

## Education To Go — Online Classes - [www.ed2go.com/cccc](http://www.ed2go.com/cccc)

See Page 3 for registration information. Students must have an email address to register. For class descriptions and instructor profiles, visit [www.ed2go.com/cccc](http://www.ed2go.com/cccc). For more information or to register, contact the Chatham, Harnett, or Lee Continuing Education offices or Ramona Leftwich, CCCC Education To Go representative, at (919) 545-8033. **Fall start dates: August (08/18/10), September (09/15/10), October (10/20/10), November (11/10/10), and December (12/08/10).** Registration deadline is at least 48 hours prior to start date. For a complete list of classes and detailed descriptions, go to [www.ed2go.com/cccc](http://www.ed2go.com/cccc).



### Hundreds of Classes....

A Writer's Guide to Descriptive Settings  
 Accounting Fundamentals  
 Administrative Assistant Applications  
 Adolescents, Understanding  
 Aging Parents, Assisting  
 An Introduction to Teaching ESL/EFL  
 Anatomy and Physiology, Human  
 Arts and Crafts Business, Start Your Own  
 ASP.NET, Introduction to  
 Braille Transcription, Beginning  
 Business  
 C++ Programming  
 Caterer, Secrets of the  
 Children, Writing for  
 Classroom Discipline Problems II, Solving  
 Communication  
 Computer Skills  
 Constitutional Law: Bill of Rights  
 Consulting Practice, Start Your Own  
 Creating the Inclusive Classroom  
 Criminal Law, Introduction to  
 CSS and XHTML  
 Customer Service, Managing  
 Database Development, Introduction to  
 Debt Elimination Techniques That Work

Designing Effective Websites  
 Differentiated Instruction in the Classroom  
 Difficult People, Achieving Success with  
 Digital Photography, Discover  
 Drawing for the Absolute Beginner  
 Dreamweaver  
 eBay Drop Off Store, Start Your Own  
 Editing, The Keys to Effective  
 Employment Law Fundamentals  
 European Art, Enjoying  
 Evidence Law  
 Finance, Personal  
 Flash MX 2004, Introduction to  
 Forensic Science for Writers  
 French  
 Genealogy Basics  
 Get Funny!  
 Grammar  
 Grant Writing  
 GRE Preparation - Part 1 & 2  
 Handling Medical Emergencies  
 Home-Based Business, Start and  
 Operate your own  
 Homeschool With Success  
 Human Resources Function, Understanding  
 Illustrator CS3, Introduction to  
 InDesign CS3, Introduction to

Individual Excellence  
 Internet  
 Japanese, Conversational  
 Job Search, 12 Steps to a Successful  
 Journaling  
 Kids on the Internet, Guiding  
 Language Development in Childhood,  
 Enhancing  
 Leadership  
 Learning Disabled Students, Working  
 Successfully With  
 Learning Materials, Creating K-12  
 Life Story, Write Your  
 Linux, Introduction to  
 LSAT Preparation - Part 1 & Part 2  
 Luscious, Low-Fat, Lightning-Quick Meals  
 Magazine Writing, The Craft of  
 Manufacturing Fundamentals  
 Mastery of Business Applications  
 Math, Everyday  
 Medical Coding  
 Microsoft Programs  
 Money Management, Keys to Successful  
 Music Made Easy  
 Nurse Consulting, Legal  
**... And Many More!**

**Anatomy & Physiology – Introduction**

This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to healthcare. This is not a college transferable course.

**Course #:** H-3863 **(Online Registration)**  
**Start • End Date:** 08/22/10 • 12/12/10  
**Day:** Online **Time:** Online  
**Cost:** 175.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 229  
*Orientation: 08/16/10 • 9:00A – 11:00A*

**Employability Skills Online**

This course will focus on personal and professional development in the areas of time management, goal setting, communication skills, conflict resolution, resume preparation, interview strategies, and much more.

**Course #:** H-3882  
**Start • End Date:** 09/13/10 • 12/12/10  
**Day:** Online **Time:** Online  
**Location Code:** HMC  
**Building Location:** Online  
*Registration deadline: 09/03/10*  
*Orientation: 09/10/10*

**Healthcare Billing & Coding**

Students will learn methods for selecting the appropriate CPT and ICD-9 codes and demonstrate proficiency in coding skills. Medical Terminology is a prerequisite for this class.

**Course #:** H-3864 **(Online Registration)**  
**Start • End Date:** 08/22/10 • 12/12/10  
**Day:** Online **Time:** Online  
**Cost:** 175.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 229  
*Orientation: 08/16/10 • 9:00A – 11:00A*

**Medical Terminology**

Medical Terminology covers specific words and phrases needed for effectively functioning and understanding the “language” of healthcare.

**Course #:** H-3865 **(Online Registration)**  
**Start • End Date:** 09/19/10 • 12/12/10  
**Day:** Online **Time:** Online  
**Cost:** 175.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 229  
*Orientation: 09/13/10 • 9:00A – 11:00A*

**Nurse Aide I Hybrid**

This course is designed to provide entry level nurse aide students with basic nursing skills required for personal care of patients, residents, or clients under the direction and supervision of a registered nurse.

**Course #:** H-3861  
**Start • End Date:** 10/03/10 • 01/23/10  
**Day:** Online **Time:** Online Hybrid  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 229  
**Lab Days:** T/Th: 5:30P – 9:30P  
**Clinical:** Sa/Su: 8:00A – 6:00P  
*Orientation: 09/27/10 • 9:00A – 11:00A*

**Nurse Aide I Refresher Hybrid**

To prepare the NA I whose North Carolina registry listing has expired to take the State Certification Exam.

**Course #:** H-3862  
**Start • End Date:** 10/03/10 • 11/28/10  
**Day:** Online **Time:** Online  
**Cost:** 120.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 229  
**Lab Days:** November 15 & 17, 2010  
**Lab Times:** 6:00P – 9:00P  
*Orientation: 09/27/10 • 9:00A – 11:00A*