

Dyersburg State Community College

Continuing Education & Workforce Development



**Advanced Manufacturing • Business and Industry
Fitness • Healthcare and RX TN Programs
Online Education-To-Go Training • Parenting
Personal Development • Technology • Youth Programs**

DSCC

Fall 2015 - Spring 2016

Lifelong Learning through Training and Development

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

The Department of Continuing Education

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. 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 need registration information, please contact Teresa Evans at 731-286-3267 or visit www.dsc.edu/continuingeducation. We look forward to meeting you and serving your needs.

Sincerely,

Van Wylie
Coordinator of Continuing Education



Van Wylie
Coordinator of Continuing Education
Ph: 731-286-3265
Email: wylie@dsc.edu



Teresa Evans
Program Specialist
Ph: 731-286-3267
Email: tevens@dsc.edu

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 visit www.dsc.edu/continuingeducation.

Student Spotlight

Bethany Ackerman

“Bethany Ackerman came to Dyersburg, Tennessee for a change, an adventure! Upon arrival, she realized this is a rural area and jobs do not fall into your lap. She had an education but there weren’t any jobs available in her previous field of low vision in ophthalmology.

After working at odd jobs that paid very little, it was apparent she was not going to find a job in her previous field. After speaking with RX TN personnel, she chose to continue her education in the medical field.

“I was given information regarding phlebotomy and that struck my curiosity. I've never been squeamish about bodily fluids, so I enrolled in the phlebotomy class.”

Karin Featherston was the instructor and Bethany was impressed with her teaching techniques.

“She made learning fun and I wanted to do more”. Bethany did well in phlebotomy. With encouragement from Karin, the RX TN team, and friends, Bethany went on and completed the ECG course with plans to become a Certified Clinical Medical Assistant (CCMA).”

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

Industrial Fundamentals for the Workplace/New Employee (30 Hrs)

This course is offered to industry to entry-level employees in a variety of training on general work and safety issues.

Discussions will include:

- Lockout / Tagout Station
- Basic Computer Operations
- Lean Manufacturing Overview
- Teambuilding Exercises
- OSHA Safety
- Problem Solving
- Sexual Harassment
- Industry Specific Training (Determined by industry) (Ex: Blueprint reading and measuring instruments)
- Communication

Electrical Systems I (40 Hrs)

Learning Objectives

- Electrical Symbols and Line Diagrams
- Specialized Electronic Devices
- Reading Electrical Diagrams
- Strip, Clean, and Rewire an Electrical Panel Drawing

Class Overview

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

Lab

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

Cost: \$1,250

Lab Equipment – Amatrol 85-MT2

Dyersburg

Sept. 8 - Oct. 5, 2015

Electrical Systems II / Motors and Motor Controls (40 Hrs)

Learning Objectives

- AC and DC Electrical Circuits
- Electrical Control Systems
- Electric Motor Control

Class Overview

Introduces electrical motors used in industry. Provides instruction in the integrated application of basic electric controls including electrical motor controls with starting, stopping, reversing and stopping devices. Provides introductory theory and application of AC/DC circuits, control transformers and operation of DC power supplies.

Lab

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

Cost: \$1,250

Lab Equipment - Amatrol 85-MT5

Dyersburg

TBA

Covington

TBA

Hydraulics and Pneumatics (40 Hrs)

Learning Objectives

- Air Logic
- Speed Control Circuits
- Fluid Power Systems
- Pneumatic DCV Applications
- Fluid Power Circuits
- Principles of Fluid Power Pressure & Flow

Class Overview

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.

Lab

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

Cost: \$1,250

Lab Equipment – Amatrol 850-C1

Dyersburg

TBA

Covington

TBA

Programmable Logic Controllers (PLC) (40 Hrs)

Learning Objectives

- Introduction to PLC
- PLC Troubleshooting
- Basic PLC Programming
- PLC Timer & Counter Instructions
- PLC Motor Controls
- Program Control Instructions

Class Overview

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.

Lab

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

Cost: \$1,250

Lab Equipment – Amatrol 85-P-AB503

Dyersburg

July 28 - Aug. 27, 2015

Covington

TBA

Advanced Programmable Logic Controllers (PLC) (40 Hrs)

Learning Objectives

- Advanced Systems Overview
- PLC Motor Control
- PLC Timer Instructions
- PLC Troubleshooting
- Event Sequencing
- Data Table Files
- I/O Configuration
- Math and Move Instructions

Class Overview

Focuses on the fundamental aspects of a SLC500 system overview and software. The student will look at routines, data table files, and configuring communication drivers that allow computers to communicate to the various processors.

