

CONTINUING EDUCATION
Division of Economic & Community Development

CCCC

Central Carolina Community College



FALL 2014

August 15 to December 31

Chatham County
Harnett County
Lee County

NEW!
EASY-TO-USE
FORMAT



**CENTRAL
CAROLINA**
COMMUNITY
COLLEGE

www.cccc.edu/ecd

COUNTY HIGHLIGHTS



CHATHAM COUNTY

Basic Photography - Creating Art with your Digital Camera! - Learn about photographic techniques such as framing, composition, and lighting. Study settings, such as focus, depth of field, lens speed, aperture, shutter speed, effective ISO/ASA, white balance, and continuous high-speed shooting, and much more!

Nature Journaling as a Learning Tool (NEW!) - Start nature journals by learning some easy strategies and drawing techniques to take outside on excursions, or into the garden, classroom, and in the backyard. Build confidence in drawing and note taking techniques.

Cooking & Preserving the Bounty of Summer Vegetables - Learn how to cook and preserve the abundance of local produce. Students will learn how to plan a menu using foods in abundance. They will also be introduced to kitchen safety, knife skills, and cooking methods.



HARNETT COUNTY

Acrylics and Watercolors (NEW!) - Are you interested in visually expressing your creative energies, or would you like to paint the perfect picture? Painting and Watercolors are two new offerings that are sure to bring out your inner Da Vinci.

Nonprofit Management - Have you ever wondered what it takes to begin a nonprofit organization, or how to manage and operate an effective nonprofit entity? Join us for an informative series that will shed light on such topics as types of nonprofits, strategies to promote nonprofits, creating a board of directors, and forming a 501(c)3.

Effective Teacher Training - Highly recommended for all substitute teachers, teacher assistants, and prospective teachers. Sessions will include learning experiences, time management, instructional methods, preparation, and more!



LEE COUNTY

Cosmetology - Natural Hair Care (NEW!) - Per the North Carolina State Board of Cosmetic Arts individuals interested in becoming a Natural Hair Care Specialist (this includes braiders) must complete training and certification in an approved program. Persons successfully completing approved training programs are eligible to sit for the North Carolina Natural Hair Care Braiding License Exam.

Forklift Driver Training (NEW!) - Designed to meet the needs of students with who have completed OSHA 10 hour with lift truck safety; participants will be given 40 hours of driving instruction and experience on both a standup and sit down lift (total of 80 driving hours). In addition students will participate in machine maintenance, warehouse technician picking, travel, placing and loading simulations.

Tropical Costa Rica (NEW!) - Part of Destination Travel Series. Highlights of this 9 day trip include San Jose, Coffee Plantation, Guanacaste, Monteverde Cloud Forest, Hanging Bridges, Arenal Volcano, and more!
The travel date is March 9, 2015.

For more information,
call (919) 777-7789.

Continuing Education Fall Schedule 2014

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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 5 – Medical classes
Wednesday, August 6 – All other classes

Registration Phone Numbers

Chatham County	(919) 545-8044
Harnett County	(910) 814-8823
Lee County	(919) 777-7793





CENTRAL CAROLINA
COMMUNITY COLLEGE

Continuing Education Fall Schedule 2014

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.

Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. The North Carolina General Assembly has set the following fees for Continuing Education classes:

Fee Schedule

\$70.00 for 1 – 24 Hours of Instruction

\$125.00 for 25 – 50 Hours of Instruction

\$180.00 for 51 or More Hours of Instruction

Note: Due to changes in the business office, some class fees are 70 cents or less of the posted fee amount.

Scholarships

A limited number of scholarships sponsored by the State Employees' Credit Union (SECU) Foundation and the Golden Leaf Foundation are available to student seeking an occupational credential in an approved training program of at least 96 or more instructional hours. Each scholarship program has requirements that must be met.

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 will have to pay for the registration fees for self-supporting classes

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' Coordinator Matthew Smith at (919) 718-7416 or by email at msmith@cccc.edu.

www.cccc.edu/student-services/special-populations

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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 the High School Equivalency (HSE) exam administration 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' Coordinator Matthew Smith at (919) 718-7416 or by email at msmith@cccc.edu.

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

1. 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.

2. 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 College and Career Readiness 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 College and Career Readiness or Continuing Education program is the best educational option for the student and the admission of the student to a College and Career Readiness or Continuing Education program is approved by the college under one of the following conditions:

(a) 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 College and Career Readiness 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.

(b) 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.

3. 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:

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

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

(c) 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.

4. High school students, taking courses pursuant to Paragraph (3) 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.



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REGISTRATION INFORMATION

Registration for Fall 2014 Continuing Education courses begins on the following dates:

- Tuesday, August 5: Medical classes**
- Wednesday, August 6: All other classes**

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


HOW TO REGISTER ONLINE

You can search, register, and pay for Central Carolina Community College Continuing Education courses online through WebAdvisor.

