



SPARTANBURG  
COMMUNITY  
COLLEGE

CORPORATE & COMMUNITY  
EDUCATION

## Schedule of Classes Summer 2012

SCC Corporate & Community Education offers classes and programs to improve your work skills, start a new career or learn a new hobby.

*Tomorrow's Job  
Skills Today*

To view and register for classes visit:

[www.GoneToClass.com](http://www.GoneToClass.com)

Or call us:

(864) 592-4900

(877) 592-4900



## Business/Prof Development



Choose a new career, make a transition or update your current job skills today! SCC provides the educational resources for building leadership, improving performance and advancing careers. We can develop corporate customized training to meet the various needs of top management, new or seasoned supervisors and staff. Developmental strategies and training are based on workforce needs. Courses can be delivered at a corporate location or at any of SCC's campuses.

<b>ABC's of Accounting</b>	\$339	SCC	Apr 18 – Jun 13
<b>American Sign Language (ASL)</b>	\$239	OC	May 3 – Jun 28
	\$239	OC	Sep 24 – Nov 19
<b>Basic Conversational Spanish I</b>	\$299	SCC	May 15 – Jul 19
	\$299	SCC	Aug 15 – Nov 28
<b>Certified Logistics Technician</b>	\$1,399	TRC	Jun 4 – Jul 17
<b>Employment Law Update</b>	\$149	SCC	May 10
<b>Getting Paid to Talk – An Introduction to Professional Voice Overs</b>	\$49	SCC	May 8
<b>How to Make Proper Hiring, Discipline and Discharge Decisions</b>	\$149	SCC	Apr 12

<b>Lean 101: Principles of Lean Manufacturing</b>	\$299	CCC	Jul 31
	\$299	TRC	Sep 12
<b>Navigating Beyond Conflict</b>	\$219	TRC	Apr 18
<b>Real Estate First Year Sales: Pre-License</b>	\$420	SCC	Mar 26 – May 21
<b>Root Cause Analysis</b>	\$289	TRC	Jun 7
<b>Time Management</b>	\$159	TRC	May 15
<b>Training Within Industry (TWI)</b>	\$25	TRC	Apr 18

## Community Education



Exercise your mental and physical talents with courses at Spartanburg Community College! Rather than simply learning about something, learn an actual skill that you can use in daily activities. Our experienced artists, photographers, designers and content experts provide you with individual attention no matter what your skill level. Whatever your age, keeping your mind actively engaged is one of the most important things you can do to ensure a lifetime of growth.

<b>Advanced Motorcycle Rider Course – ARC-ST</b>	\$100	TRC	Apr 21
<b>Basic Drawing: Portraits</b>	\$119	SCC	Apr 16 – May 14
<b>Constable Inservice Review</b>	\$109	SCC	Jun 11 – Jun 16

**Defensive Driving**  
\$85 CCC, SCC Classes offered monthly.  
Visit [www.GonetoClass.com](http://www.GonetoClass.com) for details

<b>Earring Design</b>	\$29	SCC	Apr 16
<b>IPAD Basics</b>	\$29	SCC	May 17
	\$29	SCC	Oct 9
<b>Legal Lessons: A Series for the Public</b>	\$45	SCC	Oct 4 – Nov 15
<b>Milestone Bead Bracelet</b>	\$69	SCC	Jun 9
<b>Motorcycle Rider Education Beginner</b>	\$239	TRC	Mar 30 – Apr 1
	\$239	TRC	Apr 13 – 15
	\$239	TRC	Apr 27 – 29
	\$239	TRC	May 18 – 20
	\$239	TRC	Jun 8 – 10
	\$239	TRC	Jun 22 – 24
	\$239	TRC	Jul 13 – 15
	\$239	TRC	Jul 27 – 29

**Motorcycle Rider Education Intermediate**  
\$139 TRC May 11 – 12  
\$139 TRC Jun 15 – 16

**Motorcycle Rider Education Experienced**  
\$79 TRC May 5

**Photography, Basic**  
\$169 CCC Apr 23 – May 21  
\$169 SCC Aug 6 – 18  
\$169 CCC Oct 8 – Nov 5

**Sewing Basics**  
\$95 SCC Jun 18 – Jul 30

## Computer Training



Advancing technologies require us to constantly update our skills, learn new tasks, and develop multiple strengths whether you are considering career enrichment, career change, or personal development. Learn to use appropriate software tools and processes such as word processing, spreadsheet, database, presentations, design and accounting fundamentals.

<b>Computer Basics</b>	\$209	SCC	Sep 13 – Oct 11
<b>Excel 2007, Basic</b>	\$209	TRC	Apr 18 – 20
<b>Excel 2007, Intermediate</b>	\$239	TRC	Jun 19 – 21
<b>Excel 2010, Basic</b>	\$209	CCC	Jun 5 – 7

## Online Classes

SCC's Corporate & Community Education Division has partnered with ed2go and University Alliance to offer hundreds of online, instructor-facilitated courses. This is your opportunity to brush up on an old skill, learn a new one, or take that course that has always interested you.

- Classroom access is available 24/7 from any Internet connection.
- Classes vary in length.
- The courses are entirely web-based with comprehensive lessons, quizzes and assignments.
- A dedicated expert instructor facilitates every course; pacing learners, answering questions, giving feedback and facilitating discussions.

### Course Programs Offered:

- Computers & Technology
- Industrial Training
- Personal Interest
- Professional Development

Go to [www.GoneToClass.com](http://www.GoneToClass.com) to view all online courses.

■ **CCC:** Cherokee County Campus, Gaffney ■ **SCC:** central campus, Spartanburg ■ **TRC:** Tyger River Campus, Duncan ■ **OC:** Off Campus ■  
Class schedules are subject to change. Please visit our website [www.GonetoClass.com](http://www.GonetoClass.com) for up-to-date schedules.

