Focus On Success
Blue Ridge Community College is Focused on Your Success. Continuing Education classes at the College help you get the education you need to get employed and get ahead in your chosen field.

With affordable, short-term classes you get targeted training in six months or less. Many of our Continuing Education courses prepare students to get certificates from third party organizations that demonstrate mastery of skills in a specific field. Financial aid is readily available.

“Learning for Work”
Apply for classes in our Learning for Work section, beginning on page 4 to learn skills in:

- Automotive
- Brewing Technology
- Manufacturing
- Emergency Medical Services
- Computers and Information Services
- Fire and Rescue
- Nurse Aide
- Law Enforcement
- Small Business

Are you ready to become one of our local career success stories? We offer training on campus, on site and online. If you are interested in propelling your career forward, upgrading skill sets in your chosen career field, or obtaining a variety of licensures/certifications, explore the Schedule of Courses for Spring 2014 today.

“Learning for Leisure”
If you are interested in personal enrichment, check out our Learning for Leisure courses beginning on page 34. We offer a wide range of interesting and exciting classes. For those 50 or older, we urge you to join the Blue Ridge Center for Lifelong Learning. The Center offers 1-4 week classes on a wide array of subjects from religion, travel, ecology, art and history. They also offer educational trips, socials and lectures. Visit them today at www.brcll.com.

Enroll in a course...expand your horizons...enrich your life.

Ben Kish
Director, Workforce Development and Personal Enrichment

Brian Kubis (pictured on our cover)
Welding Class Fall 2012
Promoted to Welding Technician
Meritor Inc.

Brian Kubis works for Meritor, a premier global manufacturer of a broad range of integrated systems, modules and components to the motor vehicle industry, for over 9 years. Brian’s supervisor, Jeff Tunstall, recommended Brian enroll in a welding class at Blue Ridge Community College to be eligible for upcoming welding positions at the company. Brian was excited at the recommendation and made arrangements to attend a class.

“I learned basic welding principles and how to run different types of welders including the robotic welders. The instructor, Mark Tankersley, was very knowledgeable and made the class interesting. I am thinking about continuing my education with some advanced welding training.” Brian recently received a promotion to Welding Technician.

Michael Zande, Meritor Human Resource Manager, states, “With the help of Blue Ridge Community College, we find talent that is trained and educated to work in today’s manufacturing environment. Thanks to Blue Ridge we are able to continue to train and develop employees to ensure long term employment and success with Meritor.”
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Veterans, get on the road to your ideal job with training in these exciting careers.
If you are unemployed, under employed, or just need a quick career change, Blue Ridge Community College invites you to enroll in the NC Back-to-Work Program.

- Participate in one-on-one coaching
- Explore career opportunities in the four NC Back-to-Work career pathways
- Learn specific technical skills in one of these four career areas in 16 weeks or less
- Sharpen your employability skills
- Earn a variety of career-specific, nationally recognized credentials
- Receive job placement assistance

You may be eligible for financial aid which covers tuition, fees, books, and certification fees.

For More Information:

Visit the:
- **Henderson County JobLink Career Center**
  Henderson County Campus, Continuing Education Building
  Room 125

- **Transylvania County JobLink Career Center**
  Transylvania County Campus, Straus Building
  Room 131

Call: (828) 694-4770 or (828) 883-2550

E-mail: NCBackToWork@BlueRidge.edu

Online: www.BlueRidge.edu/NCBackToWork
Get Current Training for New Technology in transportation systems by using the latest diagnostic techniques and tools.

We are a NAFTC National Training Center.

For information, call (828) 694-1686 or e-mail mattr@blueridge.edu.

Automotive
To register for the courses listed below, see page 46. For information about enrolling in the following courses, contact Monique at (828) 694-1744 or e-mail moniquee@blueridge.edu. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

Automotive Brake System Principles (NC Back-to-Work Program)
Learn the principles of automotive brake systems with hands-on and shop experience. Upon completion of this course, you will have the knowledge and experience necessary to sit for the ASE A5 Brakes Certification.

6:00PM-10:00PM MW 1/8-5/12 12.8 CEUs $181.30 Spring Hend Co Campus SPRM 161 AUT-8207-401

Automotive Steering and Suspension (NC Back-to-Work Program)
Gain first hand understanding and shop experience of the principles related to automotive steering and suspension. Upon completion of this course, you will have the knowledge and experience necessary to take the ASE A4 Steering & Suspension Certification.

8:00AM-12:00PM MW 1/8-5/12 12.8 CEUs $181.30 Johnson Hend Co Campus SPRM 165 AUT-8208-401
8:00AM-12:00PM MW 1/8-5/12 12.8 CEUs $181.30 Stephens Trans Co Campus TRCT 113 AUT-8208-410

Basic Automotive Electricity (NC Back-to-Work Program)
Gain shop experience and an understanding of the principles related to automotive electrical systems. Upon completion of this course, you will have the knowledge and experience necessary to take the ASE A6 Electrical/Electronics Certification.

6:00PM-9:30PM TTH 1/9-5/13 11.2 CEUs $181.30 Spring Hend Co Campus SPRM 161 AUT-8206-401

Engine Performance I (NC Back-to-Work Program)
Gain shop experience and an understanding of the principles related to automotive engine performance systems. Upon completion of this course, you will have the knowledge and experience necessary to take the ASE A8 Engine Performance Certification.

8:00AM-12:00PM TTH 1/9-5/13 12.8 CEUs $181.30 Johnson Hend Co Campus SPRM 161 AUT-8209-401
8:00AM-12:00PM TTH 1/9-5/13 12.8 CEUs $181.30 Stephens Trans Co Campus TRCT 113 AUT-8209-420
Instructor Spotlight

Matt Rieger
Automotive Instructor

Matt is an ASE Master Certified Technician with 20 years experience. He is trained in a broad spectrum of alternative fuel technologies from multiple manufacturers and a certified National Alternative Fuels Training Consortium (NAFTC) instructor.

Gaseous Fuels for Transportation (NC Back-to-Work Program)
Learn proper handling and usage procedures for liquefied petroleum gas and compressed natural gas used in internal combustion engines. Emphasis is placed on safety and service procedures for liquefied petroleum gas and compressed natural gas fuel systems, fuel system design differences, and engine and emission systems. Upon completing this course, you will have the knowledge and experience to take the ASE F1 Alternative Fuels Certification.

8:00AM-10:30AM  TTH  1/9-5/13  8 CEUs  $181.30  Rieger  Hend Co Campus SPRM 128  AUT-8211-401

Light-Duty Diesel Fuel Systems (NC Back-to-Work Program)
Learn light-duty diesel fuel delivery systems in on-road applications. Topics include diesel combustion theory, fuel system components, electronic and mechanical controls, fuel types and chemistries that are common to the light-duty diesel engines. Upon successful completion of this course, you will have the knowledge and experience to take the ASE A9 Light Duty Diesel Certification.

1:00PM-5:00PM  MW  1/8-5/12  25.6 CEUs  $181.30  Rieger  Hend Co Campus SPRM 128  AUT-8212-401

Non Structural Damage I (NC Back-to-Work Program) – New!
Learn the basics of autobody repair. Topics include safety, tools, and the basic fundamentals of body repair including the repair and replacement of body panels to acceptable standards. Upon successful completion of this course, you will have the knowledge and experience to take the ASE B3 Nonstructural Analysis & Damage Repair Certification.

8:00AM-10:30AM  TTH  1/9-5/13  8 CEUs  $181.30  Horlick  Hend Co Campus SPRM 156  AUT-8213-401

Painting and Refinishing I (NC Back-to-Work Program) – New!
Learn the proper procedures and safety guidelines to do automotive painting. This course introduces procedures for using automotive refinishing equipment and materials in surface preparation and application. This is a hands-on class combined with classroom learning. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon successful completion of this course, you will have the knowledge and experience to take the ASE B2 Painting & Refinishing Certification.

8:00AM-12:00PM  MW  1/8-5/12  12.8 CEUs  $181.30  Horlick  Hend Co Campus SPRM 134  AUT-8214-401

Transport Climate Control (NC Back-to-Work Program) – New!
Learn to perform the repair of automotive climate control systems. This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls and diagnosis and repair of climate control systems. Students will learn about system components, recovery/recycling of refrigerants, and safety and environmental regulations. Emphasis will be placed on reclaiming, recovery, recharging, leak detection, components, equipment, tools and safety. Upon successful completion of this course, you will have the knowledge and experience to take the ASE A7 Heating and Air Conditioning Certification and the EPA Section 609 Certification.

8:00AM-11:00AM  MW  1/8-5/12  9.6 CEUs  $181.30  Staff  Hend Co Campus SPRM 108  AUT-8210-401
12:00PM-3:00PM  MW  1/8-5/12  9.6 CEUs  $181.30  Staff  Hend Co Campus SPRM 161  AUT-8210-402
Learning for Work

Automotive Inspection Certification
To register for the courses listed below, see page 46. For information about enrolling in the following courses, contact Tracy at (828) 694-1779 or e-mail t_froidcoeur@blueridge.edu.

Auto Safety and OBD Emission Control Inspection
Renew your Auto Emission Inspection License by successfully completing a 4-hour emissions refresher course and passing a written and hands-on test in which the student is required to conduct an emissions inspection of a motor vehicle. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment. NC Auto Emissions/OBD Regulations Manual is included in registration fee. Register early, class size is limited.

6:00PM-10:00PM TH 1/16 0.4 CEUs $65 Carter Hend Co Campus SPRM 108 SEF-8127-401
6:00PM-10:00PM TH 2/13 0.4 CEUs $65 Carter Hend Co Campus SPRM 108 SEF-8127-402
6:00PM-10:00PM TH 3/13 0.4 CEUs $65 Carter Hend Co Campus SPRM 108 SEF-8127-501
6:00PM-10:00PM TH 4/10 0.4 CEUs $65 Carter Hend Co Campus SPRM 108 SEF-8127-502
6:00PM-10:00PM TH 5/15 0.4 CEUs $65 Carter Hend Co Campus SPRM 108 SEF-8127-505

OBD Emissions Inspection
Become a licensed Auto Emission/OBD Inspector. This course meets the training requirements for the Auto Emission Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. A mechanic must attend an 8-hour emission course and pass a state certification exam administered in class. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment. NC Emissions/OBD Regulations Manual is included in registration fee. Register early, class size is limited.

6:00PM-10:00PM MT 1/20-1/21 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8128-401
6:00PM-10:00PM MT 2/17-2/18 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8128-402
6:00PM-10:00PM MT 3/17-3/18 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8128-501
6:00PM-10:00PM MT 4/14-4/15 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8128-502

Vehicle Safety Inspection
Become a licensed Vehicle Safety Inspector or renew an existing license. This course meets the training requirements for the Auto Safety Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. A mechanic must attend an 8 hour safety course and pass a state certification exam administered in class. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment. NC Vehicle Safety Inspection Regulations Manual is included in registration fee. Register early, class size is limited.

6:00PM-10:00PM MT 1/13-1/14 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8126-401
6:00PM-10:00PM MT 2/10-2/11 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8126-402
6:00PM-10:00PM MT 3/10-3/11 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8126-501
6:00PM-10:00PM MT 4/7-4/8 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8126-502
6:00PM-10:00PM MT 5/12-5/13 0.8 CEUs $75 Carter Hend Co Campus SPRM 108 SEF-8126-505

Financial Aid Available for continuing education job training programs

General Scholarship Fund: Includes registration only (tuition) for various classes.

Project Skill Up: Henderson and Transylvania County residents and veterans pending approval. Includes tuition, books, testing and other materials.

NC Back-to-Work: For NC residents who are unemployed or underemployed, and veterans. Includes tuition, books, testing and other materials. No funding limit.

Workforce Investment Act (WIA): For Henderson and Transylvania County residents who are seeking full-time long term employment. Includes funding for tuition and books.

For more information, contact the JobLink Career Center
Henderson County ◆ (828) 694-1755 ◆ e-mail danh@blueridge.edu
Transylvania County ◆ (828) 883-2550 ◆ e-mail ws_gaddis@blueridge.edu
Introduction to Customer Service – New!
Learn the foundations of customer service including definitions, philosophies and components of excellence. This course teaches time-honored customer service principles and how to effectively apply them.

6:00PM-8:00PM  M  2/3-2/24  0.8 CEUs  $70  Staff  Trans Co Campus TRCS 142  MKT-8444-431

Effective Supervision: Communication
Recognizing supervisors and the key role they play in achieving company goals is the focus of this highly interactive course. Participants will learn how vital communication is to motivating employees, reducing cost and improving teamwork and productivity. The class introduces concepts and builds skills that are proven to improve teamwork and increase effectiveness in supervising others. This is an excellent opportunity for workplace teams to attend together and identify opportunities for improvement.

1:00PM-5:00PM  TH  2/6-2/27  1.6 CEUs  $70  Gordon  Hend Co Campus CONE 122 COM-8756-401

Notary Public Education
The State of North Carolina requires those who want to be commissioned by the Secretary of State as a Notary Public to complete a course of instruction at a community college. Students must be 18 years or older, live or work in NC, have a high school diploma or an equivalent (GED). You must also speak, read, and write English. You will receive instruction on the notary public application process. Students will be required to provide a government issued picture ID such as drivers license. Registration Fee of $75 includes books and materials which will be provided in class.

9:00AM-4:00PM  S  1/25  0.6 CEUs  $75  Capps  Hend Co Campus CONE 206 SEF-8132-401
9:00AM-4:00PM  F  2/14  0.6 CEUs  $75  Staff  Trans Co Campus TRCS 140 SEF-8132-421
9:00AM-4:00PM  S  3/22  0.6 CEUs  $75  Capps  Hend Co Campus CONE 206 SEF-8132-501
9:00AM-4:00PM  F  4/11  0.6 CEUs  $75  Staff  Trans Co Campus TRCS 140 SEF-8132-521

Photography for Business – New!
Learn how to take marketing photos for E-bay, Etsy, or other uses in a more professional and economical way. Learn how to work with light to get professional looking results on a budget. Let this class show you how to showcase your products using ‘tips and tricks’ of photography pros. Bring your camera to class, preferably a Digital single-lens Reflex Camera.

