

*Spring 2010*  
**CCCCC**

**Central Carolina Community College**

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



# Upgrade your career skills. Start your own business. Find a new hobby. And much more.

## Spring Registration begins:

December 1 – Medical classes  
December 2 – All other classes

Chatham County:  
(919) 542-6495, ext. 223

Harnett County:  
(910) 814-8823

Lee County:  
(919) 775-2122



## New Siler City Center



To serve the ever-increasing educational needs of the residents of Siler City and the surrounding communities, CCCC has received funding from Chatham County to begin construction of a 23,500 sq ft building. The Siler City Center will be located in the Central Carolina Business Campus, just off of Highway 64 and across the road from the new Chatham Hospital.

The facility will be equipped with a metal shop which will be outfitted with 6 welding stations. There will also be a well-equipped wood shop, two medical instruction rooms, a general science lab, two computer labs, and additional instructional/work space which will be in the outdoor courtyard – all visible from the “bridge” which is the main entrance to the new facility.

With the increased interest in Adult Education, medical related, and job training classes, CCCC is focused on providing a space that will bring additional academic and job training classes to the Siler City area.



Front View

*New Siler City Center • [www.cccc.edu](http://www.cccc.edu) • 919-742-2715*

# Continuing Education Spring Schedule 2010

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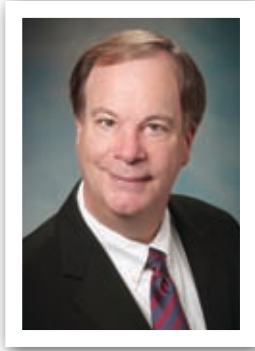
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Central Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, 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.



# Continuing Education Spring Schedule 2010



Welcome to Central Carolina Community College!

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

Best wishes during your time at CCCC.

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

## CONTINUING EDUCATION POLICIES

### Tuition and Fees/Fee Schedule

Course fees are noted with each course listing. Payment of these course fees is required before the first class session. 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 or Visa).

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

#### Fee Schedule

\$65.00 for 1-24 hours

\$120.00 for 25-50 hours

\$175.00 for 51 or more hours

- A limited number of need-based scholarships are available for Continuing Education students.

### Refunds

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

### Registration

- 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.

### 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.

*This document is a publication of  
Central Carolina Community College.  
CCCC is an equal opportunity college.*

# Continuing Education Spring Schedule 2010

## REGISTRATION INFORMATION

- Registration for Spring 2010 Continuing Education courses begin on the following dates:

**December 1:** Medical classes

**December 2:** All other classes

*(Classes begin throughout the year.)*

## Ways to Register



### Walk-In Registration

- Walk-In Registration allows registration at a Continuing Education office prior to a course's start date. Cash, money order, check, or Visa/MasterCard are accepted forms of payment.
- Students may register at the following locations according to the following schedules on or after the following dates:  
**Tuesday, December 1** for Medical classes and  
**Wednesday, December 2** for all other classes

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

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

### Chatham County – Siler City Center (502 W. Third St., Siler City, NC)

Monday – Thursday	8:00 a.m. – 8:00 p.m.	•	Friday	8:00 a.m. – 12:00 noon
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### Harnett County Campus – Continuing Education Bldg. Reception Area (1075 E. Cornelius Harnett Blvd., Lillington, NC)

Monday – Thursday	8:00 a.m. – 7:00 p.m.	•	Friday	8:00 a.m. – 3:30 p.m.
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### Lee County – W.B. Wicker Business Campus (900 S. Vance Street, Suite 280, Sanford NC)

Monday – Thursday	8:00 a.m. – 5:00 p.m.	•	Friday	8:00 a.m. – 3:30 p.m.
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*Note: Registration for Medical classes in Lee County (December 1 only) will occur at the Dennis A. Wicker Civic Center, 1801 Nash St., Sanford, NC. 8:00 a.m. – 12:00 noon.*

## Call-In Registration



- 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) 542-6495, ext. 223

Harnett County: (910) 814-8823

Lee County: (919) 775-2122

# Continuing Education Spring Schedule 2010

## CONTACT INFORMATION

### Adult Education/Basic Skills Programs

- Chatham County:  
Sara Lambert..... (919) 742-2715, ext. 23
- Harnett County:  
Melody McGee ..... (910) 814-1123
- Lee County:  
Evangeline Smith..... (919) 776-7323

### Para mas informacion en espanol—

llame al numero:..... (919) 776-7323 x 210

### Occupational Courses

- Chatham County:  
Carl Thompson, Sr. ... (919) 542-6495, ext. 224
- Harnett County:  
Len Royals..... (910) 814-8832
- Lee County:  
Cindy Ramsey..... (919) 775-2122, ext. 7790

### Enrichment Courses

- Chatham County:  
Maggie Zwilling..... (919) 542-6495, ext. 228
- Harnett County:  
Barbara Avery ..... (910) 814-8823
- Lee County:  
Charlotte Baggett..... (919) 775-2122, ext. 7789

### Ed2Go

Ramona Leftwich..... (919) 542-6495, ext. 223

### Emergency Services Training —

### EMS, Fire, Law Enforcement, and Rescue Training

Landis Phillips..... (919) 776-5601

### Human Resources Development (HRD) Courses

- Chatham County:  
Delphine Womack..... (919) 542-6495, ext. 219
- Harnett County:  
Nicole Brown ..... (910) 814-8852
- Lee County:  
Jim Womack..... (919) 775-2122, ext. 7798

### GED Testing Information

- Chatham, Harnett, and Lee Counties:  
Larry Tipton..... (919) 776-7323

### Customized Training

- Chatham, Harnett, and Lee Counties:  
Cathy Swindell ..... (919) 718-7212

### Small Business Workshops, Seminars, and Counseling

- Chatham County:  
Gary Kibler..... (919) 542-6495, ext. 215
- Harnett County:  
Nancy Blackman ..... (910) 892-2884
- Lee County:  
Jim Felton ..... (919) 774-6442



## Why Leave Home to Learn? Our Classes Come to YOU!

- Hundreds of courses in a wide range of subjects
- Take online courses from the comfort of your home or office
- Affordable cost
- New sections start monthly
- Courses run for 6 weeks
- Interactive discussions and live instructor support
- Certificate of completion

### Education To Go — Online Classes - [www.ed2go.com/cccc](http://www.ed2go.com/cccc)

See Page 3 for registration information. Students must have an email address to register for online classes. For class descriptions and instructor profiles, visit [www.ed2go.com/cccc](http://www.ed2go.com/cccc). For more information or to register, contact the Chatham, Harnett, or Lee Continuing Education offices or Ramona Leftwich, CCCC Education To Go representative, at (919) 542-6495, ext. 223.

Spring start dates: January (01/20/10), February (02/17/10), March (03/17/10), April (04/21/10), May (05/19/10).

Registration deadline is at least 48 hours prior to start date. For a complete list of classes and detailed descriptions, go to [www.ed2go.com/cccc](http://www.ed2go.com/cccc).

# Continuing Education Spring Schedule 2010

## SERVICES TO STUDENTS WITH DISABILITIES

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

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

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

- If you would like to request accommodations or need additional information, contact one of the following individuals:

**Chatham County — Pittsboro** Judy Herndon  
(919) 542-6496,  
ext. 211

**Chatham County — Siler City** Georgia Durso  
(919) 742-2715, ext. 21

**Harnett County** Carma Baggett  
(910) 814-1123

**Lee County** Sue Tipton  
(919) 776-7323

You may also contact Larry Tipton, GED Chief Examiner, at (919) 776-7706 or via email at [lтиpton@cccc.edu](mailto:lтиpton@cccc.edu).

**Books**  
**Pens**  
**Paper**  
**T-Shirts**  
**Books**  
**Hats**  
**Umbrellas**  
**Pencils**  
**Books**  
**Flash Drives**  
**Index Cards**  
**Purses**  
**Highlighters**  
**Books**  
**Bookbags**  
**Binders**  
**Mugs**  
**Kits**  
**Books**



## Books and So Much More!

Stop in the bookstore for all the things you need and stuff you want: textbooks, apparel, supplies, gifts and other merchandise.

Monday: 7:30 am – 7:00 pm

Tuesday – Friday: 7:30 am – 3:30 pm

(919) 718-7275 • (800) 682-8353, ext. 7275

*Bookstores are located on  
Lillington, Pittsboro, and Sanford campuses*

# Continuing Education Spring Schedule 2010

## Location Key

### Course Codes

C	Chatham County
H	Harnett County
L	Lee County
S	Small Business Centers
X	Emergency Services Training
Y	Human Resources Development (HRD)

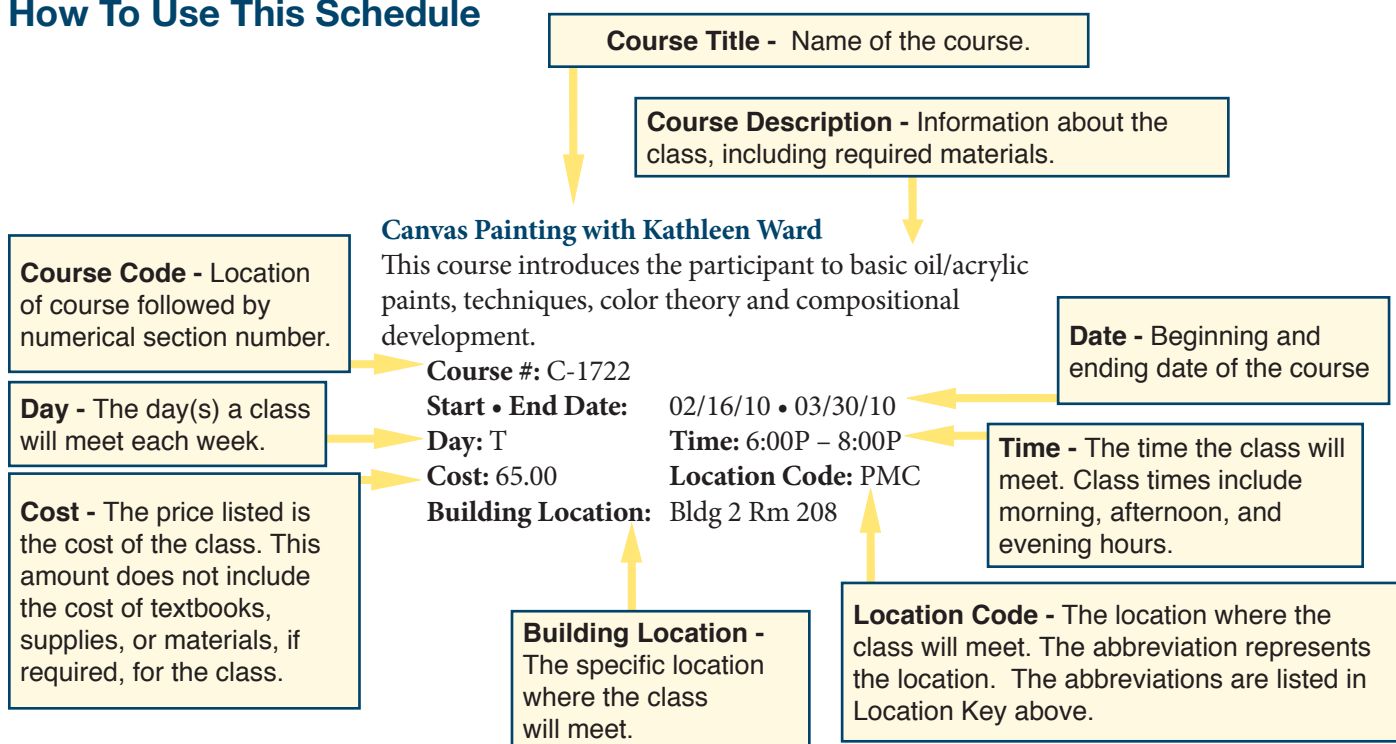
### Days of the Week Codes

M	Monday
T	Tuesday
W	Wednesday
Th	Thursday
F	Friday
Sa	Saturday
Su	Sunday

### Location Codes

DUNN	Dunn Cosmetology
DWCC	Dennis Wicker Civic Center
ECTR	Enrichment Center
ESTC	Emergency Services Training Center
HMC	Harnett Main Campus
HYBRID	Hybrid Class
LAEC	Lillington Adult Education Center
LMC	Lee Main Campus
MMOA	Moncure Museum of Art
ONLINE	Class is held online
PMC	Pittsboro Main Campus
SACC	Sanford Area Chamber of Commerce
SC	Class Located In Siler City
SCC	Siler City Center
SCC	Siler City Main Campus
SMNR	Sandhills Manor
STVC	Stevens Center
TSEC	Triangle South (Dunn)
WFRG	Wes Farrell Range
WBWICK	W. B. Wicker Business Campus

## How To Use This Schedule





## Chatham County:

### Adult Basic Education (ABE)

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

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** TWTh **Time:** 9:00A – 12:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center, Rm 6

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** TTh **Time:** 12:30P – 3:30P  
**Day:** MW **Time:** 5:00P – 8:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center, Rm 4

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** MTWTh **Time:** 5:00P – 8:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Pittsboro Campus, Rm 216

### Adult High School Diploma (AHSD)

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

**Start • End Date:** 01/05/10 • 05/27/10  
**Day:** MTWTh **Time:** 8:30A – 1:30P  
**Day:** MW **Time:** 5:00P – 8:00P  
**Cost:** Free **Location Code:** PMC / SCC  
**Building Location:** Pittsboro Campus, Rm 213 / Siler City Center, Rm 11

### Compensatory Education

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

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** M–F **Time:** 8:30A – 3:00P  
(1:00P on Friday)  
**Day:** MW **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center, Rm 4

### English as a Second Language (ESL)

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

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** M–F **Time:** 9:00A – 12:00P  
**Day:** MTWTh **Time:** 3:00P – 9:00P  
**Cost:** Clases son gratis.  
**Location Code:** SCC  
**Building Location:** Siler City Center

**Day:** MTh **Time:** 6:00P – 9:00P  
**Cost:** Clases son gratis.  
**Location Code:** CCS  
**Building Location:** Pittsboro Elementary School

### General Educational Development (GED)

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

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** TWTh **Time:** 9:00A – 12:00P  
**Day:** TTh **Time:** 5:00P – 8:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center, Rm 1

