Central Carolina Community College

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

CONTINUING EDUCATION
Division of Economic & Community Development

Central Carolina Community College
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.ccccd.edu/ecd/schedule
# Continuing Education Spring Schedule 2012

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## Courses, Programs, & Seminars

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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.
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.
Continuing Education Spring Schedule 2012

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

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

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

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

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

Para mas informacion en espanol–
llame al numero: ..............(919) 777-7708

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

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

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

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

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

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

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.
How To Use This Schedule

Course Title - Name of the course

Course Description - Information about the class, including required materials

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.

Course Code - Location of course followed by numerical section number

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

Cost - The price listed is the cost of the class. This amount does not include the cost of textbooks, supplies, or materials, if required, for the class.

Instructor - The person who will be teaching the class

Building Location - The specific location where the class will meet

Center for Creative Retirement
Chatham County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/12 • 06/21/12</td>
<td>TTh</td>
<td>8:30A – 12:30P</td>
<td>Free</td>
<td>Siler City Center</td>
</tr>
<tr>
<td>01/05/12 • 06/21/12</td>
<td>TTh</td>
<td>5:00P – 8:00P</td>
<td>Free</td>
<td>Siler City Center</td>
</tr>
<tr>
<td>01/05/12 • 06/22/12</td>
<td>M–F</td>
<td>8:30A – 1:30P</td>
<td>Free</td>
<td>Siler City Center</td>
</tr>
<tr>
<td>01/05/12 • 06/22/12</td>
<td>MW</td>
<td>5:00P – 8:00P</td>
<td>Free</td>
<td>Siler City Center</td>
</tr>
</tbody>
</table>

Cost: Free
Building Location: Siler City Center, Rm 230

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.

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<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/12 • 06/22/12</td>
<td>M–F</td>
<td>8:00A – 9:00A</td>
<td>Clases son gratis</td>
<td>SCC</td>
</tr>
<tr>
<td>01/04/12 • 06/22/12</td>
<td>M–F</td>
<td>9:00A – 12:00P</td>
<td>Clases son gratis</td>
<td>SCC</td>
</tr>
<tr>
<td>01/05/12 • 06/21/12</td>
<td>TTh</td>
<td>6:00P – 9:00P</td>
<td>Clases son gratis</td>
<td>PMC</td>
</tr>
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General Educational Development (GED)
The GED high school credential can help move you to the next level – college or a better job.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>01/04/12 • 06/21/12</td>
<td>TTh</td>
<td>9:00A – 12:00P</td>
<td>SCC</td>
</tr>
<tr>
<td>01/05/12 • 06/21/12</td>
<td>TTh</td>
<td>9:00A – 12:00P</td>
<td>PMC</td>
</tr>
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Compensatory Education
Compensatory Education classes serve adults with cognitive disabilities. Classes help students acquire the skills needed to be successful in daily living.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Location Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/12 • 06/22/12</td>
<td>M–F</td>
<td>8:30A – 2:30P</td>
<td>SCC</td>
</tr>
<tr>
<td>01/04/12 • 06/22/12</td>
<td>MW</td>
<td>5:00P – 8:00P</td>
<td>SCC</td>
</tr>
</tbody>
</table>

Distance Education
You can complete your AHSD requirements or GED high school credential through online/distance instruction.

For more information, please contact Rosita Davis at rdavis@cccc.edu or (919)545-8019 on the Pittsboro campus or contact Anita Green at agreen@cccc.edu or (919) 545-8681 on the Siler City campus.

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in the graduation ceremonies 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.

Dates of Graduation Ceremonies for 2012:
January 19, 2012 & June 14, 2012
Harnett County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.

Start • End Date: 01/04/12 • 05/10/12
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: 01/04/12 • 03/30/12
Day: M–F  Time: 8:30A – 1:30P
Cost: Free  Location Code: LAEC
Building Location: Rm 0014

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

Start • End Date: 01/04/12 • 05/11/12
Day: M–F  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: 01/04/12 • 05/10/12
Day: MTWTh  Time: 8:30A – 1:30P
Cost: Free  Location Code: LAEC
Building Location: Rm 0013

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

Start • End Date: 01/04/12 • 03/29/12
Day: MTWTh  Time: 8:30A – 1:30P
Cost: Free  Location Code: LAEC
Building Location: Rm 0016

Start • End Date: 01/04/12 • 03/30/12
Day: TWThF  Time: 8:30A – 1:30P
Cost: Free  Location Code: WHC
Building Location: Rm 0112

Start • End Date: 01/04/12 • 03/29/12
Day: MTWTh  Time: 8:30A – 1:30P
Cost: Free  Location Code: LAEC
Building Location: Rm 0217

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in graduation ceremonies 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.

Dates of Graduation Ceremonies for 2012:
January 19, 2012 & June 14, 2012

Distance Education
You can complete your AHSD requirements through online/distance instruction.
For more information, please contact Tammie Quick at tquick@cccc.edu or (910)814-8973.
Lee County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.

Start • End Date: 01/03/12 • 06/21/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free Location: WBW

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

Start • End Date: 01/03/12 • 06/21/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Day: Sa Time: 8:00A – 12:00P
Day: MTWTh Time: 8:00A – 12:00P
Cost: Classes son gratis. Location: WBW

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

Start • End Date: 01/03/12 • 06/21/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Cost: Free Location: JHBC
Building Location: Jonesboro Heights Baptist Church

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: 01/03/12 • 06/21/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Day: Sa Time: 8:00A – 12:00P
Day: MTWTh Time: 8:00A – 12:00P
Cost: Classes son gratis. Location: WBW

Effective July 1, 2011, Adult Education officially changed its name to College and Career Readiness. College and Career Readiness is comprised of the following departments: Adult Basic Education (ABE), Adult High School Diploma (AHS), Compensatory Education, English as a Second Language (ESL) and General Educational Development (GED).

College and Career Readiness will continue helping students improve their basic skills, achieve a GED or Adult High School diploma, and transition to postsecondary education and/or the workforce.

Special Notification: Central Carolina Community College’s Jonesboro Center has moved to the Lifelong Learning Center at W.B. Wicker, located at 900 South Vance Street in Sanford. Please call (919) 777-7702 or (919) 777-7707 for information or if you have questions.

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in graduation ceremonies 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.

Dates of Graduation Ceremonies for 2012:
January 19, 2012 & June 14, 2012

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: 01/03/12 • 06/21/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free Location: WBW

Distance Education
You can complete your AHSD requirements or GED high school credential through online/distance instruction.
In Lee county, ABE and ESL classes are also available online.
For more information, please contact Loria King at lking@cccc.edu or (919) 777-7718.

For Registration information, refer to page 3. For Location Key, refer to page 6.
“Alive at 25” and Defensive Driving Classes

Alive at 25
Whether you’ve received a ticket or just want to be a safer driver, you can learn defensive driving techniques. “Alive at 25” is designed for students under 24 years of age and may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers’ licenses. You must bring your driver’s license and current citation to class. Pre-registration is required, and high school students cannot register without signed dual enrollment form.

Course #: C-1288
Start • End Date: 01/17/12 • 01/17/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: H-1958
Start • End Date: 02/28/12 • 02/28/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305

Course #: H-1959
Start • End Date: 03/13/12 • 03/13/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305

Course #: L-1182
Start • End Date: 01/26/12 • 01/26/12
Day: Th
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305

Course #: C-1290
Start • End Date: 03/20/12 • 03/20/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: H-1955
Start • End Date: 02/28/12 • 02/28/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course #: H-1953
Start • End Date: 03/22/12 • 03/22/12
Day: Th
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305

Course #: L-1184
Start • End Date: 03/24/12 • 03/24/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course #: H-1961
Start • End Date: 03/31/12 • 03/31/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: H-1962
Start • End Date: 04/14/12 • 04/14/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: C-1291
Start • End Date: 04/17/12 • 04/17/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: C-1289
Start • End Date: 02/21/12 • 02/21/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: H-1956
Start • End Date: 02/11/12 • 02/11/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: H-1957
Start • End Date: 03/22/12 • 03/22/12
Day: Th
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: L-1183
Start • End Date: 02/25/12 • 02/25/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course #: C-1292
Start • End Date: 04/17/12 • 04/17/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: L-1185
Start • End Date: 03/24/12 • 03/24/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: WBW
Building Location: Bldg B Rm 107B
Instructor: Gary Tyson

Course #: H-1963
Start • End Date: 04/14/12 • 04/14/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: C-1293
Start • End Date: 04/17/12 • 04/17/12
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Gary Tyson

Course #: H-1951
Start • End Date: 03/30/12 • 03/30/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219

Course #: H-1964
Start • End Date: 04/15/12 • 04/15/12
Day: Sa
Time: 9:00A – 1:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education 219
For Registration information, refer to page 3. For Location Key, refer to page 6.
Ceramics I
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. The course will focus on centering clay on the wheel and throwing basic forms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course #: C-1300
Start • End Date: 01/09/12 • 05/07/12
Day: TTh
Time: 6:00P – 9:00P
Cost: 175.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Darlene Brady

Clay Sculpture – Introduction
This course introduces various techniques of making clay sculpture, including clay modeling, carving, and forming clay with and without the use of armatures. Topics include the artistic concepts of form, rhythm, flow, movement, color and its relation to light. Upon completion, students should be able to form well-designed sculptures demonstrating artistic concepts as applied to ceramics.

Course #: C-1301
Start • End Date: 01/09/12 • 05/07/12
Day: MW
Time: 12:30P – 5:30P
Cost: 175.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Phillip Ashe

Drawing – Pen and Ink
Learn how to create incredible works of art using hatching, cross-hatching, pointillism and wash techniques of pen and ink drawing. Bring a drawing pad and #2 pencil to the first class where you will receive a supply list. Supplies for this class will cost approximately $25.00.

Course #: L-1192
Start • End Date: 02/06/12 • 03/12/12
Day: M
Time: 6:00P – 9:00P
Cost: 59.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

For Registration information, refer to page 3. For Location Key, refer to page 6.
Jewelry Making – Hammer, Bend, and Twist It
If you have basic knowledge of wire and tool usage, you can create jewelry using wire and sheet metals, primarily copper and stainless steel. You will hammer and forge metal and use a small torch and household chemicals to create antiquing. Please request a supply list when you register so you can be prepared for the first class.

Course #: L-1127
Start • End Date: 03/28/12 • 05/16/12
Day: W
Time: 6:00P – 8:00P
Cost: 59.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Metal Art Sculpture and Function
In these creative, fun and hands-on workshops students will learn the process and design of outdoor art, fixtures, including design, layout and construction. Metal fee $40.00.

Course #: C-1769
Start • End Date: 01/25/12 • 03/28/12
Day: W
Time: 6:00P – 10:00P
Cost: 121.25
Location Code: SCC
Building Location: Rm 101
Instructor: Kevin Kuhnel

MIG Welding for Art & Hobby
(Beginners & Refresher)
Students will learn basics of MIG set up and welding, and plasma cutting as well as shop safety and the use of power tools and equipment. Prepares students for art sculpture and hobby welding. Metal fee $40.00.

