

## CORPORATE & CONTINUING EDUCATION DIVISION

The Corporate and Continuing Education Division offers a vast array of courses and programs in over 100 sites throughout our two county service area of Surry and Yadkin Counties. Course categories include arts and crafts, automotive, computer skills, construction, insurance, languages, law enforcement, fire and rescue, emergency medical, nursing, real estate, recreation, teaching, trades, and miscellaneous other classes.

Through the Corporate and Continuing Education Division you can prepare for a new career in one of our licensing/certification programs, enhance your work skills, earn your high school diploma (GED), learn a trade, or take a class for personal enrichment.

**Occupational Extension Courses** are designed to prepare individuals for an occupation/career through licensing and certification courses. Courses are also available to enhance the skills of students in their current employment situation. Some of these courses include law enforcement, certified nursing assistant, real estate, teacher assistant, emergency medical technician, computer skills, HVAC, electrical contractor, general contractor, and plumbing.

**The Basic Skills Program** includes the following components:

- The High School Completion Program (GED)** is designed to prepare adults for the Tests of General Educational Development. Upon successful completion of the program of study and a satisfactory score on the GED Tests, students are awarded a high school diploma by the State of North Carolina.
- The Adult Basic Education Program** provides a means for adults to learn to read, write, and improve basic math skills. Practical teaching methods enable students to acquire basic skills such as using a telephone directory, reading road signs, counting money, and completing job applications.
- English for Speakers of Other Languages (ESL)** courses are designed to teach English communication skills as well as American customs and history to persons whose primary language is not English. This program is part of the Center for Foreign Languages.
- The Compensatory Education Program** provides educational opportunities for adults who have special learning needs due to a developmental disability or traumatic brain injury.
- The Family Literacy Program** is a comprehensive family oriented educational program that the college offers in partnership with the public school systems and other agencies. Parents and children attend classes together to enhance the education level of the whole family.

**The Human Resources Development Program** provides employability skills for unemployed and underemployed adults. The curriculum addresses six core components: (1) assessment of an individual's assets and limitations, (2) development of a positive self-concept, (3) development of employability skills, (4) development of communication skills, (5) development of problem-solving skills, and (6) awareness of the impact of information technology in the workplace. Also, the framework of the course can be based on four post-employment service strategies: transition, advancement, retention, and re-employment. Career exploration and training success strategies are emphasized for those people returning to school.

**The Small Business Center (SBC)** offers free or low-cost services for both start-up and existing businesses. Services include consultation and referral, courses and seminars, and access to entrepreneurial literature. The mission of the Small Business Center is to increase the success rate of small businesses and to enhance economic development in North Carolina.

**The Focused Industry Training Program (FIT)** is a special training source for North Carolina’s traditional industries. Serving primarily manufacturing clients, FIT uses individualized needs assessments and consultants to design and implement targeted, customized training for organizations that need to upgrade workers’ skills because of technological or process advances.

**The New and Expanding Industry Program (NEIT)** is designed to assist any company that creates at least twelve (12) new production jobs in our service area with average hourly rates exceeding the county average. The versatility of this training is virtually unlimited. The final design of the training is the result of a partnership between the company and the college.

**Customized Industry Training Program (CIT)** is designed to augment the services of NEIT and FIT programs where their current guidelines do not apply. Businesses and industries eligible for CIT support include manufacturing, technology intensive (software, biotech), regional or national warehousing and distribution centers, business support services and air courier services. Eligible trainees must be current full-time associates of the business or industry. Additionally, three qualifiers must be met: (1) the business must be making an appreciable capital investment; (2) the business is deploying new technology; and (3) the skills of the workers will be enhanced by the assistance. Design and execution of the training will be similar to the FIT and NEIT programs.

**Personal Enrichment and Self-Supporting Programs** include courses designed to meet the personal growth, recreational, and enrichment needs of adult students. Representative courses include painting, photography, sewing, cake decorating, cooking, dance, yoga, basketweaving, floral design, stained glass, scrapbooking, a variety of needlework classes, golf, fly fishing, motorcycle safety, Alive at 25, reflexology, and therapeutic massage.

