Auto Dealers
This course reviews basic NC laws, provides updates, and renews dealer’s license. Participants must hold a current Auto Dealer's license to attend this class.

Course #: L-3196
Start • End Date: 09/13/11 • 09/13/11
Day: T
Time: 9:00A – 3:30P
Cost: 65.00
Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Larry Davis

Banking Pre-Teller
The pre-teller training course is designed to provide basic skills to potential bank tellers at entry level. This course reflects the changing responsibilities of tellers and the most recent compliance information.

Course #: L-3226
Start • End Date: 08/15/11 • 10/10/11
Day: Th
Time: 6:30P – 8:30P
Cost: 120.00
Location Code: SCC
Building Location: Bldg 042 Rm 207
Instructor: Michael Kreibick

Aviation Ground School for Private Pilots
Learn aircraft systems and flight operations, aerodynamics, aviation weather observations and forecasts, aircraft performance, and navigation. Successful completion of this course prepares students for the FAA knowledge test for single-engine airplanes.

Course #: L-3198
Start • End Date: 08/16/11 • 12/13/11
Day: TTh
Time: 7:00P – 8:30P
Cost: 175.00
Location Code: LLC
Building Location: Main Bldg Rm 216
Instructor: Adam Bowers

Basic Electricity for the Apprentice/Helper
This course is designed to increase safety awareness and teach electrical concepts and basic repairs. Completion of this course could lead to employment as an electrician’s helper or apprentice.

Course #: C-3287
Start • End Date: 09/15/11 • 11/03/11
Day: Th
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: SCC
Building Location: Con Ed Rm 219
Instructor: Michael Kreibick

For registration information, refer to page 3. For location key, refer to page 6.
Commercial Drivers License
Students will gain information and understanding of material within the driver manual in order to pass the written CDL test required by the DMV. General knowledge of pre-trip inspection, skill test, and driving test will be covered.

Course #: C-3296
Start • End Date: 09/06/11 • 09/22/11
Day: TTh Time: 6:00P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Conf Rm 1
Instructor: Bobby Lawson

Cosmetology – Advanced Exfoliation Hands-On
Provides eight (8) continuing education hours in the knowledge and techniques of exfoliation.

Course #: L-3199
Start • End Date: 08/27/11 • 08/27/11
Day: Sa Time: 8:00A – 5:00P
Cost: 71.25 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Cosmetology – Facial Makeup Hands-On
Provides eight (8) continuing education hours in the use of cosmetics, cosmetic color theory, and make-up process for any occasion.

Course #: L-3201
Start • End Date: 09/10/11 • 09/10/11
Day: Sa Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Cosmetology – Intro to Esthetics Hands-On
Provides eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Course #: L-3200
Start • End Date: 10/08/11 • 10/08/11
Day: Sa Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Customer Service Excellence
Through classroom discussions, role playing, and video vignettes, students will become proficient in the delivery of customer service.

Course #: C-3313
Start • End Date: 11/02/11 • 12/07/11
Day: W Time: 1:00P – 4:00P
Cost: 189.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Jess Spiller

Cosmetology in Spanish
This course allows students who speak Spanish fluently to obtain their cosmetology certificates by completing 1500 hours.

Course #: H-3876
Start • End Date: 08/15/11 • 10/13/11
Day: MTWTh Time: 3:30P – 10:30P
Cost: 181.25 Location Code: DUNN
Building Location: Dunn Cosmetology
Instructor: Rosa D. Del Toro

Course #: H-3875
Start • End Date: 09/06/11 • 10/13/11
Day: MTWTh Time: 8:00A – 3:30P
Cost: 181.25 Location Code: HMC
Building Location: Bldg 4
Instructor: Zorida Cruz

Customer Service Excellence
Through classroom discussions, role playing, and video vignettes, students will become proficient in the delivery of customer service.

Course #: C-3313
Start • End Date: 11/02/11 • 12/07/11
Day: W Time: 1:00P – 4:00P
Cost: 189.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Jess Spiller

Cosmetology – Intro to Esthetics Hands-On
Provides eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Course #: L-3200
Start • End Date: 10/08/11 • 10/08/11
Day: Sa Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Customer Service Excellence
Through classroom discussions, role playing, and video vignettes, students will become proficient in the delivery of customer service.

