

**CONTINUING EDUCATION**  
Division of Economic & Community Development

**CCCC**

Central Carolina Community College



**FALL**  
**2013**

**August 15 to**  
**December 31**

**Chatham County**  
**Harnett County**  
**Lee County**



**CENTRAL**  
**CAROLINA**  
COMMUNITY  
COLLEGE

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

# CAREER READINESS CERTIFICATE (CRC)

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 career 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](mailto:pstone-hackett@cccc.edu)

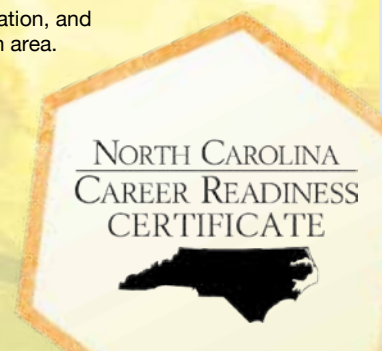
## Career Readiness Certification Assessment Schedule

September 3, 2013  
1:00P – 4:00P

October 15, 2013  
3:00P – 7:00P

November 5, 2013  
9:00A – 12:30P

December 5, 2013  
8:30A – 12:00N



## CHOICES FOR ADULT LEARNERS

## EVENING COLLEGE



**At Central Carolina Community College, we believe in choices. Look for more opportunities to further your education as CCCC expands its evening programs beginning in Fall 2013. We'll help you choose an academic program that fits your life!**

### Evening offerings include:

Barbering  
Business/Accounting  
Computer Hardware/Troubleshooting  
Computer Information Technology  
Cosmetology  
Criminal Justice  
Early Childhood  
Electrical Controls

Hydraulics  
Industrial Engineering Technician  
Law Enforcement  
Machining  
Motorcycle Mechanics  
Programmable Logic  
University Transfer  
Welding  
And Much More!

**For more information contact Mitchell Carr, Evening Programs Coordinator, at (919) 718-7249.**

# Continuing Education Fall Schedule 2013

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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.



### **Registration opens on the following dates:**

**Tuesday, August 6** – Medical classes

**Wednesday, August 7** – All other classes

### **Registration Phone Numbers**

Chatham County: (919) 545-8044

Harnett County: (910) 814-8823

Lee County: (919) 777-7793

# Continuing Education Fall Schedule 2013

## REGISTRATION INFORMATION

- Registration for Fall 2013 Continuing Education courses begins on the following dates:

**Tuesday, August 6:** Medical classes

**Wednesday, August 7:** 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 the specific county number below.

## WAYS TO REGISTER

### 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](http://www.cccc.edu); click on the WebAdvisor logo at the top of the web site, and then follow the instructions 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 6:** Medical classes

**Wednesday, August 7:** 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
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#### 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.
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#### 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.
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### 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

# Continuing Education Fall Schedule 2013

## Course Code

SS Self-Supporting

## 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  
DAWCC Dennis Wicker Civic Center  
ECTR Enrichment Center  
ESTC Emergency Services Training Center  
HGF Harnett Government Facility  
HMC Harnett Main Campus  
HYBRID Hybrid Class  
LAEC Lillington Adult Education Center  
LBUS Lee County Business  
LCHS Lee County High School  
LCI Lee County Industry  
LMC Lee Main Campus

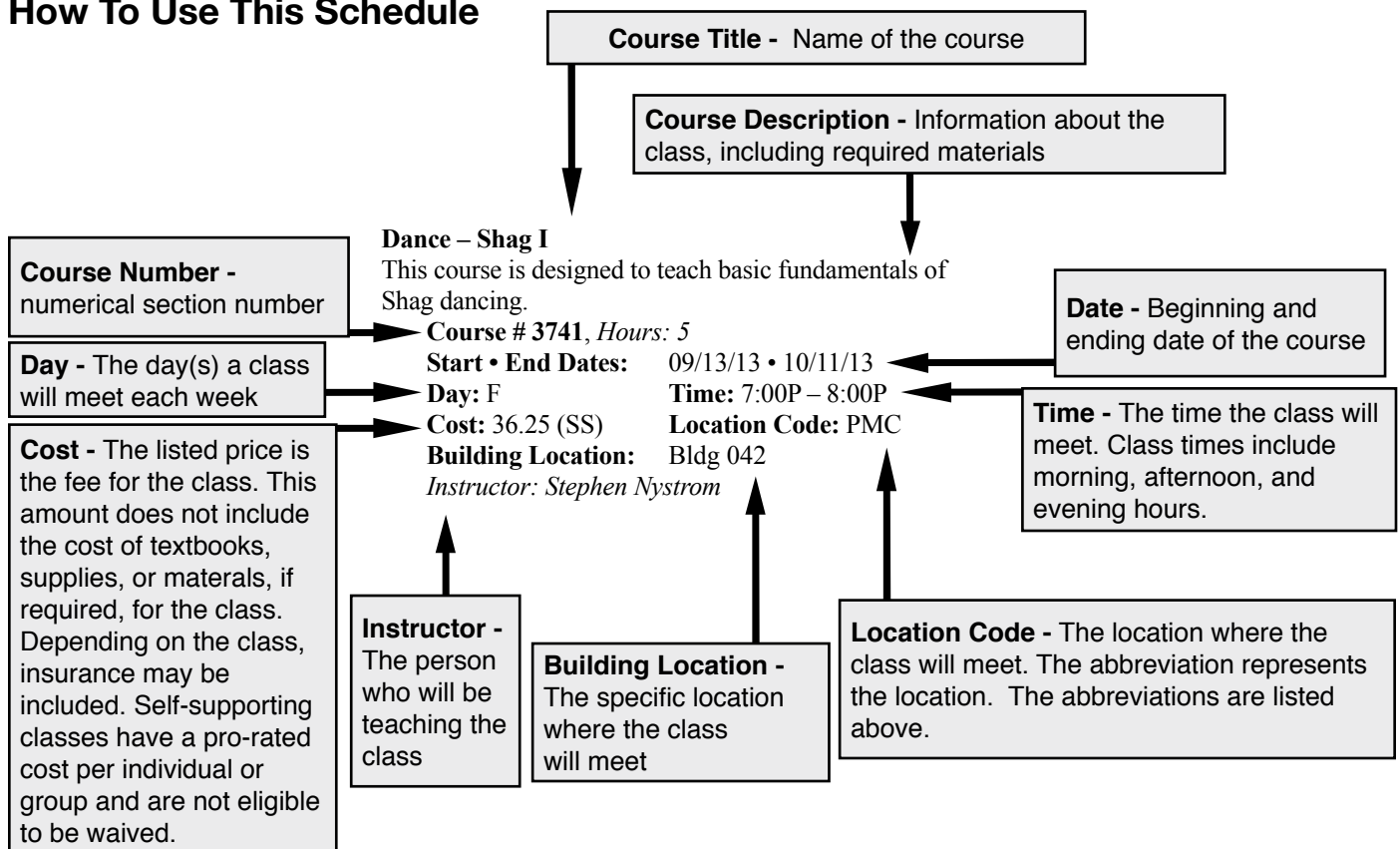
## (Location Codes continued)

MMOA Moncure Museum of Art  
OGM Ole Gilliam Mill  
ONLINE Class is held online  
PMC Pittsboro Main Campus  
PTBO Class is held in Pittsboro  
REGA Raleigh Exec Airport  
SACC Sanford Area Chamber of Commerce  
SAGE Sage Academy  
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



Creative Retirement

## How To Use This Schedule



For registration information, refer to page 2. For location key, refer to page 3.

## Chatham County

Pittsboro Campus: (919) 545-8028

Siler City Campus: (919) 545-8663

### Adult Basic Education (ABE)

Improve your reading, writing, and math skills through classroom instruction.

**Start • End Dates:** 08/20/13 • 12/18/13  
**Days:** TWTh **Time:** 9:00A – 12:00N  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 230

**Start • End Dates:** 08/19/13 • 12/16/13  
**Days:** MTh **Time:** 4:30P – 7:30P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 219

**Start • End Dates:** 08/19/13 • 12/17/13  
**Days:** MW **Time:** 5:30P – 8:30P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Pittsboro Campus Rm 213

### 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.

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 229

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** MTWTh **Time:** 9:00A – 1:00P  
**Days:** MW **Time:** 5:30P – 8:30P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Pittsboro Campus Rm 213  
*Online Classes Available*

### Compensatory Education

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

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** M–F **Time:** 8:30A – 3:00P  
(12:30P on Friday)  
**Days:** MW **Time:** 5:30P – 8:30P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 224

### English as a Second Language (ESL)

Learn to read and write in English. Improve your English speaking skills. Aprende a leer y escribir en ingles.

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** M–F **Time:** 9:00A – 12:00N  
**Days:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Clases son gratis  
**Location Code:** SCC  
**Building Location:** Siler City Center Rm 105

**Start • End Dates:** 08/19/13 • 12/17/13  
**Days:** MW **Time:** 5:30P – 8:30P  
**Cost:** Clases son gratis  
**Location Code:** PMC  
**Building Location:** Pittsboro Campus Rm 213



### 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.

**English Second Language – Computer Literacy**

Students build and improve language skills through computer-based instruction.

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** M–F **Time:** 8:00A – 9:00A  
**Days:** WTh **Time:** 12:15P – 2:45P  
**Cost:** Classes son gratis  
**Location Code:** SCC  
**Building Location:** Siler City Center Rm 125

**English as a Second Language – Preparation for GED**

Focus on reading, writing and mathematical skills in preparation for the Official GED Test.

**Start • End Dates:** 08/19/13 • 12/18/13  
**Days:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Classes son gratis  
**Location Code:** SCMC  
**Building Location:** Siler City Center Rm 109

**General Educational Development (GED)**

The GED high school credential can help move you to the next level – college or a better job.

**Start • End Dates:** 08/20/13 • 12/18/13  
**Days:** TWTh **Time:** 9:00A – 12:00N  
**Days:** MTh **Time:** 4:30P – 7:30P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 219

**Start • End Dates:** 08/20/13 • 12/18/13  
**Days:** TTh **Time:** 9:00A – 12:00N  
**Days:** TTh **Time:** 4:30P – 8:30P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Pittsboro Campus Rm 216



**Student Success – Orientation**

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 in reading, math, and writing. **Call for Day and Time.**

**Location Code:** PMC, Pittsboro Campus  
**Contact:** Judy Herndon (919) 545-8028 • jherndon@cccc.edu

**Location Code:** SCC, Siler City Center  
**Contact:** Gia Durso (919) 545-8663 • gdurso@cccc.edu

**Upcoming Graduation Ceremony: January 16, 2014**

**Harnett County**

*Lillington Adult Education Center: (910) 814-1123  
Western Harnett Center: (919) 498-1210*

**Adult Basic Education (ABE)**

Improve your reading, writing, and math skills through classroom instruction.

**Start • End Dates:** 08/16/13 • 012/17/13  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0019

**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.

**Start • End Dates:** 08/16/13 • 012/18/13  
**Days:** M–F **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0014

**Compensatory Education**

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

**Start • End Dates:** 08/16/13 • 12/18/13  
**Days:** M–F **Time:** 8:30A – 3:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0021

**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.

**English as a Second Language (ESL)**

Learn to read and write in English. Improve your English speaking skills. Aprende a leer y escribir en ingles.

**Start • End Dates:** 08/16/13 • 012/17/13  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0013

**General Educational Development (GED)**

The GED high school equivalency can help move you to the next level – college or allow you to obtain a better job.

**Start • End Dates:** 08/16/13 • 12/17/13  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0016

**Start • End Dates:** 08/16/13 • 12/17/13  
**Days:** TWThF **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** WHC  
**Building Location:** Rm 0112

**Start • End Dates:** 08/16/13 • 12/17/13  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Rm 0217

Upcoming Graduation Ceremony: January 16, 2014



**Lee County**

*Lifelong Learning Center at W. B. Wicker: (919) 777-7701*

**Special Notification:** *The Lifelong Learning Center at W.B. Wicker is located at 900 South Vance Street in Sanford. Please call (919) 777-7701 or (919) 777-7707 for information or if you have questions.*

**Adult Basic Education (ABE)**

Improve your reading, writing, and mathematics skills through classroom instruction.

**Start • End Dates:** 08/19/13 • 12/31/13  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** WBW

**Adult High School Diploma (AHSD)**

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

**Start • End Dates:** 08/19/13 • 12/31/13  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Days:** MTWTh **Time:** 1:30P – 3:30P  
**Evenings:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location:** WBW

**Compensatory Education**

Compensatory Education classes serve adults with intellectual challenges. Classes help students acquire skills needed to be successful in daily living.

**Start • End Dates:** 08/15/13 • 12/31/13  
**Days:** M–F **Time:** 8:00A – 12:00N  
**Days:** 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 Dates:** 08/16/13 • 12/31/13  
**Days:** MTWTh **Time:** 8:30A – 12:30P  
**Cost:** Free **Location:** WBW

**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.



**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 Dates:** 08/19/13 • 12/31/13  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Days:** Sa **Time:** 8:00A – 12:00N  
**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 Dates:** 08/15/13 • 12/17/13  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Evenings:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location:** WBW

**Graduates of Adult High School and GED Diploma classes who participate in CCCC's graduation ceremony 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.**

*Upcoming Graduation Ceremony: January 16, 2014*



**YOUR FUTURE IS CALLING!**  
Don't let your GED scores expire!

With a high school credential, more doors open – to a better job, college, and the respect you deserve. Starting in 2014, there will be a new GED® Test. The current version expires at the end of 2013. Your scores will expire too if you don't finish and pass the test by then. Finish the test now, so you won't have to re-take the parts you've already passed.

**Contact Central Carolina Community College for more information:**

Lillington: Carma Baggett (910) 814-8974  
Pittsboro: Judy Herndon (919) 545-8028  
Sanford: Kevin Pearson (919) 777-7707  
Siler City: Gia Durso (919) 545-8663



**Distance Education**

You can achieve your Adult High School Diploma or GED online. Classes are available at your convenience 24/7. ABE and ESL are also available on line. For more information contact: Loria King at (919) 777-7718 or email at lking@cccc.edu.

