Dyersburg State Community College
Continuing Education

Health Care Programs

Business and Industry Training

Online Learning for Professional Development

Parenting

Youth Programs

Personal Development

DSCC

Fall 2012 and Spring 2013
Lifelong Learning through Training and Development
www.DSCC.edu • 731/286-3267
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 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, date and 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 our homepage at www.dscc.edu, then enter 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 enhance the quality of life in West Tennessee by elevating the region’s educational attainment. 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. DSCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges, Inc. (SACS COC) to award the associate degree. Learning is enhanced by a variety of campus organizations, state of the art technology, service learning opportunities, honors 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

CONTINUING EDUCATION FALL 2012-SPRING 2013
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. Also, we have 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,
Continuing Education Staff

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.

Table of Contents
General Questions and Answers ........................................... 2
Health Care Programs ....................................................... 4
Training for Business/Industry ............................................ 4
• Pharmacy Technician Certification Program ......................... 4
• Work-life training ....................................................... 4
• Six Sigma Training ..................................................... 4
• Lean Manufacturing and Quality Auditing ......................... 4
• Manufacturing and Automotive Tools ............................... 4
• Engineering .......................................................... 4
• Lean Tools .......................................................... 4
• Management .......................................................... 4
• CPIM - Certification Prep Course .................................... 5
• Certified Professional Administrative Exam ....................... 5
• Tennessee Small Business Development ............................. 5
Professional Development through Online Learning .................. 6
• Education to Go ....................................................... 6
• Gatlin Education ....................................................... 6
• American Home Inspection Training (AHIT) ......................... 7
• Regents Online Continuing Education (ROCE) ...................... 7
Other Professional Development Opportunities ........................ 8
• Land Surveyor’s Seminar ............................................. 8
Parenting ........................................................................ 9
• Parenting Education Workshop - Dyersburg and Covington ... 9
• College For Kids ....................................................... 9
• STEM Program ........................................................ 9
Personal Development ....................................................... 9
• American Sign Language ............................................. 9
• Ballroom Dancing for Beginners ....................................... 9
• Ballroom Dancing II .................................................... 10
• Botany Course ........................................................ 10
• Cake Decorating - Dyersburg & Covington .......................... 10
• Conversational Spanish - Dyersburg & Covington ................. 10
• Financial Literacy & Retirement Education - Dyersburg & Covington ...................................................... 10
• iPad, iPhone & IPod Training I & II ................................... 10
• Microsoft Word & Excel ............................................. 11
• Microsoft PowerPoint ................................................ 11
• Motorcycle Rider Course ............................................. 11
• Photography for Beginners - Covington ............................ 11
• Photoshop for Beginners ............................................. 11
• Powder Puff Automobile Maintenance .............................. 11
• Zumba ................................................................. 11
Registration Page ............................................................ 12
• How to register for enrichment classes .............................. 12
• Registration Form ....................................................... 12
Pharmacy Technician Program
This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCE exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through class lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs”, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement.

Dyersburg
Fall: Tuesdays & Thursdays
Oct 23 - Dec 13, 2012
(no class held on 11/22)
6:00-9:30 pm
$999 (includes books)
Spring: TBA

CPIM (Certified Production and Inventory Management)
Module 1 - Basics of Supply Chain Management
Explore the basic concepts of managing the flow of materials in a supply chain. In the Basics you get a complete overview of material flow, from internal and external suppliers, to and from your organization.

Module 2 - Master Planning of Resources
Explore processes used to develop sales and operation plans and learn to identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules that are consistent with business policies, objectives, and resource constraints.

Dates to be announced
CPIM - Module 3
Detailed Scheduling and Planning
This module is being offered at Dyersburg State Community College (DSCC) Dyersburg
Tues, Oct 16 - Nov 20, 2012
6:00-9:00 pm
Registration deadline: Oct 2
$429 (includes materials)
Instructor: Sam Davis
For registration or more information, please contact Birgit Northcutt at 731.286.3265 or bnorthcutt@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.

