Dyersburg State Community College

Continuing Education

Advanced Manufacturing
RX Tennessee Programs
Business and Industry Training
Online Learning for Professional Development
Personal Development
Youth Programs
Parenting

DSCC
Fall 2013 - Spring 2014

Lifelong Learning through Training and Development
www.dssc.edu • 731-286-3267
“I worked directly with Birgit Northcutt from Dyersburg State Community College’s Continuing Education Department on getting a State of Tennessee Incumbent Worker Grant. I would like to express my gratitude to DSCC and Birgit for helping NSK Steering obtain the grant. The Continuing Education Department made the entire process very pleasant from helping to get the grant approved, which was tough, to finding the right skilled instructors that fit NSK’s needs, to working around our busy schedule. I look forward to working with DSCC again on training with NSK. Thank you again”.

Joe Crews
Training & Development Specialist
NSK Steering Systems America, Inc.
Dyersburg, TN

Van Wylie
Coordinator of Continuing Education
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Continuing Education
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Frequently Asked Questions (FAQ’s):

What is Continuing Education?
Continuing Education is an opportunity to study a variety of subjects in a stimulating atmosphere of academic and recreational excellence. No high school diploma is required.

When do I register?
When you find a course you are interested in, you can register immediately! The usual deadline is the week before the class starts. Minimum enrollment levels are established for each course, and if registrations fail to achieve those levels, the course is canceled. We reserve the right to change the instructor, time, or date to better facilitate the program. Course fees are due at time of registration.

Who can attend?
Everyone from children to senior citizens! Continuing Education courses cover a full range of ages, interest, and professional requirements.

Who teaches the course?
Our instructors come from all walks of life. All are experts in their fields.

Do I get college credit?
Continuing Education courses are non-credit. There are no academic credits issued for completing a Continuing Education course. CEUs (Continuing Education Units of Credit) are awarded for completion of all courses.

What kinds of courses are available?
Recreational, educational, professional, certification, online courses and more! We offer a wide range of courses for everybody.

What if I need to cancel my registration?
If you are unable to attend the class for any reason, you must call our office and cancel your registration. Cancellations must be made three working days prior to the start of the class for a full refund unless otherwise specified. Substitutions are always welcome.

How can I receive information about new Continuing Education courses not listed in this schedule?
By supplying our office with your e-mail address, you can receive the latest information on Continuing Education courses. Please call 731-286-3267, or just go to www.dscc.edu and type Continuing Education in the search box.

About DSCC - Dyersburg State Community College is an open access, learning-centered institution that serves seven counties in West Tennessee. Founded in 1969, DSCC’s vision is to elevate the region’s educational attainment thereby enhancing the quality of life in West Tennessee. The home campus of DSCC is in Dyersburg, and centers are located in Covington and Trenton. Approximately 3,750 students are enrolled in Criminal Justice, Nursing and Allied Health, Business and Technology, transfer, and developmental studies programs. Dyersburg State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the associate level. Learning is enhanced by a variety of campus organizations, state of the art technology, service-learning opportunities, and sports programs. The college also serves the community by offering a variety of continuing education courses and online degree programs.

Dyersburg State Community College
Division of Continuing Education
1510 Lake Road, Dyersburg, TN 38024
Telephone: 731-286-3267 • Fax: 731-286-3264
www.dscc.edu
Dyersburg State Community College is pleased to offer an exciting array of new continuing education classes, as well as our true favorites back by popular demand. We have also included our Youth Programs for the Fall and Spring Breaks.

We want to take the time to thank our community for supporting Continuing Education these past years. We would not have such a popular program without your support!

If you have general inquiries or you need registration information, please contact Teresa Evans at 731-286-3267 or visit our homepage at www.dscc.edu, then enter “Continuing Education” in the search box.

We look forward to meeting you and serving your needs.