Course #: C-1768
Start • End Date: 01/23/12 • 03/26/12
Day: M
Time: 6:00P – 9:00P
Cost: 151.25
Location Code: SCC
Building Location: Rm 101
Instructor: Kevin Kuhnel

Painting – Acrylics/Oils/Pastels
Work in your favorite medium or learn a new one to create the desired effect in your artwork. Your instructor will provide a list of specific supplies during the first class.

Course #: L-1124
Start • End Date: 01/12/11 • 03/15/12
Day: Th
Time: 9:00A – 12:00P
Cost: 69.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Course #: L-1125
Start • End Date: 01/12/12 • 03/15/12
Day: Th
Time: 1:00P – 4:00P
Cost: 69.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

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

Course #: L-1191
Start • End Date: 01/11/12 • 03/14/12
Day: W
Time: 9:00A – 12:00P
Cost: 69.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: John Wicker

Painting – Oriental Brush
Delve into another culture to learn the fine art of bamboo and orchid painting. Your instructor will provide a list of necessary supplies at the first class.

Course #: L-1179
Start • End Date: 02/06/12 • 04/16/12
Day: M
Time: 9:00A – 12:00P
Cost: 69.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Fran Heffley
Painting – Watercolor
Center for Creative Retirement
Whether you’re beginning or experienced in watercolor painting, you can develop a better understanding and mastery of basic watercolor techniques. Your instructor will provide a list of specific supplies during the first class.
Course #: L-1128
Start • End Date: 01/10/12 • 03/13/12
Day: T
Time: 9:00A – 12:00P
Cost: 69.00
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Course #: L-1130
Start • End Date: 01/11/12 • 03/14/12
Day: W
Time: 1:30P – 4:30P
Cost: 69.00
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Painting – With Watercolors, Glazing Technique
Watercolor glazing technique is a process of applying layers or washes over the top of existing dry layers, building a painting in a way that is not so dissimilar from glazing techniques used in oil painting. This class is intended for both beginning and advanced students. The instructor is knowledgeable in representational and impressionistic styles.
Course #: C-1770
Start • End Date: 02/27/12 • 04/02/12
Day: M
Time: 6:00P – 8:00P
Cost: 70.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Roger Rudesil

Photography – Digital Camera Basics
Do you have a digital camera but you’re not really sure how to use it? Bring your camera plus the box and the manual that came with it. You will learn basic photography terms and the basics of using your camera.
Course #: L-1188
Start • End Date: 03/08/12 • 04/05/12
Day: Th
Time: 6:00P – 8:00P
Cost: 39.00
Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Camp Price

Photoshop Elements
Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.
Course #: L-1135
Start • End Date: 02/02/12 • 03/01/12
Day: M
Time: 6:00P – 8:00P
Cost: 39.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

Pottery – Beginning Wheelthrowing I
This course is designed to teach basic wheel throwing and glazing skills in a structured, supportive and fun setting. Students will have hands-on experience on the potter’s wheel and will learn to glaze their completed vessels. Clay fee $10.00.
Course #: C-1750
Start • End Date: 01/23/12 • 02/27/12
Day: M
Time: 6:00P – 9:00P
Cost: 80.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Raymond Edwards

Pottery – Beginning Wheelthrowing II
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-1751
Start • End Date: 03/12/12 • 04/23/12
Day: M
Time: 6:00P – 9:00P
Cost: 80.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Raymond Edwards
Pottery – Experimenting With Cone 6
Reduction Glazes
Students will experiment with and learn about reduction glazes, including glaze calculation, elements of design and the firing of the big gas kiln. Students should bring at least 12 bisque fired pots and any glazes they wish to try in a reduction kiln (cone 6 only).
Course #: C-1747
Start • End Date: 03/02/12 • 03/30/12
Day: F
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: SC
Building Location: Arts Incubator
Instructor: Joyce Bryan

Pottery – For the Love of Salt (Cone 10 Gas Firing)
This course is designed to familiarize the student with the steps required to successfully fire a 100 cubic foot gas salt kiln. Students should bring cone 10 bisque work ready for glazing. Clay fee $10.00.
Course #: C-1752
Start • End Date: 04/13/12 • 04/27/12
Day: FSaSu
Time: 10:00A – 2:00P
Cost: 121.25
Location Code: SC
Building Location: Arts Incubator
Instructor: Jennifer Siegel

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-1749
Start • End Date: 01/28/12 • 02/25/12
Day: Sa
Time: 2:00P – 6:00P
Cost: 50.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Jennifer Siegel

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-1748
Start • End Date: 03/03/12 • 03/31/12
Day: Sa
Time: 2:00P – 6:00P
Cost: 50.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Jennifer Siegel

Pottery – Spring From Clay I Advanced
Wheel Throwing
Course work for this advanced wheel throwing class includes throwing clay on the potter’s wheel, loading and glazing ceramic ware. Students will become familiar with many different techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.
Course #: C-1753
Start • End Date: 01/28/12 • 02/25/12
Day: Sa
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Jennifer Siegel

Pottery – Spring From Clay II Advanced
Wheel Throwing
Course work for this advanced wheel throwing class includes throwing clay on the potter’s wheel, loading and glazing ceramic ware. Students will become familiar with many different techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.
Course #: C-1754
Start • End Date: 03/03/12 • 03/31/12
Day: Sa
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: SC
Building Location: Arts Incubator
Instructor: Jennifer Siegel

Pottery – Throwing Large Pots
In this class intermediate/advanced students will learn to make large scale pots using coiling and other appropriate techniques. Clay fee $40.00 (four bags).
Course #: C-1746
Start • End Date: 01/20/12 • 01/22/12
Day: FSaSu
Time: 9:00A – 5:00P
Cost: 160.00
Location Code: SC
Building Location: Arts Incubator
Instructor: David Stuempfle
Computers – Introduction
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 #: C-1254
Start • End Date: 02/06/12 • 04/30/12
Day: M Time: 6:00P – 7:30P
Cost: 65.00 Location Code: SCC
Building Location: Rm 231
Instructor: Regina Richardson

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

Course #: L-1220
Start • End Date: 02/29/12 • 04/04/12
Day: W Time: 5:00P – 8:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Microsoft Excel 2007 – Introduction
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-1255
Start • End Date: 02/06/12 • 04/30/12
Day: M Time: 7:35P – 9:05P
Cost: 65.00 Location Code: SCC
Building Location: Rm 231
Instructor: Regina Richardson

Microsoft Office 2007 – Introduction
Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Course #: C-1252
Start • End Date: 02/15/12 • 05/02/12
Day: W Time: 6:00P – 8:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Wayne Norris

Microsoft Office 2010
Learn the basics of the Microsoft Office program suite, including the changes in 2010. Whether you’re new to Microsoft Office or need to know what’s changed since the 2007 version, you’ll find what you need here.

Course #: L-1222
Start • End Date: 04/16/12 • 05/21/12
Day: M Time: 5:00P – 8:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee
Microsoft Word & Excel
Students are introduced to Word as a computer application used for composing, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and more in Excel.

Course #: H-1881
Start • End Date: 01/30/12 • 04/02/12
Day: M  Time: 6:00P – 9:00P
Cost: 120.00  Location Code: HMC
Building Location: Con Ed Rm 229
Instructor: Terry Moore

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

Course #: C-1257
Start • End Date: 02/08/12 • 03/28/11
Day: W  Time: 1:00P – 4:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

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

Course #: L-1135
Start • End Date: 02/02/12 • 03/01/12
Day: Th  Time: 6:00P – 8:00P
Cost: 39.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

PowerPoint
You will learn how to create and enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into your presentation for easy editing.

Course #: L-1221
Start • End Date: 02/27/12 • 04/02/12
Day: M  Time: 5:00P – 8:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

QuickBooks – Introduction
Students who successfully complete the course will be able to install and configure QuickBooks for basic business operations and will be able to use QuickBooks in a business environment for processing basic customer, vendor, and payroll transactions and for generating basic business reports.

Course #: C-1280
Start • End Date: 01/23/12 • 03/26/12
Day: M  Time: 7:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: TBD
Instructor: Jerry Koontz
Quickbooks Pro
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 #: L-1219
Start • End Date: 03/15/12 • 05/03/12
Day: Th 
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Social Networking for Business
Facebook is not just for “Friends.” Learn how your business can benefit from social networking sites and internet opportunities such as Facebook, Google+, Linked-in, Skype, and more.

Course #: L-1237
Start • End Date: 01/24/12 • 03/01/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Komorowski

CAREER READINESS CERTIFICATE (CRC)

Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks – finding information, reading instructions and directions, even working with figures — that are common in today’s workplace.

HOW IT WORKS
Building on a Proven Program
The Certificate is based on established WorkKeys® assessment tests. (WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied mathematics, and locating information through the WorkKeys® assessment system.

A Chance to Advance
Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

Bronze level: Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.

Silver level: Signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.

Gold level: Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

CRC ASSESSMENTS
As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned – bronze, silver and gold – signify increasing levels of difficulty in each area.

HOW TO EARN CERTIFICATION
Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Patricia Stone-Hackett at (919) 777-7716 or pstone-hackett@cccc.edu.

Career Readiness Certification Assessment Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>May 10, 2012</td>
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For Registration information, refer to page 3. For Location Key, refer to page 6.
Culinary & Hospitality Arts
(Chatham County)

Students will experience hands-on professional development in the areas of sustainability, nutrition, whole foods culinary technology sanitation, knife skills, and restaurant management as well as many other areas of culinary operations. The entire certification program could be completed by taking a rigorous combination of courses in one semester or by encompassing two semesters. The approximate cost for the certification is $1200.00.

Upon successful completion of the full certificate, students will be ready for a professional entry level career in culinary arts, with a specialty in sustainability and nutrition that will assist them in becoming a leader in the industry.

Baking – Introduction
Students will learn the methodology to baking. This would include sustainable baking practices.

- **Course #:** C-1284
- **Start • End Date:** 01/09/12 • 05/01/12
- **Day:** MT
- **Time:** 3:00P – 8:00P
- **Cost:** 176.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Burton

Catering and Food Truck Cuisine
This class uses culinary methods to operate a successful catering business or possible food truck operation. Basic culinary, ServSafe, and food service management will be covered in this course.

- **Course #:** C-1299
- **Start • End Date:** 01/06/12 • 05/04/12
- **Day:** W
- **Time:** 8:30A – 2:00P
- **Day:** F
- **Time:** 9:00A – 2:30P
- **Cost:** 176.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Burton

Culinary Technology
Students will develop an understanding of culinary terminology, knife skills, classic cuts, sanitary standards, and equipment functions.

- **Course #:** C-1283
- **Start • End Date:** 01/03/12 • 04/03/12
- **Day:** MTWTh
- **Time:** 2:00P – 3:00P
- **Cost:** 121.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Burton

Farm to Table
This course provides a laboratory experience for enhancing students’ agricultural skills and understanding the development of cooperation between sustainable farmers and foodservice operations. Emphasis placed on practical experiences. Upon completion, students should demonstrate an understanding of environmental stewardship and its impact on cuisine and sustainability.

