are looking for people who not only have the technical skills and experience to do the job, but also the “soft skills” that lead to success: communication skills, problem-solving, time management, accountability and more. In this interactive, hands-on class, you will earn an industry recognized credential while mastering the skills that can ultimately lead to a better quality of life. Working Smart provides the tools to help you get a job, keep a job, excel at your job, and be more productive.

3/2 - 4/1, MW, 12:00–5:00 p.m.

**Fee Waived if Eligible
Mitchell**

**Instructor: Lovett
828.766.1297**

The Art of Networking Using Social Media (12 Hours)

This course will educate students in the networking opportunities afforded by social media. Students will learn the use and benefits of various digital communication platforms such as LinkedIn, Facebook, and Twitter in connecting to employment opportunities. Security pros and cons will also be discussed.

4/14-4/23, TTh, 6:00–9:00 pm

**Fee Waived if Eligible
Mitchell**

**Instructor: Parker
828.766.1297**



Job Readiness Boot Camp – New!

Finding employment in today's market can be demanding and challenging. A major issue for many is learning how to become economically self-sufficient. The lack of employability soft skills, as well as life skills are major issues for many job seekers. Employers are looking for workers who are dependable, punctual and know what employers expect and can deliver. Employees who demonstrate soft skills enhance job-readiness and retention and are inclined to be more successful.

The Job Readiness Boot Camp helps individuals develop these skills by implementing strategies and tools that promote self-sufficiency for workforce success. Attend one class or all six. Pre-registration is required.

Individuals who complete all six classes will receive a MCC certificate and be eligible to apply for a paid internship that aligns with their interests and abilities!

CLASS 1:

Career Readiness/ Pathways (16 Hours)

Discover your character strength and learn how to align your talent with your career. Topics include learning from failure, dressing for success, body language, and typical hiring practices. Participants will take part in mock interviews.

3/9-3/10, MT, 8:00 a.m.–5:00 p.m.

Fee Waived if Eligible Instructor: Layell Yancey 828.766.1297

CLASS 2:

Basic Computer Skills (16 Hours)

Learn basic computer skills for the workplace. Topics include hardware basics, laptop computers, and computer applications. Learn to connect to the internet and set up an email account. Social media, Microsoft Word and more will be covered!

3/11-3/12, WTh, 8:00 a.m.– 5:00 p.m.

Fee Waived if Eligible Instructor: Byrd Yancey 828.766.1297

CLASS 3:

Career Planning & Assessment (8 Hours)

Take a personality assessment and explore career paths and employment opportunities. Create personalized goals and develop a written plan of action.

3/16, M, 8:00 a.m.–5:00 p.m.

Fee Waived if Eligible Instructor: Dewar Yancey 828.766.1297

CLASS 4:

Resume/Cover Letter/Technical Awareness (8 Hours)

Leave class with a polished resume and cover letter. Printed and digital formats.

3/17, T, 8:00 a.m.–5:00 p.m.

Fee Waived if Eligible Instructor: Dorfield Yancey 828.766.1297

CLASS 5:

Economic Literacy (8 Hours)

Participants will learn how to create and maintain a simple budget, separate “wants” from “needs”, save and build a positive credit history. Setting financial goals as well as bank account and bank card basics will also be covered.

3/18, W, 8:00 a.m.– 5:00 p.m.

Fee Waived if Eligible Instructor: Staff Yancey 828.766.1297

CLASS 6:

Employability Skills (8 Hours)

Tour the NC Works Career Center and work one on one with a Career Advisor to register on the NC Works website, upload your resume/cover letter, and learn to look for job openings. Gain information about short-term certification programs offered at MCC.

3/19, Th, 8:00 a.m.– 5:00 p.m.

Fee Waived if Eligible Instructor: Staff Yancey 828.766.1297



The Mayland Small Business Center: Free and Confidential!

