Central Carolina Community College

**CCCC**

**CONTINUING EDUCATION**

Division of Economic & Community Development

Fall 2012

August 15 – December 31

Chatham County
Harnett County
Lee County
Distance Education/Ed2Go

Online Classes

Further your education without leaving home.

For a complete list of classes, visit www.ed2go.com/ccccc

- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education Technology
- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Veterinary
- Writing and Publishing
- Health Care and Medical
- And many more!

For more information or to register, contact the CCCC Education To Go representative, at (919) 718-7225.

Fall 2012 start dates:
August 16, 2012 • September 19, 2012 • October 17, 2012 • November 14, 2012 • December 12, 2012

www.cccc.edu/ed2go
Central Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30333-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Community College.

Note: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.
Welcome to Central Carolina Community College!

Thank you for choosing to continue your education with us at CCCC. Here you will find dedicated faculty and staff who are anxious to help you achieve your goals. We offer small classes, laboratories, and shops that are guided by highly qualified faculty. The equipment in these classrooms and laboratories is the latest industry standard. CCCC strives to provide you the highest level learning environment possible.

Best wishes during your time at CCCC.

Dr. T. Eston (Bud) Marchant
President, Central Carolina Community College

CONTINUING EDUCATION POLICIES

Fee Schedule
Course fees are noted with each course listing. Payment of these course fees is required when you register. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard, Visa, American Express, or Discover). Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. See qualifications in the HRD section of this schedule.

The North Carolina General Assembly has set the following fees for Continuing Education classes:

Fee Schedule
$65.00 for 1–24 hours
$120.00 for 25–50 hours
$175.00 for 51 or more hours

Self-Supporting (SS) Classes
Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived (see cost information).

Senior Citizens
The State of North Carolina authorizes persons who are 65 years of age or older and who are legal residents of North Carolina to receive free tuition for one non-degree or non-self supporting course per semester. If other fees are associated with the course, then the additional fees will have to be paid.

Refunds
• Refunds for Continuing Education courses are made as follows: 100% if requested before a course begins or if the course is cancelled; 75% if requested after a course begins, but before 10% of the total class meetings.

Registration
• Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The college reserves the right to cancel a course based on enrollment. All registrations must be received before a course reaches 10% of its scheduled hours. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment.

Course Repetition Policy
• Repeating occupational courses more than one time at the regular registration fee is prohibited by state regulations. Students taking a course more than twice in a five-year period will be required to pay the total cost of the course. This rule applies to courses taken since July 1, 1993. This regulation does not apply to licensure and certification courses.

• Students may enroll in personal enrichment classes an unlimited number of times provided space is available and new students in a particular class are not displaced. Preference will be given to first-time enrollees. Repeat students will be allowed to enroll on the first scheduled class date if space permits.

Continuing Education Units (CEUs)
• The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.

For registration information, refer to page 3. For location key, refer to page 6.
Continuing Education Fall Schedule 2012

REGISTRATION INFORMATION

• Registration for Fall 2012 Continuing Education courses begins on the following dates:
  
  **Tuesday, August 7**: Medical classes
  
  **Wednesday, August 8**: All other classes

Various classes begin throughout the year. Some information may change after this schedule is printed. For more up-to-date information about classes and fees, call (919) 718-7447.

WAYS TO REGISTER

**IN-PERSON**

• In-Person registration should be done at the Continuing Education Office in the county where the class is located or is supervised (for an online class) prior to a course’s start date or on the designated dates for the beginning dates of registration for medical classes or other classes.

• Register in person by completing the Continuing Education Registration Form and submitting the form with your payment, check, cash, Visa, MasterCard, American Express, Discover, or money order to one of Central Carolina Community College’s locations. Registration is complete when payment is made.

• Students may register at the following locations according to the following schedules on or after the following dates:
  
  **Tuesday, August 7** for medical classes and
  **Wednesday, August 8** for all other classes

**Chatham County – Pittsboro Campus (764 West St., Pittsboro, NC)**

  Monday – Thursday 8:00 a.m. – 4:00 p.m.  Health/Small Business Bldg. (Building Two)
  4:00 p.m. – 8:00 p.m.  Main Bldg. (Building One)
  Friday 8:30 a.m. – 12:00 noon  Health/Small Business Bldg. (Building Two)

**Chatham County – Siler City Center (400 Progress Blvd., Siler City, NC)**

  Monday – Thursday 8:00 a.m. – 8:00 p.m.  
  Monday – Thursday 8:00 a.m. – 8:00 p.m.  
  Monday – Thursday 8:00 a.m. – 8:00 p.m.  
  Friday 8:00 a.m. – 12:00 noon

**Harnett County Campus – Continuing Education Bldg. Reception Area (1075 E. Cornelius Harnett Blvd., Lillington, NC)**

  Monday – Thursday 8:00 a.m. – 7:00 p.m.  
  Monday – Thursday 8:00 a.m. – 7:00 p.m.  
  Monday – Thursday 8:00 a.m. – 7:00 p.m.  
  Friday 8:00 a.m. – 3:30 p.m.

**Lee County – Lifelong Learning Center at W.B. Wicker (900 S. Vance Street, Suite 280, Sanford NC)**

  Monday – Thursday 8:00 a.m. – 4:30 p.m.  
  Monday – Thursday 8:00 a.m. – 4:30 p.m.  
  Monday – Thursday 8:00 a.m. – 4:30 p.m.  
  Friday 8:00 a.m. – 3:00 p.m.

**CALL-IN**

• Call-In Registration requires payment with Visa or MasterCard.

  Have the course number and title available when placing this call.

  Use the following numbers:

  Chatham County:  (919) 545-8044
  Harnett County:  (910) 814-8823
  Lee County:  (919) 777-7793
  Ed2Go:  (919) 718-7225

**ONLINE**

• Search, register, and pay for some courses online through WebAdvisor. The following classes are excluded from online registration: medical classes, HRD courses, Alive at 25, defensive driving, and any classes that have prerequisites. Visit www.cccc.edu; click on the WebAdvisor logo at the top of the web site, and then follow the instructions to register.
Continuing Education Fall Schedule 2012

CONTACT INFORMATION

College and Career Readiness/Adult Education
• Basic Skills Plus:
  Andre Mapp ..........(919) 718-7339
• Chatham County:
  Sara Lambert ..........(919) 545-8661
• Harnett County:
  Melody McGee.........(910) 814-8972
• Lee County:
  Evangeline Smith .....(919) 777-7703

Career Readiness Certification
• Patricia Stone-Hackett (919) 777-7716

Customized Training
• Chatham, Harnett, and Lee counties:
  Cathy Swindell ..........(919) 718-7212

Ed2Go
Betty Matthews.........(919) 718-7225

Emergency Services Training
• EMS, Fire, Law Enforcement, and Rescue Training
  Dwight Dixon.........(919) 776-5601

Enrichment Courses, Center for Creative Retirement
• Chatham County:
  Maggie Zwilling......(919) 545-8048
• Harnett County:
  Barbara Avery.........(910) 814-8823
• Lee County:
  Charlotte Baggett.....(919) 777-7789

GED Testing Information
• Chatham, Harnett, and Lee counties:
  Christopher Beal ....(919) 777-7706

Human Resources Development (HRD) Courses
• Chatham County:
  Delphine Womack ....(919) 545-8047
• Harnett County:
  Nicole Brown ..........(910) 814-8852
• Lee County:
  Jim Womack ..........(919) 777-7798

Occupational Courses
• Chatham County:
  Carl Thompson, Sr....(919) 545-8015
• Harnett County:
  Len Royals .............(910) 814-8832
• Lee County:
  Cindy Ramsey ..........(919) 777-7790

Para mas informacion en espanol—llame al numero: ..............(919) 777-7708

Small Business Workshops, Seminars, and Counseling
• Chatham County:
  Gary Kibler ............(919) 545-8013
• Harnett County:
  Nancy Blackman .......(910) 892-2884
• Lee County:
  Dale Fey .................(919) 774-6442

Registration opens on the following dates:
Tuesday, August 7 – Medical classes
Wednesday, August 8 – All other classes

Registration Phone Numbers
Chatham County: (919) 545-8044
Harnett County: (910) 814-8823
Lee County: (919) 777-7793

For registration information, refer to page 3. For location key, refer to page 6.
SERVICES TO STUDENTS WITH DISABILITIES:
CONTINUING EDUCATION/OCCUPATIONAL EDUCATION

• No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students’ conditions and interests.

To help students meet their educational goals, the college has a variety of services available. Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. The Special Population Office was established in 1994 to facilitate the provision of reasonable accommodations for all students with disabilities. The college aims to ensure quality services for all students and encourages students with disabilities to take full advantage of the many benefits that the college provides.

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.
http://www.cccc.edu/studentservices/specialpopulations/

SERVICES TO STUDENTS WITH DISABILITIES:
COLLEGE AND CAREER READINESS

• No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students’ conditions and interests.

• Every candidate for General Educational Development (GED) should have a fair opportunity to demonstrate his/her knowledge and skills under appropriate test conditions. For some candidates, a disability may interfere with their ability to fully demonstrate what they know under standard testing conditions.

• Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis.

• If you would like to request accommodations or need additional information, contact the following individual:

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.

http://www.cccc.edu/studentservices/specialpopulations/

ADMISSIONS

• Continuing Education students are not required to submit an application to the College for enrollment, and except for select medical programs, do not need to obtain previous transcripts.

• North Carolina residency is not required for Continuing Education classes.

• Education Services for Minors 23 NCAC 02C.0305

• (a) The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.

• (b) Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

  (1) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor.

  (2) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency. However, the minor must obtain a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor.

  (3) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the petitionary petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

• (c) Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

  (1) Upon recommendation of the chief administrative school officer and approval of the president of the college;

  (2) Upon approval of the student’s program by the chief administrative school officer and the president of the college; and

  (3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

• (d) High school students, taking courses pursuant to Paragraph (c) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

For registration information, refer to page 3. For location key, refer to page 6.
Continuing Education Fall Schedule 2012

How To Use This Schedule

Course Title - Name of the course

Course Description - Information about the class, including required materials

Safety and Sanitation
Students will understand the national regulations for safety and sanitation as it relates to food service.

Course #: C-3278, Hours: 16
Start • End Date: 10/22/12 • 11/19/12
Day: M
Time: 3:00P – 7:00P
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Date - Beginning and ending date of the course

Time - The time the class will meet. Class times include morning, afternoon, and evening hours.

Location Code - The location where the class will meet. The abbreviation represents the location. The abbreviations are listed above.

Location Codes
AC Angier Chamber, Angier, NC
CHOS Chatham Hospital
CTCC Carolina Trace Country Club
DUNN Dunn Cosmetology
DAWCC Dennis Wicker Civic Center
ECTR Enrichment Center
ESTC Emergency Services Training Center
HGF Harnett Government Facility
HMC Harnett Main Campus
HYBRID Hybrid Class
JHBC Jonesboro Heights Baptist Church
LAEC Lillington Adult Education Center
LCHS Lee County High School
LMC Lee Main Campus
MMOA Moncure Museum of Art
OFG Ole Gilliam Mill
ONLINE Class is held online
PTBO Class is held in Pittsboro
SACC Sanford Area Chamber of Commerce
SC Class located in Siler City
SCC Siler City Center
SCP Stone Crow Pottery
SMNR Sandhills Manor
STVC Stevens Center
TSEC Triangle South (Dunn)
WBW Lifelong Learning Center at W.B. Wicker
WFRG Wes Farrell Range
WHC West Harnett Center

Course Codes
C Chatham County
H Harnett County
L Lee County
S Small Business Centers
SS Self-Supporting
X Emergency Services Training

Days of the Week Codes
M Monday
T Tuesday
W Wednesday
Th Thursday
F Friday
Sa Saturday
Su Sunday

Cost - The listed price is the fee for the class. This amount does not include the cost of textbooks, supplies, or materials, if required, for the class. Depending on the class, insurance may be included. Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived.

For registration information, refer to page 3. For location key, refer to page 6.
Chatham County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/01/12 • 12/13/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: TTh</td>
<td>Time: 9:00A – 12:00P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 230</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/02/12 • 12/13/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MTh</td>
<td>Time: 4:30P – 7:30P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 219</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/01/12 • 12/12/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: TW</td>
<td>Time: 5:00P – 8:00P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: PMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Pittsboro Campus Rm 213</td>
</tr>
</tbody>
</table>

Adult High School Diploma (AHSD)
Complete the high school credits necessary to receive your Adult High School Diploma. Classes are offered day, evening, and online.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/27/12 • 12/13/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MTWTh</td>
<td>Time: 8:30A – 1:30P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 229</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/27/12 • 12/13/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MW</td>
<td>Time: 9:00A – 2:00P</td>
</tr>
<tr>
<td>Day: TTh</td>
<td>Time: 9:00A – 4:30P</td>
</tr>
<tr>
<td>Day: TW</td>
<td>Time: 5:00P – 8:00P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: PMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Pittsboro Campus Rm 213</td>
</tr>
</tbody>
</table>

Compensatory Education
Compensatory Education classes serve adults with cognitive disabilities. Classes help students acquire the skills needed to be successful in daily living.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/01/12 • 12/14/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: M–F</td>
<td>Time: 8:30A – 2:30P</td>
</tr>
<tr>
<td>(1:00P on Friday)</td>
<td></td>
</tr>
<tr>
<td>Day: MW</td>
<td>Time: 5:30P – 8:30P</td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 224</td>
</tr>
</tbody>
</table>

English as a Second Language (ESL)
Learn to read and write in English. Improve your English speaking skills. Aprende a leer y escribir en inglés.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/01/12 • 12/14/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: M–F</td>
<td>Time: 9:00A – 12:00P</td>
</tr>
<tr>
<td>Day: MTWTh</td>
<td>Time: 6:00P – 9:00P</td>
</tr>
<tr>
<td>Cost: Clases son gratis</td>
<td></td>
</tr>
<tr>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 105</td>
</tr>
</tbody>
</table>

English Second Language – Basic Computer Skills
Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>09/14/12 • 12/14/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: M–F</td>
<td>Time: 8:00A – 9:00A</td>
</tr>
<tr>
<td>Day: WTh</td>
<td>Time: 12:15P – 2:45P</td>
</tr>
<tr>
<td>Cost: Clases son gratis</td>
<td></td>
</tr>
<tr>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 125</td>
</tr>
</tbody>
</table>

English as a Second Language – Preparation for GED
Focus on reading, writing and math skills in preparation for the Official GED Test.

<table>
<thead>
<tr>
<th>Start • End Date:</th>
<th>08/01/12 • 12/12/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MW</td>
<td>Time: 6:00P – 9:00P</td>
</tr>
<tr>
<td>Cost: Clases son gratis</td>
<td></td>
</tr>
<tr>
<td>Location Code: SCMC:</td>
<td></td>
</tr>
<tr>
<td>Building Location:</td>
<td>Siler City Center Rm 109</td>
</tr>
</tbody>
</table>

Distance Education
You can complete your AHSD requirements or GED high school credential through online/distance instruction.