- **Course #:** C-1286
- **Start • End Date:** 01/04/12 • 05/02/12
- **Day:** W
- **Time:** 3:00P – 8:00P
- **Cost:** 176.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Burton

Gluten Free Baking
Students will learn the methodology to gluten free baking. This would include vegan baking preparation and the science of baking without gluten.

- **Course #:** C-1298
- **Start • End Date:** 01/05/12 • 05/03/12
- **Day:** Th
- **Time:** 10:00A – 2:00P
- **Day:** F
- **Time:** 9:00A – 2:30P
- **Cost:** 176.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Taylor

Natural Health Cooking – Introduction
Students will cover holistic education, whole foods culinary techniques, fundamentals of nutrition and the connection between food, health and sustainability. Students will understand the general operations of a commercial kitchen, sustainable cooking and essential culinary and sanitation skills.

- **Course #:** C-1287
- **Start • End Date:** 01/05/12 • 05/04/12
- **Day:** Th
- **Time:** 3:00P – 8:00P
- **Day:** F
- **Time:** 9:00A – 2:00P
- **Cost:** 176.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 145
- **Instructor:** Kelly Taylor

For Registration information, refer to page 3. For Location Key, refer to page 6.
Culinary & Hospitality Arts  Spring 2012

ServSafe
Students will understand the national regulations for safety and sanitation as it relates to food service.

Course #: C-1285
Start • End Date: 01/05/12 • 05/03/12
Day: Th  Time: 2:00P – 3:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Sustainable Culinary Arts – Introduction
This course is designed for students who desire an occupation in the food service industry and for those who are presently employed within the industry. Emphasis will be placed on: attitude development, sanitation, safety, food service terminology and procedure, tools and equipment and basic food preparation with emphasis to health and sustainability.

Course #: C-1282
Start • End Date: 01/03/12 • 05/03/11
Day: MTWTh  Time: 9:15A – 1:45P
Cost: 176.25  Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

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CHATHAM COUNTY CONTINUING EDUCATION HIGHLIGHTS: Culinary

Soup and Sauce Production
Learn how to make delicious and healthy soups and sauces! Students will identify the steps in soup and sauce production, while using local and seasonal ingredients.

Course #: C-1304
Start • End Date: 01/11/12 • 02/01/12
Day: W  Time: 5:30P – 8:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 0045 Rm 0145
Instructor: Regina Minter

Mastering Asian Cooking
Have fun and learn new and exciting cooking methods in Asian Cooking, while creating new entrée and appetizer recipes.

Course #: C-1305
Start • End Date: 02/08/12 • 02/29/12
Day: W  Time: 5:30P – 8:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 0045 Rm 0145
Instructor: Regina Minter

Farm to Table Pork Production
In this course you will gain a better understanding of where your pork comes from, while learning to prepare meals using different cuts of pork.

Course #: C-1306
Start • End Date: 03/07/12 • 03/28/12
Day: W  Time: 5:30P – 8:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 0045 Rm 0145
Instructor: Regina Minter

Farm to Table Vegetarian Cuisine
Have fun while creating and exploring new hearty dishes using farm fresh vegetables.

Course #: C-1307
Start • End Date: 04/12/12 • 05/02/12
Day: Th  Time: 5:30P – 8:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 0045 Rm 0145
Instructor: Regina Minter
Distance Education/Ed2Go
Online Classes!

Further your education without leaving home.

For a complete list of classes, visit www.ed2go.com/ccccc

- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education Technology
- Health Care and Medical
- Veterinary
- Writing and Publishing
- And many more!

For more information or to register, contact the CCCC Education To Go representative, at (919) 718-7225.

Spring 2012 start dates:
January 18, 2012 • February 15, 2012 • March 21, 2012 • April 18, 2012
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.

Course #: X-1003
Start • End Date: 01/05/12 • 02/09/12
Day: MTh
Time: 6:00P – 10:00P
Cost: 86.25
Location Code: ESTC
Building Location: Emergency Services Training

Course #: X-1004
Start • End Date: 02/20/12 • 03/22/12
Day: MTh
Time: 6:00P – 10:00P
Cost: 86.25
Location Code: ESTC
Building Location: Emergency Services Training

Course #: X-1005
Start • End Date: 04/02/12 • 05/07/12
Day: MTh
Time: 6:00P – 10:00P
Cost: 86.25
Location Code: ESTC
Building Location: Emergency Services Training

Emergency Medical Technician 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.

Firefighter Academy
The third Central Carolina Community College Firefighter Academy will begin in February 2012. This full-time program is for individuals who wish to attain the skills necessary for employment as a firefighter. The Academy is a rigorous and challenging course of study consisting of a total of 833 hours. Class hours will vary but will generally meet 8:00A to 5:00P Monday through Thursday and 8:00A to 3:30P on Fridays. Graduation exercises will be conducted in June. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescuer General, and Technical Rescue VMR certifications. Students will also receive training in ICS, Rapid Intervention, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a college type atmosphere with uniforms required. For additional information on this exciting firefighter training opportunity contact Joey Shue, Fire/Rescue Training Coordinator at (919) 777-7778 or visit the ESTC at 3000 Airport Road in Sanford. Application forms and information are also available at www.cccc.edu/ESTC.
Motorcycle Safety Training

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

Motorcycle safety classes are offered at the CCCC Emergency Services Training Center (ESTC). The ESTC is located off Hwy 78 between Sanford and Tramway on Airport Road at the Old Sanford/Lee County Airport site. 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 Road. The class registration fee is $120.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

Course #: X-1001
Start • End Date: 03/30/12 • 04/01/12
Day: F
Day: SaSu
Cost: 125.00
Location Code: ESTC
Building Location: Emergency Services Training

Course #: X-1002
Start • End Date: 05/04/12 • 05/06/12
Day: F
Day: SaSu
Cost: 125.00
Location Code: ESTC
Building Location: Emergency Services Training

Course #: L-1237
Start • End Date: 01/24/12 • 03/01/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Komorowski

Course #: L-1132
Start • End Date: 02/09/12 • 02/09/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh

Course #: L-1136
Start • End Date: 03/08/12 • 03/08/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh

Course #: L-1137
Start • End Date: 04/12/12 • 04/12/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh

Lee County Continuing Education Highlights

Social Networking for Business
Facebook is not just for “Friends." Learn how your business can benefit from social networking sites and internet opportunities such as Facebook, Google+, Linked-in, Skype, and more.

Course #: L-1237
Start • End Date: 01/24/12 • 03/01/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Komorowski

Couponing 101
Grocery bills bringing you down? Do you want something you don’t think you can afford? Come learn the basic concepts of saving a large amount of money using coupons. Your instructor will share the strategies she puts into practice when buying groceries or big ticket items.

Course #: L-1132
Start • End Date: 02/09/12 • 02/09/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh

Course #: L-1136
Start • End Date: 03/08/12 • 03/08/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh

Course #: L-1137
Start • End Date: 04/12/12 • 04/12/12
Day: Th
Time: 6:00P – 8:00P
Cost: 10
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Aimee Walsh
Visit www.cccc.edu/ecd/medicalorientation for required information regarding all health occupations classes.

C = Chatham  H = Harnett  L = Lee

Anatomy & Physiology (Seated) – Introduction
Introduction to Anatomy and Physiology is designed to enable student identification of body system components, functions, and disease processes.

Course #: H-1868
Start • End Date: 01/31/12 • 04/26/12
Day: TTh  Time: 5:30P – 9:30P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Sandra Bass

Cardiac Monitoring Technician
Prepare academically and technically to recognize and report changes in a patient’s heart rhythm in a hospital setting.

Course #: C-1712
Start • End Date: 02/16/12 • 04/27/12
Day: ThF  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: PMC
Building Location: Bldg 041 Rm 217
Orientation: Via Web-Link
Instructor: Barbara Shuett

Course #: C-1719
HRD/CRC (Required for Cardiac Monitoring Technician #1712)
Workplace Readiness for Health Careers
Start • End Date: 02/06/12 • 02/14/12
Day: MWF  Time: 9:00A – 1:00P
Building Location: Bldg 041 Rm 226
Day: TTh  Time: 9:00A – 1:00P
Building Location: Bldg 041 Rm 222
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Instructor: Marier Shields

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

Course #: C-1705
Start • End Date: 03/05/12 • 06/05/12
Day: MT  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: SCC
Building Location: Rm 123
Orientation: Via Web-Link
Instructor: Hollie Lineberry

HRD/CRC (Required for Central Sterile Processing #1705)
Course #: C-1720
Start • End Date: 02/13/12 • 02/22/12
Day: MTWTh  Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 123
Instructor: Marier Shields

Communication Skills
The communication program is designed to provide participants with the ability to apply basic communication techniques to enhance relationships and manage conflict situations in the workplace.

Course #: H-1863
Start • End Date: 02/06/12 • 06/19/12
Day: MWF  Time: 5:30P – 7:30P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Allan Smith

CPR for the Professional Rescuer
This course is designed for Healthcare Providers and follows the current American Heart Association guidelines for Adult, Child and Infant CPR (cardiopulmonary resuscitation – one and two rescuer CPR) with the AED, obstructed airway, rescue breathing, breathing devices and special resuscitation situations.

Course #: C-1714
Start • End Date: 01/26/12 • 01/26/12
Day: Th  Time: 5:00P – 9:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-1715
Start • End Date: 03/22/12 • 03/22/12
Day: Th  Time: 9:00A – 1:00P
Cost: 66.25  Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris
Direct Care Basics
Explore career opportunities for home care, as well as the skills you need to find and keep a job, including communication and management skills. With completion of this course, you can seek employment as a personal care aide, or continue your studies to become a Home Care Nurse Aide. This is Part II of the new Personal and Home Care Aide training. You must complete Part I, Direct Care Workforce Introduction, to be eligible for this course. Tuition assistance is available.

Course #: L-1190
Start • End Date: 03/26/12 • 05/09/12
Day: MW  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Direct Care Workforce Introduction
Begin your exploration of the field of Home Health Care and learn valuable employment skills. This is Part I of the new Personal and Home Care Aide training that can lead to several levels of employment. Limited tuition assistance may be available.

Course #: L-1189
Start • End Date: 03/12/12 • 03/21/12
Day: MW  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Drug Collection Specialist
This course provides enhancement of the Phlebotomist employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

Course #: C-1711
Start • End Date: 04/16/12 • 04/25/12
Day: MTWTh  Time: 5:30P – 9:30P
Cost: 126.25  Location Code: PMC
Building Location: Bldg 041 Rm 217
Orientation: Via Web-Link

EKG Monitor Technician
Become proficient in reading and interpreting EKG rhythms. Upon successful completion, you will be qualified for employment in a telemetry unit of a hospital. You must show proof of high school diploma or GED to register.