**Start • End Date:** 01/05/10 • 05/14/10  
**Day:** TTh **Time:** 9:00A – 12:00P  
**Day:** TTh **Time:** 5:00P – 8:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Pittsboro Campus, Rm 216

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

## Harnett County:

### Adult Basic Education (ABE)

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

**Start • End Date:** 01/06/10 • 05/14/10  
**Day:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0019

### Adult High School Diploma (AHSD)

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

**Start • End Date:** 01/06/10 • 05/14/10  
**Day:** MTWThF **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0014

### Compensatory Education

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

**Start • End Date:** 01/06/10 • 05/14/10  
**Day:** MTWThF **Time:** 8:30A – 3:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0021

### English as a Second Language (ESL)

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

**Start • End Date:** 01/06/10 • 05/14/10  
**Day:** MTWTh **Time:** 9:00A – 1:00P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0013

### General Educational Development (GED)

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

**Start • End Date:** 01/06/10 • 05/14/10  
**Day:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0016

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



## Lee County:

### Adult Basic Education (ABE)

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF **Time:** 8:15A – 12:15P  
**Day:** MTWThF **Time:** 1:15P – 3:15P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location:** WBWICK  
**Building Location:** 900 S. Vance Street

### Adult High School Diploma (AHSD)

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF **Time:** 8:15A – 12:15P  
**Day:** MTWThF **Time:** 1:15P – 3:15P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location:** WBWICK  
**Building Location:** 900 S. Vance Street

### Compensatory Education

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

**Start • End Date:** 01/04/10 • 03/31/10  
**Day:** MTWTh **Time:** 8:00A – 12:00P  
**Evening:** TW **Time:** 3:00P – 6:00P  
**Cost:** Free **Location Code:** STVC  
**Building Location:** Stevens Center – Red Room

### English as a Second Language (ESL)

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF **Time:** 8:15A – 12:15P  
**Day:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Clases son gratis.  
**Location Code:** WBWICK  
**Building Location:** 900 S. Vance Street



### General Educational Development (GED)

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

**Start • End Date:** 01/11/10 – 03/31/10  
**Day:** MTWThF **Time:** 8:15A – 12:15P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** WBWICK  
**Building Location:** 900 S. Vance Street

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

## Introduction to Computers I

Students will become familiar with the basic uses of personal computers. Students will acquire a basic knowledge of computer hardware and a brief introduction to operating systems.

**Course #:** S-1491  
**Start • End Date:** 01/11/10 • 02/15/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center

**Course #:** H-1858  
**Start • End Date:** 01/25/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 120.00 **Location Code:** HMC  
**Building Location:** Con Ed Rm 229

**Course #:** C-1720  
**Start • End Date:** 01/27/10 • 03/17/10  
**Day:** W **Time:** 9:00A – 12:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 209

**Course #:** C-1718  
**Start • End Date:** 02/04/10 • 04/08/10  
**Day:** Th **Time:** 5:30P – 7:00P  
**Cost:** 65.00 **Location Code:** SCC  
**Building Location:** Rm 14

**Course #:** C-1722  
**Start • End Date:** 02/16/10 • 03/30/10  
**Day:** T **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 208

## Introduction to Microsoft Excel

Students will learn to plan and create spreadsheets, populate cells, merge cells, write and troubleshoot formulas, use templates, and merge worksheets within a workbook. MS Excel 2007 is used.

**Course #:** C-1719  
**Start • End Date:** 02/04/10 • 04/08/10  
**Day:** Th **Time:** 7:05P – 8:35P  
**Cost:** 65.00 **Location Code:** SCC  
**Building Location:** Rm 14

**Course #:** C-1723  
**Start • End Date:** 02/18/10 • 04/01/10  
**Day:** Th **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 208

**Course #:** L-1195  
**Start • End Date:** 03/16/10 • 05/04/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** WBWICK  
**Building Location:** Pod A-7



## Introduction to MS Word

This course is designed to introduce the student to MS Word as a computer application used for composition, editing, formatting, and printing.

**Course #:** C-1721  
**Start • End Date:** 01/27/10 • 03/17/10  
**Day:** W **Time:** 1:00P – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 209

## PowerPoint

Learn to create professional presentations.

**Course #:** L-1194  
**Start • End Date:** 01/19/10 • 03/09/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** WBWICK  
**Building Location:** Pod A-7

## Quickbooks Pro Introduction

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

**Course #:** S-1492  
**Start • End Date:** 02/03/10 • 03/03/10  
**Day:** W **Time:** 6:00P – 8:30P  
**Cost:** 65.00 **Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center

**Course #:** L-1183  
**Start • End Date:** 03/04/10 • 04/08/10  
**Day:** Th **Time:** 5:00P – 8:00P  
**Cost:** 65.00 **Location Code:** DWCC  
**Building Location:** Rm 104

## The Internet and You—Exploring the Tools of Tomorrow

Upon completion students will have demonstrated advanced communication and researching skills using tools available on the web. Additionally students will produce a basic personal, business, or informational website.

**Course #:** C-1728  
**Start • End Date:** 01/21/10 • 03/18/10  
**Day:** Th **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 209

## Word, Internet, and Email

Learn to create documents and to enhance them using different formatting techniques. Learn to safely surf the Internet and use Email.

**Course #:** L-1184  
**Start • End Date:** 04/12/10 • 05/17/10  
**Day:** M **Time:** 5:00P – 8:00P  
**Cost:** 65.00 **Location Code:** DWCC  
**Building Location:** Rm 104



## Anatomy & Physiology

This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care.

**Course #:** H-1874  
**Start • End Date:** 01/18/10 • 05/09/10  
**Day:** Online      **Time:** Online  
**Cost:** 175.00      **Location Code:** ONLINE  
**Building Location:** Online  
*Online Orientation: 01/11/2010 • 9:00A – 11:00A*

## Medical Terminology

Medical Terminology is the introduction to the study of the structure of medical words and terms.

**Course #:** H-1875  
**Start • End Date:** 02/15/10 • 05/09/10  
**Day:** Online      **Time:** Online  
**Cost:** 175.00      **Location Code:** ONLINE  
**Building Location:** Online  
*Online Orientation: 02/08/10 • 9:00A – 11:00A*

## Medical Transcription

This course is designed to provide the student with entry level skills needed for physician dictation.

**Course #:** H-1879  
**Start • End Date:** 04/19/10 • 08/08/10  
**Day:** Online      **Time:** Online  
**Cost:** 181.25      **Location Code:** ONLINE  
**Building Location:** Online  
*Online Orientation: 02/08/10 • 9:00A-11:00A*

## Nursing Assistant I Hybrid

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

**Course #:** H-1877  
**Start • End Date:** 03/08/10 • 06/27/10  
**Day:** Online      **Time:** Online Hybrid  
**Cost:** 181.25      **Location Code:** HMC  
**Building Location:** Triangle South  
**Labs Days:** M/W: 5:30P – 9:30P  
**Clinical:** Sa/Su: 8:00A–6:00P  
*Online Orientation: 03/01/10 • 9:00A – 11:00A*

## Nursing Assistant Refresher Hybrid

The online course provides a refresher of the fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

**Course #:** H-1878  
**Start • End Date:** 03/15/10 • 05/09/10  
**Day:** Online      **Time:** Online Hybrid  
**Cost:** 120.00      **Location Code:** Online Hybrid  
**Building Location:** Triangle South  
**Lab Days:** W: 04/28/10 & 05/05/10  
9:00A – 1:00P  
*Online Orientation: 03/08/10 • 9:00A – 11:00A*



## Education To Go — Online Classes - [www.ed2go.com/cccc](http://www.ed2go.com/cccc)

See Page 3 for registration information. Students must have an email address to register for online classes. For class descriptions and instructor profiles, visit [www.ed2go.com/cccc](http://www.ed2go.com/cccc). For more information or to register, contact the Chatham, Harnett, or Lee Continuing Education offices or Ramona Leftwich, CCCC Education To Go representative, at (919) 542-6495, ext. 223.

**Spring start dates: January (01/20/10), February (02/17/10), March (03/17/10), April (04/21/10), May (05/19/10).** Registration deadline is at least 48 hours prior to start date. For a complete list of classes and detailed descriptions, go to [www.ed2go.com/cccc](http://www.ed2go.com/cccc).



### Hundreds of Classes....

A Writer's Guide to Descriptive Settings  
Accounting Fundamentals  
Administrative Assistant Applications  
Adolescents, Understanding  
Aging Parents, Assisting  
An Introduction to Teaching ESL/EFL  
Anatomy and Physiology, Human  
Arts and Crafts Business, Start Your Own  
ASP.NET, Introduction to  
Braille Transcription, Beginning  
Business  
C++ Programming  
Caterer, Secrets of the  
Children, Writing for  
Classroom Discipline Problems II, Solving  
Communication  
Computer Skills  
Constitutional Law: Bill of Rights  
Consulting Practice, Start Your Own  
Creating the Inclusive Classroom  
Criminal Law, Introduction to  
CSS and XHTML  
Customer Service, Managing  
Database Development, Introduction to  
Debt Elimination Techniques That Work

Designing Effective Websites  
Differentiated Instruction in the Classroom  
Difficult People, Achieving Success with  
Digital Photography, Discover  
Drawing for the Absolute Beginner  
Dreamweaver  
eBay Drop Off Store, Start Your Own  
Editing, The Keys to Effective  
Employment Law Fundamentals  
European Art, Enjoying  
Evidence Law  
Finance, Personal  
Flash MX 2004, Introduction to  
Forensic Science for Writers  
French  
Genealogy Basics  
Get Funny!  
Grammar  
Grant Writing  
GRE Preparation - Part 1 & 2  
Handling Medical Emergencies  
Home-Based Business, Start and  
Operate your own  
Homeschool With Success  
Human Resources Function, Understanding  
Illustrator CS3, Introduction to  
InDesign CS3, Introduction to

Individual Excellence  
Internet  
Japanese, Conversational  
Job Search, 12 Steps to a Successful  
Journaling  
Kids on the Internet, Guiding  
Language Development in Childhood,  
Enhancing  
Leadership  
Learning Disabled Students, Working  
Successfully With  
Learning Materials, Creating K-12  
Life Story, Write Your  
Linux, Introduction to  
LSAT Preparation - Part 1 & Part 2  
Luscious, Low-Fat, Lightning-Quick Meals  
Magazine Writing, The Craft of  
Manufacturing Fundamentals  
Mastery of Business Applications  
Math, Everyday  
Medical Coding  
Microsoft Programs  
Money Management, Keys to Successful  
Music Made Easy  
Nurse Consulting, Legal

**... And Many More!**

# Emergency Services Training Spring 2010

## Big Rig Rescue™

Students will learn the safest and most efficient techniques for heavy lifting and stabilization of big rigs involved in collisions with smaller vehicles.

**Course #:** F-1006  
**Start • End Date:** 02/20/10 • 02/21/10  
**Day:** SaSu **Time:** 8:00A – 5:00P  
**Cost:** 76.25 **Location Code:** ESTC  
**Building Location:** Emergency Services Training

## Big Lift University

Students will learn the most effective use of low, medium, and high pressure air bag rescue systems and strut/cribbing support for lifting and stabilizing heavy vehicles.

**Course#:** F-1007  
**Start • End Date:** 03/27/10 • 03/28/10  
**Day:** SaSu **Time:** 8:00A – 5:00P  
**Cost:** 76.25 **Location Code:** ESTC  
**Building Location:** Emergency Services Training



## Motorcycle Safety Training

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

The motorcycle safety classes are offered at the CCCC Emergency Services Training Center (ESTC). The ESTC is located off Hwy 78 between Sanford and Tramway on Airport Rd. at the Old Sanford/Lee County Airport site. Classes are limited to 12 students and are filled on a first come basis. Pre-registration and pre-payment are required! To pre-register by credit card, please call (919) 776-5601. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Rd. (Old Lee County Airport site). The class registration fee is \$110.00. There is a 48 hr. minimum cancellation notice in order to receive a fee refund.

**Course #:** X-1001  
**Start • End Date:** 03/19/10 • 03/21/10  
**Day:** FSaSu **Time:** 6:00P – 10:00P (F);  
8:00A – 6:00P (SaSu)  
**Cost:** 110.00 **Location Code:** ESTC  
**Building Location:** Emergency Services Training

**Course #:** X-1002  
**Start • End Date:** 04/09/10 • 04/11/10  
**Day:** FSaSu **Time:** 6:00P – 10:00P (F);  
8:00A – 6:00P (SaSu)  
**Cost:** 110.00 **Location Code:** ESTC  
**Building Location:** Emergency Services Training

**Course #:** X-1003  
**Start • End Date:** 04/16/10 • 04/18/10  
**Day:** FSaSu **Time:** 6:00P – 10:00P (F);  
8:00A – 6:00P (SaSu)  
**Cost:** 110.00 **Location Code:** ESTC  
**Building Location:** Emergency Services Training



# Emergency Services Training Spring 2010

**Course #:** X-1004

**Start • End Date:** 04/30/10 • 05/02/10  
**Day:** FSaSu **Time:** 6:00P – 10:00P (F);  
8:00A – 6:00P (SaSu)

**Cost:** 110.00 **Location Code:** ESTC  
**Building Location:** Emergency Services Training

**Course #:** X-1005

**Start • End Date:** 05/14/10 • 05/16/10  
**Day:** FSaSu **Time:** 6:00P – 10:00P (F);  
8:00A – 6:00P (SaSu)

**Cost:** 110.00 **Location Code:** ESTC  
**Building Location:** Emergency Services Training

## Emergency Medical Services Training

The Emergency Services Training Center offers the following EMT classes throughout the calendar year: Medical Responder (MR), Emergency Medical Dispatch (EMD), Emergency Medical Technician (EMT), Emergency Medical Technician-Intermediate (EMT-I), and Emergency Medical Technician-Paramedic (EMT-P). All of the EMS classes are approved by the North Carolina Office of EMS and qualify the student for the OEMS state certification exam. Call Jerry Cornelison at the ESTC at (919) 777-7776 for additional class information, including dates and times.

## Automotive Restoration Training

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



## Anatomy & Physiology

This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care.