For more information, please contact Rosita Davis at rdavis@cccc.edu or (919) 545-8019 on the Pittsboro Campus or contact Anita Green at agreen@cccc.edu or (919) 545-8681 at the Siler City Center.
General Educational Development (GED)
The GED high school credential can help move you to the next level – college or a better job.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day 1</th>
<th>Time</th>
<th>Day 2</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/27/12 • 12/13/12</td>
<td>TTh</td>
<td>9:00A – 12:00P</td>
<td>MTh</td>
<td>4:30P – 7:30P</td>
</tr>
</tbody>
</table>

Cost: Free  
Location Code: SCC  
Building Location: Siler City Center Rm 219

Start • End Date: 08/27/12 • 12/13/12  
Day: TTh  
Time: 4:30P – 8:30P  
Cost: Free  
Location Code: PMC  
Building Location: Pittsboro Campus Rm 216

Student Success
All students interested in Adult High School or GED classes must attend a two-day, six-hour Student Success Class. In this two-day class, students will go through an information and orientation session and take an assessment test in reading, math, and writing.

Call for Day and Time:
Location Code: PMC, Pittsboro Campus  
Contact: Judy Herndon (919) 545-8028

Location Code: SCC, Siler City Center  
Contact: Gia Durso (919) 545-8663

Upcoming Graduation Ceremonies: January 17, 2013 & June 20, 2013

Harnett County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day 1</th>
<th>Time</th>
<th>Location Code</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/12 • 12/19/12</td>
<td>MTWTh</td>
<td>8:30A – 1:30P</td>
<td>LAEC</td>
<td>Rm 0019</td>
</tr>
</tbody>
</table>

Adult High School Diploma (AHSD)
Complete the high school credits necessary to receive your Adult High School Diploma. Classes are offered day, evening, and online.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day 1</th>
<th>Time</th>
<th>Location Code</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/12 • 12/19/12</td>
<td>M–F</td>
<td>8:30A – 1:30P</td>
<td>LAEC</td>
<td>Rm 0014</td>
</tr>
<tr>
<td>08/16/12 • 12/19/12</td>
<td>TWThF</td>
<td>8:30A – 1:30P</td>
<td>WHC</td>
<td>Rm 0112</td>
</tr>
</tbody>
</table>

Distance Education
You can complete your Adult High School Diploma (AHSD) requirements through online/distance instruction. For more information, please contact Tammie Quick at tquick@cccc.edu or (910) 814-8973.

For registration information, refer to page 4. For location key, refer to page 6.
Compensatory Education
Compensatory Education classes serve adults with intellectual challenges. Classes help students acquire skills needed to be successful in daily living.

Start • End Date: 08/15/12 • 12/12/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Cost: Free Location: WBW

Conversational English
Individuals who take this course will improve their level of confidence in speaking English related to life skills and daily living. Individuals who enroll in Conversational English must have a basic knowledge of the English language and basic vocabulary (site words). Students will develop their speaking, listening, comprehension, and cognitive skills in this class.

Start • End Date: 08/15/12 • 12/12/12
Day: M–F Time: 8:00A – 12:00P
Cost: Free Location:WBW

English as a Second Language (ESL)
Learn to read and write in English. Improve your English speaking, reading and writing skills. Aprende a hablar y leer y escribir en ingles.

Start • End Date: 08/15/12 • 12/12/12
Day: M–F Time: 8:00A – 12:00P
Evening: MTWTh Time: 6:00P – 9:00P
Day: Sa Time: 8:00A – 12:00P
Cost: Clases son gratis.
Location: WBW

General Educational Development (GED)
The GED high school diploma equivalency can help move you to the next level – college or a better job.

Start • End Date: 08/15/12 • 12/12/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free Location: WBW

Student Success Class (Student Orientation)
All students interested in enrolling in College and Career Readiness classes in Harnett County must attend 15 hours of student orientation. Students have an opportunity to take self assessment inventories and Workkeys assessment to identify their educational goals and strengths and weaknesses in reading writing and math. Successful completion of the orientation guides students into selected educational pathways of their choice. For the orientation schedule please call (910) 814-1123.

Start • End Date: 08/15/12 • 12/12/12
Day: MTW Time: 8:00A – 12:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free Location: WBW
Building Location: 112B

Special Notification: Central Carolina Community College’s Jonesboro Center has moved to the Lifelong Learning Center at W.B. Wicker, located at 900 South Vance Street in Sanford. Please call (919) 777-7701 or (919) 777-7707 for information or if you have questions.

Upcoming Graduation Ceremonies: January 17, 2013 & June 20, 2013

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in graduation ceremonies will receive a voucher for one free college course (Continuing Education or Curriculum) to be taken at Central Carolina Community College within one year after graduation.

Distance Education
In Lee County, Adult Basic Education (ABE) and English as a Second Language (ESL) classes are also available online. For more information, please contact Loria King at lking@cccc.edu or (919) 777-7718.
Alive at 25
Whether you’ve received a ticket or just want to be a safer driver, you can learn defensive driving techniques. “Alive at 25” is designed for students under 24 years of age and may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers’ licenses. You must bring your driver’s license and current citation to class. Pre-registration is required, and high school students cannot register without signed dual enrollment form.

Course #: L-3124, Hours: 4
Start • End Date: 08/25/12 • 08/25/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course#: H-3950, Hours: 4
Start • End Date: 08/28/2012
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: H-3951, Hours: 4
Start • End Date: 09/15/12 • 09/15/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

Course #: L-3125, Hours: 4
Start • End Date: 09/22/12 • 09/22/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course#: H-3953, Hours: 4
Start • End Date: 09/27/12 • 09/27/12
Day: Th
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: H-3954, Hours: 4
Start • End Date: 10/13/12 • 10/13/12
Day: Sa
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

Course #: L-3139, Hours: 4
Start • End Date: 10/27/12 • 10/27/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course#: H-3956, Hours: 4
Start • End Date: 10/30/12 • 10/30/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: H-3957, Hours: 4
Start • End Date: 11/10/12 • 10/30/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

Course #: L-3140, Hours: 4
Start • End Date: 11/17/12 • 11/17/12
Day: Sa
Time: 6:00P – 10:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course#: H-3959, Hours: 4
Start • End Date: 12/06/12 • 12/06/12
Day: Th
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course #: L-3141, Hours: 4
Start • End Date: 12/15/12 • 12/15/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

For more information: Lee County (919) 777-7793  Harnett County (910) 814-8823

For registration information, refer to page 3. For location key, refer to page 6.
Defensive Driving
Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver’s license. You must bring your driver’s license and current citation to class. Pre-registration is required.

**Course#: H-3949, Hours: 4**
Start • End Date: 08/16/12 • 08/16/12  
Day: Th  
Cost: 60.00  
Building Location: Bob Etheridge Rm 305  
Instructor: Tony Brown

**Course#: H-3952, Hours: 4**
Start • End Date: 09/20/12 • 08/16/12  
Day: Th  
Cost: 60.00  
Building Location: Bob Etheridge Rm 305  
Instructor: Tony Brown

**Course#: H-3955, Hours: 4**
Start • End Date: 10/23/12 • 10/23/12  
Day: T  
Cost: 60.00  
Building Location: Bob Etheridge Rm 305  
Instructor: Tony Brown

**Course#: H-3958, Hours: 4**
Start • End Date: 12/11/12 • 12/11/12  
Day: T  
Cost: 60.00 (SS)  
Building Location: Main Bldg Rm 119  
Instructor: Larry Davis

**Course#: L-3144, Hours: 4**
Start • End Date: 11/27/12 • 11/27/12  
Day: T  
Cost: 60.00  
Location Code: WBW  
Building Location: Main Bldg Rm 119  
Instructor: Larry Davis

**Course#: L-3145, Hours: 4**
Start • End Date: 12/11/12 • 12/11/12  
Day: T  
Cost: 60.00 (SS)  
Location Code: WBW  
Building Location: Main Bldg Rm 119  
Instructor: Larry Davis

**Course#: L-3146, Hours: 4**
Start • End Date: 12/11/12 • 12/11/12  
Day: T  
Cost: 60.00 (SS)  
Location Code: WBW  
Building Location: Main Bldg Rm 119  
Instructor: Larry Davis

Center for Creative Retirement
Central Carolina Community College

Continuing Education for Seniors
Enjoy learning for the sake of learning or gaining knowledge to make retirement enjoyable and fun. Share your experiences and passions by teaching a course or presenting your skills and knowledge on a particular topic.

Continuing Education at Central Carolina Community College welcomes retired individuals who are interested in the world of ideas and who value social interaction with those of similar interests.

For more information, contact:
Maggie Zwilling, Chatham County  
(919) 545-8048

Barbara Avery, Harnett County  
(910) 814-8823

Charlotte Baggett, Lee County  
(919) 775-2122, ext. 7789
Handspinning with a Spindle  
*Center for Creative Retirement*

Have you ever wanted to make your own yarn? The traditional craft of handspinning is gaining in popularity. In this class, we will learn to make yarn that is useful and beautiful on a simple, affordable tool known as a spindle. Supplier info will be provided to students.

**Course #: C-3708, Hours: 16**
**Start • End Date:** 09/06/12 • 10/25/12
**Day:** Th  **Time:** 6:30P – 8:30P
**Cost:** 80.00 (SS)  **Location Code:** PMC
**Building Location:** Bldg 042 Rm 108
**Instructor:** Drucilla Pettibone

Jewelry Making – Beads, Metal and Polymer Clay  
*Center for Creative Retirement*

If you have basic knowledge of wire and tool usage, you can create jewelry using wire and sheet metals, primarily copper, stainless steel and polymer clay. You will hammer and forge metal and use a small torch and household chemicals to create antiquing. Please request a supply list when you register so you can be prepared for the first class.

**Course #: L-3126, Hours: 16**
**Start • End Date:** 09/12/12 • 10/31/12
**Day:** W  **Time:** 6:00P – 8:00P
**Cost:** 59.00 (SS)  **Location Code:** WBW
**Building Location:** Bldg A Rm 105A
**Instructor:** Yvonne George

MIG Welding for Art & Hobby (Beginners & Refresher)

Students will learn basics of MIG set up and welding, and plasma cutting as well as shop safety and the use of power tools and equipment. Students will complete a project from layout, material estimation and assembling the piece. *Metal fee $40.00.*

**Course #: C-3704, Hours: 36**
**Start • End Date:** 09/10/12 • 12/03/12
**Day:** M  **Time:** 6:00P – 9:00P
**Cost:** 176.25 (SS)  **Location Code:** SC
**Building Location:** Sage
**Instructor:** Kevin Kuhnel

Painting – Acrylics/Oils/Pastels  
*Center for Creative Retirement*

Work in your favorite medium or learn a new one to create the desired effect in your artwork. Your instructor will provide a list of specific supplies during the first class.

**Course #: L-3132, Hours: 24**
**Start • End Date:** 08/16/12 • 10/04/12
**Day:** Th  **Time:** 9:00A – 12:00P
**Cost:** 59.00 (SS)  **Location Code:** WBW
**Building Location:** Bldg A Rm 105A
**Instructor:** Yvonne George

Nature in Metal Sculpture

In these creative, fun and hands-on workshops students will learn the process and design of outdoor art and fixtures, including design, layout and construction. *Metal fee $45.00.*

**Course #: C-3705, Hours: 48**
**Start • End Date:** 09/12/12 • 12/05/12
**Day:** W  **Time:** 6:00P – 10:00P
**Cost:** 121.25 (SS)  **Location Code:** SC
**Building Location:** Sage
**Instructor:** Kevin Kuhnel

Painting – Colored Pencils  
*Center for Creative Retirement*

Learn to paint unique works of art using just colored pencils. Ask for a supply list when you register.

**Course #: L-3131, Hours: 24**
**Start • End Date:** 08/22/12 • 10/10/12
**Day:** W  **Time:** 9:00A – 12:00P
**Cost:** 59.00 (SS)  **Location Code:** WBW
**Building Location:** Bldg A Rm 105A
**Instructor:** John Wicker

For registration information, refer to page 3. For location key, refer to page 6.
Painting – Watercolor

Center for Creative Retirement

Whether you’re beginning or experienced in watercolor painting, you can develop a better understanding and mastery of basic watercolor techniques. Your instructor will provide a list of specific supplies during the first class.

Course #: L-3127, Hours: 24
Start • End Date: 08/21/12 • 10/09/12
Day: T
Time: 9:00A – 12:00P
Cost: 59.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Course #: L-3130, Hours: 24
Start • End Date: 08/22/12 • 10/10/12
Day: W
Time: 1:30P – 4:30P
Cost: 59.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Course #: L-3134, Hours: 24
No Class 11/20
Start • End Date: 10/23/12 • 12/18/12
Day: T
Time: 9:00A – 12:00P
Cost: 59.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Course #: L-3135, Hours: 24
Start • End Date: 10/24/12 • 12/19/12
Day: W
Time: 1:30P – 4:30P
Cost: 59.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Photography – Art of Photography

Center for Creative Retirement

Come learn how to create works of photographic art using your digital camera. You need to have some knowledge of photographic terminology and know the basics of using your camera prior to taking this class. You must provide your own camera. Your instructor will provide a list of any additional supplies during the first class.

Course #: L-3142, Hours: 16
Start • End Date: 09/11/12 • 10/30/12
Day: T
Time: 6:00P – 8:00P
Cost: 59.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Camp Price

Photography – Digital Camera Basics

Center for Creative Retirement

Do you have a digital camera but you’re not really sure how to use it? Bring your camera plus the box and the manual that came with it. You will learn basic photography terms and the basics of using your camera.

Course #: L-3143, Hours 8
No class 10/18
Start • End Date: 10/04/12 • 11/01/12
Day: Th
Time: 6:00P – 8:00P
Cost: 39.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Camp Price

Pottery – Beginning Wheelthrowing I

This course is designed to teach basic wheel throwing and glazing skills in a structured, supportive, and fun setting. Students will have hands-on experience on the potter’s wheel and will learn to glaze their completed vessels. Clay fee $10.00.

Course #: C-3732, Hours: 18
Start • End Date: 08/21/12 • 09/25/12
Day: T
Time: 6:00P – 9:00P
Cost: 85.00 (SS) Location Code: SCC
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – Beginning Wheelthrowing II

This course is designed to teach basic wheel throwing and glazing skills in a structured, supportive, and fun setting. Students will have hands-on experience on the potter’s wheel and will learn to glaze their completed vessels. Clay fee $10.00.

Course #: C-3733, Hours: 18
Start • End Date: 10/09/12 • 11/13/12
Day: T
Time: 6:00P – 9:00P
Cost: 85.00 (SS) Location Code: SCC
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – Intermediate Wheelthrowing Session I

This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn adhering and combining forms, adding handles, darting, and sprigging.

Course #: C-3735, Hours: 18
Start • End Date: 08/16/12 • 09/20/12
Day: Th
Time: 6:00P – 9:00P
Cost: 85.00 (SS) Location Code: SCC
Building Location: Rm 101
Instructor: Raymond Edwards
Pottery – Intermediate Wheelthrowing Session II
This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn adhering and combining forms, adding handles, darting, and sprigging.
Clay fee $10.00.

Course #: C-3736, Hours: 18
Start • End Date: 09/27/10 • 11/01/10
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 101
Instructor: Raymond Edwards

Pottery – Open Studio I
This time provides currently enrolled pottery students with the opportunity to hone their skills while working on class projects.

Course #: C-3716, Hours: 24
Start • End Date: 08/18/12 - 09/22/12
Day: Sa
Time: 2:00P – 6:00P
Cost: 60.00
Location Code: SC
Building Location: Rm 101
Instructor: Jennifer Siegel

Pottery – Open Studio Session II
This time provides currently enrolled pottery students with the opportunity to hone their skills while working on class projects.