Course #: L-1138
Start • End Date: 03/05/12 • 05/14/12
Day: MW  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

SKILLS FOR SUCCESS
(Required with EKG Monitor Technician)

Course #: L-1163
Start • End Date: 03/06/12 • 04/10/12
Day: T  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Willie Nixon III

EKG Technician
Prepare yourself to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors’ offices. You will also learn advanced principles of EKG. You must show proof of high school diploma or GED to register.

Course #: L-1139
Start • End Date: 01/10/12 • 03/15/12
Day: TTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

SKILLS FOR SUCCESS
(Required with EKG Technician)

Course #: L-1154
Start • End Date: 01/25/12 • 02/29/12
Day: W  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Robert Gray
Healthcare Basics
The Healthcare Basics program is designed to provide entry level fundamentals in the areas of professional behavior, medical ethics, and the types of legal issues that can occur due to unprofessional behavior in a healthcare setting.

Course #: H-1866
Start • End Date: 01/17/12 • 04/05/12
Day: TTh
Time: 9:00A – 11:00A
Cost: 120.00
Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Leah Harp

Course #: H-1867
Start • End Date: 04/10/12 • 06/28/12
Day: TTh
Time: 9:00A – 11:00A
Cost: 120.00
Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Leah Harp

Healthcare Billing and Coding Specialist Part I
Begin your journey to becoming a nationally certified Healthcare Billing and Coding Specialist. In this first of three parts, you will learn medical terminology and basic anatomy and physiology as it relates to your career in billing and coding. You must show proof of high school diploma or GED at time of registration.

Course #: L-1140
Start • End Date: 01/10/12 • 05/10/12
Day: TTh
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: TBD

SKILLS FOR SUCCESS
(Required for Healthcare Billing and Coding Specialist Part I)
Course #: L-1154
Start • End Date: 01/25/12 • 02/29/12
Day: W
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Robert Gray

Laboratory Assistant
Gain fundamental laboratory skills essential to provide services in a variety of healthcare settings.

Course #: H-1862
Start • End Date: 01/24/12 • 05/29/12
Day: TTh
Time: 5:30P – 9:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: John Eylers

Medical Insurance for Pharmacy Technicians
This course is designed to train individuals to process insurance claims in a pharmacy.

Course #: C-1704
Start • End Date: 03/07/12 • 04/19/12
Day: WTh
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: SCC
Building Location: Rm 123
Instructor: LaWanda Stanley
Orientation: Via Web-Link

HRD/CRC (Required for Medical Insurance for Pharmacy Technicians #1704)
Workplace Readiness for Health Careers
Course #: C-1721
Start • End Date: 02/23/12 • 03/06/12
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 232
Instructor: Marier Shields

Medical Office Skills I
Learn entry level office and customer service skills needed to successfully function in a variety of office settings.

Course #: H-1861
Start • End Date: 01/23/12 • 06/13/12
Day: MW
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Lisa Mason
Medical Office Transcription Technician
This course is designed to train healthcare workers to function in a cross-trained capacity. Upon successful course completion a college certificate of “Medical Office Technician” will be issued.

Course #: C-1706  
Start • End Date: 01/23/12 • 05/08/12  
Day: MTTTh  
Time: 5:30P – 9:30P  
Cost: 175.00  
Building Location: Rm 118  
Location Code: SCC  
Instructor: Dawn Harris  
Orientation: Via Web-Link

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

Course #: H-1865  
Start • End Date: 02/13/12 • 06/27/12  
Day: MW  
Time: 9:00A – 12:00P  
Cost: 175.00  
Building Location: Continuing Education Rm TBD  
Location Code: HMC  
Instructor: Donald Morrison

Med Tech
If you are a Nurse Aide I on the North Carolina Registry, you can learn how to give medications in adult care homes, assisted living facilities, and group homes. This course will prepare you for the Medication Administration Exam. You must show proof of current listing on the NC NAI registry at time of registration.

Course #: L-1206  
Start • End Date: 04/03/12 • 05/03/11  
Day: TTh  
Time: 6:00P – 9:00P  
Cost: 120.00  
Building Location: Bldg A Rm 103A  
Location Code: WBW  
Instructor: Joan Vasilik

Nurse Aide I
Learn basic nursing skills required for personal care of patients, residents, or clients under the direction and supervision of a registered nurse as a nurse aide. At the end of the course, you will be eligible to take a state exam for listing on the Nurse Aide I Registry. This course qualifies as a prerequisite for nursing programs. Proof of high school diploma, GED, or adequate scores on Basic Skills test is required to register.

Course #: L-1141  
Start • End Date: 01/10/12 • 05/24/12  
Day: TTh  
Time: 5:00P – 9:00P  
Cost: 181.25  
Location Code: WBW  
Building Location: Bldg A Rm 104A  
Instructor: Sandy Muse

SKILLS FOR SUCCESS  
(Required with Nurse Aide I #1141)

Course #: L-1152  
Start • End Date: 01/23/12 • 02/27/12  
Day: M  
Time: 5:00P – 9:00P  
Cost: 65.00  
Location Code: WBW  
Building Location: Bldg B Rm 108B  
Instructor: Willie Nixon III

SKILLS FOR SUCCESS  
(Required with Nurse Aide I #1142)

Course #: L-1142  
Start • End Date: 01/17/12 • 04/18/12  
Day: TTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: WBW  
Building Location: Bldg A Rm 104A  
Instructor: Lynda Muse

Course #: H-1851  
Start • End Date: 01/17/12 • 04/16/12  
Day: TWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: HMC  
Building Location: Bob Etheridge Rm 307  
Instructor: Kim Tew

SKILLS FOR SUCCESS  
(Required with Nurse Aide I #1142)

Course #: L-1155  
Start • End Date: 01/23/12 • 02/27/12  
Day: M  
Time: 9:00A – 1:00P  
Cost: 65.00  
Location Code: WBW  
Building Location: Bldg A Rm 107A  
Instructor: Crystal McIver
Health Occupations  

Course #: C-1701  
Start • End Date: 01/23/12 • 04/02/12  
Day: MTWTh  
Time: 8:30A – 12:30P  
Cost: 181.25  
Location Code: SCC  
Building Location: Rm 121  
Instructor: Sonja Richards  
Orientation: Via Web-Link

Course #: C-1710  
Start • End Date: 02/06/12 • 05/15/12  
Day: MTW  
Time: 5:30P – 9:30P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 220  
Instructor: Elaine Nichols  
Orientation: Via Web-Link

Course #: C-1718  
HRD/CRC (Required for NAI #1710)  
Workplace Readiness for Health Careers  
Start • End Date: 01/23/12 • 02/01/12  
Day: MW  
Time: 5:00P – 9:00P  
Building Location:  
Bldg 041 Rm 225  
Day: TTh  
Time: 5:00P – 9:00P  
Building Location:  
Bldg 041 Rm 222  
Cost: 120.00 (Fee Waiver Available)  
Location Code: PMC  
Instructor: Marier Shields

Course #: C-1717  
HRD/CRC (Required for NAI #1701)  
Workplace Readiness for Health Careers  
Start • End Date: 01/19/12 • 01/27/12  
Day: MWF  
Time: 9:00A – 1:00P  
Building Location:  
Bldg 041 Rm 226  
Day: TTh  
Time: 9:00A – 1:00P  
Building Location:  
Bldg 041 Rm 222  
Cost: 120.00 (Fee Waiver Available)  
Location Code: PMC  
Instructor: Marier Shields

Course #: L-1143  
SKILLS FOR SUCCESS  
(Required with Nurse Aide I #1143)  
Start • End Date: 02/07/12 • 05/09/12  
Day: TTh  
Time: 9:00A – 1:00P  
Clinicals: 8:00A – 4:30P; 4/24, 4/25, 4/26, 5/1, 5/2  
Cost: 181.25  
Location Code: WBW  
Building Location:  
Bldg A Rm 102A  
Instructor: Betty Jo Chavez

Course #: L-1161  
Start • End Date: 02/13/12 • 03/19/12  
Day: M  
Time: 9:00A – 1:00P  
Cost: 65.00  
Location Code: WBW  
Building Location:  
Main Bldg Rm 119  
Instructor: Crystal McIver

Course #: H-1853  
Start • End Date: 02/14/12 • 05/10/12  
Day: TWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: HMC  
Building Location:  
Continuing Education Rm 228  
Instructor: Julie Jernigan

For Registration information, refer to page 3. For Location Key, refer to page 6.
Course #: H-1854
Start • End Date: 02/21/12 • 05/09/12
Day: TTh
Time: 9:00A – 2:30P
Cost: 181.25
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass

Course #: C-1709
Start • End Date: 03/26/12 • 07/11/12
Day: MTW
Time: 1:00P – 5:00P
Cost: 181.25
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols

Course #: C-1722
HRD/CRC (Required for NAI #1709)
Workplace Readiness for Health Careers
Start • End Date: 03/12/12 • 03/20/12
Day: MWF
Time: 9:00A – 1:00P
Building Location: Bldg 041 Rm 226
Day: TTh
Time: 9:00A – 1:00P
Building Location: Bldg 041 Rm 222
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Instructor: Marier Shields

Course #: L-1144
Start • End Date: 03/27/12 • 08/01/12
Day: TTh
Time: 1:30P – 4:30P
Clinicals: 3:00P – 11:30P, 7/12, 7/17, 7/18, 7/19, 7/24
Cost: 181.25
Building Location: Bldg A Rm 102A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide I #1144)
Course #: L-1163
Start • End Date: 03/06/12 • 04/10/12
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Building Location: Bldg A Rm 107A
Instructor: Willie Nixon III

Course #: C-1702
Start • End Date: 04/16/12 • 04/24/12
Day: MTW
Time: 8:30A – 12:30P
Cost: 66.25
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: N/A

Course #: H-1855
Start • End Date: 04/10/12 • 08/30/12
Day: TTh
Time: 5:30P – 9:30P
Cost: 181.25
Building Location: Continuing Education Rm 228
Instructor: Donald Morrison

Course #: H-1856
Start • End Date: 04/17/12 • 07/19/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 181.25
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew

Nurse Aide I – Refresher
If you have been listed on the North Carolina Registry within
the past four years, but your listing has expired, this course will
prepare you to take the state certification exam. To register, you
must show proof of your past listing. Otherwise, please register
for the full Nurse Aide I class.

Course #: L-1145
Start • End Date: 03/05/12 • 04/16/12
Day: MW
Time: 5:00P – 9:00P
Cost: 120.00
Building Location: Bldg A Rm 104A
Instructor: Lynette Bunn

SKILLS FOR SUCCESS
(Required with Nurse Aide I – Refresher #1145)
Course #: L-1163
Start • End Date: 03/06/12 • 04/10/12
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Building Location: Bldg A Rm 107A
Instructor: Willie Nixon III

Nurse Aide I – State Competency Review
This course is designed for students who have satisfactorily
completed a State-approved Nurse Aide I training program
within the last 2 years. The course will offer written and skill
review to prepare the testing candidate for the National Nurse
Aide Assessment Program Examination.