- Local Business Startup Planning
- New Business Registration
- FREE Small Business Focused Workshops
- Business Plan Resources and Assistance
- Confidential Consultations
- Local Area Knowledge
- Business Loan Resources

The Mayland Small Business Center provides free resources to anyone interested in starting or growing a small business. Contact Allen Cook at acook@mayland.edu or 828.766.1295 to schedule a meeting.

How to Register for a Class

To register online, go to www.ncsbc.net and click the “training” button on the main menu. A search engine will appear. From the “Center” drop down box select “Mayland Community College Small Business Center.” Once the center is entered click “search” to view the seminars. Click the register button to sign up! You may also register via phone by calling 828.766.1295.

Digital Marketing & Sales Classes**Top 25 FREE Apps for Small Businesses (2 Hours) New!**

Save time, increase mobility and grow productivity with these 25 business related apps for your tablet or smartphone. SBC director, Allen Cook, will provide insight and features of each app as it relates to specific business tasks. This is a great workshop for those who like to conduct business via their smartphone.

1/16, Th, 1:30-3:30 p.m.**Fee Waived
Yancey****Instructor: Cook
828.766.1295****Starting Your Business on eBay:
The Basics of Selling (2 Hours)**

During this fast-paced session, learn best practices to use when setting up an eBay account, listing items for sale, taking payments, shipping and much more! Topics will include eBay appraisals and research, registering your account, writing descriptions that sell, shipping tips, and pricing philosophies that will make you an eBay Top Rated Seller! Taught by certified eBay specialist and top rated seller, Nick Hawks!

2/21, F, 1:00-3:00 p.m.**Fee Waived
Avery****Instructor: Hawks
828.766.1295****Building Your Business on eBay:
Tips to Build Sales (2 Hours)**

This session is for individuals who want to establish a continual retail presence on eBay. Topics in this class will include starting and growing an eBay business, finding merchandise to sell, creating professional listings, marketing your business on eBay, managing active listings, resolving issues, and growing your eBay business. Gain "tricks of the trade" from a top rated seller!

2/21, F, 3:00-5:00 p.m.**Fee Waived
Avery****Instructor: Hawks
828.766.1295****DIGITAL MARKETING SERIES**

The Digital Marketing Class Series contains workshops that will assist local entrepreneurs of all skill levels.

The classes are formatted to provide basic set-up information for beginners, recent updates for more advanced users, and best practices for everyone.

Classes will be held in a computer equipped classroom and optional time will be allotted towards the end of each class for individual assistance.

**CLASS 1:
Computer Basics for Business
(2 Hours) New!**

This class is ideal for those who have basic computer skills! Gain foundational principles of managing your small business via a computer. Class will cover business email set-up and introduce clients to online business resources and best practices.

2/25, T, 1:30-3:30 p.m.**Fee Waived
Mitchell****Instructor: Cook
828.766.1295**

CLASS 2:**Build/Optimize YOUR Google Business Profile (2 Hours)**

An optimized Google business profile is a free marketing tool that will increase customer traffic to your business. Whether you have an old Google business profile in need of a spruce up or need to build a new one, this class is sure to help!

2/27, Th, 1:30-3:30 p.m.**Fee Waived
Mitchell****Instructor: Cook
828.766.1295****CLASS 3:****Build/Optimize YOUR Facebook Business Page (2 Hours)**

A Facebook business page is a great tool to interact with existing and new customers. This workshop will cover Facebook account set-up, best practices, the latest updates to Facebook for business, and optimization tips to build sales.

3/3, T, 1:30-3:30 p.m.**Fee Waived
Mitchell****Instructor: Jones
828.766.1295****CLASS 4:****Build, Optimize and Link YOUR Instagram Business Page (2 Hours)**

Instagram is a great way to showcase your product or service to potential customers. This workshop will cover Instagram account set-up, best practices, latest updates to Instagram for business, optimization, and show how to link Instagram posts to Facebook.

