

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/ecc

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

Continuing Education Fall Schedule 2014

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.



Continuing Education Fall Schedule 2014

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

“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.

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.

ALIVE AT 25 & DEFENSIVE DRIVING

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
HARNETT COUNTY									
Alive at 25	3949	4	8/26	T	6:00p - 10:00p	60.00	HMC	Lillington	Con Ed Rm 220
Alive at 25	3950	4	9/13	Sa	9:00a - 1:00p	60.00	HMC	Lillington	Con Ed Rm 220
Alive at 25	3952	4	9/30	T	6:00p - 10:00p	60.00	HMC	Lillington	Con Ed Rm 220
Alive at 25	3953	4	10/11	Sa	9:00a - 1:00p	60.00	HMC	Lillington	Con Ed Rm 220
Alive at 25	3955	4	10/30	Th	6:00p - 10:00p	60.00	HMC	Lillington	Bob Etheridge Rm 305
Alive at 25	3956	4	11/15	Sa	9:00a - 1:00p	60.00	HMC	Lillington	Con Ed Rm 220
Alive at 25	3958	4	12/6	Sa	9:00a - 1:00p	60.00	HMC	Lillington	Con Ed Rm 220
Defensive Driving	3948	4	8/19	T	6:00p - 10:00p	60.00	HMC	Lillington	Bob Etheridge Rm 305
Defensive Driving	3951	4	9/23	T	6:00p - 10:00p	60.00	HMC	Lillington	Bob Etheridge Rm 305
Defensive Driving	3954	4	10/21	T	6:00p - 10:00p	60.00	HMC	Lillington	Bob Etheridge Rm 305
Defensive Driving	3957	4	11/18	T	6:00p - 10:00p	60.00	HMC	Lillington	Bob Etheridge Rm 305
LEE COUNTY									
Alive at 25	3116	4	8/23	Sa	9:00a - 1:00p	60.00	WBW	Sanford	Bldg B Rm 110B
Alive at 25	3117	4	9/27	Sa	9:00a - 1:00p	60.00	WBW	Sanford	Bldg B Rm 110B
Alive at 25	3118	4	10/25	Sa	9:00a - 1:00p	60.00	WBW	Sanford	Bldg B Rm 110B
Alive at 25	3119	4	11/22	Sa	9:00a - 1:00p	60.00	WBW	Sanford	Bldg B Rm 110B
Defensive Driving	3120	4	10/14	T	6:00p - 10:00p	60.00	WBW	Sanford	Main Bldg Rm 215
Defensive Driving	3121	4	12/9	T	6:00p - 10:00p	60.00	WBW	Sanford	Main Bldg Rm 215



Hand Weaving (Beginning - Advanced)

Beginners will learn basic techniques, color study and design possibilities while weaving a traditional sampler. Experienced weavers will work on a more advanced project of their choice. Four and eight harness looms are available.

Jewelry Making - Beads, Metal, and Polymer Clay

Experience your creative style! 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.

Painting – Acrylics

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.

Painting - Colored Pencils

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

Painting - Oils (Beginning)

Students will develop a familiarity and understanding of a wide variety of drawing and oil painting materials as well as some traditional techniques, processes, and concepts associated with the medium.

Pastel Workshop (Beginning)

Explore the world of soft pastels in this one day workshop. Learn about the variety of materials and techniques that make this a beautiful, versatile medium. Together we will create a pastel painting step by step by following a class demo with instructor's assistance. Some knowledge of drawing and painting is helpful. Ask for a supply list when you register. Visit the instructor's website at www.kimwerfel.com.

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.

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.

Photography

Creating Art With Your Digital Camera

Do you want to learn to use your digital camera more effectively and artistically? In this class we'll talk about photographic techniques like framing, composition, lighting and photographic setting use. In between classes there will be shooting assignments that will be reviewed in class.

Instructor: Christopher Moses.

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!

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.

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.

Pottery - Ceramic Design

This course is open to pottery students of all levels. Individual and group instruction will be given to assure the success of all beginning student and to offer challenges to the advanced student. Instruction will offer an understanding of the pottery making process from beginning to finish. Focus will be on wheel throwing, hand building, glazing and firing. Also, presentations and discussions will be given on how to market your pottery and getting started with your own business.
Clay fee: \$20.00 (two bags will be required).

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.

Welding - Artistic MIG (Beginning)

Have fun while learning a new skill as well as making simple creative art pieces. Students will also learn the art of MIG welding and how to weld so that your pieces will be everlasting! *Metal fee: \$45.00. Instructor: Kevin Kuhnel.*

Welding - Artistic Twist (Intermediate - Advanced)

Create a gallery and sale-ready piece or just a quality gift. In this class you will learn how to twist and spiral metal, adding to your design techniques. We will also show different finishing techniques and patinas to give your sculpture a more polished, professional appearance. *Metal fee: \$45.00.*

ARTISTRY AND CRAFTSMANSHIP

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Hand Weaving (Beginners - Advanced)	3713	16	9/16 - 10/21	T	6:00p - 9:00p	136.25	-	Pittsboro	Instructor's Studio
Pastel Workshop (Beginning)	3716	6	9/20	Sa	10:00a - 4:30p	71.25	PMC	Pittsboro	Bldg 042 MPR
Photography - Creating Art with your Digital Camera!	3296	16	8/19 - 10/7	T	6:30p - 8:30p	100.00	PMC	Pittsboro	Bldg 041 Rm 225
Pottery - Ceramic Design	3709	45	8/19 - 12/2	M	9:00a - 12:00p	126.25	SCC	Siler City	Rm 101
Pottery - Ceramic Design	3710	45	8/18 - 12/1	M	6:00p - 9:00p	126.25	SCC	Siler City	Rm 101
Pottery - Ceramic Design	3711	48	8/21 - 12/11	Th	6:00p - 9:00p	126.25	SCC	Siler City	Rm 101
Pottery - Raku Firing	3712	12	10/10 10/11	F Sa	3:00p - 7:00p 9:00a - 12:00p	66.25	SCC	Siler City	Sage
Welding Artistic MIG (Beginning)	3714	36	8/18 - 11/10	M	6:00p - 9:00p	176.25	SCC	Siler City	Sage
Welding - Artistic Twist (Intermediate - Advanced)	3715	48	8/20 - 11/5	W	6:00p - 10:00p	121.25	SCC	Siler City	Sage
HARNETT COUNTY									
Painting - Acrylic	3961	24	9/9 - 10/28	T	12:30p - 3:30p	59.00	WHC	W. Harnett	-
Painting - Watercolor	3962	24	9/11 - 10/30	Th	12:30p - 3:30p	59.00	WHC	W. Harnett	-
Photography (Beginning)	3942	15	9/16 - 10/21	T	6:00p - 8:30p	57.50	HMC	Lillington	-
LEE COUNTY									
Jewelry Making - Beads, Metal, & Polymer Clay	3128	16	8/20 - 10/8	W	6:00p - 8:00p	59.00	WBW	Sanford	Bldg A Rm 105A
Painting - Acrylics/Pastels	3126	24	8/21 - 10/9	Th	9:00a - 12:00p	59.00	WBW	Sanford	Bldg A Rm 105A
Painting - Acrylics/Pastels	3127	24	10/16 - 12/11	Th	9:00a - 12:00p	59.00	WBW	Sanford	Bldg A Rm 105A
Painting - Colored Pencils	3123	24	8/20 - 10/8	W	9:00a - 12:00p	59.00	WBW	Sanford	Bldg A Rm 105A
Painting - Colored Pencils	3124	24	10/15 - 12/10	W	9:00a - 12:00p	59.00	WBW	Sanford	Bldg A Rm 105A
Painting - Watercolor	3122	24	8/19 - 10/7	T	9:00a - 12:00p	59.00	ECTR	Sanford	Enrichment Center
Painting - Watercolor	3125	24	10/14 - 12/10	T	9:00a - 12:00p	59.00	ECTR	Sanford	Enrichment Center
Photography - Art of Photography	3140	16	9/9 - 10/28	T	6:00p - 8:00p	59.00	WBW	Sanford	Bldg A Rm 107A
Photography - Digital Camera Basics	3139	8	9/4 - 9/25	Th	6:00p - 9:00p	39.00	WBW	Sanford	Bldg A Rm 107A
Photoshop Elements	3166	8	10/30 - 11/6	Th	6:00p - 9:00p	39.00	WBW	Sanford	Bldg A Rm 107A



Adult Basic Education (ABE)

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

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.

Compensatory Education (CED)

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

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.

English as a Second Language - Basic Computer Literacy

Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

High School Equivalency Diploma (HSE) (formerly General Educational Development - GED)

High school equivalency coursework prepares you to earn the North Carolina State Board of Community Colleges High School Equivalency Diploma by taking four computer-based tests: Reasoning Through Language Arts, Mathematical Reasoning, Social Studies, and Science.

Student Success - Orientation

All new students must attend a Student Success Orientation Class. In this class, you will go through an information and orientation session and take an assessment in reading, math, and writing. Student Success is offered at several campuses. For more information, refer to the contact information for College and Career Readiness located on page 5.

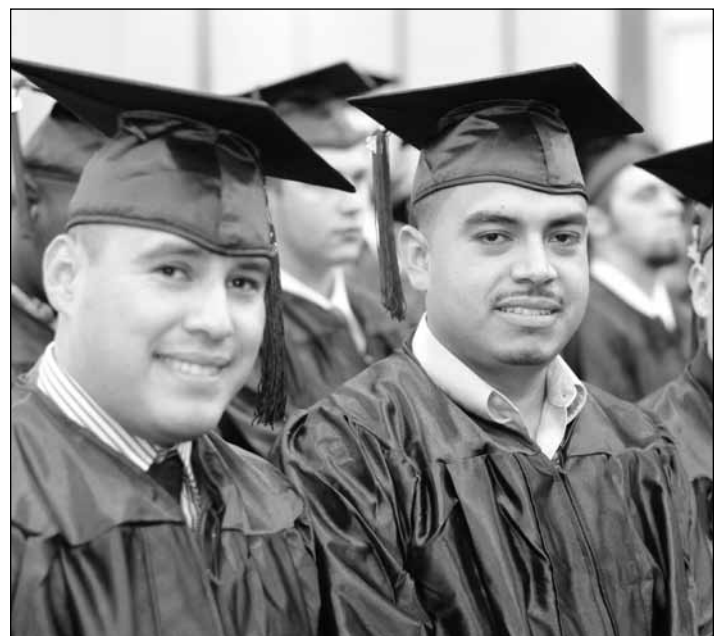
COLLEGE & CAREER READINESS									
Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
CED - Compensatory Education	-	-	7/15 - 12/18	MTWTh	8:30a - 1:30p	Free	SCC	Siler City	Rm 224 & 230
AHSD - Adult High School Diploma	-	-	7/8 - 9/18	MTWTh	8:30a - 1:30p	Free	SCC	Siler City	Rm 229
AHSD - Adult High School Diploma	-	-	7/8 - 9/18	MTWTh	8:30a - 1:30p	Free	PMC	Pittsboro	Bldg 41 Rm 213
AHSD - Adult High School Diploma	-	-	9/29 - 12/16	MTWTh	8:30a - 1:30p	Free	SCC	Siler City	Rm 229
AHSD - Adult High School Diploma	-	-	9/29 - 12/16	MTWTh	8:30a - 1:30p	Free	PMC	Pittsboro	Bldg 41 Rm 213
ESL - English as a Second Language (Registration: 7/21, 7/28, 8/4)	-	-	7/21 - 9/26	M - F	9:00a - 12:00p	Free	SCC	Siler City	Rm 105, 109, 215, & 219
ESL - English as a Second Language (Registration: 7/21, 7/28, 8/4)	-	-	7/21 - 9/24	MW	6:00p - 9:00p	Free	SCC	Siler City	Rm 105, 109, 215, & 219
ESL - English Second Language (Registration: 7/23, 7/30, 8/6)	-	-	7/23 - 9/24	MW	6:00p - 9:00p	Free	PMC	Pittsboro	Bldg 41 Rm 213
ESL - English as a Second Language (Registration: 10/6, 10/13, 10/20)	-	-	10/6 - 12/17	M - F	9:00a - 12:00p	Free	SCC	Siler City	Rm 105, 109, 215, & 219
ESL - English as a Second Language (Registration: 10/6, 10/13, 10/20)	-	-	10/6 - 12/17	TWTh	6:00p - 9:00p	Free	SCC	Siler City	Rm 105, 109, 215, & 219
ESL - English Second Language (Regis- tration: 10/8, 10/15, 10/22)	-	-	10/8 - 12/17	TWTh	6:00p - 9:00p	Free	PMC	Pittsboro	Bldg 41 Rm 213
ESL - Basic Computer Literacy	-	-	8/5 - 8/28	TTh	6:00p - 9:00p	Free	SSC	Siler City	Rm 231
ESL - Basic Computer Literacy	-	-	9/2 - 9/30	TTh	6:00p - 9:00p	Free	SSC	Siler City	Rm 231
ESL - Basic Computer Literacy	-	-	10/7 - 10/30	TTh	12:30p - 2:30p	Free	SSC	Siler City	Rm 231
ESL - Basic Computer Literacy	-	-	11/4 - 12/4	TTh	12:30p - 2:30p	Free	SSC	Siler City	Rm 231
HSE - High School Equivalency	-	-	7/8 - 12/18	TWTh	9:00a - 12:00p	Free	SSC	Siler City	Rm 223
HSE - High School Equivalency	-	-	7/9 - 12/17	MW	6:00p - 9:00p	Free	SSC	Siler City	Rm 223
HSE - High School Equivalency	-	-	7/8 - 12/11	TTh	9:00a - 12:00p	Free	PMC	Pittsboro	Rm 216
HSE - High School Equivalency	-	-	7/8 - 12/11	TTh	6:00p - 9:00p	Free	PMC	Pittsboro	Rm 216
HARNETT COUNTY									
ABE - Adult Basic Education	-	-	7/15 - 12/16	MTWTh	8:30a - 1:30p	Free	HMC	Lillington	Rm 228
AHSD - Adult High School Diploma	-	-	7/15 - 12/17	M - F	8:30a - 1:30p	Free	HMC	Lillington	Rm 308