Course #: C-1702
Start • End Date: 04/16/12 • 04/24/12
Day: MTW
Time: 8:30A – 12:30P
Cost: 66.25
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: N/A

For Registration information, refer to page 3. For Location Key, refer to page 6.
Nurse Aide II
If you are a Nurse Aide I, you can learn advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc. Upon successful completion of this course, you will be listed on the North Carolina Nurse Aide II registry. No state exam is required. You must show proof of current listing on NC Nurse Aide I registry and proof of high school diploma or GED to register.

Course #: L-1146
Start • End Date: 01/17/12 • 04/17/12
Day: TWTh  Time: 8:00A – 12:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide II #1146)

Course #: L-1156
Start • End Date: 01/23/12 • 02/27/12
Day: M  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: TBD

Course #: L-1147
Start • End Date: 02/07/12 • 05/08/12
Day: TWTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide II #1147)

Course #: L-1160
Start • End Date: 02/27/12 • 04/02/12
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Beulah Palmer

Occupational Math
The occupational math program is designed to provide entry and fundamental updates of the mathematical skills essential to providing customer and office services in a variety of business settings.

Course #: H-1864
Start • End Date: 02/06/12 • 06/11/12
Day: MT  Time: 7:45P – 9:45P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Allan Smith

Patient Care Technician Part I
This is the first of three parts required to become a Certified Patient Care Technician (CPCT). CPCT is a multi-faceted, intense course which teaches patient care, EKG and phlebotomy. CPCT Part II (Nurse Aide II for CPCT) will be offered in the summer, and CPCT Part III will be offered in the fall. Upon successful completion, you will be prepared to test for national certification as a Patient Care Technician (CPCT), EKG Technician (CET) and Phlebotomy Technician (CPT), and will be listed on the NC Nurse Aide II registry. To register, you must show proof of high school diploma or GED and current listing on the NC Nurse Aide I registry.

Course #: L-1148
Start • End Date: 01/30/12 • 04/24/12
Day: MTW  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 102A
Instructor: Dean Jacobs

SKILLS FOR SUCCESS
(Required with Patient Care Technician Part I # 1148)

Course #: L-1158
Start • End Date: 02/02/12 • 03/08/12
Day: Th  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer
Pharmacy Technician
Learn the skills you need to work in a pharmacy under the supervision of a pharmacist. You will study drug categories, interactions, and effects. You must show proof of high school diploma or GED to register.

Course #: L-1149
Start • End Date: 01/30/12 • 05/02/12
Day: MW
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

SKILLS FOR SUCCESS
(Required with Pharmacy Technician #1149)

Course #: L-1159
Start • End Date: 01/31/12 • 03/06/12
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Gray

Phlebotomy National Exam Review
This course provides an overview for candidates preparing for the National Phlebotomy Certification Examination. Upon completion, candidates will have the tools needed to successfully pass the National Phlebotomy Certification Exam.

Course #: C-1713
Start • End Date: 03/05/12 • 03/20/12
Day: MTWTh
Time: 5:30P – 9:30P
Cost: 126.25
Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Brian Griffin
Orientation: N/A

Phlebotomy Technician
This course prepares students to draw patients’ blood in the hospital, doctors’ offices, and lab service companies. Students must show proof of high school diploma or GED to register.

Course #: L-1150
Start • End Date: 01/17/12 • 05/10/12
Day: T
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

SKILLS FOR SUCCESS
(Required with Phlebotomy Technician #1150)

Course #: L-1156
Start • End Date: 01/23/12 • 02/27/12
Day: M
Time: 9:00A – 1:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: TBD

For Registration information, refer to page 3. For Location Key, refer to page 6.
Phlebotomy Technician Day
This course prepares students to draw patients’ blood in the hospital, doctor’s offices, and lab service companies.

Course #: H-1857
Start • End Date: 01/09/12 • 03/15/12
Day: MTWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Course #: H-1859
Start • End Date: 03/19/12 • 05/24/12
Day: MTWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

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

Course #: H-1858
Start • End Date: 01/09/12 • 03/15/12
Day: MTWTh Time: 6:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Course #: H-1860
Start • End Date: 03/19/12 • 05/24/12
Day: MTWTh Time: 6:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Sleep Registry Exam Review
This course provides an overview for candidates preparing for the Board of Registered Polysomnographic Technologists (BRPT) Exam. Upon completion, candidates will have the tools needed to successfully pass the BRPT exam.

Course #: C-1707
Start • End Date: 04/03/12 • 04/24/12
Day: TWTh Time: 9:00A – 1:00P
Cost: 120.00 Location Code: SCC
Building Location: Rm 123
Instructor: Michael B. Anderson
Orientation: N/A

Special Needs Technician
This course provides students with basic knowledge and skills needed to effectively serve clients with health and mental disabilities.

Course #: C-1703
Start • End Date: 02/07/12 • 05/03/12
Day: TTh Time: 5:30P – 8:30P
Cost: 181.25 Location Code: SCC
Building Location: Rm 121
Instructor: Betty McMaster
Health Occupations

Spring 2012

Online Medical / Hybrid Classes

Anatomy & Physiology – Introduction (Online)
Introduction to Anatomy and Physiology is designed to enable student identification of body system components, functions, and disease processes.

Course #: H-1869
Start • End Date: 01/22/12 • 05/13/12
Day: Online
Time: Online
Cost: 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 01/17/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Billing & Coding – Introduction (Online)
Students will learn methods for selecting the appropriate CPT and ICD-9 codes and demonstrate proficiency in coding skills. Medical Terminology and Intro to Anatomy & Physiology are prerequisites for this class.

Course #: H-1870
Start • End Date: 01/22/12 – 05/13/12
Day: Online
Time: Online
Cost: 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Lab Day: M: 9:00A – 2:30P
Orientation: 01/17/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

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

Course #: H-1872
Start • End Date: 02/19/12 – 05/13/12
Day: Online
Time: Online
Cost: 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 02/13/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Unit Secretary (Online/Hybrid)
The unit secretary program is designed to provide the entry level fundamental skills essential to providing unit secretarial services in a variety of healthcare inpatient care settings.

Course #: H-1871
Start • End Date: 01/22/12 • 05/13/12
Day: Online
Time: Online Hybrid
Cost: 175.00
Location Code: HMC
Building Location: Con Ed Rm 229
Orientation: 01/17/12 • 9:00A – 11:00A
Labs: M • 9:00A – 2:30P
Instructor: Lennie Stephenson/Kim Tew

Harnett County Continuing Education Highlights

CCCC Harnett Certification Programs
Medical Technician I & II
Medical Office Technician I & II
Spring 2012, Lillington Campus

Please plan to attend a Certification Overview Open House at the Harnett Campus on Monday, December 5th at 6 PM. Call (910) 814-8823 for a room location. Certification policies, requirements for completion, and the individual classes that make-up each certification will be discussed.

Diesel Mechanics Is Here “2012”
This course includes rebuilding and repairing fuel-injection systems, cylinder heads, and starting systems on large and small diesel engines.
Call (910) 814-8823 for more information!

For Registration information, refer to page 3. For Location Key, refer to page 6.
### Cake Decorating I
You will learn the basic techniques of cake decoration for home or work. Please request a list of required supplies when you register.

**Course #: L-1116**
- **Start • End Date:** 01/19/12 • 02/23/12
- **Day:** Th
- **Time:** 6:00P – 9:00P
- **Cost:** 65.00
- **Location Code:** WBW
- **Building Location:** Main Bldg Rm 120
- **Instructor:** Pat Wicker

### Cake Decorating II
Enhance the skills you achieved in Cake Decorating I by learning techniques for borders, flowers, basket weave, and fondant flowers. Please request a list of required supplies when you register.

**Course #: L-1117**
- **Start • End Date:** 03/08/12 • 04/12/12
- **Day:** Th
- **Time:** 6:00P – 9:00P
- **Cost:** 65.00
- **Location Code:** WBW
- **Building Location:** Main Bldg Rm 120
- **Instructor:** Pat Wicker

### Floral Design – Beginning
This course is designed to help students learn different holiday floral designs.

**Course #: H-1951**
- **Start • End Date:** 03/06/12 • 04/24/12
- **Day:** T
- **Time:** 6:30P – 8:30P
- **Cost:** 50.00
- **Location Code:** HMC
- **Building Location:** Main Bldg Rm 120
- **Instructor:** Pat Wicker

### Knitting – Advanced
If you’re not a beginner and already know how to knit, you can complete a project with one skein of yarn. You’ll learn methods to complete quick projects. You will need to bring your own yarn and knitting needles. Your instructor will supply patterns for each project.

**Course #: L-1119**
- **Start • End Date:** 02/14/12 • 04/03/12
- **Day:** T
- **Time:** 6:00P – 8:00P
- **Cost:** 49.00
- **Location Code:** WBW
- **Building Location:** Main Bldg Rm 214
- **Instructor:** Billie Jernigan

### Knitting – Beginning
Is knitting one of those things you always wanted to learn, but just never found the time? Here’s your opportunity to mark knitting off your “bucket list.” You will need to bring your own yarn and knitting needles. Your instructor will supply patterns for each project.

**Course #: L-1118**
- **Start • End Date:** 02/02/12 • 03/22/12
- **Day:** Th
- **Time:** 1:00P – 3:00P
- **Cost:** 49.00
- **Location Code:** WBW
- **Building Location:** Main Bldg Rm 214
- **Instructor:** Billie Jernigan

### Landscape Design
Students will learn how to identify boundaries as part of site analysis and learn how to respect them as part of the landscape design process. Topics to be covered include sustainable design and plant selections, landscapes, grading, and lighting. This course would be great for homeowners or professionals.

**Course #: H-1950**
- **Start • End Date:** 03/01/12 • 04/19/12
- **Day:** Th
- **Time:** 6:30P – 8:30P
- **Cost:** 50.00
- **Location Code:** HMC
- **Building Location:** Bob Etheridge Rm 306
- **Instructor:** Robert Sherman

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*For Registration information, refer to page 3. For Location Key, refer to page 6.*
Quilting – Beginning
Create a beautiful quilted wall hanging as you learn the basics from choosing fabrics to designing, piecing, quilting, and finishing a future heirloom. Request a list of necessary supplies when you register.

Course #: L-1180
Start • End Date: 02/02/12 • 03/22/12
Day: Th
Cost: 89.00
Building Location: Main Bldg Rm 214
Instructor: Teressa Sharpe

Sewing
Whether you’re just beginning or are experienced and wanting to learn more, you will use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest. You will need to bring your own scissors, thread, fabric and pattern.

Course #: L-1120
Start • End Date: 01/23/12 • 03/12/12
Day: M
Time: 6:30P – 9:00P
Cost: 59.00
Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1122
Start • End Date: 01/24/12 • 03/13/12
Day: T
Time: 2:00P – 4:30P
Cost: 59.00
Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1121
Start • End Date: 03/19/12 • 05/14/12
Day: M
Time: 6:30P – 9:00P
Cost: 59.00
Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1123
Start • End Date: 03/20/12 • 05/08/12
Day: T
Time: 2:00P – 4:30P
Cost: 59.00
Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy
Chatham County

Effective Job Search Workshops with ESC:
Second Wednesday in each month

Pittsboro Campus
January 25, February 22, March 28, April 25

Siler City Center
January 11, February 8, March 14, April 11

Career Readiness and Employability Lab
This is a self-paced lab designed to develop employability skills. Students will assess their individual goals, develop a career or educational plan to include job search skills, keyboarding, resume and cover letter preparation and training toward the Career Readiness Certificate. This is a continual open entry open exit lab.