2:00PM-4:00PM  TH  1/16-1/30  0.6 CEUs  $70  St. Romain  Hend Co Campus TEDC 236 PHO-8004-401
6:00PM-8:00PM  TH  3/13-3/27  0.6 CEUs  $70  St. Romain  Hend Co Campus TEDC 236 PHO-8004-402

PHR/SPHR Certification Preparation—Back by Demand!
If you are pursuing a career in Human Resources, consider joining the 108,000 HR Professionals who have earned SHRM (Society of Human Resource Professionals) Certification. This course prepares you to take the SHRM exam for PHR (Professional in Human Resources) or SPHR (Senior Professional in Human Resources) Certification.

12:30PM-4:30PM  F  1/17-4/11  4.8 CEUs  $1025  Falter  Hend Co Campus CONE 122 SEF-8134-401

Writing for the Digital Age – New!
Learn new forms of writing and the many ways it can be shared digitally, especially through social media. In this course you will participate in practical guided exercises, including a class blog and pair your writing with multimedia-graphics, images, music, videos, etc. You will also explore ways to market your own work based on individual goals. To gain the most from the class, basic internet knowledge is recommended; however, students interested in writing only are welcome. Access to a personal computer and internet is required.

2:00PM-4:00PM  T  1/14-2/18  1.2 CEUs  $75  Jennings  Hend Co Campus TEDC 305 COM-8759-401

Instructor Spotlight
Jane Falter

Jane Falter is an Academy Certified Resume Writer (ACRW), Senior Professional Human Resources (SPHR) and a Certified Professional Coach (CPC). With more than 20 years experience in human resources and a background working with multiple employer industries, she brings a wealth of knowledge to those wanting to change careers and create a professional resume. Jane facilitates workshops in the JobLink Career Center.
Learning for Work

How Can Help You?

Workshops and Courses
Join us for one of our monthly workshops on resume writing, interview skills, and networking. Sign up for computer skills courses or earn your GED.

Counseling
Meet one-on-one with Career Counselors or representatives from the Division of Workforce Solutions to plan your career path and overcome your employment challenges.

CRC
Learn about the North Carolina Career Readiness Certificate and sign up to earn this valuable career tool. Use Career Ready 101 software to prepare for the NC CRC and get career tips and information.

Job Postings
Gain access to hundreds of local job postings through College Central Network and the Division of Workforce Solutions.

Scholarships and Grants
Find out if you’re eligible for funds to help with tuition, fees and books.

Henderson County JobLink
180 West Campus Drive
Flat Rock, NC
(828) 694-1755

Transylvania County JobLink
45 Oak Park Drive
Brevard, NC
(828) 883-2550
Need help finding the right job?
The Henderson County JobLink Career Center presents a monthly workshop series

**Your Job Search:**
Tools, Skills and Strategies for Success

**Job Search Overview**
Design a productive job search. Learn to turn setbacks into victories, deal with negativity and stress by structuring positive approaches to job loss and job seeking success. Understand what employers want. Review tactics and techniques for finding jobs. Develop an action plan.

**Myers-Briggs Career Assessment**
Learning about your strengths can help you understand what kind of work you might enjoy. Prior to signing up for this workshop request an assessment packet from the Customer Service Assistant at the Front Desk. Bring your completed assessment with you to this workshop and find out how your personality can help you shape your career direction.

**Fine Tune Your Resume**
15-20 seconds is all you get! That’s the amount of time a typical manager takes to scan your resume...What shape is your resume in?

**Ace the Interview**
Identify your personal communication style, build confidence and learn how to accurately communicate your skills and abilities.

**Effective Communications**
Approximately 80% of the jobs out there are not advertised. Learn how to tap into this “Hidden Job Market.” Develop your people and communication skills. Learn how to build a relationship base and use it effectively.

Reserve your space now!
Henderson County: (828) 694-1755
Transylvania County: (828) 883-2550
Learning for Work
ed2go Online learning anytime – anywhere... just a click away!

Update your Skills ◆ Discover a New Talent ◆ Chart a Career Path at your own pace and at your convenience with our instructor-led Internet courses. Hundreds of GREAT online courses – Course offerings are divided into categories listed below. For a complete listing of these online courses check out the ed2go website www.ed2go.com/Blueridge.

To register for a course:
1. Register with www.ed2go.com/blueridge
2. Submit BRCC Registration Form with applicable registration fee. Registration must be completed within seven days of begin dates.
3. Complete orientation at www.ed2go.com/blueridge

For more information or assistance with enrollment, contact Monique at (828) 694-1744 or e-mail moniquee@blueridge.edu.

- Led by an expert instructor
- Interactive discussion areas
- New sessions begin monthly
- 24/7 learning
- Course costs begin at $75
- Open to everyone!
Employability Lab
Essential workplace skills are the skills needed for work, learning and life, and they provide the foundation for learning all other skills. Learn to identify your key skills, explore career options and develop a resume. You will also be able to earn your NC Career Readiness Certificate which proves your skill levels to employers.

Employment Planning
Learn how to tap into the hidden job market, design a productive job search and identify your personal communication style to build confidence in an interview.

Career Pathways (NC Back-to-Work Program)
Explore career pathways in each of the NC Back-to-Work Career Fields and their fit to your skills and personality. Students will also earn their NC Career Readiness Certificate.

Essential Workplace Skills (NC Back-to-Work Program)
Learn essential workplace employability skills including job seeking and job keeping skills (application, resume and interviewing), as well as time management, job performance, and problem solving strategies. Students will prepare a professional resume and receive professional coaching toward interviewing with an employer in their NC Back-to-Work Career Field.

Open the Door to a New Beginning
Visit Henderson County JobLink Career Center
Continuing Education Building, Suite 125 or the
Transylvania County JobLink Center,
45 Oak Park Drive, Brevard.
Your comprehensive career planning,
training and job placement resource.

We can help you:
◆ find a full or part-time job
◆ create a professional resume
◆ learn how to network effectively
◆ prepare answers to those difficult job interview questions
◆ develop your core skills and earn state and national skills certification
◆ plan a change of career
◆ locate financial assistance for training

The Henderson County and Transylvania County JobLink Career Centers at Blue Ridge Community College have the resources and professional, customer friendly staff to provide all the job seeking and career planning resources you need at a single location. Our Center has an “Open Door” policy, serving Community Members as well as BRCC Students and Alumni.

Henderson County JobLink Career Center Hours:
Monday – Thursday 8 a.m. to 6 p.m. ◆ Friday 8 a.m. to 4:30 p.m. ◆ (828) 694-1755

Transylvania County JobLink Career Center Hours:
Monday – Thursday 8 a.m. to 5 p.m. ◆ Friday 8 a.m. to 4:30 p.m. ◆ (828) 883-2550
Learning for Work

Computers

To register for the courses listed below, see page 46. For information on courses scheduled for the Henderson County Campus, contact Monique (828) 694-1744 or e-mail moniquee@blueridge.edu. For information on courses scheduled for the Transylvania County Campus, contact Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu.

Adobe InDesign CS6 (NC Back-to-Work Program)
Design professional publications using InDesign CS6, the standard for professional desktop publishing. InDesign CS6 gives you the flexibility to design long documents, one-page ads or interactive documents in a powerful and intuitive environment. Learn the effective use of layout, type and graphic styles, symbols, layers, and importing graphics created in Photoshop CS6 and Illustrator CS6. Upon successful completion of this course you will be prepared to sit for the Adobe Certified Expert (ACE) exam. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

9:00AM-12:30PM TH 1/9-5/8 5.6 CEUs $185 Kaczmarek Hend Co Campus TEDC 119 CAS-8301-401

Adobe Photoshop CS6 for Beginners (NC Back-to-Work Program)
Adobe Photoshop is the most popular photo-editing program used by photographers, graphic designers, Web designers, and other graphics professionals. Learn the basic techniques and applications. Upon successful completion of this course you will be prepared to sit for the Adobe Certified Expert (ACE) exam. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

6:00PM-9:30PM M 1/13-5/12 5.6 CEUs $185 Kaczmarek Trans Co Campus TRCT 220 CAS-8251-431

Becoming Computer-Savvy
This introductory computer course is especially designed to help you learn functions of the computer keyboard, including how to use a mouse and how to use basic word processing programs. The class is slow-paced with no computer experience required and a minimum of typing involved. You will be introduced to Windows, Microsoft Word and how to organize files.

11:30AM-1:30PM T 1/21-3/11 $60 Knighten Hend Co Campus TEDC 305 CSP-8074-401
10:00AM-12:00PM T 1/21-3/11 $60 Sprouse Trans Co Campus TRCT 220 CSP-8074-421

Computer-Savvy (continued)
This course takes you further in your journey to become computer-savvy. Enhance your life by learning to surf the Web, send and receive e-mail, upload pictures to your family and friends, and download safely. Learn the basics of how to navigate Web pages, customize your homepage and how to improve readability. Get an introduction to security settings, search engines, netiquette and emoticons.

11:30AM-1:30PM T 3/18-5/13 $60 Knighten Hend Co Campus TEDC 305 CSP-8398-501
10:00AM-12:00PM T 3/18-5/13 $60 Sprouse Trans Co Campus TRCT 220 CSP-8398-521

CCNA Certification Prep - II (NC Back-to-Work Program)
Part II of the Cisco CCNA certification track demonstrates your knowledge in deploying, maintaining, verifying, securing, and troubleshooting a small to medium-sized Cisco based network. Cisco CCNA certified professionals are able to install and configure various services for these types of networks. The following protocols and technologies are stressed: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, Access Lists and NAT. Students must have completed level I of this course or have previous experience to enroll in this class. Please visit the BRCC bookstore to purchase required books and supplies before class begins. At the completion of the course, you will be eligible to sit for the Cisco Certified Network Associate Exam (CCNA).

5:30PM-9:30PM TH 1/9-5/1 6 CEUs $185 Christensen Hend Co Campus TEDC 303 CAS-8352-401

Computer Security Maintenance
Learn terminology and acronyms used in computer security. You’ll find out why, where, and how worms, viruses, and threats are created. Learn how to use firewalls, antispyware, and antivirus software efficiently. Establish strong passwords to stop hackers and keep your hard drive clean. This class is intended for people with no knowledge of computer information security. Please bring a notebook and USB drive to the first day of class.

1:00PM-4:00PM TH 1/16-3/13 2.4 CEUs $75 Sprouse Trans Co Campus TRCT 220 CAS-8367-421
Getting Familiar with Excel
Microsoft Excel is the leading industry standard for spreadsheets. Gain an understanding of a wide range of program features that bring greater results from spreadsheets. Learn the fundamentals of Excel such as formulas and functions, graphs and charts, formatting, multiple worksheets and file organization.

9:00AM-4:00PM   F   3/7   0.6 CEUs   $75   Duval   Trans Co Campus TRCT 220   CAS-8347-421

Getting Familiar with Word
Microsoft Word is the leading industry standard for creating professional business documents. Gain a practical approach to some of the features of Microsoft Word including the Office ribbon, mail merge, tables, proofreading and formatting tools.

9:00AM-4:00PM   F   4/25   0.6 CEUs   $75   Duval   Trans Co Campus TRCT 220   CAS-8348-521

IT Security Level I (NC Back-to-Work Program)
The security plus track prepares you to master the basics of professional level security for applications in the information technology field. Topics include network security, computer security threats and vulnerabilities, data security, access control and identity management. Learn how to use firewalls, antisyware, antivirus software, establish strong passwords and install/uninstall hardware and software.

5:30PM-9:30PM   T   1/14-3/4   3.2 CEUs   $130   Christensen   Hend Co Campus TEDC 303   CAS-8354-410

IT Security Level II (NC Back-to-Work Program)
Part 2 of the CompTIA Security Plus certification track. Gain a general understanding of workplace computer security and how to safeguard a computer from outside attacks. The material covered in this course will provide a solid theoretical foundation, thorough practical application as well as real-world examples to understand computer security. Additional topics: encryption, password revealers, prefix dialers, cookies, ICQ, and online security. Upon completion of both IT Security Level I and II you will be prepared to sit for the CompTIA Security Plus certification exam.

5:30PM-9:30PM   T   3/11-5/6   3.2 CEUs   $130   Christensen   Hend Co Campus TEDC 303   CAS-8355-401

Keyboarding 101 – New!
Learn the step-by-step process of identifying keys, how to type correctly and proper use of a computer mouse. Learn to type quickly and accurately without looking at the computer keys.

9:00AM-11:00AM   T   1/21-3/11   $60   Knighten   Hend Co Campus TEDC 335   CSP-8545-401
9:00AM-11:00AM   T   3/18-5/13   $60   Knighten   Hend Co Campus TEDC 335   CSP-8545-501

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- Teaching Students With Autism: Strategies for Success
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- Creating K-12 Learning Materials
- Survival Kit for New Teachers
- Spanish in the Classroom

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Learn from the comfort of home!

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- Discussion Areas
- 6 Week Format

Please consult your Professional Development Coordinator for continuing education approval.

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ed2go.com/blueridge.edu | (828) 694-1744

Blue Ridge Community College
Learning for Work

Learn to use your iPad/iPhone – New!
Explore the basics of using the Apple iPad or iPhone, learn about functions and features, how to download apps, use e-mail features, view movies and much more. Please bring your devices with you to class.