COLLEGE & CAREER READINESS (CONTINUED)

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
HARNETT COUNTY									
AHSD - Adult High School Diploma	-	-	7/15 - 12/17	TWThF	8:30a - 1:30p	Free	WHC	W. Harnett	Rm 212
CED - Compensatory Education	-	-	7/15 - 12/17	M - F	8:30a - 3:30p	Free	LAEC	Lillington	Rm 22
ESL - Basic Computer Literacy	-	-	7/22 - 12/17	TWTh	5:00p - 8:30p	Free	WHC	W. Harnett	Rm 212
ESL - English as a Second Language	-	-	7/15 - 12/17	MTWTh	8:30a - 1:30p	Free	HMC	Lillington	Rm 307
ESL - English as a Second Language	-	-	7/15 - 12/11	TWTh	5:30p - 8:30p	Free	HMC	Lillington	Rm 306
ESL - English as a Second Language	-	-	7/15 - 12/17	TWTh	5:00p - 8:30p	Free	WHC	W. Harnett	Rm 210
ESL - English as a Second Language	-	-	7/15 - 12/10	MTW	5:00p - 8:30p	Free	TSEC	Dunn	Rm 215
HSE - High School Equivalency	-	-	7/15 - 12/16	MTWTh	8:30a - 1:30p	Free	HMC	Lillington	Rm 231
HSE - High School Equivalency	-	-	7/15 - 12/17	M - F	8:30a - 1:30p	Free	WHC	W. Harnett	Rm 212
HSE - High School Equivalency	-	-	7/15 - 12/12	M - F	8:30a - 1:30p	Free	TSEC	Dunn	Rm 217
HSE - High School Equivalency	-	-	7/16 - 12/15	MW	6:00p - 9:00p	Free	HMC	Lillington	Rm 231
HSE - High School Equivalency	-	-	7/16 - 12/10	MW	6:00p - 9:00p	Free	CLB	Coats	Rm 1
HSE - High School Equivalency	-	-	7/15 - 12/11	TTh	5:30p - 8:30p	Free	TSEC	Dunn	Rm 217
LEE COUNTY									
ABE - Adult Basic Education	-	-	7/21 - 12/16	MTWTh	8:30a - 1:30p	Free	WBW	Sanford	Pod A or B
ABE - Adult Basic Education	-	-	7/21 - 12/16	MTWTh	6:00p - 9:00p	Free	WBW	Sanford	Pod A or B
AHSD - Adult High School Diploma	-	-	7/21 - 12/16	MTWTh	8:30a - 1:30p	Free	WBW	Sanford	Pod A or B
AHSD - Adult High School Diploma	-	-	7/21 - 12/16	MTWTh	6:00p - 9:00p	Free	WBW	Sanford	Pod A or B
CED - Compensatory Education	-	-	7/7 - 12/16	M - F	8:00a - 12:00p	Free	WBW	Sanford	TBD
CED - Compensatory Education	-	-	7/7 - 12/16	M - F	1:00p - 3:00p	Free	WBW	Sanford	TBD
ESL - English as a Second Language	-	-	7/21 - 12/16	MTWTh	8:30a - 1:30p	Free	WBW	Sanford	Pod A or B
ESL - English as a Second Language	-	-	7/21 - 12/16	MTWTh	6:00p - 9:00p	Free	WBW	Sanford	Pod A or B
ESL - Basic Computer Literacy	-	-	7/21 - 12/16	MTWTh	-	Free	WBW	Sanford	Pod A or B
HSE - High School Equivalency	-	-	7/21 - 12/16	MTWTh	8:30a - 1:30p	Free	WBW	Sanford	Pod A or B
HSE - High School Equivalency	-	-	7/21 - 12/16	MTWTh	6:00p - 9:00p	Free	WBW	Sanford	Pod A or B

Graduates of Adult High School and High School Equivalency Diploma programs who participate in Central Carolina Community College's graduation ceremony will receive a voucher for one free college course (Continuing Education or Curriculum) to be taken at the college within one year after graduation.

Upcoming Graduation Ceremony: January 22, 2015



Computers (Beginning)

Acquire a basic knowledge of computer hardware and experience a brief introduction to operating systems.

Microsoft Excel (Beginning)

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

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.

Microsoft Office 2010 (Beginning)

Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Microsoft QuickBooks (Beginning)

This course is for beginners to Quickbooks Pro and will cover the fundamentals of operating a business using the software. are covered. Finally, payroll, time tracking and customizing forms will be explored.

Microsoft Word (Beginning)

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

COMPUTER TECHNOLOGY									
Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Computers (Beginning)	3270	24	9/2 - 12/2	T	6:00p - 8:00p	71.25	SCC	Siler City	Rm 125
Computers (Beginning)	3271	24	9/2 - 11/25	T	6:00p - 8:00p	71.25	PMC	Pittsboro	Bldg 42 Rm 209
Computers (Beginning)	3272	24	10/1 - 11/19	W	9:00a - 12:00p	71.25	PMC	Pittsboro	Bldg 42 Rm 209
Microsoft Excel (Beginning)	3273	24	9/4 - 12/4	Th	6:00p - 8:00p	71.25	SCC	Siler City	Rm 125
Microsoft Excel (Beginning)	3274	24	9/4 - 11/20	Th	6:00p - 8:00p	71.25	PMC	Pittsboro	Bldg 42 Rm 209
Microsoft Office 2010 (Beginning)	3275	24	9/3 - 11/19	W	6:00p - 8:00p	71.25	PMC	Pittsboro	Bldg 42 Rm 209
Microsoft QuickBooks (Beginning)	3276	24	9/8 - 11/24	M	6:30p - 8:30p	71.25	PMC	Pittsboro	-
Microsoft Word (Beginning)	3277	24	10/1 - 11/19	W	1:00p - 4:00p	71.25	PMC	Pittsboro	-
LEE COUNTY									
Microsoft Excel (Intermediate - Advanced)	3142	18	10/15 - 11/19	W	5:00P - 8:00P	71.25	WBW	Sanford	Main Bldg Rm 108B
Microsoft Quick Books (Beginning)	3141	24	9/22 - 11/10	M	5:30p - 8:30p	71.25	WBW	Sanford	Bldg B Rm 107A



Fiction Writing (Beginning)

If you've ever aspired to write fiction, in this workshop you'll learn by doing. A series of guided exercises will leave you at the end of the day with several fiction stories to play with. A fiction writer's secret: it's really fun! *Instructor: Marjorie Hudson.*

Mentored Workshop: Polishing, Revising, and Submitting Work for Publication

This is a required course for the CCCC Creative Writing Certificate Program. Certificate participants must have completed 120 hours of Creative Writing Program classes in order to count this class toward certificate completion. Class is limited to 10 students. *Instructor: Melissa Delbridge.*

Playwriting/Screenwriting

This course will include class discussion of take-home readings and film, and thorough examination of student's own work. Students will work towards the completion of a new screenplay/play or one already in progress. This course is suitable for writers at any level. *Instructor: William Bennett.*

Poetry Tips and Techniques

Take your poetry to the next level and explore poetic concepts and techniques, discuss master poems, and share your own poems and exercises. You will be given prompts to help stimulate your creative process. Open to poets of all levels of experience. *Instructor: Ralph Earle.*

Sensory Writing: From Prompt to Page

Spend the morning free writing from prompts that appeal to all senses. From aromas to striking images, we will use our environment to create character, refine description, and inspire plot. What does it take to get published?

Instructor: Tara Lynne Groth.

Short Short Story: Writing Fast Fiction Fast I (Beginning)

Short stories are getting shorter all the time. From I-phones to three minute fiction, the human desire to connect becomes more urgent. People will always need stories. In this class we'll read a lot of published examples and with exercises write our own. Markets for publication will be discussed.

Instructor: Ruth Moose.

Short Short Story: Writing Fast Fiction Fast II (Beginning)

A follow-up class to Introducing the Short Short Story. More reading examples of published very short stories and flash fiction. More classroom exercises, more writing and sharing. If you want to write, need some impetus to either get started or write more, consider this class. *Instructor: Ruth Moose.*

So You Want to Write a Children's Book

In this one-day workshop, you'll get a basic understanding of children's book genres, mine your life for story ideas, gain insight into the business of children's book publishing and learn about resources and tools of the trade.

Instructor: Kelly Starling Lyons.

Wrestling Your Novel Into Submission

The course is also designed to help the experienced novelist refine the tools needed to give structure to their ongoing works-in-progress. *Instructor: Rick Byline.*

Writing, Journal, Memoir, Autobiography (Beginning)

Students will learn how to enhance their ease of writing and strengthen a sense of purpose in recording first person experiences and exploring its uses for healing and articulating life experiences while producing a finished piece of work.

CREATIVE WRITING

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Fiction Writing (Beginning)	3708	5	9/20	Sa	10:00a - 3:30p	56.25	PMC	Pittsboro	Bldg 042 Conference Rm 2
Mentored Workshop: Polishing, Revising, and Submitting Work for Publication	3766	20	8/27 - 10/29	W	6:30p - 8:30p	181.25	PMC	Pittsboro	Bldg 41 Rm 226
Playwriting/Screenwriting	3701	30	9/10 - 12/3	W	6:30p - 9:00p	215.25	PMC	Pittsboro	Bldg 41 Rm 224
Poetry Tips and Techniques	3702	14	9/3 - 10/15	W	7:00p - 9:00p	131.25	PMC	Pittsboro	Bldg 41 Rm 229
Sensory Writing: From Prompt to Page	3706	6.5	10/4	Sa	10:00a - 5:00p	76.25	PMC	Pittsboro	Bldg 042 Conference Rm 2
Short Short Story: Writing Fast Fiction Fast I (Beginning)	3703	5.5	9/13	Sa	9:00a - 3:00p	56.25	PMC	Pittsboro	Bldg 042 Conference Rm 2
Short Short Story: Writing Fast Fiction Fast II (Beginning)	3704	5.5	10/11	Sa	9:00a - 3:00p	56.25	PMC	Pittsboro	Bldg 042 Conference Rm 2
So You Want to Write a Children's Book	3707	5	11/1	Sa	10:00a - 4:00p	56.25	PMC	Pittsboro	Bldg 042 Conference Rm 2
Wrestling Your Novel into Submission	3705	15	10/7 - 11/18	T	6:30p - 9:00p	111.25	PMC	Pittsboro	Bldg 41 Rm 225
LEE COUNTY									
Writing, Journal, Memoir, Autobiography (Beginning)	3136	20	9/11 - 11/13	Th	7:00p - 9:00p	109.00	WBW	Sanford	Main Bldg Rm 120

All About Cakes

Are you interested in sweets? In this class students will gain an understanding of cake production and techniques.

Uniform required.

Artisan Breads

This class will give students an understanding of Artisan breads and bread productions. *Uniform required.*

Cooking and Preserving the Bounty of Summer Vegetables

Students will learn how to cook and preserve the abundance of fresh local produce. *Uniform required.*

Cooking for Expectant and Soon to be Mothers

Students will learn how to properly cook and care for themselves and their growing baby. Learn which foods to avoid, how much protein to eat and from which sources.