Sincerely,

Van Wylie
Coordinator of Continuing Education

Your suggestions for new courses and comments about existing opportunities are most welcome! Please contact Teresa Evans in the Division of Continuing Education at 731-286-3267.

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Advanced Manufacturing Program

The field of Advanced Manufacturing offers some of the highest-paying and most satisfying career opportunities available today!

For more information contact Van Wylie at 731-286-3265 or wylie@dssc.edu.

Industrial Fundamentals for the Workplace

This course is designed to prepare new employees with the fundamentals needed to be productive team members in a manufacturing environment. Basic Safety, communication, workplace expectations, teamwork, decision-making and industry basics (determined by industry) will be covered in this course.

Motors and Motor Controls

Learning Objectives
- AC and DC electrical circuits
- Electrical control systems
- Electric motor control

Session I
Introduces electrical motors used in industry. Provides introductory theory and application of AC/DC circuits, controls, transformers and operation of DC power supplies.

Session II
Provides instruction in the integrated application of advanced motors and motor controls. Emphasizes variable drives, proximity sensors, speed control, etc.

Lab Equipment - Amatrol 85-MT5

Electrical Troubleshooting

Learning Objectives
- Electrical symbols and line diagrams
- Specialized electronic devices
- Reading electrical diagrams
- Strip, clean, and rewire an electrical panel drawing

Session I
Introduces electrical power systems used in industry. Provides introductory theory and application of AC/DC circuits, controls, transformers and operation of DC power supplies.

Session II
Focuses on the installation of electrical industrial systems, including print reading, wiring/box selection, component installation, raceways and conduit, control wiring, and wiring techniques.

Lab Equipment – Amatrol 85-MT2

Hydraulics and Pneumatics

Learning Objectives
- Fluid Power systems
- Speed control circuits
- Fluid power circuits
- Pneumatic DCV applications
- Principles of fluid power pressure and flow
- Air logic

Session I
Introduces basic theory and application of hydraulic and pneumatic industrial power systems. Introduces the student to pneumatic speed control circuits, and hydraulic speed and pressure control.

Session II
Provides instruction in the application of hydraulic and pneumatic systems. Emphasizes hydraulic synchronization circuits, multi-pressure circuits, and pneumatic logic circuits.

Lab Equipment – Amatrol 850-C1

Programmable Logic Controllers

Learning Objectives
- Introduction to PLC
- PLC Troubleshooting
- Basic PLC programming
- PLC timer and counter instructions
- PLC Motor Controls
- Program control instructions

Session I
Principles and applications of programmable logic controllers include installation, logic fundamentals, numbering systems; basic programming of inputs, outputs, timers and counter operations, basic data manipulation, and safety circuits.

Session II (Lab)
Practical application of programmable logic controllers including installation, logic fundamentals and numbering systems; basic programming of inputs, outputs, timers and counters, comparators, basic data manipulation and safety circuits.

Lab Equipment – Amatrol 85-P-AB503

Safety, Quality Control, Manufacturing Process and Maintenance Awareness

Learning Objectives
- Equipment safety & electrical
- Production materials and processing safety procedures
- Production planning, workflow and control
- Hazardous materials recognition
- Process capability & statistical control
- Fundamentals of production cycles
- Measurement tools and conversions
- Mechanical Principles

Session I
Focuses on industrial safety practices. Practices will include personal safety and equipment, hazard recognition and safeguards. Covers electrical safety procedures and hazardous materials. OSHA rules and regulations.

Session II
Maintenance techniques and procedures used with advanced and highly technical industrial machines; emphasizes team organization, introduces the following concepts: production cycles, production planning, workflow and control process capability and statistical control.
Help us with Rx Tennessee!