4:00PM-6:00PM T 1/21-3/11 $60 Knighten Hend Co Campus TEDC 223 CSP-8547-411
4:00PM-6:00PM T 3/18-5/13 $60 Knighten Hend Co Campus TEDC 223 CSP-8547-511

Learn Microsoft Office 2010
Learn how to navigate Word, Excel and PowerPoint with proficiency using Microsoft Office 2010. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

5:30PM-8:30PM M 1/13-5/12 4.8 CEUs $130 Riley Hend Co Campus TEDC 305 CAS-8294-401

Learn Microsoft Office 2013 – New!
Learn the skills needed to navigate Word, Excel, PowerPoint and Microsoft Office 2013 with proficiency. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

1:00PM-4:00PM T 1/14-5/6 4.8 CEUs $130 Riley Hend Co Campus TEDC 302 CAS-8368-401
6:00PM-9:15PM TH 1/16-5/15 4.8 CEUs $130 Sprouse Trans Co Campus TRCT 220 CAS-8368-431

MacIntosh for Beginners
Learn the basic skills to get your Macintosh (Apple Computer) up and running. Gain an overview of iLife and other common Mac programs including Address Book, iCal, iTunes, Mail, Safari and Text Edit.
3:30PM-5:30PM T 2/4-3/25 1.6 CEUs $75 Kaczmarek Hend Co Campus TEDC 106 CAS-8276-401

Making Computers Work for You
Learn what you need to know about buying a new computer and how to make your computer work more efficiently. Explore social media sites, internet search engines and security issues as well as how to utilize programs that help get the most of your computing experience.
9:30AM-12:30PM TH 1/9-5/1 4.5 CEUs $130 Schmieder Hend Co Campus TEDC 335 CAS-8328-401

Microsoft Word and Publisher
Discover new formatting tools to create professional documents, file management, mail merge and the Tools feature for pictures charts, and SmartArt graphics. Take your business communications to the next level with professional looking business cards, brochures, calendars and newsletters that you create yourself.
5:30PM-8:30PM W 1/15-5/14 4.8 CEUs $130 Schmieder Hend Co Campus TEDC 302 CAS-8329-410

Network + Certification Prep (NC Back-to-Work Program)
Learn the basic principles of computer networking and administration including designing a business computer network, configuring a router, setting up a network printer and creating a network workgroup. This course will focus on network topologies, the OSI Seven-Layer model and modern network operating systems. Upon completion of this course you will have the knowledge and experience necessary to sit for the Network+ Certification exam. Please visit the BRCC bookstore to purchase required books and supplies before class begins.
5:30PM-9:30PM M 1/13-5/12 6.4 CEUs $185 Christensen Hend Co Campus TEDC 303 CAS-8305-401

Self-Publishing for Writers
Learn to navigate the self-publishing industry using online resources and discover how self-publishing is quickly becoming the most widely used resource for writers. Use the online publishing program Create Space to produce published works in paperback, Kindle and Nook readers formats.
1:30PM-4:30PM W 1/15-5/14 4.8 CEUs $130 Schmieder Hend Co Campus TEDC 305 CAS-8339-401
1:00PM-4:00PM T 1/21-5/13 4.8 CEUs $130 Schmieder Trans Co Campus TRCT 220 CAS-8339-421

Windows 7
Learn the unique features of Microsoft Windows 7. Upgrade your skills in program commands, file management and Windows 7 word processing elements. Gain proficiency in organizing and searching files and folders. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

1:30PM-4:30PM TH 1/16-3/13 2.4 CEUs $75 Schmieder Hend Co Campus TEDC 305 CAS-8290-401
1:00PM-4:00PM F 3/14-5/9 2.4 CEUs $75 Schmieder Hend Co Campus TEDC 303 CAS-8290-402
Windows 8
Learn Microsoft’s newest operating system—Windows 8. Navigate the user interface, Start Screen and Tiles, apps, view photos, listen to music, navigate the file system, control panel and much more. This class is for beginner to intermediate users new to Windows 8. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

1:00PM-4:00PM M 1/13-3/10 2.4 CEUs $75 Christensen Hend Co Campus TEDC 302 CAS-8363-401
1:00PM-4:00PM M 3/17-5/12 2.4 CEUs $75 Christensen Hend Co Campus TEDC 302 CAS-8363-402

Computer Medical Office
To register for the courses listed below, see page 46. For information about enrolling in the following courses, contact Monique at (828) 694-1744 or moniquee@blueridge.edu.

Electronic Health Records
Learn how electronic health records (EHR) are used in different healthcare settings and how they are changing the nature of work in the healthcare field. Gain hands-on experience with an EHR program. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

Internet 1/13-3/21 3 CEUs $130 Crockett NUR-8247-201

ICD-10 Medical Coding – New!
Learn the foundation for ICD-10 coding, specifically required to understand and apply subsequent ICD-10 codes. Emphasis placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

Internet 1/13-5/9 4.8 CEUs $130 Crockett NUR-8354-201

Medical Terminology
Learn the language of health care. Familiarize yourself with the systemic structure and how words are formed. Words are pronounced through your computer speaker. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

Internet 1/13-5/9 4.8 CEUs $130 Crockett NUR-8235-201

Craft Beer Academy
To register for the courses listed below, see page 46. For information on courses scheduled for the Henderson County Campus, contact Monique at (828) 694-1744 or e-mail moniquee@blueridge.edu. For information on courses scheduled for the Transylvania County Campus, contact Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu. Students must be 21 years or older to enroll in these courses.

BRCC Brew School at Oskar Blues (NC Back-to-Work Program)
Learn what it takes to become a craft beer brewer with this unique and innovative method of instruction with Oskar Blues—a leading craft beer brewery in Brevard, NC. Combine weekly classroom and onsite brewery experience to gain a thorough understanding of each of the stages of the brewing process. Hear from professional brewers and work alongside Oskar Blues employees to bring your classroom instruction to life. The class will also brew their own batch for sampling in the brewery’s tasting room. Upon completion of this course, participants will be prepared to take the IBD ‘General Certificate in Brewing’ (GCB) exam.

6:00PM-9:00PM MW 1/13-5/14 9.6 CEUs $181.30 Mixon/McCready Tran Co Campus TRCS 140/Oskar Blues Brewery ISC-8357-431

Blue Ridge Online Brew School
Learn what it takes to become a craft beer brewer with this combination online and onsite craft beer brewing course. Combine weekly online instruction with a mid-semester half day session at the Oskar Blues Brewery in Brevard, NC. Gain an unparalleled online and in-person look into the world of craft beer brewing with instruction from knowledgeable and experienced brewers. Upon completion of this course, participants will be prepared to take the IBD ‘General Certificate in Brewing’ (GCB) exam. A review session and the GCB exam will take place at the Blue Ridge Community College Campus in Brevard, NC at the end of the semester.

Hybrid 1/13-5/2 4.9 CEUs $131.30 Mixon ISC-8356-201

Instructor Spotlight
Gabe Mixon
Brewing Instructor
Gabe holds a Master’s degree in Microbial Biotechnology and has training and experience in the area of industrial fermentation processes including commercial beer brewing. Gabe works closely with local breweries to combine classroom instruction with hands-on experience in the craft beer industry.

Learning for Work
For more information, call (828) 694-1735 or e-mail ewdce@blueridge.edu
Learning for Work

**Business of Craft Beer**

Explore the world of craft beer brewing and learn about the brewing process in a commercial setting. Gain an understanding of the beer industry and key trends shaping the current U.S. beer market. Learn from experienced beer industry professionals ranging from brewers to wholesalers and retailers.

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<tr>
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<td>TH</td>
<td>2/27-3/13</td>
<td>0.9</td>
<td>Mixon Hend Co Campus TEDC 236</td>
<td>ISC-8351-401</td>
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<td>2:00PM-5:00PM</td>
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<td>3/27-4/10</td>
<td>0.9</td>
<td>Mixon Trans Co Campus TRCS 140</td>
<td>ISC-8351-521</td>
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</table>

**Craft Beer Brewing (NC Back-to-Work Program)**

Breweries are looking for employees that have shown interest in the field and expanded their knowledge of the brewing, cellaring and packaging process. Learn the advanced production techniques used in a modern commercial brewery. Upon completion of this course, participants will be prepared to take the IBD ‘General Certificate in Brewing’ (GCB) exam.

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<tr>
<td>1:30PM-4:30PM</td>
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<td>1/15-2/12</td>
<td>4.8</td>
<td>Mixon Hend Co Campus TEDC 302</td>
<td>ISC-8350-401</td>
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<tr>
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<td>2/19-3/26</td>
<td>1.5</td>
<td>Mixon Trans Co Campus TRCS 140</td>
<td>ISC-8350-421</td>
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<tr>
<td>1:30PM-4:30PM</td>
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<td>4/2-5/7</td>
<td>1.5</td>
<td>Mixon Hend Co Campus TEDC 302</td>
<td>ISC-8350-402</td>
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</table>

**Fundamentals of Craft Beer (NC Back-to-Work Program)**

Gain a firm foundation of the various types of beer, how they are made and develop best practices for presentation and serving. Learn the various styles of beer and gain a basic understanding of food pairings. Upon completion of this course, participants will be prepared to take the Cicerone Certified Beer Server exam to demonstrate readiness to participate in today’s sophisticated and rapidly changing beer world.

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<tr>
<td>1:30PM-4:30PM</td>
<td>W</td>
<td>1/16-5/8</td>
<td>2</td>
<td>Mixon Oskar Blues Brewery</td>
<td>SEF-8421-800</td>
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</tbody>
</table>

**Sensory Analysis of Craft Beer**

Prepare to become a certified beer judge by learning about the brewing process at Oskar Blues Brewery, studying the Beer Judge Certification Program (BJCP) exam guide and tasting different beer styles including ‘off’ flavors. At the conclusion of the course, students will take the BJCP Beer Judge Entrance Exam. Upon completion of this exam, you will be a Provisional Judge and can sign up for the BJCP Beer Judging Examination to become a BJCP member and certified beer judge. Registration fee includes cost of materials.

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<tr>
<td>6:00PM-9:00PM</td>
<td>TH</td>
<td>1/18-3/8</td>
<td>2</td>
<td>Spencer Mayberry’s Food (N. Caldwell St)</td>
<td>SEF-8412-800</td>
</tr>
<tr>
<td>5:30PM-8:00PM</td>
<td>MT</td>
<td>1/27-2/18</td>
<td>2</td>
<td>Spencer East Henderson HS Qty Foods Lab</td>
<td>SEF-8412-300</td>
</tr>
</tbody>
</table>

**Introduction to Catering**

Learn the fundamentals of the catering business, how to cook for large crowds, organize the kitchen, manage time and work with clients. Learn how to order ingredients, store, cook food and present the food. Upon completion you will be prepared to oversee and cater events ranging from luncheons and dinners, weddings and showers to private parties and more. Registration fee includes cost of materials.

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<th>Time</th>
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<tr>
<td>6:00PM-9:00PM</td>
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<td>2/26-4-30</td>
<td>2.6</td>
<td>Spencer East Henderson HS Qty Foods Lab</td>
<td>SEF-8414-300</td>
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</tbody>
</table>
Product ID from Market to Kitchen
Gain a broad knowledge of foundation ingredients such as salt, sugar, herbs, spices, cheeses, vegetables. Learn the pantry items and meats necessary for a culinary kitchen. Trips to farmer’s markets and grocery stores will create a true appreciation of the importance of how and where fresh culinary ingredients and products are produced and bought. Registration fee includes cost of materials.

7:45PM-9:45PM    WTH    1/22-2/13    1.6 CEUs    $101.30  Spencer  Mayberry's Food (N. Caldwell St)  SEF-8415-800

Professional Baking & Pastry
Learn the skills and techniques required in the operation of a baking kitchen. Including the principles and techniques for preparation, storage, and serving of bakery products. Products covered will include breads, cakes, pies, pastry, cookies, fillings, and icings. Students will also be introduced to the production of yeast breads for bread making and pastry work. Registration fee includes cost of materials.

6:00PM-8:00PM    WTH    1/15-2/13    2 CEUs    $121.30  Spencer  Mayberry’s Food (N. Caldwell St)  SEF-8416-800
5:30PM-8:00PM    MT    3/3-3/25    2 CEUs    $121.30  Spencer  East Henderson HS Qty Foods Lab  SEF-8416-300

Professional Kitchen Skills
Learn all aspects of the professional kitchen. Develop an understanding of culinary terminology, knife identification and skills, classic cuts, safety and sanitary, equipment and utensil functions. Learn the organizational structure of the kitchen staff in different types of kitchens. Recipe writing and understanding recipes will be covered in culinary terms, to include basic culinary math and measurements. Registration fee includes cost of materials. Knife set not included in registration fee.

9:00AM-12:00PM    S    3/22-4/12    1.2 CEUs    $91.30  Spencer  Mayberry’s Food (N. Caldwell St)  SEF-8413-800
6:00PM-9:00PM    T    4/1-4/29    1.2 CEUs    $91.30  Spencer  East Henderson HS Qty Foods Lab  SEF-8413-300

The Cold Kitchen
Learn equipment, production and presentation of salads, sandwiches, cold sauces, dressings, salad condiments and knife skills. Presentation of canapés and hors d’oeuvres will be covered. Learn cooking techniques such as poaching, sautéing and grilling. Registration fee includes cost of materials.

6:00PM-8:30PM    TH    3/6-5/1    2 CEUs    $141.30  Spencer  Mayberry’s Food (N. Caldwell St)  SEF-8417-800

ServSafe Food Safety Manager
Learn the essential tasks a manager must know to keep food safe including handling, receiving and storing, preparing and serving food. The program provides science-based information covering running a safe establishment and reducing the risk of foodborne illness outbreaks. Effective 1/1/2014 at least one certified manager must be present at all hours of operation. Upon completion of this course, you will sit for the ServSafe Food Protection Manager Certification Examination. Please visit the BRCC bookstore to purchase required book (includes examination form) before class begins.

9:00AM-4:00PM    WTH    1/8-1/9    1.2 CEUs    $70  Spencer  Trans Co Campus TRCS 140  HOS-8073-421
9:00AM-4:00PM    MT    2/17-2/18    1.2 CEUs    $70  Ogren  Hend Co Campus ARTS 120  HOS-8073-401
9:00AM-4:00PM    MT    3/17-3/18    1.2 CEUs    $70  Ogren  Hend Co Campus ARTS 120  HOS-8073-402
3:00PM-10:00PM    WTH    5/14-5/15    1.2 CEUs    $70  Spencer  Trans Co Campus TRCS 140  HOS-8073-531
Learning for Work

Environmental and Safety Training
To register for the courses listed below, see page 46. For information about enrolling in the following courses, contact Monique at (828) 694-1744 or moniquee@blueridge.edu.

Hazardous Materials

24 Hour Moderate Risk HAZWOPER Online
OSHA-required training meeting the requirements of 29 CFR 1910.120 for HAZMAT technicians needing 24 Hour Moderate Risk certification. All course work will be completed online. Students will receive sign-on ID and password by e-mail on the course start date.