CPAM Exam Dates:
Fall - Saturday, November 3, 2012
Spring - TBA
Part 1: Office Administration
2.25hrs
Part 2: Office Systems & Technology
2.25hrs
Part 3: Management
2.25hrs
Part 4: Organizational Planning
3.5 hours
Classes are offered through ROCE to prepare for these exams.

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 to 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 to register to attend a workshop!

Your Small Business Success Is our Business!
Located in the Glover Education Building of
Dyersburg State Community College
1510 Lake Rd, Dyersburg TN 38024
For more information, contact Malea M. Evans Director Small Business Development Center 731.286.3201 mevans@dssc.edu www.tsbdc.org
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

**Creating Web Pages**
Learn the basics of HTML so you can design, create, and post your very own site on the web. $95

**Introduction to Quickbooks 2009**
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

**Gates Education (GES)**
These online career training programs are designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. $95

American Home Inspectors Training (AHIT)
**Arequin**
AHIT has partnered with AHIT to offer the following courses: home inspection, BPI Energy Audit training, and NAPCEP Solar PV Photovoltaic Installer training. $95

**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.

**Solar PV Photovoltaic Training**
This program will enable you to either start and operate your own successful Solar 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 solar installers makes this program the right choice for you.

Go to http://www.ahit.com/affiliates/dssc for more information.

**Regents Online Continuing Education (ROCE)**
• Basic EKG Course
• Differential Diagnostics
• Certified Professional Administrative (CPA) Review Courses
• Dosage Calculations for Nurses
• Allied Health Math Assessment Prep
• Introduction to Radiology for Allied Health Professionals
• Spanish for EMS
• Domestic Violence for Law Enforcement
• Domestic Violence for EMS
• HR Management Certificate

Please contact Teresa Evans at 731/286-3265 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 Birgit Northcutt at 731/286-3265 for more information.

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

**FREE EVENT**
**Spring 2013 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 a topic, and join the discussion group. These lectures are free to the public.

Speakers and dates to be announced.

For more information, please contact Birgit Northcutt at bnorthcutt@dssc.edu or 731/286-3265.
Youth Programs

Fall 12/Spring 13 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. Kindergarten through 5th graders are welcome. Lunch and snacks are included in the price. Limited space available. Call Teresa Evans @ 731/286-3267 to register.

Dyersburg
Fall Break 2012: October 8 - 12
Spring Break 2013: March 11 - 15
Time: 7:30 am - 5:30 pm
$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 10-14, 2013
9:00 am - 12:00 noon
$85 per child

STEM Program
Science Technology Engineering Math
The Importance of Science, Technology, Engineering and Mathematics (STEM) education will be 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 four very important subjects.

Dyersburg
Dates and Time - TBA

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

Dyersburg
Fall 2012
August 16, September 20, October 18, November 15, December 20
Spring 2013
January 17, February 21, March 21, April 18, May 16, June 20
5:30-9:30 pm

Covington
Fall 2012
September 10, October 8, November 12, December 10
Spring 2013
January 14, February 11, March 11, April 8
5:30-9:30 pm

Ballroom Dancing for Beginners
Have you always wanted to dance? What a great way to have fun and get exercise by learning the fundamentals of ballroom dancing. Included in this five-week introductory course are the waltz, swing, foxtrot, rumba, cha-cha.

Dyersburg
Fall: Tues - Sept 18 - Oct 16
6:15-7:45 pm
$100 per person / $150 per couple
Instructor: Fran Robinson

Personal Development
American Sign Language
Come learn how to use sign language. This is a six-week course that teaches the manual alphabet, finger spelling, basic vocabulary and elements of the deaf culture and the deaf community.

Dyersburg
Fall: Mon - Sept 24 - Oct 29
6:30-8:00 pm
$99 (includes book)
Instructor: Karyn Peery
Spring: TBA

“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., R.E., R.L.S.
**Ballroom Dancing II - Intermediate Class**

Have you learned the basic steps and are ready for more? This five-week course is designed for participants to improve on basic ballroom dancing skills and add new dances like the tango and salsa. The Beginner Ballroom Dancing class is a prerequisite. We advise only couples to register for this class.