Course #: C-3740, Hours: 28
Start • End Date: 09/29/12 • 11/17/12
Day: Sa
Time: 2:00P – 6:00P
Cost: 56.00
Location Code: SC
Building Location: Rm 101
Instructor: Jennifer Siegel

Pottery – Saturclays! (Session One)
This class is perfect for students looking to explore new techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.

Course #: C-3738, Hours: 24
Start • End Date: 08/18/12 • 09/22/12
Day: Sa
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 101
Instructor: Jennifer Siegel

Pottery – Throwing Big Pots
In this class intermediate/advanced students will learn to make large scale pots using coiling and other appropriate techniques. Clay fee $40.00 (four bags).

Course #: C-3734, Hours: 18
Start • End Date: 11/02/12 • 11/03/12
Day: FSa
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 101
Instructor: Raymond Edwards

Raku Firing
This course is designed to teach students how to mix glazes, set up the kiln, and fire bisque ware. Students will learn the Raku process from start to finish.

Course #: C-3737, Hours: 12
Start • End Date: 10/05/12 • 10/06/12
Day: F
Time: 3:00P – 7:00P
Day: Sa
Time: 9:00A – 6:00P
Cost: 66.25
Location Code: SCC
Building Location: Rm 101
Instructor: Raymond Edwards
Computers – Introduction
Need to start at the beginning? You can become familiar with the ways personal computers can be used to enhance your life at work and at home. You will acquire a basic knowledge of computer hardware and experience a brief introduction to operating systems.

Course #: L-3190, Hours 24
Start • End Date: 08/21/12 • 09/27/12
Day: TTh
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

Course #: C-3290, Hours: 24
Start • End Date: 09/04/12 • 11/20/12
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg 041 Rm 223
Instructor: Regina Richardson

Course #: C-3291, Hours: 24
Start • End Date: 10/09/12 • 12/04/12
Day: M
Time: 5:00P – 7:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 125
Instructor: Ruth Landa

Course #: C-3292, Hours: 24
Start • End Date: 09/04/12 • 11/20/12
Day: T
Time: 5:00P – 7:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 125
Instructor: Ruth Landa

Course #: H-3879, Hours: 24
Start • End Date: 09/06/12 – 10/25/12
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Wayne Norris

Making the Internet Work for You
Do you know a little bit about the computer, the internet and Microsoft Office software, but aren’t quite sure how to put it all together? You can learn how to capture information from the internet and produce documents in Word and Powerpoint. Have fun working with pictures, videos and sound clips to create documents and presentations.

Course #: L-3201, Hours: 18
Start • End Date: 10/30/12 • 12/04/12
Day: T
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Microsoft Excel – Introduction
MS Excel 2010 will be used. Learn to create spreadsheets and to enhance them using formulas and formatting.

Course #: C-3293, Hours 24
Start • End Date: 09/06/12 • 11/29/12
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 041 Rm 223
Instructor: Regina Richardson

Course #: C-3294, Hours 24
Start • End Date: 09/10/12 • 12/03/12
Day: M
Time: 5:00P – 7:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 231
Instructor: Regina Richardson

Microsoft Excel - Intermediate
Do you understand the basics, but want to increase your knowledge and use of Excel? Practice data entry, formatting and formulas. Learn how to enhance presentations with additional formatting, inserts from the internet, sorting, charts and graphs through exercises. Learn how to gather and lay out data, and how to determine when Excel is the best tool for the job.

Course #: L-3202, Hours:18
Start • End Date: 09/10/12 • 10/15/12
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Microsoft Office 2010 – Introduction
Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Course #: C-3296, Hours: 24
Start • End Date: 09/04/12 • 11/20/12
Day: T
Time: 7:05P – 9:05P
Cost: 65.00
Location Code: SCC
Building Location: Rm 125
Instructor: Brandi Cotten

Course #: C-3297, Hours: 24
Start • End Date: 09/05/12 • 11/28/12
Day: W
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

For registration information, refer to page 3. For location key, refer to page 6.
Microsoft PowerPoint
You will learn how to create and enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into your presentation for easy editing.

Course #: L-3203, Hours: 18
Start • End Date: 10/29/12 • 12/10/12
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Microsoft Word – Introduction
Students will learn what the familiar keyboards conceal. Learn to spice your text with added graphics, borders, columns, tables, and spreadsheets.

Course #: L-3191, Hours: 24
Start • End Date: 10/02/12 • 11/08/12
Day: TTh
Time: 4:00P – 6:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

Microsoft Word & Microsoft Excel
Student is introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and etc in MS Excel.

Course #: H-3880, Hours: 24
Start • End Date: 09/10/12 – 10/29/12
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Terry Moore

QuickBooks – Introduction
Students who successfully complete the course will be able to install and configure QuickBooks for basic business organization operations and will be able to use QuickBooks in a business environment for processing basic customer, vendor, and payroll transactions and for generating basic business reports.

Course #: C-3298, Hours: 24
Start • End Date: 09/10/12 • 12/03/12
Day: M
Time: 7:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD
Instructor: Jerry Koontz

QuickBooks
Coordinate your accounting needs with this software package. Discover how to set up books, process billing, manage accounts receivable and payable, inventory, bank reconciliation and financial statements.

Course #: L-3204, Hours: 24
Start • End Date: 08/30/12 • 10/18/12
Day: Th
Time: 5:00P – 8:00P
Cost: $65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

For registration information, refer to page 3. For location key, refer to page 6.
Culinary & Hospitality Arts
Chatham County
Natural Chef Certification Program

Students will experience hands-on professional development in the areas of sustainability, nutrition, whole foods culinary technology sanitation, knife skills, and restaurant management as well as many other areas of culinary operations. The entire certification program could be completed by taking a rigorous combination of courses in one semester or by enrolling in two semesters. The approximate cost for the certification is $1200.00.

Upon successful completion of the full certificate, students will be ready for a professional entry level career in culinary arts, with a specialty in sustainability and nutrition that will assist them in becoming leaders in the industry.

Catering and Food Truck Operations
This class uses culinary methods to operate a successful catering business or possible food truck operation. Basic culinary, ServSafe, and food service management will be covered in this course.

Course #: C-3280, Hours: 154
Start • End Date: 09/05/12 • 12/14/12
Day: WF  Time: 8:30A – 2:30P
Cost: 176.25  Location Code: PMC
Building Location: 045 Rm 145
Instructor: Regina Minter

Culinary Technology and Introduction to Baking
Students will develop an understanding of culinary terminology, knife skills, classic cuts, sanitary standards and equipment functions. Students will learn the methodology to baking. This would include sustainable baking practices.

Course #: C-3276, Hours: 81
Start • End Date: 09/04/12 • 10/15/12
Day: MTW  Time: 3:30P – 8:00P
Cost: 176.25  Location Code: PMC
Building Location: 045 Rm 145
Instructor: Kelly Burton

Farm to Table Culinary Operations
This course provides a laboratory experience for enhancing students’ agricultural skills and understanding the development of cooperation between sustainable farmers and foodservice operations. Emphasis placed on practical experiences. Upon completion, students should demonstrate an understanding of environmental stewardship and its impact on cuisine and sustainability.

Course #: C-3277, Hours: 72
Start • End Date: 10/16/12 • 12/12/12
Day: TW  Time: 3:30P – 8:00P
Cost: 176.25  Location Code: PMC
Building Location: 045 Rm 145
Instructor: Regina Minter

Natural Healthy Cooking
Students will cover holistic education, whole foods culinary techniques, fundamentals of nutrition and the connection between food, health and sustainability. Students will understand the general operations of a commercial kitchen, sustainable cooking and essential culinary and sanitation skills.

Course #: C-3279, Hours: 140
Start • End Date: 09/06/11 • 12/14/12
Day: ThF  Time: 9:00A – 2:00P
Cost: 176.25  Location Code: PMC
Building Location: 045 Rm 145
Instructor: Kelly Taylor

Safety and Sanitation
Students will understand the national regulations for safety and sanitation as it relates to food service.

Course #: C-3278, Hours: 16
Start • End Date: 10/22/12 • 11/19/12
Day: M  Time: 3:00P – 7:00P
Cost: 66.25  Location Code: PMC
Building Location: 045 Rm 145
Instructor: Regina Minter

For registration information, refer to page 3. For location key, refer to page 6.
Automotive Restoration Training  
Do you have an antique car, muscle car, or just a project car that you want to restore but don’t have the shop and tools to do the job? If so, you might be interested in the automotive restoration class at the ESTC. Automotive Restoration covers the basic skills applicable to automobile restoration, street rod, and custom car building as well as commercial auto body repair. Skills covered include dent removal, repairing rust damage, use of body filler, metal and fiberglass repair, basic wire and oxy-acetylene, fabricating and installing patch panels, trim removal, and installation as well as other skills fundamental to the auto repair industry. Students are required to supply all necessary hand tools for their projects; CCCC will provide the major auto body tools, including air tools as well as supplies such as sandpaper. Students must supply their own body filler, primer, and paint. For additional information and schedules of upcoming classes, contact the ESTC at (919) 776-5601 or (919) 777-7779.

<table>
<thead>
<tr>
<th>Course #</th>
<th>X-3001, Hours: 40</th>
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<tr>
<td>Start • End Date</td>
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<td>86.25 (SS)</td>
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<tr>
<td>Building Location:</td>
<td>Emergency Services Training Center</td>
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Emergency Medical Technician Training  
The Emergency Services Training Center offers the following EMT classes throughout the calendar year: Medical Responder (MR), Emergency Medical Technician (EMT), Emergency, and Emergency Medical Technician-Paramedic (EMT-P). All of the EMS classes are approved by the North Carolina Office of EMS and qualify the student for the OEMS state certification exam. Call Jerry Cornelson at the ESTC at (919) 777-7776 for additional class information, including dates and times.

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<tr>
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Firefighter Academy  
The fourth Central Carolina Community College Firefighter Academy will begin in 2013. This full-time program is for individuals who wish to attain the skills necessary for employment as a firefighter. The Academy is a rigorous and challenging course of study consisting of a total of 833 hours. Class hours will vary but will generally meet 8:00A to 5:00P Monday through Thursday and 8:00A to 3:30P on Fridays. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescue General, and Technical Rescue VMR certifications. Students will also receive training in ICS, Rapid Intervention, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a college type atmosphere with uniforms required. For additional information on this exciting firefighter training opportunity contact Joey Shue, Fire/Rescue Training Coordinator at (919) 777-7778 or visit the ESTC at 3000 Airport Road in Sanford. Application forms and information are also available at www.cccc.edu/ESTC.

Basic Rider Course (BRC)  
This course is designed for students who want to learn to ride a motorcycle and for re-entry riders who have not ridden in a long time. BRC students will ride motorcycles provided by the college. The BRC class meets on Friday 6:00P to 10:00P, Saturday and Sunday 8:00A to 6:00P, and 100% attendance is required. BRC graduates receive an exemption from the NC DMV riding exam when applying for a motorcycle license. Most insurance companies now offer discounts for BRC graduates.

Motorcycle Safety Training  
Motorcycle safety classes are offered at the CCCC Emergency Services Training Center (ESTC). The ESTC is located off Hwy 78 between Sanford and Tramway on 3000 Airport Road at the Old Sanford/Lee County Airport site. Classes are limited to 12 students and are filled on a first come basis. Pre-registration and pre-payment are required! To pre-register by credit card, please call (919) 776-5601. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Road. The class registration fee is $120.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

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<th>Course #</th>
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<td>Start • End Date</td>
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</table>
Advanced Rider Course (ARC)
The goal of the ARC is to provide riders with a way to further develop personal riding strategies to minimize risk with emphasis on the Search-Evaluate-Execute. This one day course is for experienced riders who desire to learn and practice more in-depth riding techniques. The course focuses on the behavioral aspects of riding such as attitude, personal risk, assessment braking, cornering techniques, and traction management. Range exercises build on topics by providing riders the opportunity to develop and improve skills and discuss options for braking, cornering and swerving, and to improve visual perception to identify collision traps. Included is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers. The class registration fee is $66.25. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

Requirements:
• Completion of a MSF Basic Rider or ERC Course
• Valid driver’s license with motorcycle endorsement
• Street legal motorcycle that passes a T-CLOCS inspection by the RCs.
• Proof of insurance.
• PPG as listed below.

Participant provided riding gear (PPG/PPE) required for all courses:
➤ DOT approved helmet (Some sizes are available/you may bring your own)
➤ Long pants, preferably jeans or leather
➤ Long sleeved shirt or jacket
➤ Full-fingered gloves
➤ Over-the-ankle boots or shoes
➤ Eye protection (including non-tinted face shield, sunglasses, goggles or glasses)
Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, August 7.

C = Chatham   H = Harnett   L = Lee

Cardiac Monitoring Technician
Prepare academically and technically to recognize and report changes in a patient’s heart rhythm in a hospital setting.

Course #: C-3756, Hours: 80
Start • End Date: 10/01/12 • 11/01/12
Day: MTWTh
Time: 5:30P – 9:30P
Cost: 181.25
Building Location: Bldg 041 Rm 217
Instructor: Barbara Shuett
Orientation: Via Web-Link

HRD/CRC (Required for Cardiac Monitoring Tech #3756)

Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-3768, Hours: 28
Start • End Date: 11/05/12 • 11/15/12
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available for Qualifiers)
Building Location: Bldg 041 Rm 229 MW
Building Location: Bldg 041 Rm. 222 TTh
Instructor: Mary Harris
Orientation: Via Web-Link

Central Sterile Processing Technician
This course provides students with knowledge and technical skills of sterile processing with basic surgical instruments utilized in the healthcare workplace.

Course #: C-3744, Hours: 104
Start • End Date: 09/10/12 • 12/11/12
Day: MT
Time: 5:00P – 9:00P
Cost: 181.25
Building Location: Rm 123
Instructor: Hollie Lineberry
Orientation: Via Web-Link

HRD/CRC (Required for Central Sterile Processing #3744)

Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-3762, Hours: 28
Start • End Date: 08/27/12 • 09/06/12
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 123
Instructor: Mary Harris

Communication Skills
The communication program is designed to provide participants with the ability to apply basic communication techniques to enhance relationships and manage conflict situations in the workplace.

Course #: H-3858, Hours: 80
Start • End Date: 08/15/12 • 12/19/12
Day: MT
Time: 7:45P – 9:45P
Cost: 175.00
Building Location: Continuing Education Rm TBD
Instructor: Allan Smith
CPR for the Professional Rescuer
This course is designed for healthcare providers and follows the current American Heart Association guidelines for Adult, Child and Infant CPR (cardiopulmonary resuscitation – one and two rescuer CPR) with the AED, obstructed airway, rescue breathing, breathing devices and special resuscitation situations.

Course #: C-3757, Hours: 4
Start • End Date: 09/13/12 • 09/13/12
Day: Th
Time: 5:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-3758, Hours: 4
Start • End Date: 10/25/12 • 10/25/12
Day: Th
Time: 5:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Drug Collection Specialist
This course provides enhancement of the phlebotomist’s employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

Course #: C-3755, Hours: 28
Start • End Date: 09/17/12 • 09/26/12
Day: MTWTh
Time: 5:30P – 9:30P
Cost: 126.25
Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Joanna Guido
Orientation: Via Web-Link

EKG Monitor Technician
Learn to become proficient in reading and interpreting EKG rhythms. Upon successful completion, you will be qualified for employment in a telemetry unit of a hospital. Must show proof of high school diploma or GED to register.