- Internet 2/10-2/28 2.4 CEUs $70 SEF-8409-201
- Internet 4/7-4/25 2.4 CEUs $70 SEF-8409-202

40 Hour HAZWOPER Hazardous Waste Operations - Hybrid
OSHA-required 40 Hour HAZWOPER certification meeting the requirements of 29 CFR 1910.120 for hazardous waste site personnel, supervisors and managers. Students must complete all online course lessons and quizzes before coming to the hands-on at BRCC campus. Required hands-on component will be 4/4/2014 in ARTS 120. Final exam will be completed during the hands-on session. Please visit the BRCC bookstore to purchase required books and supplies before class begins. Students will receive sign-on ID and password by e-mail on the course start date.

Complete online course work between 3/6 and 4/3.
8:00AM-5:00PM 3/6-4/4 4 CEUs $131.30 Heinemann Hybrid/Hend Co Campus ARTS 120 SEF-8408-301

HAZWOPER Refresher
OSHA-required refresher for students who have completed HAZWOPER 40 Hour and/or 24 Hour Spill Response certifications. Training as specified in 29 CFR 1910.120.

- 8:00AM-5:00PM T 2/11 0.8 CEUs $71.30 Heinemann Hend Co Campus ARTS 120 HAZ-8068-401
- 8:00AM-5:00PM F 3/14 0.8 CEUs $71.30 Heinemann Hend Co Campus ARTS 120 HAZ-8068-402

HAZWOPER Refresher Online - 8 Hours
OSHA-required refresher for students who have completed HAZWOPER 40 Hour and/or 24 Hour Spill Response certifications. Training as specified in 29 CFR 1910.120. All course work will be completed online. Students will receive sign-on ID and password by e-mail on the course start date.

- Internet 1/27-2/7 0.8 CEUs $70 SEF-8407-201
- Internet 3/3-3/14 0.8 CEUs $70 SEF-8407-202
- Internet 4/21-5/2 0.8 CEUs $70 SEF-8407-203

OSHA

Developing an Effective Safety Program
Learn to develop, implement and maintain an effective safety program in the workplace. An effective safety program will help control high costs of workplace accidents, workers’ compensation and OSHA citations.

- 8:00AM-3:30PM M 4/7 0.6 CEUs $70 Boardley Hend Co Campus ARTS 120 OSH-8057-501

Forklift Driver and Operation
Gain an overview of the OSHA - Powered Industrial Vehicle Standard including design, controls, and instrumentation, safety awareness and stability.

- 8:00AM-3:30PM M 3/24 0.6 CEUs $71.30 Boardley Hend Co Campus ARTS 120 OSH-8019-501

OSHA Standards for Construction 10 Hour
The OSHA for Construction 10 Hour provides instruction on a variety of construction industry safety and health standards with OSHA-authorized curriculum and instructor. If you wish to receive an official OSHA course completion card, please bring $5 cash, check or money order to the first class. This is a processing fee charged by the OTI Education Centers.

- 8:00AM-2:30PM MT 2/24-2/25 1 CEUs $70 Boardley Hend Co Campus ARTS 120 OSH-8012-401
### OSHA Standards for General Industry 10 Hour
The OSHA for General Industry 10 Hour covers the major provisions of the Occupational Safety and Health Act. Participants will learn how to locate and interpret OSHA standards and how to identify critical safety and health issues with OSHA-authorized curriculum and instructor. If you wish to receive an official OSHA course completion card, please bring $5 cash, check or money order to the first class. This is a processing fee charged by the OTI Education Centers.

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<th>CEUs</th>
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<tr>
<td>8:30AM-3:00PM</td>
<td>WTH</td>
<td>2</td>
<td>$70</td>
<td>Boardley</td>
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### Wastewater Operator

#### Grade I Physical Chemical Water Pollution System Operator
Required by NC DENR prior to taking the North Carolina Water Pollution Control Grade I Physical Chemical Water System Operator certification examination. Grade I is considered entry-level and may be taken by anyone who desires to become a certified operator. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

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<td>$70</td>
<td>Boardley</td>
<td>OSH-8051-401</td>
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#### Grade II Physical Chemical Water Pollution System Operator
Designed for individuals who meet the NC DENR requirements to take the North Carolina Water Pollution Control Grade II Physical Chemical System Operator certification examination. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

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<td>$70</td>
<td>Martin</td>
<td>WAT-8106-401</td>
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### Wastewater Recertification
Approved by NC DENR for ten (10) recertification hours for wastewater operators only. Along with reading assignments from the text, each course is enhanced with audio, up-to-date photographs, interactive exercises and online links related to the course topics. Students will receive sign-on ID and password by e-mail on the course start date. All course work will be completed online. Please provide your wastewater operator certification number on the registration form.

#### WW-Suspended Growth Systems Online

Internet

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<th>Time</th>
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#### WW Treatment-Fixed Film Process Online

Internet

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#### WW Treatment-Pollution Control Online

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#### WW Treatment-Pond Systems Online

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<tr>
<td>3/3-3/14</td>
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#### WW-Preliminary Treatment Online

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#### WW-Primary Treatment Online

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#### WW Treatment-Disinfection & Chlorination Online

Internet

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</table>
Learning for Work

Water & Wastewater Recertification
Approved by NC DENR for six (6) recertification hours for water and wastewater operators. Topics include pump piping systems, basic pump hydraulics, normal operations and abnormal operations. Please bring your operator certification card(s) to class.

Math Refresher
8:00AM-3:00PM W 2/5 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8204-501

Electrical Fundamentals
8:00AM-3:00PM W 2/19 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8206-501

Disinfection
8:00AM-3:00PM W 3/5 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8203-501

Process Control
8:00AM-3:00PM W 3/12 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8200-501

Utility Cave-In Protection & Competent Person Training
8:00AM-3:00PM W 3/26 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8207-501

Pump Types, Components & Repair
8:00AM-3:00PM W 4/2 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8208-501

Basic Pump Hydraulics & Operating Conditions
8:00AM-3:00PM W 4/9 0.6 CEUs $70 Edwards Hend Co Campus ARTS 120 WAT-8209-501

Fire and Rescue
To register for the courses listed below, see page 46. For Information on the courses listed in this section, call (828) 694-1748 or e-mail glendam@blueridge.edu.

Blue Ridge Community College Fire and Rescue Program offers a variety of in-service refresher training for firefighters and rescue employees working in the field. Many of these classes are required for certification through the Office of the State Fire Marshal. These courses include:
Aerial Operations  Driver Operator  Firefighter I and II  Fire Life Safety Educator  Technical Rescue

Henderson County Fire and Rescue Rookie Academy
This Academy is offered in cooperation with the Henderson County Fire and Rescue Association. This program for inexperienced fire and rescue workers allows students to earn North Carolina OSFM Firefighter I and II certification and North Carolina OSFM Technical Rescuer certification. The Academy is offered at different times throughout the year. Fire and Rescue offers a variety of homeland security and specialized classes. Please visit our Website for more information at http://tinyurl.com/blueridge-Fire.
**Languages**

To register for the courses listed below, see page 46. For more information, contact Nancy at (828) 694-1731 or e-mail nancyb@blueridge.edu for the Henderson County Campus. For information on courses scheduled for the Transylvania County Campus, contact Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu.

**Beginning Spanish I**

Learn to acquire the basic skills necessary to listen, speak, read, write and understand Spanish and the Hispanic culture. Course includes the alphabet, pronunciation, rules of stress and accent, gender and plural nouns, definite articles, numbers, days of the week, months of the year, parts of the body, personal subject pronouns, conjugation of present tense regular verbs and common conversational phrases.

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<th>Time</th>
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**Beginning Spanish II**

Continue to establish a foundation for learning the Spanish language by building vocabulary and learning basic grammar points: the simple negative, interrogatives, the verb ‘to be,’ expressions using the verb ‘tener’, prepositions time and the weather. Prerequisite: Beginning Spanish I or equivalent proficiency.

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**Beginning Spanish III**

Continue to develop listening, speaking, reading and writing skills. The main points to be covered include: irregular present tense verbs, cardinal and ordinal numbers, shortened forms of adjectives, possessive adjectives, demonstrative adjectives, and vocabulary related to times, dates, holidays, family, friends and occupations. Prerequisite: Beginning Spanish II or equivalent proficiency.

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**Beginning Spanish Conversation**

Review the grammar and vocabulary learned in Beginning Spanish I, II, and III with conversation as the focus. Rules of stress, accent, gender, plural nouns, definite articles, personal subject pronouns, conjugation of present tense regular verbs, common conversational phrases, simple negative, interrogatives, verb ‘to be,’ and ‘tener,’ prepositions, irregular present tense verbs, cardinal and ordinal numbers, shortened forms of adjectives, possessive and demonstrative, numbers, days, months, weather, time, body parts, family, friends, occupations, clothing, city locations, ordering in a restaurant and shopping. Prerequisite: Beginning Spanish III or equivalent proficiency.

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Learning for Work

**Intermediate Spanish I**
Continue to grow in your knowledge of the Spanish language. Learn stem changing verbs, commands, adverbs and topical vocabulary. Prerequisite: Beginning Spanish Conversation or equivalent proficiency.

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**Intermediate Spanish II**
Continue to add to your knowledge of the Spanish language. Direct and indirect objects, ‘gustar’, ‘por’ and ‘para’ and topical vocabulary will be covered. Prerequisite: Intermediate Spanish I or equivalent proficiency.

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**Intermediate Spanish III**
Continue to practice present and past tense forms, learn the present progressive tense, work with reflexive verbs and study topical vocabulary. Prerequisite: Intermediate Spanish II or equivalent proficiency.

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**Advanced Spanish I**
You will focus on the imperfect tense and compare its uses with those of the preterit tense. Continue to learn new vocabulary by topic. Prerequisite: Intermediate Spanish Conversation or equivalent proficiency.

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**Advanced Spanish II**
Learn the past subjunctive and its uses, along with other more complex grammatical structures. Reading, writing and speaking will be emphasized. Prerequisite: Advanced Spanish I or equivalent proficiency.

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**Advanced Spanish III**
Review complex structures and more advanced verb tenses. Through reading and writing learn to correct grammar, pronunciation and increase fluency. Prerequisite: Advanced Spanish II or equivalent proficiency.

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**Advanced Spanish Conversation**
Use the grammar, vocabulary and skills learned in all levels of Spanish. Attention will be given to pronunciation, correct use of idioms and skills needed for fluency. Prerequisite: Advanced Spanish III or equivalent proficiency.

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**Destinos Spanish Conversation II**
Learn speaking, listening, and comprehension skills in Spanish. This telenovela, or Spanish soap opera, immerses students in everyday situations with native speakers and introduces the cultures, accents, and dialects of Mexico, Spain, Argentina and Puerto Rico. This course will allow you to use the present subjunctive and past subjunctive grammar tenses.

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**Spanish Literature & Culture II**
Read literature to acquire new vocabulary and grammar, focusing on Argentina and Columbia to learn more about their culture and customs.

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Law Enforcement

To register for the courses listed in this section, visit www.blueridge.edu/con_ed/law_enforcement/blet.php. For information, contact Sherry at (828) 694-1760 or e-mail sherryc@blueridge.edu.

Basic Law Enforcement Training (BLET) is designed to give students the essential skills required for entry-level employment as law enforcement officers with the state, county, or municipal governments, or private enterprise. Successful graduates are qualified to take the certification examination as mandated by the North Carolina Criminal Justice Education and Training and Standards Commission and or North Carolina Sheriff’s Education and Training and Standards Commission. This program—certification is a prerequisite to be a sworn law enforcement officer in the state of North Carolina.

A minimum of 10th grade reading level is a prerequisite for this program.

Please call (828) 694-1739 to schedule a reading test. Entrance requirements are provided in detail within the BLET student application. You may print all enrollment documents and application at www.blueridge.edu/con_ed/law_enforcement/blet

Contact Information: Director: Sherry Phillips: (828) 694-1760 or sherryc@blueridge.edu

Q&A: David McMurray: (828) 694-1762 or dlm9824@blueridge.edu

Day BLET Program (Register Now-Seats Available)

January 2014—NEW OFFERING

Length is 4 months—Enables the student to complete the program in half the time of a traditional program. Class meets Monday through Friday 8 a.m. until 5 p.m. Some Saturday classes are required.

Day BLET Program May 2014

Length is 4 months—Enables the student to complete the program in half the time of a traditional program. Class meets Monday through Friday 8 a.m. until 5 p.m. Some Saturday classes are required.

Evening BLET Program

Length is approximately 7 months—Class meets Monday through Friday from 6 until 11:15 p.m. Some Saturday classes are required. Next class September 2014.

Manufacturing

To register for the courses listed below, see page 46. For information about enrolling in the following courses, contact Monique at (828) 694-1744 or moniquee@blueridge.edu.

AutoCAD I (NC Back-to-Work Program)

Learn the essential skills and basic concepts of design and shape using AutoCAD. This course will emphasize visual concepts using simple drawings, printing and plotting. Course includes production and management of 2-D and 3-D design drawings. Please visit the BRCC bookstore to purchase the required book before class begins.

5:30PM-8:30PM TTH 1/9-3/6 4.8 CEUs $130 Schwartz Hend Co Campus SPRM 117 DFT-8107-401

AutoCAD II (NC Back-to-Work Program)

Review and build on the concepts and skills you have learned in AutoCAD I. Learn to construct a variety of 2D and 3D drawings and 3D models. Learn how to incorporate your models into a variety of printable layouts. Other course topics include an overview of modeling terminology and techniques, primitives, extruding, revolving, subtractive modeling, additive modeling and rendering. Complete with a portfolio of drawings suitable to use in a job interview. Upon completion of AutoCAD I and II, you will be qualified to sit for the AutoCAD certification exams user.

5:30PM-8:30PM TTH 3/11-5/13 4.8 CEUs $130 Schwartz Hend Co Campus SPRM 117 DFT-8106-402

Certified Logistics Associate (CLT) (NC Back-to-Work Program) – New!

Learn the fundamentals of logistics through a blended learning environment. This hybrid course will provide you with the foundational broad knowledge you need to understand supply chain management. Learn the world of logistics and related core competencies including OSHA standards for forklift and safety.