**Course #:** H-1874  
**Start • End Date:** 01/18/10 • 05/09/10  
**Day:** Online **Time:** Online  
**Cost:** 175.00 **Location Code:** ONLINE  
**Building Location:** Online  
*Online Orientation: 01/11/2010 • 9:00A – 11:00A*

## Cardiac Monitoring Technician

Prepares the student to recognize and report changes in a patient's heart rhythm in the hospital.

**Course #:** C-1758  
**Start • End Date:** 03/08/10 • 04/06/10  
**Day:** MTWThF **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 217  
*Orientation: 03/10/2010 • 9:00A – 11:00A*

## CPR for Healthcare Providers

This course is designed for the healthcare provider and follows current American Heart Association guidelines for Adult, Child, and Infant cardiopulmonary resuscitation.

**Course #:** C-1765  
**Start • End Date:** 02/03/10 • 02/03/10  
**Day:** W **Time:** 5:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

**Course #:** C-1766  
**Start • End Date:** 02/17/10 • 02/17/10  
**Day:** W **Time:** 10:00A – 2:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

**Course #:** C-1767  
**Start • End Date:** 03/10/10 • 03/10/10  
**Day:** W **Time:** 10:00A – 2:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

**Course #:** C-1768  
**Start • End Date:** 03/11/10 • 03/11/10  
**Day:** W **Time:** 5:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

## CPR for Healthcare Providers “Jump Start”

This course is designed for the healthcare provider and follows current American Heart Association guidelines for Adult, Child, and Infant cardiopulmonary resuscitation.

**Course #:** C-1769  
**Start • End Date:** 01/27/10 • 01/27/10  
**Day:** W **Time:** 10:00A – 2:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

**Course #:** C-1770  
**Start • End Date:** 03/03/10 • 03/03/10  
**Day:** W **Time:** 5:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 MPR

## Drug Collection Specialist

Enhances the Phlebotomist's employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

**Course #:** L-1191 **(JobsNOW course)**  
**Start • End Date:** 03/23/10 • 04/15/10  
**Day:** TTh **Time:** 5:00P – 8:00P  
**Cost:** 65.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 22

## EKG Monitor Technician

Teaches certified EKG technicians to become proficient in reading and interpreting EKGs. Upon successful completion of exam students will be qualified for employment with the cardiac unit of a hospital.

**Course #:** L-1173  
**Start • End Date:** 03/29/10 • 06/09/10  
**Day:** MW **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 15

## EKG Technician

Prepares students to become a certified EKG technician and operate an EKG machine and run strips on patients in the hospital or doctor's office.

**Course #:** L-1172

**Start • End Date:** 01/11/10 • 03/03/10

**Day:** MW **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** WBWICK

**Building Location:** Main Bldg Rm 15

**Course #:** C-1757

**Start • End Date:** 01/26/10 • 02/25/10

**Day:** TWTh **Time:** 9:00A – 1:00P

**Cost:** 181.25 **Location Code:** PMC

**Building Location:** Bldg 1 Rm 217

*Orientation: 01/19/10 • 9:00A – 11:00A*

**Course #:** L-1178 **(JobsNOW course)**

**Start • End Date:** 02/02/10 • 03/24/10

**Day:** TTh **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** WBWICK

**Building Location:** Main Bldg Rm 15

**Course #:** H-1867

**Start • End Date:** 02/02/10 • 03/23/10

**Day:** TTh **Time:** 6:00P – 10:00P

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

**Building Location:** Continuing Education Rm 240

## EKG Technician (Advanced)

Teaches a certified EKG technician advanced principles of EKG.

**Course #:** L-1174

**Start • End Date:** 03/08/10 • 03/24/10

**Day:** MW **Time:** 5:00P – 9:00P

**Cost:** 65.00 **Location Code:** WBWICK

**Building Location:** M-15

## Geriatric Nursing Assistant

For those currently on the NC Nurse Aide Registry, this course focuses on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a Geriatric Nurse Aide with the NC Nurse Aide Registry.

**Course #:** L-1180 **(JobsNOW course)**

**Start • End Date:** 03/16/10 • 06/29/10

**Day:** TWTh **Time:** 1:00P – 4:30P

**Cost:** 181.25 **Location Code:** WBWICK

**Building Location:** Pod A-5



## Medical Office

Learn office skills necessary to work in a clinical setting such as an optometrist office, doctor's office, or clinic.

**Course #:** L-1179 **(JobsNOW course)**

**Start • End Date:** 03/22/10 • 06/23/10

**Day:** MW **Time:** 6:00P – 9:00P

**Cost:** 175.00 **Location Code:** WBWICK

**Building Location:** Pod A-7

## Medical Terminology

Medical Terminology is the introduction to the study of the structure of medical words and terms.

**Course #:** L-1171  
**Start • End Date:** 01/26/10 • 05/06/10  
**Day:** TTh **Time:** 5:00P – 9:00P  
**Cost:** 175.00 **Location Code:** LMC  
**Building Location:** Budd Rm 601

**Course #:** H-1875  
**Start • End Date:** 02/15/10 • 05/09/10  
**Day:** Online **Time:** Online  
**Cost:** 175.00 **Location Code:** ONLINE  
**Building Location:** Online  
*Online Orientation:* 02/08/10 • 9:00A – 11:00A

## Medical Transcription

This course is designed to provide the student with entry level skills needed for physician dictation.

**Course #:** H-1879  
**Start • End Date:** 04/19/10 • 08/08/10  
**Day:** Online **Time:** Online  
**Cost:** 181.25 **Location Code:** ONLINE  
**Building Location:** Online

## Nursing Assistant I/Nursing Aide I

Prepares the student to work in nursing homes, hospitals, and doctor's offices as an entry level nursing assistant helping with patient care.

**Course #:** H-1868  
**Start • End Date:** 01/12/10 • 04/29/10  
**Day:** TWTh **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 228

**Course #:** L-1166  
**Start • End Date:** 01/19/10 • 05/13/10  
**Day:** TTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-4

**Course #:** L-1167  
**Start • End Date:** 01/25/10 • 04/13/10  
**Day:** MTWTh **Time:** 1:30P – 4:30P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-1

**Course #:** L-1168  
**Start • End Date:** 02/02/10 • 04/22/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-1

**Course #:** H-1869  
**Start • End Date:** 02/02/10 • 06/03/10  
**Day:** TW **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

**Course #:** C-1752 (JobsNOW course)  
**Start • End Date:** 02/08/10 • 05/26/10  
**Day:** MTW **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 6  
*Orientation:* 02/01/10 • 5:00P – 7:00P

**Course #:** H-1870 (JobsNOW course)  
**Start • End Date:** 02/09/10 • 04/29/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

**Course #:** H-1871  
**Start • End Date:** 02/23/10 • 05/13/10  
**Day:** TWTh **Time:** 9:00A – 2:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 228

**Course #:** C-1754  
**Start • End Date:** 02/23/10 • 05/27/10  
**Day:** TWTh **Time:** 9:30A – 1:30P;  
 8:30A – 2:30P (Clinical hours)  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 2  
*Orientation:* 02/16/10 • 9:30A – 11:30A

**Course #:** L-1177  
**Start • End Date:** 03/01/10 • 05/03/10  
**Day:** MTWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-4

**Course #:** C-1753 (JobsNOW course)  
**Start • End Date:** 03/08/10 • 06/28/10  
**Day:** MTW **Time:** 12:30P – 4:30P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 6  
*Orientation: 03/01/10 • 12:30P – 2:30P*

**Course #:** H-1872  
**Start • End Date:** 03/23/10 • 06/24/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 306

**Course #:** C-1760  
**Start • End Date:** 03/29/10 • 06/21/10  
**Day:** MT **Time:** 8:00A – 5:00P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 220  
*Orientation: 03/22/10 • 1:30P – 3:30P*

**Course #:** L-1181 (JobsNOW course)  
**Start • End Date:** 04/06/10 • 07/13/10  
**Day:** MTWTh **Time:** 1:30P – 4:30P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-4

**Course #:** C-1761  
**Start • End Date:** 04/07/10 • 07/29/10  
**Day:** WThF **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 220  
*Orientation: 03/30/10 • 1:30P – 3:30P*

**Course #:** C-1755  
**Start • End Date:** 04/13/10 • 09/02/10  
**Day:** TTh **Time:** 5:00P – 9:00P;  
5:00P – 11:00P (Clinical hours)  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 2  
*Orientation: 04/06/10 • 5:00P – 7:00P*

**Course #:** C-1762  
**Start • End Date:** 04/19/10 • 07/12/10  
**Day:** MTWTh **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 220  
*Orientation: 04/12/10 • 5:30P – 7:30P*

**Course #:** H-1873 (JobsNOW course)  
**Start • End Date:** 05/04/10 • 07/29/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

## Nursing Assistant I Hybrid

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

**Course #:** H-1877  
**Start • End Date:** 03/08/10 • 06/27/10  
**Day:** Online **Time:** Online Hybrid  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Triangle South  
**Labs Days:** M/W: 5:30P – 9:30P  
**Clinical:** Sa/Su: 8:00A–6:00P  
*Online Orientation: 03/01/10 • 9:00A – 11:00A*

## Nursing Assistant I Refresher

To prepare the NAI whose North Carolina registry listing has expired to take the State Certification exam.

**Course #:** L-1193  
**Start • End Date:** 04/20/10 • 05/13/10  
**Day:** TWTh **Time:** 5:00P – 9:00P  
**Cost:** 120.00 **Location Code:** WBWICK  
**Building Location:** Pod A-1

## Nursing Assistant II

Further prepares the Certified Nursing Assistant in advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc.

**Course #:** L-1175  
**Start • End Date:** 02/15/10 • 04/26/10  
**Day:** MTWTh **Time:** 8:00A – 12:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-5

**Course #:** L-1176  
**Start • End Date:** 03/01/10 • 05/10/10  
**Day:** MTWTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-5



### Nursing Assistant Refresher Hybrid

The online course provides a refresher of the fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

**Course #:** H-1878  
**Start • End Date:** 03/15/10 • 05/09/10  
**Day:** Online      Time: Online Hybrid  
**Cost:** 120.00      **Location Code:** Online Hybrid  
**Building Location:** Triangle South  
**Lab Days:** W: 04/28/10 & 05/05/10  
    9:00A – 1:00P  
**Online Orientation:** 03/08/10 • 9:00A – 11:00A

### Pharmacy Technician

Prepares the student to work in a pharmacy under the supervision of a Pharmacist. Drug categories, interactions, and effects are studied.

**Course #:** C-1751  
**Start • End Date:** 01/19/10 • 05/06/10  
**Day:** TTh      **Time:** 5:30P – 9:00P  
**Cost:** 181.25  
**Location Code:** Chatham Hospital Diabetes Program  
**Building Location:** Rm 336

**Course #:** L-1170  
**Start • End Date:** 02/08/10 • 05/12/10  
**Day:** MW      **Time:** 5:00P – 9:00P  
**Cost:** 175.00      **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 20

### Phlebotomy Technician

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

**Course #:** H-1863  
**Start • End Date:** 01/11/10 • 03/19/10  
**Day:** MTWTh      **Time:** 9:00A – 1:00P  
**Cost:** 181.25      **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220

**Course #:** H-1865  
**Start • End Date:** 01/11/10 • 03/19/10  
**Day:** MTWTh      **Time:** 6:00P – 10:00P  
**Cost:** 181.25      **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220

**Course #:** L-1169  
**Start • End Date:** 01/19/10 • 05/12/10  
**Day:** TWTh      **Time:** 5:00P – 9:00P  
**Cost:** 181.25      **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 220H

**Course #:** H-1865  
**Start • End Date:** 03/22/10 • 05/28/09  
**Day:** MTWTh      **Time:** 9:00A – 1:00P  
**Cost:** 181.25      **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220

**Course #:** H-1866  
**Start • End Date:** 03/22/10 • 05/28/09  
**Day:** MTWTh **Time:** 6:00P – 10:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 220

**Course #:** C-1763  
**Start • End Date:** 04/19/10 • 07/23/10  
**Day:** MTWThF **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 217  
*Orientation: 04/12/10 • 1:30P – 3:30P*

**Course #:** C-1764  
**Start • End Date:** 04/19/10 • 08/27/10  
**Day:** MTW **Time:** 5:30P – 9:30P  
**Cost:** 181.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 217  
*Orientation: 04/12/10 • 5:30P – 7:30P*



## Sleep Disorders Technician

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

**Course #:** C-1756  
**Start • End Date:** 03/15/10 • 07/24/10  
**Day:** MWSa **Time:** 5:00P – 9:00P (MW);  
4:00P – 8:00P (Sa)  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 2  
*Orientation: 03/08/10 • 5:00P – 7:00P*



# Human Resources Development (HRD) Spring 2010

**Human Resources Development (HRD)** courses provide skills assessment, employment skills training, and career development and enhancement. HRD courses are offered in short classes to equip you with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in your job. Course fees are waived for qualified participants. Qualified participants are unemployed, have been notified of a lay-off, or underemployed. Underemployed persons are working part time and/or are eligible for the Federal Earned Income Tax Credit.

## HRD: Chatham

### Workplace Readiness for Health Careers

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

**Course #:** C-1912

**Start • End Date:** 01/05/10 • 01/13/10

**Day:** MTWThF **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #:** C-1906

**Start • End Date:** 01/05/10 • 01/14/10

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

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 5:00P – 7:00P (Rm 6);  
7:00P – 9:00P (Rm 7)

**Course #:** C-1907

**Start • End Date:** 01/19/10 • 01/27/10

**Day:** MTWThF **Time:** 11:00A – 3:00P

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 11:00A – 1:00P (Rm 7);  
1:00P – 3:00P (Rm 12)

**Course #:** C-1913

**Start • End Date:** 01/20/10 • 02/01/10

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

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MW: Bldg 1 Rm 226  
TTh: Bldg 1 Rm 223

**Course #:** C-1908

**Start • End Date:** 02/01/10 • 02/09/10

**Day:** MTWThF **Time:** 11:00A – 3:00P

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 11:00A – 1:00P (Rm 7);  
1:00P – 3:00P (Rm 12)

**Course #:** C-1914

**Start • End Date:** 02/15, 19, 22; 03/22, 23, 24, & 25

**Day:** MTWThF **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #:** C-1910

**Start • End Date:** 02/22/10 • 03/03/10

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

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 5:00P – 7:00P (Rm 1);  
7:00P – 9:00P (Rm 7)

**Course #:** C-1909

**Start • End Date:** 02/23/10 • 03/04/10

**Day:** MTWThF **Time:** 11:00A – 3:00P

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 11:00A – 1:00P (Rm 7);  
1:00P – 3:00P (Rm 6)

**Course #:** C-1915

**Start • End Date:** 03/05/10 • 03/15/10

**Day:** MTWThF **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #:** C-1916

**Start • End Date:** 03/18/10 • 03/30/10

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

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MW: Bldg 1 Rm 226  
TTh: Bldg 1 Rm 223



# Human Resources Development (HRD) Spring 2010

**Course #:** C-1917

**Start • End Date:** 04/01/10 • 04/13/10

**Day:** MTWThF **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #:** C-1918

**Start • End Date:** 04/14/10 • 04/22/10

**Day:** MTWThF **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** PMC

**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #:** C-1911

**Start • End Date:** 05/10/10 • 05/19/10

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

**Cost:** 120.00 **Location Code:** SCC

**Building Location:** 5:00P – 7:00P (Rm 1);  
7:00P – 9:00P (Rm 7)



## HRD: Harnett

### Career Readiness for Success Lab

Job seekers, prepare for employment, college admissions, and the North Career Readiness (CRC) Certificate.

