Dyersburg State Community College

Continuing Education Catalog

Advanced Manufacturing • Arts • Culinary • Fitness
Healthcare • Leadership and Management
Online Training • Parenting
Personal Development • Professional Seminars
Technology • Youth Programs

Lifelong Learning through Training and Development

Fall 2016

www.dssc.edu/continuingeducation • 731-286-3267
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.

Continuing Education Staff

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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 cancelled. 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, interests, and professional requirements.

Who teaches the courses?
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 everyone.

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, visit www.dscc.edu/continuingeducation, or email tevans@dscc.edu.
**Programmable Logic Controllers (PLC) (40 Hrs)**

This course covers the principles and applications of programmable logic controllers including installation; logic fundamentals; numbering systems; basic programming of inputs, outputs, timers and counter operations; basic data manipulation; and safety circuits. The lab portion of this course provides practical application of these skills, as well as PLC troubleshooting, programming and functions.

**Lab Equipment – Amatrol 85-P-AB503**

**Class Meetings:** Tuesdays and Thursdays from Sept. 20 - Oct. 20  
**Time:** 5:00-9:00 p.m.  
**Cost:** $1,250  
**Location:** Dyersburg Campus

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**Motors and Motor Controls (40 Hrs)**

The Motors and Motor Controls course introduces electrical motors used in industry and provides instruction in the integrated application of basic electric controls (including electrical motor controls) with starting, stopping, reversing and stopping devices. The course includes introductory theory and application of AC/DC circuits, control transformers, and operation of DC power supplies. The lab portion of the course provides instruction in the integrated application of advanced motors and motor controls emphasizing variable drives, proximity sensors and speed control.

**Lab Equipment - Amatrol 85-MT5**

**Class Meetings:** Tuesdays and Thursdays from Sept. 20 - Oct. 20  
**Time:** 5:00-9:00 p.m.  
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**Domestic Violence Symposium**

Open to the public, this half-day symposium will cover issues sur-
 rounding domestic violence and problems faced by victims of domestic violence. Attendees will have the opportunity to earn Continuing Education Units (CEUs), which may be used in fields such as criminal justice, law enforcement, social work, education, child development, psychology, and healthcare, among others.

**Seminar Date:** Thursday, Sept. 29  
**Time:** 8:00 a.m. - 12:00 p.m.  
**Cost:** $49  
**Location:** Dyersburg Campus

**Coming Soon...**

**CEUs for Human Resources Professionals**

For more information about these programs, contact Van Wylie at wylie@dscc.edu to join our mailing list!

**Phlebotomy Technician**

This is an online course with face-to-face labs. As a Certified Phlebotomy Technician (CPT), you’ll draw blood from patients in hospitals, blood centers, or similar facilities for analysis or other medical purposes. As a CPT, you may perform some of the following tasks:

- Perform basic phlebotomy procedures
- Evaluate patients for ability to withstand venipuncture procedure
- Explain the venipuncture procedure and answer patient questions
- Perform basic point-of-care testing, such as blood glucose levels on patients
- Prepare blood, urine, and other body fluid specimens for testing according to established standards

**Labs:** Mondays and Thursdays, Sept. 8 - Oct. 17  
**Time:** 5:30 - 8:30 p.m.  
**Cost:** $695  
(all lab dates subject to change)  
**Location:** Dyersburg Campus

**Mini Med School (Part I)**

Unlock the medical mysteries of your own body as you learn about common ailments, how your body works, and why it sometimes doesn’t! This course covers normal and abnormal physiology including the cardiopulmonary, digestive, and neurological systems in a fun-filled and casual environment. Learners will be exposed to substantial amounts of scientific, but practical information about some of the most important matters affecting all of us now, and in the future.

**Class Meetings:** Sept. 15, 22, 29; Oct. 6, 13, 20, 27; Nov. 3; Dec. 1, 8  
**Time:** 6:30 - 8:30 p.m.  
**Cost:** $99  
**Location:** Jimmy Naifeh Center at Tipton County

**Critical Care Paramedic**

This 150-plus hour course has been approved by the Tennessee EMS Board as a preparatory program for the Critical Care Paramedic endorsement, which allows a paramedic to transport certain types of critically ill patients. Classes meet one day per week, and the program requires students to complete clinical rotations in critical care settings. Admission to the program is selective. Interested students must complete an application and provide all of the requested documentation, take an entrance exam, complete an interview, and be offered admission to the program.