3/5, Th, 1:30-3:30 p.m.**Fee Waived
Mitchell****Instructor: Jones
828.766.1295****BUSINESS CLASSES FOR ARTISTS**

The Small Business Center and Toe River Arts are working together to offer seminars that will enable you to build and grow your creative business. Come to downtown Spruce Pine at the beautiful facilities of the TRA Spruce Pine Gallery and learn the business side of art. Classes are geared to artists but open to anyone.

**Artist, Market Thyself!****(2 Hours) New!**

This class will focus on helping local artists build a personalized marketing plan that works with their schedule and computer skill level. This class will help artists assess their current marketing and learn the best sites, tools, and tactics for their niche.

3/11, W, 5:30-7:30 p.m.**Fee Waived****Instructor: Drum-Dickson
TRA Spruce Pine Gallery 828.766.1295****Canva for Artists (2 Hours)**

Design effective posts, ads, flyers, and much more using a free website called Canva! Seminar will focus on ways that artists can use Canva to market their art. Instructor will help attendees create a login, demonstrate best practices, and design a sample ad using Canva.

3/25, W, 5:30-7:30 p.m.**Fee Waived****Instructor: Jones
TRA Spruce Pine Gallery 828.766.1295**

Marketing New Art**(2 Hours) New!**

Handmade art is fun and exciting for new and existing customers. Learn marketing tactics that will create customer enthusiasm and generate sales. Attendees will receive a sample marketing template to assist them in properly rolling out new creations to customers.

4/8, W, 5:30-7:30 p.m.**Fee Waived Instructor: TBD****TRA Spruce Pine Gallery 828.766.1295****Marketing Makeover for Artists****(2 Hours) New!**

Does your studio need a marketing makeover? This fun and interactive workshop will cover ten tips to give your art business a marketing makeover.

4/22, W, 5:30-7:30 p.m.**Fee Waived Instructor: Robinson****TRA Spruce Pine Gallery 828.766.1295****New Artist Business Startup
and Local Checklist (2 Hours)**

Learn how to properly start an art/crafts related business in the western NC Mountain region. Seminar will cover how to properly register your business, small business best management practices, and tips for growth.

5/6, W, 5:30-7:30 p.m.**Fee Waived Instructor: Cook****TRA Spruce Pine Gallery 828.766.1295****BUSINESS BREAKFAST WORKSHOPS****LEARN. NETWORK. GROW!**

Business breakfast workshops are free of charge and sponsored by local businesses, the Chamber of Commerce, Economic Development Commission, Mayland Small Business Center and the town of the respective area.

The typical meeting starts with networking and refreshments followed by a presenter.

Speakers place an emphasis on delivering current information that can be implemented into individual businesses as well as the local community.

The last portion of each meeting is devoted to building collaborative projects to promote all local businesses. Everyone is welcome!

Yancey Business Builders Breakfast

Meetings will be held at the Burnsville Town Center on the third Tuesday of each month.

28705 Business Breakfasts

Meetings will be on the second Thursday of each month in Bakersville at a location to be determined.

Business breakfast workshops will be open for breakfast and networking starting at 7:30 a.m.

From 8:00–9:30 a.m., merchant driven business topics and projects will be discussed.

For more information, email acook@mayland.edu or call Allen Cook at 828.765.1295.

Mayland Community College SMALL BUSINESS CENTER ENTREPRENEURSHIP CERTIFICATE



“ I have personally developed this series of classes to give you an advantage in starting or growing your own business. The line-up of expert instructors provide targeted knowledge and helpful resources so you can successfully start and grow a local business. ”

- Allen Cook, Director, Mayland SBC

Attend one class or all six! In this series, learn how to be a successful entrepreneur.

SBC business professionals and guest presenters will increase your business savvy by providing current and applicable information.

Upon completion of all six classes, participants will receive a certificate from the Mayland Small Business Center which is a great document to include in a business plan.

Completion of the Mayland Small Business Center Entrepreneurship Certificate is a requirement to apply for Downtown Entrepreneurial Assistance Grants in Spruce Pine and Burnsville.