A grant designed to help students succeed in healthcare programs

RxTennessee Programs

Non-Credit Programs Include:
- Phlebotomy
- Emergency Medical Dispatch
- ECG Technician
- Patient Care Technician

AAS Programs Include:
- Medical Informatics
- LPN to RN

Send us students who...
- Are undecided, yet interested in a healthcare program
- Are interested in a non-credit healthcare program
- Have repeatedly applied for Allied Health programs and have not been accepted
- Are existing healthcare workers who are looking to expand their skills

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DSCC, Glover Building, Room 131
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Training for Business and Industry

DSCC’s Division of Continuing Education serves as a valuable resource for business and industry. Not only does the division offer traditional classes, it also provides on-line opportunities for learning and can develop specialized courses for particular needs.

Work-life Training
- Strategies for Change Management
- Strategies for Conflict Resolution
- Strategies for Dealing with Diversity in the Workplace
- Delivering Exceptional Customer Service
- Effective Team Building & Communication
- Developing Ethical Principles for Leadership
- Strategies for Improving Co-worker Relations
- Developing Skills for Effective Leadership and Improved Communication
- Leading and Empowering Employees for Maximum Productivity

Six Sigma Training
- Yellow, Green, and Black Belt Certification
- Six Sigma Champion Training
- Six Sigma Management Training
- Rapid Breakthrough Improvements (SWARM)
- Equipment Reliability
- Business Team Implementation

Lean Manufacturing and Quality
- Auditing
  - Developing your Internal Audit Program
  - Internal Auditor Training ISO/TS 16949
  - Process Auditing for ISO 9001:2000
  - Auditing with Control Plans and FMEAs
  - Supplier Development & Assessment
  - GAP Analysis, Document Review

- Manufacturing and Automotive Tools
  - Failure Mode and Effects Analysis (FMEA)
  - Advanced Product Quality Planning (APQP)
  - Statistical Process Control (SPC)
  - Measurement Systems Analysis (MSA)
  - Preparing and Submitting PPAP

- Engineering
  - Engineering Change Control
  - Gauge R & R
  - Poka-Yoke (Error-proofing)
  - Problem Solving Techniques
  - Process Mapping
  - Geometric Dimensioning & Tolerancing
  - Blueprint Reading

- Lean Tools
  - 5S
  - Value Stream Mapping
  - Visual Workplace
  - Standardized Work
  - Pull Systems (Kanban)
  - Quick Changeover
  - Overall Equipment Effectiveness

- Management
  - Continual Improvement
  - Teamwork
  - Employee Empowerment
  - Communication
  - Succession Planning
  - Accountability
  - Time Management and Presentation Skills

- Auditing
  - Developing your Internal Audit Program
  - Internal Auditor Training ISO/TS 16949
  - Process Auditing for ISO 9001:2000
  - Auditing with Control Plans and FMEAs
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- Manufacturing and Automotive Tools
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- Engineering
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  - Geometric Dimensioning & Tolerancing
  - Blueprint Reading

- Lean Tools
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  - Visual Workplace
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- Management
  - Continual Improvement
  - Teamwork
  - Employee Empowerment
  - Communication
  - Succession Planning
  - Accountability
  - Time Management and Presentation Skills
Module 4 - Execution and Control of Operations
Focus on the areas of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results, and providing feedback on performance. This course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories.

Module 5 - Strategic Management of Resources
Explore the relationship of existing and emerging process and technologies to manufacturing strategy and supply chain related functions. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

Dates to be announced!

CPIM - Module 5
Strategic Management of Resources
This module is being offered at Dyersburg State Community College (DSCC) / Dyersburg Campus
Thursdays, Oct. 31 - Dec. 12, 2013
6:00 - 9:00 p.m.
Registration deadline: Oct. 24
$429 (includes materials)
Instructor: Sam Davis

For registration or more information, please contact Van Wylie at 731-286-3265 or wylie@dscc.edu
If you are thinking about starting a new business or wish to expand an existing one, the Tennessee Small Business Development Center (TSBDC) is here to help you every step of the way.

We offer personalized, one-on-one counseling AND business development workshops, at no charge to you!