- **Dyersburg**
  - Fall: Tues - Sept 18 - Oct 16
  - 6:00-9:00 pm
  - $125 per couple
  - Instructor: Fran Robinson
- **Spring**: TBA

**Botany Course**

This course is designed to introduce the world of plant life. Topics will include discussions of why plants are called the earth’s producers; how plants live, grow and reproduce, etc. An overview of the variety of plant life in West Tennessee will be discussed. The last class meeting will be a field trip to a local, botanical area of interest.

- **Dyersburg**
  - Spring: Mon - May 6 - June 3, 2013
  - 6:00-7:00 pm
  - $59
  - Instructor: Bill Redmond

**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: Tues - Sept 11 - Oct 19
  - 5:30-7:30 pm
  - $79
  - Instructor: Jennifer Thompson
- **Covington**
  - Fall: TBA
  - 5:30-7:30 pm
  - $79
  - Instructor: TBA
- **Spring**: TBA

**Financial Literacy & Retirement Education for Adult Learners (Age 45-70)**

This course applies fundamental principles to a variety of financial situations. In addition to receiving the latest facts and figures on retirement planning, you will also benefit from visual aids and handouts that are clear, concise and easy to understand. This instruction is designed to show you a number of financial concepts that will expand your knowledge base.

- **Dyersburg**
  - Fall: Thurs - Oct 18 & Oct 25
  - 6:00-9:00 pm
- **Covington**
  - Fall: TBA
  - 6:00-9:00 pm
  - $59 for two participants
  - Instructor: J. Patrick McDowell

**IPad, iPhone & IPod Training for Beginners**

If you 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.

- **Dyersburg**
  - Fall: Tues - Sept 10 & Sept 17
  - 5:30-7:30 pm
- **Covington**
  - Fall: TBA
  - 5:30-7:30 pm
  - $60
  - 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.

- **Dyersburg**
  - Fall: Mon & Tues - Oct 1 & 2
  - 6:00-8:00 pm
  - $49
  - Instructor: Emily Reeves
- **Spring**: TBA

**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**
  - Fall: Mon - Oct 15, 22 & 29
  - 5:30-7:30 pm
  - $145 per session - $100 for both sessions

**Photography for Beginners - Covington**

Learn the basics of photography and the different aspects involved. Bring your camera and get “hands-on” experience with 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**: Mon - Sept 10 - Oct 22
  - (class will not meet on Oct 15)
  - 6:30-8:30 pm
  - $79
  - Instructor: Jeff Roush
- **Spring**: TBA

**Photoraphy for Adults - Covington**

Learn the basics of photography and the different aspects involved. Bring your camera and get “hands-on” experience with 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**: Mon - Sept 10 - Oct 22
  - (class will not meet on Oct 15)
  - 6:30-8:30 pm
  - $79
  - Instructor: Jeff Roush
- **Spring**: TBA

**Photoshop for Beginners - Dyersburg**

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**: Tues - Sept 11 - Oct 16
  - 6:30-8:30 pm
  - $89
  - Instructor: Jeff Roush
- **Spring**: TBA

**Powder Puff Automobile Maintenance**

Have you always wanted to be able to perform simple maintenance requirements on your automobile, but just did not know how? If so, you need to take this class! Jill Blessing will teach you basic automotive maintenance that most people need to know.

- **Dyersburg**
  - Fall: Tues - Sept 11 & 18
  - 5:30-7:00 pm
  - $39
  - Instructor: Jill Blessing

**Zumba!!**

Need to get into shape? If so, Zumba is the perfect class for you. This type of exercise is fun and exciting! Come join in on the excitement and get fit in the process!

- **Dyersburg**
  - Tuesdays and Thursdays
  - Fall: Sept 18 - Nov 15, 2012
  - (class will not meet on Oct 9 & 11)
  - 4:45-5:45 pm
  - $79
  - Instructor: Jennifer Garrison
Registration Form
Contact/Enrollment Information

Name: ______________________________________________________________________
Address: ___________________________________________________________________
_____________________________________________________________________
Home Phone: _____________________________ Work Phone: _______________________
E-mail:__________________________________

Course Selection

Title | Date | Fee
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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 __________________________________

Dyersburg State Community College
Dyersburg • Covington • Trenton

Continuing Education
1510 Lake Road, Dyersburg, TN  38024