## 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 # 3941, Hours: 4

**Start • End Date:** 08/17/13 • 08/17/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Tony Brown*

### Course # 3124, Hours: 4

**Start • End Date:** 08/24/13 • 08/24/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
*Instructor: Gary Tyson*

### Course # 3943, Hours: 4

**Start • End Date:** 08/27/13 • 08/27/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Tony Brown*

### Course # 3944, Hours: 4

**Start • End Date:** 09/14/13 • 09/14/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Tony Brown*

### Course # 3946, Hours: 4

**Start • End Date:** 09/24/13 • 09/24/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

### Course # 3125, Hours: 4

**Start • End Date:** 09/28/13 • 09/28/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
*Instructor: Gary Tyson*

### Course # 3947, Hours: 4

**Start • End Date:** 10/12/13 • 10/12/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Tony Brown*

### Course # 3126, Hours: 4

**Start • End Date:** 10/26/13 • 10/26/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
*Instructor: Gary Tyson*

### Course # 3949, Hours: 4

**Start • End Date:** 10/29/13 • 10/29/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

### Course # 3950, Hours: 4

**Start • End Date:** 11/09/13 • 11/09/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Tony Brown*

### Course # 3127, Hours: 4

**Start • End Date:** 11/23/13 • 11/23/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
*Instructor: Gary Tyson*

### Course # 3953, Hours: 4

**Start • End Date:** 12/07/13 • 12/07/13  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

## 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 # 3942, Hours: 4

**Start • End Date:** 08/22/13 • 08/22/13  
**Day:** Th **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

### Course # 3945, Hours: 4

**Start • End Date:** 09/17/13 • 09/17/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

### Course # 3128, Hours: 4

**Start • End Date:** 10/08/13 • 10/08/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Larry Davis*

### Course # 3948, Hours: 4

**Start • End Date:** 10/17/13 • 10/17/13  
**Day:** Th **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
*Instructor: Tony Brown*

### Course # 3951, Hours: 4

**Start • End Date:** 11/19/13 • 11/19/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm. 305  
*Instructor: Tony Brown*

### Course # 3129, Hours: 4

**Start • End Date:** 12/10/13 • 12/10/13  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Larry Davis*



## Blacksmithing – Beginning

This class will consist of demonstrations showing relevant techniques followed by hands-on experience. Most of the class time is dedicated to students working on their own projects. Successful completion of this course will provide great insight into the craft of blacksmithing. *Material fee: \$20.00*

**Course # 3751, Hours: 15**

**Start • End Dates:** 08/17/13 • 08/31/13

**Day: Sa** **Time: 10:00A – 3:00P**

**Cost: 76.25 (SS)** **Location Code: SC**

**Building Location:** Sage Academy

*Instructor: Kenneth Gordon*

## Blacksmithing – Tong Fabrication

Students will learn through discussion, demonstration and practice how to use and fabricate many of the different designs used by blacksmiths. Upon completion students will be able to plan, design and fabricate the tongs necessary for a particular project. *Material fee: \$20.00*

**Course # 3752, Hours: 15**

**Start • End Dates:** 10/05/13 • 10/19/13

**Day: Sa** **Time: 10:00A – 3:00P**

**Cost: 76.25 (SS)** **Location Code: SC**

**Building Location:** Sage Academy

*Instructor: Kenneth Gordon*

## Cone 6 Reduction Firing

In this special cone 6 firing class, students will learn the techniques of how to use a gas-fired kiln, various glazing techniques and how different glazing techniques will affect the outcome of their firing.

**Course # 3736, Hours: 22**

**Start • End Dates:** 10/24/13 – 10/28/13

**Day: MThF** **Time: 9:00A – 6:00P**


**Cost: 93.25** **Location Code: SCC**

**Building Location:** Rm 101

*Instructor: Raymond Edwards*

## Jewelry Making – Beads, Metal and Polymer Clay

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.

**Creative Retirement** 

**Course # 3134, Hours: 16**

**Start • End Dates:** 09/11/13 • 10/30/13

**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 Beginners: Art & Hobby

Students will be introduced to the various tools and metal finishes. They will learn how much metal is needed for a project as well as layout. They will also learn how to make a strong weld so that pieces hold together when handled. *Metal Fee: \$45.00*

**Course # 3753, Hours: 36**

**Start • End Date:** 09/09/13 • 12/02/13

**Day: M** **Time: 6:00P – 9:00P**

**Cost: 176.25 (SS)** **Location Code: SC**

**Building Location:** Sage Academy

*Instructor: Kevin Kuhnel*

## Painting – Acrylics/Oils/Pastels

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.

**Creative Retirement** 

**Course # 3135, Hours: 24**

**Start • End Dates:** 08/22/13 • 10/10/13

**Day: Th** **Time: 9:00A – 12:00P**

**Cost: 59.00 (SS)** **Location Code: WBW**

**Building Location:** Bldg A Rm 105A

*Instructor: Yvonne George*

**Creative Retirement** 

**Course # 3136, Hours: 24**

**Start • End Dates:** 08/22/13 • 10/10/13

**Day: Th** **Time: 1:00P – 4:00P**

**Cost: 59.00 (SS)** **Location Code: WBW**

**Building Location:** Bldg A Rm 105A

*Instructor: Yvonne George*

**Creative Retirement** 

**Course # 3961, Hours: 36**

**Start • End Dates:** 08/27/13 • 11/12/13

**Day: T** **Time: 9:00A – 12:00P**

**Cost: 81.25 (SS)** **Location Code: HMC**

**Building Location:** Bob Etheridge Rm 306

*Instructor: Ken Mahar*

**Creative Retirement** 

**Course # 3163, Hours: 24**

**Start • End Dates:** 10/17/13 • 12/12/13

**Day: Th** **Time: 9:00A – 12:00P**

**Cost: 59.00 (SS)** **Location Code: WBW**

**Building Location:** Bldg A Rm 105A

*Instructor: Yvonne George*

## Creative Retirement

Course # 3164, Hours: 24

Start • End Dates: 10/17/13 • 12/12/13

Day: Th Time: 1:00P – 4:00P

Cost: 59.00 (SS) Location Code: WBW

Building Location: Bldg A Rm 105A

Instructor: Yvonne George

## Creative Retirement

Course # 3167, Hours: 24

Start • End Dates: 10/22/13 • 12/17/13

Day: T Time: 9:00A – 12:00N

Cost: 59.00 (SS) Location Code: ECTR

Building Location: Enrichment Center

Instructor: John Wicker

## Painting – Colored Pencils

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

### Creative Retirement

Course # 3137, Hours: 24

Start • End Dates: 08/28/13 • 10/16/13

Day: W Time: 9:00A – 12:00N

Cost: 59.00 (SS) Location Code: WBW

Building Location: Bldg A Rm 105A

Instructor: John Wicker

### Creative Retirement

Course # 3166, Hours: 24

Start • End Dates: 10/23/13 • 12/18/13

Day: W Time: 9:00A – 12:00N

Cost: 59.00 (SS) Location Code: WBW

Building Location: Bldg A Rm 105A

Instructor: John Wicker

## Painting – Watercolor

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.

### Creative Retirement

Course # 3138, Hours: 24

Start • End Dates: 08/27/13 • 10/15/13

Day: T Time: 9:00A – 12:00N

Cost: 59.00 (SS) Location Code: ECTR

Building Location: Enrichment Center

Instructor: John Wicker

### Creative Retirement

Course # 3139, Hours: 24

Start • End Dates: 08/28/13 • 10/16/13

Day: W Time: 1:30P – 4:30P

Cost: 59.00 (SS) Location Code: ECTR

Building Location: Enrichment Center

Instructor: John Wicker

## Creative Retirement

Course # 3168, Hours: 24

Start • End Dates: 10/23/13 • 12/18/13

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

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.

### Creative Retirement

Course # 3130, Hours: 16

Start • End Dates: 09/17/13 • 11/05/13

Day: T Time: 6:00P – 8:00P

Cost: 59.00 (SS) Location Code: WBW

Building Location: Bldg A Rm 107-A

Instructor: Camp Price

## Photography – Beginning

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

### Creative Retirement

Course # 3962, Hours: 15

Start • End Dates: 09/09/13 • 10/14/13

Day: M Time: 6:00P – 8:30P

Cost: 57.50 (SS) Location Code: HMC

Building Location: Bob Etheridge Rm 306

Instructor: Mark Schulz

## Photography – Digital Camera Basics

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.

### *Creative Retirement*

**Course # 3131, Hours: 8**

**Start • End Dates:** 09/05/13 • 09/19/13

**Day:** Th **Time:** 6:00P – 8:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Camp Price*

## Photoshop Elements

Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.

**Course # 3132, Hours: 8**

**Start • End Dates:** 08/15/13 • 08/29/13

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Camp Price*

**Course # 3133, Hours: 8**

**Start • End Dates:** 10/31/13 • 11/14/13

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Camp Price*

## Pottery – Beginning Wheelthrowing I

This 14-week wheelthrowing class will teach basic wheelthrowing and glazing skills in a structured and supportive setting. Continuity of instruction will help students gain knowledge and skills at a fast pace. How to sell and market your finished product will also be addressed. *Clay fee: \$20.00 (Two bags will be required.)*

**Course # 3726, Hours: 42**

**Start • End Dates:** 08/19/13 • 12/02/13

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 121.25 **Location Code:** SCC

**Building Location:** Rm 101

*Instructor: Darlene Brady*

## Pottery – Intermediate to Advanced Wheelthrowing I

Students will build on their previous wheelthrowing skills through experiencing new and additional clay challenges. Guidance will be given on wheel forms as well as new techniques in altering and combining elements. Hand building will be introduced. How to sell and market your finished product(s) will also be addressed. *Clay fee: \$20.00 (Two bags will be required.)*

**Course # 3733, Hours: 48**

**Start • End Dates:** 08/15/13 • 12/05/13

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 121.25 **Location Code:** SCC

**Building Location:** Rm 101

*Instructor: Raymond Edwards*

## Pottery – Open Studio

This class is for both curriculum and continuing education students currently enrolled in a pottery class to work independently on current class projects.

**Course # 3734, Hours: 48**

**Start • End Dates:** 09/07/13 • 11/23/13

**Day:** Sa **Time:** 1:00P – 5:00P

**Cost:** 96.25 **Location Code:** SCC

**Building Location:** Rm 101

*Instructor: Raymond Edwards*

## Pottery – 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. Students must bring their own bisque ware.

**Course # 3735, Hours: 12**

**Start • End Dates:** 10/18/13 • 10/19/13

**Day:** F **Time:** 3:00P – 7:00P

**Day:** Sa **Time:** 9:00A – 6:00P

**Cost:** 66.25 **Location Code:** SC

**Building Location:** Sage Academy

*Instructor: Raymond Edwards*

## Sheet Metal Art – Sculpture

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

*Metal Fee: \$45.00*

**Course # 3754, Hours: 48**

**Start • End Dates:** 09/04/13 • 11/20/13

**Day:** W **Time:** 6:00P – 10:00P

**Cost:** 121.25 **Location:** SC

**Building Location:** Sage Academy

*Instructor: Kevin Kuhnel*

## Computers – Introduction

Do you 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 # 3257, Hours: 24**

**Start • End Dates:** 09/03/13 • 11/19/13

**Day:** T **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** SCC

**Building Location:** Rm 231

*Instructor: Regina Richardson*

**Course # 3871, Hours: 24**

**Start • End Dates:** 09/10/13 • 10/29/13

**Day:** T **Time:** 6:00P – 9:00P

**Cost:** 66.25 **Location Code:** HMC

**Building Location:** TBD

*Instructor: Dennis Shaw*

**Course # 3256, Hours: 24**

**Start • End Dates:** 09/10/13 • 11/26/13

**Day:** T **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Regina Richardson*

**Course # 3258, Hours: 24**

**Start • End Dates:** 10/08/13 • 11/26/13

**Day:** T **Time:** 9:00A – 12:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 222

*Instructor: Ruth Landa*

## Keyboarding Toward Employment

Are your keyboarding and job search skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

**Course # 3184, Hours: 32**

**Start • End Dates:** 10/15/13 • 12/12/13

**Day:** TTh **Time:** 4:00P – 6:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Robert Komorowski*

## 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 # 3208, Hours: 18**

**Start • End Dates:** 10/16/13 • 11/20/13

**Day:** W **Time:** 5:30P – 8:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: John Foushee*

## Microsoft Excel – Intermediate/Advanced

This course is for students who understand the basics and want to increase their knowledge and use of Excel. It includes discussion, tips, and techniques for data entry, formatting, and using formulas and functions. Included are business exercises relating to profit and loss, and sales analysis. Engineering and production related exercises center around using functions to produce and analyze data. Enhancing presentations with additional formatting, inserts from the Internet, sorting, charts and graphs will be also covered.

**Course # 3211, Hours: 18**

**Start • End Dates:** 09/09/13 • 10/14/13

**Day:** M **Time:** 5:30P – 8:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: John Foushee*

## Microsoft Excel – Introduction

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

**Course # 3259, Hours: 24**

**Start • End Dates:** 09/05/13 • 11/21/13

**Day:** Th **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** SCC

**Building Location:** Rm 231

*Instructor: TBD*

**Course # 3260, Hours: 24**

**Start • End Dates:** 09/12/13 • 12/05/13

**Day:** Th **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Regina Richardson*

## 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 # 3261, Hours: 24**

**Start • End Dates:** 09/11/13 • 12/04/13

**Day:** W **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Regina Richardson*

**Course # 3209, Hours: 24**

**Start • End Dates:** 10/15/13 • 11/21/13

**Day:** TTh **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Robert Komorowski*

## Microsoft Word & Excel

Students are introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, students will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

**Course # 3872, Hours: 24**

**Start • End Dates:** 09/12/13 • 10/31/13

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 66.25 **Location Code:** HMC

**Building Location:** Continuing Education Rm 229

*Instructor: Dennis Shaw*

## Microsoft Word – Introduction to MS

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

**Course # 3262, Hours: 24**

**Start • End Dates:** 10/08/13 • 11/26/13

**Day:** T **Time:** 1:00P – 4:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** TBD

*Instructor: Ruth Landa*

## Microsoft Word – Practical Applications

As a beginner to word processing, you will learn the fundamentals needed to produce most Word documents. Particular emphasis will be placed on keyboarding, fonts and styles, copy and paste, and managing pictures in documents. Inserting items into documents from local files and the internet will also be covered. Finally, you will learn the new database functions of Word 2010 and be able to produce mailing labels and envelopes as well as letters for mass mailings.

**Course # 3210, Hours: 18**

**Start • End Dates:** 09/24/13 • 10/29/13

**Day:** T **Time:** 5:30P – 8:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: John Foushee*

## 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 # 3263, Hours: 24**

**Start • End Dates:** 09/09/13 • 12/02/13

**Day:** M **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 223\

*Instructor: Jerry Koontz*





## Creative Writing

### American Poetry

Each week's class will look at two major American poets, their times, and techniques. Classes include discussion of poems, writing exercises, and sharing the students' writing. Non-poets with an interest in literature are welcome and will also gain a great deal from the course material.

**Course # 3732, Hours: 16**

**Start • End Dates:** 09/17/13 • 11/12/13

**Day:** T **Time:** 7:00P – 9:00P

**Cost:** 131.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 225

*Instructor: Ralph Earle*

### Dark Gothic Romance

Join Kim Overcash for a day devoted to the study of Dark Gothic Romance. This genre encompasses elements of horror, erotica, and fantasy. Students will read short samples, generate original prose, and share their writing with classmates.

**Course # 3755, Hours: 5**

**Start • End Date:** 09/14/13 • 09/14/13

**Day:** Sa **Time:** 10:00A – 3:30P

**Cost:** 51.25 **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Kim Overcash*

### Fiction Craft Intensive: Point of View

Point of view is one of the most subtle and powerful tools in the fiction writer's toolbox. This two-part class will open your eyes to the inner workings of point-of-view, the working rules of fiction, and transform your writing. Participants will learn to identify point-of-view techniques and use them to deepen their own writing.

**Course # 3737, Hours: 12**

**Start • End Dates:** 11/09/13 • 11/16/13

**Day:** Sa **Time:** 9:30A – 5:00P

**Cost:** 104.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Marjorie Hudson*

### From Books to Buzz: How to Promote Your Works

"From Books to Buzz" is designed to help authors pitch, promote and sell their work. The course will offer authors insight on how to gain the competitive edge in the tough bookselling marketplace. Once you've published your novel or non-fiction book, you have to make readers aware of your work and then want to buy it. This course will help you think about a juicy sound bite that will help you grab the attention of booksellers, media, and readers. The instructor will also share traditional and innovative marketing strategies including social media campaigns that will help you create buzz.

**Course # 3739, Hours: 4.5**

**Start • End Date:** 10/19/13 • 10/19/13

**Day:** Sa **Time:** 10:00A – 3:00P

**Cost:** 61.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Bridgette Lacy*

### Pitching Story Ideas to Editors & Producing What You Promised

How do you get an editor to say "yes" to your story idea. Do you have great ideas that you want to see online or in print? This class will offer practical advice on how to sell story ideas to newspapers and magazines. You will receive tips on how to get started, how to write a story query, what to charge and how to make the most of your freelance opportunities.