8:00AM-10:30AM T 1/13-5/9 4.9 CEUs $131.30 Staff Hybrid/TBD LOG-8001-401
The Stackable Credential System is grounded on the North Carolina Career Readiness Certificate (NCCRC) which is issued by ACT (and is aligned with the National Career Readiness Certificate - NCRC), the State of North Carolina and the National Association of Manufacturers (NAM).

The system validates the workplace skills that make an individual ready for work. The NCCRC/NCRC verifies to manufacturers that individuals entering the workforce directly after high school, postsecondary education or from another career pathway possess the essential employability competencies associated with performance in a professional, competitive, and fast-paced environment. It is recognized across all sectors of the economy as the credential that confirms the presence of work-related skills documented by three of ACT’s WorkKeys® assessments: Applied Mathematics, Locating Information and Reading for Information.

Industry-wide technical competencies represent the knowledge and skills that are common across all 14 sectors of manufacturing and are required for entry-level or technician-level employment. These technical competencies build upon one another.

If you are interested in any of the courses listed below, please contact Monique at (828) 694-1744 or moniquee@blueridge.edu.

**Certified Logistics Technician (CLT)**
Learn the foundational knowledge to be competent as an entry level front line material handler across all supply chain facilities, warehouse and distribution centers.

Modules included are: the global supply chain, the logistics environment, product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers.

MSSC LogoSuccessful completion of this course and passing of two assessments will earn you credentials of a Certified Logistics Technician from nationally recognized Manufacturing Skill Standards Certification (MSSC). Forklift certification, OSHA 10 certification and others also received after successful completion of written and practical exam.

8:00AM-10:30AM  T  1/13-5/9  4.9 CEUs  $131.30  Staff  Hybrid/TBD  LOG-8001-401

**Manufacturing Production Certification**

**Manufacturing Production Associate Certification (60 hours)**

Minimum WorkKeys Skill Requirement: Reading–Level 3 and Applied Math–Level 3

If you have an interest in working in advanced manufacturing, this course is designed to introduce you to the basic skills and knowledge necessary in a production environment. Use this course as a stackable credential in preparation for the course below for Manufacturing Production Associate.

Topics include:

- Workplace Ethics
- Problem Solving
- Quality Standards
- Factor Analysis
- Team Philosophies
- Metrics and Conversion
- Computer Systems
- Visualization in Print Reading
- Manufacturing Math Basics
- Mechanical Drawing
- Safety
- Hazardous Communications
- Section Views
- Material Handling

Staff
Certified Production Technician (CPT) - 144 hours (NC Back-to-Work Program)

Minimum WorkKeys Skill Requirement: Reading–Level 5 and Applied Math–Level 4

A comprehensive package of training, enabling workers to build the core knowledge and skills needed in today’s advanced manufacturing workplace. Based on standards developed by the Manufacturing Skill Standards Council (MSSC), this course is delivered in both an instructor-led environment and computer-based simulations of actual production applications. Students completing the course will sit for the MSSC Certified Production Technician Exam. Please visit the BRCC bookstore to purchase the required book and supplies before class begins. The course specifically addresses:

- Safety
- Maintenance Awareness
- Environmental Safety Inspections
- Preventative Maintenance
- Correction of Unsafe Conditions
- Equipment Maintenance Training
- Safety Related Maintenance
- Blue Print Reading
- Operator Safety
- Preventative/Corrective Actions
- Safety Orientation Training
- Circuit Analysis
- Quality and Continuous Improvement
- Manufacturing Processes and Production
- Introduction to Statistical Process Control
- Machine Automation
- Internal Quality Audits
- Mechanical/Electrical Principals
- Quality Training
- Inspections to meet specs
- Corrective Actions
- Equipment Monitoring
- Quality Maintenance Adjustments
- Equipment Modes and Set-up

Unlock your organization's potential.

Customized Training Program

Blue Ridge Community College leads economic development efforts in Henderson & Transylvania Counties through partnerships to deliver comprehensive assistance for attracting and locating new business and industry to our area as well as fostering existing business and industry growth.

Blue Ridge Community College has and continues to partner with numerous organizations delivering quality professional training and development. Some of these organizations are: All States Medical, Clement Pappas, Continental Automotive Systems, Daystar Machining Technologies Inc., Elkamet Inc., Excelsior Packaging, Gaia Herbs, General Electric Lighting Systems, Kimberly Clark Corp., Meritor Inc., Oskar Blues, PharmAgra Labs, Sierra Nevada Brewing Company and UPM Raflatac.

How can your organization tap into these valuable resources?

Are you:

- Making an appreciable capital investment?
- Deploying new technology?
- Creating jobs, expanding an existing workforce or enhancing the productivity and profitability of the operations within the NC?
- Enhancing the skills of your employees?

If so, your organization may be eligible for a Customized Training Project that could assist with a multitude of quality training and development opportunities to offset employee training costs.

For more information, contact Shanda Bedoian at (828) 694-1756 or shandab@blueridge.edu.
Learning for Work

Legacy Paddlesports 2013

“My story since graduating from Brevard College in Organizational Leadership has had a few twists and turns. I worked construction which gave me the opportunity to earn my contractor license. This led me to go out on my own building houses. Then the market crashed and so did my business. From here, I tried a stint with a cellular company and an insurance company. None of these opportunities truly resonated with me—I just couldn’t get excited about them. I heard about Legacy Paddlesports coming to Henderson County. When I did some research about Legacy, I learned that they embraced lean principles and embodied a different culture. I got excited about this because I studied Deming principles in college and thought maybe my degree would pay off. I worked with the people in JobLink at Blue Ridge Community College to get my CRC which validated my knowledge. The pre-hire class was cool—especially the tire-changing exercise because it allowed me to showcase my communication and team building skills. I was hired and started on the production floor running the ovens for about 8 months. The Production Scheduler opportunity was presented to me and I accepted it. I am thoroughly enjoying my life now. Legacy is working towards that true team based concept and I am excited about being a part of it. I am thankful for this last turn in my career.” Collyar Barksdale – Production Scheduler

“Collyar didn’t originally think about our type of work or type of company as part of his path. The people at JobLink and Blue Ridge Community College have the ability to work with people in assisting them with alternate workforce solutions. They have an entrepreneurial spirit in how they partner with companies. They, like us, are guided by their values in relation to their mission.” Bill Medlin - Principal

Serving those who’ve served our country

Henderson County and Transylvania County JobLink Career Centers can help you with:

- Academic planning
- Therapeutic counseling services
- Resources and referrals
- Career development services
- Connecting to the active chapter of the Student Veterans Association (SVA)

For more information, contact the JobLink Career Center

Henderson County ◆ (828) 694-1755 or Transylvania County ◆ (828) 883-2550
**Manufacturing and Service organizations gain added success through implementation of lean processes.**

5s is a simple, pro-active, quick, and effective way to standardize and organize your workplace, to energize safety programs, and even increase productivity and profits. A foundation of lean, this training introduces you to the basics and implementation of 5s - organization, orderliness, cleanliness, standardized cleanup, and self-discipline. An uncluttered, clean, and well-organized workplace is the foundation for safety and efficiency, and this is one of the first steps in implementing lean manufacturing.

Highlights of the training include identifying step-by-step application of 5s, a 5s implementation plan, sustaining 5s, and concept application. Participants will experience 5s through a popular hands-on simulation.

To learn more about our courses at the Henderson County Campus, contact Monique at (828) 694-1744 or e-mail moniquee@blueridge.edu. For information on courses at the Transylvania County Campus, contact Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu.

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**Instructor Spotlight**

**Bryan Bagley**

**Machining Instructor**

Bryan holds a Master's degree in Industrial Management. He teaches machining full-time at Blue Ridge Community College. His real world experience and extensive training provide students a high level of instruction in all his classes.

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**Did you know?**

In 2012, manufacturers contributed $1.87 trillion to the economy, up from $1.73 trillion in 2011. This was 11.9 percent of Gross Domestic Product. For every $1.00 spent in manufacturing, another $1.48 is added to the economy, the highest multiplier effect of any economic sector.

Manufacturing supports an estimated 17.2 million jobs in the United States—about one in six private-sector jobs. Nearly 12 million Americans (or 9 percent of the workforce) are employed directly in manufacturing.

Manufacturers in the United States are the most productive in the world, far surpassing the worker productivity of any other major manufacturing economy, leading to higher wages and living standards.
Learning for Work

Certified Production Technician (CPT) (NC Back-to-Work Program)
This course offers a comprehensive package of training, enabling workers to build the core knowledge and skills needed in today’s advanced manufacturing workplace. Based on standards developed by the Manufacturing Skill Standards Council (MSSC), this course is delivered in both an instructor-led environment and computer-based simulations of actual production applications. Upon successful completion of this course you will have the knowledge and experience to take the MSSC Certified Production Technician Exam.

3:00PM-5:00PM  M  2/3-4/25  14.4 CEUs  $185  Boardley  Hybrid/TEDC 305  MNT-8004-410

Introduction to CNC Machining (NC Back-to-Work Program)
Learn the concepts and capabilities of computer numerical control machine tools. Course topics include setup, operation, and basic applications. Understand how to explain operator safety, machine protection, data input, program preparation and program storage. Upon successful completion of this course, you will have the knowledge and experience to take the National Institute for Metalworking Skills (NIMS) credentialing exam for computer numerical control (CNC) Operator.

Internet 1/13-5/9  3.2 CEUs  $130  Bagley  MEC-8019-401

CNC Milling Center Operations (NC Back-to-Work Program)
Learn the programming, setup, and operation of computer numerical control (CNC) Milling centers. Course topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, you will be able to manufacture simple parts using CNC milling centers. Upon successful completion of this course you will have the knowledge and experience to take the National Institute for Metalworking Skills (NIMS) credentialing exam for CNC Milling Operator.

1:00PM-3:00PM  TTH  3/11-5/13  6.4 CEUs  $181.30  Bagley  Hybrid/SPRM 139  MEC-8021-405

CNC Turning Center Operations (NC Back-to-Work Program)
Learn the programming, setup, and operation of computer numerical control (CNC) turning centers. Course topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students will be able to manufacture simple parts using CNC turning centers. Upon successful completion of this course you will have the knowledge and experience to take the National Institute for Metalworking Skills (NIMS) credentialing exam for CNC Turning Center Operator.

12:00PM-2:00PM  TTH  1/9-3/6  6.4 CEUs  $181.30  Bagley  Hybrid/SPRM 139  MEC-8020-401

Machining Technology II (NC Back-to-Work Program) – New!
Learn the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling. Upon successful completion of this course you will have the knowledge and experience to take the National Institute for Metalworking Skills (NIMS) credentialing exam for Machine Technology.

8:00AM-11:00AM  MTWTH  1/8-5/13  22.4 CEUs  $186.30  Bagley  Hybrid/SPRM 143  MEC-8022-401

Welding I
Introduction to welding symbols, shop math and safety through hands-on experiences with the various types of welding.

6:00PM-10:00PM  F  1/10-2/14  2.4 CEUs  $81.30  Tankersley  Hend Co Campus SPRM 135  APP-8203-401
8:00AM-12:00PM  S  1/11-2/15  2.4 CEUs  $81.30  Garren  Hend Co Campus SPRM 135  APP-8204-501

Welding II
You are given more opportunity to practice the various types of welding, learned in Welding I with greater emphasis on math, symbols and blueprint interpretation.

6:00PM-10:00PM  F  3/7-4/11  2.4 CEUs  $81.30  Tankersley  Hend Co Campus SPRM 135  APP-8204-501
8:00AM-12:00PM  S  3/8-4/12  2.4 CEUs  $81.30  Garren  Hend Co Campus SPRM 135  APP-8204-502
Camp TechHead
is an advanced Manufacturing Summer Camp for High School Students. It provides a unique opportunity for students to experience real world science technology, engineering and mathematics careers. Includes hands-on activities and tours of area manufactures.

Did you know?
Veterans are eligible for financial assistance in Healthcare programs.

Gas Tungsten Arc Welding Plate - TIG (NC Back-to-Work Program)
A thorough introduction to the Gas Tungsten Arc (TIG) Welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rods, with emphasis placed on safety, equipment setup, and welding techniques. Upon successful completion of this course you will have the knowledge and experience to take the National Institute for Metal Working Skills (NIMS) credentialing exam for American Welding Society Welding Code D.1.1 exam in TIG.

GMAW (MIG) FCAW Plate (NC Back-to-Work Program)
A thorough introduction to gas metal arc welding and flux core welding processes. Topics include equipment setup, fillet, and groove welds with emphasis on Gas Metal Arc Welding (GMAW) and Flux-Cored Arc Welding (FCAW) electrodes on carbon steel plate. Upon successful completion of this course, you will have the knowledge and experience to take the AWS Welding Society Welding Code D.1.1 exam in MIG.

Medical Training

Emergency Medical Services
To register for the courses listed below, please pick up information/registration packet at the Henderson County Campus or Transylvania County Campus. For more information, contact Kay at (828) 694-1655 or e-mail mk_houston@blueridge.edu.

Anatomy and Physiology for EMS
Learn the basics of the structure and function of the human body. Topics include a basic study of the systems of the body, an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. You should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. This course is a prerequisite for EMS 3031, Emergency Medical Technician - Paramedic Initial.

Emergency Medical Technician
Learn the basics of emergency medical care in the pre-hospital environment. You will have 160 hours of didactic and psychomotor skills. You are required to attend at least 20 hours of practical exercise. This class prepares you to operate in the pre-hospital environment with or without an affiliation to an emergency provider.

GED Preparation
A program to help you complete your high school equivalency and earn your high school credential. Preparation can be combined with occupational education in selected career tracks.

- Day and evening classes.
- Classes are offered at the Henderson County Campus and the Transylvania County Campus, as well as at off-campus locations:
  - Salvation Army (Hendersonville).
  - Goodwill Career Center (Hendersonville).
  - Rosman Elementary School (Rosman).

Opportunities:
- Classes evaluate your skills and help you prepare for the equivalency exams. Guidance to individuals interested in a new career.