Highly-qualified consultants can assist you with:

- Starting a business
- Business planning
- Government Procurement
- Social Media Marketing
- Financial Management
- Human Resources
- Accounting
- and more...

Call today for your private appointment or register to attend a workshop!

Your Small Business Success Is our Business!

Located in the Glover Education Building at Dyersburg State Community College, 1510 Lake Rd., Dyersburg, TN 38024

For more information, contact Maleia M. Evans
Director
Small Business Development Center
731-286-3201
mevans@dssc.edu
www.tsbdc.org

FREE EVENT

Spring 2014 Great Decisions

Great Decisions takes you beyond the headlines by providing a revealing look at three different topics from around the world. Join hundreds of thousands of Americans who each year use Great Decisions to gain a better understanding of global topics affecting America’s role in the world.

Come and listen to a speaker talking about important global topics, and join the discussion group. These lectures are free to the public.

Speakers and dates to be announced.

For more information, contact Van Wylie at 731-286-3265 or wylie@dssc.edu.

Certified Administrative Professional Exam

Take this opportunity to enhance your professional standing and be awarded the recognition you deserve. The “CAP” exam is the industry’s benchmark for rewarding secretarial and administrative professionals.

**CAP Exam Dates:**
**Fall** - Saturday, Nov. 2, 2013
**Spring** - Saturday, May 3, 2014

**Part 1:**
Office Administration
2.25 hrs

**Part 2:**
Office Systems & Technology
2.25 hrs

**Part 3:** Management
2.25 hrs

**Part 4:** Organizational Planning
3.5 hrs

Classes are offered through ROCE to prepare for these exams.
Professional Development through Online Learning

Education To Go
Update your skills, discover a new talent, or chart a career path at your own pace and convenience with our Online Learning Courses. Each course runs for six weeks and consists of 12 lessons. The lessons are supplemented by interactive quizzes, assignments, tutorials, and online discussion areas, all available via the World Wide Web. Read your lessons and ask questions of your instructor at your own convenience.

How to Get Started:
• Visit our website: www.ed2go.com/dscc
• Click on the Orientation link and follow the instructions to choose, enroll and pay for your course. During orientation, you will learn important information about your course. You will also be provided an opportunity to choose the name and password you will use to access your course.
• Courses begin on the third Wednesday of each month.
• Requirements: All courses require Internet access, e-mail, and access to Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements.

Our most popular courses:

Computer Skills for the Workplace
Gain a working knowledge of the computer skills you’ll need to succeed in today’s job market. You will discover practical applications for e-mail, word processing documents, spreadsheets, and data bases while gaining a working foundation of computer skills. $95

Accounting Fundamentals
Demand for accounting professionals currently exceeds supply. This course could prepare you for a marketable skill. You will learn the basic information for accounting transactions. $95

Introduction to Quickbooks 2013
Learn how to efficiently gain control over the financial aspects of your business. $95

Introduction to Microsoft Access
Store, locate, print, and automate access to all types of information. $95

Introduction to Microsoft Excel
Discover the secrets to setting up fully formatted worksheets quickly and efficiently. $95

Introduction to Microsoft Word
Learn how to create and modify documents with the world’s most popular word processor. $95

SAT/ACT Preparation
This course will prepare you for the reading, English and science sections of the ACT and the critical reading and writing sections of the SAT. $95

A to Z Grantwriting
Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals. $95

Medical Terminology
A Word Association Approach: Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. $95

Gatlin Education (GES)
These online career-training programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate success.

We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning!

GES’ most popular courses:

Medical Transcription
This program was recently updated to reflect the latest industry standards. There are new interactive elements which are engaging and provide hands-on transcribing practice. Choose from over 50 interactive audio exercises that allow you to practice transcribing medical reports and simulate real-world cases with varying speed and dialects in the dictations. The Bureau of Labor Statistics estimates that transcriptionists earn a median hourly wage of $14.40.