**Course # 3738, Hours: 4.5**

**Start • End Date:** 10/05/13 • 10/05/13

**Day:** Sa **Time:** 10:00A – 3:00P

**Cost:** 61.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Bridgette Lacy*

### Prose in Progress: Section I

Writers at all stages of their careers benefit from exchanging ideas about their work with other practicing writers. Award-winning author, Melissa Delbridge, will convene this class to provide writers of any genre of fiction or nonfiction with an ongoing community of peers with whom to share encouragement and suggestions. Classes will include readings, prompts, and writing exercises, but will primarily be a roundtable critique of work submitted and read by class members.

**Course # 3728, Hours: 16**

**Start • End Dates:** 08/15/13 • 10/03/13

**Day:** Th **Time:** 6:30P – 8:30P

**Cost:** 131.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 225

*Instructor: Melissa Delbridge*

**Prose in Progress: Section 2**

Writers at all stages of their careers benefit from exchanging ideas about their work with other practicing writers. Award-winning author Melissa Delbridge will convene this class to provide writers of any genre of fiction or nonfiction with an ongoing community of peers with whom to share encouragement and suggestions. Classes will include readings, prompts, and writing exercises, but will primarily be a roundtable critique of work submitted and read by class members. This is a continuation of Section 1; students may take one or both classes.

**Course # 3729, Hours: 16**

**Start • End Dates:** 10/10/13 • 12/05/13

**Day:** Th **Time:** 6:30P – 8:30P

**Cost:** 131.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 225

*Instructor: Melissa Delbridge*

**Thickening the Plot: Eight Steps to Livelier Prose**

In this 8-week examination of the elements of a strong plot, writers will focus on the ways that a story works as escape, entertainment, and a means of better understanding the world. Through readings, lectures, and take-home exercises students will learn how to create plots that entice readers and hold their attention in works of fiction or nonfiction

**Course # 3730, Hours: 16**

**Start • End Dates:** 08/20/13 • 10/08/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 131.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 226

*Instructor: Melissa Delbridge*

**Writing and Publishing a Mystery**

In this workshop, students will explore the genre then discuss the most important elements of a publishable mystery: plot characters, setting, suspense, and language. We'll discuss avoiding fatal flaws, the nuts & bolts of selling your book, the writing life and realities of promotion. This class is appropriate for writers beginning their mystery as well as in the process of revision.

**Course # 3758, Hours: 6.5**

**Start • End Date:** 09/21/13 • 09/21/13

**Day:** Sa **Time:** 9:00A – 4:00P

**Cost:** 61.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Karen Pullen*

**Writing Fast Fiction Fast (Part 1)**

This one day class will be focused on writing short prose...and fast fiction fast. Students will look at examples of very short fiction and then write to prompts. Examples will be varied, class discussed and techniques explained. Students should be prepared to dig in and write.

**Course # 3756, Hours: 6**

**Start • End Date:** 09/07/13 • 09/07/13

**Day:** Sa **Time:** 9:30A – 4:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Ruth Moose*

**Writing Fast Fiction Fast (Part 2)**

This is both a follow up to the September 7 workshop on Fast Fiction or/and an introduction to the very contemporary form of the very short, short story. There are more opportunities and contests for the short fiction than ever before. Think three minute fiction. At the end of the class, participants should have more polished pieces that should be ready for publication.

**Course # 3757, Hours: 6**

**Start • End Date:** 10/12/13 • 10/12/13

**Day:** Sa **Time:** 9:30A – 4:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm

*Instructor: Ruth Moose*

**Writing Your Dreams**

The relationship between writing and dreaming has fascinated many writers including Stephen King, Maya Angelou, Robert Olen Butler, Franz Kafka, and William Styron. In this class, students will examine the relationship between dreaming and their own creative process and will learn how various writers use dreams in their work. Through readings, lectures, and exercises students will learn specific techniques for encouraging and remembering their own dreams as well as recording them for their own examination or for use in works of fiction and nonfiction.

**Course # 3731, Hours: 16**

**Start • End Dates:** 10/15/13 • 12/03/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 131.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 229

*Instructor: Melissa Delbridge*

## Culinary & Hospitality Arts Chatham County

### Natural Chef Certification Program

Students experience hands-on professional development in the areas of sustainability, nutrition, culinary technology, sanitation, knife skills, and restaurant management as well as many other areas of culinary operations. For more information on courses offered throughout the year, please visit our website at [www.cccc.edu/culinaryarts](http://www.cccc.edu/culinaryarts).

### Advanced Culinary Skills Incubator – Fall Harvest

This class will focus on the beginning model of a small business for Certified Natural Chefs and allows students to begin work on their business plan with shared use of the Culinary Kitchen for this business production.

Pre-Requisite: ServSafe required

**Course # 3764, Hours: 174**

**Start • End Dates:** 08/15/13 • 12/05/13

**Day: M Time:** 9:00A – 3:00P

**Day: Th Time:** 2:00P – 8:00P

**Cost:** 176.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

*Instructor: Regina Minter*

### Eating for Health

This class, consisting of both lecture and hands-on learning, will use the Eating for Health Model to demonstrate ways to include healthier beverages, more vegetables, quality protein sources, healthy fats and super booster foods into your diet.

**Course # 3767, Hours: 24**

**Start • End Dates:** 10/10/13 • 11/21/13

**Day: Th Time:** 3:00P – 6:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** 045 Rm 145

*Instructor: Donna Bauman*

### Fermented Vegetable Fundamentals

In this primarily hands-on class, students will learn the fundamentals of fermenting vegetables and some fruit. The significance of fermented foods across culinary traditions will be covered.

**Course # 3763, Hours: 24**

**Start • End Dates:** 08/15/13 • 10/03/13

**Day: Th Time:** 11:15A – 2:15P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

*Instructor: Donna Bauman*

### Foods to Support the Healing Process

This class, consisting of both lecture and hands-on learning, will teach students how to make bone and mineral broths, soups and stews, herbal teas and raw juices that can support the body during illness.

**Course # 3765, Hours: 24**

**Start • End Dates:** 08/15/13 • 10/03/13

**Day: Th Time:** 3:00P – 6:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

*Instructor: Donna Bauman*

### Further Down the Fermented Trail

In this primarily hands-on class, students will explore more fermented foods such as yogurt, kefir, beans and grains and have an environment in which to experiment with their own fermented food interests.

**Course # 3766, Hours: 24**

**Start • End Dates:** 10/10/13 • 11/21/13

**Day: Th Time:** 11:00A – 2:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

*Instructor: Donna Bauman*



## Automotive Restoration Training

Do you love antique cars, muscle cars, hot rods, and street rods? Do you have a project car that you want to restore, have the basic skills, but lack the tools and shop space? CCCC can help you turn your dream into reality. CCCC offers an open shop basic Auto Restoration class where you can have access to instruction in the basic aspects of restoration procedures as well as the necessary body shop tools and space to work on your project. The Auto Restoration classes meet on Monday and Thursday evenings from 6:00P – 10:00P for 5 weeks at the Emergency Services Training Center located at 3000 Airport Road. The course registration fee is \$150.00 and includes the use of major body shop tools, basic supplies and student insurance. Students are responsible for supplying regular hand tools as well as paint, primer and body filler for their projects. CCCC does not have space for students to leave their projects so students must bring them to class each evening. Classes are limited to 10 students and are filled on a first come basis. Pre-registration and payment are required. Classes may be cancelled in the event of insufficient enrollment. For additional information or to register using a credit card, please call the ESTC at (919) 776-5601 or (919) 777-7767. Pre-Registration and Payment required at least one week prior to course begin date.

**Course # 3006, Hours: 40**

**Start • End Dates:** 08/26/13 • 09/30/13

**Days:** MTh **Time:** 6:00P – 10:00P

**Cost:** 150.00 (SS) **Location Code:** ESTC

**Building Location:** Emergency Services Training Center

**Course # 3007, Hours: 40**

**Start • End Dates:** 10/14/13 • 11/18/13

**Days:** MTh **Time:** 6:00P – 10:00P

**Cost:** 150.00 (SS) **Location Code:** ESTC

**Building Location:** Emergency Services Training Center

## 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), 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 Cornelison at the ESTC at (919) 777-7776 for additional class information including dates and times.

## Firefighter Academy

The next Central Carolina Community College Firefighter Academy will begin in August 26, 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 1000+ hours. Class hours will vary but will generally meet 8:00A – 5:00P Monday through Thursday and 8:00A – 3:30P on Fridays. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescue VMR certifications, Emergency Vehicle Operation, and NC Rescue Intervention training. Students will also receive training in ICS, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a college type atmosphere with uniforms and college placement test 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, Sanford NC. Application forms and information are also available at [www.cccc.edu/ESTC](http://www.cccc.edu/ESTC).**

## 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 Airport Road at the Old Sanford/Lee County Airport site. Class space is limited and filled on a first come basis. Pre-registration and pre-payment are required. For more information contact Central Carolina Community College, ESTC at: (919) 776-5601 or visit us on the web at: [www.cccc.edu](http://www.cccc.edu). To pre-register by credit card, please call (919) 777-7767 or (919) 776-5601. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Road.



## 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. The class registration fee is \$140.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

### Course # 3001, Hours: 40

**Start • End Dates:** 08/16/13 • 08/18/13  
**Days:** F **Time:** 6:00P – 10:00P  
**Days:** SaSu **Time:** 8:00A – 6:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 3002, Hours: 40

**Start • End Dates:** 09/13/13 • 09/15/13  
**Days:** F **Time:** 6:00P – 10:00P  
**Days:** SaSu **Time:** 8:00A – 6:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 3003, Hours: 40

**Start • End Dates:** 09/13/13 • 09/15/13  
**Days:** F **Time:** 6:00P – 10:00P  
**Days:** SaSu **Time:** 8:00A – 6:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 3004, Hours: 40

**Start • End Dates:** 10/04/13 • 10/06/13  
**Days:** F **Time:** 6:00P – 10:00P  
**Days:** SaSu **Time:** 8:00A – 6:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 3005, Hours: 40

**Start • End Dates:** 10/04/13 • 10/06/13  
**Days:** F **Time:** 6:00P – 10:00P  
**Days:** SaSu **Time:** 8:00A – 6:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center



## **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)

## **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. There is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers. The class registration fee is \$68.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund. Courses are scheduled on an as needed basis. Please contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

## **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 on this page.

## **Three Wheel Basic Rider Course (3-WBRC)**

The 3-WBRC is a basic, entry-level, learn-to-ride, 3-wheel motorcycle training and education course. It provides the same fundamental skills as the MSF BRC, but on three wheels. The course consists of both classroom and hands-on instruction. This is a two-day 16-hour course. Upon completion and passing both the written and riding skill evaluations, students will receive the DMV Waiver Card. Students may provide their own trikes and must show proof of insurance and registration. Student owned 3-wheel motorcycles must pass a T-CLOCS inspection by the Rider Coach. To see if your bike meets the definition of "3-Wheel Motorcycle", go to the MSF web site at <http://msf.org>. The number of students per class is extremely limited and reservations are taken on a first come basis. The class registration fee is \$200.00. Courses are scheduled on an as-needed basis. Please contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

## **Requirements:**

- Valid driver's license
- Street legal motorcycle that passes a T-CLOCS inspection by the RCs.
- Proof of insurance and registration.
- PPG as listed on this page.



Visit [www.cccc.edu/ecd/medicalorientation](http://www.cccc.edu/ecd/medicalorientation) for important required information regarding your classes and what you need for registration that begins on Tuesday, August 6.

### Central Sterile Processing Technician

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

**Course # 3716, Hours: 114**

**Start • End Dates:** 10/08/13 • 01/28/14

**Days:** TTh **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** SCC

**Building Location:** Rm 123

*Instructor: Hollie Lineberry*

*Orientation: Via Web-Link*

### CPR – Basic Life Support

Learn to recognize emergency situations involving choking, respiratory and cardiac arrest in adults, children and infant victims. The American Heart Association BLS for Healthcare Providers curriculum will be used.

**Course # 3172, Hours: 8**

**Start • End Dates:** 08/12/13 • 08/14/13

**Days:** MW **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

*Instructor: Dean Jacobs*

**Course # 3174, Hours: 8**

**Start • End Dates:** 12/02/13 • 12/04/13

**Days:** MW **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

*Instructor: Dean Jacobs*

### CPR – Basic Life Support Recertification

Maintain or renew your AHA BLS for Healthcare Provider certification with this course that reviews and updates CPR procedures and requirements.

**Course # 3176, Hours: 4**

**Start • End Date:** 11/04/13 • 11/04/13

**Day:** M **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

*Instructor: Pat Marks*

### CPR for Healthcare Provider

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 # 3709, Hours: 4**

**Start • End Date:** 09/19/13 • 09/19/13

**Day:** Th **Time:** 5:00P – 9:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 220

*Instructor: Tina Harris*

**Course # 3710, Hours: 4**

**Start • End Date:** 11/07/13 • 11/07/13

**Day:** Th **Time:** 5:00P – 9:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 220

*Instructor: Tina Harris*



## 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 # 3177, Hours: 80**

**Start • End Dates:** 08/19/13 • 11/13/13

**Days:** MW **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 119

*Instructor: Diane Oldham*

## 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 # 3178, Hours: 80**

**Start • End Date:** 08/20/13 • 10/24/13

**Day:** TTh **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 119

*Instructor: Pat Marks*

**Course # 3856, Hours: 80**

**Start • End Dates:** 08/20/13 • 10/24/13

**Days:** TTh **Time:** 5:30P – 9:30P

**Cost:** 176.25 **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 240

*Instructor: Sherry Royal*

## Laboratory Assistant

This course provides a student the fundamental laboratory skills essential to provide services in a variety of healthcare settings.

**Course # 3860, Hours: 150**

**Start • End Dates:** 08/19/13 • 12/18/13

**Day:** MW **Time:** 9:00A – 1:30P

**Cost:** 176.25 **Location Code:** HMC

**Building Location:** Continuing Education Rm 240

*Instructor: John Eylers*

## Medical Terminology

You can learn the structure of medical words and terms.

Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization. You will also learn basic anatomy and physiology. To register, you must show proof of high school diploma or GED.