**Course #:** H-1886

**Start • End Date:** 01/04/10 • 05/07/10

**Day:** M **Time:** 9:00A – 5:00P

**Day:** TWTh **Time:** 1:00P – 5:30P

**Day:** F **Time:** 9:00A – 3:00P

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

**Building Location:** TBA

### Computer and Employability Skills for the Workplace

Beginning with computer basics, this course will introduce students to computer applications, technology careers, employability skills, and job search strategies.

**Course #:** H-1884

**Start • End Date:** 01/07/10 • 03/12/10

**Day:** TWThF **Time:** 9:30A – 12:30P

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

**Building Location:** Continuing Education Rm 229

### Workplace Readiness for Health Occupations

This course will provide students with a foundation to achieve success in healthcare careers. It will explore medical careers, job keeping and seeking strategies, time and stress management, and much more.

**Course #:** H-1885

**Start • End Date:** 03/17/10 • 05/06/10

**Day:** TWTh **Time:** 9:30A – 12:30P

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

**Building Location:** Continuing Education Rm 229

# Human Resources Development (HRD) Spring 2010

## HRD: Lee

### Career Readiness and Pathways

This course provides employability skills training for unemployed and underemployed adults. Topics to be covered include career exploration, job seeking and keeping skills, entry-level skill awareness and development, training strategies including note-taking, test-taking, reducing test anxiety and stress, and preparation for certification or placement tests.

**Course #:** Y-1226

**Start • End Date:** 01/19/10 • 02/11/10

**Day:** TTh **Time:** 9:00A – 2:00P

**Cost:** 120.00 **Location Code:** WBWICK

**Building Location:** Main Bldg Rm 18

### Career Readiness Lab

Students will prepare employment-related documents, practice typing, prepare résumés, and study for the Workkeys Assessments to earn the North Carolina Career Readiness Certificate. Interviewing skills will be developed. Job search and keeping strategies will be taught.

**Course #:** Y-1227

**Start • End Date:** 01/20/10 • 03/10/10

**Day:** MWF **Time:** 9:00A – 2:00P

**Cost:** 175.00 **Location Code:** WBWICK

**Building Location:** Main Bldg Rm 18

### Computer Skills for the Workplace

Students who are in transition from one job to another will learn skills to make the students comfortable in using the computer in the workplace. Résumés, cover letters, and thank you letters will be documents students will create. The internet will be used to connect with employers and research labor market information.

**Course #:** Y-1128

**Start • End Date:** 02/16/10 • 03/18/10

**Day:** TTh **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** WBWICK

**Building Location:** Main Bldg Rm 18

### Our Mission...

*To educate and train individuals for success in the workplace*

*For more information, contact  
Lee County: (919) 775-2122, Ext. 7798,  
Chatham County: (919) 542-6495, Ext. 219,  
Harnett County: (910) 814-8852,  
Toll-Free: (800) 682-8353*



*For Registration information, refer to page 3. For Location Key, refer to page 6.*

JobsNOW: 12 in 6 is a workforce development program designed to retrain those who have lost jobs through layoffs, downsizing, and plant closures. The goal is to put North Carolinians back to work as quickly as possible and boost the state's economy.

JobsNOW at Central Carolina Community College focuses on job training that can be completed in a few weeks to six months. Workers with these job skills are in demand in the college's service area of Chatham, Harnett, and Lee counties.

Participants who qualify under the Workforce Investment Act may have fees covered by WIA for their classes.

## Medical Occupations

### Drug Collection Specialist

Enhances the Phlebotomist's employment opportunities and provides candidates the eligibility for national "Drug Collection Specialist" certification.

**Course #:** L-1191  
**Start • End Date:** 03/23/10 • 04/15/10  
**Day:** TTh **Time:** 5:00P – 8:00P  
**Cost:** 65.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 22

### EKG Technician

Prepares students to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors' offices.

**Course #:** L-1178  
**Start • End Date:** 02/02/10 • 03/24/10  
**Day:** TTh **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 15



### Geriatric Nursing Assistant

For those currently on the NC Nurse Aide Registry, this course focuses on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a Geriatric Nurse Aide with the NC Nurse Aide Registry.

**Course #:** L-1180  
**Start • End Date:** 03/16/10 • 06/29/10  
**Day:** TWTh **Time:** 1:00P – 4:30P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-5

### Medical Office

Learn office skills necessary to work in a clinical setting such as an optometrist office, doctor's office or clinic.

**Course #:** L-1179  
**Start • End Date:** 03/22/10 • 06/23/10  
**Day:** MW **Time:** 6:00P – 9:00P  
**Cost:** 175.00 **Location Code:** WBWICK  
**Building Location:** Pod A-7

### Nursing Assistant I/Nursing Aide I

Prepares the student to work in nursing homes, hospitals, and doctor's offices as an entry level nursing assistant helping with patient care.

**Course #:** C-1752  
**Start • End Date:** 02/08/10 • 05/26/10  
**Day:** MTW **Time:** 5:00P – 9:00P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 6  
*Orientation: 02/01/10 • 5:00P – 7:00P*

**Course #:** H-1870  
**Start • End Date:** 02/09/10 • 04/29/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

**Course #:** C-1753  
**Start • End Date:** 03/08/10 • 06/28/10  
**Day:** MTW **Time:** 12:30P – 4:30P  
**Cost:** 181.25 **Location Code:** SCC  
**Building Location:** Rm 6  
*Orientation: 03/01/10 • 12:30P – 2:30P*

**Course #:** L-1181  
**Start • End Date:** 04/06/10 • 07/13/10  
**Day:** MTWTh **Time:** 1:30P – 4:30P  
**Cost:** 181.25 **Location Code:** WBWICK  
**Building Location:** Pod A-4

**Course #:** H-1873  
**Start • End Date:** 05/04/10 • 07/29/10  
**Day:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

## Culinary Arts

### Food Safety & Sanitation

This course is a must for anyone who is looking for a career in the food service industry. The class offers instruction in the importance and procedures of food safety and sanitation. The successful student will receive ServSafe Certification, upon completion of the course, and pass the national ServSafe Certification exam.

**Course #:** C-1741 **(JobsNOW course)**  
**Start • End Date:** 02/22/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** Bear Creek  
**Building Location:** Chatham Central High School

### Introduction to Food and Beverage Service Techniques

This course is designed for anyone who desires a career in the food service industry. The student will learn basic food/beverage service techniques, terminology, preparation, and promotion of various food and beverage items.

**Course #:** C-1740 **(JobsNOW course)**  
**Start • End Date:** 02/17/10 • 04/07/10  
**Day:** W **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** Bear Creek  
**Building Location:** Chatham Central High School

## Sustainable & Green Education

### LEED Landscapes with Aesthetic Design

Understand the concepts of sustainable design while integrating aesthetic design skills.

**Course #:** C-1927 **(JobsNOW course)**  
**Start • End Date:** 02/04/10 • 03/25/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

## Welding

This course will include the applications of MIG and STICK along with safety requirements and hands on training.

**Course #:** H-1861 **(JobsNOW course)**  
**Start • End Date:** 02/16/10 • 04/29/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 204

**Course #:** H-1862 **(JobsNOW course)**  
**Start • End Date:** 02/17/10 • 04/28/10  
**Day:** W **Time:** 8:00A – 5:00P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 204





### Advanced Spanish

This course is designed to teach the student a greater proficiency of the Spanish language and culture, as well as reviewing books written by contemporary Hispanic authors. Must have at least 2 years of Spanish, Must have at least 2 years of Spanish, preferably 3 years.

**Course #:** C-1725  
**Start • End Date:** 02/04/10 • 04/22/10  
**Day:** Th **Time:** 1:00P – 3:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

### Advanced Spanish For You and Your Business

This is the advanced Spanish and you must have taken the Conversational Spanish course.

**Course #:** S-1494  
**Start • End Date:** 01/14/10 • 03/04/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** TSEC  
**Building Location:** Rm 106

### Beginning Spanish

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

**Course #:** L-1198  
**Start • End Date:** 01/25/10 • 04/21/10  
**Day:** MW **Time:** 6:00P – 8:00P  
**Cost:** 120.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 20

### Course #:

**L-1138**  
**Start • End Date:** 02/02/10 • 03/25/10  
**Day:** TF **Time:** 12:00P – 1:30P  
**Cost:** 65.00 **Location Code:** WBWCK  
**Building Location:** Main Bldg Rm 15

### Course #:

**C-1738**  
**Start • End Date:** 02/03/10 • 04/07/10  
**Day:** W **Time:** 2:00P – 3:30P  
**Cost:** 65.00 **Location Code:** SCC  
**Building Location:** Rm 9

### Course #:

**C-1724**  
**Start • End Date:** 02/04/10 • 04/22/10  
**Day:** Th **Time:** 9:00A – 11:00A  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 226

### Conversational Spanish for You and Your Business

This course will broaden your Spanish speaking skills and will give you advanced understanding of Spanish to provide the vocabulary needed to converse effectively with co-workers and with your employees.

### Course #:

**S-1493**  
**Start • End Date:** 01/11/10 • 03/15/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** TSEC  
**Building Location:** Rm 106

## “Alive at 25”

Will provide defensive driving techniques designed for persons 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. Bring driver's license and current citation. High school students must bring signed dual enrollment form to register.

**Course #:** L-1155  
**Start • End Date:** 01/23/10 • 01/23/10  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1156  
**Start • End Date:** 02/27/10 • 02/27/10  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1157  
**Start • End Date:** 03/27/10 • 03/27/10  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1158  
**Start • End Date:** 04/24/10 • 04/24/10  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

## Basic Ballroom

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

**Course #:** C-1966  
**Start • End Date:** 01/22/10 • 02/19/10  
**Day:** F **Time:** 8:00P – 9:00P  
**Cost:** 35.00 **Location Code:** PMC  
**Building Location:** MPR

## Basic Electricity for Homeowners

This course is designed to increase safety awareness and teach homeowners basic repairs.

**Course #:** C-1701  
**Start • End Date:** 02/11/10 • 04/01/10  
**Day:** Th **Time:** 6:00P – 8:30P  
**Cost:** 81.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 117



## Basic Jewelry Making

Learn to make your own jewelry with wire works and bead works in this new and fun class.

**Course #:** H-1948  
**Start • End Date:** 02/16/10 • 04/06/10  
**Day:** T **Time:** 6:30P – 8:30P  
**Cost:** 40.00 **Location Code:** HMC  
**Building Location:** TBA

## Basic Mambo/West Coast Swing I

This course is designed to teach basic fundamentals of Mambo/West Coast Swing.

**Course #:** C-1967  
**Start • End Date:** 01/22/10 • 02/19/10  
**Day:** F **Time:** 9:00P – 10:00P  
**Cost:** 35.00 **Location Code:** PMC  
**Building Location:** MPR

## Basic Self Defense

This six-week course is designed to give you the student the basics in self-defense and introduce you to physical fitness and conditioning. The main priority of the course is to educate members on ore and toning exercises for weight loss.

**Course #:** H-1946  
**Start • End Date:** 02/22/10 • 03/29/10  
**Day:** M **Time:** 7:00P – 9:00P  
**Cost:** 30.00 **Location Code:** HMC  
**Building Location:** Miriello Rm 135

## Beginning Guitar

Students will learn basic major and minor chords, strumming techniques, and how to read and play simple melodies.

**Course #:** H-1941  
**Start • End Date:** 01/28/10 • 03/18/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 60.00 **Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 310

## Cake Decorating I

Students will learn the basic techniques of cake decorating. The skills acquired will enhance student cake decorating at home or in his/her career.

**Course #:** L-1189  
**Start • End Date:** 02/02/10 • 03/09/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 20

**Course #:** H-1945  
**Start • End Date:** 03/02/10 • 05/04/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** 50.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

## Cake Decorating II

Enhances the skills achieved in Cake Decorating I and can be used for employment such as pipings, borders, flowers, basket weave, fondant flowers, and wedding cake design.

**Course #:** L-1190  
**Start • End Date:** 03/16/10 • 05/11/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 20

## Concealed Carry Handgun

Prepares individuals with textbook and firing range knowledge to apply for a concealed weapon permit. This class provides five (5) hours of classroom instruction and four (4) hours on the firing range.

**Course #:** L-1185  
**Start • End Date:** 03/20/10 • 03/20/10  
**Day:** Sa **Time:** 8:00A – 6:00P  
**Cost:** 75.00 **Location Code:** WFRG

**Course #:** L-1186  
**Start • End Date:** 04/17/10 • 04/17/10  
**Day:** Sa **Time:** 8:00A – 6:00P  
**Cost:** 75.00 **Location Code:** WFRG

## Creative Writing

This course is for creative minds to share with others their poetry, short stories, autobiographies, etc.

**Course #:** H-1944  
**Start • End Date:** 03/18/10 • 04/22/10  
**Day:** Th **Time:** 7:00P – 9:00P  
**Cost:** 40.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm TBA

## Defensive Driving

Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers' licenses. Bring driver's license and current citation.