Lab

Advanced practical application of the Programmable Logic Controller. The lab will offer hands-on application of the PLC and its capabilities.

Cost: \$1,250

Lab Equipment – Amatrol 85-P-AB503

Dyersburg

Oct. 20 - Nov. 19, 2015

Covington

TBA

Basic Robotic Operations and Programming (40 Hrs)

Learning Objectives

- Power Up and Jog the Robot
- Navigate Controller Software
- Execute Production Operations
- Backup and Restore Individual Programs and Files
- Develop Automatic Programs

Class Overview

Robotics is an exciting and rapidly growing area of industry. You will learn the basic operation of a robot which includes: safety, power up, shutdown, manual movement, and gripper operation; develop and run an automatic program, interface external input and output devices to the robot and apply both of those skills to design a program that simulates the latest control technology represented in industry.

Lab

Hands-on robotic operations including safety, power up, shutdown, manual operation, homing, and end effector operation. Other skills taught include basic robot programming including movement and effector commands, interfacing and material handling, application development, flexible manufacturing cells, quality control, production control, and work cell development.

Cost: \$1,250

Dyersburg
TBA

Covington
TBA

Occupational Safety and Health Administration (OSHA) (10 Hr & 30 Hr Workshops)

The OSHA workshops are intended to provide a variety of training on general industry safety and health to entry-level workers.

Four (4) hours will include OSHA Act, General Duty Clause 5(a)(1), inspection, citations and penalties (CFR Part 1903), record keeping (CFR Part 1904), walking and working surfaces, exit routes, emergency action plans, fire prevention plans, fire protection and electrical safety.

Discussions will also include: flammable and combustible liquid, PPE, machine guarding, hazard communication, industrial hygiene, blood-borne pathogens and ergonomics.

Dyersburg (10 Hr Workshop):
TBA

Dyersburg (30 Hr Workshop):
TBA

Covington (10 Hr Workshop):
TBA

Covington (30 Hr Workshop):
TBA

Land Surveyor's Seminar

Earn Continuing Education Units (CEUs)/Professional Development Units (PDUs)/ Professional Development Hours (PDHs) for your license recertification!

Collect your 7.5 PDHs in one day right here at Dyersburg State Community College!

Date and Time:
TBA

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



For more information or to register, call 731-286-3265 or email wylie@dsc.edu

Workforce Development

Dyersburg State Community College and the Tennessee Career Centers in Northwest Tennessee partner to provide employer services through several workforce development initiatives. The ACT Work Readiness System is used to energize employer hiring strategies and to develop career readiness strategies for job seekers. The availability of skilled labor is a major factor in helping business executives decide to locate in an area and allows existing businesses to maintain productivity and profitability. With the ACT Work Readiness System, the Tennessee Career Centers are providing workforce solutions that result in quality hires and a work-ready job candidate.

The ACT Work Readiness System assembles a world-class set of components into an integrated solution for organizations seeking to identify and invest in employees who can make real contributions to the bottom line. An integral element of ACT's Work Readiness System is one of the largest, most robust occupational profiles databases available. More than 19,000 job titles, ranging from white-collar professional to blue-collar technical positions have been researched to identify the essential skills and skill levels for employee selection, hiring, and training.

By partnering with the Tennessee Career Centers, companies can achieve substantial benefits:

- Increase your bottom line by hiring the right employees
- Reduce turnover
- Take the guesswork out of selection decisions
- Improve the effectiveness of your training dollars
- Determine individual and organization skill needs
- Aid communication between employers and educators or trainers

The ACT Work Readiness System includes several elements to ensure successful hires for your company.

Job Profiling

- Uses a focus group process to gather job task and WorkKeys® and skill information from job incumbents
- Provides a report with a customized task list and skill levels related to specific work examples
- Results in a Job Profile Report that can be used to support hiring, promotion and training decisions

WorkKeys® Assessments

ACT WorkKeys® is a national job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target institutional needs.