**Course # 3205, Hours: 120**

**Start • End Dates:** 08/19/13 • 12/09/13

**Days:** MW **Time:** 9:00A – 1:00P

**Cost:** 176.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Dean Jacobs*





## 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. At the end of the course, you will be eligible to take a state examination 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 # 3711, Hours: 184

**Start • End Dates:** 08/19/13 • 12/04/13  
**Days:** 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*

### Course # 3715, Hours: 184

**Start • End Dates:** 08/26/13 • 12/12/13  
**Days:** MTTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Bldg 041 Rm 220

*Instructor: Sandy Brown*

*Orientation: Via Web-Link*

### Course # 3191, Hours: 184

**Start • End Dates:** 08/27/13 • 01/14/14  
**Days:** TWTh **Time:** 1:30P – 4:30P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 102A

*Clinicals: 8:00A – 4:30P; 11/27, 11/28, 12/3/12/4, 12/5*

*Instructor: Joan Vasilik, RN*

### Course # 3192, Hours: 184

**Start • End Dates:** 09/03/13 • 12/10/13  
**Days:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 104A

*Clinicals: 8:00A – 4:30P; 11/14, 11/19, 11/26, 11/27, 11/28*

*Instructor: Lynda Muse, RN*

### Course # 3714, Hours: 184

**Start • End Dates:** 09/09/13 • 11/19/13  
**Days:** MTWTh **Time:** 8:30A – 12:30P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 121

*Instructor: Sonja Richards*

*Orientation: Via Web-Link*

### Course # 3189, Hours: 184

**Start • End Dates:** 09/17/13 • 12/11/13  
**Days:** TWTh **Time:** 9:00A – 2:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 102A

*Clinicals: 8:00A – 4:30P; 11/7, 11/12, 11/13, 11/14, 11/19*

*Instructor: Betty Jo Chavis, RN*

### Course # 3851, Hours: 184

**Start • End Dates:** 09/24/13 • 01/23/14  
**Days:** TWTh **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 228

*Instructor: Donald Morrison*

### Course # 3852, Hours: 184

**Start • End Dates:** 10/15/13 • 02/06/14  
**Days:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

*Instructor: Kim Tew*

### Course # 3712, Hours: 184

**Start • End Dates:** 10/28/13 • 02/26/14  
**Days:** MTW **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220

*Instructor: Elaine Nichols*

*Orientation: Via Web-Link*

### Course # 3854, Hours: 184

**Start • End Dates:** 11/12/13 • 03/06/14  
**Days:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 306

*Instructor: Julie Jernigan*

### Course # 3190, Hours: 184

**Start • End Dates:** 11/26/13 • 05/06/14  
**Days:** TTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 104A

*Clinicals: 3:00P – 11:00P; 4/8, 4/10, 4/15, 4/17, 4/22*

*Instructor: Sandy Muse, RN*

## Nurse Aide I – Accelerated

### Course # 3197, Hours: 184

**Start • End Dates:** 08/19/13 • 10/09/13  
**Days:** MTW **Time:** 8:00A – 4:30P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** TBD

*Clinicals: 8:00A – 4:30P; 9/25, 9/30, 10/1, 10/2, 10/7*

*Instructor: Penelope McConley, RN*

### Course # 3201, Hours: 184

**Start • End Dates:** 10/14/13 • 12/09/13  
**Days:** MTW **Time:** 8:00A – 4:30P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** TBD

*Clinicals: 8:00A – 4:30P; 11/19, 11/25, 11/26, 11/27, 12/2*

*Instructor: Penelope McConley, RN*

## 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 # 3202, Hours: 160

**Start • End Dates:** 08/20/13 • 11/19/13  
**Day:** TWTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 103A  
*Instructor: Lynda Muse*

### Course # 3203, Hours: 160

**Start • End Dates:** 09/03/13 • 12/04/13  
**Day:** TWTh **Time:** 8:00A – 12:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 103A  
*Instructor: Joan Vasiik*

### Course # 3713, Hours: 160

**Start • End Dates:** 09/16/13 • 11/07/13  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220  
*Instructor: TBD*  
*Orientation: Via Web-Link*

### Course # 3855, Hours: 160

**Start • End Dates:** 11/04/13 • 01/28/14  
**Day:** MT **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307  
*Instructor: Kim Tew*  
*Clinicals: 8:00A – 4:30P; Friday – Saturday*

## Nurse Aide II Refresher

If your Nurse Aide II certification has expired within the last 24 months and you meet employment criteria, you can renew your certification by successfully completing the NA II Competency Assessment Skills Checkoff. To register for this class, you must provide proof of your Nurse Aide II certification not being expired more than 24 months, current listing on the Nurse Aide I Registry, and proof that you meet the employment criteria. Visit [www.cccc.edu/medicalorientation](http://www.cccc.edu/medicalorientation) for more information.

### Course # 3207, Hours: 40

**Start • End Dates:** 08/15/13 • 10/17/13  
**Day:** Th **Time:** 12:30P – 4:30P  
**Cost:** 121.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 103A  
*Instructor: Penelope McConley*



## 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 # 3857, Hours: 108**

**Start • End Dates:** 08/19/13 • 11/25/13  
**Days:** MT **Time:** 5:30P – 9:30P  
**Cost:** 176.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219  
*Instructor: Melissa Norris*

**Course # 3204, Hours: 108**

**Start • End Dates:** 09/04/13 • 12/10/13  
**Day:** MW **Time:** 5:00P – 9:00P  
**Cost:** 176.25 **Location Code:** WBW  
**Building Location:** Main Bldg Rm 220H  
*Instructor: Mary Berglund*

**Course # 3717, Hours: 108**

**Start • End Dates:** 11/04/13 • 03/17/14  
**Days:** MW **Time:** 5:30P – 9:00P  
**Cost:** 176.25 **Location Code:** SCC  
**Building Location:** Rm 123  
*Instructor: Lawanda Stanley*  
*Orientation: Via Web-Link*

## Phlebotomy Technician

You will learn how to draw patients' blood in the hospital, doctors' offices and 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 # 3707, Hours: 200**

**Start • End Dates:** 09/09/13 • 12/19/13  
**Days:** TWTh **Time:** 8:30A – 12:30P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 217  
*Instructor: Joanna Guido*  
*Orientation: Via Web-Link*

**Course # 3196, Hours: 200**

**Start • End Dates:** 11/05/13 • 03/26/14  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** WBW  
**Building Location:** Main Bldg Rm 222  
*Instructor: Chris Vaughan*

## Phlebotomy Technician – Day

This course prepares students to draw patients' blood in the hospital, doctor's offices, and lab service companies.

**Course # 3858, Hours: 200**

**Start • End Date:** 10/07/13 • 12/12/13  
**Day:** MTWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Dierdre Taylor*  
*Clinical: Monday – Friday 8:00A – 2:30P*

## Phlebotomy Technician – Night

This course prepares students to draw patients' blood in the hospital, doctor's offices, and lab service companies.

**Course # 3859, Hours: 200**

**Start • End Date:** 10/07/13 • 12/12/13  
**Day:** MTWTh **Time:** 6:00P – 10:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220  
*Instructor: Dierdre Taylor*  
*Clinical: Monday – Friday 8:00A – 2:30P*

## Sleep Disorders Technician

This course prepares students for employment in sleep disorder clinics/units. Program received initial CAAHEP accreditation and recognized for substantial compliance with the nationally established accreditation standards.

**Course # 3718, Hours: 300**

**Start • End Dates:** 09/03/13 • 01/30/14  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 123  
*Instructor: George Zwilling*  
*Orientation: Via Web-Link*

*Visit [www.ccc.edu/ecd/medicalorientation](http://www.ccc.edu/ecd/medicalorientation) for important required information regarding your classes and what you need for registration that begins on Tuesday, August 6.*

## Online Medical/Hybrid Classes

### Intro to Anatomy & Physiology

Introduction to Anatomy and Physiology is designed to enable student identification of body system components, functions, and disease processes.

**Course # 3861, Hours:** 96

**Start • End Dates:** 08/19/13 • 12/09/13

**Day:** Online      **Time:** Online

**Cost:** 175.00      **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 229

*Instructor:* Lennie Stephenson

*Orientation:* Tuesday, 08/12/13; 9:00A – 11:00A

### Medical Billing & Coding

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 # 3863, Hours:** 150

**Start • End Dates:** 08/19/13 • 12/09/13

**Day:** Online      **Time:** Online

**Cost:** 175.00      **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 229

*Instructor:* Lennie Stephenson

*Orientation:* Tuesday, 08/12/13; 9:00A – 11:00A

### Medical Terminology

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

**Course # 3862, Hours:** 120

**Start • End Dates:** 08/19/13 • 11/11/13

**Day:** Online      **Time:** Online

**Cost:** 175.00      **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 229

*Instructor:* Lennie Stephenson

*Orientation:* Monday 8/12/2013 Time: 9:00A – 11:00A

### Nurse Aide I Hybrid

This course provides a student with fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

**Course # 3853, Hours:** 184

**Start • End Dates:** 11/04/13 • 02/24/14

**Lab Days:** TTh      **Lab Time:** 5:30P – 9:30P

**Cost:** 181.25      **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 228

*Instructor:* Sandra Bass

*Orientation:* Tuesday, 10/29/13; Rm 229



**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 # 3169, Hours: 15**

**Start • End Dates:** 08/20/13 • 09/24/13

**Day:** T **Time:** 5:30P – 8:00P

**Cost:** 66.25 **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 # 3170, Hours: 12.5**

**Start • End Dates:** 10/08/13 • 11/12/13

**Day:** T **Time:** 5:30P – 8:00P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

*Instructor: Pat Wicker*

**Cake Decorating III**

Planning a wedding or want to start a new business? You can learn wedding cake design and techniques for garlands, sugar flowers, and borders. You must have successfully completed Cake Decorating I to register for this class.

**Course # 3171, Hours: 10**

**Start • End Dates:** 11/19/13 • 12/17/13

**Day:** T **Time:** 5:30P – 8:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

*Instructor: Pat Wicker*

**Crocheting – Beginning**

Students will be able to crochet a project on their own after the eight weeks. Most will be able to design their own projects by the end of class. Each student is encouraged to work at his or her own pace and master the basics. Crochet is like Math, each skill and lesson builds upon the next.

**Creative Retirement** 

**Course # 3959, Hours: 16**

**Start • End Dates:** 09/26/13 • 11/14/13

**Day:** Th **Time:** 6:30P – 8:30P

**Cost:** 49.00 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Bldg Rm 306

*Instructor: Elaine Owen*

**Floral Design – Holiday**

This course is designed to help students learn different floral designs.

**Creative Retirement** 

**Course # 3957, Hours: 16**

**Start • End Dates:** 09/10/13 • 10/29/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 51.25 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Rm 306

*Instructor: Robert Sherman*

**Knitting – Beginning**

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 # 3146, Hours: 16**

**Start • End Dates:** 09/16/13 • 11/04/13

**Day:** M **Time:** 6:00P – 8:00P

**Cost:** 49.00 (SS)

**Building Location:** Find X Designs

*Instructor: Billie Jernigan*

**Creative Retirement** 

**Course # 3958, Hours: 16**

**Start • End Dates:** 09/24/13 • 11/12/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 49.00 (SS) **Location Code:** HMC

**Building Location:** TBD

*Instructor: Elaine Owen*

**Knitting – Advanced**

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 # 3145, Hours: 16**

**Start • End Dates:** 09/10/13 • 10/29/13

**Day:** T **Time:** 6:00P – 8:00P

**Cost:** 49.00 (SS)

**Building Location:** Find X Designs

*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 # 3140, Hours: 17.5**

**Start • End Dates:** 09/09/13 • 10/21/13

**Day:** M **Time:** 6:30P – 9:00P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 214

*Instructor: Nancy Kennedy*

**Course # 3142, Hours: 17.5**

**Start • End Dates:** 09/10/13 • 10/22/13

**Day:** T **Time:** 2:00P – 4:30P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 214

*Instructor: Nancy Kennedy*

**Course # 3141, Hours: 17.5**

**Start • End Dates:** 10/28/13 • 12/16/12

**Day:** M **Time:** 6:30P – 9:00P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 214

*Instructor: Nancy Kennedy*

**Course # 3143, Hours: 17.5**

**Start • End Dates:** 10/29/13 • 12/10/13

**Day:** T **Time:** 2:00P – 4:30P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 214

*Instructor: Nancy Kennedy*



# SPANISH IMMERSION PROGRAM

**NOVEMBER 4 – NOVEMBER 8, 2013**

## SPANISH IMMERSION PROGRAM

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.

- Engage in interesting class conversations
  - Stay with a host family (optional)
  - Day excursions
  - Authentic meals

**For more information and to register, call (919) 545-8044 or email [cthompson@cccc.edu](mailto:cthompson@cccc.edu)**

**[www.cccc.edu](http://www.cccc.edu)**



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 are eligible for federal earned income tax credit**
- **Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.**

## Chatham County

### 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, résumé and cover letter preparation and training toward the Career Readiness Certificate. It is an open entry-open exit lab. Enroll today!

**Course # 3720, Hours: 87**

**Start • End Dates:** 08/19/13 • 12/05/13

**Day:** MTh **Time:** 5:00P – 8:00P

**Cost:** 175.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 201 (JobLink Center)

*Instructor: Robert Gray*

### Computers for the Workplace – Introduction

Students learn basic computer skills at a relaxed pace while developing employability skills. Class focus will be to increase the student's comfort level with computers. Emphasis is placed on the role of technology in the workplace. Class project will include creating a résumé, preparing a cover letter, learning how to do an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

**Course # 3719, Hours: 56**

**Start • End Dates:** 08/20/13 • 11/20/13

**Day:** TW **Time:** 6:00P – 8:00P

**Cost:** 175.00 **Location Code:** SCC

**Building Location:** Rm 231

*Instructor: Robert Gray*

### Workplace Readiness for Health Careers

Increase your chances of being hired in a health care profession. Professional behavior, communication skills, time management, job interviewing skills, and how to prepare your resume will be covered in this class.

**Course # 2251, Hours: 24**

**Start • End Dates:** 08/09/13 • 08/16/13

**Day:** M–F **Time:** 9:00A – 1:00P

**Cost:** 65.00 **Location Code:** PMC

*(Fee Waiver Available)*

**Building Location:** Bldg 041 Rm 225; 9:00A – 11:00A

**Building Location:** Bldg 041 Rm 222; 11:00A – 1:00P

*Instructor: Mary Harris*

**Course # 2252, Hours: 24**

**Start • End Dates:** 08/14/13 • 08/22/13

**Day:** MTWTh **Time:** 5:00P – 9:00P

**Cost:** 65.00 **Location Code:** SCC

*(Fee Waiver Available)*

**Building Location:** Rm 121

*Instructor: Mary Harris*

**Course # 3723, Hours: 24**

**Start • End Dates:** 10/02/13 • 10/10/13

**Day:** MTWTh **Time:** 5:00P – 9:00P

**Cost:** 65.00 **Location Code:** PMC

*(Fee Waiver Available)*

**Building Location:** Bldg 041 Rm 229; MT

**Building Location:** Bldg 041 Rm 223; WTh

*Instructor: Mary Harris*

## Harnett County

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

### Career Readiness Lab

Job seekers will prepare for employment and the North Carolina Career Readiness (CRC) Certificate. This is an open entry lab.

**Course # 3883, Hours:** 36

**Start • End Dates:** 08/26/13 • 11/25/13

**Day:** M **Time:** 3:00P – 6:00P

**Cost:** 120.00 **Location Code:** HMC

**Building Location:** Continuing Education Rm 229

*Instructor: TBD*

### Computer-Use Skills for Employment

Students will develop basic internet skills; learn technology based job search strategies; create employment documents using word processing; and access governmental and educational resources and services.

**Course # 3884, Hours:** 57

**Start • End Dates:** 09/03/13 • 11/05/13

**Day:** TTh **Time:** 9:30A – 12:30P

**Cost:** 175.00 **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 229

*Instructor: TBD*



# 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**





## Lee County

### Basic Computer Skills for Careers

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 # 3182, Hours: 48**

**Start • End Dates:** 09/09/13 • 10/16/13

**Days:** MW Time: 5:00P – 9:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Beulah Palmer*

**Course # 3183, Hours: 48**

**Start • End Dates:** 09/24/13 • 10/31/13

**Days:** TTh Time: 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Robert Gray*

### Career Compass

Do you feel lost when it comes to your career path? Are there many directions that you could turn, but deciding is the biggest issue? Find your career directions here. 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.

**Course # 3180, Hours: 40**

**Start • End Dates:** 08/20/13 • 09/19/13

**Day:** TTh **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: TBD*

### Customer Service with a Smile

Are you looking to change career fields or are you currently working with customers? This course will prepare you to work in various positions that require good customer services skills. Course topics will include people skills, communication habits, and problem solving

**Course # 3188, Hours: 16**

**Start • End Dates:** 09/30/13 • 10/23/13

**Day:** MW **Time:** 6:30P – 8:30P

**Cost:** 65.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Nicole Wiley*

### Employment Training 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 # 3181, Hours: 160**

**Start • End Dates:** Date: 08/19/13 • 12/16/13

**Day:** MW **Time:** 9:00A – 2:00P

**Cost:** 175.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Laurinda Southerland*

### Keyboarding Toward Employment

Are your keyboarding and job search skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed.

Registration fee waivers are available for those who qualify.

**Course # 3184, Hours: 32**

**Start • End Dates:** 10/15/13 • 12/12/13

**Days:** TTh **Time:** 4:00P – 6:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Robert Komorowski*

### Résumé Relief

Do you have an updated résumé? This course is designed to provide résumé relief. Learn the recommendations that will make your résumé stand out. Come learn how to update your résumé and gain a better understanding of what employers are looking for while reviewing resumes.