Administrative Medical Specialist with Medical Billing and Coding
This course prepares students to work as a medical billing and coding specialist. Other administrative tasks performed in a typical medical office are also discussed.

Management Training
This nationally recognized Business Management Training Program and online course is perfect for a business owner, entrepreneur or anyone seeking to learn the introductory and foundational essentials in business and management.

American Home Inspectors Training (AHIT)
DSCC has partnered with AHIT to offer the following courses: Home Inspection, BPI Energy Audit training, and NAPCEP Solar PV Photovoltaic Installer training.

Home Inspection Training
This program will enable you to either start and operate your own successful home inspection business or to be a significant contributor in an established company. Our step-by-step processes and extensive experience coupled with our proven track record of successfully preparing and supporting thousands of home inspectors makes this program the right choice for you.

Energy Audit Training
This program will enable you to either start and operate your own successful home auditing business or be a significant contributor in an established company. Our step-by-step processes and extensive experience coupled with our proven track record of successfully preparing and supporting thousands of energy auditors makes this program the right choice for you.

Go to http://www.ahit.com/affiliates/dscc for more information.
Regents Online
Continuing Education (ROCE)
• Basic EKG Course
• Certified Administrative Professional (CAP) Review Courses
• Dosage Calculations for Nurses
• Allied Health Math Assessment Prep
• Introduction to Radiology for Healthcare Professionals
• Domestic Violence for Law Enforcement
• Domestic Violence for EMS
• HR Management Certificate

Please contact Teresa Evans at 731-286-3267 for more information.

Other Professional Development Opportunities

• Achieve Global and DDI Training Leadership, Teamwork, Personal Development, and many others
• OSHA (10-Hour and 30-Hour Courses)
• Customer Service
• Myers-Briggs Personality Type Testing and Training
• Computer Software Training (Online and Customized Training)
• Grant Assistance
• Online programs for Professional Development

Please contact Van Wylie at 731-286-3265 for more information.

DSCC’s customized training is affordable and convenient. You schedule the time and the place.

Land Surveyor’s Seminar
Earn CEUs/PDUs/PDHs for your license recertification!
Collect your 7.5 PDHs in one day right here at Dyersburg State Community College!

Date and Time: November 21, 2013, 8:00 a.m. - 5:00 p.m.

For more information, contact Van Wylie at 731-286-3265 or wylie@dsc.edu.

“Dyersburg State Community College has done an outstanding job of providing the continuing education needs for Tennessee land surveyors in the West Tennessee area, and promoting surveying professionalism. The day seminars provide 7.5 PDH’s of preapproved courses at a very reasonable cost, which includes a lunch on site. The seminar classrooms are very comfortable with the latest teaching facilities. Located in Dyersburg, TN, DSCC is a close drive for anyone in West Tennessee. If you are looking for another option of getting your PDH’s without losing several work days and at a reasonable cost, consider DSCC and get on their email list to get information on upcoming seminars.”       - Carl F. House, Jr., P.E., R.L.S.

“For the last several years, I have completed courses of continuing education for surveyors at Dyersburg State Community College. All instructors were professional and well versed in their field. All topics were of interest and helpful to the survey profession as a whole.”       - Randall C. Carmack

Parenting Education Workshops

This workshop is required by the State of Tennessee for anyone who has a pending divorce and has children younger than 18 in the home. The class meets for one session only, from 5:30–9:30 p.m., and costs $40 per person. Pre-registration is required. Proof of attendance is sent within two weeks of the class date.

Dyersburg 5:30 - 9:30 p.m.
Fall 2013: August 15, September 19, October 17, November 21, December 19
Spring 2014: January 16, February 20, March 20, April 17, May 15, June 19

Covington 5:30 - 9:30 p.m.
Fall 2013: September 9, October 7, November 4, December 2
Spring 2014: January 6, February 3, March 3, April 7, May 5
Youth Programs

Fall 13/Spring 14 Break
These programs are scheduled during the Fall and Spring school breaks to provide care for children. The children are involved in various projects. We will entertain your children with educational and fun activities throughout the programs. Kindergartners through 5th graders are welcome. Lunch and snacks are included in the price. Limited space available. Call Teresa Evans at 731-286-3267 to register.