**The Emergency Services Training Center** is a comprehensive training facility for emergency services personnel, law enforcement personnel, and industrial employees. The center includes a driving range, live fire simulators, a structural burn building, confined space and high angle rescue simulators, and an off-road emergency vehicle operators training course.

## **TUITION, FEES & REFUNDS**

All Basic Skills (ABE, GED, ESL, CED, Family Literacy) classes are offered **tuition free**.

**Tuition and fees for occupational and community service classes are as follows.**

<b><u>Course Hours</u></b>	<b><u>Tuition</u></b>	<b><u>Technology Fee</u></b>
1-10 hours	\$50.00	none
11-30 hours	\$55.00	\$1.00
31-100 hours	\$60.00	\$2.00
101+ hours	\$65.00	\$3.00
Community Service	\$40.00	based on hours of class as stipulated above

Students who enroll in **self-supporting classes** pay fees that are based on a pro rata cost of the course. Technology fees are based on the hours of the course as stipulated above.

A student who **wishes to withdraw** from a Continuing Education course must contact the Continuing Education office prior to the 10% point of the scheduled hours of the class to be eligible for a tuition refund. A 75% refund will be given if the student request is received by the deadline. If a student pre-registers/prepays for a class and requests a refund prior to the first class meeting, 100% of the tuition will be returned.

North Carolina residents age 65 years of age and older may register free of charge with the exception of Self-Supporting courses. Tuition fees are set by the North Carolina General Assembly and may change. **Any person repeating an Occupational course for the third time will be charged an additional fee.**

The **technology fee** is waived for Basic Skills students, HRD students, and students enrolled in emergency services training courses. It does apply to senior citizens, even when tuition is waived and to college faculty/staff who enroll in continuing education classes.

All continuing education students who attend class during the day must purchase a **parking permit**. Students who are registered for an evening class that is more than 20 hours in duration must purchase a parking permit.

## **REGISTRATION AND ATTENDANCE**

Continuing Education students register at the first class session unless noted as “pre-registration required” in the course information. To pre-register, please call the appropriate extension number from the class schedule.

Any person eighteen years of age or older may be admitted to a Continuing Education class. Surry Community College provides educational opportunities without regard to race, sex, creed, national origin, or disability.

Students are encouraged to attend all classes. Those who attend at least 80 percent of the classes and complete course requirements will be awarded a satisfactory grade and CEU’s where applicable.

**Continuing Education classes may be cancelled if a sufficient number of persons do not register at the first class meeting.**

## **CONTINUING EDUCATION UNITS**

Continuing Education Units (CEU’s) are awarded by the college (one CEU for ten contact hours of class) to students who complete all course requirements for non-credit classes above the secondary school level. CEU records are maintained by the Continuing Education Division.

## **CONTINUING EDUCATION TRANSCRIPTS**

Transcripts of individual records are available upon written request and students will be charged a \$3.00 fee per official copy.

# Continuing Education Course Listing

	Hours	Semester	Certificate/License
<b>AUTOMOTIVE/TRANSPORTATION</b>			
Alive at 25	4	FSSu	
Aviation Ground School	72	FS	
Auto Body Repair I, II, III, & IV	100	FSSu	
Auto Safety Inspection	8	FSSu	License
Auto Inspection (OBD) - On Board Diagnostic/Renewal	8/4	FSSu	License
Motor Vehicle Dealer Continuing Education	6	S	License
Motor Vehicle Dealer Initial	12	Su	License
Motorcycle Safety	22	FSSu	
Truck Driver Training	168	FSSu	License

	Hours	Semester	Certificate/License
<b>COMMUNITY ENRICHMENT</b>			
Basketweaving	30	FS	
Cake Decorating	39	FS	
Crochet & Tatting	30	FS	
Dance: Belly	20	FS	
Dance: Country Line	20	FS	
Dance: Shag	20	FS	
Dance: Social/Ballroom	16	FS	
Dog Grooming	30	FS	
Dog Obedience	8	FSSu	
Floral Design	33	FS	
Fly Fishing	16	S	
Golf	24	FSSu	
Knitting	30	FS	
Painting (Acrylic, Decorative, Oil, Watercolor)	30	FS	
Photography (Film/Digital)	30	FSSu	
Quilting	30	FS	
Scrapbooks in the Making	30	FS	
Sewing (Beginning & Custom)	30	FS	
Stained Glass	30	FS	
Viticulture	8	FSSu	
Wine Appreciation	12	FS	
Yoga	20	FS	