**Course #:** L-1150  
**Start • End Date:** 01/12/10 • 01/12/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1151  
**Start • End Date:** 02/09/10 • 02/09/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1152  
**Start • End Date:** 03/09/10 • 03/09/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1153  
**Start • End Date:** 04/13/10 • 04/13/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

**Course #:** L-1154  
**Start • End Date:** 05/11/10 • 05/11/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Bell Rm 103

## Fitness/Self-Defense

Learn modern day self-defense while working off the extra calories.

**Course #:** L-1196  
**Start • End Date:** 02/01/10 • 04/12/10  
**Day:** MW **Time:** 12:45P – 1:30P  
**Cost:** 35.00 **Location Code:** WBWICK  
**Building Location:** Gym

## Floral Design

Students will create floral designs for Spring, Valentine's Day, and Easter.

**Course #:** L-1161  
**Start • End Date:** 01/25/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 8:30P  
**Cost:** 50.00 **Location Code:** LMC  
**Building Location:** Budd Rm 601

## Fundamentals of Investing

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

**Course #:** C-1731  
**Start • End Date:** 02/08/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 8:00P  
**Cost:** 50.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 205

## Genealogy

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

**Course #:** C-1733  
**Start • End Date:** 02/17/10 • 03/31/10  
**Day:** W **Time:** 7:00P – 9:00P  
**Cost:** 60.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 205

## Jazz Improvisation Ensemble for Interm/Adv Players

The student will improve their level of jazz improvisation ability through instruction and participation in a jazz ensemble.

**Course #:** C-1705  
**Start • End Date:** 02/06/10 • 03/20/10  
**Day:** Sa **Time:** 12:30P – 2:30P  
**Cost:** 175.00 **Location Code:** PMC  
**Building Location:** MPR

## Landscape Design I

Landscape designing will introduce the student to basic landscape designs.

**Course #:** H-1947  
**Start • End Date:** 02/23/10 • 04/13/10  
**Day:** T **Time:** 6:30P – 8:30P  
**Cost:** 50.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 240

## Let's Knit Mittens & Booties

Prepares students to knit a variety of patterns of mittens and booties for the little ones.

**Course #:** L-1149  
**Start • End Date:** 02/02/10 • 03/23/10  
**Day:** T **Time:** 6:00P – 8:00P  
**Cost:** 35.00 **Location Code:** WBWICK  
**Building Location:** Main Building Rm 16



## Math for Moms & Dads

We love math! Moms and Dads, caregivers/grand's, explore math skills with other parents. Work out with elementary/middle grades math and high school algebra before little Johnny gets to it. This refresher or first-timer course includes the NC Standard Course of study as a resource. The very critical and core topics of each grade level are drilled. Hands-on learning fun is provided in a supportive atmosphere, paced and organized for progressive skills development and mastery.

**Course #:** H-1951  
**Start • End Date:** 01/12/10 • 03/02/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 58.00 **Location Code:** HMC  
**Building Location:** TBA

## Oil Painting

Participants will learn basic oil painting skills.

**Course #:** H-1943  
**Start • End Date:** 02/04/10 • 04/08/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 60.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

## Oil Painting/Acrylics/Pastels

Provides students with individual instruction of many types of techniques to achieve the desired painting results.

**Course #:** L-1116  
**Start • End Date:** 01/21/10 • 03/25/10  
**Day:** Th **Time:** 9:00A – 12:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2

**Course #:** L-1118  
**Start • End Date:** 01/21/10 • 03/25/10  
**Day:** Th **Time:** 1:00P – 4:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2

**Course #:** L-1117  
**Start • End Date:** 04/01/10 • 06/03/10  
**Day:** Th **Time:** 9:00A – 12:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2

**Course #:** L-1119

**Start • End Date:** 04/01/10 • 06/03/10  
**Day:** Th **Time:** 1:00P – 4:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2



## Open Water Scuba Diver Pre-Certification

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

**Course #:** H-1952  
**Start • End Date:** 03/02/10 • 04/13/10  
**Day:** T **Time:** 8:30P – 9:30P  
**Cost:** 40.00 **Location Code:** HMC  
**Building Location:** TBA

## Oriental Brush Painting

Provides students with instruction on the fine art of bamboo and orchid painting.

**Course #:** L-1147  
**Start • End Date:** 01/25/10 • 03/29/10  
**Day:** M **Time:** 9:00A – 12:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2

**Course #:** L-1148  
**Start • End Date:** 04/12/10 • 06/21/10  
**Day:** M **Time:** 9:00A – 12:00P  
**Cost:** 50.00 **Location Code:** WBWICK  
**Building Location:** Pod A-2

## Sewing

Beginning and experienced students will learn to use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest.

**Course #:** L-1121  
**Start • End Date:** 01/25/10 • 03/15/10  
**Day:** M **Time:** 6:30P – 9:00P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

**Course #:** L-1122  
**Start • End Date:** 01/26/10 • 03/16/10  
**Day:** T **Time:** 2:00P – 4:30P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

**Course #:** L-1123  
**Start • End Date:** 01/26/10 • 03/16/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

**Course #:** L-1124  
**Start • End Date:** 03/22/10 • 05/17/10  
**Day:** M **Time:** 6:30P – 9:00P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

**Course #:** L-1125  
**Start • End Date:** 03/23/10 • 05/11/10  
**Day:** T **Time:** 2:00P – 4:30P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

**Course #:** L-1126  
**Start • End Date:** 03/23/10 • 05/11/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** 40.00 **Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 14

## Shag I

This course teaches a student the basic dance steps of Shagging.

**Course #:** C-1965  
**Start • End Date:** 01/22/10 • 02/19/10  
**Day:** F **Time:** 7:00P – 8:00P  
**Cost:** 35.00 **Location Code:** PMC  
**Building Location:** MPR

**Course #:** H-1942  
**Start • End Date:** 02/18/10 • 03/25/10  
**Day:** Th **Time:** 7:00P – 8:00P  
**Cost:** 30.00 **Location Code:** HMC  
**Building Location:** Miriello Rm 135

## Small Engine Repair

In this course, students will learn the basics of small engine repair.

**Course #:** H-1953  
**Start • End Date:** 01/11/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 10:00P  
**Cost:** 120.00 **Location Code:** HMC  
**Building Location:** Con Ed Rm 219

**Course #:** L-1188  
**Start • End Date:** 03/02/10 • 05/11/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 120.00 **Location Code:** LMC  
**Building Location:** Joyner 512

## 2 Step & Waltz

This course teaches a student the basic dance steps of 2 Step and Waltz.

**Course #:** H-1949  
**Start • End Date:** 02/16/10 • 04/06/10  
**Day:** T **Time:** 6:30P – 8:00P  
**Cost:** 40.00 **Location Code:** HMC  
**Building Location:** Miriello Rm 135

## Sustainable Lifestyles: Budgeting & Debt Reduction

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

**Course #:** C-1732  
**Start • End Date:** 03/06/10 • 03/06/10  
**Day:** Sa **Time:** 10:00A – 12:00P  
**Cost:** 35.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

## Tai Chi

Classes focus on relaxing the body, deepening the breath, increasing flexibility, and improving muscle strength, balance, and coordination. Anyone, regardless of age or physical ability, can practice Tai Chi.

**Course #:** C-1963  
**Start • End Date:** 01/20/10 • 03/24/10  
**Day:** W **Time:** 6:30P – 7:45P  
**Cost:** 50.00 **Location Code:** PMC  
**Building Location:** MPR

**Course #:** L-1160  
**Start • End Date:** 02/01/10 • 04/12/10  
**Day:** MW **Time:** 12:00P – 12:30P  
**Cost:** 30.00 **Location Code:** WBWICK  
**Building Location:** Gym

**Course #:** L-1159  
**Start • End Date:** 02/02/10 • 04/08/10  
**Day:** TTh **Time:** 12:00P – 12:30P  
**Cost:** 30.00 **Location Code:** LMC  
**Building Location:** Fitness Gym

## The Honor of Robert E. Lee–

### The Life and Times of the South's Favorite Son

**Course #:** H-1950  
**Start • End Date:** 02/04/10 • 03/11/10  
**Day:** Th **Time:** 7:00P – 9:00P  
**Cost:** 40.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm TBA



## Watercolor Painting

Provides beginning and experienced students with an emphasis on developing a better understanding and mastery of basic watercolor techniques.

**Course #:** L-1139

**Start • End Date:** 01/05/10 • 03/09/10

**Day:** T **Time:** 9:00A – 12:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1143

**Start • End Date:** 03/16/10 • 05/18/10

**Day:** T **Time:** 9:00A – 12:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1140

**Start • End Date:** 01/06/10 • 03/10/10

**Day:** W **Time:** 1:00P – 4:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1145

**Start • End Date:** 03/17/10 • 05/19/10

**Day:** W **Time:** 1:00P – 4:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1142

**Start • End Date:** 01/07/10 • 03/11/10

**Day:** Th **Time:** 5:00P – 8:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1146

**Start • End Date:** 03/18/10 • 05/20/10

**Day:** Th **Time:** 5:00P – 8:00P

**Cost:** 50.00 **Location Code:** ECTR

**Course #:** L-1141

**Start • End Date:** 01/20/10 • 03/24/10

**Day:** W **Time:** 9:00A – 12:00P

**Cost:** 50.00 **Location Code:** WBWICK

**Building Location:** Pod A-2

**Course #:** L-1144

**Start • End Date:** 03/31/10 • 06/02/10

**Day:** W **Time:** 9:00A – 12:00P

**Cost:** 50.00 **Location Code:** WBWICK

**Building Location:** Pod A-2



# Professional Artistry and Craftsmanship Spring 2010

## Exploring the Wheel Session I

This class is not for beginners, students should be able to work independently on the wheel. Students will explore new forms, design techniques, and methods of glazing.

*Clay fee \$10.00.*

**Course #:** C-1950  
**Start • End Date:** 01/21/10 • 02/25/10  
**Day:** Th **Time:** 2:00P – 5:00P  
**Cost:** 70.00 **Location Code:** SC  
**Building Location:** Arts Incubator

## Exploring the Wheel Session II

This class is not for beginners, students should be able to work independently on the wheel. Students will explore new forms, design techniques, and methods of glazing.

*Clay fee \$10.00.*

**Course #:** C-1951  
**Start • End Date:** 04/01/10 • 05/06/10  
**Day:** Th **Time:** 2:00P – 5:00P  
**Cost:** 70.00 **Location Code:** SC  
**Building Location:** Arts Incubator

## Intro to Making Paper from Plants

This workshop will provide an introduction to the art of papermaking using plant fibers and recycled materials. Students will be able to make paper at home with a blender and common kitchen tools.

**Course #:** C-1960  
**Start • End Date:** 04/24/10 • 04/25/10  
**Day:** SaSu **Time:** 1:00P – 4:00P  
**Cost:** 50.00 **Location Code:** PMC  
**Building Location:** Land Lab

## Hand Building: Hard Slab Construction

In this class students will learn skills and techniques of hand building such as design, scoring, slipping, glazing, and firing. Included will be slab rolling, cutting, and assembling.

*Clay fee \$10.00.*

**Course #:** C-1953  
**Start • End Date:** 02/07/10 • 02/28/10  
**Day:** Su **Time:** 12:00P – 6:00P  
**Cost:** 75.00 **Location Code:** SC  
**Building Location:** Arts Incubator

## Handweaving

Beginning students will produce projects while learning the basics of handweaving; more advanced students will hone their skills working on projects.

**Course #:** C-1936  
**Start • End Date:** 01/19/10 • 03/09/10  
**Day:** T **Time:** 6:30P – 8:30P  
**Cost:** 75.00 **Location Code:** SC  
**Building Location:** Arts Incubator

## Hot & Salty

Students learn how to glaze and fire in a cone 10 salt kiln.  
*Clay fee \$10.00.*

**Course #:** C-1952  
**Start • End Date:** 01/16/10 • 01/29/10  
**Day:** FSaSu **Time:** Various  
**Cost:** 152.00 **Location Code:** SC  
**Building Location:** Pottery Studio

## Outdoor Art and Fixtures

Not for the beginner. In this course you will learn the process and design of outdoor art and fixtures, including design, layout and construction. *Metal fee \$30.00.*

**Course #:** C-1945  
**Start • End Date:** 01/20/10 • 03/24/10  
**Day:** W **Time:** 6:00P – 10:00P  
**Cost:** 121.25 **Location Code:** SC  
**Building Location:** Sage Academy

## Photography – The Basics & More of Digital Photography

Megan Daniels will introduce the principles and techniques of digital photography including the types of setting and how to compose more interesting images. Student will learn how to properly set their camera to handle challenging situations.

**Course #:** C-1939  
**Start • End Date:** 03/08/10 • 05/03/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 93.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 224



## Pottery – Wheelthrowing I (Beginning)

Beginning potters learn to throw basic forms on the wheel, create and attach handles, trim pots on the wheel, and standard glazing techniques. *Clay fee \$10.00.*

**Course #:** C-1954

**Start • End Date:** 01/25/10 • 03/01/10

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 70.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Pottery – Wheelthrowing I (Intermediate)

This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn to match the amount of clay with size of piece as well as re-centering, trimming, and finishing. *Clay fee \$10.00.*

**Course #:** C-1956

**Start • End Date:** 01/20/10 • 02/24/10

**Day:** W **Time:** 6:00P – 9:00P

**Cost:** 70.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Pottery – Wheelthrowing II (Beginning)

Beginning potters learn to throw basic forms on the wheel, create and attach handles, trim pots on the wheel, and standard glazing techniques. *Clay fee \$10.00.*

**Course #:** C-1955

**Start • End Date:** 03/08/10 • 04/19/10

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 70.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Pottery – Wheelthrowing II (Intermediate)

This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn adhering and combining forms, adding handles, darting, and sprigging. *Clay fee \$10.00.*

**Course #:** C-1957

**Start • End Date:** 03/10/10 • 04/14/10

**Day:** W **Time:** 6:00P – 9:00P

**Cost:** 70.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Pottery – Open Studio Session I

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

**Course #:** C-1961

**Start • End Date:** 01/23/10 • 02/27/10

**Day:** Sa **Time:** 9:00A – 1:00P

**Cost:** 40.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Pottery – Open Studio Session II

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

**Course #:** C-1962

**Start • End Date:** 03/20/10 • 05/01/10

**Day:** Sa **Time:** 9:00A – 1:00P

**Cost:** 40.00 **Location Code:** SC

**Building Location:** Arts Incubator

# Professional Artistry and Craftsmanship Spring 2010

## Pottery – Advanced Techniques

In this special workshop, Joseph Sand, will teach techniques that will further advance throwing, decorating, and finishing of pottery, based on the Leach-Cardew-Hewitt tradition. *Clay fee \$10.00.*

**Course #:** C-1968

**Start • End Date:** 03/13/10 • 03/14/10  
**Day:** SaSu **Time:** 9:00A – 7:00P (Sa)  
12:00P – 5:00P (Su)

**Cost:** 100.00 **Location Code:** SC

**Building Location:** Arts Incubator

## Raku Firing

This course expands on basic firing techniques and teaches students how to prepare glazes while making, decorating, and raku firing pots. *Clay fee \$10.00.*

**Course #:** C-1958

**Start • End Date:** 04/23/10 • 04/24/10  
**Day:** FSa **Time:** 3:00P – 7:00P (F)  
9:00A – 6:00P (Sa)

**Cost:** 56.25 **Location Code:** SC

**Building Location:** Arts Incubator

## Welding for Beginners

In these creative, fun and hands-on workshops students will learn how to use a MIG welder and a plasma cutter in order to create a functional piece of art with steel.