Course #: L-3150, Hours: 80
Start • End Date: 10/01/12 • 12/05/12
Day: MW
Time: 9:00A – 2:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass/Nicole Brown

SKILLS FOR SUCCESS
(Required with EKG Monitor Tech #3150)
Course #: L-3167, Hours: 24
Start • End Date: 10/02/12 • 11/06/12
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Gray

Healthcare Basics/ Co-Requisite to NAS101
The Healthcare Basics program is designed to provide entry level fundamental in the areas of professional behavior, medical ethics and the types of legal issues that can occur due to unprofessional behavior in a healthcare setting.

Course #: H-3868, Hours: 140
Start • End Date: 08/15/12 • 12/10/12
Day: MW
Time: 9:00A – 2:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass/Nicole Brown

EKG Technician
Prepare yourself to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors’ offices. You will also learn advanced principles of EKG. You must show proof of high school diploma or GED to register.

Course #: L-3151, Hours: 80
Start • End Date: 08/21/12 • 10/25/12
Day: TTh
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: WBW
Building Location: Main Bldg Rm 215
Instructor: Pat Marks

SKILLS FOR SUCCESS
(Required with EKG Technician #3151)
Course #: L-3168, Hours: 24
Start • End Date: 08/22/12 • 09/26/12
Day: W
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer

Healthcare Billing and Coding Specialist Part III
Continue your journey to becoming a nationally certified Healthcare Billing and Coding Specialist. In this third of three parts, you will learn how to process health insurance claims in all aspects of medical insurance. To register, you must have successfully completed Part I and Part II.

Course #: L-3152, Hours: 80
Start • End Date: 10/09/12 • 12/13/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 108B
Instructor: Tina Gross

For registration information, refer to page 3. For location key, refer to page 6.
Laboratory Assistant
This course provides a student to gain fundamental laboratory skills essential to provide services in a variety of healthcare settings.

Course #: H-3856, Hours: 150
Start • End Date: 08/15/12 • 12/19/12
Day: MW Time: 9:00A – 1:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: John Eylers

Medical Office Coding & Billing
This course is designed to train healthcare workers to function in a cross-trained capacity. Upon successful course completion, a college certificate of “Medical Office Technician” will be issued. Midpoint re-registration required.

Course #: C-3746, Hours: 120
Start • End Date: 08/20/12 • 12/11/12
Day: MT Time: 5:30P – 9:30P
Cost: 175.00 Location Code: SCC
Building Location: Rm 232
Instructor: Dawn Harris
Orientation: Via Web-Link

Med Tech
This course is designed to prepare the unlicensed medical person in adult care homes, assisted living facilities, and group homes for the Medication Administration Exam. Must show proof of current listing on North Carolina NAI registry at time of registration.

Course #: L-3153, Hours: 29
Start • End Date: 09/25/12 • 10/25/12
Day: TTh Time: 1:30P – 4:30P
Cost: 120.00 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Medical Terminology
This course provides an introduction to the study of the structure of medical words and terms. Emphasis placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization.

Course #: C-3748, Hours: 84
Start • End Date: 08/21/12 • 12/05/12
Day: TW Time: 1:00P – 4:00P
Cost: 175.00 Location Code: SCC
Building Location: Rm 123
Instructor: Sandy Brown

Nurse Aide I
Learn basic nursing skills required of a nurse aide for personal care of patients, residents, or clients under the direction and supervision of a registered nurse as a nurse aide. At the end of the course, you will be eligible to take a state exam for listing on the Nurse Aide I Registry. This course qualifies as a prerequisite for nursing programs. Proof of high school diploma, GED, or adequate scores on Basic Skills test is required to register.

Course #: L-2204, Hours: 184
Start • End Date: 08/14/12 • 12/11/12
Day: TTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 3:00P – 11:30P; 11/19, 11/20, 11/27, 11/29, 11/30
Instructor: Sandy Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide I #2204)
Course #: L-3169, Hours: 24
Start • End Date: 08/15/12 • 09/19/12
Day: W Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Crystal McIver

Course #: L-3155, Hours: 184
Start • End Date: 08/21/12 • 11/20/12
Day: TTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 8:00A – 4:30P; 11/1, 11/6, 11/7, 11/8, 11/13
Instructor: Lynda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3155)
Course #: L-3170, Hours: 24
Start • End Date: 08/27/12 • 10/08/12
Day: M Time: 9:00A – 1:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Kathryn Fry

Course #: H-3852, Hours: 184
Start • End Date: 09/04/12 • 12/13/12
Day: MTWTh Time: 11:30A – 2:30P
Cost: 181.25 Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: Julie Jernigan

For registration information, refer to page 3. For location key, refer to page 6.
Course #: C-3751, Hours: 184
Start • End Date: 09/10/12 • 01/09/13
Day: MTW
Time: 1:00P – 5:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link

HRD/CRC (Required for NAI #3751)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 08/13/12 • 08/21/12
Day: M–F
Time: 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 045 Rm 136 MWF
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: C-3741, Hours: 184
Start • End Date: 09/24/12 • 12/11/12
Day: MTWTh
Time: 8:30A – 12:30P
Cost: 181.25
Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: Via Web-Link

Course #: C-3764, Hours: 28
HRD/CRC (Required for NAI #3741)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 09/13/12 • 09/21/12
Day: M–F
Time: 9:00A – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: 121
Instructor: Mary Harris

Course #: C-3752, Hours: 184
Start • End Date: 10/15/12 • 02/20/13
Day: MTW
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link

Course #: C-3766, Hours: 28
HRD/CRC (Required for NAI #3752)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.
Start • End Date: 10/02/12 • 10/11/12
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 220
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: L-3156, Hours: 184
Start • End Date: 10/09/12 • 02/07/13
Day: TWTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg A Rm 102A
Clinicals: 8:00A – 4:30P; 1/22, 1/23, 1/24, 1/29, 1/30
Instructor: Betty Jo Chavez

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3156)
Course #: L-3171, Hours: 24
Start • End Date: 10/15/12 • 11/26/12
Day: M
Time: 9:00A – 1:00P
Cost: 65.00
Location Code: PBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver

Course #: H-3853, Hours: 184
Start • End Date: 10/16/12 – 02/27/12
Day: TW
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

For registration information, refer to page 3. For location key, refer to page 6.
Health Occupations Fall 2012

Course #: L-3157, Hours: 184
Start • End Date: 11/01/12 • 03/28/13
Day: TWTh  Time: 1:30P – 4:30P
Cost: 181.25  Location Code: WBW
Building Location:  Bldg A Rm 102A
Clinicals: 8:00A – 4:30P; 3/7, 3/12, 3/13, 3/14, 3/19
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide I #3157)
Course #: L-3173, Hours: 24
Start • End Date: 10/16/12 • 10/31/12
Day: TWTh  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: HMC
Building Location:  Bob Etheridge Rm 307
Instructor: Kim Tew

Course #: H-3854, Hours: 184
Start • End Date: 11/06/12 • 02/21/13
Day: TWTh  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: HMC
Building Location:  Continuing Education Rm 228
Instructor: Donald Morrison

Course #: H-3855, Hours: 184
Start • End Date: 11/06/12 • 03/26/13
Day: TTh  Time: 5:30P – 9:30P
Cost: 181.25  Location Code: HMC
Building Location:  Continuing Education Rm 228
Instructor: Donald Morrison

Nurse Aide I/NAS101 PLUS
This course provides a student with fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse. This course is rendered towards the Nursing program for curriculum students.
Course #: H-3867, Hours: 184
Start • End Date: 08/21/12 • 12/13/12
Day: TTh  Time: 9:00A – 2:30P
Cost: 181.25  Location Code: HMC
Building Location:  Continuing Education Rm 228
Instructor: Sandra Bass

Nurse Aide II
If you are a Nurse Aide I, you can learn advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc. Upon successful completion of this course, you will be listed on the North Carolina Nurse Aide II registry. No state exam is required. You must show proof of current listing on NC Nurse Aide I registry and proof of high school diploma or GED to register.
Course #: L-3158, Hours: 160
Start • End Date: 08/28/12 • 11/29/12
Day: TWTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location:  Bldg A Rm 103A
Instructor: Lynda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide II #3158)
Course #: L-3172, Hours: 24
Start • End Date: 09/10/12 • 10/15/12
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location:  Main Bldg Rm 118
Instructor: Robert Gray

Course #: L-3159, Hours: 160
Start • End Date: 09/04/12 • 12/06/12
Day: TTh  Time: 8:00A – 12:00P
Cost: 181.25  Location Code: WBW
Building Location:  Bldg A Rm 103A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide II #3159)
Course #: L-3174, Hours: 24
Start • End Date: 09/10/12 • 10/15/12
Day: M  Time: 8:00A – 12:00P
Cost: 65.00  Location Code: WBW
Building Location:  Bldg A Rm 107A
Instructor: Jim Womack

Nurse Aid I State Competency Review
This course is designed for students who have satisfactorily completed a State-approved Nurse Aide I training program within last 2 years. The course will offer written and Skill review to prepare the testing candidate for the National Nurse Aide Assessment Program Examination.
Course #: C-3742, Hours: 20
Start • End Date: 09/10/12 • 09/14/12
Day: M–F  Time: 1:00P – 5:00P
Cost: 66.25  Location Code: SCC
Building Location:  Rm 121
Instructor: Peggy Hall

For registration information, refer to page 3. For location key, refer to page 6.
Health Occupations Fall 2012

Course #: C-3750, Hours: 160
Start • End Date: 09/24/12 • 11/26/12
Day: MTWTh Time: 8:00A – 1:00P
Cost: 181.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Barbara Shuett
Orientation: Via Web-Link

Course #: C-3763, Hours: 28
HRD/CRC (Required for NAI #3750)
Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, an daily activities of a healthcare professional.
Start • End Date: 09/04/12 • 09/12/12
Day: M–F Time: 9:00 – 1:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 045 Rm 136 MWF
Building Location: Bldg 041 Rm 222 TTh
Instructor: Mary Harris

Course #: H-3851, Hours: 160
Start • End Date: 09/02/12 • 02/26/13
Day: TSaSu Time: 9:00A – 2:30P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Leah Harp

Occupational Math
The occupational math program is designed to provide entry and fundamental updates of the mathematical skills essential to providing customer and office services in a variety of business settings.
Course #: H-3857, Hours: 72
Start • End Date: 08/15/12 • 12/19/12
Day: MT Time: 5:30P – 7:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Allan Smith

Patient Care Technician Part III
In this third of three parts required to become a Certified Patient Care Technician (CPCT), you will continue learning patient care and office skills as well as phlebotomy. CPCT is a multi-faceted, intense course which teaches patient care, EKG, and phlebotomy. CPCT Part I begins in January followed by Part II in the summer and Part III in the fall. Upon successful completion, you will be prepared to test for national certification as a Patient Care Technician (CPCT), EKG Technician (CET) and Phlebotomy Technician (CPT), and will be listed on the NC Nurse Aide II registry. Completion of CPCT Part I and Part II are required to register for Part III.
Course #: L-3160, Hours: 224
Start • End Date: 08/20/12 • 12/12/12
Day: MTWTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 102A
Instructor: Dean Jacobs and Sheronda McLean

Pharmacy Technician
Learn the skills you need to work in a pharmacy under the supervision of a pharmacist. You will study drug categories, interactions, and effects. You must show proof of high school diploma or GED to register.
Course #: L-3149, Hours:108
Start • End Date: 09/05/12 • 12/12/12
Day: MW Time: 5:00P – 9:00P
Cost: 175.00 Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

SKILLS FOR SUCCESS
(Required with Pharmacy Technician #3149)
Course #: L-3175, Hours:24
Start • End Date: 09/06/12 • 10/11/12
Day: Th Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Robert Gray

Course #: H-3859, Hours: 96
Start • End Date: 09/10/12 • 12/10/12
Day: MW Time: 5:30P – 9:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Melissa Norris

For registration information, refer to page 3. For location key, refer to page 6.
Health Occupations Fall 2012

Course #: C-3745, Hours: 108  
Start • End Date: 10/03/12 • 02/07/13  
Day: WTh  
Time: 5:30P – 9:00P  
Cost: 181.25  
Location Code: SCC  
Building Location: Rm 123  
Instructor: Lawanda Stanley  
Orientation: Via Web-Link

Course #: C-3753, Hours: 220  
Start • End Date: 10/29/12 • 03/05/13  
Day: MTWTh  
Time: 8:30A – 12:30P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041, Rm 220  
Instructor: Paula Jernigan  
Orientation: Via Web-Link

Phlebotomy Technician  
Learn how to draw blood from patients in the hospital or doctor’s office and for lab service companies. Class lab activities include sticking and being stuck by your classmates. You must show proof of high school diploma or GED to register.  
Course #: C-3765, Hours: 28  
HRD/CRC (Required for Pharmacy Technician #3703)  
Workplace Readiness for Health Careers  
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.  
Start • End Date: 09/19/12 • 10/01/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 120.00 (Fee Waiver Available)  
Location Code: SCC  
Building Location: Rm 118  
Instructor: Mary Harris

SKILLS FOR SUCCESS  
(Required with Phlebotomy Technician #3162)  
Course #: L-3177, Hours: 24  
Start • End Date: 10/05/12 • 11/09/12  
Day: F  
Time: 9:00A – 1:00P  
Cost: 65.00 
Location Code: WBW  
Building Location: Bldg A Rm 107A  
Instructor: Kathryn Fry

Phlebotomy National Exam Review  
This course provides an overview for candidates preparing for the National Phlebotomy Certification Examination. Upon completion, candidates will have the tools needed to successfully pass the National Phlebotomy Certification Exam.  
Course #: C-3754, Hours: 49  
Start • End Date: 08/27/12 • 09/12/12  
Day: MTWTh  
Time: 5:30P – 9:30P  
Cost: 126.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 225 MWF  
Building Location: Bldg 041 Rm 222 TTh  
Instructor: Joanna Guido

For registration information, refer to page 3. For location key, refer to page 6.
Health Occupations

**Online Medical / Hybrid Class**

**Anatomy & Physiology Introduction (Online)**
Introduction to Anatomy and Physiology is designed to enable student identification of body system components, functions, and disease processes.

- **Course #:** H-3864
- **Start • End Date:** 08/19/12 • 12/11/12
- **Day:** Online
- **Cost:** 175.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
  - **Orientation:** Monday, 08/13/12 • 9:00A – 11:00A
  - **Instructor:** Lennie Stephenson

**Billing & Coding – Introduction**
Students will learn methods for selecting the appropriate CPT and ICD-9 codes and demonstrate proficiency in coding skills. Medical Terminology and Intro to Anatomy & Physiology are prerequisites for this class.

- **Course #:** H-3865
- **Start • End Date:** 08/19/12 • 12/11/12
- **Day:** Online
- **Cost:** 175.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
  - **Orientation:** Tuesday 08/13/12 • 9:00A – 11:00A
  - **Instructor:** Lennie Stephenson

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

- **Course #:** H-3866, **Hours:** 120
- **Start • End Date:** 09/16/12 • 12/09/12
- **Day:** Online
- **Cost:** 175.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
  - **Orientation:** Wednesday, 09/12/12 • 9:00A – 11:00A
  - **Instructor:** Lennie Stephenson

**Sleep Disorders Technician**
Program received initial CAAHEP accreditation and recognized for substantial compliance with the nationally established accreditation standards.