CLASS 1:**How to Start & Finance a Small Business**
(2.5 Hours)

This seminar will cover key strategies for business start-up and financing. Students will gain information about business structures, potential legal issues, licensing, zoning, and operations. Learn the importance of a self-assessment and how to evaluate the feasibility of your business idea. Discover resources available to help start, finance, and successfully operate your business.

1/28, T, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Cook**
828.766.1295**CLASS 2:****How to Write a Business Plan** (2.5 Hours)

A business plan is vital to starting and operating a business. Learn how to turn ideas into a solid plan for financing and long-term success. This seminar teaches the important components of a business plan and helps lay the foundation for a functional plan. 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. Participants will be given templates for building an effective business plan.

1/30, Th, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Cook**
828.766.1295**CLASS 3:****Basics of Bookkeeping** (2.5 Hours)

This class will discuss common bookkeeping methods used for small businesses as well as popular online bookkeeping platforms. Attendees will gain a workable knowledge of how to properly record and archive transactions. The seminar will also discuss how financial statements factor into small business bookkeeping.

2/4, T, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Hammering**
828.766.1295**CLASS 4:****Your Small Business Taxes** (2.5 Hours)

Attendees will become familiar with the common local, state, and Federal tax requirements typical to local small businesses. Seminar will also discuss tax planning and strategy for entrepreneurs. Class will be taught by a CPA.

2/6, Th, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Hammering**
828.766.1295**CLASS 5:****Finding Your Customers** (2.5 Hours)

This class will focus on growing and retaining customers. Presentation will discuss the typical customer in the area and how to build a customer profile to attract new customers. In addition, attendees will explore a variety of market research tools that provide critical information about competition, industry, and customers.

2/11, T, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Drum-Dickson**
828.766.1295**CLASS 6:****Marketing your Business** (2.5 Hours)

This class will discuss common marketing practices for local entrepreneurs. 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 techniques. Explore the components of an effective marketing plan in this comprehensive seminar.

2/13, Th, 1:30-4:00 p.m.**Fee Waived**
Yancey**Instructor: Brossman**
828.766.1295

Business Success Story

Babe's Pizza and Treats Burnsville, North Carolina



"I first met Robert, who goes by Bob, and his wife, Phyllis Meyers when they signed up for the Mayland Entrepreneurship Certificate series of classes. In the first seminar, Robert stated that he was 79 years old, tired of being retired and wanted to open a pizza shop in Burnsville," chuckled Allen Cook, Director of the Mayland Small Business Center as he reflected on his first meeting with Bob and Phyllis.

Robert and his wife Phyllis attended all the Mayland Entrepreneurship Certificate seminars and built a solid business plan. In the coming months, Robert and Phyllis met numerous times with Allen Cook at the Mayland Small Business Center to discuss startup questions and link with local business resources.

With a solid business plan and hard work, Robert and Phyllis began the process of starting their own business. The Meyers' obtained a storefront near the downtown area of Burnsville and in January of 2019, they opened Babe's Pizza. The pizza shop opened successfully, and sales numbers were better than expected.

In late spring of 2019, Robert Meyers rented the space beside his pizza business and opened a dessert shop, thus expanding their business name to Babes Pizza and Treats. At 80 years young, Bob Meyers and his wife Phyllis are two of Burnsville's newest entrepreneurs! The next time you are visiting Yancey County – Home of Mount Mitchell, the highest peak east of the Rockies – stop by Babe's Pizza & Treats! Bob and Phyllis will make you feel welcome. While there, make sure you try the Babe's double decker pizza to get fueled up for some local area mountain hiking!

CUSTOMIZED TRAINING PROGRAM

The Customized Training Program offers personalized training targeted to meet your business' needs. Starting with conversations between our team and your key stakeholders, we build your training from the ground up. Our trainers are experts in their fields. They bring real-life business experience and knowledge to you. When your business is expanding, or if your business is new to the area, Mayland can support your growth as your training partner.