Eligibility: Adults and 16 to 17 year olds (under certain circumstances) are eligible for classes with no registration fees. For more information call (828) 694-1745.
Learning for Work

Emergency Medical Technician–Intermediate
Learn the guidelines established by the NC Office of Emergency Medical Services (EMS). The Office of EMS must approve courses that include portions delivered via distance education. The curriculum for the EMT-Intermediate educational program shall be objectives identified from the 1998 Release of the US Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Paramedic Course: National Standard Curriculum.

Emergency Medical Technician–Paramedic

Educational Methodology for Emergency Services
Become certified to teach Emergency Medical Services subjects. This course meets the objectives of NFPA 1041 Level II Standard.

Medical Responder
Learn the guidelines established by the NC Office of Emergency Medical Services. The Office of EMS must approve courses that include portions delivered via distance education. The curriculum for the Medical Responder educational program required for certification is the 1995 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) First Responder Course: National Standard Curriculum.

Nurse Aide
For information and registration times at the Henderson County Campus, contact Judilyn at (828) 694-1750 or e-mail j_burns6366@blueridge.edu.
For information on courses scheduled for the Transylvania County Campus, contact Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu.

Nurse Aide I Orientation
In the eight-hour orientation class required for all Nurse Aide students, you will explore your career choice, test your entry level skills and learn valuable job search skills. Upon successful completion of this course, you will be given the packet of information to register for the Nurse Aide I class.

Nurse Aide I
Learn to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including mental, social and physical needs of the elderly: patients’ rights, nutrition management, disease/disorders, human body structure and function, etc. Upon successful completion of this course, you will receive documentation for how to apply for the State Nurse Aide Competency Exam.

Nurse Aide II
Learn complex skills such as oxygen therapy, urinary catheterization, and nasogastric and gastronomy feeding procedures. Nurse Aide I is a prerequisite for this class.

Nurse Aide III
This refresher course is designed for individuals who have had a previous listing on a North Carolina Nurse Aide Registry, and wish to recertify. Upon successful completion of this course you will receive documentation for how to apply for the State Nurse Aide Competency Testing.

Medication Aide
Learn to become a qualified Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics include oral medication administration, terminology and legal implications. Upon successful completion, you will have the knowledge and skills to take the state Medication Aide Competency Exam. You must have a current CNA I license to be enrolled in the class.

Phlebotomy (New August 2014)
Learn the process for obtaining blood and other lab specimens. Topics include: history of phlebotomy, legal issues, OSHA and infection control, steps in performing proper venipuncture and skin puncture procedures, specimen results and issues that will affect those results and an overview of the circulatory and respiratory system. You will be able to safely perform procedures necessary for specimen collections on patients in various health care settings and be eligible for national certification as a phlebotomy technician. Nurse Aide I is a prerequisite for this class.
Small Business Services
For information about the following services listed below, contact Tracy at (828) 694-1779 or e-mail sbc@blueridge.edu.

Small Business Center (SBC)
The Small Business Center helps with new business start-ups and the growth of existing businesses by providing business education, training, coaching, information and referral. SBC can help evaluate business ideas and write business plans. One of the biggest mistakes you can make is to hurry into a business or business decision. It is important to review the pros and cons of each business or business decision to make sure that it fits your needs, experience, and financial capacity. We can assist you with the following:

Start Your Own Business
SBC assists with exploring the pros and cons to starting your own business versus buying an existing business or franchise. A few of our services include assistance with a business plan, company name selection, Website creation and access to capital.

Buy An Existing Business
SBC assists with exploring the pros and cons to buying existing business versus starting from scratch or a franchise. We can assist you with evaluating an existing business opportunity.

Grow Your Business
SBC assists with growing your business and taking it to the next level. A new study in 2010, showed that you are twice as likely to successfully grow your business if you have taken the time to write a business plan.

Plan For Business Succession
SBC assists with the succession planning process to ensure a smoother transition from one generation to the next. Think of business succession planning as broken into three main issues: management, ownership and taxes.

Sell Your Business
SBC assists with advice on selling your business: selling strategy, business valuation, finding a buyer, structuring the deal, financing the deal and completing the deal.

Non-profit Business Assistance
SBC provides business assistance to existing non-profits or clients wanting to set up a new non-profit through the on-profit Business Center. Through the Center, access and search the largest grants database in the country to find money for your non-profit.
Learning for Leisure

Blue Ridge Community College offers a variety of courses and programs to help broaden horizons or expand your abilities and interests. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness. In addition to enrichment courses, other educational and cultural programs are available throughout the year in a variety of forums.

To register for the courses listed below, see page 46. For information, contact Olga at (828) 694-1742 or e-mail oa_gonzalez@blueridge.edu. For the Henderson County Campus or Cecile at (828) 883-2520 or e-mail ceciled@blueridge.edu for the Transylvania County Campus.

Art

Beginning Drawing
Learn the basic drawing skills necessary to tap into your innate artistic abilities and creativity. Learning to ‘see’ as an artist sees will enable you to process visual information—as artists do! Minimal drawing supplies are needed. Just bring a pencil, eraser and sketch pad to your first class.

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Beginning Watercolor
Learn the basics of watercolor techniques—washes, bleeds, gradations and more. Explore a variety of methods to create an image with brush, water and pigment with an emphasis on mixing color properly. Experiment with different brushes for a variety of effects, working realistically and abstractly. Subject matter will include landscape, flora and still life.

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Oil Painting
Learn the techniques and applications needed to paint with oils. If an experienced painter, use this class as a forum to continue your own mode of exploration. Emphasis will be placed on formalism and the use of traditional techniques. Upon completion, you should be comfortable using and manipulating paint toward developing further works based on your individual interest and expression.

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<td>Hend Co Campus SPRM 107</td>
<td>CSP-8224-411</td>
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<td>6:00PM-9:00PM</td>
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<td>2/26/4/9</td>
<td>4/9/4/9</td>
<td>$65</td>
<td>Miller</td>
<td>Hend Co Campus SPRM 107</td>
<td>CSP-8224-511</td>
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Computers

Becoming Computer-Savvy
This introductory computer course is especially designed to help you learn functions of the computer keyboard, including how to use a mouse and how to use basic word processing programs. The class is slow-paced with no computer experience required and a minimum of typing involved. You will be introduced to Windows, Microsoft Word and how to organize files.

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<td>1/21/3/11</td>
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<td>$60</td>
<td>Knighten</td>
<td>Hend Co Campus TEDC 305</td>
<td>CSP-8074-401</td>
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<td>10:00AM-12:00PM</td>
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<td>Sprouse</td>
<td>Trans Co Campus TRCT 220</td>
<td>CSP-8074-421</td>
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Computer-Savvy Continued
This course takes you further in your journey to become computer-savvy. Enhance your life by learning to surf the Web, send and receive e-mail, upload pictures to your family and friends, and download safely. Learn the basics of how to navigate webpages, customize your homepage and how to improve readability. Get an introduction to security settings, search engines, netiquette and emoticons.

11:30AM-1:30PM  T  3/18-5/13  $60  Knighten  Hend Co Campus TEDC 305  CSP-8398-501
10:00AM-12:00PM  T  3/18-5/13  $60  Sprouse  Trans Co Campus TRCT 220  CSP-8398-521

Keyboarding 101 – New!
Learn the step-by-step process of identifying keys, how to type correctly and proper use of a computer mouse. Learn to type quickly and accurately without looking at the computer keys.
9:00AM-11:00AM  T  1/21-3/11  $60  Knighten  Hend Co Campus TEDC 335  CSP-8545-401
9:00AM-11:00AM  T  3/18-5/13  $60  Knighten  Hend Co Campus TEDC 335  CSP-8545-501

Learn to use your iPad/iPhone – New!
Explore the basics of using the Apple iPad or iPhone, learn about functions and features, how to download apps, use email features, view movies and much more. Please bring your devices with you to class.
4:00PM-6:00PM  T  1/21-3/11  $60  Knighten  Hend Co Campus TEDC 223  CSP-8547-411
4:00PM-6:00PM  T  3/18-5/13  $60  Knighten  Hend Co Campus TEDC 223  CSP-8547-511

Crafts

Paper Piece Traditional Quilt Blocks – New!
Learn how to foundation or paper piece, nine or twelve traditional quilt blocks and discover how to analyze a block for converting to paper piecing. Lady of The Lake, Crow’s Foot, and Wild Goose Chase are normally difficult to piece because of the many small triangles required. By using the paper piecing method, the blocks are easy and accurate. Add sashing and borders to your blocks to create a beautiful lap or child-sized top-ready quilt. You will explore color theory, best practices for paper piecing, material and machine stitches. Come exchange ideas for batting, backing, quilt stitches and binding. A materials list is available, and you will need to bring your own machine to class each week.
10:00AM-12:00PM  F  1/10-2/14  $61.30  Volt  Trans Co Campus TRCS 141  CSP-8558-421
10:00AM-12:00PM  F  3/7-4/11  $61.30  Volt  Trans Co Campus TRCS 141  CSP-8558-521

Stained Glass
Learn the art of stained glass using the copper foil method under the guidance of an experienced instructor. You will select projects at your individual skill level.
9:00AM-12:00PM  M  1/13-3/10  $71.30  Calendrillo  Trans Co Campus TRCS 141  CSP-8119-421
9:00AM-12:00PM  W  1/15-3/5  $71.30  Calendrillo  Trans Co Campus TRCS 141  CSP-8119-422
9:00AM-12:00PM  W  3/12-5/14  $71.30  Calendrillo  Trans Co Campus TRCS 141  CSP-8119-522
9:00AM-12:00PM  M  3/17-5/12  $71.30  Calendrillo  Trans Co Campus TRCS 141  CSP-8119-521

Wire Wrapping Jewelry Making – New!
Learn to make your own professional looking jewelry. Experience the art of wire-wrapping through the construction of a copper bangle bracelet with clasp. No experience is necessary, but good eyesight or a close work magnifier or glasses is necessary. The cost of materials is included in the registration fee.
9:00AM-3:30PM  S  2/8-2/8  $66.30  Fidelman  Athletic and Activity Center 101  CSP-8552-800
9:00AM-3:30PM  S  4/12-4/12  $66.30  Fidelman  Athletic and Activity Center 101  CSP-8552-800
Learning for Leisure

Culinary

**Beginning Cake Decorating**
Come learn the proper use of different decorating tips and utensils including how to write using icing, the art of creating flowers, and border designs. A supply list and an icing recipe needed for the first class will be mailed to you after registration. Customized decorating kits needed for the class are available for purchase from the college bookstore for approximately $70.

6:00PM-8:30PM  M  3/3-4/7  $60  Ruff  Trans Co Campus TRCS 141  CSP-8022-431
6:00PM-8:30PM  T  3/4-4/8  $60  Ruff  Athletic and Activity Center 101  CSP-8022-800

**Brew Your Own Beer - Lagers**
Explore the world of craft beer brewing and learn how to brew your own all grain lagers. Lagers are light and drinkable with a crisp finish. Learn how to brew your own brand of lager and sample from a selection of lagers to broaden your knowledge of alternatives. Dress for the weather as we will conduct some of this course outside. Students must be 21 years or older to enroll in this course.

1:00PM-5:00PM  TH  1/30  $31.30  Mixon  Hend Co Campus SPRM 170  CSP-8515-401
1:00PM-5:00PM  TH  2/13  $31.30  Mixon  Hend Co Campus SPRM 170  CSP-8515-402
1:00PM-5:00PM  TH  3/20  $31.30  Mixon  Hend Co Campus SPRM 170  CSP-8515-501
1:00PM-5:00PM  TH  4/24  $31.30  Mixon  Hend Co Campus SPRM 170  CSP-8515-502

**Bringing the Garden to the Plate**
Learn to create culinary magic by cooking with fresh herbs and vegetables. Beginning with a survey of the types of fresh local ingredients, you will gain an understanding of how to incorporate these into delicious recipes. You will participate with hands-on involvement in the class. Registration fee includes a material cost for the course and all will get to enjoy the end product.

9:00AM-12:00PM  S  5/3  $46.30  Spencer  Mayberry’s Food (N. Caldwell St)  CSP-8532-800
9:00AM-12:00PM  S  5/10  $46.30  Spencer  Mayberry’s Food (N. Caldwell St)  CSP-8532-801

**Comfort and Energizing Soups**
Learn the wisdom and practice of using food (soup in particular) to comfort and soothe those at your table. Prepare soups that do more than just taste delicious. Hands-on involvement will help bring classroom instruction to life. Registration fee includes cost of materials and all will get to enjoy the end product.

6:00PM-9:00PM  TH  2/27  $51.30  Spencer  Mayberry’s Food (N. Caldwell St)  CSP-8533-800
Dance

Ballroom Dancing Level I & II
If you are new to Ballroom Dancing or would like a refresher course, these classes will help you feel at ease at a dinner dance, wedding, club, holiday party, or cruise. Learn how to Fox Trot, Swing, Tango, Waltz as well as steps for Latin dances.

6:00PM-7:30PM  T  1/14-2/18  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8012-431
7:30PM-9:00PM  W  1/15-2/19  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8012-432
7:30PM-9:00PM  TH  1/16-2/27  $56.30  Gilleran  Hend Co Campus INDS 134  CSP-8012-411
6:00PM-7:30PM  T  2/25-4/8  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8012-531
7:30PM-9:00PM  W  2/26-4/9  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8012-532
7:30PM-9:00PM  TH  3/6-4/10  $56.30  Gilleran  Hend Co Campus INDS 134  CSP-8012-511

Ballroom Dancing Level III
If you have completed Ballroom Dancing Levels I & II or feel comfortable dancing at an intermediate level, then put on your dancing shoes and further develop your dancing skills.

7:30PM-9:00PM  T  1/14-2/18  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8014-431
7:30PM-9:00PM  T  2/25-4/8  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8014-531

Beginning Argentine Tango
Tango is a Walking Dance that is simple, easy and fun while offering endless opportunities for advancement. Improved posture and balance are among the benefits of the Tango style of dancing. This class encompasses five weeks of instruction with the sixth and final week being a Practical, or ‘practice’ dance with live guidance.