Culinary Essentials (Beginning)

Students will learn basic knife skills, cooking techniques, cheese making and menu planning focused on local ingredients. *Uniform required.*

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. *Uniform required.*

Healthy Cooking Essentials

Students will cover holistic education, whole food culinary techniques, fundamentals of nutrition, and the connection between food, health and sustainability. *Uniform required.*

Healthy Dishes Around the World

Learn how to incorporate the most nutritious dishes and techniques from the world's most ancient cuisines into their wheelhouse. Explore the most healthful components of cuisines like Mexican, French, Japanese, Mediterranean, Middle Eastern, and Vietnamese. *Uniform required.*

How to Cook Locally and Seasonally

Learn how to make food choices that support their local community & our entire food system as a whole. Students will also learn to prepare a variety of dishes using local ingredients for every season. *Uniform required.*

Indulging in Health: Snack Food Alternatives

Students will learn ways to update all their favorites like French fries, pizza, chips and salsa, macaroni and cheese and beyond. Learn ways to incorporate healthy ingredients into recipes that traditionally lack nutrients. Students will also learn to make black bean brownies, zucchini cookies, and banana "ice cream", to turn sinful favorites into a healthful energy boosting snacks. *Uniform required.*

Plant Based Cooking

Students will learn the fundamental principles of consuming a plant-based diet and invaluable tips and tricks to prepare delicious, satisfying and well-rounded vegan and vegetarian dishes. *Uniform required.*

CULINARY & HOSPITALITY ARTS

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
All About Cakes	3754	21	10/6 - 11/10	M	1:30p - 5:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Artisan Breads	3755	21	8/18 - 9/29	M	1:30p - 5:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Cooking and Preserving the Bounty of Summer Vegetables	3756	21	8/21 - 9/25	Th	8:30a - 12:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Cooking for Expectant and Soon to be Mothers	3757	6	8/20 - 9/3	W	5:30p - 7:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Culinary Essentials (Beginning)	3767	24	10/13 - 12/1	M	5:30p - 8:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Further Down the Fermented Trail	3758	21	10/2 - 11/6	Th	8:30a - 12:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Healthy Cooking Essentials	3759	48	8/18 - 10/13	MTh	5:30p - 8:30p	126.25	PMC	Pittsboro	Bldg 45 Rm 145
Healthy Dishes Around the World	3760	24	8/19 - 10/7	T	5:30p - 8:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
How to Cook Locally and Seasonally	3761	21	10/2 - 11/6	Th	12:00p - 3:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Indulging in Health: Snack Food Alternatives	3762	21	8/19 - 9/23	T	1:30p - 5:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 145
Plant Based Cooking	3768	21	8/21 - 9/25	Th	12:00p - 3:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 145

Emergency Medical Technician Training

The Emergency Services Training Center offers the following EMS 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. Contact Jerry Cornelison at the ESTC at (919) 777-7776 for additional class information, dates, and times.

Anatomy & Physiology for EMS

This online course meets the North Carolina Office of EMS A&P requirement for initial paramedic programs. This course is offered as a prerequisite or co-requisite to the Paramedic program. All levels of EMS providers may take this class. Members of NC Fire and EMS departments may be fee exempt. No college credit will be received for this course.

Firefighter Academy

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. Successful graduates will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescue General & VMR certifications, Emergency Vehicle Operation, and NC Rapid Intervention certifications. Students will also receive training in ICS, Safety and Survival. Contact Joey Shue, Fire/Rescue Training Coordinator at (919) 777-7778.

Basic Motorcycle Rider Safety

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. Successful BRC graduates receive an exemption from the NC DMV riding exam when applying for a motorcycle license. Contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

Three Wheel Motorcycle Rider Safety

The 3-wheel motorcycle training and education course is a basic, entry-level, learn-to-ride 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. Upon completion and passing both the written and riding skill evaluations, students will receive the DMV Waiver Card. Courses are scheduled on an as-needed basis. Contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

EMERGENCY SERVICES TRAINING CENTER

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Anatomy & Physiology for EMS	3000	80	10/13 - 3/15	Online	Online	180.00	Online	-	-
HARNETT COUNTY									
Anatomy & Physiology for EMS	3000	80	10/13 - 3/15	Online	Online	180.00	Online	-	-
LEE COUNTY									
Anatomy & Physiology for EMS	3000	80	10/13 - 3/15	Online	Online	180.00	Online	-	-
Basic Motorcycle Rider Safety	3001	22	8/22 - 8/24	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Basic Motorcycle Rider Safety	3002	22	9/5 - 9/7	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Basic Motorcycle Rider Safety	3003	22	9/12 - 9/14	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Basic Motorcycle Rider Safety	3004	22	9/26 - 9/28	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Basic Motorcycle Rider Safety	3005	22	10/10 - 10/12	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Basic Motorcycle Rider Safety	3006	22	10/24 - 10/26	F SaSu	6:00p - 10:00p 8:00a - 6:00p	140.00	ESTC	Sanford	Bldg 18 Rm 1
Fire Fighter Academy	-	1006	8/25 - 3/31	MTWTh F	8:00a - 5:00p 8:00a - 3:30p	Call	ESTC	Sanford	Bldg 20 Rm 120

The Health Occupation program offers a wide variety of short-term classes designed to train students for work in various medical fields. Prerequisites: AHS, HSE, Diploma (formerly GED).

Anatomy and Physiology (Beginning)

This course delivers an introduction to basic anatomy and physiology concepts. Emphasis is placed on learning how each body system operates alone and with other body systems. This class is a pre-requisite class for Online Billing and Coding. *Textbooks required.*

Central Sterile Processing

This course is designed to introduce the primary responsibilities of a central sterile processing technician. Emphasis is placed on the principles of sterilization and disinfection in the workplace. Graduates are eligible for Certification for HealthCare Sterile Processing and Distribution Technician's exam. *Textbooks required.*

Cardiopulmonary Resuscitation (CPR)

This course delivers initial CPR certification to healthcare providers and students of medical programs. The course follows American Heart Association guidelines for Adult, Child, and Infant CPR. Graduates will obtain certification in Healthcare Provider CPR from the American Heart Association. *Textbook required.*

EKG Technician

This course is designed to prepare the student to be a Certified EKG Technician. Emphasis is placed on electrocardiograph machine operation, lead placement and patient preparation. Graduates are eligible for the American Society of Phlebotomy Technicians' (ASPT) Certification Examination for EKG Technician. *Textbook required.*

EKG Monitor Technician

Emphasis is placed on cardiac dysrhythmias and basic interpretation of EKG strips. Graduates eligible for the National Telemetry Associations' Telemetry Technician Certification and/or the American Board of Cardiovascular Medicine Certification. *Textbook required.*

Medical Billing and Coding

Emphasis is placed on medical coder responsibilities, CPT, ICD-9, and ICD-10 coding. Graduates eligible for The American Academy of Professional Coders (AAPC) certification examination. Pre-requisites: Medical Terminology Online and Anatomy and Physiology Introduction Online. *Textbook required.*

Medical Terminology

This course is an introduction to the structure of medical words and terms. Emphasis is placed on defining commonly used prefixes, suffixes, root words, and combining forms. Graduates will be able to decipher medical words and their meanings. This class is a prerequisite for Billing and Coding Online. *Textbook required.*

Nurse Aide I

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Criminal background check, immunizations/drug testing, supplies required before clinical rotation.

Textbook required.

Nurse Aide I (Accelerated)

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Criminal background check, immunizations/drug testing, supplies required before clinical rotation.

Textbooks required.

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.

Nurse Aide II

This course prepares certified NA I's to perform more complex advanced practice skills. Graduates are listed on the NC Board of Nursing NA II Registry. Current NA I listing and HSD/ GED required at registration. Criminal background check, immunizations/drug testing, supplies required before clinical rotation. *Textbook required.*

Nurse Aide II Refresher

This course is designed for the NA II whose certification has expired within the last 24 months. Nurse Aide II certification is renewed by successfully completing Competency Skills Check-off with 100% proficiency. Proof of Nurse Aide I & II certification and 8 hours worked within last 24 months required.

Pharmacy Technician

This course provides instruction in technical procedures for preparing and dispensing drugs in under the supervision of a registered pharmacist. Emphasis is placed on drug packaging/labeling and customer service. Graduates eligible for the National Health Associations Examination for Certified Pharmacy Technician (ExCPT). Registration requirements are campus specific. *Textbook required.*

Phlebotomy

This course provides instruction in blood/specimen collection techniques and handling. Graduates eligible for the American Society of Phlebotomy Technicians (ASPT) Certification exam or the National Health Association Certification exam. Criminal background check, uniform/lab coat, immunizations/drug test required before clinical rotation. *Textbook required.*

HEALTH OCCUPATIONS

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Central Sterile Processing (Clinicals: 5:00p - 9:00p; assigned dates)	3774	104	9/16 - 12/18	TTh	5:00p - 9:00p	186.25	SCC	Siler City	Rm 123
Nurse Aide I (Clinicals: 8:30a - 5:00p; assigned dates)	3773	184	10/21 - 2/19	TTh	8:30a - 5:00p	186.25	SCC	Siler City	Rm 121
Nurse Aide I (Clinicals: 1:00p - 5:00p; assigned dates)	3251	184	12/1 - 4/27	MTW	1:00p - 5:00p	186.25	PMC	Pittsboro	Bldg 42 Rm 204
Nurse Aide I (Clinicals: 5:30p - 9:30p; assigned dates)	3252	184	12/1 - 4/27	MTW	5:30p - 9:30p	186.25	PMC	Pittsboro	Bldg 42 Rm 204
Nurse Aide I (Clinicals: 1:00p - 5:00p; assigned dates)	3256	184	9/22 - 2/23	MTW	1:00p - 5:00p	186.25	PMC	Pittsboro	Bldg 41 Rm 217
Nurse Aide I (Clinicals: 5:30p - 9:30p; assigned dates)	3257	184	10/15 - 5/14	WTh	5:30p - 9:30p	186.25	PMC	Pittsboro	Bldg 41 Rm 217
Nurse Aide I - Hybrid (Clinicals: 7:30a - 4:00p; assigned dates)	3258	184	8/28 - 12/19	ThF	9:00a - 1:00p	186.25	PMC	Pittsboro	Bldg 42 Rm 204
Nurse Aide II (Clinicals: 8:30a - 12:30p; assigned dates)	3255	160	9/22 - 1/13	MTW	8:30a - 12:30p	186.25	PMC	Pittsboro	Bldg 42 Rm 204
Pharmacy Technician	3775	108	9/15 - 1/21	MW	5:30p - 9:00p	181.25	SCC	Siler City	Rm 123
Phlebotomy (Clinicals: TBD)	3253	200	8/18 - 12/8	MTWTh	8:30a - 12:30p	186.25	PMC	Pittsboro	Bldg 41 Rm 217
Phlebotomy (Clinicals: TBD)	3254	200	10/13 - 4/20	MT	5:30p - 9:30p	186.25	PMC	Pittsboro	Bldg 41 Rm 217
HARNETT COUNTY									
Anatomy and Physiology (Beginning)	3862	96	8/18 - 12/5	Online	Online	181.25	HHSC	Lillington	Online
EKG Technician	3857	80	9/2 - 11/6	TTh	6:00p - 10:00p	181.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 114
Medical Billing and Coding	3861	150	8/18 - 12/5	Online	Online	181.25	HHSC	Lillington	Online
Medical Terminology	3863	120	9/2 - 11/21	Online	Online	181.25	HHSC	Lillington	Online
Nurse Aide I (Clinicals: 7:30a - 4:00p; assigned dates)	3852	184	8/19 - 11/20	TWTh	5:30p - 9:30p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 156
Nurse Aide I (Clinicals: 7:30a - 4:00p; assigned dates)	3854	184	9/9 - 12/18	TWTh	10:00a - 2:00p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 156
Nurse Aide I (Clinicals: 7:30a - 4:00p; assigned dates)	3855	184	9/30 - 2/5	TWTh	5:30p - 9:00p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 139
Nurse Aide I (Clinicals: 7:30a - 4:00p; assigned dates)	3856	184	10/7 - 1/29	TWTh	9:00a - 1:00p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 139
Nurse Aide I - Hybrid (Clinicals: 7:30a - 4:00p; assigned dates)	3851	184	8/18 - 12/5	MW	10:00a - 2:00p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 149
Nurse Aide I - Hybrid (Clinicals: 7:30a - 4:00p; assigned dates)	3853	184	9/2 - 12/19	TTh	5:30p - 9:30p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 149
Pharmacy Technician	3858	108	8/18 - 11/24	MT	5:30p - 9:30p	181.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 128
Phlebotomy (Clinicals: 7:30a - 2:00p; assigned dates)	3859	200	9/29 - 12/10	MTWTh	9:00a - 1:00p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 140
Phlebotomy (Clinicals: 7:30a - 2:00p; assigned dates)	3860	200	9/29 - 12/10	MTWTh	5:30p - 9:30p	186.25	HHSC	Lillington	Harnett Health Sciences Ctr Rm 140
LEE COUNTY									
Cardiopulmonary Resuscitation (CPR)	3175	4	8/18	M	5:00p - 9:00p	66.25	WBW	Sanford	Bldg A Rm 104A
Cardiopulmonary Resuscitation (CPR)	3176	4	9/15	M	5:00p - 9:00p	66.25	WBW	Sanford	Bldg A Rm 104A
Cardiopulmonary Resuscitation (CPR)	3177	4	10/27	M	5:00p - 9:00p	66.25	WBW	Sanford	Bldg A Rm 104A
EKG Monitor Technician	3178	80	8/18 - 11/17	MW	5:00p - 9:00p	186.25	WBW	Sanford	Main Bldg Rm 119
EKG Technician	3179	80	8/19 - 10/23	TTh	5:00p - 9:00p	181.25	WBW	Sanford	Main Bldg Rm 119
EKG Technician	3180	80	11/3 - 12/16	MTWTh	5:00p - 9:00p	181.25	WBW	Sanford	Main Bldg Rm 119

HEALTH OCCUPATIONS (CONTINUED)

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
LEE COUNTY									
Nurse Aide I (Clinicals: 8:00a - 4:30p, assigned dates)	3186	184	8/26 - 12/4	TWTh	9:00a - 1:00p	186.25	WBW	Sanford	Bldg A Rm 104A
Nurse Aide I Clinicals: 3:00p - 11:30p, assigned dates)	3187	184	9/30 - 2/24	TWTh	1:30p - 4:30p	186.25	WBW	Sanford	Bldg A Rm 102A
Nurse Aide I - Accelerated (Clinicals: 8:00a - 4:30p)	3188	184	9/8 - 10/28	MTW	8:00a - 4:30p	186.25	WBW	Sanford	Bldg A Rm 103A
Nurse Aide I - Accelerated (Clinicals: 8:00a - 4:30p)	3189	184	11/3 - 12/16	MTW	8:00a - 4:30p	186.25	WBW	Sanford	Bldg A Rm 103A
Nurse Aide I - Hybrid (Clinicals: 8:00a - 4:30p; assigned dates)	3190	184	8/18 - 12/14	M/W	5:00p - 9:00p	186.25	WBW	Sanford	Bldg A Rm 102A
Nurse Aide II (Clinicals: TBD)	3181	160	8/19 - 11/18	TWTh	5:00p - 9:00p	186.25	WBW	Sanford	Bldg A Rm 103A
Nurse Aide II (Clinicals: TBD)	3182	160	8/26 - 12/3	TWTh	8:00a - 12:00p	186.25	WBW	Sanford	Bldg A Rm 102A
Nurse Aide II Refresher	3183	40	9/8 - 10/6	M	8:00a - 4:30p	126.25	WBW	Sanford	Bldg A Rm 102A
Pharmacy Technician (Clinicals: TBD)	3184	108	9/8 - 10/6	MW	5:00p - 9:00p	181.25	WBW	Sanford	Main Bldg Rm 220H
Phlebotomy Technician (Clinicals: TBD)	3185	200	8/19 - 12/17	TWTh	9:00a - 1:00p	186.25	WBW	Sanford	Main Bldg Rm 222

Home Arts

Fall 2014

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.