Customized Training Opportunities Can Include:

- Pre-employment activities (recruitment, job fairs, job profiling, skills assessments)
- Job-specific and advanced manufacturing processes such as robotics, machining, PLC and CNC programming, and industrial maintenance.
- Business support, computer applications, engineering, and media development.
- Continuous Improvement, Lean/Six Sigma.
- Leadership, supervisory skills, talent development, safety, OSHA general industry and regulatory subjects
- Technology

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment
- The business is deploying new technology
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity of the operations within the state
- The skills of the workforce will be enhanced by the assistance

Mayland can also assist when the performance gap in your business could be improved through training. We can design and deliver a solution to your specific problem, and bring this training directly to your location.

For more information, or to schedule a consultation, contact: Ted Ollis at 828.766.1297, or via email at tollis@mayland.edu.





Your Path to a High School diploma

Mayland Community College offers FREE classes to help you prepare for the GED(R) exams and earn the North Carolina High School Equivalency Diploma.



**Telling myself I CAN
do it instead of 'I can't'!**

*Jessi completed her
High School Equivalency Diploma
at Mayland Community College.
You can too!*



Call 828 . 766 . 1374 for more information about free classes.



FREE English Classes For Speakers of All Languages



**Learning to read and
understand English,
I have more confidence
when speaking to others.**

*Juana is improving her English skills
in Mayland Community College's
ESL classes. You can too!*



MAYLAND
COMMUNITY COLLEGE

**Call 828 . 766 . 1333 for more information about free classes.
*Se habla español.***

LIFE CONNECTIONS

POTENTIAL • MADE • POSSIBLE

Mayland Community College offers free classes for adults with intellectual disabilities or similar barriers to help improve independent living skills, increase community access, and prepare for employment.



**Class changed my life.
I'm not the same person
that I was when I started.**

*Josh is improving his
independent living skills in
Mayland Community College's
Life Skills program.*



**Call 828 . 766 . 1329 for more
information about free Life Skills classes.**



ALICHA WOODY PENLAND

2019 Mayland Community College Graduate



As a single mom with two children, Alica Penland leaned on her faith and balanced her priorities in her journey towards a better life for her family. While working as a Phlebotomist at Mission Hospital, limited access to patients and the need to provide more support to her two sons, Grayson and Riley, Alica decided to return to school for the Registered Nursing program.

“Once I decided to go back to school Mayland was my first choice because I didn’t want to be just a number. I wanted the attention and the one-on-one instruction a smaller community college offered,” Alica recalled.

Alica compared her time in the RN program to climbing a mountain: “The climb is hard but the spectacular view when you reach the top makes it worth it.”

On graduation day Alica said that the view was breathtaking. Through tears she stated that she could hardly believe her eyes. Alica found her path and made the climb to the top. Her boys are proud to say that their mother is a registered nurse. Alica attributes her educational success to her faith and determination to make a better life. Mayland Community College played a major part in her journey “up the mountain.”

Alica’s advice to those who are considering an educational journey is to not let money get in the way of going to college. Upon enrollment, she was amazed at the various programs available to assist with costs. Mayland was a perfect fit for Alica’s life priorities. In reflection of her college experience, Alica recalled:

Currently Alica works at Mission on the Cardiovascular Progress Care, Step-Down Unit as a Registered Nurse. “If it wasn’t for Mayland, I would not be here today.”

New - Job Readiness Boot Camp



Steps to Successful Transitions into Employment

Learn the fundamental skills needed for success in gaining new employment! This 8 day program will get you one step closer to achieving your goals.

Students who complete all six steps will receive a certificate of completion and the opportunity to apply for a paid internship with a company that aligns with their interests and talents.