Course #: C-3313
Start • End Date: 11/02/11 • 12/07/11
Day: W Time: 1:00P – 4:00P
Cost: 189.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Jess Spiller

Cosmetology – Intro to Esthetics Hands-On
Provides eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Course #: L-3200
Start • End Date: 10/08/11 • 10/08/11
Day: Sa Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Customer Service Excellence
Through classroom discussions, role playing, and video vignettes, students will become proficient in the delivery of customer service.

Course #: C-3313
Start • End Date: 11/02/11 • 12/07/11
Day: W Time: 1:00P – 4:00P
Cost: 189.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Jess Spiller
Effective Teacher Training
Sessions included are learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation. Recommended for substitute teachers, teacher assistants, and prospective teachers.

Course #: C-3280
Start • End Date: 09/13/11 • 10/13/11
Day: TTh Time: 6:00P – 9:00P
Cost: 120.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Sandra Stancil

Course #: C-3281
Start • End Date: 10/29/11 • 11/19/11
Day: Sa Time: 8:00A – 4:00P
Cost: 120.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Sandra Stancil

Electrical Contractor – Analysis of NEC Changes
Students will receive updated information on latest changes in the National Electric Code and NC Electric Code. Class provides four hours of required CE credits.

Course #: L-3203
Start • End Date: 08/18/11 • 08/18/11
Day: Th Time: 8:00A – 12:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-3204
Start • End Date: 10/20/11 • 10/20/11
Day: Th Time: 8:00A – 12:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical Contractor – Bonding and Grounding
Learn information necessary for grounding and bonding in compliance with NEC Article 250. Class provides four hours of required CE credits.

Course #: L-3205
Start • End Date: 08/18/11 • 08/18/11
Day: Th Time: 1:00P – 5:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-3206
Start • End Date: 10/20/11 • 10/20/11
Day: Th Time: 1:00P – 5:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical – Residential Wiring
Provides an in-depth, hands-on knowledge of the principles of electrical wiring as it applies to residential applications. Course leads to skills needed for employment in the wiring industry.

Course #: L-3207
Start • End Date: 08/16/11 • 11/22/11
Day: TW Time: 6:00P – 10:00P
Cost: 176.25 Location Code: TBD
Building Location: TBD
Instructor: Richard Holt

General Contractor Licensing Preparation
This course is designed to guide and assist licensing candidates in their successful preparation for the NC General Contractor’s Examination (both residential and commercial building classifications, with the emphasis on residential). Approximate book cost $600.00.

Course #: C-3277
Start • End Date: 09/01/11 • 11/17/11
Day: Th Time: 6:30P – 10:00P
Cost: 120.00 Location Code: SCC
Building Location: Bldg 046 Rm 215
Instructor: John Sutton
Getting Paid to Talk
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice-over work for tv, film, radio, audio books, documentaries and the Internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful, and how to earn great income in this exciting field.

Course #: L-3176
Start • End Date: 10/24/11 • 10/24/11
Day: M Time: 6:30P – 9:00P
Cost: 19.00 Location Code: LLC
Building Location: Main Bldg Rm 120
Instructor: David Rodwell

Massage Therapy I
The major goal of this course is to prepare students to administer a professional massage in a clinical environment. This implies a thorough understanding of the human body, its anatomy, and is physiology. In addition, students will be expected to practice allied modalities that may enhance their ability to succeed in the field of massage therapy.

Course #: H-3878
Start • End Date: 08/17/11 • 12/19/11
Day: TWTh Time: 5:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Con Ed Rm 218
Instructor: Henrike Ramer-Bowman

Notary Public
The Notary Public course is designed for the person working for a new commission, provides needed information for those already commissioned, and persons wishing to be commissioned as a Notary.

Course #: H-3866
Start • End Date: 08/20/11 • 08/20/11
Day: Sa Time: 8:00A – 4:30P
Cost: 65.00 Location Code: HMC
Building Location: Con Ed Rm 219
Instructor: Patsy Payne

Course #: C-3282
Start • End Date: 09/09/11 • 09/09/11
Day: F Time: 9:00A – 4:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Faye Senter

Course #: L-3184
Start • End Date: 09/13/11 • 09/15/11
Day: TTh Time: 6:00P – 9:30P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 215
Instructor: Patsy Payne

Course #: H-3867
Start • End Date: 09/17/11 • 09/17/11
Day: Sa Time: 8:00A – 4:30P
Cost: 65.00 Location Code: HMC
Building Location: Con Ed Rm 219
Instructor: Patsy Payne

Course #: C-3283
Start • End Date: 10/06/11 • 10/06/11
Day: Th Time: 9:00A – 4:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Faye Senter