Semester = (F) Fall (S) Spring (Su) Summer      OR = On Request

# Continuing Education Course Listing

Hours Semester

## COMPUTER COURSES

### COMPUTER SKILLS FOR JOB SEEKERS 36 FSSu

This course focuses on Computer Basics and is an introduction to Windows. The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer use skills, introduce the Internet and develop email capabilities, and develop skills in navigating the Internet and using search engines. Students learn the use of Windows controls, file management, word processing, and spreadsheet applications. Prerequisites: None

### INTERNET FOR JOB SEEKERS 30 FSSu

This course on Internet Basics can be used to learn about the most important topics of using the Internet, including using e-mail, browsing Web sites, searching for information, downloading data & programs, using file transfer protocol (FTP) software, and other Internet related topics. The training for this course is a combination of Instructor-led lecture and student hands-on use of the Internet. Students will be shown how to set up their own e-mail account and how to determine their home page on the web. Each class session will begin with the instructor's demonstrating how to use a certain segment of the World Wide Web that the student will need to use when working the assignments on your own during the last part of each class. This lecture and hands-on approach is designed to make you more productive when using the Internet. Prerequisites: Computer Skills or prior computer knowledge.

### KEYBOARDING SKILLS FOR THE WORKPLACE 30 FSSu

This course is designed to provide training in keyboarding skills using a computer keyboard. Course topics include focusing on alphabetic keys and the numeric key pad. The student will become familiar with numeric, symbol and function keys, and will drill for speed, accuracy, and keyboard applications. This class will help the student develop strong keyboarding skills and will reinforce proper techniques to build keyboarding fluency. Learning to keyboard requires continual diligence and repetition to master; therefore, technique drills and speed and accuracy drills are included. Prerequisites: None

### MICROSOFT OFFICE INTRODUCTORY 78 FSSu

This MS-Office Introductory course consists of twelve projects that are designed to take full advantage of the MS-Office application. The objective of this course is to teach the introductory and the intermediate levels of MS-Office, showing the student how to create Word documents, Excel workbooks, Access databases, and PowerPoint presentations. The training for this course is a combination of Instructor-led lecture and student hands-on exercises. Each class session will begin with the instructor's lecture of the subject, which includes a preview of the steps that you will need to use when working the assignments on your own during the last part of each class session. This lecture and hands-on approach is designed to make students more productive when using MS-Office. The textbook, *MS-Office: Introductory Concepts and Techniques*, consists of a brief introduction to computers, a project on MS-Windows, three projects each on MS-Word, MS-Excel, and MS-Access and two projects on MS-PowerPoint. After completing the projects and activities in this course, students will have started a foundation of the training that will eventually prepare them for the Core Level Microsoft Office User Specialist (MOUS) program.

Prerequisites: Computer Skills for Job Seekers or prior computer knowledge.

### MICROSOFT OFFICE ADVANCED 78 FSSu

This MS-Office Advanced course will extend the student's basic knowledge of working with Word documents, Excel workbooks, Access databases, and PowerPoint presentations. This advanced course is a continuation of the MS-Office Introductory course, and it is assumed that students are familiar with the fundamentals of MS-Word, MS-Excel, MS-Access, and MS-PowerPoint. The textbook, *MS-Office: Advanced Concepts and Techniques*, consists of, projects four, five and six for MS-Word, MS-Excel, and MS-Access and projects three and four for MS-PowerPoint. After completing the projects and activities in this course, students will be prepared to pass the Core & Comprehensive-level Microsoft Office User Specialist (MOUS) exam. Prerequisites: Introductory Microsoft Office.