Course #: C-1725
Start • End Date: 01/18/12 • 04/25/12
Day: MW
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: PMC
Building Location: Bldg 041 Rm 225
Instructor: Kathy Siler

Employability Skills for Health Careers
This class provides employability skills training for unemployed and underemployed adults including, but not limited to, cultural and diversity differences using the Spanish language.

Course #: C-1726
Start • End Date: 01/24/12 • 03/29/12
Day: TTh
Time: 6:00P – 8:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 042 Rm 204
Instructor: Luis Cotto

Harnett County

C.A.R.E.S
(Coaching to Achieve Readiness for Employment Success)
This course will provide students with a foundation to achieve success in health care careers. In addition, students will prepare for the Career Readiness Certificate.

Course #: H-1892
Start • End Date: 02/13/12 • 04/23/12
Day: M
Time: 11:00A – 3:00P
Day: F
Time: 11:00A – 1:00P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-1893
Start • End Date: 03/05/12 • 05/09/12
Day: MW
Time: 5:45P – 8:45P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Conchita Greene

Computer Skills for the Workplace I – Basic
This course is designed to help the student develop a moderate comfort level of basic computer use skills. It introduces computer terminology, e-mail capability, how to navigate on the internet for the purpose of doing a job search, contacting employers and obtaining employment information.

Course #: C-1723
Start • End Date: 01/17/12 • 03/15/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 175.00
Location Code: SCC
Building Location: Rm 231
Instructor: Kathy Siler

Computer Skills for the Workplace I – Introduction
Enhance self-esteem for getting back into the workforce. Assess fears and skills related to using a computer, basic comfort level of computer skills and enhance job seeking skills.

Course #: C-1724
Start • End Date: 01/17/12 • 04/04/12
Day: TW
Time: 5:00P – 7:00P
Cost: 120.00
Location Code: SCC
Building Location: Rm 125
Instructor: Verbia L. Johnson

Computer & Employability Skills for the Workplace II
For students who have mastered the basics of the computer, this course will introduce students to MS Office computer applications to prepare for the job search, create employment documents, and increase employability skills.

Course #: H-1891
Start • End Date: 01/10/12 • 04/03/12
Day: TTH
Time: 9:30A – 12:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown
Computer Skills for Employment I
Students will develop a moderate comfort level of basic computer use to prepare for job search.

Course #: H-1894
Start • End Date: 01/09/12 • 01/23/12
Day: M–F  Time: 9:00A – 2:30P
Cost: 120.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1889
Start • End Date: 01/05/12 • 02/01/12
Day: TWThF  Time: 9:30A – 12:30P
Cost: 120.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Conchita Greene

Employability Skills
Students will develop employment documents, increase technology awareness, and prepare for today’s workplace.

Course #: H-1898
Start • End Date: 05/07/12 • 05/30/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1899
Start • End Date: 02/15/12 • 03/21/12
Day: W  Time: 1:00P – 3:00P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Job Search Club
This course will assist students with creating resumes, completing job applications, job search strategies, and interview preparation.

Course #: H-1890
Start • End Date: 02/15/12 • 03/21/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Betty Hollins

S.A.I.L. (Students Achieving in Learning)
This course will introduce students to strategies for the job search process. Students will develop employability skills and prepare for the Career Readiness Certification and they will create employability documents and practice interviewing skills.

Course #: H-1895
Start • End Date: 02/06/12 • 02/27/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Career Readiness and Pathways
If you are unemployed or underemployed, you can learn the skills you need to find a job. You will explore career opportunities and learn how to find and keep a job. You will learn the skills you need to do your best in school or other job training, like how to take notes, reduce the anxiety of taking tests, and how to prepare for certification training. Registration fee waivers are available for those who qualify.

Course #: H-1896
Start • End Date: 03/05/12 • 03/28/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Course #: H-1897  (S.A.I.L. Plus)
Start • End Date: 04/02/12 • 04/27/12
Day: MTWThF  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Lee County

Career Readiness Certification
Many North Carolina employers now require the Career Readiness Certification (CRC). You can be ready for your next job interview by preparing for and taking the CRC assessment in this class. When you earn your CRC, you have a certificate that you can carry with you when you interview. It proves to your potential employer that you possess specific core skills that are required by the majority of today’s jobs. Registration fees may be waived if you meet the guidelines.

Course #: L-1168
Start • End Date: 02/28/12 • 03/29/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler
Career Readiness Lab
You will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. You will also develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course #: L-1166
Start • End Date: 01/18/12 • 05/14/12
Day: MW
Cost: 175.00
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland

Computer Skills for the Workplace
Are you in transition, searching for a job but need better skills to be employable? Develop the skills you need to become comfortable using the computer in the workplace. You will also create résumés, cover letters, and thank-you letters, and use the internet to research labor market information and connect with potential employers. Registration fee waivers are available for those who qualify.

Course #: L-1167
Start • End Date: 01/17/12 • 02/23/12
Day: TTh
Cost: 120.00
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Course #: L-1169
Start • End Date: 04/03/12 • 05/10/12
Day: TTh
Cost: 120.00
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Direct Care Basics
Explore career opportunities for home care, as well as the skills you need to find and keep a job, including communication and management skills. With completion of this course, you can seek employment as a personal care aide, or continue your studies to become a Home Care Nurse Aide. This is Part II of the new Personal and Home Care Aide training. You must complete Part I, Direct Care Workforce Introduction, to be eligible for this course. Tuition assistance is available.

Course #: L-1190
Start • End Date: 03/26/12 • 05/09/12
Day: MW
Cost: 120.00
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Direct Care Workforce Introduction
Begin your exploration of the field of Home Health Care and learn valuable employment skills. This is Part I of the new Personal and Home Care Aide training that can lead to several levels of employment. Tuition assistance is available.

Course #: L-1189
Start • End Date: 03/12/12 • 03/21/12
Day: MW
Cost: 65.00
Building Location: Bldg A Rm 107A
Instructor: Jim Womack

Skills for Success
Increase your chances of being hired in your new field by learning professionalism, proper attire, behavior and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. You will learn job seeking and retention skills, communication, and problem solving skills. The Career Readiness Certification evaluation is administered at the end of class. You are required to take this course if you register for a Health Occupations class in Chatham and Lee counties unless you have previously completed the course and received a CRC certification. If so, you must bring proof to registration. For more information, please refer to the Health Occupations section.
American Sign Language II
This course is designed to help students continue to build their American Sign Language (ASL) vocabulary, understand how it is formed, and used in the deaf community. Students will continue to learn aspects of everyday conversation and emphasis will be placed on the development of receptive skills to work on visual comprehension of the language.

Course #: C-1756  
Start • End Date: 02/01/12 • 03/21/12  
Day: W  
Time: 6:00P – 8:00P  
Cost: 65.00  
Building Location: Bldg 041 Rm 229  
Instructor: Rhonda Jones

Spanish – Beginning Part I
Introduction to understanding, speaking, reading, and writing Spanish. You will acquire language functions, vocabulary, structures and culture through contextualized presentation, interactive activities and small group practice. For beginning students or those with one year of high school Spanish.

Course #: C-1292  
Start • End Date: 01/19/12 • 04/05/12  
Day: Th  
Time: 3:00P – 5:00P  
Cost: 65.00  
Building Location: Bldg 041 Rm 225  
Instructor: Pat Wright

Spanish – Beginning Part II
Continue learning to speak, read and write the Spanish language. You will need some previous learning experience, either from Beginning Part I, high school or other basic Spanish education.

Course #: C-1303  
Start • End Date: 02/01/12 • 04/04/12  
Day: W  
Time: 2:00P – 3:30P  
Cost: 65.00  
Building Location: Rm 219  
Instructor: Wayne Pond

Spanish – Intermediate
The goal of the course is to become more proficient in the Spanish language and culture and review books written by contemporary Hispanic authors. Must have one to two years of recent Spanish studies.

Course #: C-1293  
Start • End Date: 01/19/12 • 05/03/12  
Day: Th  
Time: 9:00A – 11:30A  
Cost: 120.00  
Building Location: Bldg 041 Rm 224  
Instructor: Pat Wright

Pitfalls in Spanish 2
This course is designed to continue to build on the students’ knowledge of the language so that they may communicate without making common errors.

Course #: C-1294  
Start • End Date: 01/18/12 • 05/03/12  
Day: Th  
Time: 12:00P – 2:30P  
Cost: 120.00  
Building Location: Bldg 041 Rm 225
“Alive at 25” and Defensive Driving classes have moved from the Personal Enrichment section to their own section. Please refer to that section for complete class listings.

**Backyard Chicken Schemes**
Time to buy biddies! With limited space and experience plus a sense of humor, you can raise a small flock of happy chickens – even in the city. Farmer Judy Hogan shares her learning curve on the basics of chicks to healthy eggs and meat. Your morning will be spent in the classroom with an afternoon trip to the farm.

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**Course #: L-1207**
**Start • End Date:** 03/24/12 • 03/24/12  
**Day:** Sa  
**Time:** 9:00A – 3:00P  
**Cost:** 29.00  
**Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
**Instructor:** Judy Hogan

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**Course #: L-1181**
**Start • End Date:** 04/14/12 • 04/14/12  
**Day:** Sa  
**Time:** 9:00A – 3:00P  
**Cost:** 29.00  
**Location Code:** DWCC  
**Building Location:** Rm 102  
**Instructor:** Judy Hogan

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**Concealed Carry Handgun**
Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides four (4) hours of classroom instruction and four (4) hours on the firing range. You will need to provide your own gun, protective eyewear and ball cap. Please request specific course instructions and requirements when registering.

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**Course #: L-1177**
**Start • End Date:** 03/10/12 • 03/10/12  
**Day:** Sa  
**Time:** 8:00A – 5:00P  
**Cost:** 75.00  
**Location Code:** WFRG  
**Instructor:** James Estes

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**Course #: L-1178**
**Start • End Date:** 05/12/12 • 05/12/12  
**Day:** Sa  
**Time:** 8:00A – 5:00P  
**Cost:** 75.00  
**Location Code:** WFRG  
**Instructor:** James Estes

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**Couponing 101**
Grocery bills bringing you down? Do you want something you don’t think you can afford? Come learn the basic concepts of saving a large amount of money using coupons. Your instructor will share the strategies she puts into practice when buying groceries or big ticket items.