10:00AM-12:00PM  M  1/27-3/3  $61.30  Flagg  Trans Co Campus TRCS 147  CSP-8531-421
1:30PM-3:30PM  M  1/27-3/3  $61.30  Flagg  Athletic and Activity Center Dance Studio  CSP-8531-800

Line Dancing
Here is a fun way for you to exercise, reduce stress, increase energy and muscle tone, and you do not need a partner. The first few weeks will include a repetitive approach to learning basic line dance steps and simple routines. Class sessions will review and gradually introduce new, faster, and more difficult steps and routines that will move you to a more advanced level. Classes will be dancing to country and rock and roll music. Flat leather soled shoes are recommended.

6:30PM-8:30PM  T  2/25-5/6  $66.30  Busch  Hend Co Campus INDS 134  CSP-8101-411

Shag Dancing
This fun-filled course is for couples and singles who like the shag music from the sixties, while providing great exercise! Learn rhythmic timing, basic shag steps and movements, along with dance routines. Have fun while learning the basics, male and female turns, belly roll, boogie walk, and lead/follow steps.

6:00PM-7:30PM  W  1/15-2/19  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8114-431
6:00PM-7:30PM  TH  1/16-2/27  $56.30  Gilleran  Hend Co Campus INDS 134  CSP-8114-411
6:00PM-7:30PM  W  2/26-4/9  $56.30  Gilleran  Trans Co Campus TRCS 147  CSP-8114-531
6:00PM-7:30PM  TH  3/6-4/10  $56.30  Gilleran  Hend Co Campus INDS 134  CSP-8114-511

Financial Planning
Retirement – Ready or Not – New!
Learn six things you should know to have a financially successful retirement. You will learn about qualified plans (IRA, 401k, 403b, etc.), how to not over pay taxes, how much risk should you take, what you need to know to be ready for retirement and finally what will inflation do to your plan.

6:00PM-8:00PM  TTH  1/14-1/16  $40  Blanton  Athletic and Activity Center 106  CSP-8550-800
6:00PM-8:00PM  TTH  3/11-3/13  $40  Blanton  Athletic and Activity Center 106  CSP-8550-801
6:00PM-8:00PM  TTH  4/22-4/24  $40  Blanton  Athletic and Activity Center 106  CSP-8550-802
# Learning for Leisure

## Health & Exercise

### Qigong for Health and Wellness – New!
Qigong is an ancient Chinese practice with wonderful health benefits. With slow, graceful movements, visualization and breathing allows you to connect with your body and become conscious of your Qi (life force energy). Learn a classic form of Qigong called Eight Piece Brocade and meditations. Qigong can be done by anyone regardless of age or health.

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### Reiki Energy Healing, Level I
Learn how to increase your energy level and healing ability for yourself and others. Reiki also reduces pain and stress. Reiki is a gentle healing touch that complements traditional medical treatment, natural therapies and hospice care. You will practice doing Reiki on yourself and others and receive the four attunements that empower you to enhance Reiki energy through your hands. No previous experience necessary. Interesting reading: Reiki, A Comprehensive Guide, by Pamela Miles.

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### Taking Charge of Your Life – New!
Learn to recognize and monitor negative thoughts and realize the power of internal and external factors in the out-picturing of your life. Each session will include a short lecture, activities and discussion. You will be given daily practice to do at home, designed to awaken you to your own individual power.

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### Yoga for Every Body – New!
Learn to unite breath with movement, flexibility with strength and lessons “on the mat” with perspective in life. The objective of class is to facilitate your practice in a safe, noncompetitive and welcoming environment. Individuals of all ages and levels of experience are welcome. You should wear comfortable clothing and bring your own mat and towel.

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## History

### A Year in Paris
Learn about Parisian life behind the sidewalk cafes and museums. Through photos, memoirs, and interactive discussion, a recent visitor recounts her past year in the City of Lights. Humorous French social customs and quirky language discoveries; the long-standing American community in Paris; ‘proof’ that Paris is the birthplace of the USA; a popular Parisian exhibition on American rock and roll music; both famous and unknown gardens; the best chocolatiers; metro moments; and more. Whether you have been there or wish you could go—this is a lively way to experience one of the most beautiful cities in the world.

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### Discovering American History in Paris
Learn the street in Paris where Benjamin Franklin lived during the eight years he spent negotiating support for our American Revolution. Learn about the famous statue of Thomas Jefferson and where it is placed. Also discover the Parisian restaurants you can visit today that were favorite hang-outs for our founding fathers. Discuss these topics and much more to discover the relationship between the American colonies and Paris in this fact-filled class.

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Exploring Appalachian Cultures I – New!
Learn the history of the settlements, the heritage of Native Americans, geography and places of interest, and the people whose lives have contributed to the cultural development of the Appalachian region. The impact of the changes during the last century on this region will also be explored.

10:00AM-12:00PM  F  1/17-3/14  $60  Schmieder  Athletic and Activity Center  101  CSP-8060-800
10:00AM-12:00PM  T  1/21-3/11  $60  Schmieder  Trans Co Campus TRCS 110  CSP-8060-421

Henderson County History & Heritage I
Learn about Henderson County from prehistory to the Civil War. Topics will include geography and natural resources, Cherokee history and culture, Revolutionary War and treaties with the Cherokee, early settlers and backgrounds, Appalachian culture, political and economic history, agriculture, transportation, religious history, education, early communities, black history, slavery, and contributions of women.

1:00PM-2:30PM  T  1/14-3/4  $60  Giles  Hend Co Campus TEDC 213  CSP-8481-401
7:00PM-8:30PM  T  1/14-3/4  $60  Giles  Hend Co Campus TEDC 213  CSP-8481-411

Henderson County History & Heritage II
This second course of Henderson County history will explore the years from the Civil War to the present. Learn about Henderson County during the Civil War, Reconstruction, the Great Depression, World Wars I and II and the post-war era. Examine the impact of cultural changes, political and economic issues, agriculture, transportation, religious history, education, industrialization, the arts, black history, and contributions of women.

1:00PM-2:30PM  T  3/11-5/6  $60  Giles  Hend Co Campus TEDC 213  CSP-8482-501
7:00PM-8:30PM  T  3/11-5/6  $60  Giles  Hend Co Campus TEDC 213  CSP-8482-511

Geology of North Carolina – New!
Learn how the spectacular mountains, gorges, caves, beaches and mineral riches of our region were formed. Understanding how such geologic splendor can result from both ancient and ongoing catastrophes like floods, landslides, hurricanes, volcanoes, and earthquakes will change the way you see our dangerous, beautiful, fragile planet.

6:00PM-8:00PM  W  2/5-4/2  $61.30  Culotta  Athletic and Activity Center  101  CSP-8542-800

Our Cherokee Heritage
Discover our Cherokee heritage as told through stories, myths and sacred legends of the Cherokee. Explore contemporary and social justice issues and concerns of the Eastern Band of the Cherokee Indians. Learn about the origin of the Cherokee and the settlement of the Eastern Band in the Qualla Boundary. Discuss the preservation of the Cherokee culture and language, the impact of acculturation, boarding schools, and the railroad system on the Cherokee. Understand the importance of racial justice for subjugated populations.

10:00AM-12:00PM  T  2/18-4/8  $60  McCall-Dickson  Trans Co Campus TRCS 140  CSP-8476-421

1969 Location of Blue Ridge Community College
Learning for Leisure

Languages

French for Beginners II
This course is for persons who have completed French for Beginners, Part I or equivalent and want to improve their language skills. Students will continue to work with French Made Simple.

1:00PM-3:00PM     M     1/13-3/17     $70     Morin     Hend Co Campus TEDC 311     CSP-8071-401

Needlework

Design a Knit and Felted Bucket Purse – New!
Learn to knit, felt and embellish a “one of a kind” Bucket Purse. Gain instruction and guidance regarding skills while being creative. Purse construction takes place in class with a limited amount of homework. Felting is done at home in a top loading washer. Materials cost is $40 per purse in addition to registration fees. Prerequisite knitting skills for this class: cast on/off garter stitch.

1:00PM-3:00PM     W     1/15-1/29     $51.30     Sensor     Athletic and Activity Center 106     CSP-8554-800

Design a Knit/Felted Flap/Snap Purse – New!
Learn to knit, felt and embellish a “one of a kind” Snap Purse. Gain instruction and guidance regarding skills while being creative. Purse construction takes place in class with a limited amount of homework. Felting is done at home in a top loading washer. Materials cost is $40 per purse in addition to registration fees. Prerequisite knitting skills for this class: cast on/off garter stitch.

1:00PM-3:00PM     W     2/5-2/26     $56.30     Sensor     Athletic and Activity Center 106     CSP-8553-800

Design a Knit/Felted Shoulder Purse – New!
Learn how to knit, felt and embellish a one of a kind shoulder purse. Gain instruction and guidance regarding skills while being creative. Purse construction takes place in class with a limited amount of homework. Felting is done at home in a top loading washer. Materials cost is $40 per purse in addition to registration fees. Prerequisite knitting skills for this class: cast on/off garter stitch.

1:00PM-3:00PM     W     3/5-4/2     $56.30     Sensor     Athletic and Activity Center 106     CSP-8555-800

Photography

Beginning Digital Photography
Learn digital camera features and usage, image manipulation and file types, output options for a home darkroom, and special techniques for improved color rendition. Using demonstrations and examples, you will be up-to-speed on the digital superhighway before you know it. Cameras are optional for this informative class.

1:00PM-3:00PM     T     1/14-2/18     $60     Flagg     Athletic Activity Center 101     CSP-8023-800
10:00AM-12:00PM   T     1/14-2/18     $60     Flagg     Trans Co Campus TRCS 149     CSP-8023-421
1:00PM-3:00PM     T     3/11-4/22     $60     Flagg     Athletic Activity Center 101     CSP-8023-802
10:00AM-12:00PM   T     3/11-4/22     $60     Flagg     Trans Co Campus TRCS 149     CSP-8023-521

How to Take Better Pictures
Learn why technique is much more important than equipment in taking good pictures. Get to know your camera, learn how to practice and avoid some common mistakes to improve your photographs.

6:00PM-8:00PM     M     2/3-2/17     $61.30     St. Romain     Trans Co Campus TRCS 130     CSP-8462-431
10:00AM-12:00PM   F     2/28-3/14     $61.30     St. Romain     Trans Co Campus TRCS 143     CSP-8462-421
Outdoor Photography Workshop
Learn the art of outdoor photography by capturing and creating moments that explore the essence of our environment. Our subjects will be still photography, wildlife, and scenery. You will also learn the additive and subtractive elements of lighting, backgrounds and copying. Bring your camera to class.

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Pottery

Beginning/Intermediate Pottery
Learn hand building, decorating techniques, potter’s wheel skills, firing and glazing. Create finished work based on your interests, creativity and skill level. If you are a beginning potter, or exploring the medium further, this is the class for you. Please visit the BRCC bookstore to purchase required books and supplies before class begins.

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Special Interest

A Writers’ Roundtable
Learn to write in many forms such as poetry, memoir, essay, and short story using a roundtable format. Each week you will exchange your assigned work with a week’s time for review followed by discussion in the next class. If you are willing to bring in writing to be shared with other students for cooperative critiquing, this is the course for you.

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High Definition Reading & Learning – New!
Discover the source of many reading and learning problems and what you can do to immediately learn with clarity and confidence. The required book “The Kangaroo Method” is available at the BRCC bookstore.

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Last Vocabulary Class You’ll Ever Need – New!
Learn how to crack open the meaning of words without using a dictionary, and how to quickly build a powerful vocabulary using accelerated word-infusion techniques. Gain more control of your personal and professional communications, develop instant credibility and high regard among peers, write more clearly and persuasively, ace job interviews and improve test scores. The registration fee includes a copy of an audio CD entitled, “40 Words Successful People Use.”

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Philosophy as a Way of Life – New!
Learn and discuss the writings of Plato and Aristotle, the Stoics, Epictetus, Marcus Aurelius, Epicurus, Cicero and Seneca and St. Augustine. You will focus on how each of these acclaimed philosophers thought we ought to live our lives, individually and collectively, and how these ideas have served as cornerstones of the culture of Western Civilization.

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Join us for an evening at the Blue Ridge Concert Series.

January 21
Flute Recital*
February 18
Chamber Music*

*Concert features students and faculty from University of North Carolina School of the Arts

All Concerts are scheduled for 7:30 p.m. in the Sink Building, Thomas Auditorium. Admission: $10

For more information, call (828) 694-1742 or e-mail ewdce@blueridge.edu
Learning for Leisure

Star Gazing
Learn the basics of astronomy and discover how to identify stars, planets and constellations. You will learn how to use a star chart, explore our solar system and go beyond the Milky Way to the furthest reaches of the universe. Learn how to use a telescope and do basic photography. We’ll even have an evening Star Party on a mountaintop looking through an 18” telescope.

7:00PM-9:00PM  T  4/1-5/13  $61.30  Pisa  Athletic and Activity Center 106  CSP-8463-800

Sustainability

Allergy Relief at Home – New!
Learn what you can do to make your home healthier and more allergy free. Learn how to control: dust, mold, dust mites and other allergens. You will also learn how to better manage household dryness and foul odors.

6:00PM-8:00PM  TH  3/13-3/27  $51.30  Bayless  Athletic and Activity Center 101  CSP-8556-800

Do-It-Yourself Home Inspection – New!
Learn how to conduct a home environmental inspection to help find troubles before a home purchase. The standard home inspection can help uncover: mold, dampness, odors, duct troubles, high power bills, poor ventilation, etc. This is a great course for buyers, sellers, tenants, landlords, and property managers.

6:00PM-8:00PM  TH  2/6-2/27  $51.30  Bayless  Athletic and Activity Center 101  CSP-8544-800

Lower Your Home Heating Bills – New!
Learn the affordable steps you can take to lower your home heating bills. Even if your heating costs are $200, $300 or $400 per month, this class can help. Come learn from a professional, what you can do now to lower your home heating expenses.

6:00PM-8:00PM  TH  1/16-1/30  $51.30  Bayless  Athletic and Activity Center 101  CSP-8557-800

Carolina Village and Blue Ridge Community College
We have a new series of courses that take place at Carolina Village in Hendersonville that meet the needs and interest of Seniors in our community. For more information and a listing of upcoming courses call Olga at (828) 694-1742.
Give the Gift of Knowledge

Giving through Living Memorials
Honoring loved ones through charitable gifts is an especially meaningful act of paying tribute to someone special while assuring that worthwhile values continue to influence the world around us. Memorial and tribute gifts are one way to thoughtfully remember family members and friends who have been such a vital part of your life.