**Course # 3185, Hours: 16**

**Start • End Dates:** 08/27/13 • 09/05/13

**Day:** TTh **Time:** 1:15P – 5:15P

**Cost:** 65.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Kathryn Fry*

**Course # 3186, Hours: 16**

**Start • End Dates:** 10/01/13 • 10/10/13

**Day:** TTh **Time:** 1:15P – 5:15P

**Cost:** 65.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Kathryn Fry*

**Course # 3187, Hours: 16**

**Start • End Dates:** 11/12/13 • 11/21/13

**Day:** TTh **Time:** 1:15P – 5:15P

**Cost:** 65.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Kathryn Fry*

### 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. WorkKey Assessments for the North Carolina Career Readiness are administered at the end of the class. *Registration fee waivers are available for those who qualify.*

**Course # 3200, Hours: 24**

**Start • End Dates:** 08/14/13 • 09/18/13

**Day: W** **Time: 9:00A – 1:00P**

**Cost: 65.00** **Location Code: WBW**

**Building Location:** Bldg B Rm 108B

*Instructor: Beulah Palmer*

**Course # 3198, Hours: 24**

**Start • End Dates:** 09/23/13 • 10/28/13

**Day: M** **Time: 9:00A – 1:00P**

**Cost: 65.00** **Location Code: WBW**

**Building Location:** Bldg B Rm 108B

*Instructor: TBD*

**Course # 3199, Hours: 24**

**Start • End Dates:** 09/23/13 • 10/28/13

**Day: M** **Time: 5:00P – 9:00P**

**Cost: 65.00** **Location Code: WBW**

**Building Location:** Main Building Rm 118

*Instructor: Chris Viverette*



## CREATIVE RETIREMENT

### For more information, contact:

**Maggie Zwilling, Chatham County**

(919) 545-8048

**Barbara Avery, Harnett County**

(919) 814-8823

**Charlotte Baggett, Lee County**

(919) 775-2122, ext. 7789



[www.cccc.edu](http://www.cccc.edu)

### 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.

## American Sign Language for Beginners

Learn an invaluable skill for work and life as you study the basics of being able to communicate at a beginner's level in American Sign Language. You will learn basic receptive and expressive signing skills and vocabulary, the manual alphabet, signed numbers, basic vocabulary, appropriate facial markers, and body movement. You'll also be introduced to valuable knowledge about the deaf culture and community.

**Course # 3213, Hours:** 20

**Start • End Dates:** 09/09/13 • 11/18/13

**Day:** M **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** LSW

**Building Location:** LCI Multipurpose Rm

*Instructor: Lisa McPherson*

## Conversational Spanish

This course is designed to engage the intermediate to advanced Spanish-speaking student in dialogue with the instructor and fellow students to enhance conversational skills and understanding. Very little English will be spoken in this class.

**Course # 3874, Hours:** 24

**Start • End Dates:** 08/20/13 • 10/08/13

**Day:** T **Time:** 6:00P – 9:00P

**Cost:** 66.25 **Location Code:** HMC

**Building Location:** TBD

*Instructor: TBD*

**Course # 3212, Hours:** 24

**Start • End Dates:** 08/20/13 • 09/26/13

**Day:** TTh **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Robert Komorowski*

## German – Introduction

Sprechen Sie Deutsch? Do you want to join over 120 million German speakers worldwide? Perhaps you would like to become more marketable to the many German companies in the U.S., which account for over 700,000 jobs nationwide! Whether you want to improve your job chances, freshen up on your German lingo, or are just curious, this introductory course in German will focus on basic language and conversational skills in a relaxed setting.

**Course # 3214, Hours:** 16

**Start • End Dates:** 08/19/13 • 10/14/13

**Day:** M **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Annette Priest*

## “Hablamos! Let’s Talk! – Spanish Immersion

“Hablamos! – Let’s Talk!” is a Spanish Immersion program offered by Central Carolina Community College. Conducted in Spanish, this week-long course aims to enhance the capabilities of participants who have intermediate to advanced experience with the language by immersing them in substantive yet informal instruction and enrichment sessions. A textbook is required: Practice Makes Perfect: Complete Spanish Grammar (McGraw-Hill, Second Edition) by Gilda Nissenberg.

ISBN #9780071763431

**Course # 3255, Hours:** 27

**Start • End Dates:** 11/04/13 • 11/08/13

**Days:** M–F **Time:** 9:00A – 4:30P

**Cost:** 251.25 (SS) **Location Code:** SCC

**Building Location:** Rm 230

*Instructors: Estebania Chojnacki, Wayne J. Pond, Audrey Schwankl*

## Spanish – Beginning

This course introduces the student to the fundamentals of speaking and reading Spanish.

**Course # 3252, Hours:** 18

**Start • End Dates:** 09/03/13 • 11/19/13

**Day:** T **Time:** 5:00P – 6:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 108

*Instructor: Estebania Chojnacki*

**Course # 3874, Hours:** 48

**Start • End Dates:** 08/20/13 • 12/03/13

**Day:** T **Time:** 6:00P – 9:00P

**Cost:** 121.25 **Location Code:** WHC

**Building Location:** TBD

*Instructor: TBD*



## 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 # 3253, Hours: 24**

**Start • End Dates:** 09/03/13 • 11/19/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 204

**Instructor:** Estebania Chojnacki

## Spanish – Advanced

This course is designed to teach the student a greater proficiency of the Spanish language and culture. Must have at least 2 years of Spanish or permission of the instructor.

A textbook is required: Practice Makes Perfect: Complete Spanish Grammar

**Course # 3254, Hours: 24**

**Start • End Dates:** 09/05/13 • 11/21/13

**Day:** Th **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 108

**Instructor:** Estebania Chojnacki



# HARNETT COUNTY HIGHLIGHTS



### Tractor and Equipment Repair

In this course you will learn to repair and restore lawn and farm tractors and utility trailers. The students will also learn to repair all types of lawn and turf equipment. This will include all equipment used to maintain a small farm. (Basic hand tools and safety glasses are required).

### Diesel Mechanics

This course includes rebuilding and repairing fuel-injection systems, cylinder heads, and starting systems on large and small diesel engines. This class is offered at the West Harnett Campus.

### Understanding Automotive and Small Engine Systems

In this class you will learn the systems of automotive and small engines. You will learn fuel electrical and drive systems. It will focus on electrical systems used to run fuel injection on all types of engines. (Basic hand tools and safety glasses are required).

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

## 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 # 3144, Hours: 5**

**Start • End Date:** 09/14/13 • 09/14/13

**Day:** Sa **Time:** 9:00A – 3:00P

**Cost:** 30.25 **Location Code:** WBW

**Building Location:** Bldg B Rm 110B

*Instructor: Judy Hogan*

## Creative Retirement

**Course # 3956, Hours: 5**

**Start • End Date:** 09/21/13 • 09/21/13

**Day:** Sa **Time:** 9:00A – 3:30P

**Cost:** 30.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 219

*Instructor: Judy Hogan*

## Basic Electricity for Homeowners

Students will learn to perform basic repairs and troubleshoot common household problems.

**Course # 3278, Hours: 22.5**

**Start • End Dates:** 09/10/13 • 11/05/13

**Day:** T **Time:** 6:00P – 8:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 139

*Instructor Michael Kreibick*

## Birding – Intermediate

A review of common birds, followed by a more detailed study of these and other migratory species. Field trips to various sites and habitats will provide viewing opportunities.

Life-lists and documentation will be encouraged.

Discussion of study of sightings will be conducted.

## Creative Retirement

**Course # 3759, Hours: 24**

**Start • End Dates:** 09/03/13 • 10/29/13

**Day:** T **Time:** 9:00A – 12:00P

**Cost:** 101.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm 2

*Instructor: Andy Upshaw*

## Cake Decorating I

Students will learn the basic techniques of cake decorating for home or work.

### Creative Retirement

**Course # 3877, Hours: 15**

**Start • End Dates:** 08/21/13 • 09/25/13

**Day:** W **Time:** 5:30P – 8:00P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Rm 306

*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 for the class.

**Course # 3878, Hours: 12.5**

**Start • End Dates:** 10/02/13 • 10/30/13

**Day:** W **Time:** 5:30P – 8:00P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Bldg Rm 306

*Instructor: Pat Wicker*

## Concealed Carry Handgun

Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides eight (8) hours of instruction, including live fire practice and qualification. You will need to provide your own gun, protective eyewear and ball cap. Please request specific course instructions and requirements when registering.

**Course # 3116, Hours: 10**

**Start • End Date:** 09/21/13 • 09/21/13

**Day:** Sa **Time:** 8:00A – 6:30P

**Cost:** 79.00 (SS) **Location Code:** REGA/WFRG

**Building Location:** Rm 0001

*Instructor: James Estes*

**Course # 3117, Hours: 10**

**Start • End Date:** 10/19/13 • 10/19/13

**Day:** Sa **Time:** 8:00A – 6:30P

**Cost:** 79.00 (SS) **Location Code:** REGA/WFRG

**Building Location:** Rm 0001

*Instructor: James Estes*

**Course # 3118, Hours: 10**

**Start • End Date:** 11/16/13 • 11/16/13

**Day:** Sa **Time:** 8:00A – 6:30P

**Cost:** 79.00 (SS) **Location Code:** REGA/WFRG

**Building Location:** Rm 0001

*Instructor: James Estes*

## Dance – Ballroom I (Beginning)

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. Recommend leather bottom shoes.

*Creative Retirement* 

**Course # 3743, Hours: 5**

**Start • End Dates:** 09/13/13 • 10/11/13

**Day:** F **Time:** 8:00P – 9:00P

**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*

## Dance – Ballroom Dancing II

This class will continue to expand on the basic skills of leading and following additional ballroom steps will be introduced. Recommend leather bottom shoes.

*Creative Retirement* 

**Course # 3744, Hours: 5**

**Start • End Dates:** 10/25/13 • 11/22/13

**Day:** F **Time:** 8:00P – 9:00P

**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*

## Dance – Ballroom III (Intermediate, first half)

This course will continue to expand on the basic principles of ballroom dancing. Intermediate school figures will be taught and the concept of partnering will be expanded. Recommend leather bottom shoes.

*Creative Retirement* 

**Course # 3745, Hours: 5**

**Start • End Dates:** 09/13/13 • 10/11/13

**Day:** F **Time:** 9:00P – 10:00P


**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*

## Dance – Ballroom III (Intermediate, second half)

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.

*Creative Retirement* 

**Course # 3746, Hours: 5**

**Start • End Dates:** 10/25/13 • 11/22/13

**Day:** F **Time:** 9:00P – 10:00P

**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*

## Dance – Shag I

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

*Creative Retirement* 

**Course # 3741, Hours: 5**


**Start • End Dates:** 09/13/13 • 10/11/13

**Day:** F **Time:** 7:00P – 8:00P

**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*

*Creative Retirement* 

**Course # 3955, Hours: 5**

**Start • End Dates:** 09/18/13 • 10/16/13

**Day:** W **Time:** 7:00P – 8:00P


**Cost:** 36.25 (SS) **Location Code:** HMC

**Building Location:** Miriello Rm 135

*Instructor: Larry Patterson*

## Dance – Shag II

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

*Creative Retirement* 

**Course # 3742, Hours: 5**

**Start • End Dates:** 10/25/13 • 11/22/13

**Day:** F **Time:** 7:00P – 8:00P

**Cost:** 36.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Stephen Nystrom*



## Dog Obedience – Beginning

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 # 3147, Hours: 10.5**

**Start • End Dates:** 09/03/13 • 10/15/13

**Day:** T **Time:** 6:00P – 7:30P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Pat Sullivan*

**Course # 3748, Hours: 10.5**

**Start • End Dates:** 08/30/13 • 10/11/13

**Day:** F **Time:** 3:00P – 4:30P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Pat Sullivan*

**Course # 3148, Hours: 10.5**

**Start • End Dates:** 10/22/13 • 12/03/13

**Day:** T **Time:** 6:00P – 7:30P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Pat Sullivan*

**Course # 3747, Hours: 10.5**

**Start • End Dates:** 10/18/13 • 12/06/13

**Day:** F **Time:** 3:00P – 4:30P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Pat Sullivan*

## Dog Obedience – Canine Good Citizen

This class will prepare students and their dogs to take the American Kennel Club’s Canine Good Citizen Test (given at last class). AKC’s CGC is a two-part program that stresses responsible pet ownership for owners and basic good manners for dogs. All dogs must pass the 10-step CGC test may receive a certificate from the American Kennel Club. This is the first step towards becoming therapy dogs, should an owner so desire.

**Course # 3749, Hours: 10.5**

**Start • End Dates:** 08/30/13 • 10/11/13

**Day:** F **Time:** 4:30P – 6:00P

**Cost:** 76.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Pat Sullivan*

**Course # 3750, Hours: 10.5**

**Start • End Dates:** 10/18/13 • 12/06/13

**Day:** F **Time:** 4:30P – 6:00P

**Cost:** 76.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Pat Sullivan*

## Financial Investing

This course educates investors on the basics of investing and financial planning.

**Creative Retirement** 

**Course # 3277, Hours: 16**

**Start • End Dates:** 09/23/13 • 12/02/13

**Day:** M **Time:** 6:00P – 8:00P

**Cost:** 51.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Rm 204

*Instructor: Chad Virgil*

## Genealogy

Learn how to discover your family tree and uncover your rich roots.

**Creative Retirement** 

**Course # 3276, Hours: 14**

**Start • End Dates:** 09/10/13 • 10/22/13

**Day:** T **Time:** 7:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** TBD

*Instructor: Faye Sugg*



## 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 # 3954, Hours: 2.5**

**Start • End Date:** 09/17/13 • 09/17/13

**Day:** T **Time:** 6:30P – 9:00P

**Cost:** 21.25 (SS) **Location Code:** HMC

**Building Location:** TBD

*Instructor: Joe Gallogly*

## Hatha Yoga for Fun, Flexibility, and Relaxation

This is a gentle class for those who have never had taken a yoga class or for those who would enjoy a simple deepening practice. Class will focus on gentle stretching, learning be ginning yoga poses (asanas) and some breathing techniques. Students will be able to move in a gentle flow, stringing several poses together. This is a great way to reduce stress, increase physical flexibility and bring JOY to your life.

**Creative Retirement** 

**Course # 3727, Hours: 12.5**

**Start • End Dates:** 09/11/13 • 11/13/13

**Day:** W **Time:** 6:00P – 7:15P

**Cost:** 71.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Kim Caraganis*

## How to Thrive Financially in Retirement

Are you retired or almost there? Come learn tips for thriving rather than just surviving during your retirement. You will learn strategies for reducing your taxes, drawing your retirement income, and protecting your savings from investment mistakes. You'll also learn about essential legal documents and estate planning.

**Course # 3119, Hours: 4**

**Start • End Dates:** 08/20/13 • 08/27/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Wayne Smith*

**Course # 3120, Hours: 4**

**Start • End Dates:** 10/15/13 • 10/22/13

**Day:** T **Time:** 6:30P – 8:30P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Wayne Smith*

## Landscape Design

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.

**Creative Retirement** 

**Course # 3960, Hours:**

**Start • End Dates:** 09/12/13 • 10/31/13

**Day:** Th **Time:** 6:30P – 8:30P

**Cost:** 51.25 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Rm 306

*Instructor: Robert Sherman*

## Lawn & Turf Equipment Repair

In this class, students will learn to maintain and repair all types of lawn and turf equipment. This includes all two and four stroke engines, zero-turn mowers, lawn tractors, push mowers, weed eaters, chain saws, log splitters, generators, and compact tractors.