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

# Continuing Education Course Listing

	Hours	Semester	Certificate/License
<b>EDUCATION</b>			
<b>CHILD CARE PROVIDER CONTINUING EDUCATION</b>	<b>12</b>	<b>FSSu</b>	
Offered periodically throughout the year, a variety of topics are covered to provide professional development for child care providers and to meet their continuing education training hour requirements. All sessions address developmentally appropriate curriculum for child care providers to use in their classrooms.			
<b>EFFECTIVE TEACHER TRAINING</b>	<b>30</b>	<b>FSSu</b>	
This class presents an overview of the Effective Teacher Training course. The ETT program emphasizes information and behavioral skills needed in order to recognize and apply those teaching practices that research supports as most effective. Educators must look at time as a resource whose appropriate use is carefully planned for and strictly managed. This class presents teaching skills, which maximize learning time.			
<b>NATIONAL BOARD CERTIFICATION FOR PUBLIC SCHOOL TEACHERS</b>	<b>24</b>	<b>FSSu</b>	
This course provides a comprehensive introduction to the National Board for Professional Teaching Standards certification process. Providing information for both candidates and potential candidates, the course focuses on the four portfolio entries and the six assessment center entries. Detailed instructions for each aspect of the ten areas are discussed. Tips for completing the certification process, including the video entries, are given during the course.			
<b>GRE PREP I (On-Line)</b>	<b>24</b>	<b>FSSu</b>	
This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test.			
<b>GRE PREP II (On-Line)</b>	<b>24</b>	<b>FSSu</b>	
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test.			
<b>WORKKEYS ASSESSMENT</b>	<b>4</b>	<b>FSSu</b>	
The WorkKeys test is open to those current or potential teacher's assistants who need to take the complete assessment for the first time or those who may need to retake a section of the test. Pre-registration and pre-payment are required.			

<b>FIRE &amp; RESCUE</b>	<b>Hours</b>	<b>Semester</b>	<b>Certificate/License</b>
<b>FIREFIGHTER I &amp; II CERTIFICATION</b>			
Orientation & Safety	21	OR	Certification
Alarms & Communications	15	OR	Certification
Fire Behavior	9	OR	Certification
Portable Extinguishers	6	OR	Certification
P.P.E.	15	OR	Certification
Forcible Entry	12	OR	Certification
Ventilation	21	OR	Certification
Ropes	12	OR	Certification
Ladders	15	OR	Certification
Hose, Appliances, Streams	21	OR	Certification
Fire Control	33	OR	Certification
Salvage	6	OR	Certification
Overhaul	6	OR	Certification
Emergency Medical Care	15	OR	Certification
Rescue	24	OR	Certification
Water Supplies	18	OR	Certification
Sprinklers	15	OR	Certification

Semester = (F) Fall (S) Spring (Su) Summer      OR = On Request

# Continuing Education Course Listing

<b>FIRE &amp; RESCUE <i>continued...</i></b>	<b>Hours</b>	<b>Semester</b>	<b>Certificate/License</b>
<b>FIREFIGHTER I &amp; II CERTIFICATION</b>			
Haz-Mat Awareness & Operations	36	OR	Certification
Fire Prevention, Public Fire Education, Fire Cause	21	OR	Certification
Building Construction	9	OR	Certification
Foam Fire Streams	6	OR	Certification
<b>RESCUE TECHNICIAN</b>			
General - Incident Planning	6	OR	Certification
General - PPE	12	OR	Certification
General - Search	12	OR	Certification
General - Helicopter Transport	6	OR	Certification
General - Victim Management, Lifts, Carries, Drags	3	OR	Certification
General - Inspection & Maintenance	9	OR	Certification
General - Ropes, Anchors & Lowers	21	OR	Certification
Vehicle & Machinery Rescue Incident Planning	9	OR	Certification
Vehicle & Machinery Rescue - PPE	9	OR	Certification
Vehicle & Machinery Rescue - Equipment	21	OR	Certification
Vehicle & Machinery Rescue - Extrication	21	OR	Certification
Hazardous Materials Awareness and Terrorism	15	OR	Certification
Hazardous Materials Operations & Terrorism	27	OR	Certification
Hazardous Materials Awareness, Operations, & Terrorism	36	OR	Certification
<b>SPECIALIZED TRAINING</b>			
<b>DRIVER OPERATOR (Emergency Vehicle Driver)</b>	<b>20</b>	<b>OR</b>	
<b>NIMS (National Incident Management System)</b>			
ISC-100 / ISC-700	10	OR	Certification
ISC-200	14	OR	Certification
ISC-300	32	OR	Certification
ISC-400	26	OR	Certification
<b>PUMP CLASSES</b>			
Introduction to Pumps	15	OR	
Basic Pump Operations	24	OR	
Sprinklers & Stan	15	OR	
Pump Hydraulics	15	OR	
Service Testing Pump	15	OR	
Water Supply/Pump	15	OR	
<b>AERIAL OPERATIONS</b>			
Introduction to Aerial Operations	15	OR	
Basic Aerial Operations	15	OR	
Aerial Maintenance	15	OR	
Aerial Testing Procedures	15	OR	
Rescue	12	OR	
Fire Control	4	OR	
Fire Behavior	4	OR	
Extinguishers	3	OR	
Fire Hose	3	OR	
Ladders	4	OR	
Get Out Alive	9	OR	
Team Search	12	OR	
Rookie	32	OR	
SCBA	12	OR	
Flammable Liquids	12	OR	
LP-Gas	12	OR	
General Practices	12	OR	