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**Course #: L-1132**
**Start • End Date:** 02/09/12 • 02/09/12  
**Day:** Th  
**Time:** 6:00P – 8:00P  
**Cost:** 10.00  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Aimee Walsh

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**Course #: L-1136**
**Start • End Date:** 03/08/12 • 03/08/12  
**Day:** Th  
**Time:** 6:00P – 8:00P  
**Cost:** 10.00  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Aimee Walsh

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**Course #: L-1137**
**Start • End Date:** 04/12/12 • 04/12/12  
**Day:** Th  
**Time:** 6:00P – 8:00P  
**Cost:** 10.00  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Aimee Walsh
Dancing – Ballroom I
This course is designed to teach basic fundamentals of Ballroom dancing.

Course #: C-1763
Start • End Date: 01/20/12 • 02/17/12
Day: F Time: 8:00P – 9:00P
Cost: 35.00 Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Ballroom II
This course is designed to continue teaching basic fundamentals of Ballroom dancing plus introduce more challenging steps.

Course #: C-1764
Start • End Date: 03/02/12 • 03/30/12
Day: F Time: 8:00P – 9:00P
Cost: 35.00 Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Mambo/Salsa and West Coast Swing I
This course is designed to teach basic fundamentals of West Coast Swing, Salsa, and Mambo dancing.

Course #: C-1765
Start • End Date: 01/20/12 – 02/17/12
Day: F Time: 9:00P – 10:00P
Cost: 35.00 Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Mambo/Salsa and West Coast Swing II
This course is designed to continue teaching basic fundamentals of West Coast Swing, Salsa, and Mambo dancing plus introduce more challenging steps.

Course #: C-1766
Start • End Date: 03/02/12 • 03/30/12
Day: F Time: 9:00P – 10:00P
Cost: 35.00 Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

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

Course #: C-1761
Start • End Date: 01/20/12 • 02/17/12
Day: F Time: 7:00P – 8:00P
Cost: 35.00 Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Course #: H-1942
Start • End Date: 03/07/12 • 04/11/12
Day: W Time: 7:00P – 8:00P
Cost: 30.00 Location Code: HMC
Building Location: Miriello Rm 135
Instructor: James Patterson

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: Stephen Nystrom
Dog Obedience – Basic
Fun yet intensive beginner obedience/home management class for dogs over 6 mos old. Students will learn to train their dogs, using positive reinforcement, to walk on a loose leash, come when called, sit, down, and stand, when asked. A “must” for all new dog owners and especially shelter and rescue dogs. No dog is too old to learn. First class is mandatory orientation (no dogs) – owners only.  
**Course #:** C-1755  
**Start • End Date:** 03/02/12 • 04/27/12  
**Day:** F  
**Time:** 3:00P – 4:30P  
**Cost:** 61.25  
**Location Code:** PMC  
**Building Location:** Building 042 Rm MPR  
_Instructor: Pat Sullivan_

Dog Obedience - Canine Good Citizen Prep Class
The purpose of the CGC Test is to recognize that, with training, dogs can become respected members of the community. Students will learn to train their dogs to act mannerly at home, in public places and in the presence of strangers and other dogs and be prepared to take the American Kennel Club Canine Good Citizen Test given at the last class. Any dog over 5.5 months old and current on shots is welcome.  
**Course #:** C-1743  
**Start • End Date:** 03/02/12 • 04/27/12  
**Day:** F  
**Time:** 4:30P – 6:00P  
**Cost:** 61.25  
**Location Code:** PMC  
**Building Location:** Building 042 Rm MPR  
_Instructor: Pat Sullivan_

Electricity for Homeowners – Basic
Students will learn to perform basic repairs and troubleshoot common household problems.  
**Course #:** C-1266  
**Start • End Date:** 01/23/12 • 03/12/12  
**Day:** M  
**Time:** 6:00P – 8:30P  
**Cost:** 66.25  
**Location Code:** PMC  
**Building Location:** Building 041 Rm 229  
_Instructor: Michael Kreibick_

Fundamentals of Investing
*Center for Creative Retirement*  
This course educates investors on the basics of investing and financial planning.  
**Course #:** C-1275  
**Start • End Date:** 02/27/12 • 04/23/12  
**Day:** M  
**Time:** 6:00P – 8:00P  
**Cost:** 50.00  
**Location Code:** PMC  
**Building Location:** Building 042 Rm 109  
_Instructor: Chad Virgil_

Genealogy
*Center for Creative Retirement*  
Learn how to discover your family tree and uncover your rich roots by using the basic elements of genealogical research.  
**Course #:** C-1276  
**Start • End Date:** 03/07/12 • 04/18/12  
**Day:** W  
**Time:** 7:00P – 9:00P  
**Cost:** 60.00  
**Location Code:** PMC  
**Building Location:** TBD  
_Instructor: Pat Sullivan_

Getting Paid to Talk
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally.  
**Course #:** H-1952  
**Start • End Date:** 03/01/12 • 03/01/12  
**Day:** Th  
**Time:** 6:30P – 9:00P  
**Cost:** 20.00  
**Location Code:** HMC  
**Building Location:** TBD  
_Instructor: David Rodwell_

**Course #:** L-1173  
**Start • End Date:** 03/15/12 • 03/15/12  
**Day:** Th  
**Time:** 6:30P – 9:00P  
**Cost:** 19.00  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
_Instructor: David Rodwell_
Guitar – Beginning
Always wanted to play the guitar? You can learn the basic major and minor chords, strumming techniques, and how to read and play simple melodies. You must bring your own guitar. No book is required.

Course #: L-1131
Start • End Date: 01/23/12 • 04/02/12
Day: M  Time: 6:30P – 8:30P
Cost: 59.00  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Jeanne Anderson

Course #: H-1943
Start • End Date: 03/05/12 • 04/30/12
Day: M  Time: 6:00P – 9:00P
Cost: 60.00  Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: Toby Sumner

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, please contact (910) 892-7878.

Course #: H-1947
Start • End Date: 02/07/12 • 03/20/12
Day: T  Time: 8:30P – 9:30P
Cost: 40.00  Location Code: HMC
Building Location: TBD
Instructor: Carmine Colanteuno

Painting – Acrylic
Center for Creative Retirement
This is a course that introduces and teaches you how to create works of art using the acrylic medium. Students will gain a better understanding of planning, developing, and completing a painting.

Course #: H-1949
Start • End Date: 01/30/12 • 03/19/12
Day: M  Time: 6:00P – 9:00P
Cost: 59.00  Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Cindy Page

Photography – Beginning
Center for Creative Retirement
Students will gain a better understanding of the camera, its abilities, lenses, filters, processing (traditional and digital), special effects, and the final print.

Course #: H-1944
Start • End Date: 02/27/12 • 04/02/12
Day: M  Time: 7:00P – 9:00P
Cost: 40.00  Location Code: HMC
Building Location: Con Ed Rm TBD
Instructor: John McCorsley

Spring Bird Watching
Center for Creative Retirement
Students will learn observation techniques and how to use birding equipment. Classroom learning will be supplemented with field trips to nearby areas to observe birds in urban environments, forests, farms, fields, lakes, rivers, and mudflats. Students will gain the ability to identify common birds of North Carolina and describe their roles in the environment.

Course #: C-1757
Start • End Date: 03/06/12 • 04/24/12
Day: T  Time: 9:00A – 12:00P
Cost: 90.00  Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Andy Upshaw

Tai Chi for Health
Center for Creative Retirement
Learn ancient techniques for 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. You can, too. Please wear very comfortable clothing and soft soled shoes.

Course #: C-1745
Start • End Date: 01/17/12 • 04/03/12
Day: T  Time: 6:30P – 7:45P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Patty Strother

Women’s Self Defense
This course is designed exclusively for women who feel the need to acquire the knowledge and skills necessary to understand how to better protect themselves against attackers and avoid potentially harmful situations.

Course #: C-1281
Start • End Date: 02/07/12 • 03/27/12
Day: T  Time: 7:00P – 9:00P
Cost: 60.00  Location Code: PMC
Building Location: MPR
Instructor: J.L. Frank

For Registration information, refer to page 3. For Location Key, refer to page 6.
Yoga – Beginning Level I
Center for Creative Retirement 🧘‍♂️
You will learn the history of yoga, the lifestyle, diet and breathing techniques, and progress into mastery of various postures and practices. Wear very comfortable clothing and soft soled shoes. Bring your own yoga mat.

Course #: H-1946
Start • End Date: 02/13/12 • 04/02/12
Day: M
Time: 12:00P – 1:00P
Cost: 38.00
Location Code: HMC
Building Location: Miriello Rm 135
Instructor: Crystal Hetrick

Zumba
Enjoy a high energy fitness program inspired by Latin dance. Zumba will begin with basic dance steps and songs the very first week. During weeks two through ten, you will learn full routines set to songs between three and five minutes long. Wear comfortable light clothing and soft soled shoes. Bring bottled water to drink.

Course #: L-1174
Start • End Date: 02/15/12 • 04/18/12
Day: W
Time: 11:00A – 12:00P
Cost: 39.00
Location Code: WBW
Building Location: Gym
Instructor: Crystal Hetrick

Course #: L-1176
Start • End Date: 02/15/12 • 04/18/12
Day: W
Time: 12:30P – 1:30P
Cost: 39.00
Location Code: WBW
Building Location: Gym
Instructor: Crystal Hetrick
Auto Dealers
This course reviews basic NC laws, provides updates, and
renews a dealer’s license. Participants must have a current
Auto Dealer’s license to attend class.

**Course #:** L-1171
**Start • End Date:** 01/10/12 • 01/10/12
**Day:** T
**Time:** 9:00A – 3:30P
**Cost:** 65.00
**Location Code:** WBW
**Building Location:** Main Bldg Rm 215
**Instructor:** Larry Davis

**Course #:** H-1878
**Start • End Date:** 02/16/12 • 02/16/12
**Day:** Th
**Time:** 9:00A – 4:00P
**Cost:** 65.00
**Location Code:** HMC
**Building Location:** Con Ed Rm 219
**Instructor:** Larry Davis

**Course #:** L-1172
**Start • End Date:** 03/13/12 • 03/13/12
**Day:** T
**Time:** 9:00A – 3:30P
**Cost:** 65.00
**Location Code:** WBW
**Building Location:** Main Bldg Rm 215
**Instructor:** Larry Davis

**Course #:** H-1879
**Start • End Date:** 04/18/12 • 04/18/12
**Day:** W
**Time:** 9:00A – 4:00P
**Cost:** 65.00
**Location Code:** HMC
**Building Location:** Con Ed Rm 219
**Instructor:** Larry Davis

Basic Electricity for the Apprentice/Helper
This course is designed to increase safety awareness and teach
electrical concepts and basic repairs. Completion of this
course could lead to employment as an electrician’s helper
or apprentice.

**Course #:** C-1265
**Start • End Date:** 01/17/12 • 03/08/12
**Day:** TTh
**Time:** 6:00P – 9:00P
**Cost:** 121.25
**Location Code:** SCC
**Building Location:** Rm 102
**Instructor:** Michael Kreibick

**Course #:** C-1269
**Start • End Date:** 01/04/12 • 05/02/12
**Day:** MW
**Time:** 9:00A – 12:30P
**Cost:** 176.25
**Location Code:** PMC
**Building Location:** Bldg 042 Rm 207
**Instructor:** Jerry Koontz

Bioworks Technician
This course is designed to provide basic preparation for
entry-level process technician jobs in Bioprocess
manufacturing, pharmaceutical manufacturing, and
chemical manufacturing.