**Course # 3881, Hours: 128**

**Start • End Dates:** 08/15/13 • 12/16/13

**Day:** MTh **Time:** 6:00P – 10:00P

**Cost:** 181.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 217

*Instructor: Kevin Hutchens*

## Massage Therapy I

The major goal of this course is to prepare students to administer a professional massage in a clinical environment with a thorough understanding of the human body, its anatomy, and its 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 # 2871, Hours: 590**

**Start • End Dates:** 08/12/13 • 06/30/14

**Day:** MTW **Time:** 5:00P – 10:00P

**Day:** Sa **Time:** 9:00A – 3:00P

**Cost:** 181.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 218

*Instructor: Henrike Ramer-Bowman*

## Social Media – Introduction

This course is a three-week introductory survey of social media tools for beginners and includes Facebook, Twitter, and Pinterest. There are a limited number of laptops available; please bring personal laptops if possible.

**Creative Retirement** 

**Course # 3725, Hours: 6**

**Start • End Dates:** 09/09/13 • 09/23/13

**Day:** M (SS) **Time:** 6:30P – 8:30P

**Cost:** 51.25 **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm 2

*Instructor Chris Bouton*



## Supplements: The Good, the Bad, and the Toxic

Confused about supplements? Come learn the facts from a naturopathic physician. She'll teach you about quality and choice, reading the labels, toxic ingredients to avoid, and how the FDA monitors the industry. You may bring your supplement bottles for a hands-on evaluation, but you should always check with your personal physician before making any changes.

**Course # 3121, Hours: 2**

**Start • End Date:** 09/25/13 • 09/25/13  
**Day:** W **Time:** 10:00A – 12:00P  
**Cost:** 10.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 214  
*Instructor: Dr. Christie C. Yerby*

**Course # 3122, Hours: 2**

**Start • End Date:** 09/26/13 • 09/26/13  
**Day:** Th **Time:** 6:30P – 8:30P  
**Cost:** 10.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 214  
*Instructor: Dr. Christie C. Yerby*

## Tractor & Equipment Repair

This course will allow the student to gain knowledge and practice on how to repair and restore farm tractors, utility trailers, and lawn equipment, plus all equipment that is used to maintain a small farm. Upon entering the course, the student is required to obtain basic hand tools and safety glasses.

**Course # 3880, Hours: 128**

**Start • End Dates:** 08/16/13 • 12/13/13  
**Day:** MF **Time:** 8:00A – 12:00P  
**Cost:** 181.25 (SS) **Location Code:** WHC  
**Building Location:** West Harnett Center Rm 113  
*Instructor: Kevin Hutchens*

## Understanding Automotive and Small Engine Systems

In this course, the student will learn the systems of automotive small engines, fuel, electrical, and drive systems. The class will focus on electrical systems used to run fuel injections on all types of engines. Upon entering the course, the student is required to obtain basic hand tools and safety glasses.

**Course # 3879, Hours: 116**

**Start • End Dates:** 08/15/13 • 11/26/13  
**Day:** TTh **Time:** 8:00A – 12:00P  
**Cost:** 181.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 217  
*Instructor: Kevin Hutchens*

## Wills, Trusts, and Legal Assets

Learn the hows and whys of creating a will, living trust, and other important documents to ensure the safety of your assets. Dargan Moore will facilitate this session presented by Attorney Drew Lucas. A question and answer period will follow. Please call 919-777-7793 to leave your name and phone number if you would like to attend.

**Creative Retirement** 

**Course # 3123, Hours: 1.5**

**Start • End Date:** 09/17/13 • 09/17/13  
**Day:** T **Time:** 11:30A – 1:00P  
**Cost:** Free **Location Code:** WBW  
**Building Location:** Main Bldg Rm 215  
*Instructor: Drew Lucas*

## Zumba

Exercise and have fun to the new fitness craze! Zumba involves dance and aerobic elements and is perfect after a hard day at work.

**Course # 3740, Hours: 10**

**Start • End Dates:** 09/03/13 • 11/05/13  
**Days:** T **Time:** 6:15P – 7:15P  
**Cost:** 46.25 (SS) **Location Code:** PMC  
**Building Location:** Bldg 042 Multipurpose Rm  
*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 # 3869, Hours: 6**

**Start • End Date:** 09/19/13 • 09/19/13

**Day:** Th **Time:** 9:00A – 4:00P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** TBD

*Instructor: Larry Davis*

**Course # 3149, Hours: 6**

**Start • End Date:** 10/08/13 • 10/08/13

**Day:** T **Time:** 9:00A – 3:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*

**Course # 3870, Hours: 6**

**Start • End Date:** 11/14/13 • 11/14/13

**Day:** Th **Time:** 9:00A – 4:00P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Rm 219

*Instructor: Larry Davis*

**Course # 3150, Hours: 6**

**Start • End Date:** 12/10/13 • 12/10/13

**Day:** T **Time:** 9:00A – 3:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*

**Basic Electricity for the Apprentice**

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 # 3271, Hours: 93**

**Start • End Date:** 08/19/13 • 12/11/13

**Day:** MW **Time:** 6:00P – 9:00P

**Cost:** 176.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 139

*Instructor: Michael Kreibick*

**Commercial Driver's License (CDL)**

Students will gain information and understanding of material within the driver's 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 # 3216, Hours: 24**

**Start • End Dates:** 09/09/13 • 10/16/13

**Day:** MW **Time:** 6:00P – 8:00P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 217

*Instructor: Roger Judd*

**Course # 3268, Hours: 24**

**Start • End Dates:** 09/17/13 • 10/10/13

**Days:** TTh **Time:** 6:00P – 9:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 041 Conference Rm 1

*Instructor: Bobby Lawson*

**Cosmetology in Spanish II**

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

**Course # 3873, Hours: 476**

**Start • End Dates:** 08/19/13 • 12/19/13

**Day:** MTWTh **Time:** 2:30P – 10:00P

**Cost:** 181.25 **Location Code:** HMC

**Building Location:** Bldg 4

*Instructor: Rosa D. Del Toro*

**Diesel Mechanics**

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

**Course # 3875, Hours: 140**

**Start • End Dates:** 08/20/13 • 12/19/13

**Day:** TTh **Time:** 6:00P – 10:00P

**Cost:** 181.25 **Location Code:** WHC

**Building Location:** TBD

*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 # 3217, Hours: 30**

**Start • End Dates:** 08/20/13 • 09/19/13

**Days:** TTh **Time:** 5:30P – 8:30P

**Cost:** 121.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Robert Komorowski*



## LEE COUNTY HIGHLIGHTS



### **Natural Hair Care Specialist**

This course is designed to prepare you to take the Natural Hair Care Specialist licensing exam as required by the North Carolina Cosmetic Arts Board, whether you are already practicing or wish to learn how to create beautiful hairstyles using braiding, twisting, cornrows, knots, and locks. Class is limited to the first twelve (12) students who register. You must present a government issued photo I.D. (preferably a driver's license) and your social security card when you register. Non-citizens must present a government issued photo ID and tax identification number.

### **Private Pilot Ground School**

This course is a study of aerospace history, weather, navigation, instruments, preflight planning, regulations, radio communications, and the aviation field and procedures necessary to become a safe pilot. Classes are oriented toward the latest material available from the Federal Aviation Agency.

### **American Sign Language for Beginners**

Learn an invaluable skill for work and life as you study the basics of being able to communicate at a beginner's level in American Sign Language. You will learn basic receptive and expressive signing skills and vocabulary, the manual alphabet, signed numbers, basic vocabulary, appropriate facial markers, and body movement. You'll also be introduced to valuable knowledge about the deaf culture and community.

[www.cccc.edu/ecc](http://www.cccc.edu/ecc)

**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 # 3218, Hours: 4**

**Start • End Date:** 08/20/13 • 08/20/13

**Day:** T **Time:** 8:00A – 12:00N

**Cost:** 65.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Richard Holt*

**Course # 3220, Hours: 4**

**Start • End Date:** 10/22/13 • 10/22/13

**Day:** T **Time:** 8:00A – 12:00N

**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 # 3219, Hours: 4**

**Start • End Date:** 08/20/13 • 08/20/13

**Day:** T **Time:** 1:00P – 5:00P

**Cost:** 39.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Richard Holt*

**Course # 3221, Hours: 4**

**Start • End Date:** 10/22/13 • 10/22/13

**Day:** T **Time:** 1:00P – 5:00P

**Cost:** 39.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Richard Holt*

**Fine Furniture – Assembly and Finishing**

The class will learn about assembly, gluing, clamping, and finishing fine hardwood furniture. The class will assemble pre-cut kits for reproduction antique furniture, supplied by Bartley Classic Reproductions. You will participate in all the steps necessary to complete a beautiful piece of antique, hardwood furniture. Registration cut-off date 08/19/13 due to ordering of supplies.

**Course # 3283, Hours: 24**

**Start • End Dates:** 09/09/13 • 10/16/13

**Day:** MW **Time:** 6:30P – 8:30P

**Cost:** 151.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 138

*Instructor: John Delafield*

**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, and other basics.). Students will take a written examination, will operate a forklift, and will be evaluated by the instructor to successfully complete the course.

**Course # 3219, Hours: 6**

**Start • End Date:** 10/10/13 • 10/10/13

**Day:** Th **Time:** 8:00A – 3:00P

**Cost:** 95.00 (SS)

**Building Location:** Innovation Center

*Instructor: Irving Claudio-Hernandez*

**Course # 3220, Hours: 6**

**Start • End Date:** 12/12/13 • 12/12/13

**Day:** Th **Time:** 8:00A – 3:00P

**Cost:** 95.00 (SS)

**Building Location:** Innovation Center

*Instructor: Irving Claudio-Hernandez*

**General Contractor Licensing Preparation**

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

**Course # 3267, Hours: 42**

**Start • End Dates:** 08/29/13 • 11/14/13

**Day:** Th **Time:** 6:30P – 10:00P

**Cost:** 121.25 **Location Code:** SCC

**Building Location:** Rm 224

*Instructor: John Sutton*

**Natural Hair Care Specialist**

This course is designed to prepare you to take the Natural Hair Care Specialist licensing exam as required by the North Carolina Cosmetic Arts Board, whether you are already practicing or wish to learn how to create beautiful hairstyles using braiding, twisting, cornrows, knots, and locks. Class is limited to the first twelve (12) students who register. You must present a government issued photo I.D. (preferably a driver's license) and your social security card when you register. Non-citizens must present a government issued photo ID and tax identification number.

**Course # 3221, Hours: 312**

**Start • End Dates:** 08/16/13 • 03/15/14

**Day:** F **Time:** 1:00P – 5:00P

**Day:** Sa **Time:** 8:00A – 5:00P

**Cost:** 181.25 **Location Code:** LMC

**Building Location:** Budd 605

*Instructor: Lydia Greene*

**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.*

**Course # 3864, Hours: 8**

**Start • End Date:** 08/24/13 • 08/24/13  
**Day:** Sa **Time:** 8:00A – 4:30P  
**Cost:** 66.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219  
*Instructor: Patsy Payne*

**Course # 3272, Hours: 8**

**Start • End Date:** 09/05/13 • 09/05/13  
**Day:** Th **Time:** 8:00A – 5:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 042 Conference Rm 2  
*Instructor: Patsy Payne*

**Course # 3865, Hours: 8**

**Start • End Date:** 09/14/13 • 09/14/13  
**Day:** Sa **Time:** 8:00A – 4:30P  
**Cost:** 66.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 219  
*Instructor: Patsy Payne*

**Course # 3151, Hours: 8**

**Start • End Dates:** 09/24/13 • 09/25/13  
**Days:** TW **Time:** 5:30P – 9:30P  
**Cost:** 66.25 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Patsy Payne*

**Course # 3273, Hours: 8**

**Start • End Date:** 10/04/13 • 10/04/13  
**Day:** F **Time:** 8:00A – 5:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 042 Conference Rm 2  
*Instructor: Patsy Payne*

**Course # 3866, Hours: 8**

**Start • End Date:** 10/12/13 • 10/12/13  
**Day:** Sa **Time:** 8:00A – 4:30P  
**Cost:** 66.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 219  
*Instructor: Patsy Payne*

**Course # 3152, Hours: 8**

**Start • End Date:** 10/28/13 • 10/28/13  
**Days:** M **Time:** 8:00A – 5:00P  
**Cost:** 66.25 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Patsy Payne*

**Course # 3274, Hours: 8**

**Start • End Date:** 11/07/13 • 11/07/13  
**Day:** Th **Time:** 8:00A – 5:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 042 Conference Rm 2  
*Instructor: Patsy Payne*

**Course # 3867, Hours: 8**

**Start • End Date:** 11/09/13 • 11/09/13  
**Day:** Sa **Time:** 8:00A – 4:30P  
**Cost:** 66.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 219  
*Instructor: Patsy Payne*

**Course # 3153, Hours: 8**

**Start • End Dates:** 11/26/13 • 11/27/13  
**Days:** TW **Time:** 5:30P – 9:30P  
**Cost:** 66.25 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Patsy Payne*

**Course # 3275, Hours: 8**

**Start • End Date:** 12/06/13 • 12/06/13  
**Day:** F **Time:** 8:00A – 5:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 042 Conference Rm 2  
*Instructor: Patsy Payne*

**Course # 3868, Hours: 8**

**Start • End Date:** 12/14/13 • 12/14/13  
**Day:** Sa **Time:** 8:00A – 4:30P  
**Cost:** 66.25 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219  
*Instructor: Patsy Payne*

**Course # 3154, Hours: 8**

**Start • End Date:** 12/17/13 • 12/17/13  
**Days:** T **Time:** 8:00A – 5:00P  
**Cost:** 66.25 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
*Instructor: Patsy Payne*

## 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.

**Course # 3264, Hours: 24**

**Start • End Dates:** 09/05/13 • 11/21/13

**Day:** Th **Time:** 7:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** SCC

**Building Location:** Rm 102

*Instructor: Darrell Parnell*

## Private Pilot Ground School

This course is a study of aerospace history, weather, navigation, instruments, preflight planning, regulations, radio communications, and the aviation field and procedures necessary to become a safe pilot. Classes are oriented toward the latest material available from the Federal Aviation Agency. Students who successfully complete this course will receive the documentation they need to take the FAA Private Pilot written exam at a designated testing site.

**Course # 3215, Hours: 50**

**Start • End Dates:** 09/10/13 • 12/10/13

**Day:** TTh **Time:** 7:00P – 9:00P

**Cost:** 121.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 217

*Instructor: TBD*

## Real Estate Provisional Broker

Learn the information you need to be prepared to take the North Carolina Real Estate Commission exam to become a provisional broker. Approved real estate pre-license course covers introductory real estate principles and practices, agency relationships and duties, legal and ethical considerations, and working with sellers.

**Course # 3222, Hours: 80**

**Start • End Dates:** 08/29/13 • 12/03/13

**Days:** TTh **Time:** 6:00P – 9:00P

**Cost:** 176.25 **Location Code:** DWCC

**Building Location:** Rm 102

*Instructor: Kathy Woodell*

## Small Engine Repair – Beginning

In this class you will learn the basics of small engine repair. You will focus on electrical and fuel systems which is the main problem with small engines today. Basic hand tools and safety glasses are required.

**Course # 3270, Hours: 50**

**Start • End Dates:** 08/21/13 • 11/13/13

**Day:** W **Time:** 6:00P – 10:00P

**Cost:** 121.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 117

*Instructor: Kevin Hutchens*

## Social Media Management and Marketing

Social Media Management is a thriving new field with many opportunities. The Certificate Program teaches you the concepts, techniques and tools to develop and manage a social media program such as Facebook or Twitter. This knowledge and skill is critical for small businesses, non-profits, a contractor or consultant, or for your own business. Come prepared to explore and apply new concepts and techniques on the Internet, and prepare you for a fantastic job opportunity in an exciting new field.