Semester = (F) Fall (S) Spring (Su) Summer      OR = On Request

# Continuing Education Course Listing

## LAW ENFORCEMENT

**Hours      Semester      Certificate/License**

### **BASIC LAW ENFORCEMENT TRAINING (BLET)**

**664      FSSu      Certification**

This course is accredited by the N.C. Criminal Justice Training and Standards Commission and the N.C. Sheriffs' Commission. Persons desiring to become a sworn law enforcement officer in N.C. must complete this course. To qualify for admission an individual must meet the same requirements as those mandated by the N.C. Department of Justice for a sworn law enforcement officer.

### **DETENTION OFFICER CERTIFICATION**

**Hours      Semester      Certificate/License**  
**162      FS      Certification**

This course is accredited by the North Carolina Sheriff's Commission. Persons wishing to become local detention officers must successfully complete this course. For admission an individual must meet the same standards as those required by the North Carolina Sheriffs' Commission for a local detention officer.

### **RADAR CERTIFICATION**

**Hours      Semester      Certificate/License**  
**40      FS      Certification**

This course is a commission-mandated course governed by the North Carolina Criminal Justice Education and Training Standards Commission. This course is designed to provide students with the skills to proficiently perform those tasks essential to function as a radar operator. Only employed, sworn, certified law enforcement personnel may enroll in the Radar Certification Course.

Radar Operator Recertification

16      FSSu      Certification

## **CRIMINAL JUSTICE COMMISSION MANDATED IN-SERVICE LAW ENFORCEMENT TRAINING**

**Hours      Semester**

Bloodborne Pathogens	2	OR
Chief's Topic of Choice	4	OR
Domestic Violence Update	4	OR
Ethics	2	OR
Hazardous Materials	2	OR
In-service Firearms	8	OR
In-service Law Enforcement Driving	4	OR
Juvenile Minority Sensivity Update	2	OR
Legal In-service Update	4	OR
Methamphetamine Recognition & Response	4	OR

## **ADVANCED/IN-SERVICE CONTINUING EDUCATION TRAINING FOR LAW ENFORCEMENT**

**Hours      Semester**

Advanced Civil Process	4	OR
Arrest, Search, & Seizure	8	OR
Basic Special Weapons	44	OR
Bomb Recognition	24	OR
Canine Training	8	OR
Chemical Agent Training	8	OR
Civil Process In-Service	8	OR
Crisis Management	8	OR
Defensive Tactics/Ground Fighting	16	OR
Defensive Tactics-ASP Baton	8	OR
Drug Investigation Patrol Officer	24	OR
Field Training Officer	40	F
Firearms Sniper	8	OR
Firearms Training Simulator	1	OR
Interview & Interrogation	24	OR
Mechanics of Arrest-Vehicle Stops	8	OR
OC Pepper Spray Initial	6	OR
OC Pepper Spray In-Service	6	OR
Officer Survival	32	S
Rapid Deployment	8	OR
Report Writing	8	OR
Standardized Field Sobriety	32	OR
SWAT In-Service	40	OR
Use of Force	4	OR