- **Course #:** C-3747, **Hours:** 300
- **Start • End Date:** 09/04/12 • 01/31/13
- **Day:** TTh
- **Time:** 9:00A – 1:00P
- **Cost:** 181.25
- **Location Code:** SCC
- **Building Location:** Rm 123
  - **Instructor:** Michael Anderson
  - **Orientation:** Via Web-Link

**Spanish for Health Care Professionals**
This course is designed to provide healthcare professionals to communicate in Spanish with Latino patients and their families who have little or no command of English. Emphasis is placed on medical terms/phrases, dialogues, numerous exercises, and illustrations encountered in the health care environment.

- **Course #:** C-3749, **Hours:** 30
- **Start • End Date:** 08/15/12 • 10/17/12
- **Day:** W
- **Time:** 2:00P – 5:00P
- **Cost:** 120.00
- **Location Code:** SCC
- **Building Location:** Rm 105
  - **Instructor:** Julia Elena Herbon

**Special Needs Technician**
This course provides students with basic knowledge and skills needed to effectively serve clients with health and mental disabilities.

- **Course #:** C-3743, **Hours:** 78
- **Start • End Date:** 09/17/12 • 11/14/12
- **Day:** MTW
- **Time:** 1:30P – 4:30P
- **Cost:** 181.25
- **Location Code:** SCC
- **Building Location:** Rm 121
  - **Instructor:** Sonja Richards
  - **Orientation:** Via Web-Link

**Unit Secretary (Online/Hybrid)**
The unit secretary program is designed to provide the entry level fundamental skills essential to providing unit secretarial services in a variety of healthcare inpatient care settings.

- **Course #:** H-3862, **Hours:** 160
- **Start • End Date:** 08/19/12 • 12/09/12
- **Day:** Online
- **Time:** Online
- **Labs:** M
- **Time:** 9:00A – 2:30P
- **Cost:** 175.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
  - **Orientation:** Monday, 08/13/12 • 9:00A – 11:00A
  - **Instructor:** Lennie Stephenson/Kim Tew

For registration information, refer to page 3. For location key, refer to page 6.
Cake Decorating I
You will learn the basic techniques of cake decoration for home or work. Please request a list of required supplies when you register.

Course #: L-3116, Hours: 15
Start • End Date: 08/30/12 • 10/04/12
Day: Th  Time: 5:30P – 8:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Cake Decorating II
Enhance the skills you achieved in Cake Decorating I by learning techniques for borders, flowers, basket weave, and fondant flowers. Please request a list of required supplies when you register.

Course #: L-3117, Hours: 12.5
Start • End Date: 10/11/12 • 11/08/12
Day: Th  Time: 5:30P – 8:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Instant Piano
Want to learn the secrets and magical shortcuts how professional piano players embellish songs? Chords not note? In just one enjoyable evening, you’ll learn all cords needed to pay any song, any style, and any key. It’s not necessary to take years of weekly lessons to learn piano.

Course #: H-3943, Hours: 6
Start • End Date: 09/12/12 • 09/12/12
Day: W  Time: 5:30P – 9:00P
Cost: 75.00 (SS)  Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: David Haynes

Knitting – Beginning
Center for Creative Retirement
Is knitting one of those things you always wanted to learn, but just never found the time? Here’s your opportunity to mark knitting off your “bucket list.” You will need to bring your own yarn and knitting needles. Your instructor will supply patterns for each project.

Course #: L-3118, Hours: 16
Start • End Date: 09/10/12 • 10/29/12
Day: M  Time: 6:00P – 8:00P
Cost: 49.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Billie Jernigan

Knitting – Advanced
Center for Creative Retirement
If you’re not a beginner and already know how to knit, you can complete a project with one skein of yarn. You’ll learn methods to complete quick projects. You will need to bring your own yarn and knitting needles. Your instructor will supply patterns for each project.

Course #: L-3119, Hours: 16
Start • End Date: 09/11/12 • 10/30/12
Day: T  Time: 6:00P – 8:00P
Cost: 49.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Billie Jernigan

Sewing
Whether you’re just beginning or are experienced and wanting to learn more, you will use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest. You will need to bring your own scissors, thread, fabric and pattern.

Course #: L-3120, Hours: 17.5
Start • End Date: 09/10/12 • 10/22/12
Day: M  Time: 6:30P – 9:00P
Cost: 59.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

For registration information, refer to page 3. For location key, refer to page 6.
Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks—finding information, reading instructions and directions, even working with figures—that are common in today's workplace.

**HOW IT WORKS**

**Building on a Proven Program**

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied mathematics, and locating information through the WorkKeys® skills assessment system.

**A Chance to Advance**

Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

- **Bronze level:** Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.
- **Silver level:** Signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.
- **Gold level:** Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

**CRC ASSESSMENTS**

As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned—bronze, silver, and gold—signify increasing levels of difficulty in each area.

**HOW TO EARN CERTIFICATION**

Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Patricia Stone-Hackett at (919) 777-7716 or pstone-hackett@cccc.edu

**Career Readiness Certification Assessment Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13, 2012</td>
<td>12:00P – 4:00P</td>
</tr>
<tr>
<td>October 15, 2012</td>
<td>4:00P – 8:00P</td>
</tr>
<tr>
<td>November 6, 2012</td>
<td>9:00A – 12:00P</td>
</tr>
<tr>
<td>December 4, 2012</td>
<td>1:00P – 4:00P</td>
</tr>
</tbody>
</table>
Fee waiver available for HRD classes for adults unemployed, underemployed, or working and eligible for the federal earned income tax credit or earning wages at or below 200% of the federal poverty guidelines or received notice of a lay-off.

Chatham County

Basic Computer Skills for the Workplace
Students will be taught basic computer skills at a relaxed pace all the while developing employability skills. Focus of the class will be to improve keyboarding abilities and increase the students’ comfort level with computers. Emphasis will be on the role of technology in the workplace. Class projects will include creating a resume, preparing a cover letter, learning how to prepare an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

Course #: C-3769, Hours: 57
Start • End Date: 08/16/12 • 10/18/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 175.00
Building Location: Rm 231
Instructor: Kathy Siler

Basic Computer Skills for the Workplace II
Students will focus on developing computer skills for the workplace and developing a moderate comfortable level of basic computer use. Students will develop skills in navigating the internet and using it as a tool to do a job search, obtaining occupational information, and compiling employment-related documents.

Course #: C-3770, Hours: 39
Start • End Date: 10/23/12 • 12/06/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 120.00
Building Location: Rm 231
Instructor: Kathy Siler

Career Readiness and Employability Lab
This is a self-paced lab designed to develop employability skills. Students will assess their individual goals, develop a career, or educational plan to include job search skills, keyboarding, resume and cover letter preparation and training toward the Career Readiness Certificate. This is a continual open entry open exit lab.

Course #: C-3772, Hours: 124
Start • End Date: 08/15/12 • 12/05/12
Day: MW
Time: 9:00A – 1:00P
Cost: 175.00
Building Location: TBD
Instructor: Kathy Siler

Course #: C-3773, Hours: 90
Start • End Date: 08/16/12 • 12/06/12
Day: MTh
Time: 5:00P – 8:00P
Cost: 175.00
Building Location: Bldg 041 Rm. 201 (JobLink Center)
Instructor: Andrew Hanner

Computer Skills for the Workplace I
This course is designed to help the student develop a moderate comfort level of basic computer use skills. It introduces computer terminology, e-mail capability, how to navigate on the internet for the purpose of doing a job search, contacting employers and obtaining employment information.

Course #: C-3771, Hours: 56
Start • End Date: 08/15/12 • 11/21/12
Day: TW
Time: 5:00P – 7:00P
Cost: 175.00
Location Code: SCC
Building Location: Rm 231
Instructor: LaDone Johnson

Effective Job Search
Become familiar with different job search strategies. Get tips on answering interview questions and job hunting techniques. Discover what employers are looking for!

Seminar Date: 08/22/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 226

Seminar Date: 09/12/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 09/26/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 226

Seminar Date: 10/10/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 10/24/12, Hours:3
Day: W
Time: 9:00A - 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 226

Seminar Date: 11/14/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD
Human Resources Development (HRD)  Fall 2012

Seminar Date: 11/28/12, Hours: 3  
Day: W  Time: 9:00A • 12:00P  
Cost: 65.00 (Fee Waiver Available)  
Location Code: PMC  
Building Location: Bldg 041 Rm 226

Seminar Date: 12/12/12, Hours: 3  
Day: W  Time: 9:00A • 12:00P  
Cost: 65.00 (Fee Waiver Available)  
Location Code: SCC  
Building Location: TBD

Harnett County
Pre-register by calling (910) 814-8852.

Fees for HRD classes are waived for unemployed adults, underemployed adults, adults who are working and eligible for the federal earned income tax credit, and adults who have received notice of a layoff.

Career Readiness Certification Test Dates
Pre-registration is required at least one week prior to test date.

<table>
<thead>
<tr>
<th>Day</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8/27/12</td>
<td>8:45A – 2:00P</td>
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<tr>
<td>Monday</td>
<td>9/24/12</td>
<td>8:45A – 2:00P</td>
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<tr>
<td>Monday</td>
<td>10/22/12</td>
<td>8:45A – 2:00P</td>
</tr>
<tr>
<td>Monday</td>
<td>11/26/12</td>
<td>8:45A – 2:00P</td>
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</table>

Employability Skills
Students will conduct self-assessments, develop employment documents (resumes, applications, and letters), increase technology awareness prepare for today’s workplace.

Course #: H-3898, Hours: 70  
Start • End Date: 11/06/12 • 12/03/12  
Day: M–F  Time: 9:00A – 2:30P  
Cost: 175.00  
Location Code: TSEC  
Building Location: Triangle South Rm 102  
Instructor: Betty Hollins

S.A.I.L. Students Achieving In Learning
Students will create employability documents and prepare for the job market.

Course #: H-3894, Hours: 70  
Start • End Date: 09/05/12 • 12/04/12  
Day: M–F  Time: 9:00A – 2:30P  
Cost: 175.00  
Location Code: TSEC  
Building Location: Triangle South Rm 102  
Instructor: Betty Hollins

S.A.I.L. Plus Students Achieving In Learning
Students will examine techniques for success in the workplace, balance work and life, and prepare for the Career Readiness Certification.

Course #: H-3895, Hours: 70  
Start • End Date: 10/03/12 • 10/25/12  
Day: M–F  Time: 9:00A – 2:30P  
Cost: 175.00  
Location Code: TSEC  
Building Location: Triangle South Rm 102  
Instructor: Betty Hollins

Skills for Success
Increase your chances of being hired in your new field by learning professionalism, proper attire, behavior, and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. You will learn job seeking and retention skills, communication, and problem solving skills. The Career Readiness Certification evaluation is administered at the end of class. You are required to take this course if you register for a Health Occupations class in Chatham and Lee counties unless you have previously completed the course and received a CRC certification. If so, you must bring proof to registration. For more information, please refer to the Health Occupations section.

For registration information, refer to page 3. For location key, refer to page 6.
Taking the Stress Out of Interviews
This course will provide students with tips and strategies to prepare for an interview.

Course #: H-3891, Hours: 3
Start • End Date: 08/23/12 • 08/23/12
Day: Th
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3892, Hours: 3
Start • End Date: 08/30/12 • 08/30/12
Day: Th
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3893, Hours: 3
Start • End Date: 09/06/12 • 09/06/12
Day: Th
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Bullseye! Targeted Résumé
This course will show students how to write a résumé for today’s job market.

Course #: H-3888, Hours: 3
Start • End Date: 08/22/12 • 08/22/12
Day: W
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3889, Hours: 3
Start • End Date: 08/29/12 • 08/29/12
Day: W
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3890, Hours: 3
Start • End Date: 09/05/12 • 09/05/12
Day: W
Time: 9:30A – 12:30P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

What Did You Say? Communication Skills for Success
Learn effective communication skills. Topics include listening, verbal, nonverbal, problem-solving, decision making, interpersonal skills, teamwork, and much more.

Course #: H-3896, Hours: 60
Start • End Date: 10/23/12 • 12/11/12
Day: TTh
Time: 9:00A – 12:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: TBD

Lee County

Career Readiness and Pathways
If you are unemployed or underemployed, you can learn the skills you need to find a job. You will explore career opportunities and learn how to find and keep a job. You will learn the skills you need to do your best in school or other job training, like how to take notes, reduce the anxiety of taking tests, and how to prepare for certification training. Registration fee waivers are available for those who qualify.

Course #: L-3201, Hours: 60
Start • End Date: 10/02/12 • 11/20/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Career Readiness Lab
You will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. You will also develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course #: L-3198, Hours: 165
Start • End Date: 08/15/12 • 12/17/12
Day: MW
Time: 9:00A – 2:00P
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland

Computer Skills for the Workplace
Are you in transition, searching for a job but need better skills to be employable? Develop the skills you need to become comfortable using the computer in the workplace. You will also create résumés, cover letters, and thank-you letters, and use the internet to research labor market information and connect with potential employers. Registration fee waivers are available for those who qualify.

Course #: 3199, Hours: 52
Start • End Date: 08/16/12 • 09/27/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler
Skills for Careers
Are you trying to determine your next step to a career or additional training? Learn your individual assets and limitations, develop a positive concept, develop employability skills, improve communication skills, and study to take the North Carolina Career Readiness Certification Assessments. Registration fees waivers are available for those who qualify.

Course #: L-3209, Hours: 28
Start • End Date: 11/27/12 • 12/18/12
Day: TTh Time: 9:00A – 1:00P
Cost: 120.00 Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Skills for Success
Students will learn professionalism, proper attire, behavior and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. Job seeking and retention skills, communication, and problem solving skills will also be taught. Students will take the Career Readiness Certification evaluation. This course is required for students taking Health Occupations classes unless they have previously completed the course and received a CRC certification. See specific Health Occupations classes for dates and times of corresponding “Skills for Success” course.

Human Resources Development (HRD)

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students’ needs and serves as a gateway for proven economic, social, and educational success.

Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria:

• Unemployed
• Received notification of pending layoff
• Working and eligible for federal earned income tax credit
• Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines
Languages Fall 2012

Chinese – Conversational
In this class designed for adults without any Chinese language background, you will learn basic Mandarin phonetic system (Pinyin), practice frequently used Chinese expressions and everyday words, and know more about Chinese communicative culture. Oral and listening skills will be emphasized and basic Chinese grammar and character writing system will also be introduced.

Course #: L-3210, Hours: 40.5
Start • End Date: 08/21/12 • 11/20/12
Day: TTh
Time: 2:00P – 3:30P
Cost: 120.00
Location Code: LMC
Building Location: Science 9106
Instructor: Ling Huang

Spanish - Beginning
In this introduction to understanding, speaking, reading, and writing Spanish, you will acquire language functions, vocabulary, structures and culture through contextualized presentation, interactive activities and small group practice. For beginning students or those with one year of high school Spanish.

Course #: L-3189, Hours: 48
Start • End Date: 08/21/12 • 11/08/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 120.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Robert Komorowski

Spanish – Intermediate
This course is designed to continue to build on the students’ knowledge of the language so that their communication with Spanish-speaking people will be well-understood. A textbook is required: Practice Makes Perfect: Complete Spanish Grammar

Course #: C-3286, Hours: 24
Start • End Date: 09/06/12 • 11/29/12
Day: Th
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Estebania Chojnacki

Spanish Immersion Program
CCCC is launching an innovative Spanish Immersion Program in Chatham County. It is designed to give an intensive and authentic experience filled with opportunities to learn the Spanish language in a practical and applicable manner, for interactions at work and in the community.