**Class Meetings:** Tuesdays, Sept. 27 - Dec. 13  
**Time:** 7:30 a.m. - 6:00 p.m. (unless otherwise specified)  
**Cost:** $1250  
(additional fees may be required)  
**Location:** Dyersburg Campus

**Electrocardiogram (ECG) Technician**

ECG Technicians perform electrocardiograms and are one of the first people to assist patients experiencing cardiac symptoms. They are a critical member of the patient care team. As a Certified Electrocardiogram Technician, you may be employed in physician offices, emergency rooms, and hospital-based cardiology clinics across the country.

The ECG Technician Certificate includes theory and hands-on instruction during a seven-week program. This is a 40-hour course including labs. This certificate program will assist students in preparing for the National Health Career Association Certified Technician (CET) exam.

**Labs:** Mondays and Thursdays, Nov. 1 - Dec. 12  
**Time:** 7:30 a.m. - 6:00 p.m. (unless otherwise specified)  
**Cost:** $695  
(all lab dates subject to change)  
**Location:** Dyersburg Campus

**Certified Clinical Medical Assistant (CCMA)**

A Certified Clinical Medical Assistant (CCMA) is a multi-skilled professional and a valuable asset to a physician. They are an integral part of the healthcare team assisting in patient care management.

Certified Clinical Medical Assistants perform back office or clinical duties such as:

- Assisting during physical examina-
- Maintaining treatment rooms
- Sterilizing instruments and answering patient questions
- Performing ECG's
- Obtaining vital signs
- Performing phlebotomy

Coursework is completed online. ECG and Phlebotomy are prerequisites for the CCMA course.

**Labs:** Mondays and Thursdays, Dec. 19 - Mar. 6  
**Time:** 5:30 - 8:30 p.m.  
**Cost:** $695  
(all lab dates subject to change)  
**Location:** Dyersburg Campus

### CCMA Bundle Course

A “bundle” course containing ECG, Phlebotomy and CCMA will be offered at a discounted price. You can elect to register for all three or take the classes individually.

**Begins:** September 8, 2016  
**Cost for all three courses:** $1,950  
(includes lab supplies, CCMA test fee and textbooks)  
**Location:** Dyersburg Campus

### EMR First Responder

Dyersburg State Community College is offering an Emergency Medical Basic First Responder course. Upon completion of the 80 hour course, you will receive a certificate for 8.0 CEU's and be eligible to test and become licensed as a National Registry Basic First Responder.

**Class Meetings:** Tuesdays and Thursdays, Sept. 6 - Nov. 10  
**Time:** 6:00 - 10:00 p.m.  
**Cost:** $299  
**Location:** Gibson County Center

### Microsoft Word for Beginners

Need to learn how to use Microsoft Word on your computer? This is the class for you! Learning Microsoft Word will allow you to create documents, write letters, and much more! Students who complete this class will be eligible to take the Microsoft certification exam in Word at no charge.

**Class Meetings:** Mondays, Sept. 12 - 26  
**Time:** 5:30 - 7:30 p.m.  
**Cost:** $60  
**Location:** Dyersburg Campus

### Microsoft Excel for Beginners

Learn to make spreadsheets! This basic Microsoft Excel class will teach you the fundamentals needed to make spreadsheets and much more. Students who complete this class will be eligible to take the Microsoft certification exam in Excel at no charge.

**Class Meetings:** Mondays, Oct. 10 - 24  
**Time:** 5:30 - 7:30 p.m.  
**Cost:** $60  
**Location:** Dyersburg Campus

### Intermediate Microsoft Excel

This class will go into more detail about the functions of Microsoft Excel. The sessions will include the following topics:

- Functions & Calculations
- In-depth Charts & Graphs
- Working with Shapes & Objects

### Parenting 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. Pre-registration is required. Proof of attendance is sent within two weeks of the class date. An online workshop option is available for persons living in Dyer, Lake, Obion and Weakley counties at https://parentingclasses.educationprograms.com/dyersburg-state-college-parenting-and-divorce-class.html.

**Class Meetings:** Mondays, Nov. 7 - 21  
**Time:** 5:30 - 7:30 p.m.  
**Cost:** $60  
**Location:** Dyersburg Campus

### Basic Computer

Need to learn about computers? This basic computer class will teach you the fundamentals of operating a computer. You will learn about the keyboard, how to access the internet, how to use email, and how to manage files.