Gifts for every “occasion”
Gifts made in honor of family and friends on a birthday, wedding, anniversary, or at times such as Mother’s Day or Father’s Day; at the birth of a child or a grandchild; or other special occasions can be gifts of love that show how much you care.

Gifts this holiday season
At this time of the year, honor or remember a loved one, family member, friend, health care provider, colleague, or client by providing educational opportunities through a donation to Blue Ridge Community College Educational Foundation.

GIVING CHOICES
☐ My Gift is a Special Occasion Contribution
  ☐ Birthday ☐ Wedding ☐ Anniversary ☐ Other __________
☐ My Gift is a Holiday Contribution
  Honor or remember a loved one, family member, friend, colleague, client, or health care provider with a donation.
  When you make a special occasion or holiday contribution, Blue Ridge Community College Educational Foundation will send a customized gift card directly to the individual or family you are honoring or remembering.
  Send Gift Card to: Name_____________________________________________________
  Address_________________________________ City ___________________________ State _______ Zip _______
  Please identify gift type:
  ☐ In memory of ___________________________________________ ☐ In honor of _______________________
☐ My Gift is a Personal Contribution

METHOD OF PAYMENT
☐ My Gift of $__________ is enclosed. Please make check payable to Blue Ridge Community College Educational Foundation.
☐ Pledge of $_____________, I shall pay said pledge in ______ installments of $_____________ each.
  ☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually beginning on ______/_____/______
  Signature ____________________________________________________
  ☐ I wish my gift to remain anonymous.
☐ My employer, ______________________________, will match my gift.
☐ Form enclosed ☐ Company notified

My Name_____________________________________________________
Address_____________________________________________________
City ___________________________ State _______ Zip _______
Phone (     ) ________________________ E-mail ___________________

Give the Gift of Knowledge
For more information, call (828) 694-1710 or e-mail brccef@blueridge.edu

Return this completed form to:
Blue Ridge Community College Educational Foundation, Inc.
180 West Campus Drive
Flat Rock, NC  28731
(828) 694-1710
Registration Information

Sign me up!

Students may register for Continuing Education classes on a first-come, first-served basis. Late registration will be held at the first class meeting if space is available. Please register well before the beginning date of your class. If you wait, your class may be full or canceled because of a low number of registrations.

Register By Mail

Complete the registration form on the next page, enclose payment, mail to:

Continuing Education Mail-In Registration
Blue Ridge Community College
180 West Campus Drive
Flat Rock, NC 28731

Make checks or money orders payable to Blue Ridge Community College. Credit card payment is also accepted on the mail-in form. Mail-in registration will be accepted until the Thursday prior to the first class session.

Register Online

Process utilizes a program called WebAdvisor. This program allows you to register for classes, check your transcripts and grades, pay your tuition and fees online, and provides other important student information. To complete the Online Student Information form:

Go to www.blueridge.edu > Prospective Student > Continuing Education > Registration Information
You must have a valid e-mail address to register online.

Walk-In

Walk-in Registration Day is January 7 from 9 a.m. to 7 p.m.
However, you can walk-in to register any time before the class starts at the following locations:

◆ Henderson County Campus: Continuing Education Building, Room 123
  Monday - Thursday from 8 a.m. to 5 p.m. Friday from 8 a.m. to 4:30 p.m.
  A drop box is also available to drop registration forms off any time at the main entrance of the Continuing Education Building.

◆ Transylvania County Campus: Reception Area in the Straus Building
  Monday – Thursday from 8 a.m. to 10 p.m. Friday from 8 a.m. to 4:30 p.m.
Registration Policies

Please Note
Provision of social security number is voluntary, is requested solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of Blue Ridge Community College.

Senior Citizens Please Note
Due to recent North Carolina legislative changes, senior waivers are not available.

Registration Fees
Registration fees are due at the time of registration. Students are not enrolled until all registration fees are paid. Registration fees are indicated in the course listing and are subject to change. Students are responsible for buying supplies and materials as necessary. Books are usually available through the College Bookstore.

Computer Use and Technology Fee
The registration fee for continuing education computer classes includes a $5 computer use and technology fee. This fee is required of all students enrolled in continuing education computer classes and is non-refundable.

Insurance Fee
Some courses require accident insurance while in class. For these courses, the non-refundable $1.30 insurance fee is included in the registration fee and is required of all participants. The fee is subject to change.

Refund Policy
Pursuant to the North Carolina Administrative Code Title 23, Chapter 2(D) Section, 0203(d), the College shall refund registration fees under the following circumstances:

If a student officially withdraws from the class prior to the first class session the student will receive 100% refund. NOTE: Official withdrawal requires written notification received by the Continuing Education Office prior to the first class session.

If a class is canceled due to insufficient enrollment, the student will receive 100% refund.

After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled class hours, the student will receive a 75% refund of the registration fee. NOTE: For most classes, the 10% point is the first class session. Written notification must be received by the Continuing Education office on the 10% date or 1st class session. Insurance Fees and technology fees are non-refundable.

Course Repetitions
Students who take an occupational extension course more than twice within a five-year period will be charged the actual cost of the course. For more information, contact Jerry at (828) 694-1737.

Bookstore Information
New and used books and school supplies are available in the College Bookstore located in the Killian Building on the Henderson County Campus and the Student Center at the Transylvania County Campus. Books may also be purchased online at http://blueridge.bncollege.com. Pursuant to the Higher Education Opportunity Act, Blue Ridge Community College is required to share required information (ISBN number and retail price) with students. This information can be found on the Blue Ridge Community College Bookstore Website at http://blueridge.bncollege.com.

Off-Campus Locations

<table>
<thead>
<tr>
<th>Athletics Activity Center</th>
<th>Oskar Blues Brewery</th>
</tr>
</thead>
<tbody>
<tr>
<td>708 S. Grove St.</td>
<td>342 Mtn. Industrial Dr.</td>
</tr>
<tr>
<td>Hendersonville, NC 28792</td>
<td>Brevard, NC 28712</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Brevard High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>747 N. Country Club Road</td>
</tr>
<tr>
<td>Brevard, NC 28712</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carolina Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>600 Carolina Village Road</td>
</tr>
<tr>
<td>Hendersonville, NC 28792</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>East Henderson High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Foods Lab</td>
</tr>
<tr>
<td>110 Upward Road</td>
</tr>
<tr>
<td>East Flat Rock, NC 28726</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mayberry’s Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>334 N Caldwell Street</td>
</tr>
<tr>
<td>Brevard, NC 28712</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Poe House</th>
</tr>
</thead>
<tbody>
<tr>
<td>105 First Ave West</td>
</tr>
<tr>
<td>Hendersonville, NC 28792</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St. Paul Mountain Vineyards</th>
</tr>
</thead>
<tbody>
<tr>
<td>588 Chestnut Gap Rd.</td>
</tr>
<tr>
<td>Hendersonville, NC 28792</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vision Jesus</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 1st Ave West</td>
</tr>
<tr>
<td>Hendersonville, NC 28739</td>
</tr>
</tbody>
</table>
**Continuing Education Registration**

*Please print or type.* Information on race and sex is voluntary and will not be used for admissions process.

<table>
<thead>
<tr>
<th>Print Name (Last, First, Middle Initial)</th>
<th>Social Security Number (for student information only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>For Official Use Only</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone Number</td>
<td>Business Phone</td>
</tr>
<tr>
<td>Email address (please print legibly)</td>
<td>Date of Birth (Month/Day/Year)</td>
</tr>
<tr>
<td></td>
<td>Male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ethnic</th>
<th>Race</th>
<th>Circle Highest Grade Completed</th>
<th>Employment Status</th>
<th>Due to recent North Carolina legislative changes, senior waivers are not available.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. White</td>
<td>1. White</td>
<td>0 1 2 3 4 5 6</td>
<td>1. Retired (R)</td>
<td></td>
</tr>
<tr>
<td>2. Black</td>
<td>2. Black</td>
<td>7 8 9 10 11 12</td>
<td>2. Unemployed Seeking (US)</td>
<td></td>
</tr>
<tr>
<td>Hawaiian/</td>
<td>3. Hawaiian/</td>
<td>High School Equivalency (GED)</td>
<td>3. Unemployed Not Seeking (UN)</td>
<td></td>
</tr>
<tr>
<td>Pacific Islander</td>
<td>Pacific Islander</td>
<td>Adult High School</td>
<td>4. Employed: Part-time (PT)</td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td>Asian</td>
<td>One Year Vocational Diploma</td>
<td>5. Employed: Full-time (FT)</td>
<td></td>
</tr>
<tr>
<td>American/</td>
<td>American/</td>
<td>Associate Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alaska Native</td>
<td>Alaska Native</td>
<td>Bachelor’s Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master’s Degree or Higher</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that the information above is true and accurate and that my legal residence for tuition purposes is as shown. Pursuant to College Procedure 8.1.1, Blue Ridge Community College reserves the right to use photographs, motion pictures, and electronic images of students who are 18 or older for marketing and promotional purposes. Objection to the use of an individual’s photograph in such a manner may be made in writing to the Director of Public Relations.

**SIGNATURE (required for all students):**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Date(s)</th>
<th>Course Title</th>
<th>Day(s)</th>
<th>Time</th>
<th>Location</th>
<th>Registration Fee</th>
</tr>
</thead>
</table>

Registration Fees ONLY – No textbook/materials cost should be included

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
</table>

Do you need a receipt mailed to you?  Yes  No

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If you have a documented disability, please make an appointment with the Director of Disability Services (694-1813) prior to class start to self-disclose in order that you may receive reasonable classroom or lab accommodations.

Please check all information before mailing. Course number must be accurate to ensure proper placement in class. Send check or money order made payable to Blue Ridge Community College (no cash, please) to:

**Continuing Education**
**Mail-In Registration**
**Blue Ridge Community College**
**180 West Campus Drive**
**Flat Rock, NC 28731-4728**
**Phone (828) 694-1735**
**www.blueridge.edu**

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**Payment Information**

Total Amount Enclosed $

- [ ] Check  [ ] Money Order  [ ] Cash
- [ ] VISA  [ ] MC  [ ] AMEX
- 3rd Party Billing *(Authorization Required)*

**NOTE:** Credit Card payments are not permitted by phone or fax. Form can be mailed in or dropped off at the Continuing Education Office.

Card # __________ - __________ - __________ - __________

Expiration Date: __________

Card Holder Name: __________________________

Signature: __________________________

---

Revised 6/19/13
Frequently-Called Numbers

Main Switchboard (Henderson County Campus) .......... (828) 694 - 1700
Transylvania County Campus ......................... (828) 694 - 1900 or 883 - 2520
Bookstore ................................................................. (828) 694 - 1720
Business Services ........................................................... (828) 694 - 1756
Center For Lifelong Learning ............................. (828) 694 - 1740
Community Enrichment ........................................ (828) 694 - 1742
Computer Courses ..................................................... (828) 694 - 1744
ED2GO (Online Courses) ........................................... (828) 694 - 1744
Continuing Education - General Information ................ (828) 694 - 1735
Continuing Education - Transcript Request ................ (828) 694 - 1737
Continuing Education - Transylvania .................. (828) 694 - 1910
Customized Training .................................................... (828) 694 - 1756
Defensive Driving ......................................................... (828) 694 - 1742
Emergency Services ..................................................... (828) 694 - 1729
English as a Second Language/Spanish ..................... (828) 694 - 1731
Environmental and Safety Training Center ............ (828) 694 - 1767
Human Resources Development (HRD) ................ (828) 694 - 1734
JobLink Career Center (Henderson County Campus) .... (828) 694 - 1755
JobLink Career Center (Transylvania County Campus) .... (828) 883 - 2550
Law Enforcement ......................................................... (828) 694 - 1760
Nurse Aide ................................................................. (828) 694 - 1750
Small Business Center ................................................ (828) 694 - 1779
Vice President, Workforce & Economic Development/ Continuing Education ...................... (828) 694 - 1752

BRCC Building Name Abbreviations

ARTS  Arts and Sciences Building
CONE  Continuing Education Building
FIRA  Fire Training Center
GENS  General Studies Building
INDS  Industrial Skills Center
KILL  Killian Building
MCMA  Motorcycle Safety/Masonry Building
PLMB  Motorcycle Safety/Masonry Building
PATT  Patton Building
SINK  Sink Building
SPRM  Spearman Building
TEDC  Technology Education and Development Center
TRCT/TRCS  Transylvania County Campus

Transylvania County Campus

45 Oak Park Drive, Brevard, NC 28712
(828) 883-2520
Located at the intersection of Asheville Highway (US 64) and Osborne Road in Brevard.

Blue Ridge Community College

Henderson County Campus

1. Continuing Education Building (CONE)
2. Patton Building (PATT)
3. General Studies Building (GENS)
4. Arts and Sciences Building (ARTS)
5. Picnic Shed
6. Industrial Skills Center (INDS)
7. Killian Building (KILL)
8. Groundskeeping Building
9. Motorcycle Safety/Masonry Building (MCMA)
10. Maintenance/Storage Building
11. Fire Training Center (FIRA)
12. Spearman Building (SPRM)
13. Bullington Greenhouse
14. Sink Building (SINK)
15. Thomas Auditorium
16. Technology Education and Development Center (TEDC)
17. Blue Ridge Conference Hall
18. Moreno Baseball Stadium
Our mission is to provide quality education and training opportunities that support student learning, enhance student advancement and success, and meet the workforce needs of our community.

Blue Ridge Community College is accredited by Southern Association of Colleges and Schools Commission on Colleges to award the associate degrees. an equal opportunity college

69,703 copies of this document were printed at a cost of $9,077.93 or 13 cents each. December 2013

Henderson County Campus
180 West Campus Drive
Flat Rock, NC 28731
(828) 694-1735
Located off of Airport Road near the Hendersonville Airport.
Easy access also available from Upward Road to South Allen Road.

Transylvania County Campus
45 Oak Park Drive
Brevard, NC 28712
(828) 883-2520
Located at the intersection of Asheville Highway (US 64) and Osborne Road in Brevard.