*"Enjoyed the instructors and class environment."*

– TAYLOR, JULY 2011

**Excel 2010, Basic**  
\$209 SCC Jul 17 – 19

**Excel 2010, Intermediate**  
\$239 SCC Apr 11 – 13  
\$239 CCC May 15 – 17

**Office Administration Certificate**  
\$1,225 SCC Apr 16 – May 22  
\$1,225 CCC Jun 4 – Jul 20

**Photoshop Basics**  
\$189 SCC Apr 10 – 17

**QuickBooks Basics**  
\$239 SCC Jun 7 – Jul 19

**QuickBooks: Beyond the Basics**  
\$239 SCC Apr 12 – May 17  
\$239 SCC Aug 2 – Sep 6

## Healthcare Training



Take advantage of our short, affordable and hands-on healthcare programs and get the education you need to begin working immediately. Healthcare occupations are projected to grow the fastest in the economy. The fastest growing occupations include nursing aids, orderlies, attendants, and personal and home care aids.

**Coding Test Preparation**  
\$529 SCC Apr 10 – 26  
\$529 SCC Jun 5 – 21

**CPT-4 HCPCS Coding**  
\$895 Online Jun 25 – Aug 27

**Dialysis Technician for the Phlebotomist**  
\$955 SCC Aug 13 – Oct 3

**EKG/Arrhythmia Monitor Technician**  
\$885 SCC Apr 17 – Jun 28

**EMT - Emergency Medical Technician Basic, Part 1**  
\$1,095 SCC May 4 – Jun 15

**EMT - Emergency Medical Technician Basic, Part 2**  
\$1,095 SCC Jun 16 – Jul 28

**ICD-9 & ICD-10 Coding**  
\$1,019 Online Apr 26 – Jun 21

**Medical Office Billing/Coding Specialist Part 1**  
\$1,039 SCC Apr 3 – May 29

**Medical Office Billing/Coding Specialist Part 2**  
\$1,085 SCC May 2 – Jun 11

**Medical Office Billing/Coding Specialist Part 3**  
\$1,775 OC Jul 10 – Oct 11

**Medical Office Billing/Coding Specialist Part 4**  
\$1,249 OC Sep 24 – Dec 18

**Nursing Assistant**  
\$785 CCC Mar 27 – May 15  
\$785 TRC Apr 2 – 26  
\$785 SCC May 30 – Jun 18  
\$785 SCC Jun 4 – Aug 29

**Nursing Assistant Monitor Technician**  
\$1,069 SCC Apr 17 – Jun 7  
\$1,069 SCC May 2 – Jun 21  
\$1,069 TRC May 9 – Jul 23

**Patient Care Technician – Part 1**  
\$1,289 SCC Apr 30 – Jul 17

**Patient Care Technician – Part 2**  
\$1,119 SCC Jul 19 – Sep 29

**Phlebotomy Technician – Part 2**  
\$465 OC Apr 11 – 27

## Industrial Training



Are you unemployed, facing a downsizing, or just seeking a more rewarding and challenging job or career? Even when the unemployment rate is high, a study by the National Association of Manufacturers indicates that 80 percent of manufacturers cannot find enough qualified applicants to fill job openings.

### Forklift Training

\$100	SCC	Apr 20
\$100	CCC	Apr 27
\$100	SCC	May 18
\$100	SCC	Jun 29



*Join our*

**SCC Corporate & Community Education**  
email list!!

Text: **GoneToClass**

To: **22828** to get started

*Message and data rates may apply*

## Custom Training

**It's a constant challenge in today's market** to maintain a skilled, adaptable workforce to keep your business on the cutting edge of technology. The SCC Corporate & Community Education division provides customized training, private consultation and professional development opportunities to increase your profitability and productivity.

We will help you identify training needs, develop related instruction sources and coordinate program sponsor services with other federal employment and training programs. For more information please contact a SCC Corporate & Community Education program manager today or visit our web site at **www.GoneToClass.com/Custom**

## For more information or to register online:

**Online registration is easy**, completely secure, personalized just for you and conveniently available whenever you are ready.

**(864) 592-4402** or toll free **(877) 592-4402**

**www.GoneToClass.com**

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## Why Choose SCC Corporate & Community Education?

The SCC Corporate & Community Education Division is committed to meeting the educational and training needs of our community. Upstate South Carolina residents have experienced excellent results from our training and education programs.

- Get the knowledge and skills to take to the workplace immediately
- Quick and affordable certificate programs
- No placement tests, transcripts or applications needed
- Flexible schedules
- Convenient campus locations
- Experienced and knowledgeable instructors
- Blended online and class/lab programs
- Enhance your personal or professional life
- Workforce development
- Customized training

## Tuition Assistance

Tuition assistance for qualified unemployed or displaced workers may be available through:

### ■ OneStop/Career Source

Spartanburg County **(864) 562-4168**

Cherokee County **(864) 902-1150**

Union County **(864) 427-4119**

### ■ Smart Jobs for Spartanburg County Residents:

SCC central campus at the Workforce Center,

East building, Room E60

**(864) 592-4820**

### ■ Project HOPE (for ages 17 – 25)

Phone **(803) 898-9090**

Toll Free **(800) 299-2433**

Website **[www.dss.sc.gov/projecthope](http://www.dss.sc.gov/projecthope)**

## REGISTER TODAY!

Online registration is easy, completely secure, personalized just for you and conveniently available 24/7.

**Register today!**

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**Toll free:** (877) 592-4402

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Skills Today*



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Corporate & Community Education**

I-85 Business at New Cut Road, Spartanburg, SC 29305