**Class Meetings:** Thursdays, Sept. 15 - 29  
**Time:** 5:30 - 7:30 p.m.  
**Cost:** $60  
**Location:** Dyersburg Campus

### Introduction to Pivot Tables

Students who complete this class will be eligible to take the Microsoft certification exam in Excel at no charge.

**Class Meetings:** Tuesdays, Dec. 6 - 20  
**Time:** 5:30 - 7:30 p.m.  
**Cost:** $60  
**Location:** Dyersburg Campus

**www.dscc.edu/continuingeducation**
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, and cha-cha.

Class Meetings: Tuesdays, Sept. 20 - Oct. 18
Time: 6:30 - 8:00 p.m.
Cost: $100 per person/$150 per couple
Location: Dyersburg Campus

Basic Sewing
Come learn to sew! Do you know some basics, but want to learn how to really sew? This class will teach you the fundamentals of sewing. You will need a portable sewing machine to bring with you to class.

Class Meetings: Tuesdays, Sept. 13 - Oct. 18
Time: 6:00 - 8:00 p.m.
Cost: $79
Location: Dyersburg Campus

Conversational Spanish
Perhaps you are traveling to a Spanish speaking country, or maybe you have colleagues, employees, or customers 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.

Class Meetings: Mondays, Sept. 24 - Nov. 14
Time: 6:00 - 8:00 p.m.
Cost: $129 (includes book and CD)
Location: Dyersburg Campus

Motorcycle Safety
Learn to ride a motorcycle by taking DSCC’s Motorcycle Safety Course.
• Get a motorcycle license!
• Improve your motorcycle skills!
• Save money on insurance!

Class Meetings: Saturday and Sunday, Aug. 27 - 28
Time: 8:00 a.m. - 5:00 p.m.
Cost: $195
Location: Dyersburg Campus

Class Meetings: Saturday and Sunday, Oct. 15 - 16
Time: 8:00 a.m. - 5:00 p.m.

Personal Development

Acrylic Painting
This class is open to adults who wish to learn the basics of painting with acrylics. Placement (composition), color, and perspective will be included. Each student will be required to provide their own supplies (a list of supplies needed will be distributed).

Class Meetings: Thursdays, Oct. 6 - Nov. 3
Time: 6:00 - 8:30 p.m.
Cost: $59
Location: Dyersburg Campus

Photography for Beginners
Come learn the basics of photography! Bring your camera and get “hands-on” experience taking exceptional photos with our professional photographer/instructor. You will also learn to improve, color correct and properly size the images from your digital camera.

Class Meetings: Mondays, Sept. 19 - Oct. 24
Time: 6:30 - 8:30 p.m.
Cost: $89
Location: Dyersburg Campus

Class Meetings: Tuesdays, Sept. 20 - Oct. 2
Time: 6:30 - 8:30 p.m.
Cost: $89
Location: Jimmy Naifeh Center at Tipton County

For more information or to register, call 731-286-3265 or email wylie@dssc.edu
Genealogy
Have you ever wanted to find out your family heritage? This class will teach you how to start researching about your family’s past! Come learn how to find out all about your family lineage and history.

Class Meetings: Mondays, Nov. 7 - 21
Time: 6:00 - 8:00 p.m.
Cost: $59
Location: Dyersburg Campus

Culinary Boot Camp
In week one you will learn about culinary tools, mise en place and tastes, and reading recipes. The next week you will learn the foundation of a great meal with stocks, soups and sauces. Get acquainted with sautéing, grilling, pan frying and deep frying in week three.

Class Meetings: Tuesdays and Thursdays, Sept. 6, 13, 20
Time: 6:00 - 9:00 p.m.
Cost: $99
Location: Lannom Center, Dyersburg

Italian Cooking and Baking for the Holidays
This course covers the techniques for creating Holiday recipes to delight family or for gift giving. Included in the course will be Basic Ingredients, Weights and Measures, Baking Terminology and Formula Calculations. Topics include: Pasta and Risotto, Traditional Holiday Pies and Tarts/Tiramisu, Breads, Wines, Cocktails and Aperitivo.

Class Meetings: Tuesdays and Thursdays, Nov. 1 - 8
Time: 6:00 - 9:00 p.m.
Cost: $99

Investing for Retirement
Learn to manage investment risks, use new tax laws to your advantage, make informed decisions about your retirement plan, and adjust your estate plan to function properly under the tax laws. Money is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values and achieve your retirement lifestyle goals.