**Course # 3282, Hours: 42**

**Start-End Dates:** 08/19/13 • 12/02/13

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 396.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Rm 108

*Instructor: Anora McGaha, Martin Brossman*



## 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 # 3155, Hours: 8**

**Start • End Dates:** 09/10/13 • 09/12/13

**Days:** TTh **Time:** 6:00P – 10:00P

**Cost:** 65.00 (SS) **Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*

**Course # 3156, Hours: 8**

**Start • End Dates:** 10/08/13 • 10/10/13

**Days:** TTh **Time:** 6:00P – 10:00P

**Cost:** 65.00 (SS) **Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*

**Course # 3157, Hours: 8**

**Start • End Dates:** 11/12/13 • 11/14/13

**Days:** TTh **Time:** 6:00P – 10:00P

**Cost:** 65.00 (SS) **Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*



# CHATHAM COUNTY HIGHLIGHTS



**Basic Energy Education** – Tired of expensive utility bills? Want to learn more about energy efficiency, where energy comes from, and cheap, do-it-yourself home improvements? The Chatham Community Development Corporation in cooperation with Central Carolina Community College offers free training to any Chatham resident who wants to save money and energy through the Plugging Leaks program. One hour workshops take place at the Siler City campus, and are available in English and Spanish.

**For more registration information, call (919) 545-8044.**

**Fermented Vegetable Fundamentals** – In this primarily hands-on class, students will learn the fundamentals of fermenting vegetables and some fruit. The significance of fermented foods across culinary traditions will be covered.

**Foods to Support the Healing Process** – This class, consisting of both lecture and hands-on learning, will teach students how to make bone, mineral broths, soups and stews, herbal teas and raw juices that can support the body during illness.

**Homebuilding 101** – This course will allow students to learn the basic home building design for a small house. The course will include safety training for tools, basic design principles, energy star principles and hands-on construction of a small house.

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

**OBD (Vehicle Safety Inspection MUST be taken first)****Course # 3158, Hours: 8****Start • End Dates:** 09/17/13 • 09/19/13**Days:** TTh **Time:** 6:00P – 10:00P**Cost:** 65.00 (SS) **Location Code:** LMC**Building Location:** Joyner Hall Rm 516*Instructor: Pete Eckley***Course # 3159, Hours: 8****Start • End Dates:** 10/15/13 • 10/17/13**Days:** TTh **Time:** 6:00P – 10:00P**Cost:** 65.00 (SS) **Location Code:** LMC**Building Location:** Joyner Hall Rm 516*Instructor: Pete Eckley***Course # 3160, Hours: 8****Start • End Dates:** 11/19/13 • 11/21/13**Days:** TTh **Time:** 6:00P – 10:00P**Cost:** 65.00 (SS) **Location Code:** LMC**Building Location:** Joyner Hall Rm 516*Instructor: Pete Eckley***OBD Refresher****Course # 3161, Hours: 4****Start • End Date:** 09/24/13 • 09/24/13**Day:** T **Time:** 6:00P – 10:00P**Cost:** 65.00 (SS) **Location Code:** LMC**Building Location:** Joyner Hall Rm 516*Instructor: Pete Eckley***Course # 3162, Hours: 4****Start • End Date:** 11/26/13 • 11/26/13**Day:** T **Time:** 6:00P – 10:00P**Cost:** 65.00 (SS) **Location Code:** LMC**Building Location:** Joyner Hall Rm 516*Instructor: Pete Eckley***Vital Learning Supervision Series**

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

**Course # 3265, Hours: 16****Start • End Dates:** 09/10/13 • 10/22/13**Day:** T **Time:** 1:00P – 5:00P**Cost:** 261.25 (SS) **Location Code:** PMC**Building Location:** Bldg 042 Conference Rm 2*Instructor: Jess Spiller***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 # 3876, Hours: 150****Start • End Dates:** 08/20/13 • 12/19/13**Day:** TTh **Time:** 6:00P – 10:00P**Cost:** 181.25 **Location Code:** HMC**Building Location:** Continuing Education Bldg 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, operation, shielding gases, and safe practices. Safety equipment is required.

**Course # 3269, Hours: 96****Start • End Dates:** 08/20/13 • 12/12/13**Day:** TTh **Time:** 6:00P – 9:00P**Cost:** 176.25 **Location Code:** SC**Building Location:** Sage Academy*Instructor: Bobby Piggie*



# PROFESSIONAL DEVELOPMENT HIGHLIGHTS



## Cosmetology in Spanish II

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

**Course # 3873, Hours: 476**

**Start • End Dates:** 08/19/13 • 12/19/13

**Day:** MTWTh **Time:** 2:30P – 10:00P

**Cost:** 181.25 **Location Code:** HMC

**Building Location:** Bldg 4

*Instructor: Rosa D. Del Toro*

## 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 # 3717, Hours: 30**

**Start • End Dates:** 08/20/13 • 09/19/13

**Days:** TTh **Time:** 5:30P – 8:30P

**Cost:** 121.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Robert Komorowski*

## Social Media Management and Marketing

Social Media Management is a thriving new field with many opportunities. The Certificate Program teaches you the concepts, techniques and tools to develop and manage a social media program such as Facebook or Twitter. This knowledge and skill is critical for small businesses, non-profits, a contractor or consultant, or for your own business. Come prepared to explore and apply new concepts and techniques on the Internet, and prepare you for a fantastic job opportunity in an exciting new field.

**Course # 3282, Hours: 42**

**Start • End Dates:** 08/19/13 • 12/02/13

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 396.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Rm 108

*Instructor: Anora McGaha, Martin Brossman*



[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

Central Carolina Community College Small Business Centers line up for Fall seminars features our Core Business Seminars, identified as "CBS," targeting topics every existing and potential business owner and would-be entrepreneur should know. If you attend 5 of these seminars, you will receive an "Entrepreneurial Foundation Certificate." The format is set up so that each topic in the series can stand alone.

Please visit our websites, CCCC Facebook page, local print media, your city chambers, and internet community sites for weekly announcements regarding additional workshop topics.

## Chatham County Small Business Center

*\*\*All seminars will be held in Room 231 at the Siler City Center, 400 Progress Blvd., Siler City, NC. All Seminars are free, however, we ask you to call (919) 545-8044 to pre-register beforehand. Seminars with less than 6 registrants may be canceled. (Supported by Chatham Chamber of Commerce)*

### The ABC's of Starting a Business (CBS)

This course is geared for the beginner/startup, or for those small businesses needing a refresher on the basics of how to start, manage, and grow their small business. Key items include elements of the business plan, putting the business plan to work, assessing results of the business plan, developing the marketing plan, conducting a needs assessment, types of business incorporation, cash flow analysis, small business investment strategies, and developing winning customer outreach initiatives to develop win-win customer metrics which synergize sales and marketing opportunities. Case studies on real-world small businesses which have developed success through reinventing their business model will also be provided.

**Seminar Date:** 09/03/13  
**Day:** T **Time:** 3:00P – 5:30P

### Writing a Business Plan, Part I (CBS)

Learn why a well thought out written business plan is key for successfully starting a new business. In this session, learn how to prepare an initial feasibility analysis to determine if your business idea can be viable before you undertake the task of writing a full business plan. Then review components of a great plan and the best plan of attack for writing it.

**Seminar Date:** 09/10/13  
**Day:** T **Time:** 3:00P – 5:30P

### Writing a Business Plan, Part II (CBS)

In this session, we'll go into detail on each section of the plan, what is important to cover. Learn the essential things every good plan must answer.

**Seminar Date:** 09/17/13  
**Day:** T **Time:** 3:00P – 5:30P

### Financing Your Small Business (CBS)

This course offered by the SBA, will provide information about the current US lending environment. We'll discuss how to obtain a commercial credit loan and how to approach your lender regarding an SBA loan guaranty. Discussion points include personal and professional credit; the business plan; managing cash flow; business accounting; collateral requirements; the commercial loan process; and a discussion of small business lending programs available with the U.S. Small Business Administration. We'll also cover alternative lenders who may help when your bank does not and the SBA cannot.

**Seminar Date:** 09/24/13  
**Day:** T **Time:** 3:00P – 5:30P

### Cash Flow Management (CBS)

According to the SBA, over 80% of small businesses do not manage their cash flow on a daily, weekly, or monthly basis! For any small business, cash is king. Cash flow is the pulse of your company, and managing it effectively often means the difference between success and failure. Learn how to make use of readily available software programs, when to use and not to use an accounting or bookkeeping service, and the pros and cons of doing it yourself when managing the company finances.

**Seminar Date:** 10/01/13  
**Day:** T **Time:** 3:00P – 5:30P

## Taxes & Recordkeeping (CBS)

What federal and state taxes must small business deal with? Identify the records needing to be kept, for how long, how they are to be maintained and best format to do so. Tax implications covered. Participants will work through the various records in the normal bookkeeping cycle.

**Seminar Date:** 10/08/13  
**Day:** T **Time:** 3:00P – 5:30P

## Choosing your Business Structure (CBS)

Learn the advantages and disadvantages of sole proprietorships, partnerships, corporations, chapter S-corporations and limited liability companies (LLC's). Learn which type of business organization is right for you based on tax laws, risk of lawsuit and capital availability.

**Seminar Date:** 10/15/13  
**Day:** T **Time:** 3:00P – 5:30P

## Marketing Planning, Part I (CBS)

Understanding your business environment is a critical part of your marketing plan. Learn of the information sources available to understand your product & service offerings and completely research your customers and your competition.

**Seminar Date:** 10/22/13  
**Day:** T **Time:** 3:00P – 5:30P

## Marketing Planning, Part II (CBS)

Now, formulate your brand description and deliver the advertising, promotion, pricing and other marketing communications tactics of your marketing plan to effectively reach your target audience.

**Seminar Date:** 10/29/13  
**Day:** T **Time:** 3:00P – 5:30P



## Harnett County

### Small Business Center

*All seminars are free. Please call (910) 892-2884 to pre-register or for more information.*

*All Harnett Seminars to be presented at Triangle South Enterprise Center, 600 S. Magnolia Avenue, Dunn, NC (09/05 Business Summit and Seminars to be held at Harnett Health Sciences Center, 51 Mulberry Way, Lillington, NC)*

### Maximizing Your Business Fest Experience

**“Guerrilla Marketing With Expos, Tradeshows, Exhibits and Networking”** Create a winning strategy for successfully marketing your business at the upcoming expo. Learn how to meet and greet; how to create simple, low-cost marketing tools for use at the expo; and how to follow-up expo contacts for maximum success. You’ll get a step-by-step handout to make sure this is your best expo ever! Don’t leave your expo marketing to chance!

**Seminar Date:** 08/20/13  
**Day:** T **Time:** 11:45A – 1:15P  
*Presenter: Steve Carver*

### How to Start a Small Business (CBS)

Learn the basics to get your business up and running.

**Seminar Date:** 08/22/13  
**Days:** Th **Time:** 6:30P – 9:00P  
*Presenter: Steve Carver*

### Harnett County Small Business Summit

Connecting Small Businesses with Resources  
 Harnett County Small Business owners and prospective entrepreneurs will have access to a “one-stop shop” for valuable information and business assistance. Hosted by the Central Carolina College Small Business Center, Harnett County Economic Development Commission and area Chambers.

**Seminar Date:** 09/05/13  
**Days:** Th **Time:** 4:00P – 6:30P  
**Location:** Health Sciences Center

### Business Services: Understanding the Work Opportunity

#### Tax Credit

Did you know that you could get a tax credit of \$1,200 to \$9,600 depending on the employee hired? This seminar will give you valuable information if you plan to hire employees.

**Seminar Date:** 09/05/13  
**Days:** Th **Time:** 4:30P – 5:30P  
**Location:** Health Sciences Center  
*Presenter: Mike Peluso*

## Financing Your Small Business (CBS)

Traditional and non-traditional financing options for your small business will be discussed. Information will be presented by various lenders.

**Seminar Date:** 09/05/13  
**Days:** Th **Time:** 5:30P – 6:30P  
**Location:** Health Sciences Center  
*Presenter: Various*

## Setting up Your eBay Store

This seminar is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay and become an eBay store owner. You will learn how to optimize your eBay store, how to market your eBay store more effectively, and how to list items in your eBay store.

**Seminar Date:** 09/12/13  
**Days:** Th **Time:** 6:00P – 8:30P  
*Presenter: Nick Hawks*

## Start a Business with Your Money and a Small Budget

You do not need a loan or investors to start a small business; this seminar is designed to show you how!

**Seminar Date:** 09/17/13  
**Days:** T **Time:** 6:30P – 9:00P  
*Presenter: Steve Carver*

## Raise Your Credit Score to over 740 Points: Receive that Personal or Business Loan

This seminar will include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points.

**Seminar Date:** 09/19/13  
**Days:** Th **Time:** 6:00P – 8:30P  
*Presenter: Bob Moore*

## Building Your Small Business Website

This class will introduce you to the three things every website needs: a name, a place to exist on the web, and the tools or services to create the online image.

**Seminar Date:** 09/24/13  
**Days:** T **Time:** 6:00P – 8:30P  
*Presenter: Curtis Parker*

## How to Write a Business Plan (CBS)

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

**Seminar Date:** 09/26/13  
**Days:** Th **Time:** 6:00P – 8:30P  
*Presenter: Nancy Blackman*

## Best Business Apps for Your Smart Phone

This seminar will cover different free and low cost apps that you can use for your business. These apps can help you be more productive by tracking miles traveled, check web sites, use your phone as a laser pointer, use your phone to process credit card transactions and many more.

**Seminar Date:** 10/01/13  
**Days:** Th **Time:** 6:00P – 8:30P  
*Presenter: Amy Woolridge*

## QuickBooks Basics

This seminar will cover creating your company file and the very basics to get you started using QuickBooks for your business.

**Seminar Date:** 10/08/13  
**Days:** T **Time:** 3:00P – 5:30P  
*Presenter: Nancy Blackman*

## How to Develop Business Plan Financials (CBS)

An important part of your business plan is the financials, understanding cash flow projections; break even analysis will be covered in this seminar.

**Seminar Date:** 10/10/13  
**Days:** Th **Time:** 6:00P – 8:30P  
*Presenter: Olga Abrams*

## QuickBooks Basics: Part II

This is the second part of the QuickBooks seminar and will cover setting up customers, vendors, how to prepare invoices, assess finance charges, enter bills and pay bills.

**Seminar Date:** 10/15/13  
**Days:** T **Time:** 3:00P – 5:30P  
*Presenter: Nancy Blackman*

## Guerilla Marketing: Small Businesses Secret Weapon

This seminar will show you how to use low cost and unconventional means to market your business successfully.

**Seminar Date:** 10/15/13  
**Days:** T **Time:** 6:30P – 9:00P  
*Presenter: Steve Carver*

## QuickBooks Basics: Part III

This is the third part of the QuickBooks seminar and will cover payroll, payroll reports, 1099's and W-2's.

**Seminar Date:** 10/22/13  
**Days:** T **Time:** 3:00P – 5:30P  
*Presenter: Nancy Blackman*



## How to Rent Your Own Property Without Going Broke or Going to Jail!

In this seminar you will learn techniques for establishing rental agreements, collecting rent, avoiding evictions, protecting your property from vandalism, and ultimately, helping you make money.

**Seminar Date:** 11/05/13  
**Days:** T **Time:** 6:00P – 9:00P  
*Presenter: Rose Hammond*

*All Lee County seminars will be held at the Dennis A. Wicker Civic Center.*

*1801 Nash St, Sanford, NC*

*All SBC Seminars are FREE.*

## Lee County Small Business Center

*Please call (919) 774-6442 or e-mail [sbc@cccc.edu](mailto:sbc@cccc.edu) to register as seminars are subject to cancellation without a minimum number of registrations.*

### Starting a Small Business (CBS)

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.