*Metal Fee \$30.00.*

**Course #:** C-1944

**Start • End Date:** 01/19/10 • 03/23/10  
**Day:** T **Time:** 6:00P – 9:00P

**Cost:** 133.25 **Location Code:** SC

**Building Location:** Sage Academy

*For additional arts and craftsmanship courses, please check the Personal Enrichment section.*



## The Fundamentals of Auctioneering

This course is designed to instruct students on the fundamentals of Auctioneering in North Carolina. Topics covered in the class will include bid-calling, voice control, sequence of numbers, advertising, Auctioneers Law, Rules and Regulations, uniform commercial code, contracts, closing statements, and accounting. Ethics, sale proceeds, escrow accounts, and preparation for the State Exam for licensing will also be addressed.

**Course #:** C-1742  
**Start • End Date:** 01/19/10 • 05/04/10  
**Day:** TTh **Time:** 6:00P – 9:00P  
**Cost:** 175.00 **Location Code:** PMC  
**Building Location:** TBD

## Auto Dealers

This course reviews basic NC laws, provides updates, and renews dealer's license.

**Course #:** H-1856  
**Start • End Date:** 02/16/10 • 02/16/10  
**Day:** T **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** L-1120  
**Start • End Date:** 03/25/10 • 03/25/10  
**Day:** Th **Time:** 9:00A – 3:30P  
**Cost:** 65.00 **Location Code:** DWCC  
**Building Location:** Rm 103

**Course #:** H-1857  
**Start • End Date:** 04/22/10 • 04/22/10  
**Day:** T **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

## Bioprocess Technology

This course will prepare students for employment in the bioprocess industry as process technicians. In addition, it will be a preparation course to take the Bioprocess Technician Certification exam. *If interested you should register through curriculum.*

**Course #:** ISC 3200  
**Start • End Date:** 01/25/10 • 05/05/10  
**Day:** MW **Time:** 9:00A – 11:00A  
**Cost:** Contact CCCC **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 207

## Bioworks

Bioworks is a training course for process technicians. It was developed in response to industry need, to increase the pool of potential employees for entry-level process technician jobs in manufacturing areas. Bioworks will focus on typical biotechnology terms, procedures, and situations.

**Course #:** H-1887  
**Start • End Date:** 01/11/10 • 05/05/10  
**Day:** M **Time:** 6:00P – 10:00P  
**Cost:** 175.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 240





## Blueprint Reading

First in a series of classes to help students learn the elementary skills to become a leading tradesman or foreman on residential construction projects.

**Course #:** L-1192  
**Start • End Date:** 01/20/10 • 04/07/10  
**Day:** W **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Budd 601

## Broker in Charge Annual Review Course #2012

Focuses on dual and designated agency, compensation issues, and broker-in-charge requirements. All brokers-in-charge must complete each full licensing period. Also satisfies the four hour elective requirement for current BICs. BICs must also complete the Update course. *Current BICS only.*

**Course:** S-1496  
**Start • End Date:** 02/26/10  
**Day:** F **Time:** 8:30A – 12:30P  
**Cost:** 45.00 **Location Code:** TSEC  
**Building Location:** Cafeteria

## Commercial Drivers License

Students will gain information and understanding of material within the driver manual in order to pass the written CDL test required by the DMV. General knowledge of pre-trip inspection, skill test, and driving test will be covered.

**Course #:** C-1702  
**Start • End Date:** 02/02/10 • 02/18/10  
**Day:** TTh **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Conf Rm 1

**Course #:** C-1703  
**Start • End Date:** 03/16/10 • 04/01/10  
**Day:** TTh **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Conf Rm 1

## Cosmetology in Spanish

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

**Course #:** H-1860  
**Start • End Date:** 01/11/10 • 03/19/10  
**Day:** MTWTh **Time:** 8:00A – 2:30P;  
8:00A – 12:00P  
**Day:** F  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Bldg 4

**Course #:** H-1859  
**Start • End Date:** 01/11/10 • 03/18/10  
**Day:** MTWTh **Time:** 3:30P – 10:30P  
**Cost:** 181.25 **Location Code:** DUNN  
**Building Location:** Dunn Cosmetology

## Effective Teacher Training

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

**Course #:** L-1197  
**Start • End Date:** 01/09/10 • 02/13/10  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 105

**Course #:** C-1706  
**Start • End Date:** 02/02/10 • 03/04/10  
**Day:** TTh **Time:** 6:00P – 9:00P  
**Cost:** 120.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 226

**Course #:** C-1708  
**Start • End Date:** 03/27/10 • 04/17/10  
**Day:** Sa **Time:** 8:00A – 4:00P  
**Cost:** 120.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

## 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 building classifications, with the emphasis on residential.)  
Approximate book cost: \$600.00.

**Course #:** C-1704  
**Start • End Date:** 02/04/10 • 04/22/10  
**Day:** Th **Time:** 6:30P – 10:00P  
**Cost:** 120.00 **Location Code:** SCC  
**Building Location:** Rm 6

## Grant Writing

This course focuses on the grant writing process from initial idea development and research to the writing of a proposal for submission to a foundation, corporation, or agency.

**Course #:** C-1947  
**Start • End Date:** 01/19/10 • 02/16/10  
**Day:** T **Time:** 7:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 205

## Massage Therapy

The massage therapy course is designed to prepare students for both state and national massage therapy licensing exams through classwork and hands-on training.

**Course #:** H-1880  
**Start • End Date:** 01/21/10 • 06/24/10  
**Day:** Th **Time:** 5:30P – 10:00P  
**Day:** SaSu **Time:** 8:00A – 4:30P  
**Cost:** 181.25 **Location Code:** HMC  
**Building Location:** Con Ed Rm 218

## Notary Public

To become a Notary Public in North Carolina, this six-hour class is required. You must be 18 years of age, no felony convictions, and you must speak and write English.

**Course #:** C-1709  
**Start • End Date:** 01/08/10 • 01/08/10  
**Day:** F **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

**Course #:** H-1851  
**Start • End Date:** 01/09/10 • 01/09/10  
**Day:** Sa **Time:** 8:30A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** L-1162  
**Start • End Date:** 02/08/10 • 02/10/10  
**Day:** MW **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 102

**Course #:** H-1852  
**Start • End Date:** 02/13/10 • 02/13/10  
**Day:** Sa **Time:** 8:30A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** C-1710  
**Start • End Date:** 02/19/10 • 02/19/10  
**Day:** F **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109



**Course #:** L-1163  
**Start • End Date:** 03/08/10 • 03/10/10  
**Day:** MW **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 102

**Course #:** C-1711  
**Start • End Date:** 03/12/10 • 03/12/10  
**Day:** F **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

**Course #:** H-1853  
**Start • End Date:** 03/13/10 • 03/13/10  
**Day:** Sa **Time:** 8:30A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** S-1495  
**Start • End Date:** 03/22/10 • 03/29/10  
**Day:** M **Time:** 6:00P – 9:00P  
**Cost:** 50.00 (plus book)  
**Location Code:** TSEC  
**Building Location:** Trophy Room

**Course #:** L-1182  
**Start • End Date:** 03/27/10 • 03/27/10  
**Day:** Sa **Time:** 8:00A – 5:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 102

**Course #:** C-1712  
**Start • End Date:** 04/09/10 • 04/09/10  
**Day:** F **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

**Course #:** H-1854  
**Start • End Date:** 04/10/10 • 04/10/10  
**Day:** Sa **Time:** 8:30A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** L-1164  
**Start • End Date:** 04/12/10 • 04/14/10  
**Day:** MW **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 102

**Course #:** C-1713  
**Start • End Date:** 05/03/10 • 05/03/10  
**Day:** M **Time:** 9:00A – 4:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

**Course #:** H-1855  
**Start • End Date:** 05/08/10 • 05/08/10  
**Day:** Sa **Time:** 8:30A – 4:00P  
**Cost:** 65.00 **Location Code:** HMC  
**Building Location:** Continuing Education Rm 219

**Course #:** L-1165  
**Start • End Date:** 05/10/10 • 05/12/10  
**Day:** MW **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Bell 102

### Plumbing for Homeowners and Plumber Assistants

This class will familiarize participants with a basic understanding of residential plumbing components, with emphasis on installation, maintenance, and repair of them. It is designed for homeowners and those interested in becoming plumber assistants.

**Course #:** C-1707  
**Start • End Date:** 01/20/10 • 03/24/10  
**Day:** W **Time:** 7:00P – 9:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** TBD

## REAL

Rural Entrepreneurship through Action Learning is a hands-on learning experience to manage your business or start one from the ground up in a fun, interactive style with others through curricula, training, and resources; includes opportunity to hear from business professionals.

**Course #:** BUS-280-LJA

**Start • End Date:** 01/07/09 • 05/13/09

**Cost:** 222.00 (plus book)

**Location Code:** ONLINE

**Building Location:** Online

**Course #:** BUS-280-LJA

**Start • End Date:** 01/13/09 • 05/12/09

**Day:** W **Time:** 1:00P – 3:45P

**Cost:** 222.00 (plus book)

**Location Code:** PMC

**Building Location:** Building 1

## Real Estate Elective (TBA)

The elective is approved by the N.C. Real Estate Commission. The elective will be announced. Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).

**Course #:** S-1502

**Start • End Date:** 04/23/10

**Day:** F **Time:** 1:30P – 5:30P

**Cost:** 45.00 (lunch, all-day attendees only)

**Location Code:** TSEC

**Building Location:** Triangle South Enterprise Center

## Real Estate Math

This course is designed to be a review of basic math principles used in Real Estate.

**Course #:** C-1715

**Start • End Date:** 02/09/10 • 03/16/10

**Day:** T **Time:** 6:00P – 8:00P

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

**Building Location:** TBD

## Real Estate Post-license Course: Contracts and Closings, 302

Approved RE Commission Broker Postlicense course, 30-hour continuing education credit. Topics include agency relationships and legal duties, the functions and responsibilities when working with residential sellers and buyers, issues associated with agent compensation, agents changing firms, license status, and education issues.

**Course #:** S-1499

**Start • End Date:** 01/19/10 • 02/16/10

**Day:** TTh **Time:** 6:00P – 9:00P

**Cost:** 120.00 **Location Code:** DWCC

**Building Location:** Dennis Wicker Civic Center

## Real Estate Post-license Course: Selected Topics, 303

Approved RE Commission Broker Postlicense course, 30-hour continuing education credit. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law issues and case studies, fair housing, establishing a brokerage firm, and manufactured and modular homes.

**Course #:** S-1500

**Start • End Date:** 03/02/10 • 04/01/10

**Day:** TTh **Time:** 6:00P – 9:00P

**Cost:** 120.00 **Location Code:** DWCC

**Building Location:** Dennis Wicker Civic Center

## Real Estate Pre-license Course

Approved Real Estate pre-license course covering introductory real estate principles and practices: agency relationships and duties, legal and ethical considerations, and working with sellers. Prepares students for the State Exam to obtain a provisional license.

**Course #:** S-1497

**Start • End Date:** 01/11/10 • 03/15/10

**Day:** MT **Time:** 6:00P – 10:00P

**Cost:** 175.00 **Location Code:** DWCC

**Building Location:** Dennis Wicker Civic Center

**Course #:** C-1714

**Start • End Date:** 01/25/10 • 04/21/10

**Day:** MW **Time:** 6:00P – 9:00P

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

**Building Location:** Bldg 1 Conf Rm 1

**Course #:** S-1498

**Start • End Date:** 03/22/10 • 05/24/10

**Day:** MT **Time:** 6:00P – 10:00P

**Cost:** 175.00 **Location Code:** DWCC

**Building Location:** Dennis Wicker Civic Center

## Real Estate Update # 9910

This is the required course for 2009-2010 (four-hour update credit). Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).

**Course #:** S-1501

**Start • End Date:** 04/23/10

**Day:** F **Time:** 8:30A – 12:30P

**Cost:** 45.00 (lunch, all-day attendees only)

**Location Code:** TSEC

**Building Location:** Triangle South Enterprise Center

## Small Engine Building & Service

Provides hands-on knowledge of small engine repair techniques and the operation of four stroke engines; introduction to the small engine industry and career opportunities.

**Course #:** H-1881

**Start • End Date:** 01/12/10 • 03/25/10

**Day:** TTh **Time:** 9:00A – 1:00P

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

**Building Location:** Con Ed Rm 219

## Small Engine Repair

Provides hands-on knowledge of small engine repair techniques and the operation of four stroke engines; introduction to the small engine industry and career opportunities.

**Course #:** L-1188

**Start • End Date:** 03/02/10 • 05/11/10

**Day:** T **Time:** 6:00P – 10:00P

**Cost:** 120.00 **Location Code:** LMC

**Building Location:** Joyner 512

## Supervision Series

This course is designed to provide new supervisors with the knowledge to motivate, lead, and to teach a team to perform up to and above expectations, standards, and budgets.

