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/cccc

- 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
- And many more!
- Health Care and Medical

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

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

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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 notarized 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.
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.

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

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
MNOA  Moncure Museum of Art
OGM  Ole Gilliam Mill
ONLINE  Class is held online
PMO  Pittsboro Main Campus
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

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.