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.

Knitting (Advanced)

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.

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.

Wreath and Christmas Arrangements

This class will instruct students on the making of Holiday wreaths and arrangements.

HOME ARTS

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
HARNETT COUNTY									
Cake Decorating I	3963	15	9/3 - 10/8	W	5:45p - 8:15p	66.25	HMC	Lillington	Main Bldg Rm 119
Cake Decorating II	3964	12.5	10/22 - 11/19	W	5:45p - 8:15p	66.25	HMC	Lillington	Main Bldg Rm 119
Wreath & Christmas Arrangements	3960	6	10/28 - 12/02	T	6:00p - 9:00p	60.00	HMC	Lillington	-
LEE COUNTY									
Knitting (Advanced)	3137	16	9/9 - 10/28	T	6:00p - 8:00p	49.00	WBW	Sanford	Main Bldg Rm 214
Sewing	3129	17.5	9/8 - 10/20	M	6:30p - 9:00p	59.00	WBW	Sanford	Main Bldg Rm 214
Sewing	3130	17.5	9/9 - 10/21	T	2:00p - 4:30p	59.00	WBW	Sanford	Main Bldg Rm 214
Sewing	3131	17.5	10/27 - 12/15	M	6:30p - 9:00p	59.00	WBW	Sanford	Main Bldg Rm 214
Sewing	3132	17.5	10/28 - 12/9	T	2:00p - 4:30p	59.00	WBW	Sanford	Main Bldg Rm 214

The Human Resources Development (HRD) Program educates and trains adults through the development of the essential skills needed for securing and maintaining employment or furthering education. Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if participants meet the criteria. Refer to page 2 for more information.

Career Readiness & Employment Lab

Create résumés, cover letters, and thank you letters. Students will be able to complete self-assessments, apply for jobs online and prepare for the NC Career Readiness Certificate.

Ongoing enrollment.

Career Readiness & Employability Lab for Job Seekers

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!

Career Training Lab

Register anytime. This self-paced, self-directed lab provides students with an opportunity to develop employability skills training in the areas of job search, interviews, résumés, computer basics, and the Career Readiness Certification.

Computer Use for Employment

This course will focus on basic computer use skills as it relates to internet awareness, creating professional email accounts, developing basic keyboarding skills, researching labor market information, and accessing governmental and educational resources and services.

Create Your Own Career Destiny

Explore your own skills and talents to create new career opportunities for yourself. Learn creative ways to market yourself to employers. Students will create professional portfolios to assist with reaching their career destiny.

Enhanced Employment Transition: Getting Veterans and Others to Work

Develop job search strategies/plan, prepare cover letters/thank you letters, prepare and execute networking, participate in interview (role play) exercises, apply dress-for-success standards, and utilize the JobLink Center as an essential element of job transition.

Fresh Start

The curriculum framework is designed for individuals with a prior criminal conviction to develop understanding proper requirements during job searching and how it increases the chances of reaching employment goals. Through a series of attainable steps clients will overcome fears and achieve balance in both their personal and professional lives.

Going Beyond the Résumé

Students will prepare new strategies for re-entry into the job market, assessing one's personal inventory and restructuring personal presentations.

Jumpstart your Résumé

Students enhance their abilities to research job(s) requirements, prepare a core résumé, and customize spinoff résumés. Orientation of CCCC JobLink Center (Pittsboro).

Job Hunt - Computer Technology

This course will focus on basic computer use skills as it relates to internet awareness, creating professional email accounts, applying for employment online, and learning technology based job search strategies. Pre-register by contacting the library at (910) 814-3446.

Job Hunt - Job Readiness Lab

This lab provides you with one-on-one assistance to apply for online jobs; create résumés and employment letters; prepare for interviews; improve basic keyboarding skills, and enhance job search strategies. Work at your own pace. Ongoing enrollment. Pre-register by contacting the library at (910) 814-3446.

Job Hunt - Résumé Ready

Learn how to develop a targeted résumé for a specific job or industry and apply for jobs online. Pre-register by contacting the library at (910) 814-3446.

Job Hunt - Stress-Less Interviews

Learn how to present yourself and specific techniques for successful interviews. You will have an opportunity to practice your interview skills with local employers. Pre-register by contacting the library at (910) 814-3446.

Medical Office Readiness

Increase your chances of being hired in a healthcare profession. Professional behavior, communication skills, and time management skills, will be covered in this class.

Microsoft Digital Literacy Certification

This course is a beginning course that will allow the student to grow with each class. Discover the difference between hardware and software and how each works with the other for your computing experience. The course will culminate with the student testing for the certificate.

Perfecting the Interview

This course is part 2 of the Going Beyond the Résumé course. It targets the interview: how to prepare, what to bring, what to say, and how to sit in order to get you the job that you want.

Social Networking for the Job Hunt

Using modern, social networking concepts combine with "old time" concepts and skills, giving students a distinct advantage in today's job market.

HUMAN RESOURCES DEVELOPMENT

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Career Readiness & Employability Lab for Job Seekers	3739	90	8/18 - 12/3	MW	5:00p - 8:00p	180.00	PMC	Pittsboro	Bldg 41 JobLink Center
Enhanced Employment Transition: Getting Vets & Others to Work	3735	39	9/9 - 10/21	TTh	2:00p - 5:00p	125.00	PMC	Pittsboro	Bldg 41 Conference Rm 1
Going Beyond the Résumé	3733	16	10/14 - 10/23	TTh	1:00p - 4:00p	70.00	PMC	Pittsboro	Bldg 41 JobLink Center
Jumpstart Your Résumé	3736	6	9/8 - 9/10	MW	1:00p - 4:00p	70.00	PMC	Pittsboro	Bldg 41 Rm 226
Medical Office Readiness	3731	6	8/19 - 8/21	TTh	5:00p - 8:00p	70.00	PMC	Pittsboro	Bldg 41 Conference Rm 1
Medical Office Readiness	3732	6	8/18 - 8/20	MW	1:00p - 4:00p	70.00	SCC	Siler City	Rm 125
Microsoft Digital Literacy Certification	3738	33	8/19 - 9/23	TTh	5:00p - 8:00p	125.00	SCC	Siler City	-
Perfecting the Interview	3734	12	10/27 - 11/5	MW	1:00p - 4:00p	70.00	PMC	Pittsboro	Bldg 41 Rm 226
Social Networking for the Job Hunt	3737	9	10/20 - 10/24	MWF	12:00p - 3:00p	70.00	PMC	Pittsboro	Bldg 41 JobLink Center
HARNETT COUNTY									
Career Readiness and Employment Lab	3879	50	8/29 - 10/31	F	9:00a - 2:00p	125.00	TSEC	Dunn	Rm 102
Career Readiness and Employment Lab	3884	56	8/25 - 12/1	M	2:00p - 6:00p	180.00	HMC	Lillington	Con Ed Rm 229
Computer Use for Employment	3876	57	8/18 - 9/10	MTWTh	9:00a - 2:00p	180.00	TSEC	Dunn	Rm 102
Computer Use for Employment	3877	57	9/9 - 10/21	TWTh	9:00a - 12:00p	180.00	HMC	Lillington	Con Ed 229
Create Your Own Career Destiny	3878	16	9/8 - 9/29	MT	4:30p - 6:30p	70.00	HMC	Lillington	Con Ed 219
Job Hunt: Computer Technology	3880	48	8/25 - 10/13	MW	9:30a - 1:00p	125.00	HCL	Lillington	Lillington Public Library
Job Hunt: Job Readiness Lab	3881	60	9/8 - 11/12	MW	2:30p - 5:30p	180.00	HCL	Lillington	Lillington Public Library
Job Hunt: Résumé Ready	3882	12	10/20 - 11/5	MW	9:30a - 12:30p	70.00	HCL	Lillington	Lillington Public Library
Job Hunt: Stress-Less Interviews	3883	12	11/10 - 11/19	MW	9:30a - 12:30p	70.00	HCL	Lillington	Lillington Public Library
LEE COUNTY									
Career Training Lab	3211	295	8/18 - 12/4	MTWTh	9:00a - 2:00p	180.00	WBW	Sanford	Main Bldg Rm 118
Computer Use for Employment	3213	56	9/2 - 12/2	T	9:00a - 1:00p	180.00	WBW	Sanford	Bldg B Rm 108B
Create Your Own Career Destiny	3212	16	10/16 - 11/6	Th	9:00a - 1:00p	70.00	WBW	Sanford	Bldg B Rm 108B
Fresh Start	3214	104	9/3 - 10/26	M WTh	5:00p - 9:00p 9:00a - 1:00p	180.00	WBW	Sanford	Bldg A Rm 107A



A well-trained workforce with up-to-date skills can mean the difference between profit and loss in modern industry. Central Carolina Community College's Industry Services office works with industries in Chatham, Harnett, and Lee counties to maximize success through quality workforce training. The department is housed in the Innovation Center in the Lee County Industrial Park, a state-of-the-art advanced manufacturing center focused on short-course, hands-on industry specific training. Most training is offered at little or no cost to industry clients. On an as-requested basis, training is offered through an open enrollment format for individual participants.

For more information about Industry Services and how it can assist your organization, please contact: Cathy Swindell, Director of Industry Services, at (919) 718-7212, email cswindell@cccc.edu or Pamela Fincher, Industry Services Assistant, at (919) 718-7490, email pfincher@cccc.edu.

Upcoming open enrollment offerings (call for more information):

The Certified Production Technician (CPT) program consists of four modules required to earn the Manufacturing Skill Standards Council (MSSC) certification: Safety, Manufacturing Processes and Production, Quality Practices and Measurement, and Maintenance Awareness. The CPT is industry-led, federally recognized and nationally validated standard applicable to all industry sectors. A textbook is required for the course; please call for cost and next course offering. *Location: Innovation Center.*

Simulated Work Environment (SWE)

The purpose of the SWE is to teach continuous improvement methodologies in a hands-on, simulated work line environment. Methodologies stressed include standard work, job instruction training, process improvement, visual management, 5S, value stream mapping, and pull and flow. The SWE event is 8 continuous hours and can run with no less and no more than 17 operators. *Location: Innovation Center.*

Industrial Maintenance Technology

This program is designed to provide trainees with the entry-level skills necessary to fill the growing need for technicians across a variety of industrial environments. Topics covered are safety, electrical, mechanical, hydraulics, pneumatics, troubleshooting, infrared thermography, simple welding, etc. Each class is 160 hours long and concludes with a job fair with interested employers. Call Cathy Swindell for more information. *Location: Innovation Center.*



American Sign Language (Beginning)

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.

Conversational 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.

Conversational Spanish for the Traveler (NEW!)

Part of Destination Travel Series. Are you planning to visit a Spanish Speaking Country and would like to learn some basic necessary phrases/conversations that will help you make your trip a memorable one, then this is the course for you. No worries if you have no knowledge of the language; you will learn the basics and have some fun as well. You will learn about the Costa Rican Culture as well!

German (Beginning)

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.