Course #: L-3185
Start • End Date: 10/11/11 • 10/13/11
Day: TTh Time: 6:00P – 9:30P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 220H
Instructor: Patsy Payne

Course #: H-3868
Start • End Date: 10/15/11 • 10/15/11
Day: Sa Time: 8:00A – 4:30P
Cost: 65.00 Location Code: HMC
Building Location: Con Ed Rm 219
Instructor: Patsy Payne

For registration information, refer to page 3. For location key, refer to page 6.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tr>
<td>C-3284</td>
<td>11/03/11 • 11/03/11</td>
<td>Th</td>
<td>9:00A – 4:30P</td>
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<td>Bldg 042 Conf Rm 2</td>
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<tr>
<td>L-3186</td>
<td>11/15/11 • 11/17/11</td>
<td>TTh</td>
<td>6:00P – 9:30P</td>
<td>65.00</td>
<td>LLC</td>
<td>Main Bldg Rm 120</td>
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<td>H-3869</td>
<td>11/19/11 • 11/19/11</td>
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<td>65.00</td>
<td>HMC</td>
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<td>C-3285</td>
<td>12/02/11 • 12/02/11</td>
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<td>TTh</td>
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<td>H-3870</td>
<td>12/17/11 • 12/17/11</td>
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<td>8:00A – 4:30P</td>
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<tr>
<td>H-3879</td>
<td>08/16/11 • 10/27/11</td>
<td>TTh</td>
<td>9:00A – 1:00P</td>
<td>181.25</td>
<td>HMC</td>
<td>Con Ed Rm 202</td>
<td>Kevin Hutchens</td>
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<td>L-3177</td>
<td>09/06/11 • 11/15/11</td>
<td>T</td>
<td>6:00P – 10:00P</td>
<td>121.25</td>
<td>LMC</td>
<td>Joyner 512</td>
<td>Kevin Hutchens</td>
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</tbody>
</table>

**Plumbing for Homeowners and Plumber Assistants**
This class will familiarize participants with the basic understanding of residential plumbing components, with emphasis on installation, maintenance, and repair of them. It is designed for homeowners and those interested in becoming plumber assistants.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<td>C-3327</td>
<td>09/14/11 • 11/16/11</td>
<td>W</td>
<td>7:00P – 9:00P</td>
<td>66.25</td>
<td>SCC</td>
<td>Con Ed Rm 202</td>
<td>Charlie McLaurin</td>
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<td>L-3212</td>
<td>10/20/11 • 11/22/11</td>
<td>TTh</td>
<td>6:00P – 9:00P</td>
<td>120.00</td>
<td>DAWCC</td>
<td>Rm 102</td>
<td>Kathy Woodell</td>
</tr>
</tbody>
</table>

**Real Estate Post-license: Selected Topics**
Approved Real Estate Commission Broker Post-license course, 30 hr. continuing education credit. Selected Topics. Course #303.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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</thead>
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<tr>
<td>H-3943</td>
<td>09/07/11 • 11/16/211</td>
<td>W</td>
<td>6:00P – 10:00P</td>
<td>120.00</td>
<td>HMC</td>
<td>Con Ed Rm 202</td>
<td>Kevin Hutchens</td>
</tr>
</tbody>
</table>

**Small Engine Repair**
In this course students will learn the basics of small engine repair.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
</tr>
</thead>
</table>

For registration information, refer to page 3. For location key, refer to page 6.
Professional Development  
Fall 2011

Vehicle Safety Inspection and OBD
Prepares auto technicians and service personnel as OBD inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV Enforcement Section for OBD emission inspectors. Students must be able to read and write in English and possess a driver’s license valid in North Carolina. For optimum learning, students should complete Vehicle Safety Inspection prior to OBD.

Vehicle Safety Inspection
Course #: L-3213
Start • End Date: 09/06/11 • 09/08/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3214
Start • End Date: 10/04/11 • 10/06/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3215
Start • End Date: 11/01/11 • 11/03/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3216
Start • End Date: 12/06/11 • 12/08/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

OBD
Course #: L-3208
Start • End Date: 08/16/11 • 08/18/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3209
Start • End Date: 09/20/11 • 09/22/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3217
Start • End Date: 10/18/11 • 10/20/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3218
Start • End Date: 11/15/11 • 11/17/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3219
Start • End Date: 12/13/11 • 12/15/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

OBD Refresher
Course #: L-3210
Start • End Date: 10/11/11 • 10/11/11
Day: T  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

Course #: L-3211
Start • End Date: 12/20/11 • 12/20/11
Day: T  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Instructor: Peter Eckley

For registration information, refer to page 3. For location key, refer to page 6.
Vital Learning Supervision Series
This course will prepare the student for employment as a first or second level supervisor.