Dyersburg:
Fall Break 2013: October 7 - 11
Spring Break 2014: March 17 - 21
Time: 7:30 a.m. - 5:30 p.m.
$85 per child

College for Kids
DSCC offers a summer learning program filled with fun and excitement that is geared toward children four years old to 6th grade. Give a child an experience of a lifetime that will accelerate their educational growth through advanced education. Take the opportunity to invest in your child’s education in this summer learning program.

Dyersburg:
June 16 - 20, 2014
9:00 a.m. - 12:00 noon

STEM Program
The Importance of Science, Technology, Engineering and Mathematics (STEM) education is the focus of this program designed for middle school students. In order to prepare students for tomorrow’s jobs, these subjects must be explored on a higher level. These classes will further the participants’ abilities in these four very important subjects.

Dyersburg:
Fall: Tuesdays, Oct. 15 - Nov. 12, 2013
6:30 - 8:00 p.m.
$125 per couple
Instructor: Fran Robinson

Photography for Beginners - Dyersburg
Come learn the basics of photography and the different aspects involved. Bring your camera and get “hands-on” experience taking exceptional photos. Jeff Roush is a professional photographer who is eager to teach you the art of photography! You will learn some of the commands to improve, color correct and properly size the images from your digital camera.

Fall: Mondays, Sept. 16 - Oct. 21, 2013
6:30 - 8:30 p.m.
$89
Instructor: Jeff Roush

Spring: TBA

Photoshop for Beginners - Covington
If you are interested in digital media content creation, this class is for you! Jeff Roush, a professional photographer, will be teaching a six-week course in Photoshop. Come learn how to navigate through Photoshop interface, work with color, use layers, utilize masks, etc.

Fall: Tuesdays, Sept. 24 - Oct. 29, 2013
6:30 - 8:30 p.m.
$89
Instructor: Jeff Roush

Spring: TBA
Beginner Oil Painting
Have you ever wanted to try your hand at oil painting? Here is your chance! In six weeks, you will learn the basics of oil painting and be able to create a beautiful work of art. Every class will be hands-on. Come awaken the inner “Monet” in you!

**Dyersburg:**
**Fall:** Thursdays, Sept. 26 - Nov. 7, 2013 (class will not meet Oct. 10)
1:30 - 4:30 p.m. or 5:00 - 8:00 p.m.
$89 (additional supplies required)
Instructor: Trisha Warren

Classes will be held at 314 N. Church Avenue, Dyersburg, TN

**Spring:** TBA

Cake Decorating
Designing cakes for special occasions or any season can be great fun. Whether you do it for family, friends or for profit, learn to design beautiful cakes. You will learn unique methods to decorate cakes for all occasions. Some additional supplies are required.

**Dyersburg:**
**Fall:** Thursdays, Sept. 12 - Oct. 10, 2013
5:30 - 7:30 p.m.
$79
Instructor: Jennifer Thompson

**Spring:** TBA

Conversational Spanish
Perhaps you are traveling to a Spanish speaking country or maybe you have colleagues or employees who only speak Spanish. Learn the most basic and useful phrases in Spanish for beginners. Enjoy learning Spanish greetings, customs, the alphabet, numbers, and much more.

**Dyersburg:**
**Fall:** Mondays, Sept. 16 - Nov. 4, 2013
6:00 - 8:00 p.m.
$129 (includes book with CD)
Instructor: Zaira Garcia

Facebook & Social Media for Seniors / Beginners Class
This class is for someone who wants to learn to use Facebook. It is designed for the adult computer user who needs help using the internet and Facebook. Learn how to get the most out of this social media program. You can stay in touch with family, friends, school mates, colleagues and more.