The WorkKeys® System is designed to help:

- Businesses fulfill their need for workplace skills in hiring and training
- Individuals document their workplace skills
- Enables partnerships between education and industry to further state and educational initiatives in improving workplace readiness for job seekers

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate.

ACT National Career Readiness Certificate™

ACT's National Career Readiness Certificate™ (NCRC) is a portable credential that demonstrates achievement and a certain level of workplace employability skills in Applied Mathematics, Locating Information, and Reading for Information.

NCRC offers the efficient matching of talent with work—which helps people find great jobs, companies find skilled workers, and our nation's economy grow and prosper. Launched in 2006, today more than 2.3 million certificates have been issued and more than 40 states have statewide or regional certificate programs.

Skill Gap Training

ACT Career Ready 101™ is a comprehensive learning system that promotes sustained success by encouraging career exploration, positive work behaviors, and greater capacity to develop resumes, conduct job searches, and succeed in interviews and life-literacy with such skills as financial awareness. With its flexible online or instructor-led options, Career Ready 101™ is a powerful way to set up job seekers for success in all areas of career readiness.

Some of the topics included with Career Ready 101™ include:

- Work Habits • Listening for Understanding • Workplace Observation
- Applied Technology: Electricity, Fluid Dynamics, Mechanics and Thermodynamics

**For more information on Workforce Investment Act (WIA) programs,
contact a Career Center Advisor at 731-286-8300.**

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 online opportunities for learning and can develop specialized courses for particular needs.

Work-life Training

- Drug-free Workplace
- Violence in the Workplace
- Sexual Harassment
- Organizational Management
- Coaching and Counseling Skills for Supervisors
- Creating a Culture of Respect
- Becoming Immune to Difficult People
- 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 & 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, Kaizen
- Value Stream Mapping
- Visual Workplace
- Kan Ban, Standardized Work
- Pull Systems (Kanban)
- Quick Changeover
- Overall Equipment Effectiveness

- **Management**

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

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
- Spanish for Professionals
- Microsoft Office
- And many more!

Don't see a certain course or training program that you or your employees need?

Need a different date, time or location not listed in this catalog?

We will work with you to develop training that fits your needs!





Achieve Global Achieving Results Through Genuine Leadership Training

In the 21st century, the level of human skills will determine organization success. AchieveGlobal provides exceptional development in interpersonal business skills, giving companies the workforce they need for business results. Located in over 40 countries, we offer multi-language, learning-based solutions - globally, regionally, and locally.

We understand the competition you face. Your success depends on people who have the skills to handle the challenges beyond the reach of technology. We're experts in developing these skills, and it's these skills that turn your strategies into business success in the 21st century.

There are things technology can't do. People with these skills have a bright future in the 21st century. AchieveGlobal prepares you for that world.

Examples of modules offered:

- Resolving Conflicts With Your Peers
- Giving Needs-Based Feedback
- The Basic Principles of Genuine Leadership
- Listening in a Hectic World
- The Hallmarks of Supervisory Success and many more!

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

Certified Administrative Professional (CAP) 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.



You must submit an application and receive approval from International Association of Administrative Professional (IAAP) before you can take the CAP and/or Organization Management (OM) exams. Once approved, you'll receive detailed instructions on how to schedule your computer-based exam.

*Applications for March 7-12
Certification dates are available now!

CAP Exam Dates:
March 7-12, 2016

Application due to IAAP
(received by) December 1, 2015

Late Application
(received by) December 8, 2015

Schedule CBT Appt. with Pearson
Beginning January 5, 2016

Classes are offered through Regents Online Continuing Education (ROCE) to prepare for these exams.

CAP Part 1
Course Dates:
September 14 - October 26, 2015
Registration Dates:
July 6 - September 11, 2015
Course Fee: \$300

CAP Part II
Course Dates:
November 2 - December 21, 2015
Registration Dates:
July 6 - September 30, 2015
Course Fee: \$300



Empower. Innovate. Succeed.

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!

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
TN Small Business Development Ctr.
731-286-3201
mevans@dsc.edu

Online Training

Education To Go

DSCC offers over 280 courses online!

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:

- Go to: www.ed2go.com/dsc
- 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:

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**

Achieving Success with Difficult People

Would you like to learn how we have more successful relationships with difficult bosses and co-workers, students or family members? This course will show you new skills to improve relationships. **\$95**

A to Z Grantwriting

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

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**

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**

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**

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**

More Online Learning

The following online courses are specifically developed to meet workforce needs. Students can choose between 8, 16, 32 hour courses.