"Hablemos! Let's Talk!" Spanish Immersion

"Hablemos! – 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. *Textbook required.*

Spanish (Beginning)

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

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. *Textbook required: Practice Makes Perfect: Complete Spanish Grammar.*

LANGUAGES

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Conversational Spanish (Advanced)	3280	24	9/4 - 11/20	Th	6:30p - 8:30p	71.25	PMC	Pittsboro	Rm 224
"Hablemos! Let's Talk" Spanish Immersion	3281	27	11/3 - 11/7	M - F	9:00a - 4:30p	251.25	SCC	Siler City	Rm 232
Spanish (Beginning)	3278	24	9/3 - 11/19	W	5:30p - 7:30p	71.25	PMC	Pittsboro	Bldg 42 Rm 109
Spanish (Intermediate)	3279	24	9/2 - 11/25	T	6:30p - 8:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 134
LEE COUNTY									
American Sign Language (Beginning)	3191	20	9/8 - 10/27	M	5:30p - 8:00p	71.25	WBW	Sanford	Main Bldg Rm 215
Conversational Spanish for the Traveler	3165	24	9/3 - 10/22	W	5:00p - 8:00p	71.25	WBW	Sanford	Main Bldg Rm 118
German (Beginning)	3192	12	9/8 - 10/13	M	6:00p - 8:00p	71.25	WBW	Sanford	Main Bldg Rm 216

Backyard Chicken Schemes

It's 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.

Basic Dog Obedience

Have fun in this intensive beginner obedience/home management class for dogs over 6 mos old. Students will learn to train their dogs, with positive reinforcement, walk on a loose leash, come when called, sit, down and stand.

Basic Electricity for Homeowners

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

Birds and Their Habitats

Improve your birding skills by studying local and migratory bird species in Chatham County. Classroom presentation will complement time in the field to observe birds in their natural habitats.

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 the class. Each student is encouraged to work at his or her own pace and master the basics.

Concealed Carry Handgun

Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. You will need to provide your own gun, protective eyewear, and ball cap. Please request specific course instructions and requirements when registering.

Dance - Shag I

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

Dance - Shag II

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

Dance - Ballroom I

This class is designed to introduce students to several ballrooms dances. It will introduce the students to basic steps for leading and following.

Dance - Ballroom II

This class will continue to expand on the basic skills of leading and following and introduce additional ballroom steps.

Dance - Swing

Students will learn the basic "single time swing step" as well as turns and variations.

Dance - West Coast Swing & Three Count Hustle I

Students will learn the basic step to the West Coast Swing, the closed to open position, and the sugar push step. The Three Count Hustle will be introduced by starting with the four count Hustle.

Dance - West Coast Swing & Three Count Hustle II

This class will introduce more steps to the West Coast Swing and the Three Count Hustle.

E-Moove: Fall into Fitness - Hybrid (NEW!)

"E-Boost Training System" is a 4 week hybrid course which is made up of 2 live workshops that include a 45 minute cooking demonstration and a 60 minute workout. Google Hangouts will allow trainer Clayton Driver to facilitate 4 training sessions using home equipment.

Financial Investing

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

Fundamentals of Investing

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

Genealogy

Learn how to discover our family tree and uncover you rich roots.

Gentle Beginning and Continuing Hatha Yoga

A gentle yoga class designed to build one's strength and flexibility while creating a feeling of balance, relaxation, freedom and joy. Students are asked to bring yoga mats and a blanket.

Getting Fiscally Fit and Managing Stress

Control the High Cost of Credit, Gain control of Debt, Identify Signs of Stress and Manage Stress to eliminate Health Problems. Please call (919) 777-7793 to give your name and number if you plan to attend this free class.

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.

How to Thrive Financially in Retirement

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.

Knitting (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 the class. Students are encouraged to work at their own pace and master the basics.

Music Theory (Beginning - Intermediate)

This course is designed to understand the basic theory as it applies to all styles of music. Using the piano keyboard, an analysis of scales, intervals, chords, families of chords, chord substitutions, song formulas, modulation and more. Students will understand theory as it applies to personal goals as musicians and songwriters.

Nature Journaling as a Learning Tool (NEW!)

Learn some easy strategies and drawing techniques to take on excursions, to the garden, classroom, and backyards. Build confidence in drawing and note taking techniques to encourage deeper observation of the world around us. Ideal for birders, gardeners, and naturalists.

Pet Care

This class will involve feeding and nutrition, grooming, and basic training.

Personal Finance

The course is a study of personal and family financial decisions. Topics include wise spending, use of credit and credit cards, mortgages, saving, the time value of money, financial planning, insurance, short and long term financial goals, and investing basics.

Puppy Kindergarten

In this fun class for puppies 8 weeks – 5.5 months. We will cover problem behaviors, i.e. housebreaking, jumping and chewing. Students will learn positive reward-based methods to teach puppies to pay attention, sit, lie down, walk on a leash and come when called. First class is mandatory orientation – no puppies – owners only.

Retirement Planning

The 21st century presents challenges and decisions that retirees of previous generations have not had to consider. Retirees need to understand how the complex Social Security and Medicare decisions can impact their finances as well as budgeting pitfalls to avoid.

Simplifying One's Lifestyle

The one day class will provide an opportunity to consider one's lifestyle choices, including setting goals for short and longer periods, managing budgets, time, daily schedule, life priorities, examining resources and strategies for meeting one's goals.

Tai Chi for Health - Part I

Course includes: Observing, following and performing a choreographed series of Tai Chi movements. Goals include: Learning and practicing the Tai Chi principals of a relaxed body, slow movements, upright posture, abdominal breathing, conscious weight transference, mental clarity and focus.

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.

Tropical Costa Rica - What You Need to Know (NEW!)

Part of Destination Travel Series. These classes will give you important information regarding the language, people, culture, geography and food of Costa Rica. It will prepare you with valuable insight as you plan to travel to this beautiful country! Basic conversational Spanish phrases will be taught to enable student to ask for directions and place orders in restaurants.

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 Robert Gilliland. A question and answer period will follow. Must call (919) 777-7793 to leave your name and phone number if you plan to attend.

Zumba

Zumba is a physical exercise with a Latin Flair. It allows you to move and enjoy exercise and not feel as if you are exercising.

PERSONAL ENRICHMENT

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Basic Dog Obedience	3723	10.5	9/5 - 10/17	F	4:30p - 6:00p	66.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Basic Dog Obedience	3724	10.5	10/24 - 12/12	F	4:30p - 6:00p	66.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Basic Electricity for Homewoners	3283	24	9/9 - 12/2	T	6:00p - 8:00p	66.25	PMC	Pittsboro	Bldg 45 Rm 137
Birds and their Habitats	3718	24	9/2 - 10/28	T	9:00a - 12:00p	101.25	PMC	Pittsboro	Bldg 042 Conf Rm 2
Dance - Ballroom I	3727	5	9/12 - 10/10	F	8:00p - 9:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Dance - Ballroom II	3730	5	10/24 - 11/21	F	8:00p - 9:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Dance - Shag I	3726	5	9/12 - 10/10	F	7:00p - 8:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Dance - Shag II	3720	5	10/24 - 11/21	F	7:00p - 8:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm

PERSONAL ENRICHMENT (CONTINUED)

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Dance - West Coast Swing & Three Count Hustle I	3728	5	9/12 - 10/10	F	9:00p - 10:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Dance - West Coast Swing & Three Count Hustle II	3764	5	10/24 - 11/21	F	9:00p - 10:00p	36.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Financial Investing	3282	14	9/22 - 11/3	M	6:00p - 8:00p	51.25	PMC	Pittsboro	Bldg 42 Rm 109
Genealogy	3287	14	9/9 - 10/21	T	7:00p - 9:00p	66.25	SCC	Siler City	Rm 224
Gentle Beginning and Continuing Hatha Yoga	3725	14.5	9/3 - 11/19	W	6:00p - 7:15p	96.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Music Theory (Beginning - Intermediate)	3765	12	10/15 - 11/19	W	6:00p - 8:00p	66.25	PMC	Pittsboro	Bldg 042 Conf Rm 2
Nature Journaling as a Learning Tool (NEW!)	3751	8	9/27 - 10/11	Sa	9:00a - 1:00p	41.25	PMC	Pittsboro	Bldg 42 Multipurpose Rm
Personal Finance	3284	10	9/9 - 10/7	T	7:00p - 9:00p	41.25	PMC	Pittsboro	-
Puppy Kindergarten	3720	10.5	9/5 - 10/17	F	3:00p - 4:30p	66.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Puppy Kindergarten	3722	10.5	10/24 - 12/12	F	3:00p - 4:30p	66.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
Retirement Planning	3286	4	9/16 - 9/23	T	6:00p - 8:00p	25.00	PMC	Pittsboro	-
Tai Chi for Health - Part I	3717	14.5	9/2 - 11/18	T	6:30p - 7:45p	61.25	PMC	Pittsboro	Bldg 042 Multipurpose Rm
HARNETT COUNTY									
Crocheting (Beginning)	3944	16	9/25 - 11/13	Th	6:00p - 8:30p	49.00	HMC	Lillington	-
Dance - Shag I	3945	5	9/17 - 10/15	W	7:00p - 8:00p	36.25	HMC	Lillington	Miriello Rm 135
Dance - Swing	3947	8	10/02 - 10/30	Th	7:00p - 8:00p	36.25	HMC	Lillington	Miriello Rm 135
Getting Paid to Talk/Making Money with Your Voice	3941	2.5	9/23 - 9/23	T	6:30p - 9:00p	21.25	HMC	Lillington	-
Knitting (Beginning)	3943	16	9/23 - 11/11	T	6:00p - 8:30p	49.00	HMC	Lillington	-
Pet Care	3959	4	10/1 - 10/14	W	6:00p - 8:30p	55.00	HMC	Lillington	-
Zumba	3946	8	9/22 - 10/10	M	7:00p - 8:00p	36.25	HMC	Lillington	Miriello Rm 135
LEE COUNTY									
Backyard Chicken Schemes	3138	5	9/20	Sa	9:00a - 3:00p	30.25	WBW	Sanford	Bldg B Rm 110B
Basic Dog Obedience	3173	10.5	10/1 - 11/12	W	4:30p - 6:00p	66.25	WBW	Sanford	Main Bldg Rm 120
Basic Dog Obedience	3147	10.5	9/3 - 10/15	T	6:00p - 7:30p	66.25	WBW	Sanford	Main Bldg Rm 120
Basic Dog Obedience	3148	10.5	-	T	6:00p - 7:30p	66.25	WBW	Sanford	Main Bldg Rm 120
Concealed Carry Handgun	3167	10	9/20	Sa	8:00a - 6:30p	75.00	WFRG	Sanford	Wes Farrell Range
Concealed Carry Handgun	3168	10	10/18	Sa	8:00a - 6:30p	75.00	WFRG	Sanford	Wes Farrell Range
Concealed Carry Handgun	3169	10	11/15	Sa	8:00a - 6:30p	75.00	WFRG	Sanford	Wes Farrell Range
E-Moove: Fall into Fitness (Hybrid)	3230	6	9/13 & 10/11	Sa	9:00a - 11:00a	81.25	WBW	Sanford	Room 110B/Gym
Getting Fiscally Fit and Managing Stress	-	1	10/7 - 10/7	T	6:00p - 7:00p	Free	WBW	Sanford	Main Bldg Rm 215
How to Thrive Financially in Retirement	3133	4	8/19 - 8/26	T	6:30p - 8:30p	39.00	WBW	Sanford	Main Bldg Rm 215
How to Thrive Financially in Retirement	3134	4	10/7 - 10/14	T	6:30p - 8:30p	39.00	WBW	Sanford	Main Bldg Rm 215
Puppy Kindergarten	3174	10.5	10/1 - 11/12	W	3:00p - 4:30p	66.25	WBW	Sanford	Main Bldg Rm 120
Simplifying One's Lifestyle	3135	5	10/4 - 10/4	Sa	9:00a - 3:30p	27.00	WBW	Sanford	Bldg B Rm 110B
Tropical Costa Rica (New)	-	1.5	8/28 - 8/28	Th	6:30p - 8:00p	Free	DWCC	Sanford	Lecture Hall
Tropical Costa Rica - What You Need To Know (Class Dates: 8/19, 8/26, 9/9, 9/16, 9/23)	3170	5	-	T	6:30p - 7:30p	-	WBW	Sanford	Main Bldg Rm 215
Wills, Trusts and Legal Assets	-	1.5	9/24	W	11:30a - 1:00p	Free	WBW	Sanford	Main Bldg Rm 215

Auto Dealers

Need to renew your auto dealer's license? This approved class will give you the knowledge and the training that the state requires. Review basic NC laws and learn the updates you need. You must have a current Auto Dealer's license to attend this class.

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.

CDL Training

Designed to meet the needs of those students with no prior knowledge or experience in truck driving. It includes 40 hours of classroom instruction, 40 hours of skills training and 80 hours behind-the-wheel experience (includes 2-hour CDL drive exam).

Core Competency in Social Media

This course will provide participants with basic knowledge about a variety of social media tools and will offer strategies for how to use them most effectively: Facebook, LinkedIn, Pinterest, and Google+, mobile marketing, Yelp, Google Local, Trip Advisor, and Foursquare.

Cosmetology - Facial Makeup (Hands-on)

Learn and practice techniques in the use of cosmetics, cosmetic color theory, and makeup process for any occasion. Provides eight (8) continuing education hours for cosmetologist, esthetician, and instructors.

Cosmetology - Facial Makeup (Lecture Only)

Learn and practice techniques in the use of cosmetics, cosmetic color theory, and makeup process for any occasion. Provides four (4) continuing education hours for cosmetologist, esthetician, and instructors.