**Dyersburg:**
**Fall:** Tuesdays, Sept. 24 - Oct. 29, 2013
2:00 - 4:00 p.m.
$89
Instructor: Jeff Roush

iPad, iPhone & iPod Training for Beginners
Need assistance in learning to operate your Apple products? This class will teach you the essentials needed to operate your iPad, iPhone and/or iPod. You will learn to download the newest, latest and least expensive apps and much more. Come get hands-on experience!

**Dyersburg:**
**Fall:** Tuesdays, Sept. 23 & 30, 2013
6:00 - 9:00 p.m.
$49
Instructor: Emily Reeves

**Spring:** TBA

iPad, iPhone & iPod Training II
Are you familiar with your Apple products, but feel there is still so much you can learn about them? This is the class for you! You will learn more about how to operate your iPad, iPhone and/or iPod and how to perform some advanced applications.

**Dyersburg:**
**Fall:** Mondays, Nov. 11 & 18, 2013
6:00 - 9:00 p.m.
$49
Instructor: Emily Reeves

**Spring:** TBA

Microsoft Word & Microsoft Excel
Need to learn how to use Microsoft Office on your computer? This is the class for you! Learning Microsoft Word will allow you to create documents, write letters, etc. and Microsoft Excel will allow you to make spreadsheets and much more.

You can take either class or both!

**Microsoft Word - Dyersburg**
**Fall:** Tuesdays, Sept. 17 - Oct. 1, 2013
5:30 - 7:30 p.m.

**Microsoft Excel - Dyersburg**
**Fall:** Tuesdays, Oct. 15 - 29, 2013
5:30 - 7:30 p.m.

**Microsoft Word - Covington**
**Fall:** Tuesdays, Sept. 24 - Oct. 8, 2013
5:30 - 7:30 p.m.

**Microsoft Excel - Covington**
**Fall:** Tuesdays, Oct. 22 - Nov. 5, 2013
5:30 - 7:30 p.m.

Each three week session - $60 or both sessions - $100

Motorcycle Safety Course: Riding and Street Skills
This class is aimed at beginning riders of all ages and provides 10 hours of classroom instruction and 10 hours of practical riding in a controlled setting. Upon satisfactory completion of the course, students will receive a Motorcycle Safety Foundation (MSF) completion card (valid for one year) as well as greater rider confidence, improved skills and a license-test waiver in 20 states, including Tennessee. In addition, graduates of the course can apply for 10 percent liability discounts with most insurance companies.

**Dyersburg:**
**Saturdays and Sundays**
**Fall:** Oct. 6 - 7, 2013
8:00 a.m. - 5:00 p.m.
$195

**Spring:** TBA
**Registration Form**

**Contact/Enrollment Information**

Name: ______________________________________________________________________

Address: _____________________________________________________________________

_____________________________________________________________________

Home Phone: _____________________________ Work Phone: __________________________

E-mail:__________________________________

**Course Selection**

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**Payment Information**

Please remit payment with registration form. Checks may be made payable to DSCC.

If paying by credit card _______VISA,    _______MC,   ______Discover,    ______American Express

Expiration Date ____________________Account Number _______________________________

Signature __________________________________

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**To Register:**

**BY PHONE / FAX**

Discover card  MasterCard  , VISA  , American Express  
Ph: 731-286-3267 or Fax: 731-286-3264

Our fax machine is always in service!

**IN PERSON**

Dyersburg State Community College
Continuing Education
Security Bank Community Learning Center, 401 Country Club Road,
Dyersburg, TN 38024
8:00 a.m. – 4:30 p.m.
Monday – Friday

**BY MAIL**

Use Registration Form
(One form per person)

Send to: 
Dyersburg State Community College
Continuing Education
1510 Lake Road
Dyersburg, TN 38024

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Dyersburg State Community College
Dyersburg • Covington • Trenton

Continuing Education
1510 Lake Road, Dyersburg, TN  38024