Central Carolina Community College

Spring 2012
January 1 – May 15
Chatham County
Harnett County
Lee County

CONTINUING EDUCATION
Division of Economic & Community Development

CCCC
Central Carolina Community College

Continuing Education Registration

Tuesday, December 6:
Medical classes

Wednesday, December 7:
All other classes

Call for more information:
Chatham County: 919.545.8044
Harnett County: 910.814.8823
Lee County: 919.777.7793

www.cccc.edu/ecd/schedule
# Continuing Education Spring Schedule 2012

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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.
Welcome to Central Carolina Community College!

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

Best wishes during your time at CCCC.

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

CONTINUING EDUCATION POLICIES

Fee Schedule
Course fees are noted with each course listing. Payment of these course fees is required 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

Senior Citizens
The State of North Carolina authorizes persons who are 65 years of age or older and who are legal residents of North Carolina to receive free tuition for one non-degree or non-self supporting course per semester. If other fees are associated with the course, then the additional fees will have to be paid.

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

Registration
- 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.
Continuing Education Spring Schedule 2012

REGISTRATION INFORMATION

• Registration for Spring 2012 Continuing Education courses begins on the following dates:
  Tuesday, December 6: Medical classes
  Wednesday, December 7: All other classes
  (Various classes begin throughout the year.)

WAYS TO REGISTER

IN-PERSON

• In-Person registration should be done at a Continuing Education Office prior to a course’s start date or on the designated dates for the beginning dates of registration for medical classes or other classes.

• Register in person by completing the Continuing Education Registration Form and submitting the form with your payment, check, cash, Visa, MasterCard, American Express, Discover, or money order to one of Central Carolina Community College’s locations.

• Students may register at the following locations according to the following schedules on or after the following dates:
  Tuesday, December 6 for medical classes and
  Wednesday, December 7 for all other classes

Chatham County – Pittsboro Campus (764 West St., Pittsboro, NC)
  Monday – Thursday  8:00 a.m. – 4:00 p.m.  Health/Small Business Bldg. (Building Two)
  4:00 p.m. – 8:00 p.m.  Main Bldg. (Building One)
  Friday  8:30 a.m. – 12:00 noon  Health/Small Business Bldg. (Building Two)

Chatham County – Siler City Center (400 Progress Blvd., Siler City, NC)
  Monday – Thursday  8:00 a.m. – 8:00 p.m.  •  Friday  8:00 a.m. – 12:00 noon

Harnett County Campus – Continuing Education Bldg. Reception Area (1075 E. Cornelius Harnett Blvd., Lillington, NC)
  Monday – Thursday  8:00 a.m. – 7:00 p.m.  •  Friday  8:00 a.m. – 3:30 p.m.

Lee County – Lifelong Learning Center at W.B. Wicker (900 S. Vance Street, Suite 280, Sanford NC)
  Monday – Thursday  8:00 a.m. – 4:30 p.m.  •  Friday  8:00 a.m. – 3:00 p.m.

CALL-IN

• Call-In Registration requires payment with Visa or MasterCard. Have the course number and title available when placing this call.
  Use the following numbers:
  Chatham County:  (919) 545-8044
  Harnett County:  (919) 814-8823
  Lee County:  (919) 777-7793
  Ed2Go:  (919) 718-7225

ONLINE

• Search, register, and pay for some courses online through WebAdvisor. The following classes are excluded from online registration: medical classes, HRD courses, Alive at 25, defensive driving, and any classes that have prerequisites. Visit www.cccc.edu; click on the WebAdvisor logo at the top of the web site, and then follow the instructions to register.