Step 1: Career Readiness and Pathways

Step 2: Basic Computer Skills

Step 3: Career Planning & Assessment

Step 4: Resume, Cover Letter & Technical Awareness

Step 5: Economic Literacy

Step 6: Employability Skills

Coming March 2020

SEE PAGE 32 For More Information



Mayland Community College	828.765.7351
200 Mayland Drive, Spruce Pine, NC 28777	
Associate Vice President	828.766.1370
Continuing Education & Workforce Development	
Mitchell Continuing Education Programs	828.766.1291
Monday-Thursday 8:00 a.m. – 5:00 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	
Pre-College Programs/High School Equivalency	828.766.1208
Monday-Thursday 8:00 a.m. – 5:00 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	
Small Business Center	828.766.1295
Monday-Thursday 8:00 a.m. – 5:00 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	
Industry Training/Career Development	828.766.1297
Monday-Thursday 8:00 a.m. – 5:00 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	

Avery Learning Center	828.733.5883
785 Cranberry Street, Newland, NC 28657	
Monday-Thursday 8:00 a.m. – 7:30 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	

Yancey Learning Center	828.682.7315
107 Wheeler Hills Road, Burnsville, NC 28714	
Monday-Thursday 8:00 a.m. – 7:30 p.m.	
Friday 8:00 a.m. – 4:00 p.m.	

Continuing Education & Workforce Development class schedules for Mitchell, Avery and Yancey Counties can also be found at www.mayland.edu/continuing-education.

Let us know how we can help!
Mayland Community College
Continuing Education & Workforce Development

A WORD ABOUT WAITING...

Have you ever signed up for a class only to find it canceled?

Have you later discovered a friend who wanted to take it too, but hadn't registered? Well, here are some ways to keep your selected class on the schedule.

1. **Register early – do it today!** Each class has a minimum required enrollment. Once that number is reached, the class is a “go.”
2. If you find a class you like, **encourage a friend to join you.** Sometimes two or three people make the difference between “Go” or “Cancel.”
3. So, the word about waiting is DON'T! **Register NOW**, because classes will be canceled if the minimum is not met at least a week prior to the start date.

Refund Policy

This policy includes all occupational and community service classes. As established by the NC Board of Community Colleges, a refund shall be made under the following circumstances: 1) A FULL refund is given if a student officially withdraws prior to the first class meeting. 2) After class begins, a 75% refund of tuition only is made if the student officially withdraws prior to or on the 10% point of scheduled hours. 3) No refunds are available for General Interest classes once they have met. Refunds should be requested in writing to the Continuing Education & Workforce Development Office where you registered for class. Please allow two weeks for processing of refunds.

To be enrolled in class, students must be present before the 10% point. The 10% point is when one tenth of class hours have been completed. For example, in a 24-hour class this point would be at 2.4 hours of instruction, which could fall during the first class date.

Cancellations

The College reserves the right to cancel any course before the first session due to low enrollment. **Decisions may be made about class cancellations as early as one week prior to start date. Please preregister as early as possible.** In the event a class is canceled, you will be notified. Call early to reserve your spot.

Senior Citizens Policy

Senior citizens may audit classes under the following conditions: 1) the class is not self-supporting or personal enrichment, 2) the class has the required number of FTE generating students to be viable, 3) the class has no mandatory clinical hours, and 4) the appropriate third-party agency approves credentials for students who audit classes. Class will be comprised of no more than 10% auditing students.

Underage Student Policy

Continuing Education & Workforce Development course offerings are designed for adult learners. In special cases, 16 and 17 year-olds will be considered when there is available space in the class.

Help with Cost of Credentialing Programs

Federal financial aid is not available for continuing education classes. However, help with cost of class may be available for certain occupational courses.

Please register early! For better customer service, ALL classes now require prepayment at least one week prior to the beginning of class. Payment should include all fees listed for each class.