Visit our website:

www.continuetolearn/dsc

Price structure for the courses:

- 32-hour course: \$149
- 16-hour course: \$99
- 8-hour course: \$79

Our most popular courses:

Building Accessible Web Sites

Students will learn about page layout, HTML options, tag attributes and other requirements that will help to make their pages accessible to all users.

Becoming an Extraordinary Problem Solver

Learn the skills that take you beyond ordinary problem solving. Tools and techniques give you step by step guidance for solving your most challenging problems.

Dealing Positively with Conflict

Explore your preferred approaches to conflict resolution and learn new strategies for resolving workplace conflict in this dynamic online course. Apply conflict resolution skills using practice scenarios and real situations.

Become an AHIT Certified Home Inspector

This intensive 7-day course offers expert training from experienced, AHIT certified, ASHI, NAHI, CREIA and TREC members covering every aspect of the home inspection business. You will learn to conduct an extensive home inspection - from your initial contact to writing your final report.

To register online, visit www.AHIT.com

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/dsc 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 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.

Healthcare



Help us with RX Tennessee!

A grant designed to help students succeed in healthcare programs

RxTennessee Programs

Non-Credit Programs Include:

- Phlebotomy Technician
- Electrocardiogram (ECG) Technician
- Certified Clinical Medical Assistant (CCMA)
- IV Therapy

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

Steve Robey, Completion Coach
DSCC, Glover Building, Room 131
731-286-3213 or srobey@dsc.edu

Alice Edwards, Project Coordinator
DSCC, Glover Building, Room 136
731-286-3208 or
aholbroo@dsc.edu

Teresa Evans, Continuing Education
DSCC, Security Bank Community
Learning Center
731-286-3267 or tevens@dsc.edu

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.

ECG Orientation: Sept. 29, 2015
5:30 pm

Labs - Sept. 30, Oct. 6, 7, 13, 14,
20, 21 & 27

Time: 5:30 - 8:30 pm

Cost: \$695.00

(all lab dates subject to change)

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

Phlebotomy Orientation:

Nov. 3, 2015

Time: 5:30 pm

Labs: Nov. 4, 10, 11, 17, 18, 24,
Dec. 1, 3 & 8, 2015

Time: 5:30 - 8:30 pm

Cost: \$695.00

(all lab dates subject to change)

Certified Clinical Medical Assistant (CCMA)

See following page for complete program information

IV Therapy Class

This course is available to Certified Clinical Medical Assistants (CCMA's), Licensed Practical Nurses (LPN's) and Midwives.

The course will provide you with basic IV Therapy. It will be a hybrid course with course work completed online and practical labs onsite. We will try to accommodate the lab schedule to meet the class needs. Upon successful completion of the course, the student will be able to start and disconnect an IV and administer fluids as directed by the provider.

Orientation: September 8, 2015

Time: 6:00 p.m.

Lab Schedule: TBA

Cost: \$695.00 (includes supplies, certification test fee and textbooks)

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



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 examinations
- Maintaining treatment rooms
- Sterilizing instruments and answering patient questions
- Performing ECG's
- Obtaining vital signs
- Performing phlebotomy

ECG and Phlebotomy are prerequisites for the CCMA 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 individual classes too.

Dyersburg

"Bundle" Course

Begins: September 29, 2015

Cost for all three courses: \$1,950 (includes lab supplies, CCMA test fee and textbooks)

Cost for each individual course:

\$695 per course (ECG & Phlebotomy are required to take CCMA)

Youth Programs

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.

9:00 a.m. - 12:00 noon
\$85 per child

Dyersburg

June 6-10, 2016

Covington

June 20-24, 2016

Trenton

July 11-15, 2016



STEM Program



STEM Science, Technology, Engineering, Mathematics

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

June 13-17, 2016

1:00 - 5:00 p.m.

\$100 per child

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 2015: August 20, September 17, October 15, November 19, December 17

Spring 2016: January 21, February 18, March 17, April 21, May 19, June 16

Covington 5:30 - 9:30 p.m.

Fall 2015: September 14, October 5, November 2, December 7

Spring 2016: January 4, February 1, March 7, April 4, May 2



Personal Development

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.