For more information and to register, call (919) 545-8044 or email cthompson@cccc.edu
“Alive at 25” and Defensive Driving classes have moved from the Personal Enrichment section to their own section. Please refer to that section for complete class listings.

Achieving Financial Security
Do you know what money type you are – a spender, speculator, saver or investor? This workshop is designed to help you enjoy greater financial security. You will learn some exciting insights into your own financial habits, attitudes and beliefs, and set goals to strengthen them. Join us and make your goals a reality!

Course #: L-3146, Hours: 2.5
Start • End Date: 09/10/12 • 09/10/12
Day: M
Time: 6:00P – 8:30P
Cost: None (SS) Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Thomas M. Rosser, Jr.

American Sign 1
This course is designed to help students build their American Sign Language (ASL) vocabulary and understand how a sign is formed. Students will not only learn the language of everyday conversation but also understand how facial expressions and body, head, and eye movement are used to convey messages.

Course #: C-3707, Hours: 14
Start • End Date: 09/04/12 • 10/18/12
Day: TTh
Time: 6:00P – 7:00P
Cost: 65.00 (SS) Location Code: PMC
Building Location: Bldg 041, Rm 225
Instructor: Rhonda Jones

Backyard Chicken Schemes
Time to buy biddies! With limited space and experience plus a sense of humor, you can raise a small flock of happy chickens – even in the city. Farmer Judy Hogan shares her learning curve on the basics of chicks to healthy eggs and meat. Your morning will be spent in the classroom with an afternoon trip to the farm.

Course #: L-3192, Hours: 5
Start • End Date: 09/15/12 • 09/15/12
Day: Sa
Time: 9:00P – 3:00P
Cost: 29.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Judy Hogan

Course #: H-3962, Hours: 6
Start • End Date: 11/17/12 • 11/17/12
Day: Sa
Time: 9:00P – 3:30P
Cost: 29.00 (SS) Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Judy Hogan

Concealed Carry Handgun
Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides four (4) hours of classroom instruction and four (4) hours on the firing range. You will need to provide your own gun, protective eyewear, and ball cap. Please request specific course instructions and requirements when registering.

Course #: L-3193, Hours: 8
Start • End Date: 10/13/12 • 10/13/12
Day: Sa
Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: WFRG
Instructor: James Estes

Course #: L-3194, Hours: 8
Start • End Date: 12/08/12 • 12/08/12
Day: Sa
Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: WFRG
Instructor: James Estes

Dancing – Ballroom I
Center for Creative Retirement
This class is designed to introduce students to several of the ballroom dances. It will introduce the students to basic steps and start to teach leading and following.

Course #: C-3710, Hours: 5
Start • End Date: 09/21/12 • 10/19/12
Day: F
Time: 9:00P – 10:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Ballroom II
Center for Creative Retirement
This class will continue to expand on the basic skills of leading and following additional ballroom classes will be introduced.

Course #: C-3711, Hours: 5
Start • End Date: 11/02/12 – 12/07/12
Day: F
Time: 9:00P – 10:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Ballroom III –
Intermediate, 1st half
Center for Creative Retirement
This course will continue to expand on the basic principals of Ballroom dancing. Intermediate school figures will be taught and the concept of partnering will be expanded on.

Course #: C-3712, Hours: 5
Start • End Date: 09/21/12 – 10/19/12
Day: F
Time: 8:00P – 9:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom
Ballroom III –
Intermediate, 2nd half

Center for Creative Retirement

This second half of the course will focus on development of the partnership and continue to expand on the school figures of the primary ballroom dances.

Course #: C-3713, Hours: 5
Start • End Date: 11/02/12 • 12/07/12
Day: F Time: 8:00P – 9:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Shag I

Center for Creative Retirement

This course is designed to teach basic fundamentals of Shag dancing.

Course #: H-3945, Hours: 6
Start • End Date: 09/19/12 • 10/24/12
Day: W Time: 7:00P – 8:00P
Cost: 30.00 (SS) Location Code: HMC
Building Location: Miriello Rm 135
Instructor: James Patterson

Course #: C-3714, Hours: 5
Start • End Date: 09/21/12 • 10/19/12
Day: F Time: 7:00P – 8:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Shag II

Center for Creative Retirement

This course is designed to continue teaching basic fundamentals of Shag dancing plus introduce more challenging steps.

Course #: H-3961 Hours: 6
Start • End Date: 09/19/12 • 10/24/12
Day: W Time: 8:00P – 9:00P
Cost: 30.00 (SS) Location Code: HMC
Building Location: Miriello Rm 135
Instructor: James Patterson

Course #: C-3715, Hours: 5
Start • End Date: 11/02/12 • 12/07/12
Day: F Time: 7:00P – 8:00P
Cost: 35.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dog Obedience

Fun yet intensive beginner obedience/home management class for dogs over 6 months old. Students will learn to train their dogs, using positive reinforcement, to walk on a loose leash, come when called, and sit, down and stand, when asked. A “must” for all new dog owners and especially shelter and rescue dogs. No dog is too old to learn. First class is mandatory orientation – no dogs – owners only.

Course #: C-3701, Hours: 12
Start • End Date: 09/07/12 • 10/26/12
Day: F Time: 3:00P – 4:30P
Cost: 30.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Pat Sullivan

Fall Bird Watching

Center for Creative Retirement

This course is designed to identify birds common to Eastern US and encountered in North Carolina in fall and winter months. Students will become familiar with common bird songs and calls. Gain knowledge of bird physiology and their feeding and migration habits as well as appreciate how birds contribute to the environment and benefit humankind.

Course #: C-3706, Hours: 18
Start • End Date: 08/21/12 • 09/25/12
Day: T Time: 9:00A – 12:00P
Cost: 85.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Andy Upshaw
Food Matters: Hungry for Change
Center for Creative Retirement
Start • End Date: 09/13/12 • 09/20/12
Day: Th Time: 7:00P – 9:00P
Cost: Free Location: WHC
Building Location: West Harnett Center Rm 112
Instructor: Bethany Stevens

Start • End Date: 10/02/12 • 10/09/12
Day: T Time: 7:00P – 9:00P
Cost: Free Location: HMC
Building Location: Harnett Main Campus Rm 141
Instructor: Bethany Stevens

Four Views of the In Times
This is a 6-week course and is presented by Rev. Mark Bordeaux. For more information, call (910) 814-8823. Early registration is required.
Start • End Date: 09/25/12 • 10/30/12
Day: T Time: 7:00P – 9:00P
Cost: 48.00

Fundamentals of Investing
This course educates investors on the basics of investing and financial planning.
Center for Creative Retirement
Course #: C-3288, Hours: 16
Start • End Date: 08/27/12 • 10/22/12
Day: M Time: 6:00P – 8:00P
Cost: 50.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm 108
Instructor: Chad Virgil

Center for Creative Retirement
Course #: C-3311, Hours: 16
Start • End Date: 09/11/12 • 10/30/12
Day: T Time: 6:00P – 8:00P
Cost: 50.00 (SS) Location Code: SCC
Building Location: Rm 224
Instructor: Stephen Thomas

Genealogy
Center for Creative Retirement
Learn how to discover your family tree and uncover your rich roots.
Course #: C-3287, Hours: 14
Start • End Date: 09/11/12 • 10/23/12
Day: T Time: 7:00P – 9:00P
Cost: 65.00 (SS) Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Rebecca Cockrum

Getting Paid to Talk/Making Money With Your Voice
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally.
Course #: H-3948, Hours: 2.5
Start • End Date: 11/01/12 • 11/01/12
Day: Th Time: 6:30P – 9:00P
Cost: 20.00 (SS) Location Code: HMC
Building Location: TBD
Instructor: David Rodwell

Guitar – Intermediate
Have you always wanted to improve your guitar playing? You can learn the major and minor chords, strumming techniques, and how to advance and play simple melodies. You must bring your own guitar. No book is required.
Course #: L-3195, Hours: 22
Start • End Date: 09/10/12 • 11/26/12
Day: M Time: 6:30P – 8:30P
Cost: 59.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Jeanne Anderson

Hispanic Culture Revealed
Do you know that Hispanics are members of an ethnic group, rather than a racial group? Do you know that this group is comprised of individuals from over 20 different countries? Do you know that Hispanics are the largest minority in the US? Information provided in these class sessions will help you become more aware of the culture, customs, and traditions of your Hispanic neighbors, co-workers, clients and others you see or with whom you come in contact each day.
Course #: L-3129, Hours: 6
Start • End Date: 09/25/12 • 10/30/12
Day: T Time: 12:00P – 1:00P
Cost: 29.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Patricia Wright

Investment Essentials
Center for Creative Retirement
This course is for age 50+ individuals who are saving for or who are in retirement. The objective is to learn which investment products are suitable for specific goals like increasing principle and taking income safely during retirement. The course will cover risks including inflation and the cost of care.
Course #: L-3147, Hours: 12
Start • End Date: 09/11/12 • 10/16/12
Day: T Time: 6:00P – 8:00P
Cost: 19.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Dargan Moore

For registration information, refer to page 3. For location key, refer to page 6.
Landscape Design  
**Center for Creative Retirement**

Students will learn how to identify boundaries as part of site analysis and learn how to respect them as part of the landscape design process. Topics to be covered include sustainable design and plant selections, landscapes, grading, and lighting. This course would be great for homeowners or professionals.

**Course #:** H-3946  
**Start • End Date:** 09/18/12 • 11/06/12  
**Day:** T  
**Time:** 6:30P – 8:30P  
**Cost:** 50.00  
**Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 306  
**Instructor:** Robert Sherman

**Live, Work, Play: Creating Chatham County, 2020**

The Triangle in 2020? How will you live, work, play? How will you get around? This course will give you an opportunity to engage in a spirited and informed dialogue on the contemporary issues that affect your life, your town, now and in the future. The course will review the building blocks of our communities – neighborhoods, parks, shops, transportation, jobs, arts, and culture – our experiences of living in the Triangle area and ask questions – how is it working? Could we do and be better? How about you? What do you love? What do you miss? How would you like to remake your city, town, community closer to your heart’s desire?

**Course #:** C-3309, **Hours:** 18  
**Start • End Date:** 08/30/12 • 11/15/12  
**Day:** Th  
**Time:** 6:00P – 7:30P  
**Cost:** 65.00  
**Location Code:** PMC  
**Building Location:** TBD  
**Instructor:** Deepa Sangal

**Open Water Scuba Diver Pre-Certification**

Classroom instruction fee is $40. For more information on additional required lab fees that are paid directly to the seduction dive services, please contact (910) 892-7878.

**Course #:** H-3960, **Hours:** 7  
**Start • End Date:** 09/18/12 – 10/30/12  
**Day:** T  
**Time:** 8:30P – 9:30P  
**Cost:** 40.00  
**Location Code:** HMC  
**Building Location:** Continuing Education Rm TBD  
**Instructor:** Carmine Colanteuno

**Our Spanish Neighbors**

This seminar will cover information about the Hispanic community in the area served by CCCC. It includes facts about the Hispanic population, their motives for coming to North Carolina, their various cultures, the Spanish language, their religions, and how to relate to Hispanics in the workplace.

**Course #:** L-3148, **Hours:** 2  
**Start • End Date:** 10/01/12 • 10/01/12  
**Day:** M  
**Time:** 6:00P – 8:00P  
**Cost:** None  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 222  
**Instructor:** James Wright

**Photography (CCR) – Beginning**  
**Center for Creative Retirement**

Students will gain a better understanding of the camera, its abilities, lenses, filters, processing (traditional and digital), special effects, and the final print.

**Course #:** H-3947, **Hours:** 12  
**Start • End Date:** 09/24/12 • 10/29/12  
**Day:** M  
**Time:** 7:00P – 9:00P  
**Cost:** 40.00  
**Location Code:** HMC  
**Building Location:** Continuing Education Rm TBD  
**Instructor:** John McCorsley

**Tai Chi for Health**  
**Center for Creative Retirement**

This course is designed to teach the correct form and sequence of beginner to intermediate level Tai Chi movements on their own and to be able to incorporate and improve upon the basic principals of effective Tai Chi form.

**Course #:** C-3703, **Hours:** 15  
**Start • End Date:** 08/22/12 • 11/07/12  
**Day:** W  
**Time:** 6:30P – 7:45P  
**Cost:** 65.00  
**Location Code:** PMC  
**Building Location:** Bldg 042, Rm MPR  
**Instructor:** Patty Strother

**Zumba**

Enjoy a high energy fitness program inspired by Latin dance. The first week of class, you will learn full routines set to songs between three and five minutes long. Wear comfortable, light clothing and soft soled shoes. Bring water to drink.

**Course #:** C-3709, **Hours:** 10  
**Start • End Date:** 09/11/12 • 11/13/12  
**Day:** T  
**Time:** 6:15P – 7:15P  
**Cost:** 40.00  
**Location Code:** PMC  
**Building Location:** Bldg. 042, Rm MPR  
**Instructor:** Lee Norris-Bouwman
Auto Dealers
This course reviews basic NC laws, provides updates, and renews a dealer’s license. Participants must have a current Auto Dealer’s license to attend class.

Course #: H-3874, Hours: 6
Start • End Date: 08/16/12 • 08/16/12
Day: Th Time: 9:00A – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: H-3875, Hours: 6
Start • End Date: 09/11/12 • 09/11/12
Day: T Time: 9:00A – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: L-3196, Hours: 6
Start • End Date: 10/09/12 • 10/09/12
Day: T Time: 9:00A – 3:00P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Larry Davis

Course #: H-3876, Hours: 6
Start • End Date: 10/25/12 • 10/25/12
Day: Th Time: 9:00A – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: H-3877, Hours: 6
Start • End Date: 11/15/12 • 11/15/12
Day: Th Time: 9:00A – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: L-3197, Hours: 6
Start • End Date: 12/11/12 • 12/11/12
Day: Th Time: 9:00A – 3:00P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Larry Davis

Course #: H-3878, Hours: 6
Start • End Date: 12/11/12 • 12/11/12
Day: T Time: 9:00A – 4:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

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-3303, Hours: 36
Start • End Date: 08/23/12 • 11/08/12
Day: Th Time: 6:00P – 9:00P
Cost: 121.25 Location Code: SCC
Building Location: Rm 102
Instructor: Michael Kreibick

Commercial Driver’s 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-3302, Hours: 21
Start • End Date: 09/04/12 • 09/25/12
Day: TTh Time: 6:00P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: TBD
Instructor: Bobby Lawson

Cosmetology – Facial Makeup Hands-on
Learn and practice techniques in the use of cosmetics, cosmetic color theory, and make-up process for any occasion. Provides eight (8) continuing education hours for cosmetologists, estheticians, and instructors.

Course #: L-3205, Hours: 8
Start • End Date: 09/08/12 • 09/08/12
Day: Sa Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Cosmetology – Facial Massage Techniques
Learn how to relax your client for more effective treatment; how to cleanse, refine, and tone the skin; techniques to increase cellular regeneration; and how to implement safety and sanitation during treatment. Provides eight (8) continuing education hours for cosmetologists, estheticians, and instructors.