**Course #:** C-1717

**Start • End Date:** 02/02/10 • 03/16/10

**Day:** T **Time:** 1:00P – 5:00P

**Cost:** 260.00 **Location Code:** PMC

**Building Location:** Bldg 2 Conf Rm 2

## Welding

This course will include the applications of MIG and STICK along with safety requirements and hands on training.

**Course #:** H-1861 **(JobsNOW course)**

**Start • End Date:** 02/16/10 • 04/29/10

**Day:** TTh **Time:** 6:00P – 10:00P

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

**Building Location:** Continuing Education Rm 204

**Course #:** H-1862 **(JobsNOW course)**

**Start • End Date:** 02/17/10 • 04/28/10

**Day:** W **Time:** 8:00A – 5:00P

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

**Building Location:** Continuing Education Rm 204

## Vehicle Safety Inspection and OBD:

Prepares auto technicians and service personnel as OBD inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NCDMV Enforcement Section for OBD emission inspectors.

### Vehicle Safety Inspection

**Course #:** L-1133

**Start • End Date:** 01/12/10 • 01/14/10

**Day:** TTh **Time:** 6:00P – 10:00P

**Cost:** 65.00 **Location Code:** LMC

**Building Location:** Joyner 516

**Course #:** L-1134  
**Start • End Date:** 02/09/10 • 02/11/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1135  
**Start • End Date:** 03/09/10 • 03/11/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1136  
**Start • End Date:** 04/13/10 • 04/15/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1137  
**Start • End Date:** 05/11/10 • 05/13/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

## OBD

**Course #:** L-1129  
**Start • End Date:** 01/26/10 • 01/28/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1130  
**Start • End Date:** 02/23/10 • 02/25/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1131  
**Start • End Date:** 03/23/10 • 03/25/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1132  
**Start • End Date:** 04/27/10 • 04/29/10  
**Day:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

## OBD Refresher

**Course #:** L-1127  
**Start • End Date:** 02/16/10 • 02/16/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516

**Course #:** L-1128  
**Start • End Date:** 04/20/10 • 04/20/10  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 65.00 **Location Code:** LMC  
**Building Location:** Joyner 516



## Creative Writing:

### Be the Bamboo: Writing to Engage in life Moment-to-Moment

“Learn of the pine from the pine; learn of the bamboo from the bamboo.” Through this workshop Susan Broili will explore what this 17th Century Japanese poet meant in terms of the kind of attention that enables writers to create vivid descriptions.

**Course #:** C-1949  
**Start • End Date:** 04/24/10 • 04/24/10  
**Day:** Sa **Time:** 2:00P – 5:00P  
**Cost:** 40.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

### Finding Inspiration: Ekphrasis & Image

A poetry workshop led by Valerie Nieman that is based on Ekphrasis: the literary representation of a visual art – painting, sculpture, photography, architecture.

**Course #:** C-1970  
**Start • End Date:** 02/27/10 • 02/27/10  
**Day:** M **Time:** 10:00A – 5:00P  
**Cost:** 60.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

### Intensive Artist Way

This class is designed for individuals who want to become more productive writers by freeing up their creative energies through a journey of self discovery. Class is instructed by Laurie Billman.

**Course #:** C-1971  
**Start • End Date:** 01/26/10 • 03/16/10  
**Day:** T **Time:** 3:00P – 6:00P  
**Cost:** 125.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 224

### Intro to Creative Journaling

Through prompts and creative writing exercises, Megan Cutter will show you how to use journaling for generating topics, bypassing writer’s block, and personal growth.

**Course #:** C-1948  
**Start • End Date:** 03/20/10 • 03/20/10  
**Day:** Sa **Time:** 9:00A – 6:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

### Poetry Part II

Thomas Dow will provide a format and ambience which will facilitate the poetry writing process in terms of craft, concept, and voice through mutual critique, revision, and exposure to poetry models.

**Course #:** C-1940  
**Start • End Date:** 01/28/10 • 04/01/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 140.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 205

### Self-Publishing Basics

Adrienne Bashista will introduce participants to the process and business of self publishing.

**Course #:** C-1943  
**Start • End Date:** 05/08/10 • 05/08/10  
**Day:** Sa **Time:** 9:00A – 4:00P  
**Cost:** 60.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

### So You Want to Write Children’s Books

Kelly Lyons will give students a basic understanding of children’s book genres from board books to young adult novels. Teaching students to mine their lives for children’s book ideas, introduction to publishing, and familiarize them with resources and tools of the trade.

**Course #:** C-1937  
**Start • End Date:** 03/13/10 • 03/13/10  
**Day:** Sa **Time:** 10:00A – 4:00P  
**Cost:** 45.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

### The Tradition Helps Find Your Poetic Voice

Judy Hogan will instruct students to develop their own poetic voice as well as new skills by studying selections from great poets in Western literary tradition.

**Course #:** C-1964  
**Start • End Date:** 03/01/10 • 04/26/10  
**Day:** M **Time:** 7:00P – 9:00P  
**Cost:** 105.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 216

## Using Emotional Truth to Power your Fiction

Carrie Knowles will help students understand dramatic arch, character developments, and plot in terms of emotional truth.

**Course #:** C-1969  
**Start • End Date:** 02/20/10 • 02/20/10  
**Day:** Sa **Time:** 1:00P – 5:00P  
**Cost:** 40.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

## Whittling Words: Editing the Essay

Tim McKee, managing editor of *The Sun* magazine, will lead participants through the editing of a specific essay. The focus will be on micro and macro editing.

**Course #:** C-1941  
**Start • End Date:** 02/06/10 • 02/06/10  
**Day:** Sa **Time:** 10:00A – 5:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Conf Rm 2

## Write Where You Are

Through Tim McKee's instruction the student will learn to write compelling short non-fiction, fiction, and poetry from one's real surrounds: family, home, community, job, and one's own past.

**Course #:** C-1942  
**Start • End Date:** 01/25/10 • 03/15/10  
**Day:** M **Time:** 6:00P – 8:00P  
**Cost:** 115.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

## Writing Creative Nonfiction and the Personal Essay

Linda Hobson will instruct how to see, understand, and learn to use the elements of fiction and nonfiction to enrich and make more coherent one's personal essays.

**Course #:** C-1959  
**Start • End Date:** 01/21/10 • 03/25/10  
**Day:** Th **Time:** 11:00A – 1:00P  
**Cost:** 120.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 204

## Writing Fiction to Sell

Judith Stanton will review basic skills fiction writers need to master when preparing a manuscript for submission. These include: plot and character development, point of view, dialogue issues, genre expectations, as well as how to write query letters, synopses, and submit manuscript to agents and editors.

**Course #:** C-1946  
**Start • End Date:** 02/04/10 • 03/25/10  
**Day:** Th **Time:** 6:30P – 9:30P  
**Cost:** 142.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 216

## Writing Novels for Children

John Bemis will instruct aspiring authors in the fundamentals of writing novels for middle-grade (ages 8–12) and young adult readers (ages 12+) and how to submit their novels for publication.

**Course #:** C-1938  
**Start • End Date:** 01/20/10 • 03/10/10  
**Day:** W **Time:** 6:30P – 8:30P  
**Cost:** 130.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 216





## SBC: Chatham Seminars

### Building a Successful Business

Instructor: Jesse Spiller. Whether you're thinking of starting a business or of how to make your current business more successful, this seminar is for you. Attendees will learn how to avoid the ten reasons many new businesses fail and the critical activities necessary for success in today's business environment.

**Course #:** S-1451  
**Start • End Date:** 01/19/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Financial Management for non-Financial Managers, Part I

Instructor: Carl Baumann. This session covers the basics of what you need to know to understand your financial statements including the profit and loss statement, cash flow, and balance sheet.

**Course #:** S-1452  
**Start • End Date:** 01/26/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Business Structure

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

**Course #:** S-1453  
**Start • End Date:** 02/02/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Financial Management for non-Financial Managers, Part II

Instructor: Carl Baumann. This session will help you analyze your financial statements. The class will tear apart a profit and loss statement and balance sheet to understand what they're telling you so you may better manage your business.

**Course #:** S-1454  
**Start • End Date:** 02/09/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Basic Bookkeeping

Instructor: Dora Owens. This course introduces the student to the basic bookkeeping requirements to record, manage, and report the financial transactions needed to operate your business.

**Course #:** S-1455  
**Start • End Date:** 02/16/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Taxes and Recordkeeping

Instructor: Eric DeJong. Designed to identify records needing to be kept; how they are to be maintained and best format to use in doing so. Tax implications covered. Participants will work through the various records in the normal bookkeeping cycle.

**Course #:** S-1456  
**Start • End Date:** 02/23/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

### Creative Ways to Market Your Business

Instructor: Emily Balance. Come learn lots of new, inexpensive, fun, and creative ways to market your business, service, or product. Leave with new ideas to increase your visibility and connect with your community and grow your business.

**Course #:** S-1457  
**Start • End Date:** 03/02/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

## Starting a Green Business

Instructor: Laura Lauffer. Learn the latest on the new "Green" business industry. Pick up ideas for a business as well as more about special funding and grants in this fast growing industry.

**Course #:** S-1458  
**Start • End Date:** 03/16/10  
**Day:** T **Time:** 6:30P – 8:30P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

## Leveraging Business Events for Relationship Building

Instructor: Jane Hight McMurry. Co-sponsored by BB&T. Learn the value of relationships, how to empower skills to meet new people, and nurture established relationships. Learn to distinguish business opportunities at events and when, where, and how to follow-up on them.

**Course #:** S-1459  
**Start • End Date:** 03/23/10  
**Day:** T **Time:** 6:30P – 8:30P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

## Doing Business with the Government

Instructor: Kathryn Lobdell, SBTDC, Procurement Technical Assistant Center. Learn the basics of government contracting, including how to prepare bids/proposals, find government contracts on the Internet, and government preference programs that might help you land that contract.

**Course #:** S-1460  
**Start • End Date:** 03/30/10  
**Day:** T **Time:** 3:30P – 5:00P  
**Cost:** Free **Location Code:** PMC  
**Building Location:** Bldg 2 Conference Rm

## SBC: Harnett Seminars

### How to Do Business with the Government

This free seminar is a must for those who are interested in getting started in government contracting.

**Course:** S-1460  
**Start • End Date:** 01/19/10  
**Day:** T **Time:** 6:00P– 8:30P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Rm 102

### How to Use Your Blackberry and Other Smart Phones

This seminar will help you understand, use, and get the most out of your Blackberry Smart Phone.

**Course:** S-1461  
**Start • End Date:** 01/28/10  
**Day:** Th **Time:** 11:00A – 1:00P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Rm 106

### Grant Writing

This course focuses on the grant writing process from initial idea development and research to the writing of a proposal for submission to a foundation, corporation, or agency.

**Course #:** S-1505  
**Start • End Date:** 02/16/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center

### Debt Free and Prosperous Living

This workshop is designed for those who want to live a debt-free lifestyle.

**Course #:** S-1462  
**Start • End Date:** 03/16/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Trophy Room

## Things You Need to Know Before Starting, Buying, or Selling a Small Business

If you are thinking of starting, buying, or selling a small business, this seminar will guide you in the direction of a successful venture.

**Course #:** S-1463  
**Start • End Date:** 03/23/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Trophy Room

## Navigating the Lipstick Jungle

Learn how to transform yourself into a high power smart communicator who knows how to tame the corporate world. You'll learn cutting edge interpersonal skills that boost workplace production as well as how to attract, develop, and maintain business.

**Course #:** S-1464  
**Start • End Date:** 04/28/10  
**Day:** W **Time:** 11:00A – 1:00P  
**Cost:** TBA (for lunch)  
**Location Code:** TBA  
**Building Location:** TBA

## SBC: Lee Seminars

### Simple Yet Effective Customer Service

Effective and rewarding service doesn't have to be complicated or expensive. Learn how the first and last five minutes of transactions are crucial. Excellent and "less than perfect" customer service using "real" experiences illustrated. NOT your normal customer service seminar!

**Course #:** S-1465  
**Start • End Date:** 01/26/10  
**Day:** W **Time:** 11:30A – 1:45P  
**Cost:** Free **Location Code:** SACC  
**Building Location:** Sanford Chamber

## Starting a Green Business

Learn the latest on the new "Green" business industry. Pick up ideas for a business as well as more about special funding and grants in this fast growing industry.

**Course #:** S-1466  
**Start • End Date:** 01/28/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## 10 Steps to Starting a Business

Get an overall understanding of the steps you need to take to make your dream a reality—not a nightmare. Starting with what you should know before you commit. This seminar guides you through financial resources, markets, and tax requirements.

**Course #:** S-1485  
**Start • End Date:** 02/02/10  
**Day:** T **Time:** 6:30P– 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center



## Saving Energy and Making it a Business Too

Our state and nation are very focused on saving energy and new businesses with old ideas are becoming green businesses, too. Attend and find out about this new industry and the opportunities there.

**Course #:** S-1467  
**Start • End Date:** 02/04/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Fifteen Common Mistakes That Will Undermine Any Business

Learn the most common mistakes made by entrepreneurs that ultimately undermine their business. Regardless of whether you are opening or operating a business, this seminar will prove to be invaluable in helping you form a legal, profitable, and growing business.

**Course #:** S-1468  
**Start • End Date:** 02/11/10  
**Day:** W **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Business Recordkeeping & Taxes

Designed to identify records needing to be kept; how they are to be maintained and best format to use in doing so. Tax implications and entity-decision impact covered. Participants will work through the various records in the normal bookkeeping cycle.

**Course #:** S-1469  
**Start • End Date:** 02/16/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Small Claims Court

Focuses on use of small claims court, evictions, tenant rights, and other current and pertinent topics. Taught by the experts: Clerk of Courts, Magistrate, and Sheriff. A must for landlords, tenants, and real estate agents.

**Course #:** S-1470  
**Start • End Date:** 02/17/10  
**Day:** W **Time:** 11:30A – 1:30P  
**Cost:** 7.00 **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Buying on eBay

A beginner-level session to help you get started in buying on eBay. Some topics include: PayPal, eBay, videos, researching listings, and more. You'll also get some bonus information that you will not want to miss!

**Course #:** S-1471  
**Start • End Date:** 02/23/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Home Business Deductions & Taxes

What are considered as legitimate business deductions? You may be surprised! Learn how and when you can take them. The instructor will also assist the attendee in taxes, forms, methods, and deadlines.