Cosmetology - Intro to Esthetics (Hands-on)

Earn eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Cosmetology - Intro to Esthetics (Lecture Only)

Earn four (4) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Cosmetology - Natural Hair Care (NEW!)

Per the North Carolina State Board of Cosmetic Arts individuals interested in becoming a Natural Hair Care Specialist 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.

Cosmetology in Spanish I (Beginning)

This course allows students who speak Spanish fluently to begin working towards a certificate by gaining 422 hours of the required 1500 hours.

Cosmetology in Spanish II

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

Effective Teacher Training

Learn valuable skills for substitute teachers, teacher assistants and prospective teachers. Sessions include learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation.

Electrical Contractor - Analysis of NEC Changes 2014

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 2014 Book is required.*

Electrical Contractor - Grounding vs. Bonding 2014

This program gives you and excellent working knowledge of Article 250. Learn the purpose of grounding, its operation and its impact on electromagnetic fields, system ground vs. circuit grounding, location of grounding connection, enclosure grounding, and much more.

Electrical Safety in the Workplace

Learn why electrical contract 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. *Textbook required: NFPA 70E.*

Energy Healing (Beginning)

This class is for individuals who have an interest in bringing balance to Body, Mind, and Spirit by awakening their spiritual power. Students will examine the meaning and function of the Chakra system and the universal life force for healing purposes.

Forming a 501(c)3

This course will discuss why and how to form a 501(c)3. No book required. Handouts will be provided.

Flagger Training

Upon successful completion of this course student will be issued a flagger credential which will give the authorization to perform the job of a Flagger in accordance with the Manual on Uniform Traffic Controls devices by reference 23 CFR, part 655, Subpart F.

Forklift Driver Training

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 90 driving hours). In addition students will participate in machine maintenance, warehouse technician picking, travel, placing and loading simulations.

Forklift Refresher

This is a four day course that assesses a participant's proficiency on both the sit-down and standup forklift. In addition each participant will take a safety quiz. Proficiency will be assessed by the drives ability to complete a training course, perform inspections and other skills needed as a forklift driver.

Forklift Driving Proficiency

This is a one day course that provides hands on driving. Participants will be given the opportunity to refresh sit-down forklift driving skills in an industrial simulated environment.

Forklift with OSHA General Safety

This course provides students with General Industry Safety Standards covered by OSHA 29 CFR 1910, while introducing forklift safety. Passing this course will earn students an OSHA 10-Hr completion card and skills need to take Forklift Driver Training.

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.

Nonprofit Management (Beginning)

This course will provide a general overview of nonprofits, what it means to work for one, and types of nonprofits (education, healthcare, ministry, etc.). Students will learn the role of an executive director and strategies to promote a nonprofit.

No textbook required. Handouts will be provided.

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. You must be 18 or older; reside legally in the U.S.; read, speak and write English; possess a high school diploma or GED; and live or have a regular place of employment in North Carolina. A book is required and you must bring proper identification to class.

Plumbing - Homeowner and Plumber Assistant

Designed for homeowners and those interested in becoming plumber assistants, this class will familiarize participants with basic residential plumbing components with an emphasis on installation, maintenance, and repair.

Real Estate Post-License: Broker Relationships & Responsibilities

The primary objective of the course is to provide instruction at a level beyond that provided in preclicensing courses on topics deemed to be of special importance to licensees.

Textbook required.

Theory and Practice of Massage

This class prepares students to administer a professional massage in a clinical environment. This implies a thorough understanding of the human body, its anatomy, and its physiology. Students will be expected to practice various allied "modalities" that may enhance their ability to succeed as massage therapists.

Understanding Hispanic Culture III

Acquire speaking, reading, and writing skills while learning about the Hispanic culture. You will acquire language functions, vocabulary, and structures through contextualized presentations, interactive activities, and small group practice.

Vehicle Safety Inspection and OBD

This class prepares assessing technicians and service personnel as OBD inspectors for assessing 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

OBD (Vehicle Safety Inspection MUST be taken first)

OBD Refresher

This recertification course satisfies the four-hour emissions refresher course requirement for OBD inspectors whose license expires two years after the date it was issued.

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 required.*

PROFESSIONAL DEVELOPMENT

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Commercial Driver's License (CDL)	3288	18	9/16 - 10/2	TTh	6:00p - 9:00p	71.25	PMC	Pittsboro	Bldg 41 Conference Rm 1
Core Competency in Social Media	3285	24	9/10 - 10/29	W	6:00p - 9:00p	151.25	PMC	Pittsboro	Bldg 42 Rm 108
General Contractor Licensing Preparation	3295	42	8/28 - 11/13	Th	6:30p - 10:00p	126.25	SCC	Siler City	Rm 224
MIG Welding	3294	96	8/19 - 12/11	TTh	6:00p - 9:00p	181.25	SC	Sage	-
Notary	3289	7	9/4	Th	9:00a - 5:00p	66.25	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary	3290	7	10/2	Th	9:00a - 5:00p	66.25	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary	3291	7	11/6	Th	9:00a - 5:00p	66.25	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary	3292	7	12/4	Th	9:00a - 5:00p	66.25	PMC	Pittsboro	Bldg 42 Conference Rm 2
Plumbing - Homeowner and Plumber	3293	24	9/4 - 11/20	Th	7:00p - 9:00p	71.25	SCC	Siler City	Rm 102
HARNETT COUNTY									
Cosmetology in Spanish I (Beginning)	3901	422.5	8/18 - 12/16	MTWTh	2:30p - 9:30p	186.25	HMC	Lillington	Bldg 4
Cosmetology in Spanish II	3902	352	8/18 - 12/16	MTWTh	3:30p - 9:30p	186.25	HMC	Lillington	Bldg 4
Effective Teacher Training	3903	30	9/8 - 10/6	MW	5:30p - 8:30p	126.25	HMC	Lillington	Con Ed Rm 220
Forming a 501(c)3	3907	30	10/7 - 11/6	TTh	6:00p - 9:00p	126.25	HMC	Lillington	-
Forming a 501(c)3	3908	30	10/25 - 12/6	Sa	10:00a - 3:00p	126.25	HMC	Lillington	-
Energy Healing (Beginning)	3904	10	10/11 - 10/18	Sa	10:00a - 3:00p	71.25	HMC	Lillington	Con Ed Rm 218
Nonprofit Management (Beginning)	3905	30	8/19 - 9/18	TTh	6:00p - 9:00p	126.25	HMC	Lillington	-
Nonprofit Management (Beginning)	3906	30	8/23 - 10/11	Sa	10:00a - 3:00p	126.25	HMC	Lillington	-
Notary Public	3908	8	8/28	Th	8:00a - 4:30p	66.25	HMC	Lillington	Con Ed Rm 219
Notary Public	3909	8	9/27	Sa	8:00a - 4:30p	66.25	HMC	Lillington	Con Ed Rm 219
Notary Public	3910	8	10/27	Th	8:00a - 4:30p	66.25	HMC	Lillington	Con Ed Rm 219
Notary Public	3911	8	11/15	Sa	8:00a - 4:30p	66.25	HMC	Lillington	Con Ed Rm 219
Notary Public	3912	8	12/12	Th	8:00a - 4:30p	66.25	HMC	Lillington	Con Ed Rm 219
Theory and Practice of Massage	3913	550	8/18 - 6/29	MW	5:00p - 10:00p	186.25	HMC	Lillington	Con Ed Rm 217
LEE COUNTY									
Auto Dealers	3146	6	10/14	T	9:00a - 3:00p	66.25	WBW	Sanford	Main Bldg Rm 215
Auto Dealers	3147	6	12/9	T	9:00a - 3:00p	66.25	WBW	Sanford	Main Bldg Rm 215
Cosmetology - Facial Makeup (Hands-on)	3207	8	10/18	Sa	8:00a - 5:00p	49.00	LMC	Sanford	Budd Hall Bldg Rm 603
Cosmetology - Facial Makeup (Lecture)	3210	4	8/25	Sa	1:00p - 5:00p	49.00	WBW	Sanford	Bldg A Rm 105A
Cosmetology - Intro to Esthetics (Hands-on)	3206	8	9/20	Sa	8:00a - 5:00p	49.00	LMC	Sanford	Budd Hall Bldg Rm 603
Cosmetology - Intro to Esthetics (Hands-on)	3208	8	11/15	Sa	8:00a - 5:00p	49.00	LMC	Sanford	Budd Hall Bldg Rm 603
Cosmetology - Intro to Esthetics (Lecture)	3209	4	8/25	Sa	8:00a - 12:00p	49.00	WBW	Sanford	Bldg A Rm 105A
Cosmetology - Natural Hair Care	3229	320	8/18 - 12/17	MTWTh	4:00p - 9:00p	180.55	LMC	Sanford	Budd Hall Rm 0604
Effective Teacher Training	3143	30	8/19 - 9/18	TTh	5:00p - 8:00p	126.25	WBW	Sanford	Main Bldg Rm 118
Effective Teacher Training	3144	30	9/30 - 10/30	TTh	5:00p - 8:00p	126.25	WBW	Sanford	Main Bldg Rm 118
Effective Teacher Training	3145	30	11/4 - 12/16	TTh	5:00p - 8:00p	126.25	WBW	Sanford	Main Bldg Rm 118
Electrical Contractor - Analysis of NEC Changes 2014 (Part A)	3198	4	9/10	W	6:00p - 10:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor - Analysis of NEC Changes 2014 (Part A)	3202	4	11/13	Th	8:00a - 12:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor - Analysis of NEC Changes 2014 (Part B)	3199	4	9/11	Th	6:00p - 10:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor - Analysis of NEC Changes 2014 (Part B)	3203	4	11/13	Th	1:00p - 5:00p	39.00	WBW	Sanford	Main Bldg Rm 120

PROFESSIONAL DEVELOPMENT (CONTINUED)

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
LEE COUNTY									
Electrical Contractor - Grounding vs. Bonding 2014 (Part A)	3200	4	10/8	W	6:00p - 10:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor - Grounding vs. Bonding 2014 (Part B)	3201	4	10/9	Th	6:00p - 10:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Safety in the Workplace	3197	4	9/9	T	12:00p - 4:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Flagger Training	3195	6	11/13	Th	8:00a - 3:00p	71.25	LCI	Sanford	Innovation Center
Flagger Training	3193	6	9/16	T	8:00a - 3:00p	71.25	LCI	Sanford	Innovation Center
Flagger Training	3194	6	10/14	T	8:00a - 3:00p	71.25	LCI	Sanford	Innovation Center
Flagger Training	3196	6	12/9	T	8:00a - 3:00p	71.25	LCI	Sanford	Innovation Center
Forklift Driver Training	3171	90	9/17 - 10/10	M - F	12:00p - 5:00p	181.25	LCI	Sanford	Innovation Center
Forklift Driver Training	3172	90	10/15 - 11/07	M - F	12:00p - 5:00p	181.25	LCI	Sanford	Innovation Center
Forklift Driving Proficiency	3221	8	8/18	M	8:00a - 5:00p	25.55	LCI	Sanford	Innovation Center
Forklift Driving Proficiency	3226	8	8/25	M	8:00a - 5:00p	25.55	LCI	Sanford	Innovation Center
Forklift Driving Proficiency	3227	8	9/8	M	8:00a - 5:00p	25.55	LCI	Sanford	Innovation Center
Forklift Driving Proficiency	3228	8	9/15	M	8:00a - 5:00p	25.55	LCI	Sanford	Innovation Center
Forklift Refresher	3222	20	8/19 - 8/22	TWThF	8:00a - 1:00p	50.55	LCI	Sanford	Innovation Center
Forklift Refresher	3223	20	9/2 - 9/5	TWThF	8:00a - 1:00p	50.55	LCI	Sanford	Innovation Center
Forklift Refresher	3224	20	8/26 - 8/29	TWThF	4:00p - 9:00p	50.55	LCI	Sanford	Innovation Center
Forklift Refresher	3225	20	9/9 - 9/12	TWThF	4:00p - 9:00p	50.55	LCI	Sanford	Innovation Center
Forklift with OSHA General Safety	3161	26	9/8 - 9/11	MTW Th	8:00a - 3:00p 8:00a - 5:00p	126.25	LCI	Sanford	Innovation Center
Forklift with OSHA General Safety	3162	26	10/6 - 10/9	MTW Th	8:00a - 3:00p 8:00a - 5:00p	126.25	LCI	Sanford	Innovation Center
Forklift with OSHA General Safety	3163	26	11/3 - 11/6	MTW Th	8:00a - 3:00p 8:00a - 5:00p	126.25	LCI	Sanford	Innovation Center
Notary Public	3216	8	8/19 - 8/20	TW	5:30p - 9:30p	66.25	WBW	Sanford	Main Bldg Rm 120
Notary Public	3217	8	9/16	T	8:00a - 5:00p	66.25	WBW	Sanford	Main Bldg Rm 120
Notary Public	3218	8	10/14 - 10/15	TW	5:30p - 9:30p	66.25	WBW	Sanford	Main Bldg Rm 120
Notary Public	3219	8	11/18 - 11/18	T	8:00a - 5:00p	66.25	WBW	Sanford	Main Bldg Rm 120
Notary Public	3220	8	12/16 - 12/17	TW	5:30p - 9:30p	66.25	WBW	Sanford	Main Bldg Rm 120
OBD	3152	8	9/9 - 9/11	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD	3153	8	10/14 - 10/16	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD	3154	8	11/18 - 11/20	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD	3155	8	12/9 - 12/11	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD Refresher	3156	4	8/19 - 8/19	T	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD Refresher	3157	4	9/16 - 9/16	T	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD Refresher	3158	4	10/21	T	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD Refresher	3159	4	11/13	Th	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
OBD Refresher	3160	4	12/16	T	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
Real Estate Post-License: Broker Relationships & Responsibilities	3204	30	9/9 - 10/9	TTh	6:00p - 9:00p	121.25	DWCC	Sanford	Rm 103
Vehicle Safety Inspection	3148	8	9/2 - 9/4	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
Vehicle Safety Inspection	3149	8	10/7 - 10/9	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
Vehicle Safety Inspection	3150	8	11/4 - 11/6	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516
Vehicle Safety Inspection	3151	8	12/2 - 12/4	TTh	6:00p - 10:00p	65.00	LMC	Sanford	Joyner Hall Rm 516

All Seminars are free.