Course #: L-3206, Hours: 8
Start • End Date: 10/06/12 • 10/06/12
Day: Sa Time: 8:00A – 5:00P
Cost: 71.25 Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh
Cosmetology – Nails and Nail Art
Learn to understand and identify the current tools needed to shape, buff, and polish nails; the anatomy, disorders, and diseases of the nail; and the importance of safety and sanitation in the nail industry. In this hands-on class, you will also demonstrate nail art and create your own design. Provides eight (8) continuing education hours for manicurists, cosmetologists, and instructors.

Course #: L-3207, Hours: 8
Start • End Date: 11/03/12 • 11/03/12
Day: Sa
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

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

Course #: H-3884, Hours: 412.5
Start • End Date: 08/20/12 • 12/18/12
Day: MTWTh
Time: 3:45P – 10:30P
Cost: 181.25
Location Code: HMC
Building Location: Building 4
Instructor: Rosa D. Del Toro

Course #: H-3883, Hours: 392
Start End Date: 09/10/12 • 12/19/12
Day: MTWTh
Time: 8:00A – 3:30P
Cost: 181.25
Location Code: HMC
Building Location: Building 4
Instructor: Zordia Cruz

Diesel Mechanics
This course includes rebuilding and repairing fuel-injection systems, cylinder heads, and starting systems on large and small diesel engines.

Course #: H-3886, Hours: 136
Start • End Date: 08/21/12 • 12/18/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: WHC
Building Location: Rm TBA
Instructor: Graham McDonald

Effective Teacher Training
Sessions include learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation. This class is recommended for substitute teachers, teacher assistants, and prospective teachers.

Course #: C-3301, Hours: 30
Start • End Date: 09/11/12 • 10/11/12
Day: TTh
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 041 Conf Rm 1
Instructor: Sandra Stancil

Electrical Contractor – Analysis of NEC Changes
You will receive updated information on latest changes in the National Electric Code and NC Electric Code. Class offers four hours of required CE credits. NEC 2011 book is required.

Course #: L-3212, Hours: 4
Start • End Date: 10/09/12 • 10/09/12
Day: T
Time: 8:00A – 12:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-3214, Hours: 4
Start • End Date: 12/04/12 • 12/04/12
Day: T
Time: 8:00A – 12:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt
Electrical Safety in the Workplace
Learn why electrical contact injuries are so serious, widespread and costly, and how compliance with NFPA 70E and OSHA protects staff and reduces liability and operating costs. Class offers four hours of required CE credits.

Course #: L-3213, Hours: 4
Start • End Date: 10/09/12 • 10/09/12
Day: T  Time: 1:00P – 5:00P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-3215, Hours: 4
Start • End Date: 12/04/12 • 12/04/12
Day: T  Time: 1:00P – 5:00P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Forklift Operator Training
This eight-hour course will provide four hours of classroom training and four hours of practice on the forklift. Training includes forklift safety, OSHA regulations, pre-operation tasks, handling and moving loads, principles of lifting, and limited forklift maintenance (changing the battery, refueling, etc.). Students will pass a written examination plus forklift operation while evaluated by the instructor to successfully complete the course.

Course #: L-3216, Hours: 8
Start • End Date: TBD
Day: TBD  Time: 8:00A – 5:00P
Cost: 65.00  Location Code: LCI
Building Location: Innovation Center
Instructor: Don Gilliam

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.)

Course #: C-3308, Hours: 42
Start • End Date: 08/30/12 • 11/15/12
Day: Th  Time: 6:30P – 10:00P
Cost: 120.00  Location Code: SCC
Building Location: Rm 223
Instructor: John Sutton

Massage Therapy
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-1011, Hours: 284
Start • End Date: 08/21/12 • 03/19/13
Day: MTW  Time: 5:00P – 10:00P
Day: Sa  Time: 9:00A – 3:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 218
### Notary Public
Whether you’re already commissioned and need more information or working toward a new commission as a Notary Public, this class will give you what you need. State regulations require that you have a high school diploma or GED; be a legal resident of the United States; read, write, and speak English; and either live or work in North Carolina.

*Book is required.*

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<th>Course #: H-3869, Hours: 8</th>
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<td><strong>Instructor:</strong></td>
<td>Patsy Payne</td>
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<td><strong>Instructor:</strong></td>
<td>Patsy Payne</td>
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<td><strong>Instructor:</strong></td>
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<td><strong>Location Code:</strong></td>
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<td><strong>Building Location:</strong></td>
<td>Rm 102</td>
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### 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.

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<th>Course #: C-3299, Hours: 24</th>
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<td><strong>Location Code:</strong></td>
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<td><strong>Building Location:</strong></td>
<td>Rm 102</td>
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<td><strong>Instructor:</strong></td>
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Real Estate Post-license: Broker Relationships and Responsibilities
Approved Real Estate Commission Broker Post-license course, 30 hr. continuing education credit. Broker Relationships and Responsibilities. (Course #301)

Course #: L-3211, Hours: 30
Start • End Date: 11/06/12 • 12/13/12
Day: TTh
Time: 6:00P – 9:00P
Cost: 120.00
Building Location: Main Bldg Rm 216
Instructor: Kathy Woodell

Small Engine Repair – Advanced
This course is designed to provide the student with hands-on knowledge of engine rebuilding techniques to manufacturer’s specifications. The student will learn how to completely disassemble engines and check for manufacturer’s specifications and reassemble.

Course #: H-3882, Hours: 96
Start • End Date: 08/21/12 • 11/08/12
Day: TTh
Time: 8:00A – 12:00P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 217
Instructor: Kevin Hutchens

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

Course #: L-3208, Hours: 44
Start • End Date: 08/21/12 • 10/30/12
Day: T
Time: 6:00P – 10:00P
Cost: 121.25
Location Code: LMC
Building Location: Joyner 512
Instructor: Kevin Hutchens

Course #: H-3881, Hours: 44
Start • End Date: 08/22/12 • 10/31/12
Day: W
Time: 6:00P – 10:00P
Cost: 126.25
Location Code: HMC
Building Location: Continuing Education Rm 217
Instructor: Kevin Hutchens

Vital Learning Supervision Series
This course will prepare the student for employment as a first or second level supervisor.

Course #: C-3300, Hours: 16
Start • End Date: 09/11/12 • 10/23/12
Day: T
Time: 1:00P – 5:00P
Cost: 260.00
Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Jess Spiller

Vehicle Safety Inspection and OBD
This class prepares auto technicians and service personnel as OBD inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NCDMV 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. A book is required for OBD and Vehicle Safety Inspection. Vehicle Safety Inspection MUST be taken prior to taking OBD.

Vehicle Safety Inspection

Course #: L-3178, Hours: 8
Start • End Date: 09/11/12 • 09/13/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3179, Hours: 8
Start • End Date: 10/09/12 • 10/11/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3180, Hours: 8
Start • End Date: 11/06/12 • 11/08/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3181, Hours: 8
Start • End Date: 12/04/12 • 12/06/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

OBD (Vehicle Safety Inspection MUST be taken first)

Course #: L-3182, Hours: 8
Start • End Date: 09/18/12 • 09/20/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3183, Hours: 8
Start • End Date: 10/16/12 • 10/18/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley
OBD (continued)
Course #: L-3184, Hours: 8
Start • End Date: 11/13/12 • 11/15/12
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3185, Hours: 8
Start • End Date: 12/11/12 • 12/13/12
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

OBD Refresher
Course #: L-3186, Hours: 4
Start • End Date: 09/25/12 • 09/25/12
Day: T Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3187, Hours: 4
Start • End Date: 10/23/12 • 10/23/12
Day: T Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-3188, Hours: 4
Start • End Date: 11/27/12 • 11/27/12
Day: T Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Welding I
This course provides instruction on the principles and practices of welding. Emphasis is on blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications.

Course #: H-3885, Hours: 150
Start • End Date: 08/21/12 • 12/18/12
Day: TTh Time: 6:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 202
Instructor: Joshua Britton

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

Course #: C-3310, Hours 102
Start • End Date: 08/16/12 • 12/13/12
Day: TTh Time: 6:00P - 9:00P
Cost: 176.25 Location Code: Sage
Building Location:
Instructor: Bobby Piggie

Creative Writing

American Poetry for Poets
Each week, students will look at a significant phase of American poetry with a focus on two representative poets, their times and contemporaries, what they contributed to American poetry, and what students can learn from them to enrich their own poetry.

Course #: C-3721, Hours: 16
Start • End Date: 09/18/12 • 11/13/12
Day: T Time: 7:00P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: TBD
Instructor: Ralph Earle

Character Matters: Discovering Your Protagonist’s Inner Mania
This workshop will help writers discover their protagonist’s conflicted relationship with the world. The soul at odds with reality is often what is at stake in a scene. The more a writer understands how the protagonist’s soul rubs against the world, the more likely they will discover scenes worth showing and characters whose mania gives the store narrative life on every page.

Course #: C-3725, Hours: 5
Start • End Date: 09/08/12 • 09/08/12
Day: Sa Time: 10:00A – 4:00P
Cost: 60.00 Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Paul Mihas
Creative Nonfiction: An Overview
Creative nonfiction encompasses various genre formats, such as biography, memoir, travel and food writing, and the literary essay, by using techniques traditionally associated with fiction and poetry. In this class, students will learn to apply the creative nonfiction styles and conventions to elevate a factual story to the realm of fine literature. This class is limited to 12 students.

Course #: C-3718, Hours: 16
Start • End Date: 08/16/12 • 10/11/12
Day: Th Time: 6:30P – 8:30P
Cost: 65.00 Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

Creative Non-Fiction: Works in Progress
During this course students will learn best practice in the writing of any type of creative non-fiction (person essay, literary journalism, biography, memoir, flash non-fiction, travel writing, food writing, and lyric essay). Prompts, reading, and exercises will enable each student to focus on and fine tune work in progress in their chosen genre. Class size is limited to 12 students. Note: This class can be taken in conjunction with or separately from Creative Nonfiction: An Overview

Course #: C-3719, Hours: 14
Start • End Date: 10/18/12 • 12/06/12
Day: Th Time: 6:30P – 8:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Melissa Delbridge

Ekphrastic Poetry: Using Images From Art to Inspire Poetry
A picture is worth a thousand words. In this ekphrastic poetry class, students will use images from the North Carolina Museum of Art to inspire three new poems. Revision and small group critiques will be the focus of this 4-hour class.

Course #: C-3726, Hours: 4
Start • End Date: 09/22/12 • 09/22/12
Day: Sa Time: 1:00P – 5:00P
Cost: 55.00 Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Maureen Sherbondy

Fiction Craft: Beginnings and Endings
You’re working on a fiction story, but it’s not quit there. What absolutely must be in the first paragraphs? What must be in your ending? And how in the world do you decide? There are so many options, there’s so much to say in a few words. The delicate balance act for beginnings and endings is one of the most powerful tools in the fiction writer’s tool belt. We’ll explore how master writers do it, and try some exercises to refine your own work. Bring a draft you are working on.

Course #: C-3724, Hours: 7
Start • End Date: 08/25/12 • 08/25/12
Day: Sa Time: 9:30A – 4:30P
Cost: 70.00 Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Marjorie Hudson

Get Paid to Write
Freelance writing for consumer publications is great fun and hard work. It requires creativity, the ability to tell a story, attention to detail, and a good deal of stamina. This overview course will give students the tools needed to pitch nonfiction stories to newspapers, magazines, and websites. The class will examine different types of articles, how to develop story ideas, who to market them too, and how to carry out the assignment.

Course #: C-3725, Hours: 7
Start • End Date: 08/25/12 • 08/25/12
Day: Sa Time: 9:30A – 4:30P
Cost: 70.00 Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: CANCELED

Introduction to Writing the Short Story
How does one really begin to write a short story? Where do ideas come from? In this class, you will read examples of classic short stories, along with contemporary works, then take them apart, look at their mechanics and use what is learned to write and workshop new works. Recommended Book: The Story and Its Writer by Ann Charters, published by Bedford/St. Martin

Course #: C-3731, Hours: 22
Start • End Date: 08/20/12 • 11/05/12
Day: M Time: 7:00P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Rupert Ormsby

For registration information, refer to page 3. For location key, refer to page 6.
Memoir: Works in Progress
Memoir is the intimate art, and this class will create a community of support for refining works in progress and generating new material. You will learn techniques to help you structure your work, tell your deepest stories and move toward completing a piece, whether for publication or family records.

Course #: C-3723, Hours: 14
Start • End Date: 08/22/12 • 10/03/12
Day: W  Time: 6:30P – 8:30P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Marjorie Hudson

Unlock Your Imagination: Writing Wildly Creative Stories
Writers will learn and practice numerous creativity-building exercises that will bring imaginative and unique ideas to their stories. Class discussions will include the creative process and how to avoid road blocks to imaginative thinking.

Course #: C-3720, Hours: 6
Start • End Date: 09/15/12 • 09/15/12
Day: Sa  Time: 10:00A – 4:30P
Cost: 75.00  Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: John Bemis

Pitching Story Ideas to Editors and Producing What You Promised
This fun workshop will offer practical advice on selling stories to newspapers and magazines. Participants will get tips on how to get started, how to write a story query, what to charge and how to make the most out of freelance opportunities.

Course #: C-3728, Hours: 5.5
Start • End Date: 10/06/12 • 10/06/12
Day: Sa  Time: 10:00A – 3:30P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 042 Conf Rm
Instructor: Bridgette Lacy

Writers Around the Table: Ideas, Inspiration, and Practice for Creative Writers
Beginning writers should gain an increased understanding of writing, practice, including idea formation, genres and forms of writing, inspiration, resources, critique, revision, as well as a basic understanding of the process of publication. For both writers of fiction and non-fiction.

Course #: C-3722, Hours: 16
Start • End Date: 08/30/12 • 10/18/12
Day: Th  Time: 6:30P – 8:30P
Cost: 65.00  Location Code: PMC
Building Location: TBD
Instructor: Adrienne Ehlert Bashista

Short Fiction: Stories, Flash Fiction, and Novellas
This class will immerse students in three genres of short fiction: classic short story, the complex novella, and the elegant work of flash fiction. Through prompts, exercises, and the most exciting new readings, students will become familiar with each genre and will be free to work in the genre of their choice.

Course #: C-3717, Hours: 24
Start • End Date: 09/04/12 • 11/27/12
Day: Th  Time: 6:30P – 8:30P
Cost: 65.00  Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

So You Want to Write a Children’s Book
Have you always wanted to write a children’s book? This one-day workshop is designed to introduce you to the field. You’ll get a basic understanding of children’s book genres, mine your life for story ideas, gain insight into the business of publishing children’s books, and learn about resources and tools of the trade. By the end of class you’ll be steps closer to making your dream come true.

Course #: C-3730, Hours: 5
Start • End Date: 12/01/12 • 12/01/12
Day: Sa  Time: 10:00A – 3:00P
Cost: 60.00  Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Kelly Starling-Jones
For registration information, refer to page 3. For location key, refer to page 6.
Get Into Action to Increase Your Sales
Attract the clients you want, increase your sales and build stronger communication skills in business. How do you overcome objections like “I can’t afford it” or, “This just isn’t for me”? 85% of your success comes from your communication and relationship building skill. You will walk away with the ability to persuade people to purchase your product or service, make a good first impression, ask powerful questions and naturally ask for the sale. Interactive and engaging.