Course #: C-3276
Start • End Date: 09/13/11 • 10/25/11
Day: T  Time: 1:00P – 5:00P
Cost: 260.00  Location Code: PMC
Building Location: Bldg 42 Conf Rm 2
Instructor: Jess Spiller

Welding I
This course will include sawing, shearing, and chiseling for any related fabrication process. It gives an excellent experience for students looking for work in “fab shops,” for example, machine building. Basic welding experience is required.

Course #: H-3877
Start • End Date: 08/16/11 • 12/20/11
Day: T  Time: 6:00P – 9:00P
Cost: 181.25  Location Code: HMC
Building Location: Con Ed Rm 202
Instructor: Joshua Britton

Welding – MIG
This course is designed to teach the practical operation in the use of Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices. Safety equipment is required.

Course #: C-3278
Start • End Date: 08/30/11 • 11/17/11
Day: TTh  Time: 6:00P – 9:00P
Cost: 176.25  Location Code: SCC
Building Location: Bldg 046 Rm 101
Instructor: Bobby Piggie

Creative Writing
Fearless Fiction Craft – Works In Progress
This class can help fiction writers transform their work through revision and rewriting. Participants will bring up to 12 pages of prose for in-class critique and revision. Participants learn the techniques of crafting and shaping fiction and apply them to their own work. Students have the outcome of more polished and powerful prose, plus an understanding of how to approach revision and critique.

Course #: C-3759
Start • End Date: 09/28/11 • 11/02/11
Day: W  Time: 6:00P – 8:30P
Cost: 138.00  Location Code: PMC
Building Location: Bldg 041 Rm 225
Instructor: Marjorie Hudson
Imagery & Endings in Short Fiction
This class will begin by examining imagery-rich endings by contemporary short story such as Edward P. Jones, Bonnie Jo Campbell, and Jayne Anne Philips. Using Campbell’s directive, “look and keep looking,” participants will push themselves to stay with a moment long enough to find its inherent power and bring resonance to the story. Participants should bring a story with an ending that isn’t quite there yet.

Course #: C-3760
Start • End Date: 08/27/11 • 08/27/11
Day: Sa  Time: 1:00P – 4:00P
Cost: 40.00  Location Code: PMC
Building Location: Bldg 041 Rm 224
Instructor: Belle Boggs

Poetic Form and Song
Poets and song writers will explore examples of poems and songs using traditional poetry forms. Each student will choose a form to draft a poem or lyrics. Acoustic string instruments welcome.

Course #: C-3758
Start • End Date: 10/29/11 • 10/29/11
Day: Sa  Time: 10:00A – 2:00P
Cost: 45.00  Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Chris Bouton

Poetic Techniques and Workshop
Like any art, poetry requires using the tools of the trade, and knowing the techniques they require. The raw materials of poetry are words; over the long course of history, many tools and techniques have developed to shape words into beautiful and inspiring poetry. This class offers detailed discussion and practice with imagery, voice, diction, sound, rhyme, rhythm, figurative language, and poetic forms.

Course #: C-3761
Start • End Date: 09/06/11 • 10/25/11
Day: T  Time: 7:00P – 9:00P
Cost: 135.00  Location Code: PMC
Building Location: Bldg 041 Rm 224
Instructor: Ralph Earle

Writing From Life: Session 1
Using a balance of lecture, exercise, and feedback on work, this course will give students a firm grounding in all the basics of memoir writing. Everything is presented in a clear, accessible, and supportive manner.

Course #: C-3762
Start • End Date: 08/17/11 • 10/05/11
Day: W  Time: 6:30P – 8:30P
Cost: 135.00  Location Code: PMC
Building Location: Bldg 041 Rm 225
Instructor: Melissa Delbridge

Write Where You Are
The greatest impediment to writing is the feeling that where you are and what you’re doing is not enough. If only I lived in Paris; if only I had a better laptop; if only I had more time to write. In this class we learn to shed delusory fantasies of the writer you should be and embrace the writer you are. We’ll focus on finding material for your writing from the very places you spend your time, the very people already in your life.

Course #: C-3755
Start • End Date: 08/25/11 • 10/13/11
Day: Th  Time: 6:00P – 8:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Tim McKee