**Course #:** S-1472  
**Start • End Date:** 02/24/10  
**Day:** W **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Finding & Writing Grants

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. An excellent seminar for non-profits.

**Course #:** S-1473  
**Start • End Date:** 02/25/10  
**Day:** Th **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Selling on eBay

A beginner-level session to help you get started in selling on eBay. Some topics include: PayPal, eBay, videos, setting up a listing, and pricing items. You'll also get some bonus information that you will not want to miss!

**Course #:** S-1474  
**Start • End Date:** 03/02/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## How to Write a Business Plan

Learn how to write a business plan, why you need one, and what it means to your business. You'll be motivated to put pen and ideas to paper and to start writing and doing. Samples and tips are discussed, too.

**Course #:** S-1475  
**Start • End Date:** 03/04/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## How to Take Professional Images for Auction and Selling Sites

A beginner-level session to help you get the most out of selling on auction sites, ebay, and other selling sites. Learn how to take a picture of your product that makes it sell!

**Course #:** S-1476  
**Start • End Date:** 03/09/10  
**Day:** T **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Identity Theft Compliance

Topics include: the financial risk to the businesses, the five types of identity theft that plague business, the cost of identity theft to businesses, legislation and penalties, some of which include jail, FTC guidelines for compliance, and red flags rule.

**Course #:** S-1477  
**Start • End Date:** 03/11/10  
**Day:** T **Time:** 11:30A – 1:30P  
**Cost:** 5.00 (no lunch) – 10.00 (lunch)  
**Location Code:** SACC  
**Building Location:** Sanford Chamber

## Art Business 103: Making Money Through Art

Every artist wants to make money through their work, but most don't know all the ways to get paid. Topics: framing, pricing work, working with galleries, and applying as instructor, artist grants, festivals, public art projects, and artist residencies.

**Course #:** S-1478  
**Start • End Date:** 03/11/10  
**Day:** Th **Time:** 5:30P – 8:30P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Military Business Opportunity Workshop

The Federal Government is ready to do business with qualified businesses that supply goods and services. Find out how to position your business to connect with this potential income opportunity and how to win those contracts. Businesses only.

**Course #:** S-1479  
**Start • End Date:** 03/16/10  
**Day:** T **Time:** 1:00P – 3:30P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center



## Finding Federal Bus / Reading & Responding to Gov't Proposals

Attain a higher level of understanding for finding, tracking, and navigating through the myriad of government websites. Find more business opportunity online, understand how to assess a government proposal, and complete an actual bid for the project. Businesses only.

**Course #:** S-1480  
**Start • End Date:** 03/16/10  
**Day:** T **Time:** 4:30P – 7:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Art Business 101: Professional Practices

Introduction to the business side of being an artist. Topics include: basic e-marketing, websites and social networking, pricing and presentation, building relationships with galleries, graphic design for artists, and writing artist statements and resumes.

**Course #:** S-1481  
**Start • End Date:** 03/18/10  
**Day:** Th **Time:** 3:00P – 6:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Marketing & Developing the Business Image

Discover the image your business currently projects and find a variety of ways to mold that image. Learn how to choose the right name, how attitude and appearance affect business prosperity, why a marketing strategy is essential, and the ins and outs of effective advertising.

**Course #:** S-1482  
**Start • End Date:** 03/25/10  
**Day:** Th **Time:** 5:00P – 7:30P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Fundraising Strategies

Get right into the nuts-and-bolts of how to plan your fundraising strategy, assemble the right people, technology, and other tools needed in order to maximize your returns, attract supporters, ask for gifts from individuals, businesses, and foundations. Plus much more!

**Course #:** S-1483  
**Start • End Date:** 04/01/10  
**Day:** Th **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Proactive Selling in a Reactive World

Topics to be a successful salesperson includes: how to ask for the money and get it, negotiating with confidence and honor, closing in a timely way without leaving money on the table, and turning cold calls turn into cash.

**Course #:** S-1486  
**Start • End Date:** 04/06/10  
**Day:** T **Time:** 11:30P-1:30P  
**Cost:** 5.00 (no lunch) – 10.00 (lunch)  
**Location Code:** SACC  
**Building Location:** Sanford Chamber

## Taking the “Work” out of Networking

Networking can help you build partnerships, improve your communication skills, and move up the career ladder. We will look at common myths about networking and provide an easy-to-follow method to get beyond “schmoozing” and start building relationships.

**Course #:** S-1487  
**Start • End Date:** 04/08/10  
**Day:** Th **Time:** 11:30A – 1:30P  
**Cost:** 5.00 (no lunch) – 10.00 (lunch)  
**Location Code:** SACC  
**Building Location:** Sanford Chamber



## Business Entity

Direction provided for start-ups and established business owners who are reviewing their business structure due to tax laws or availability of capital. Advantages and disadvantages of sole proprietorships, partnerships, corporations, chapter S-corporations, and limited liability companies (LLCs) will be discussed.

**Course #:** S-1504  
**Start • End Date:** 04/20/09  
**Day:** Th **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Admin. Prof. Day: Finding Joy Wherever You Go

Be prepared to laugh and cry as Mr. Michael Mazingo shares how he found joy and peace in his life and how you can relate and find it in yours—whether it is at the workplace, home, and/or beyond!

**Course #:** S-1489  
**Start • End Date:** 04/21/10  
**Day:** W **Time:** 10:00A – 1:30P  
**Cost:** 15.00 (with lunch)  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center

## Marketing on Social Network Sites

Social networking sites help you make better use of your professional network and help the people you trust in return. Find out how they can help you successfully market your business.

**Course #:** S-1490  
**Start • End Date:** 04/22/10  
**Day:** Th **Time:** 11:30A – 1:30P  
**Cost:** 5.00 (no lunch) – 10.00 (lunch)  
**Location Code:** SACC  
**Building Location:** Sanford Chamber

## Sales & Use Tax 101

Gain the sales and use tax knowledge base it takes to avoid costly accounting mistakes — without consulting a tax attorney. Designed to help you master the ins and outs of meeting your tax obligations.

**Course #:** S-1503  
**Start • End Date:** 04/22/10  
**Day:** Th **Time:** 6:30P – 9:00P  
**Cost:** Free **Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center



# Sustainable & Green Education Spring 2010

## SUSTAINABLE AGRICULTURE

### 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 include framing, cabinetry, trim, stairs, wiring, drain lines, NC building code, and hot/cold supply lines.

**Course #:** C-1923  
**Start • End Date:** 01/19/10 • 04/06/10  
**Day:** T **Time:** 7:00P – 9:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Room 111

### “Foods that Heal”

The student will recognize the chemical properties and therapeutic value of foods and how to properly combine them into tasty, healthy meals.

**Course #:** C-1729  
**Start • End Date:** 02/11/10 • 04/15/10  
**Day:** Th **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** TBD

### Growing Organic Vegetables

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

**Course #:** C-1922  
**Start • End Date:** 03/03/10 • 04/21/10  
**Day:** W **Time:** 6:00P – 9:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Room 111

### “Healing Herbs”

The student will recognize the healing properties of herbs and how they are used in conjunction with food preparation.

**Course #:** C-1730  
**Start • End Date:** 02/09/10 • 04/13/10  
**Day:** T **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 204

### Permaculture Fundamentals

Permaculture is the design of sustainable human habitats. This class covers the fundamentals of permaculture systems design for forests, fields, permanent gardens, water, animals, buildings, economics, and society. Two weekend field trips TBA.

**Course #:** C-1921  
**Start • End Date:** 02/04/10 • 03/27/10  
**Day:** Th **Time:** 5:30P – 9:30P  
**Cost:** 121.25 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 111

### Urban Agriculture: Exploring the Issues and Possibilities

This new course will be taught by a team of individuals with a wealth of experience and know-how about urban agriculture. It will be offered as AGR293, under the curriculum offerings for CCCC. Contact Robin at (919) 542-6495, ext. 229 for more information.

**Course #:** AGR293  
**Start • End Date:** 01/11/09  
**Day:** M **Time:** 6:00P – 8:50P  
**Location Code:** PMC  
**Building Location:** TBD



*For Registration information, refer to page 3. For Location Key, refer to page 6.*



# Sustainable & Green Education Spring 2010



## Wilderness Safety

To prepare the successful student to have a basic understanding of first responder skills, prepare for outdoor experience, weather safety, mapping techniques, and search operations.

**Course #:** C-1737  
**Start • End Date:** 03/13/10 • 04/10/10  
**Day:** Sa **Time:** 9:00A – 4:00P  
**Cost:** 66.25 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

## GREEN BUILDING

### BPI Building Analyst Training

Preparing students to participate in weatherization programs, assessing building performance, remediation, and execute job site fixes, students can sit for the BPI field and written exam. Taught by John Delafield. Text Required.

**Course #:** C-1933  
**Start • End Date:** 04/12/10 • 04/17/10  
**Day:** MTWThFSa **Time:** 8:00A – 5:00P  
**Cost:** 121.25 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

### Home Energy Rater HERS Training

Students assess and evaluate the energy use of an existing home or new construction, preparing the students for the energy consultant field and Energy Star certification. Includes RESNET National HERS Rater Examination. Taught by Mike Guy.

**Course #:** C-1934  
**Start • End Date:** 03/22/10 • 03/27/10  
**Day:** MTWThFSa **Time:** 8:00A – 6:00P  
**Cost:** 1380.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

### Introduction to Sustainable Communities

Students will gain knowledge and tools for living more sustainably and reducing their carbon footprint, as well as how to apply sustainable principles and tools to businesses, large and small. Taught by Jeffery Starkweather.

**Course #:** C-1931  
**Start • End Date:** 02/03/10 • 04/14/10  
**Day:** W **Time:** 6:00P – 9:00P  
**Cost:** 120.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

## ECOTOURISM

### Introduction to Ecotourism

An introduction to ecotourism definition, practices, and principles. Exploration of the types of ecotourism businesses, both nonprofit and for profit.

**Course #:** C-1736  
**Start • End Date:** 02/23/10 • 04/27/10  
**Day:** T **Time:** 6:00P – 8:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** TBD

### Natural & Cultural Resources of Central Carolina

This course is designed to teach the student to identify the various cultural and natural resources of Central Carolina and their rich history.

**Course #:** C-1735  
**Start • End Date:** 02/25/10 • 04/15/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** TBD

# Sustainable & Green Education Spring 2010

## LEED Green Associate Program & Building Rating System

This course is designed to introduce students to the US Green Building Council's Leadership in Energy and Environmental Design Green Rating System. Taught by Alicia Ravetto, AIA, LEED AP.

**Course #:** C-1926  
**Start • End Date:** 03/09/10 • 03/30/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 210.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

## LEED Landscapes with Aesthetic Design

Understand the concepts of sustainable design while integrating aesthetic design skills.

**Course #:** C-1927 **(JobsNOW course)**  
**Start • End Date:** 02/04/10 • 03/25/10  
**Day:** Th **Time:** 6:00P – 9:00P  
**Cost:** 65.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 229

## Net Zero Energy Homes

Learn about building and operating a house that produces as much energy as it uses on an annual basis.

**Course #:** C-1930  
**Start • End Date:** 03/03/10 • 05/05/10  
**Day:** W **Time:** 6:00P – 9:00P  
**Cost:** 120.00 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

## Onsite Water Management

Develop a fundamental understanding of rainwater harvesting principles and efficient indoor and outdoor water management. Course taught by Rainwater Solutions, and will cover LEED requirements. CEU's and PDH credits pending.

**Course #:** C-1932  
**Start • End Date:** 02/02/10 • 04/06/10  
**Day:** T **Time:** 6:00P – 9:00P  
**Cost:** 96.00 **Location Code:** PMC  
**Building Location:** Bldg 1 Rm 216

## Residential Building Science

This course is intended to develop a fundamental understanding of building science principles and applications, i.e. heat, air, moisture flow in buildings to optimize performance. Southern Energy Management. Text required.

**Course #:** C-1928  
**Start • End Date:** 02/15/10 • 04/26/10  
**Day:** M **Time:** 6:30P – 9:30P  
**Cost:** 121.25 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 109

## Solar Water Heating; Principles and Installation Practices

Understand the concepts and applications of thermal solar water and space heating. Course meets every other Saturday. Taught by Fred Stewart, Solar Consultants. Text required.

**Course #:** C-1929  
**Start • End Date:** 02/06/10 • 04/10/10  
**Day:** Sa **Time:** 9:00A – 4:00P  
**Cost:** 121.25 **Location Code:** PMC  
**Building Location:** Bldg 2 Rm 108



*For Registration information, refer to page 3. For Location Key, refer to page 6.*

# Lee County Continuing Education CLASSES COMING SOON...

## For Home and Business:

### Social Networking

Learn how to utilize Facebook, Twitter, etc. as marketing tools for your business and networking options with family and friends.

### Smart Phone Technology

Know it before you buy it—what's available in the new phones and what features best fit your needs and expectations.

### Blackberry Training

Become proficient in using all the features of your Blackberry to simplify your life and make you more productive.

## Love the Theater?

These opportunities listed below are offered in partnership with Temple Theatre...

### New York City Here We Come!

Take an insider's trip to New York City in May. Includes transportation, meals, tours, Broadway shows, plus backstage access and information you'd never obtain on your own.

### Are You an Aspiring Actor?

Take part in a series of four-week theater classes designed to help you hone your talent and expertise.

*For more information and to place your name on an interest list for any of these upcoming opportunities, please call 919-775-2122.*



## Lee County's Premier Venue The Dennis A. Wicker Civic Center

Strategically located in Sanford, the heart of North Carolina as well as Lee County, the Dennis A. Wicker Civic Center facility has the ability to host a variety of events, whether educational, social or civic gatherings.

Highlights: The civic center holds events of various types and sizes by offering:

- Main hall (will seat 1200 concert style)
- Smaller Auditorium/Rooms
- Conference Rooms
- Executive Board Room
- Multiple Classrooms
- Computer Lab
- Adequate parking for large events

Staff member on duty at all times.

Rental rates to accommodate special events.



For pricing and facility information, visit our website [www.dawcc.com](http://www.dawcc.com) or call (919) 776-0345.  
The Civic Center is open for your event... 7 Days a Week 8:00 a.m. to 12:00 a.m.