Please call (919) 718-7544 to register or go online:

www.chathambsc.com

www.harnettsbc.com

www.leesbc.com

Our Core Business Seminars, identified as “CBS”, target topics every existing and potential business owner and would-be entrepreneur should know. Attend 5 of these seminars, and receive an “Entrepreneurial Foundation Certificate.”

10 Best Practices Every Small Business Owner Should Know

As a business owner, finding the time to make your business run smoothly and efficiently is a challenge. Fortunately, we can all benefit from the ideas and methods developed by those who came before us. *Presenter: Kelly Klug.*

50 Home Based Businesses for Start-Up Entrepreneurs

This course is designed to provide start up entrepreneurs with the flexibility they seek in career options by exploring the availability of a home based business. Topics will include the startup requirements in North Carolina; the business plan; the marketing plan; and the financial plan. *Presenter: Don Spry.*

ABC's of Starting a Business (CBS)

What does it take to be an entrepreneur? How do I choose the right legal entity? Do I need a business plan? Where can I get money? Other items include elements of the business plan, putting the business plan to work, assessing results of the business plan, and more. *Presenter: Alyssa Mako.*

Alternative Financing For Your Small Business (CBS)

DID YOU KNOW: Most startups and those in business less than two years can only gain access to capital to start or grow their business through the US Small Business Administration and their affiliated resource partners! This course will provide information about the current US lending environment and issues shaping lending practices of the banking community. *Presenter: Don Spry.*

Art of Marketing and Advertising a Small Business (CBS)

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. *Presenter: Steve Carver.*

Attracting and Maintaining Customers

Customers are the lifeblood of your business, therefore it is critical to maximize customer satisfaction. This seminar will give you advice on how to attract and retain customers. *Presenter: Steve Carver.*

Be Free From Debt's Hold; Prepare for a Bank Business Loan

You will learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. *Presenter: Bob Moore.*

Choosing your Business Structure (CBS)

Learn the advantages and disadvantages of sole proprietorships, partnerships, corporations, chapter S-corporations and limited liability companies (LLC's). Owners need to understand which type of business organization is right for them based on tax laws, risk of lawsuit and capital availability. *Presenter: Dora Owens.*

Creating Your Web Presence

This course will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO). *Presenter: Shelly Ryder.*

Doing Business with the Federal Government: “Contracting 101”

Attendees learn the basics of how to sell products, services and construction/engineering services to the federal government. Topics discussed include methods and levels of procurement, marketing to the federal government, socioeconomic small business programs, registering as a federal contractor, locating, identifying and responding to federal business opportunities. *Presenter: Jeff Gowen.*

Do's and Don'ts of Presenting at a Business Expo

Learn tips and tricks on how to market your business effectively at business expos and meetings. *Presenters: Terry Whittenton & Tammy Williams.*

Dynamite Marketing on a Firecracker Budget (CBS)

Entrepreneurs are looking to manufacturers and suppliers for more help and using tactics that range from flyers and brochures to open houses and sales open only to special customers. This seminar will help you create a low-cost marketing plan for your business. *Presenter: Mike Collins.*

Excel Basics for your Business

I've heard from more than one person that their initial reaction the first time they open a spreadsheet program is one of bewilderment. This course is designed for the beginner. The student will learn the basics of creating simple formulas, formatting a worksheet, building a chart, and more. *Presenter: Sharon Syck.*

Financial Planning for Your Small Business (CBS)

Understanding your business' financial statements is critical to your success. We will develop a business' financial statements from the start of the business. You will learn how the statements are constructed and how to analyze them to improve business performance. *Presenter: Carl Baumann.*

Finding and Writing Grants

This seminar focuses on how to get organized to prepare grant proposals with grant-writing tips. Topics to be discussed include: identifying funding sources, how to be prepared as an organization, elements of a grant proposal, etc. This is an excellent seminar for Non-Profits. *Presenter: Karen Kennedy.*

Gaining the Advantage of Using Google + and Google Local For Business

This class will outline the best use of Google+ and help you apply the concept of social validation. You will learn about important features of Google+ such as Google Places, Authorship, and Handouts. *Presenter: Martin Brossman.*

Getting it all Done: Time Management for the Small Business Owner and Manager

Trying to get everything done can be impossible in today's up-to-the-minute world. But, what if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life, wouldn't that come close to getting it all done? *Presenter: Mike Collins.*

Growing Your Business with Social Media—the New Competitive Advantage

Learn how to get started with free Social Media platforms and web-based directories, and understand which marketing approaches are best for your business. This class will give you real-world examples of small and micro businesses that are successfully using these platforms.

Presenter: Martin Brossman.

Harnett Business Summit

When you attend this summit you will have the opportunity to meet resource providers that are available to you in this area. Representatives from Central Carolina Community College Small Business Centers, Harnett County Economic Development Commission, NC Small Business, US Small Business Administration, USDA-Rural Development, and Center for Economic Empowerment and Development (CEED), and others will be invited. These resource providers can help you start and stay in business.

How to Do Business with the Government

Learn about contract preference programs, who they benefit, and how they work. Get contacts and resources for further advice and assistance should you decide to pursue government business. This seminar will de-mystify government procurement so you can make an informed decision on whether to enter this important market. *Presenter: Jeffrey Gowen.*

How to Raise Your Credit Score to Over 740 Points; Receive That Personal or Business Loan

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. 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. *Presenter: Bob Moore.*

How to Start a Home Based Business (CBS)

Many people find working at home is the "ideal arrangement" and decide to formally set up businesses in their homes. Topics of discussion will include getting started, legal requirements, developing a business plan, and an overview of small business resource providers who can assist in your new venture. *Presenter: Alyssa Mako.*

How to Start a Small Business (CBS)

Learn the basics to get your business up and running. *Presenter: Steve Carver.*

How to Use Social Media and Online Resources to Supercharge Your Business

This course will equip participants with basic knowledge about social media tools and how to use them most effectively: free local directories like Yelp, social media such as Facebook, LinkedIn, and Google+, and mobile marketing. Class time will include computer basics and how to set up accounts for these online tools. *Presenter: Martin Brossman.*

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. *Presenter: Nancy Blackman.*

Implementing a Social Media Program for Your Small Business

This class will show you how to create business accounts on the various social media platforms. Classes will focus on Facebook, Google+, creating accounts and online directories, and as many of other platforms as are relevant to the people who attend. *Presenter: Karen Tiede.*

Inexpensive and Creative Ways to Market your Small Business (CBS)

Come learn new, inexpensive, fun and creative ways to market. And find out how to best use one of your most powerful and least expensive marketing tools. You'll leave with over 100 inexpensive and creative ideas and tips to help you grow your business, increase your visibility and connect with your community. *Presenter: Emily Ballance.*

LinkedIn: Beyond the Profile

As a businessperson, you have probably created a LinkedIn profile, but have you explored other ways LinkedIn can help you? Whether you are just looking to network or are trying to drive more customers to your door, LinkedIn has an entire toolbox to help you. *Presenter: Kelly Klug.*

Marketing Your Business Using Free Online Directories

Two information-packed hours delivering valuable tips and strategies for making the most of the online directories like Google Local that enable businesses to be found when shoppers are searching from their desktop or mobile devices. This class will give you the guidelines for setting up your listings in a way that improves search results and builds a stronger web presence. *Presenter: Martin Grossman.*

Patents, Trademarks and Copyrights

Patent Attorney Daniel Becker explains patents, trademarks, and copyrights, and gives straightforward answers to the most difficult common questions about protecting inventions, creative works, and commercial identities. Individuals can acquire these protections without a lawyer, but knowing what can go wrong is essential. This could be an opportunity to learn how to protect your future business.

Presenter: Dan Becker.

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.

Presenter: Lori Stiles.

QuickBooks Basics: Part I

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

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.

Presenter: Nancy Blackman.

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.

Presenter: Nancy Blackman.

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. *Presenter: Lori Stiles.*

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. *Presenter: Keith Raynor.*

SBA & Its Small Business Resource Programs

In this overview of the SBA, learn about SBA alternative capital lending programs, how to qualify for lending assistance, natural disaster preparation and lending, take advantage of SBA managed procurement programs (HUBZONE and 8a) to help market your business to the federal government for women, minority owned, disabled veterans, and those lacking net worth of under \$250k. *Presenter: Don Spry.*

Should my Business be Certified?

Learn about the various government and private entities that provide certifications and have programs to support Minority/Women/Disadvantaged business Enterprise Certifications.

Presenter: Alyssa Mako

Starting a Small Business (CBS)

At this seminar you will discover: how to find the business that fits you, where to find resources to get started, and how to plan your small business like a big business. You will also learn how to prepare a simple business plan to get started.

Presenter: Mike Collins.

Taxes & Recordkeeping (CBS)

What federal and state taxes must small business owners 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.

Presenter: Dora Owens.

Time Management for Small Businesses

This workshop will help you, find an extra hour a day, set and track priorities, meet timelines and deadlines, deal with crisis and conflict and handle the information avalanche.

Presenter: Mike Collins.

Time Management Strategies

Time Management Awareness is a must for any business owner. This 360 Management training segment shares tips and methods to help anyone establish patterns and methods to plan your days and weeks in a way to better serve your tasks and dreams. *Presenter: Steve Carver.*

Understanding and Controlling Cash Flow (CBS)

Understanding the basic concepts of cash flow will help you plan for the unforeseen eventualities that nearly every business faces. This seminar will give you the tools and knowledge to understand budgeting and to learn how to practice good cash flow management in order to keep your small business running at a healthy pace.

Presenter: Keith Raynor.

Using PowerPoint for Your Business Presentations

This seminar will show you how to create and enhance a successful and effective business presentation using PowerPoint. *Presenter: Sharon Syck*

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

In this introductory seminar, you will walk through a sample plan and get 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! *Presenter: Kelly Klug.*

Writing a Business Plan, Part I (CBS)

Learn why a well thought out written business plan is key for successfully starting a new business. Potential business owners will 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.

Presenter: Carl Baumann.

Writing a Business Plan, Part II (CBS)

Continuing with how to write a complete business plan, we will cover the remaining sections of a business plan with examples for each section. Sections include your marketing & sales, operations, personnel, management, financial and executive summary. *Presenter: Carl Baumann.*

Join us for the FIRST ANNUAL WOMEN'S BUSINESS ROUNDTABLE!!

The Women's Business Roundtable is designed to allow women entrepreneurs and business owners an opportunity to strengthen their business network, learn from their peers, and understand small business resources in a supportive, non-threatening environment. Each of the four sessions will begin with a presentation on a specific topic followed by an open discussion period for participants to ask questions and share information. You can register for all four sessions or individual sessions that are of interest. Seating will be limited to the first 15 who register in each session.

Session 1: "Small Business Resources at the SBA"

The world's largest buyer of goods and services is the Federal Government. The SBA works to create an environment for maximum participation for small businesses. Learn more about SBA programs, resources and certifications that are available for women-owned businesses. *Presenter: Joe Anne Shaeffers, SBA Business Opportunity Specialist.*

Session 2: "Small Business Lending"

This session is designed to help women-owned businesses and entrepreneurs understand how to access credit and capital for their businesses. It will review the six basic principles many lenders use to make credit decisions. Finally, you will learn about the Rural Center's Microenterprise Loan Program and details about its lending criteria and application process. *Presenter: Amanda Sorrells, NC Rural Center.*

Session 3: "Programs and Services of the NC Women's Center"

The U.S. Small Business Administration honored the NC Women's Business Center as the 2014 Women's Business Center of Excellence during National Small Business Week ceremonies held in Washington, DC. Learn first-hand how this organization can help you access services and resources as you start, grow and manage your business.

Presenter: Briles Johnson, Director of NC Women's Center.

Session 4: "Networking and Marketing"

Learn how to use networking, word-of-mouth marketing and community involvement to grow your business. Kelly will share with you tips and best practices on how to incorporate these inexpensive tools into your marketing program.

Presenter: Kelly Klug, Lighthouse Documentation.