NOTE: The following classes are excluded from online registration: medical classes, HRD courses, Alive at 25, defensive driving, and any classes that have prerequisites.

The college is transitioning to an exciting new website design. That transition may not be complete by the time you register, so please follow the appropriate set of directions below to register online.

To register, visit www.cccc.edu.

If you see the WebAdvisor icon  on the homepage, you are at the old CCCC website. Click on the WebAdvisor logo at the top of the page and follow the instructions to register.

If you see the Login icon  on the homepage, you are at the new CCCC website. Click on the Login button at the top of the website, proceed to WebAdvisor, and then follow the instructions to register.

HOW 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 located on our website at www.cccc.edu/ecd/registration and submit 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.

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

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

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

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

Harnett County Campus (1075 E. Cornelius Harnett Blvd., Lillington, NC)

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

Lee County (900 S. Vance Street, Suite 280, Sanford, NC)

Lifelong Learning Center at W.B. Wicker
 Monday – Thursday 8:00 a.m. – 4:30 p.m.
 Friday 8:00 a.m. – 3:00 p.m.

CALL-IN

Call-In Registration requires payment with Visa or MasterCard. Have the course number and title available when placing this call. Use the following numbers:

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

Location Codes

AC	Angier Chamber, Angier, NC	LCHS	Lee County High School	REGA	Raleigh Exec Airport
CCL	Chatham Community College	LCI	Lee County Industry	SACC	Sanford Area Chamber of Commerce
CHOS	Chatham Hospital	LCL	Lee County Library	SAGE	Sage Academy
CLB	Coats Library	LMC	Lee Main Campus	SC	Siler City
CTCC	Carolina Trace Country Club	HHSC	Harnett Health Sciences Center	SCC	Siler City Center
DAWCC	Dennis Wicker Civic Center	HLB	Harnett County Library	SCP	Stone Crow Pottery
ECTR	Enrichment Center	INNOV	Innovation Center of Lee County	SMNR	Sandhills Manor
ESTC	Emergency Services Training Center	MMOA	Moncure Museum of Art	STVC	Stevens Center
HCL	Harnett County Library	NCST	North Carolina School of Telecommunications	TSEC	Triangle South (Dunn)
HGF	Harnett Government Facility	OGM	Ole Gilliam Mill	WBW	Lifelong Learning Center at W.B. Wicker
HMC	Harnett Main Campus	ONLINE	Class is held online	WFRG	Wes Farrell Range
HYBRID	Hybrid Class	PMC	Pittsboro Main Campus	WHC	West Harnett Center
LAEC	Lillington Adult Education Center	PTBO	Pittsboro		
LBUS	Lee County Business				

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CONTACT INFORMATION

College and Career Readiness/Adult Education

- Basic Skills Plus:
 - Andre Mapp (919) 718-7339
- Chatham County:
 - Daniel Loges (919) 545-8661
- Harnett County:
 - Melody McGee (910) 814-8972
- Lee County:
 - Malissia McConnell (919) 777-7721

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

ECD Testing Information (CRC, HSE, MSSC)

- Chatham, Harnett, and Lee counties:
 - Thurlia Martin (919) 777-7706

Human Resources Development (HRD) Courses

- Chatham County:
 - Theresa Blumatte (919) 545-8047
- Harnett County:
 - Nicole Brown (910) 814-8852
- Lee County:
 - Crystal McIver (919) 777-7798

Medical Programs

- All 3 Counties
 - Lennie Stephenson (910) 814-8833

Occupational Courses

- Chatham County:
 - Carl Thompson, Sr. (919) 545-8015
- Harnett County:
 - Felicia Crittenden (910) 814-8832
- Lee County:
 - Ayanna Hamilton (919) 777-7790

Para mas informacion en español – llame al número ... (919) 777-7708

Small Business Workshops, Seminars, and Counseling

- Chatham County:
 - Mike Jones (919) 718-7544
- Harnett County:
 - Nancy Blackman (910) 892-2884
- Lee County:
 - Mike Jones (919) 718-7544

County – For your convenience, courses are organized by county.

Hours – Number of credit hours received for completion of course

Course Number – Numerical section number

Course Section Name – Corresponds to the descriptions with that same course section name

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

City – The city where class will be held

Building – The specific location where the class will meet

ARTISTRY AND CRAFTSMANSHIP										
Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building	
LEE COUNTY										
Painting - Watercolor	3122	24	8/19 - 10/7	T	9:00a - 12:00p	59.00	ECTR	Sanford	Enrichment Center	

Start - End Dates – Beginning and ending date of the course

Day(s) – The day(s) a class will meet each week

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

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

Course Name – The name of the course