Semester = (F) Fall (S) Spring (Su) Summer      OR = On Request

# Continuing Education Course Listing

<b>MEDICAL</b>	<b>Hours</b>	<b>Semester</b>	<b>Certificate/License</b>
<b>EMERGENCY MEDICAL</b>			
<b>Medical Responder</b>	<b>72</b>	<b>OR</b>	<b>Certification</b>

This course is designed to train individuals with the knowledge and skills to operate ambulances throughout the state. Students are instructed in Basic Life Support skills including the use of AED to assist Emergency Medical technicians in the field. Skills developed are patient assessment, vitals signs, airway management CPR, splinting, and hemorrhage control. This is an entry level course for state certification. This course must follow the guidelines established by the NC Office of EMS. The curriculum for the MR educational program shall be the 1995 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) First Responder Course: National Standard Curriculum. Student prerequisites: High school diploma or general education development (GED); or successful completion of an entrance exam assessing basic reading comprehension skills at a minimum at the tenth grade level.

<b>EMT-Basic</b>	<b>208</b>	<b>FS</b>	<b>Certification</b>
------------------	------------	-----------	----------------------

The Emergency Medical Technician-NR course establishes the basic knowledge needed to provide, under medical authority, prehospital emergency care and to pass the NC State and/or National Registry certification exam. Students will acquire basic life support knowledge through a combination of classroom instruction, practical laboratory exercises and clinical experience in hospitals. Students will acquire a thorough understanding of criminal, civil and vehicle laws pertaining to the EMT's services; develop understanding and knowledge of human anatomy and physiology; deal calmly and efficiently with childbirth, injuries, poisonings and other medical emergencies such as heart disorders, strokes and diabetes; and in general be able to provide basic life support for seriously/critically ill patients. This course follows the guidelines established by the NC Office of EMS. The curriculum for the EMT-B educational program shall be the 1994 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Basic Course: National Standard Curriculum and the Supplemental Airway Modules for EMT-Basic: NSC. Prerequisites: High school diploma or general education development (GED); and successful completion of the TABE assessment exam for basic reading comprehension skills. This test may be taken at any of the learning centers at no cost to the student.

<b>EMT-Intermediate</b>	<b>276</b>	<b>F</b>	<b>Certification</b>
-------------------------	------------	----------	----------------------

Certification as an Emergency Medical Technician is a prerequisite for this course, which details more advanced airway devices, insertion and maintenance of intravenous lines, AED use and basic pharmacological therapy, in accordance with local protocols. This course must follow the guidelines established by the NC Office of EMS. The curriculum for the EMT-I educational program shall be the 1985 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Intermediate Course: National Standard Curriculum. Prerequisites: High school diploma or general education development (GED); successful completion of the TABE assessment exam assessing basic reading comprehension and language skills at a minimum at the post-secondary grade level and basic math skills at a minimum high school level; successful completion of an EMT Basic course; and a current NC EMT certification prior to beginning the Clinical and Field Internship components. The TABE may be taken at any of the learning centers at no cost to the student.

<b>EMT-Paramedic</b>	<b>1000+</b>	<b>S</b>	<b>Certification</b>
----------------------	--------------	----------	----------------------

This course is designed to develop knowledge and skills for the Advanced Emergency care of ill or injured persons. This course follows the National Department of Transportation Guidelines and is approved by the North Carolina Office of Emergency Medical Services. Lecture, demonstrations, skills evaluation, and both Hospital and Field Internships are the principal methods of instruction. Specific training areas include administration of I.V. fluids, advanced airway management, cardiac monitoring including Defibrillation, Cardioversion, Cardiac Pacing, and the administration of prehospital advanced life support medications. This course must follow the guidelines established by the NC Office of EMS. The curriculum for the EMT-P program shall be the 1998 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Paramedic course: National Standard Curriculum. Prerequisites: High school diploma or general education development (GED); successful completion of the TABE assessment exam assessing basic reading comprehension and language skills at a minimum at the post-secondary grade level and basic math skills at a minimum high school level; successful completion of an EMT-Basic and EMT-Intermediate course. Certification as an EMT-Intermediate is required prior to beginning the clinical or field internship component of this course. Successful completion of EMS 3000 Anatomy and Physiology or approved equivalent of Anatomy and Physiology (BIO 163 or BIO 165 and BIO 166) is required prior to beginning the course. The TABE may be taken at any of the learning centers at no cost to the student.