WAYS TO REGISTER

1. ONLINE OPTION:
Most classes are available for online registration and payment at www.mayland.edu/continuing-education. Click Register and Pay Online
2. MAIL OPTION:
Complete the Continuing Education & Workforce Development registration form on page 49. Mail with check or credit card information to:
 - **Mayland Community College**
PO Box 547
Spruce Pine, NC 28777
 - **Avery Learning Center**
785 Cranberry Street
Newland, NC 28657
 - **Yancey Learning Center**
PO Box 1657
Burnsville, NC 28714
3. IN-PERSON OPTION:
Complete the Continuing Education & Workforce Development registration form on page 49 and bring with your payment to one of the following locations.
 - **Mitchell Campus Continuing Education Department**
200 Mayland Drive
Crafts Center
Spruce Pine, NC 28777
 - **Avery Learning Center**
785 Cranberry Street
Newland, NC 28657
 - **Yancey Learning Center**
107 Wheeler Hills Road
Burnsville, NC 28714

Have a Question?	
Mitchell Classes	828.766.1291
Avery Classes	828.733.5883
Yancey Classes	828.682.7315
Career Development	828.766.1297
Small Business Center Classes	828.766.1295



MAYLAND
COMMUNITY COLLEGE

Name: _____
Last First Middle/Maiden

Address: _____

Phone: _____
Home Work Cell

Email: _____ **Date of Birth:** _____

Gender: ☐ M ☐ F

Citizenship: ☐ U.S. Citizen ☐ Eligible Legalized Alien ☐ Naturalized Citizen

Race: ☐ Asian/Pacific Islander ☐ Black/African American ☐ American Indian ☐ Hispanic/Latino ☐ White

Employment Status: ☐ Unemployed ☐ Employed Part-Time ☐ Employed Full Time ☐ Retired

Highest Education Level: ☐ High School, No Diploma ☐ High School, Diploma ☐ GED
☐ Vocational Diploma ☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree or Higher

How did you hear about this class? ☐ Newspaper Ad ☐ TV Ad ☐ Friend ☐ Tabloid ☐ Flyer ☐ Facebook
☐ Mayland Website ☐ Mayland Email ☐ Other, please list _____

Desired Classes:

1) Name of Class: _____

County: _____ Dates of Class: _____ Time of Class: _____

2) Name of Class: _____

County: _____ Dates of Class: _____ Time of Class: _____

Students must be at least 18 years of age. Consideration may be given to 16 and 17 year olds. See Underage Student policy on page 47.

Refund Policy: As established by the NC Board of Community Colleges, a refund shall be made under the following circumstances: 1) A FULL refund is given if a student officially withdraws prior to the first class meeting. 2) After class begins, a 75% refund of tuition only is made if the student officially withdraws prior to or on the 10% point of scheduled hours. 3) No refunds are available for General interest classes once they have met. Refunds should be requested in writing to the Continuing Education & Workforce Development Office where you registered for class. Please allow two weeks for processing of refunds.

Payment to include all fees listed for each course.

Payment Type: ☐ Check (Payable to Mayland) ☐ VISA ☐ Mastercard ☐ AMERICAN Express

Card #: _____ Expiration Date: _____ CW or CVC #: _____

Name on card: _____

Signature: _____

Mail To:

Mayland Community College
PO Box 547, Spruce Pine, NC, 28777

Avery Learning Center
785 Cranberry Street, Newland, NC 28657

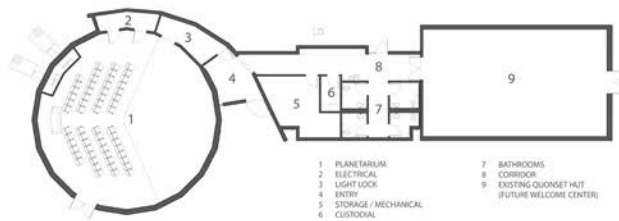
Yancey Learning Center
PO Box 1657, Burnsville, NC 28714

GLENN & CAROL ARTHUR PLANETARIUM

Opening Spring 2020



planetarium exterior at dusk



planetarium interior



CLARKNEXSEN

New Career – 16 WEEKS – It's Yours



SEE PAGE 4
For More
Information



MAYLAND
COMMUNITY COLLEGE