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

College and Career Readiness/Adult Education
• Chatham County:
  Sara Lambert .......... (919) 545-8661
• Harnett County:
  Melody McGee ........ (910) 814-8972
• Lee County:
  Evangeline Smith ..... (919) 777-7703

Career Readiness Certification
• Patricia Stone-Hackett (919) 777-7716

Customized Training
• Chatham, Harnett, and Lee counties:
  Cathy Swindell .......... (919) 718-7212

Ed2Go
Betty Matthews .......... (919) 718-7225

Emergency Services Training
• EMS, Fire, Law Enforcement, and Rescue Training
  (919) 776-5601

Enrichment Courses, Center for Creative Retirement
• Chatham County:
  Maggie Zwilling ...... (919) 545-8048
• Harnett County:
  Barbara Avery .......... (910) 814-8823
• Lee County:
  Charlotte Baggett ...... (919) 777-7789

GED Testing Information
• Chatham, Harnett, and Lee counties:
  Christopher Beal ....... (919) 777-7706

Human Resources Development (HRD) Courses
• Chatham County:
  Delphine Womack ....... (919) 545-8047
• Harnett County:
  Nicole Brown .......... (910) 814-8852
• Lee County:
  Jim Womack .......... (919) 777-7798

Occupational Courses
• Chatham County:
  Carl Thompson, Sr. ...(919) 545-8015
• Harnett County:
  Len Royals ............. (910) 814-8832
• Lee County:
  Cindy Ramsey .......... (919) 777-7790

Para más informacion en español—llame al numero: ............ (919) 777-7708

Small Business Workshops, Seminars, and Counseling
• Chatham County:
  Gary Kibler ............ (919) 545-8013
• Harnett County:
  Nancy Blackman ....... (910) 892-2884
• Lee County:
  Dale Fey ................. (919) 718-7424

Tuesday, December 6: Medical classes
Wednesday, December 7: All other classes

Registration Phone Numbers
Chatham County: (919) 545-8044
Harnett County: (910) 814-8823
Lee County: (919) 777-7793

For Registration information, refer to page 3. For Location Key, refer to page 6.
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) 545-8028

  Chatham County — Siler City  Georgia Durso  
  (919) 545-8663

  Harnett County  Carma Baggett  
  (910) 814-8974

  Lee County  Dawn Tucker  
  (919) 718-7437

You may also contact Chris Beal, GED Chief Examiner, at (919) 777-7706.

Get Connected

Are you wanting to know when your favorite college club or an information session will meet? Then let us send you a tweet. Or are you just trying to find out about this place? Then check us out on MySpace. If you prefer... take a look at CCCC on Facebook.

www.cccc.edu/getconnected
Continuing Education Spring Schedule 2012

Location Key

Course Codes
C  Chatham County
H  Harnett County
L  Lee County
S  Small Business Centers
X  Emergency Services Training

Days of the Week Codes
M  Monday
T  Tuesday
W  Wednesday
Th  Thursday
F  Friday
Sa  Saturday
Su  Sunday

Location Codes
AC  Angier Chamber, Angier, NC
CHOS  Chatham Hospital
CTCC  Carolina Trace Country Club
DUNN  Dunn Cosmetology
DAWCC  Dennis Wicker Civic Center
ECTR  Enrichment Center
ESTC  Emergency Services Training Center
HMC  Harnett Main Campus
HYBRID  Hybrid Class
JHBC  Jonesboro Heights Baptist Church
LAEC  Lillington Adult Education Center
LCHS  Lee County High School
LMC  Lee Main Campus
MMAO  Moncure Museum of Art
OGM  Ole Gilliam Mill
ONLINE  Class is held online
PMC  Pittsboro Main Campus
PTBO  Class is held in Pittsboro
SACC  Sanford Area Chamber of Commerce
SC  Class located in Siler City
SCC  Siler City Center
SCP  Stone Crow Pottery
SMNR  Sandhills Manor
STVC  Stevens Center
TSEC  Triangle South (Dunn)
WBW  Lifelong Learning Center at W.B. Wicker
WFRG  Wes Farrell Range
WHC  West Harnett Center

Center for Creative Retirement

How To Use This Schedule

Course Title - Name of the course

Course Description - Information about the class, including required materials

Dancing – Shag II
This course is designed to continue to teach basic fundamentals of Shag dancing.
Course #: C-1762
Start • End Date: 03/02/12 • 03/30/12
Day: F
Time: 7:00P – 8:00P
Cost: 35.00
Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: James Patterson

Date - Beginning and ending date of the course

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

Location Code - The location where the class will meet. The abbreviation represents the location. The abbreviations are listed in the Location Key above.

Instructor - The person who will be teaching the class

Building Location - The specific location where the class will meet