**Seminar Date:** 09/27/12  
**Day:** Th  
**Time:** 3:00P – 5:00P  
**Cost:** Free  
**Location Code:** PMC  
**Building Location:** Building 2 Rm 108  
**Presenter:** Megan Huber

**Seminar Date:** 10/11/12  
**Day:** Th  
**Time:** 3:00P – 5:00P  
**Cost:** Free  
**Location Code:** SCC  
**Building Location:** Main Building Rm 230  
**Presenter:** Megan Huber

Harnett County Small Business Center
All seminars are free. Please call (910) 892-2884 to pre-register.

Small Business Center: Harnett Seminars  
To be presented at Triangle South Enterprise Center  
600 S. Magnolia Avenue, Dunn, NC  
Call (919) 892-2884 to register or for more information.

Entrepreneurial Foundation Certificate Series  
Central Carolina Community College Harnett County Small Business Center offer the Entrepreneurial Foundation Certificate Series. Each series consist of 5 seminars targeting topics every existing and potential business owner and would-be entrepreneur should know. Please call (910) 892-2884 or email nblackman@cccc.edu to register. If you attend all of the series you will receive a certificate.

Grantwriting 101  
This is a 3-hour lecture on the principles of grant writing from preparation through submission of a grant proposal. Beginning with a one-page flow chart of the grant writing process so the session will offer step-by-step instruction on each component in that flow chart in detail so that the attendee will leave the seminar with a clear understanding of exactly what they need to know to develop a winning proposal.

**Seminar Date:** 08/28/12  
**Day:** Th  
**Time:** 6:00P – 9:00P  
**Cost:** Free  
**Location Code:** TSEC  
**Building Location:** Triangle South (Dunn)  
**Presenter:** Abrams

QuickBooks Basics  
This seminar covers how to keep records for your small business using QuickBooks accounting software.

**Seminar Date:** 08/30/12  
**Day:** Th  
**Time:** 6:00P – 8:30P  
**Cost:** Free  
**Location Code:** TSEC  
**Building Location:** (Triangle South (Dunn))  
**Presenter/Fee:** Nancy Blackman

Harnett County Small Business Summit  
“Connecting Small Businesses with Resources,” is hosted by the CCCC Harnett County Small Business Center, the county’s Economic Development Commission and area Chambers. This event will have various resource providers that can help new and existing businesses.

**Seminar Date:** 09/06/12  
**Day:** Th  
**Time:** 4:00P – 7:00P  
**Cost:** Free  
**Location Code:** HMC  
**Building Location:** Harnett Main Campus

Taxes & Recordkeeping (CBS)  
Identify records needing to be kept, how long they are to be maintained and best format for doing so. Tax implications covered. Participants will work through the various records in the normal bookkeeping cycle.

**Seminar Date:** 10/02/12  
**Day:** T  
**Time:** 3:00P – 5:00P  
**Cost:** Free  
**Location Code:** PMC  
**Building Location:** Building 2 Rm 109  
**Presenter:** Lisa Holt

**Seminar Date:** 10/09/12  
**Day:** T  
**Time:** 3:00P – 5:00P  
**Cost:** Free  
**Location Code:** SCC  
**Building Location:** Main Building Rm 230  
**Presenter:** Lisa Holt

For registration information, refer to page 3. For location key, refer to page 6.
15 Common Mistakes That Will Undermine Any Business
During this seminar, you will learn the fifteen most common mistakes made by entrepreneurs and many corporations that ultimately undermine the business. This seminar is being held in conjunction with the Harnett County Small Business Summit.

Seminar Date: 09/06/12
Day: Th
Time: 5:00P – 6:00P
Cost: Free
Location Code: HMC
Building Location: Harnett Main Campus
Presenter: Bob Moore

Getting Your Workplace and Business Organized
Business opportunities can easily get lost among piles of papers and disorganized hard drives and numerous emails. This seminar will show you how to structure your time and space more productively.

Seminar Date: 09/11/12
Day: T
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Jacqueline Harris

Dazzle Customers As Soon As They Enter Your Business
This seminar will show how to market your business effectively.

Seminar Date: 09/13/12
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Steve Carver

Why Successful Businesses ARE Successful
This seminar is designed for the individual thinking of opening a new business as well as existing entrepreneurs who seek the inside secrets of how to make their business better. Opening and operating a small business involves a huge investment of time, talent and resources. Insure the success of your business and your personal success by planning to attend this informative and enlightening seminar.

Seminar Date: 10/11/12
Day: Th
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Bob Moore

Financing Your Small Business
Topics to be explored include the importance of a strong business plan, lender financing options, SBA loan processes.

Seminar Date: 10/15/12
Day: M
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Don Spry

QuickBooks Payroll
This seminar covers how to add employees, write checks and payroll reports.

Seminar Date: 10/18/12
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Nancy Blackman

Are You Ready to Start a Small Business
This seminar gives you the basics of starting a small business.

Seminar Date: 10/30/12
Day: T
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Steve Carver

How to Write a Business Plan
A strong business plan is a critical part of business success. If you fail to plan, you plan to fail.

Seminar Date: 11/01/12
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Nancy Blackman

40 Important Skills for Every Entrepreneur
There are 40 very important skills everyone wanting to succeed in business should know, grow, continuously enhance and sharpen. Strictly business, leadership, self management, and people soft skill types will be explored during the seminar.

Seminar Date: 01/10/13
Day: Th
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Steve Carver

Grantwriting 102
This is a 3-hour lecture on the advanced grant writing principles.

Seminar Date: 02/12/13
Day: T
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Abrams
Lee County
Small Business Center

“Entrepreneurial Foundation Series”
Central Carolina Community College Small Business Center line up for Summer seminars begins with our Entrepreneurial Foundation Certificate Series. Each series (3) consists of 5 seminars targeting topics every existing and potential business owner and would-be entrepreneur should know. Please call (919) 774-6442 or e-mail sbc@cccc.edu to register as seminars are subject to cancellation without a minimum number of registrations. Attend all 5 of the series and receive a certificate.

Starting a Small Business
There are lots of small businesses you can start but how do you take the first steps? The sources of the businesses can be right in front of you in your home, yard, hobbies or past or current work experiences. At this seminar you will discover: How to find the business that fits you, where to find resources to get started, how to plan your small business like a big business, the Five Resources everyone has to work with, and how to turn your little business into a bigger business. Businesses such as personal services, business services, computer businesses, repair and maintenance, and fun businesses will all be covered. You will also learn how to prepare a simple business plan to get started.

Date: Thursday, 08/30/12
Time: 6:00P – 9:00P
Date: Wednesday, 10/3/12
Time: 1:30P – 4:30P
Date: Tuesday, 11/6/12
Time: 9:00A –12:00P
Presenter: Mike Collins

The Art of Marketing and Advertising a Small Business
The Goal: Increase traffic and make the ads pay for themselves. The presenter brings over forty years experience as retail and service businesses owner. He will be sharing experiences, tips, methods to teach small business owners and managers the art of opportunities of long term marketing, short term advertising fundamentals, and strategies. The primary focus will be on how to develop strategies to make all your marketing investments produce better traffic and increased sales. Promotions cost with newspapers, on the Internet, billboards, etc. will be discussed. Time is allotted for open discussions and tips.

Date: Thursday, 09/13/12
Time: 6:30P – 9:00P
Date: Monday, 10/15/12
Time: 1:00P – 4:30P
Date: Thursday, 11/29/12
Time: 9:00A –11:30A
Presenter: Kelly Klug

Where Do I Start?! Introduction to Business Plans
Creating a business plan seems like a daunting task, but it does not have to be. The first step is understanding the components of a solid plan and knowing where to find information applicable to your type of business. In this introductory seminar, presenter Kelly Klug will walk you through a sample plan and give you a step-by-step strategy for gathering the pieces you need. You will walk away with tools to create your own plan and the motivation to make it happen.

Date: Thursday, 09/13/12
Time: 6:30P – 9:00P
Date: Monday, 10/15/12
Time: 1:00P – 4:30P
Date: Thursday, 11/29/12
Time: 9:00A –11:30A
Presenter: Kelly Klug

Financing Your Existing or Prospective Small Business
Learn what you need to know to make the financing application process go smoothly and get a “yes” from the bank.

Date: Thursday, 09/20/12
Time: 6:00P – 8:00P
Date: Thursday, 10/25/12
Time: 1:00P – 3:00P
Date: Thursday, 12/6/12
Time: 10:30A –12:30P
Presenter: Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses
This seminar will cover basic record keeping and taxation for small businesses including federal and state taxes, employment taxes, depreciation, deductible expenses, record keeping systems and software, financial statements and resources for small businesses. There will be time allowed for questions and answers.

Date: Thursday, 09/27/12
Time: 6:30P – 8:30P
Date: Wednesday, 10/31/12
Time: 1:00P – 3:00P
Date: Wednesday, 12/12/12
Time: 9:00A –11:00A
Presenter: Lori Stiles
Ecotourism

Ecotourism Seminars
CCCC has joined with the Chatham Conservation Partnership to promote an Ecotourism program by offering seminars and guided field trips throughout the summer, highlighting Chatham County’s natural areas and opportunities for birding, canoeing, and hiking while emphasizing the importance of conserving natural resources.

Other offerings in the works will include, but not be limited to, a Tour of the B. Everett Jordan Dam with the U.S. Army Corps of Engineers; and various canoe trips along the waterways of Chatham County. Check CCCC’s website at www.cccc.edu, the Chatham Chatlist or your local newspaper for these and other upcoming seminars. For more information, call (919) 545-8044.

Green Building

BPI Building Envelope Professional Certification Course
This is a 4-day intensive class that will familiarize students with the concepts of building science, building systems performance, combustion safety, airflow, safety procedures and concepts, and also with required tools. Successful completion of this class will prepare students for the BPI test regimen, resulting in a BPI EP certification, pending successful completion of written and field test procedures. Field exam and test fees an additional $350. Text Required: Residential Energy by Drigger & Dorsi.
Prerequisite: BPI Building Analyst Certification
Course #: C-3267, Hours: 32
Start • End Date: 09/18/12 • 09/22/12
Day: T–Sa Time: 8:00A – 5:00P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: Bob Arble

Construction Technology – Green Building
This course is structured to teach resource efficiency, safety, and hands-on construction techniques necessary to build an energy efficient, green, house. Upon completion, students will have worked with design, budgeting, marketing, public relations, community support, carpentry, tools, safety; all aspects needed to complete a small house project.
Course #: C-3269, Hours: 160
Start • End Date: 08/17/12 • 12/14/12
Day: T Time: 9:00A – 12:00P
Day: F Time: 2:00P – 4:00P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: John Delafield

Introduction to Photovoltaic
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (PV) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Students are eligible to sit for the NABCEP – Entry Level Certificate Exam. Exam fees are $75.00.
Course #: C-3270, Hours: 80
Start • End Date: 08/20/12 • 12/12/12
Day: MW Time: 6:30P – 9:00P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: John Delafield

Introduction to Straw Bale Construction
This course is designed to introduce the concept of straw bale construction, history and evolution. Students will have a good overview of building with straw bales, and will have the opportunity to participate in assembling and finishing a workable section of a straw bale wall.
Course #: C-3268, Hours: 8
Start • End Date: 09/22/12 • 10/13/12
Day: Sa Time: 10:00A – 12:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: Kristopher Hamilton

Natural Building Learning lab
This class is especially worthwhile to those interested in exploring alternative means towards achieving sustainable human habitat and healthy, ecologically balanced building interiors. A residential/commercial mixed-use project located in Chapel Hill is planned for construction completion late in 2012. This construction project will be used as a capstone case study for the topics being offered in this course.
Course #: C-3271, Hours: 24
Start • End Date: 09/25/12 • 10/16/12
Day: TTh Time: 6:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: Tim Watson

For registration information, refer to page 3. For location key, refer to page 6.
Sustainable Classes

Carpentry, Electrical and Plumbing
Students will learn the fundamentals for basic house construction or remodeling work from an experienced builder, teacher and farmer with emphasis on renewable heating/cooling methods and ecological building techniques.

Course #: C-3313, Hours: 24
Start • End Date: 09/18/12 • 12/04/12
Day: T
Time: 7:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Kevin Meehan

Growing Organic Vegetables
This course will present the fundamentals of organic vegetable growing and offer hands-on training in the most important skills involved. Grow, harvest, and utilize a variety of vegetables organically, learn about irrigation installation and season extension structures.

Course #: C-3314, Hours: 24
Start • End Date: 09/05/12 • 10/24/12
Day: W
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Doug Jones

Local Edible and Medicinal Plants Day
Meet, eat, and drink some of the abundant edible and medicinal plants growing wild in the NC Piedmont. In this hands-on field study, we’ll cover identification, harvesting, preparation, and usage of foraged food and plant medicine. We’ll celebrate the arrival of fall as we explore a variety of local environments, including a visit to AbunDance Healing Arts Sanctuary.

Course #: C-3312, Hours: 24
Start • End Date: 09/09/12 • 10/23/12
Day: T
Time: 1:00P – 4:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Kim Calhoun

Local Edible and Medicinal Plants Evening
Meet, eat, and drink some of the abundant edible and medicinal plants growing wild in the NC Piedmont. In this hands-on field study, we’ll cover identification, harvesting, preparation, and usage of foraged food and plant medicine. We’ll celebrate the arrival of fall as we explore a variety of local environments, including a visit to AbunDance Healing Arts Sanctuary.

Course #: C-3316, Hours: 24
Start • End Date: 09/06/12 • 10/25/12
Day: Th
Time: 4:00P – 7:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Kim Calhoun

Winter Tree Exploration – NEW!
Deepen your awareness and connection with our largest plant friends: the trees! In this field study we’ll visit various local environments and explore ways to identify trees during wintertime. We’ll also cover the edible and medicinal properties of trees, ethical gathering, and preparation. Many hands-on activities, including creating our own tree notebooks, bring the trees to life!

Course #: C-3315, Hours: 12
Start • End Date: 11/13/12 • 12/04/12
Day: T
Time: 1:00P – 4:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 137
Instructor: Kim Calhoun

For registration information, refer to page 3. For location key, refer to page 6.
Central Carolina Community College offers a wide variety of programs at its three campus locations and multiple instructional locations throughout Chatham, Harnett, and Lee counties. Within these programs, students can earn associate degrees or college transfer credits, diplomas, or certificates. Some programs are offered entirely, or in part, via online distance education.

Accounting
Alternative Energy Technology: Biofuels
Associate Degree Nursing
Associate in Arts University Transfer
Associate in Fine Arts
  University Transfer
Associate in Science
  University Transfer
Automotive Restoration Technology
Automotive Systems Technology
Barbering
Basic Law Enforcement Training (BLET)
Bioprocess Technology
Bioprocess Technology – BioQuality
Broadcasting Production Technology
Business Administration
Computer Engineering Technology
Computer Information Technology
Computer-Integrated Machining
Cosmetology
Criminal Justice Technology
Criminal Justice – Latent Evidence
Culinary Arts

Dental Assisting
Dental Hygiene
Early Childhood
Electronics Engineering Technology
Esthetics
Human Resources Management
Human Services Technology
Industrial Systems Technology
Industrial Systems Technology – Bio-Maintenance
Laser and Photonics Technology
Library and Information Technology
Mechanical Engineering Technology
Medical Assisting
Medical Office Administration
Motorcycle Mechanics
Networking Technology
Office Administration
Paralegal Technology
Practical Nursing
School-Age Education
Sustainable Agriculture
Sustainability Technologies
Telecommunications Installation and Maintenance
Veterinary Medical Technology

www.cccc.edu/programs