**New CE Classes – Summer 2018**

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| **Category** | **Title** | **Description** | **Requirements** |
| Business & Leadership | Develop Assertiveness and Self-Confidence*(Harnett County)* | Assertiveness and self-confidence are comprised of important interpersonal communication skills and traits that are crucial for our personal and professional lives. This course teaches confidence development, and skills that will help students become more assertive in their daily life. This course provides tips, techniques, and opportunities to practice new skills. |  |
| Computer Technology | 21st Century Technology Skills*(Harnett County)* | Discover 21st century technology skills relevant to today’s use of the Internet. Students will learn to communicate through social media, and examine alternatives to cable and satellite television by looking at streaming media. Students will also gain insight of effectively searching for information, storing data online, and how to securely and safely shop online. |  |
| Computer Technology | Data Analysis with Excel Pivot Tables*(Harnett County)* | The need to analyze increasing amounts of data is vital in today's business operations. This course is ideal for persons who analyze and report financial information using Microsoft Excel 2016. Students will learn how to effectively use advanced pivot table features by maximizing program functions and capabilities. | Experience using Microsoft Excel 2016 is required. |
| Computer Technology | Digital Media & Marketing*(Harnett County)* | Marketing and advertising are bigger than ever because of digital and social media. Marketing has gone beyond the classic printed ads and billboards. This class teaches common marketing types (e.g. Guerrilla and promotional marketing) as well as real time marketing practices using tools such as social media, customer rewards, news media, and blogs. |  |
| Cosmetic Arts | Manicuring - Nail Tech*(Harnett County)* | This course allows students to begin working towards completing 300 hours of salon theory and practical skills. Instruction will focus on theoretical concepts of manicuring with hands-on experience. Students will work towards a manicuring license with the NC State Board of Cosmetic Arts. | Students must attend a required orientation session and provide verification of identification. Textbooks, a manicuring kit, uniform and supplies are required. |
| Cosmetic Arts | Manicuring - Nail Tech in Spanish*(Harnett County)* | This course allows students who speak fluently in Spanish to begin working towards completing 300 hours of salon theory and practical skills. Instruction will focus on theoretical concepts of manicuring with hands-on experience. Students will work towards a manicuring license with the NC State Board of Cosmetic Arts. | Students must attend a required orientation session and provide verification of identification. Textbooks, a manicuring kit, uniform and supplies are required. |
| Creative Writing | Moving from Memoir to Poetry*(Chatham County)* | We will study how poets turn their memories and experiences into poetry. Time will be divided between workshopping your poems and discussing poems by a diverse selection of poets. This class is open to all levels. |  |
| Creative Writing | Your Life is a Poem! II*(Chatham County)* | Everyday life can translate into poetry when one tunes into the environment. New students as well as those who would like to develop their skills further, share their work, and study new poetry are welcome. Each class will involve prompts, critiques and discussion. |  |
| Workforce Readiness | Social Media Tools for Job Seekers*(Harnett County)* |  | Social media has changed the way job seekers find employment and employers find talent. Tailor your personal/professional branding for the career you want. Learn how to effectively use social media (e.g. LinkedIn, Twitter, Facebook, YouTube and Google) for your job search and attract prospective employers. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class. | Computer and MS Word experience is required. |

**Classes with Title or Description Updates**

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| Dance | Dancing for Fun and Fitness*(Harnett County)* | Put on your dancing shoes and get fit in a fun way! Line dancing has made a comeback; it's not just country anymore. Students will learn a variety of dances that can be practiced at home to stay fit. Musical genres include R&B, country, pop and Latin. |  |
| Fitness | Hatha Yoga*(Chatham County)* | In this course, we will explore the physical practice of yoga. We will come at this practice by way of hatha yoga. You will learn distinctions between hatha yoga and other various branches of Yoga philosophy. | Students should bring a yoga mat and blanket. |