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

# Continuing Education Course Listing

<b>MEDICAL <i>continued...</i></b>	<b>Hours</b>	<b>Semester</b>	<b>Certificate/License</b>
<b>CPR/First Aid</b>	<b>8 to 12</b>	<b>OR</b>	<b>Certification</b>

## ADVANCED CERTIFICATION FOR EMERGENCY MEDICAL

<b>ACLS - Advanced Cardiac Life Support</b>	<b>16</b>	<b>OR</b>	<b>Certification</b>
---	-----------	-----------	----------------------

The ACLS Provider course follows the standard American Heart Association guidelines; and provides physicians, nurses, paramedics, and other health care providers with the information concerning advanced management of the cardiac patient.

<b>ITLS - International Trauma Life Support</b>	<b>16</b>	<b>OR</b>	<b>Certification</b>
---	-----------	-----------	----------------------

The ITLS Course is designed to increase the knowledge and skill level of the emergency medical technician in assessing and treating any trauma-related injury. Much of the material in this course is not covered in the initial EMT or EMT-I course, but it is designed for the student to better recognize possible trauma injuries due to mechanism of injury, better assess the patient and more aggressively treat shock and trauma in general.

<b>PALS - Pediatric Advanced Life Support</b>	<b>16</b>	<b>OR</b>	<b>Certification</b>
---	-----------	-----------	----------------------

The PALS course is designed to certify Emergency Medical Personnel in Pediatric Advanced Life Support through the American Heart Association. This course teaches the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Upon successful completion, the student will be awarded PALS certification from the American Heart Association. Pre-requisite: Advanced Life Support certification preferred, but not required.

<b>PEPP - Pediatric Education for Prehospital Providers Certification</b>	<b>16</b>	<b>OR</b>	
---	-----------	-----------	--

## EMERGENCY MEDICAL GENERAL

EMT-Recertification Continuing Education	36	FSSu	Certification
First Responder Continuing Education	36	FSSu	Certification
Industrial Medical	24	OR	Certification

## MEDICAL

### BASIC AND INTERMEDIATE PROCEDURE AND DIAGNOSIS CODING

**48/48 FS**

This course prepares the individual for entry level healthcare billing and coding in a variety of healthcare settings. This course is in two parts, Basic & Intermediate Coding. Basic Procedure and Diagnosis Coding is a prerequisite for Intermediate Procedure and Diagnosis Coding.

Prerequisite: Medical Terminology

For Certification: High School Diploma or GED is required.

<b>HEALTH UNIT COORDINATOR (Unit Secretary)</b>	<b>132</b>	<b>FS</b>
---	------------	-----------

This course is designed to prepare the individual for employment in a hospital or other healthcare facility. Areas covered are assembling patient charts, transcribing doctors orders, recording lab values, and communication skills. There is a clinical component to this course.

Prerequisite: Medical Terminology or CNA I.

<b>MEDICAL TERMINOLOGY</b>	<b>96</b>	<b>FS</b>
----------------------------	-----------	-----------

This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Program content covers the basic human anatomy and physiology for all systems, elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures, and diagnosis.

Semester = (F) Fall (S) Spring (Su) Summer      OR = On Request



# Continuing Education Course Listing

**MEDICAL *continued...*** Hours Semester Certificate/License

## PHLEBOTOMY

**PHLEBOTOMY I** 96 FS Certification

This is the classroom portion of Phlebotomy Education which includes didactic and lab. The course prepares students to take the clinical portion (Phlebotomy II) of the program. This class may be used as a refresher/continuing education if students are already working in the field. Prerequisites: High school diploma or GED. CNA I & II, MOA I & II, CMA or comparable credentials.

**PHLEBOTOMY II (Clinical)** 100 FS Certification

This is the clinical portion of Phlebotomy Education. The student will go to a designated clinical site and perform learned skills. Each student must have 100 hours of clinical, 100 venipunctures, and 25 skin punctures. Upon satisfactory completion of Phlebotomy I & II the student may sit for his/her certification exam. Prerequisites: High school diploma or GED. CNA I & II, MOA I & II, CMA or comparable credentials.