**Seminar Date:** 08/26/13  
**Days:** M **Time:** 6:00P – 9:00P  
*Presenter: Mike Collins*

### The Art of Marketing and Advertising a Small Business (CBS)

The Goal: Increase traffic and make the ads pay for themselves. The presenter brings over forty years of 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.

**Seminar Date:** 08/27/13  
**Days:** T **Time:** 6:00P – 8:30P  
(Q&A 8:30P – 9:00P)

*Presenter: Steve Carver*



## Where Do I Start?! – Introduction to Business Plans (CBS)

Creating a business plan seems like a daunting task, but it doesn't 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, Lighthouse Documentation and Training, will walk you through a sample plan and give you a step-by-step strategy for gathering the pieces you need. You'll walk away with tools to create your own plan and the motivation to make it happen!

**Seminar Date:** 09/03/13  
**Days:** T **Time:** 6:00P – 9:00P  
*Presenter: Kelly Klug*

## Record Keeping and Taxes for Existing and Prospective Small Businesses (CBS)

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

**Seminar Date:** 09/10/13  
**Days:** T **Time:** 6:30P – 8:30P  
**Cost:** Free  
*Presenter: Lori Stiles*

## Financing Your Existing or Prospective Small Business (CBS)

Learn what you need to know to make the financing application process go smoothly and get a "yes" from the bank.

**Seminar Date:** 09/12/13  
**Days:** Th **Time:** 6:00P – 8:00P  
*Presenter: Floria Oates-Williams*

## Marketing with Pinterest

Learn how to use Pinterest, the newest (and most fun!) social media service to drive traffic to your business website, establish credibility, convey expertise and a sense of who you are as a business person, and develop relationships with clients and partners. Pinterest marketing is most obviously useful for anyone who uses pictures of their work as a sales tool. But, people in many other fields are learning how they can use Pinterest to send traffic to their business as well. Learn how accountants, heavy equipment vendors, and health care providers among others are using Pinterest.

**Seminar Date:** 09/17/13  
**Days:** T **Time:** 6:00P – 9:00P  
*Presenter: Karen Tiede*

## Free Online Resources for Small Businesses and Non-profits

Small business owners and non-profit managers often don't have a large budget for marketing, research, and other essential business operations. There's good news, however! A world of free and low-cost resources are available to you 24/7 via the internet. From templates to training classes, news to networking, and software to social media, you'll be surprised what you can get for free! We've combed the web to find you the best resources for use in day-to-day operations.

**Seminar Date:** 09/19/13  
**Days:** Th **Time:** 6:00P – 8:00P  
*Presenter: Kelly Klug*

## Social Media Marketing and Advertising...An Overview

It's all about relationships...on the ground and on the web! Building strong and loyal relationships help a business to get started and to grow. This is where social media can help in ways we may never have dreamed were possible. And the good news is it doesn't take massive sums of marketing dollars.

**Seminar Date:** 10/03/13  
**Days:** Th **Time:** 11:00A – 1:00P  
*Presenter: Martin Brossman*

## Supercharge Your Business with Social Media

Generate repeat customers through Engagement Marketing. Learn why engagement marketing is more effective today than traditional marketing practices. This seminar will build on the topics covered in the lunch session overview and go into more detail. Learn the proved methods for attracting new customers and keeping current customers wanting to know more about your business through Facebook and other social media.

**Seminar Date:** 10/03/13  
**Days:** Th **Time:** 6:00P – 9:00P  
*Presenter: Martin Brossman*



## Personal Productivity

This is a seminar for people who do some or all of their work at a desk. It will cover life mapping which is a way to keep all your responsibilities and commitments in mind. Also covered are the six physical tools that people who work at a desk need to use to be productive. Given time and interest, we will also address filing systems for both paper and electronic storage, decision support, and simple project management for the types of projects that most often cause trouble for individuals and small business owners. The Productivity Overview addresses the major components of personal productivity: defining productivity for one's own life; life mapping; tools for productivity-the six physical tools that people who work at a desk need to use to be productive. You probably own most of them already although you may not think of them as tools; filing: alpha sort vs. indexed and how to decide which system to use; to-do lists; decision support; and project management.

**Seminar Date:** 10/10/13  
**Days:** Th **Time:** 6:30P – 8:30P  
*Presenter: Karen Tiede*

## QuickBooks Basics

This seminar will offer participants a basic understanding of the popular QuickBooks accounting software and the benefits of using it in a small business environment. We will cover setting up the system, user interface, common data input, forms and the many useful reports that QuickBooks generates. Participants will be able to 'test drive' the program in the computer lab.

**Seminar Date:** 10/15/13  
**Days:** T **Time:** 6:30P – 8:30P  
*Presenter: Lori Stiles*

## QuickBooks Payroll

Payroll really can be easy and accurate with QuickBooks Accounting Payroll. This seminar will cover setting up your QuickBooks file to handle payroll, adding employees, creating paychecks, paying liabilities, creating and filing payroll tax forms and much more.

**Seminar Date:** 10/22/13  
**Days:** T **Time:** 6:30P – 8:30P  
*Presenter: Lori Stiles*

## The Power of Email Marketing

Today, it's all about staying in front of your customers. Communicating with them regularly. Reminding them of your value and setting yourself apart from your competition. Email Marketing and Social Media is all permission based, therefore it is a win-win for both the consumer and the merchant. It's how to drive repeat business...get more referrals...and boost your business success.

**Seminar Date:** 10/24/13  
**Days:** Th **Time:** 6:00P – 9:00P  
*Presenter: Tom Zaleski*

## How to Increase Your Credit Score to Over 740 Points; Prepare for a Bank Loan!

An excellent credit score is now considered to be 740 points or higher. Should you have one credit card or four? Should you pay off your balances every month or carry a balance? Should you carry a credit card even though you have not used it in years? The answers to these questions may surprise you when it comes to increasing your credit score. Now more than ever, having good credit is important in being able to obtain a loan for your business or to obtain a personal loan. Your credit score is also important in determining the interest rate of your loans, your insurance premiums and deposits required for phone and utility services. As of October 1, 2005, every adult in North Carolina has been able to receive a free credit report from each of the three credit reporting bureaus. Do you understand these reports and how to read them? In this three-hour seminar we will discuss the history of credit scoring, how to read a credit report and what factors are used in calculating your FICO or Beacon score. You will learn the legal tricks credit bureaus do not reveal on how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments and carry balances. This seminar will also include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

**Seminar Date:** 11/07/13  
**Days:** Th **Time:** 6:00P – 9:00P  
*Presenter: Bob Moore*

## Getting Started with Constant Contact

This will be a guided demonstration on the tools and features inside Constant Contact's email marketing system. In this time efficient, highly practical session, you will learn the basics so you can get going with your own email marketing. Some items that will be covered include: creating an email campaign and editing a template; branding your emails with your logo, color, and photos; importing your email list into your Constant Contact database; and tracking and interpreting your results.

**Seminar Date:** 11/14/13  
**Days:** Th **Time:** 6:00P – 9:00P  
*Presenter: Tom Zaleski*

## Are you ready to start and choose a type of new business?

Choose the right business. 503 Choices. Choose a type of business that suits your business skills, dreams, and resources. Business plan development, 'tool belt' of business skills, licenses and more. How to find five profit centers for the business.

**Seminar Date:** 11/18/13  
**Days:** M **Time:** 6:30P – 8:30P  
 (Q&A 8:30P – 9:00P)

*Presenter: Steve Carver*

## Customer Service with a capital S to create raving fan customers

Learn how to go the extra mile to create devoted and raving fan type customers. Clear focus is made to enhance the employees personal and business skills including listening, greeting, negotiating and business vision. Make changes today by applying the tips received and see tangible positive results tomorrow.

**Seminar Date:** 11/19/13  
**Days:** T **Time:** 6:30P – 8:30P  
 (Q&A 8:30P – 9:00P)

*Presenter: Steve Carver*

## Directing Traffic – How to get customers to come into store or office and then how to get them to buy

Learn how a few stores with similar products and services vastly outsell others. The answers are found in the strategies, methods, planning and determination of the owners of the more successful stores use to enjoy a larger market share than the competition.

**Seminar Date:** 11/21/13  
**Days:** Th **Time:** 6:30P – 8:30P  
 (Q&A 8:30P – 9:00P)

*Presenter: Steve Carver*

## The Basics of Selling on eBay

A great seminar for the “dabbler” or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats and categories, writing descriptions that sell, submitting photos, feedback, using PayPal, shipping tips and pricing philosophies that will make you an eBay Top Rated Seller!!

**Seminar Date:** 12/02/13  
**Days:** M **Time:** 6:00P – 9:00P

*Presenter: Nick Hawks*

## Building Your Business on eBay

This seminar is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Topics in this fast-paced session will include: starting and growing an eBay business, finding merchandise to sell, creating professional listings, marketing your business on eBay, managing active listing, resolving issues and feedback, and protecting your eBay business. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

**Seminar Date:** 12/09/13  
**Days:** M **Time:** 6:00P – 9:00P

*Presenter: Nick Hawks*

## How to Build Your eBay Store

This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the “Quick Store Tune-up” feature and “Manage My Store” page to customize your eBay Store, plus learn tips for search engine optimization that will bring even more internet shoppers to your eBay Store!!

**Seminar Date:** 12/16/13  
**Days:** M **Time:** 6:00P – 9:00P

*Presenter: Nick Hawks*





## 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](http://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

### Homebuilding 101

Students will learn basic home building design and construction of a small house. This course will include safety training for tools, basic design principles, Energy Star principles, and hands-on construction of a small house.

**Course # 3281, Hours: 96**

**Start • End Date:** 08/23/13 • 12/06/13

**Day:** F **Time:** 9:00A – 4:00P

**Cost:** 176.25 **Location Code:** PMC

**Building Location:** Rm 138

*Instructor: Marshall Dunlap*

### Introduction to the 2012 National Green Building Standard (NGBS)

Students will obtain an understanding of the requirements to meet certification using the guidelines of the 2012 National Green Building Standard and learn to use the NGBS scoring tool.

**Course # 3280, Hours: 40**

**Start • End Date:** 09/03/13 • 11/07/13

**Day:** TTh **Time:** 7:00P – 9:00P

**Cost:** 121.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 136

*Instructor: Robert T. Lincoln*

### Photovoltaic – Introduction

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 # 3703, Hours: 80**

**Start • End Date:** 08/21/13 • 12/11/13

**Day:** W **Time:** 9:00A – 2:00P

**Cost:** 176.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 136

*Instructor: Andrew McMahan*

### Voluntary Simplicity, Workshop, and Discussion Group

Join this group discussion and working group. Students will learn about the history of the voluntary simplicity movement and create a working plan to reduce the “busyness” of life, embracing the earth, reducing consumption and building community, based on the Northwest Earth Institute's Discussion Course. *The workbook is required.*

**Course # 3701, Hours: 10**

**Start • End Date:** 10/07/13 • 11/04/13

**Day:** M **Time:** 6:30P – 8:30P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Rm 134

*Instructor: Laura Lauffer*



## Sustainable

### 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 # 3773, Hours: 24**

**Start • End Date:** 09/17/13 • 12/03/13

**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, and learn about irrigation installation and season extension structures.

**Course # 3772, Hours: 24**

**Start • End Date:** 09/04/13 • 10/23/13

**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 Field Study

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 # 3769, Hours: 24**

**Start • End Date:** 08/28/13 • 10/16/13

**Day:** W **Time:** 1:00P – 4:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 137

*Instructor: Kim Calhoun*

**Course # 3770, Hours: 24**

**Start • End Date:** 08/29/13 • 10/17/13

**Day:** Th **Time:** 5:00P – 8:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 135

*Instructor: Kim Calhoun*



**Sustainable Cut Flower Production**

The course looks at the business of growing and marketing quality cut flowers. This course will cover such topics as site and seed selection, growing flowers that maintain their quality, marketing strategies and bouquet design.

**Course # 3768, Hours: 20**

**Start • End Date:** 09/03/13 • 10/22/13

**Day:** T **Time:** 6:30P – 9:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 137

*Instructor: Leah Cook*

**Winter Tree Exploration**

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 # 3771, Hours: 18**

**Start • End Date:** 10/22/13 • 12/03/13

**Day:** T **Time:** 1:00P – 4:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 137

*Instructor: Kim Calhoun*

**Brewing****All-grain Brewing Techniques for the Home Brewer**

This is an informal course, hands-on brewing workshop concluding with a sampling of the finished product side-by-side with commercial examples. Two class meetings only.

**Course # 3704, Hours: 12**

**Start • End Date:** 10/19/13 • 11/14/13

**Day:** SaTh **Time:** 9:00A – 4:00P

**Cost:** 86.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 45 Rm 140

*Instructor: John Rice*

**Basic Home Brewing**

This course will introduce students to small scale beer making and equip them with the knowledge and skills necessary to produce a variety of beers.

**Course # 3706, Hours: 12**

**Start • End Date:** 10/09/13 • 11/13/13

**Day:** W **Time:** 7:00P – 9:00P

**Cost:** 71.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 45 Rm 140

*Instructor: Eric Ginsburg*

**Home Mead Making**

Students will learn how various honeys can affect mead flavor, make honey wine more unique, complex, and interesting using fruit, spices or hops.

**Course # 3702, Hours: 6**

**Start • End Date:** 09/28/13 • 09/28/13

**Day:** Sa **Time:** 9:00A – 4:00P

**Cost:** 56.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 45 Rm 140

*Instructor: Ben Starr*

**Intermediate Home Brewing**

This course is for the beginning home brewer who wants to take their skills and knowledge to the next level, refine their brewing process and begin designing their own beers. It will cover new recipe development as well as the "cloning" process.

**Course # 3279, Hours: 12**

**Start • End Date:** 09/07/13 • 10/12/13

**Day:** Sa **Time:** 12:00P – 2:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 45 Rm 135

*Instructor: Kevin Lindley*

**Starting Your Own Winery, Brewery or Meadery**

This class will create a business plan, provide information on permits and regulations, choosing a location, and much more.

**Course # 3707, Hours: 6**

**Start • End Date:** 10/12/13 • 10/12/13

**Day:** Sa **Time:** 9:00A – 4:00P

**Cost:** 56.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 45 Rm 140

*Instructor: Ben Starr*

# Continuing Education Fall Schedule 2013

## 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 are not eligible for fee waivers for self-supporting classes.

### 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.

*Exception: Motorcycle Safety classes require a 48 hour minimum cancellation in order to receive a refund.*

### 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.

### SERVICES TO STUDENTS WITH DISABILITIES: CONTINUING EDUCATION or 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 Matthew Smith at (919) 718-7476 or by email at [msmith@cccc.edu](mailto:msmith@cccc.edu).*

[www.cccc.edu/student-services/special-populations](http://www.cccc.edu/student-services/special-populations)

# Continuing Education Fall Schedule 2013

## 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](mailto:doates@cccc.edu).*

[www.cccc.edu/student-services/special-populations](http://www.cccc.edu/student-services/special-populations)

## 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.

- (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 2013

## 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 or 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:  
Crystal McIver..... (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 español—**  
llame al número: ..... (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:  
Mike Jones..... (919) 774-6442



# Distance Education/Ed2Go Online Classes



## Fall 2013 start dates:

August 21, 2013 • September 18, 2013 •  
October 15, 2013 • November 13, 2013 •  
December 11, 2013

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

Effective August 16, 2013, the fee for an Ed2Go Class will be \$75.00.

Please call Central Carolina Community College at (919) 718-7225 to pay for your class.

We accept American Express, Discover, MasterCard, and Visa.



Scan with Mobile

How do I use this?  
cccc.edu/qr

[www.cccc.edu/ed2go](http://www.cccc.edu/ed2go)

For a complete list of classes, visit [www.ed2go.com/cccc](http://www.ed2go.com/cccc).

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