Class Meetings: Tuesdays, Sept. 13 - 27
Time: 7:00 - 8:00 p.m.
Cost: $69
Location: Dyersburg Campus

Watercolor Class
If you would like to learn how to paint with watercolors, this is the class for you! You will learn beginning watercolor techniques and complete a watercolor painting. You will also become familiar with watercolor artists. Supplies will be required. Contact us for a list of needed supplies.

Class Meetings: Tuesdays, Sept. 6 - Nov. 8
Time: 7:00 - 8:30 p.m.
Cost: $99
Location: Dyersburg Campus

Coiled Yarn Basket Weaving
Come learn coiled basketry techniques! You will create your own basket during this class. You will also learn different techniques used in creating a basket. Supplies will be required. Contact us for a list of needed supplies.

Class Meetings: Thursdays, Sept. 8 - Oct. 13
Time: 7:00 - 8:30 p.m.
Cost: $79
Location: Dyersburg Campus

Youth Programs

Fun in the Fall!
This year, DSCC’s Fun in the Fall enrichment program for children will be offered at all three DSCC locations! This fall break enrichment program is filled with fun and excitement that is geared toward children in Kindergarten through 5th grade. Participants will explore topics in science, create crafts, and participate in activities while learning about each day’s theme. Lunch is included.

Time: 7:30 a.m. - 5:15 p.m.
Cost: $100 per child

Dyersburg: Oct. 3 - 7
Jimmy Naifeh Center: Oct. 10 - 14
Trenton Elementary School: Sept. 26 - 30

Golf Camp
Golf Camp is available for children ages five and older. Learn and practice golf skills including driving, putting, chipping, golf course etiquette, rules, and scoring. All skill levels are welcome! Campers should bring their own golf clubs.

Camp Dates: Oct. 3 - 7
Time: 9:00 a.m. - noon
Cost: $80
Location: The Farms Country Club
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.

Visit www.ahit.com/affiliates/dscc for more information.

Gatlin Education Services (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 transcription 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 U.S. 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.
Training for **YOUR** employees...

Training on **YOUR** schedule...

Training to meet **YOUR** needs...

**Dyersburg State Community College**

**Continuing Education**

is here to help!

**Let us build a course to meet your needs!**

- Leadership
- Management
- Interpersonal Relations
- Industrial Readiness
- Safety
- Sexual Harassment
- Drug-Free Workplace
- Coaching and Counseling Skills
- Conflict Resolution
- Change Management
- Teamwork and Teambuilding
- Ethics
- Improving Communication Skills
- Six Sigma Training
- Personal Development
- Customer Service
- Spanish for the Workplace
- Computer Skills
- Math for the Workplace
- Finance for Non-Financial Managers
- Improving Hiring Practices
- Diversity in the Workplace
- Maximizing Productivity
- Statistical Process Control
- Employee Empowerment
- Succession Planning
- Accountability
- Time Management
- Presentation Skills

...and much more!

Contact Van Wylie today so that we can start building an educational plan that meets your needs.

731-286-3276 or wylie@dscc.edu

[www.dscc.edu/continuingeducation](http://www.dscc.edu/continuingeducation)
If you are interested in registering for any of the programs included in this catalog, please fill out the registration form below and return it to DSCC’s Office of Continuing Education or register online at www.dscc.edu/continuingeducation.

Dyersburg State Community College
Continuing Education & Workforce Development
Registration Form

Name: ___________________________________________________________________________________

Address: ___________________________________________________________________________________

City: ____________________________  State: __________________  Zip: ___________________________

Phone: ____________________________  Cell: ____________________________

Email: ___________________________________________________________________________________

Course: ___________________________________________________________________________________

Dates: ___________________________________________________________________________________

Payment Amount Enclosed: _________________________________________________________________

(Please make checks payable to: Dyersburg State Community College)

Does this course increase your skills for the workforce?  Yes_______  No_______

This form may be returned by mail to:
Dyersburg State Continuing Education
1510 Lake Rd.
Dyersburg, TN 38024

For more information or to register, call 731-286-3267 or email tevans@dscc.edu
To Register:

ONLINE
www.dscc.edu/continuingeducation
Discover • MasterCard • VISA • American Express

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

BY MAIL
Use Registration Form
(One form per person)

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