Dyersburg

Fall: Tuesdays
Sept. 15 - Oct. 13, 2015
6:30 - 8:00 p.m.

Spring: TBA

\$100 per person / \$150 per couple
Instructor: Fran Robinson



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
Oct. 8 - Nov. 5, 2015
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. 14 - Nov. 2, 2015
6:00 - 8:00 p.m.

Spring: TBA

\$129 (includes book with CD)
Instructor: Zaira Garcia

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. 14 - Oct. 19, 2015
6:30 - 8:30 p.m.
\$89

Instructor: Jeff Roush

Spring: TBA



*Cake Decorating Instructor
Jennifer Thompson & class*

Photography for Beginners - Covington

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: Tuesdays,
Sept. 15 - Oct. 20, 2015
6:30 - 8:30 p.m.
\$89

Instructor: Jeff Roush

Spring: TBA



Jeff Roush, Instructor

Photoshop for Beginners

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 Adobe Photoshop interface, work with color, use layers, utilize masks and more.

\$89
Instructor: Jeff Roush

Spring: TBA

Quilting 101

Come learn to quilt! Do you have old shirts from events that you would like to keep forever but will never wear again? This class will teach you how to turn those old shirts into a sentimental t-shirt quilt! You can use the quilt as a work of art, a memorial or to keep you warm on a cold night.

You will need a sewing machine and supplies to make your quilt.

Instructor: Tina Haven
Location: Security Bank
Community Learning Center

Dyersburg

Fall: Thursdays
Sept. 17 - Oct. 8, 2015
6:00 - 8:00 p.m.
\$79
Instructor: Tina Haven



Sewing 101

Come learn to sew! A basic sewing class will be offered this spring.

Dates and Times: TBA

Technology

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, email and file management.

Dyersburg

Fall: Mondays
Sept. 14, 21 & 28, 2015
5:30 - 7:30 p.m.
\$60
Instructor: Becky McCaslin

Spring: TBA

Microsoft Word for Beginners

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.

Dyersburg

Fall: Thursdays
Sept 17, 24, Oct. 1, 2015
5:30 - 7:30 p.m.
\$60
Instructor: Becky McCaslin

Spring: TBA

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.

Dyersburg

Fall: Mondays
Oct. 12, 19 & 26, 2015
5:30 - 7:30 p.m.
\$60
Instructor: Becky McCaslin

Spring: TBA

Intermediate Microsoft Word

Each week will address a different lesson to help you use Microsoft Word:

Session 1 - Creating Flyers & Signs
Session 2 - Labels and Mail Merge
Session 3 - Working with Margins and Tabs
Session 4 - Creating Forms

Fall: Thursdays
Nov. 5, 12, 19 & Dec. 3, 2015
5:30 - 7:30 p.m.
\$80
Instructor: Becky McCaslin

Spring: TBA

Intermediate Microsoft Excel

This class will go into more detail in Excel. The sessions will include the following lessons:

Functions & Calculations
In-depth Charts & Graphs
Working with Shapes & Objects
Introduction to Pivot Tables

Dyersburg

Fall: Mondays
Nov. 2, 9, 16, 23 & 30, 2015
5:30 - 7:30 p.m.
\$80
Instructor: Becky McCaslin

Spring: TBA



If you are interested in registering for any of the programs included in this booklet, please fill out the registration form below and return it to DSCC's Office of Continuing Education.



DYERSBURG STATE
COMMUNITY COLLEGE
Division of Continuing Education

**Office of Continuing Education
Workforce Development**

1510 Lake Road
Dyersburg, TN 38024
731-286-3265 - Office
731-286-3264 - Fax

Registration Form

Name:		
Company Name:		
Address:		
City:	State:	Zip:
Phone:	Fax:	Cell:
Email:		

Course Title	Semester Fall, Spring, Summer	Number of Participants	Cost	Total
Total Amount Enclosed				\$

Does this course increase your skills for the workforce? _____ Yes _____ No

Method of Payment: Check # _____ Cash Credit Card

Please make checks payable to: **Dyersburg State Community College**

DYERSBURG STATE

COMMUNITY COLLEGE

Division of Continuing Education & Workforce Development

To Register:

ON LINE

<https://registration.xenegrade.com/dscc>
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