## LANGUAGE

Command Spanish	8 to 24	FSSu	
Conversational Spanish (Introduction)	48	FSSu	
Conversational Spanish (Beginning)	48	FSSu	
Conversational Spanish (Intermediate)	48	FSSu	
Spanish in the Workplace	48	FSSu	

## MISCELLANEOUS

Bank Teller	84	FS	
Continuing Legal Education	6	F	Certification
Insurance Continuing Education - LAH	3	F	Certification
Leadership	60	F	
Mortuary Science	5	FSu	Certification
Notary Public Education	7	FSSu	License
Pottery	45	FSSu	
Sign Language	33	F	
Tanning Operator Training	8	SSu	Certification
Veterinary Assistant	39	FS	

**REAL ESTATE** Hours Semester Certificate/License

**REAL ESTATE BROKER PRELICENSE COURSE** 75 FS License

Any person who transacts real estate business (including time share transactions) in North Carolina for compensation as an agent for another must first obtain a real estate broker license issued by the North Carolina Real Estate Commission. A broker may perform a full range of real estate services. Brokers can work for other brokers or brokerage firms, or they can open and operate their own real estate businesses. Successful completion of a Real Estate Broker Prelicense Course is required for any person seeking eligibility to take the North Carolina real estate license examination and to obtain a real estate broker license.

Prerequisite: Any individual wanting to take the Real Estate Broker Prelicense Course at Surry Community College must first show proficiency on the mathematics section of the Tests of Adult Basic Education (TABE) prior to enrollment in the course. The math section is comprised of 40 questions and candidates have 45 minutes to complete the exam (calculator usage during testing is not allowed). The proficiency can be taken in any Surry Community College Learning Center at no cost.

**REAL ESTATE BROKER POSTLICENSE PROGRAM** 90 FS Certification

Upon successful completion of the Real Estate Broker Prelicense Course and examination by the state of North Carolina, a person is classified as a broker with provisional status. Each individual classified as a provisional broker must, within three years of initial licensure, complete an additional postlicensing education program in order to retain his/her broker license.

Until completion of the postlicensing program, provisional brokers must be supervised by a broker in charge.

Prerequisite: Real Estate Broker Prelicense Course

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

# Continuing Education Course Listing

## **REAL ESTATE continued ...**

**Hours Semester Certificate/License**

### **REAL ESTATE UPDATE & ELECTIVE**

**8 S Certification**

The North Carolina Real Estate Commission requires eight hours of continuing education instruction/credit annually for brokers. The block offered by Surry Community College consists of a four hour Real Estate Update class and an approved four hour elective.

Prerequisite: Real Estate Broker License

### **REAL ESTATE APPRAISAL CONTINUING EDUCATION 14**

**S Certification**

The North Carolina Appraisal Board requires that 28 hours of continuing education instruction/credit be acquired by licensed appraisers within a two-year period. Surry Community College will offer four to fourteen hours of continuing education instruction/credit to assist North Carolina real estate appraisers in meeting those license recertification requirements.

Prerequisite: Real Estate Appraisal License

\*Appraisal prelicensing is offered through the curriculum division (direct prelicensing questions to 386-3267).

## **TRADES**

**Hours Semester Certificate/License**

Blueprint Reading	72	F	
Cabinetmaking	100	FSSu	
CFC Certification	9	S	Certification
Electrical Contractors Renewal	8	FS	Certification
Electricity Basics	36	FSSu	
General Contractor's License Prep	48	F	License
HVAC Advanced	18	F	
HVAC Fundamentals	66	S	
HVAC Renewal	6	FSSu	License
Masonry	30	FSSu	
Mobile Crane Operator I	78	OR	Certification
National Electric Code	66	FS	
Plumbing Code Prep	48	S	License
Plumbing Renewal	6	FSSu	License
Small Gas Engine Repair	36	FS	
Surveyor's Exam Review	33	S	License
Taxidermy	70	FSSu	
Upholstery	80	FSSu	
Wastewater Treatment Continuing Education	6	F	License
Wastewater Treatment I & II	38	S	Certification

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request