SMALL BUSINESS CENTER

Seminar Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
10 Best Practices Every Small Business Owner Should Know	-	2	9/16	T	6:30p - 8:30p	Free	SCC	Siler City	Rm 230
ABC's of Starting a Business (CBS)	-	2	9/4	Th	6:30p - 8:30p	Free	SCC	Siler City	Rm 230
Choosing your Business Structure (CBS)	-	2.5	11/11	T	6:30p - 9:00p	Free	PMC	Pittsboro	Bldg 1 Rm 229
Creating Your Web Presence	-	2.5	10/21	T	6:30p - 9:00p	Free	PMC	Pittsboro	Bldg 1 Rm 229
Financial Planning For your Small Business (CBS)	-	2.5	10/7	T	6:30p - 9:00p	Free	SCC	Siler City	Rm 230
Growing Your Business with Social Media - The New Competitive Advantage	-	3	10/9	Th	6:00p - 9:00p	Free	PMC	Pittsboro	Bldg 2 Rm 109
Implementing a Social Media Program for your Small Business	-	3	10/28	T	6:00p - 9:00p	Free	PMC	Pittsboro	Bldg 1 Rm 229
Inexpensive and creative ways to Market your Small Business (CBS)	-	2.5	10/14	T	6:30p - 9:00p	Free	PMC	Pittsboro	Bldg 1 Rm 229
Quickbooks Basics	-	2	11/13	Th	6:00p - 8:00p	Free	PMC	Pittsboro	Bldg 1 Rm 223
Quickbooks Payroll	-	2	11/20	Th	6:00p - 8:00p	Free	PMC	Pittsboro	Bldg 1 Rm 223
Taxes and Recordkeeping (CBS)	-	2.5	11/4	T	6:30p - 9:00p	Free	PMC	Pittsboro	Bldg 1 Rm 229
Writing a business Plan, Part I (CBS)	-	2.5	9/23	T	6:30p - 9:00p	Free	SCC	Siler City	Rm 230
Writing a Business Plan Part II (CBS)	-	2.5	9/30	T	6:30p - 9:00p	Free	SCC	Siler City	Rm 230
HARNETT COUNTY									
Attracting and Maintaining Customers	-	2.5	10/16	Th	6:30p - 9:00p	Free	HHSC	Lillington	Harnett Health Sciences Center
Be Free From Debt's Hold; Prepare for a Bank Business Loan	-	2.5	8/26	T	6:00p - 8:30p	Free	TSEC	Dunn	Rm 106
Do's and Don'ts of Presenting at a Business Expo	-	2	8/19	T	11:00a - 1:00p	Free	TSEC	Dunn	Rm 106
Excel Basics for your Business	-	2.5	8/28	Th	6:00p - 8:30p	Free	TSEC	Dunn	Rm 106
Harnett Business Summit	-	3	9/4	Th	4:00p - 7:00p	Free	TSEC	Dunn	Rm 106
How to do Business with the Government	-	2	9/18	Th	3:00p - 5:00p	Free	TSEC	Dunn	Rm 106
How to Start a Small Business (CBS)	-	2.5	9/23	T	6:30p - 9:00p	Free	HHSC	Lillington	Harnett Health Sciences Center
How to Use Social Media and online Resources to supercharge Your Business	-	3	9/16	T	6:00p - 9:00p	Free	TSEC	Dunn	Rm 106
How to Write a Business Plan (CBS)	-	2.5	9/11	Th	6:00p - 8:30p	Free	TSEC	Dunn	Rm 106
Patents, Trademarks and Copyrights	-	2	10/28	T	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Quick Books Basics: Part I	-	2.5	10/23	Th	6:00p - 8:30p	Free	TSEC	Dunn	Rm 102
QuickBooks Basics: Part II	-	2	10/30	Th	6:00p - 8:00p	Free	TSEC	Dunn	Rm 102
QuickBooks Basics: Part III	-	2.5	11/4	T	3:00p - 5:30p	Free	TSEC	Dunn	Rm 102
Record Keeping and Taxes for Existing and Prospective Small Business (CBS)	-	2.5	9/25	Th	6:00p - 8:30p	Free	TSEC	Dunn	Rm 229
SBA & Its Small Business Resource Programs	-	1	9/4	Th	4:00p - 5:00p	Free	TSEC	Dunn	Rm 106
Time Management for Small Business	-	2.5	9/10	W	11:00a - 1:30p	Free	TSEC	Dunn	Rm 106
Understanding and Controlling Cash Flow (CBS)	-	2	11/6	Th	6:00p - 8:00p	Free	TSEC	Dunn	Rm 106
Using Power Point for Your business Presentations	-	2.5	9/30	T	6:00p - 8:30p	Free	TSEC	Dunn	Rm 106

SMALL BUSINESS CENTER (CONTINUED)

Seminar Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
LEE COUNTY									
10 Best Practices Every Small Business Owner Should Know	-	2	10/16	Th	6:30p - 8:30p	Free	DWCC	Sanford	Board Rm
50 Home Based Businesses for Start-up Entrepreneurs	-	2	10/29	W	3:00p - 5:00p	Free	DWCC	Sanford	Board Rm
Alternative Financing For your Small Business (CBS)	-	2	9/8	M	3:00p - 5:00p	Free	DWCC	Sanford	Board Rm
Art of Marketing and Advertising a Small Business (CBS)	-	2	9/9	T	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Creating Your Web Presence for Small Business Owners	-	2	10/23	Th	6:30p - 8:30p	Free	NCST	Sanford	Conference Rm
Doing Business with Federal Government	-	2	10/2	Th	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Dynamite Marketing On a Firecracker Budget (CBS)	-	3	10/21	T	6:00p - 9:00p	Free	DWCC	Sanford	Board Rm
Finding and Writing Grants	-	2.5	9/25	Th	6:30p - 9:00p	Free	DWCC	Sanford	Board Rm
Gaining the Advantage of Using Google+ and Google Local for Business	-	3	10/7	T	6:00p - 9:00p	Free	DWCC	Sanford	Board Rm
Getting it all Done: Time Management for the Small Business Owner	-	2	10/21	T	9:00a - 11:00a	Free	DWCC	Sanford	Rm 103
How to Raise Your Credit Score to Over 740 Points	-	3	9/4	Th	6:00p - 9:00p	Free	DWCC	Sanford	Board Rm
How to Start a Home Based Business (CBS)	-	2	10/30	Th	5:30p - 7:30p	Free	DWCC	Sanford	Board Rm
LinkedIn: Beyond the Profile	-	2	11/13	Th	6:30p - 8:30p	Free	DWCC	Sanford	Board Rm
Marketing your Business Using Free Online Directories	-	2	10/7	T	1:00p - 3:00p	Free	DWCC	Sanford	Board Rm
Patents, Trademarks and Copyrights	-	3	10/28	T	6:00p - 9:00p	Free	DWCC	Sanford	Board Rm
Quickbooks Basics	-	2	10/14	T	6:30p - 8:30p	Free	DWCC	Sanford	Computer Lab
Quickbooks Payroll	-	2	11/18	T	6:30p - 8:30p	Free	DWCC	Sanford	Computer Lab
Record Keeping and Taxes for Existing and Prospective Small Businesses (CBS)	-	2	9/16	T	6:30p - 8:30p	Free	DWCC	Sanford	Board Rm
Should my Business be Certified	-	2	11/20	Th	5:30p - 7:30p	Free	DWCC	Sanford	Board Rm
Starting a Small Business (CBS)	-	3	8/25	M	6:00p - 9:00p	Free	DWCC	Sanford	Rm 103
Time Management Strategies	-	2	9/30	T	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Where Do I Start? Introduction to Business Plans	-	3	9/11	Th	6:00p - 9:00p	Free	DWCC	Sanford	Board Rm
Women's Business Roundtable: "Small Business Resources at the SBA"	-	2	12/2	T	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Women's Business Roundtable: "Small Business Lending"	-	2	12/4	Th	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Women's Business Roundtable: "Programs and Services of the Women's Center"	-	2	12/9	T	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm
Women's Business Roundtable: "Networking and Marketing"	-	2	12/11	Th	6:00p - 8:00p	Free	DWCC	Sanford	Board Rm

Carpentry, Electrical, and Plumbing

Students will learn the fundamentals for basic house construction or remodeling work from experienced builder, teacher and farmer Kevin Meehan. Topics covered include the NC building codes, framing, cabinetry and trim, stairs, wiring, drain lines, and hot/cold supply lines with an emphasis on sustainable and low impact building techniques. Excellent course for those new to the construction trades.

Establishing an Orchard

Grow your own perennial fruit crops. Students will learn about a variety of perennial fruit crops, their cultural needs and suitable cultivars for production in the Southeast. You'll be able to effectively evaluate suitability of sites for fruit crop production, prepare soils, build specific crop infrastructure and install perennial fruit crop plants. Hands-on and practical.

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 transplants, harvest fall crops, and utilize a variety of vegetables organically, learn about irrigation installation and season extension structures.

Homebuilding 101

Students will learn basic home building design for a small house. Course will include safety training, use of power and hand tools, basic design principles, energy star principles and hands on construction of a small house.

Local Edible and Medicinal Plants

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 explore a variety of local environments.

Native Plants for Home Landscapes & Specialty Gardens

Learn to design, install and maintain native plants for home landscapes, pollinator gardens, bird and wildlife habitats and various garden features. Hands-on experience will complement class work and site visits.

Photovoltaic (Beginning)

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.*

Photovoltaic Technology & NEC Compliant Design

This course explains what electrical contractors, inspectors, and engineers need to know when designing, installing and inspecting PV Systems for compliance with the 2014 NEC. Topics include: PV wire sizing, PV overcurrent protection, Disconnects, Raceways, location of devices, Utility Interconnection, Permitting, Inspection, and PV System Grounding.

PV for Electricians Series

These classes will be offered each month. Each month the same two classes will be repeated.

Solar Thermal for Plumbers and Inspectors

Want to add a new element to your plumbing business? Learn the basics of solar thermal technologies supplying hot water from the sun. An experienced plumber teaches this course focusing on both technical issues and code compliance.

Voluntary Simplicity, Workshop and Discussion Group

Join this group for discussion and work. 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. *Textbook required.*

Winter Tree Exploration

Deepen your awareness and connection with our largest plant friends: the trees! This field class will 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. Hands-on activities, include creating a tree notebook, bring the trees to life!



SUSTAINABLE & GREEN EDUCATION

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
CHATHAM COUNTY									
Carpentry, Electrical, and Plumbing	3746	24	9/16 - 12/2	T	7:00p - 9:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 135
Establishing an Orchard	3750	27	9/22 - 11/17	M	5:30p - 8:30p	71.25	PMC	Pittsboro	Bldg 45 Rm 135
Growing Organic Vegetables	3749	24	9/10 - 10/29	W	6:00p - 9:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 135
Homebuilding 101	3264	96	8/22 - 12/12	F	9:00a - 4:00p	181.25	PMC	Pittsboro	Bldg 45 Rm 138
Local Edible and Medicinal Plants	3747	24	9/11 - 11/6	Th	1:00p - 4:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 135
Native Plants for Home landscapes and Specialty Gardens	3719	24	9/3 - 10/29	W	9:00a - 12:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 134
Photovoltaic (Beginning)	3265	80	8/21 - 12/11	-	9:00a - 2:00p	181.25	PMC	Pittsboro	Bldg 45 Rm 139
PV for Electricians Series - Photovoltaics (Beginning)	3745	8	9/9	Th	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 139
PV for Electricians Series - Photovoltaics (Beginning)	3266	8	11/4	Th	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 139
PV for Electricians Series - Photovoltaic Technology & NEC Compliant Design	3744	8	9/10	W	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 140
PV for Electricians Series - Photovoltaic Technology & NEC Compliant Design	3267	8	10/7	T	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 140
PV for Electricians Series - Photovoltaic Technology & NEC Compliant Design	3741	8	10/8	W	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 140
PV for Electricians Series - Photovoltaic Technology & NEC Compliant Design	3743	8	11/5	W	8:00a - 5:00p	250.55	PMC	Pittsboro	Bldg 45 Rm 140
Solar Thermal for Plumbers and Inspectors	3740	8	10/2 - 11/25	Th	6:30p - 8:30p	181.25	PMC	Pittsboro	Bldg 45 Rm 139
Voluntary Simplicity, Workshop and Discussion Group	3263	10	10/9 - 11/6	Th	6:30p - 8:30p	66.25	PMC	Pittsboro	Bldg 45 Rm 134
Winter Tree Exploration	3748	18	10/28 - 12/2	T	1:00p - 4:00p	71.25	PMC	Pittsboro	Bldg 45 Rm 135





Fall 2014 start dates:

**August 20, 2014 • September 17, 2014 • October 15, 2014
November 12, 2014 • December 10, 2014**

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- | | | |
|-------------------------------------|---------------------------|--------------------------|
| • Language and Arts | • Accounting and Finance | • Veterinary |
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The CRC is a workplace skills credential developed by ACT Inc. It identifies three essential workplace skill areas: Reading for Information, Locating Information, and Applied Mathematics.

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For more information on the Career Readiness Certification Assessment schedule, call Thurlia Martin at (919) 718-7447 or email temartin@cccc.edu.



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