**Course #:** H-1886
**Start • End Date:** 01/09/12 • 05/02/12
**Day:** MW
**Time:** 6:00P – 10:00P
**Cost:** 175.00
**Location Code:** HMC
**Building Location:** Con Ed Rm 240
**Instructor:** John Eylers

Commercial Driver’s License
Learn the classroom knowledge you need to take the
Commercial Driver’s License exam.

**Course #:** C-1263
**Start • End Date:** 02/02/12 • 02/23/12
**Day:** TTh
**Time:** 6:00P – 9:00P
**Cost:** 65.00
**Location Code:** PMC
**Building Location:** Bldg 041 Conf Rm
**Instructor:** Bobby Lawson

**Course #:** L-1225
**Start • End Date:** 02/06/12 • 03/14/12
**Day:** WM
**Time:** 6:00P – 8:00P
**Cost:** 65.00
**Location Code:** WBW
**Building Location:** Main Bldg Rm 215
**Instructor:** Roger Judd

**Course #:** C-1264
**Start • End Date:** 03/08/12 • 03/29/12
**Day:** TTh
**Time:** 6:00P – 9:00P
**Cost:** 65.00
**Location Code:** PMC
**Building Location:** Bldg 041 Conf Rm
**Instructor:** Bobby Lawson
Cosmetology – Advanced Exfoliation Hands-on
Provides eight (8) continuing education hours in the knowledge and techniques of exfoliation.

Course #: L-1214
Start • End Date: 01/21/12 • 01/21/12
Day: Sa
Cost: 71.25
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Cosmetology – Facial Makeup Hands-on
Provides eight (8) continuing education hours in the use of cosmetics, cosmetic color theory, and make-up process for any occasion.

Course #: L-1215
Start • End Date: 02/18/12 • 02/18/12
Day: Sa
Cost: 65.00
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Course #: L-1216
Start • End Date: 03/17/12 • 03/17/12
Day: Sa
Cost: 65.00
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Cosmetology – Intro to Esthetics Hands-on
Earn eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Course #: L-1217
Start • End Date: 04/14/12 • 04/14/12
Day: Sa
Cost: 71.25
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

Course #: L-1218
Start • End Date: 05/12/12 • 05/12/12
Day: Sa
Cost: 65.00
Building Location: Budd Hall Rm 603
Instructor: Jean Ettefagh

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

Course #: H-1883
Start • End Date: 01/09/12 • 05/10/12
Day: MTWTh
Cost: 181.25
Building Location: Building 4
Instructor: Zordia Cruz

Course #: H-1882
Start • End Date: 01/09/12 • 05/10/12
Day: MTWTh
Cost: 181.25
Building Location: Dunn Cosmetology
Instructor: Rosa D. Del Toro

Customer Service Excellence
Through classroom discussions, role playing, and video vignettes, students will become proficient in the delivery of customer service.

Course #: C-1260
Start • End Date: 02/29/12 • 03/28/12
Day: W
Cost: 189.00
Building Location: Bldg 042 Conference Rm 2
Instructor: Jess Spiller

For Registration information, refer to page 3. For Location Key, refer to page 6.
Diesel Mechanics
This course includes rebuilding and repairing
fuel-injection systems, cylinder heads, and starting
systems on large and small diesel engines.

Course #: H-1885
Start • End Date: 01/10/12 • 05/08/12
Day: TTh
Time: 06:00P – 10:00P
Cost: 181.25
Building Location: Continuing Education Rm 218
Instructor: Graham McDonald

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. No book required.

Course #: L-1234
Start • End Date: 02/06/12 • 03/28/11
Day: MW
Time: 6:00P – 8:00P
Cost: 120.00
Building Location: Main Bldg Rm 119
Instructor: Sandra Stancil

Course #: L-1235
Start • End Date: 02/25/12 • 03/17/12
Day: Sa
Time: 8:00A – 4:30P
Cost: 120.00
Building Location: TBD
No class Saturday, April 7 (Easter weekend)
Instructor: Sandra Stancil

Course #: C-1268
Start • End Date: 03/24/12 • 04/28/12
Day: Sa
Time: 9:00A – 4:00P
Cost: 120.00
Building Location: Bldg 042 Conf Rm
Instructor: Sandra Stancil

Electrical Contractor – Analysis of NEC Changes
You will receive updated information on latest changes in the
National Electric Code and NC Electric Code. Class offers four
hours of required CE credits. NEC 2011 book is required.

Course #: L-1227
Start • End Date: 01/19/12 • 01/19/12
Day: Th
Time: 8:00A – 12:00P
Cost: 65.00
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-1229
Start • End Date: 03/15/12 • 03/15/12
Day: Th
Time: 8:00A – 12:00P
Cost: 65.00
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical Contractor – Bonding and Grounding
Learn information necessary for grounding and bonding in
compliance with NEC Article 250. Class provides four hours
of required CE credits. NEC 2011 book is required.

Course #: L-1228
Start • End Date: 01/19/12 • 01/19/12
Day: Th
Time: 1:00P – 5:00P
Cost: 65.00
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical Contractor – License Renewal Review
Students will review information necessary to test for
electrical contractor license renewal. Class counts toward
required CE credits. NEC 2011 book is required.

Course #: L-1230
Start • End Date: 03/15/12 • 03/15/12
Day: Th
Time: 1:00P – 5:00P
Cost: 65.00
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical – Residential Wiring
Learn in-depth, hands-on knowledge of the principles of
electrical wiring as it applies to residential applications. These
skills will qualify you for entry level employment in the
wiring industry.

Course #: L-1231
Start • End Date: 01/24/12 • 05/01/12
Day: TW
Time: 6:00P – 10:00P
Cost: 176.25
Building Location: TBD
Instructor: Richard Holt

For Registration information, refer to page 3. For Location Key, refer to page 6.
General Contractor Licensing Preparation
This course is designed to guide and assist licensing candidates in their successful preparation for the NC General Contractor’s Examination (both residential and commercial building classifications, with the emphasis on residential). Approximate book cost $600.00.

Course #: C-1262
Start • End Date: 01/26/12 • 04/12/12
Day: Th
Time: 6:30P – 10:00P
Cost: 120.00
Building Location: SCC

Getting Paid to Talk
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice-over work for tv, film, radio, audio books, documentaries, and the internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field.

Course #: L-1173
Start • End Date: 03/15/12 • 03/15/12
Day: Th
Time: 6:30P – 9:00P
Cost: 19.00
Building Location: Main Bldg Rm 216
Instructor: David Rodwell

Electronic Notary Public
If you are a commissioned Notary Public, you can become certified to notarize documents electronically.

Course #: L-1212
Start • End Date: 01/10/12 • 01/10/12
Day: T
Time: 1:00P – 5:00P
Cost: 65.00
Building Location: Main Bldg Rm 118
Instructor: Patsy Payne

Course #: L-1213
Start • End Date: 03/05/12 • 03/05/12
Day: M
Time: 5:30P – 9:30P
Cost: 65.00
Building Location: Main Bldg Rm 118
Instructor: Patsy Payne

Notary Public
Whether you’re already commissioned and need more information or working toward a new commission as a Notary Public, this class will give you what you need. Book is required.

Course #: H-1873
Start • End Date: 01/14/12 • 01/14/12
Day: Sa
Time: 8:00A – 4:30P
Cost: 65.00
Location Code: HMC
Building Location: Con Ed Rm 219
Instructor: Patsy Payne

Course #: L-1208
Start • End Date: 01/17/12 • 01/18/12
Day: TW
Time: 5:30P – 9:30P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Patsy Payne

Course #: C-1270
Start • End Date: 01/20/12 • 01/20/12
Day: F
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Patsy Payne

Course #: H-1874
Start • End Date: 02/11/12 • 02/11/12
Day: Sa
Time: 8:00A – 4:30P
Cost: 65.00
Location Code: HMC
Building Location: Con Ed Rm 219
Instructor: Patsy Payne

Course #: L-1209
Start • End Date: 02/13/12 • 02/13/12
Day: M
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Patsy Payne

Course #: C-1272
Start • End Date: 03/08/12 • 03/08/12
Day: Th
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Conf Rm
Instructor: Patsy Payne

For Registration information, refer to page 3. For Location Key, refer to page 6.
Plumbing for Homeowners and Plumber Assistants
This class will familiarize participants with the basic understanding of residential plumbing components, with emphasis on installation, maintenance, and repair of them. It is designed for homeowners and those interested in becoming plumber assistants.

Course #: C-1258
Start • End Date: 02/01/12 • 04/18/12
Day: W  Time: 7:00P – 9:00P
Cost: 66.25  Location Code: SCC
Building Location: Rm 102
Instructor: Kathy Woodell

Real Estate – Pre-license
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 #: L-1223
Start • End Date: 01/10/12 • 04/03/12
Day: TTh  Time: 6:00P – 9:00P
Cost: 175.00  Location Code: DWCC
Building Location: Rm 103
Instructor: Kathy Woodell

Real Estate – Post-license: Broker Relationships and Responsibilities
Approved Real Estate Commission Broker Post-license course, 30 hr. continuing education credit. Broker Relationships and Responsibilities (Course #301)

Course #: L-1224
Start • End Date: 04/10/12 • 05/10/12
Day: TTh  Time: 6:00P – 9:00P
Cost: 120.00  Location Code: DWCC
Building Location: Rm 102
Instructor: Kathy Woodell

Small Engine Repair – Beginning
In this course students will learn the basics of small engine repair.

Course #: H-1887
Start • End Date: 01/18/12 • 03/28/12
Day: W  Time: 6:00P – 10:00P
Cost: 126.25  Location Code: HMC
Building Location: Con Ed Rm 202
Instructor: Kevin Hutchens
Small Engine Repair – Advanced
This course is designed to provide the student with hands-on knowledge of engine rebuilding techniques to manufacturer’s specifications. The student will learn how to completely disassemble engines and check for manufacturer’s specifications and reassemble.

Course #: H-1888
Start • End Date: 01/17/12 • 04/05/12
Day: TTh
Cost: 181.25
Building Location: Continuing Education Rm 202
Instructor: Kevin Hutchens

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. Students must be able to read and write in English and possess a driver’s license valid in North Carolina. For optimum learning, students should complete Vehicle Safety Inspection prior to OBD. Book is required for OBD and Vehicle Safety Inspection.

Vehicle Safety Inspection
Course #: L-1193
Start • End Date: 01/10/12 • 01/12/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1194
Start • End Date: 02/07/12 • 02/09/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1195
Start • End Date: 03/06/12 • 03/08/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1196
Start • End Date: 04/03/12 • 04/05/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

OBD
Course #: L-1203
Start • End Date: 01/24/12 • 01/26/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1204
Start • End Date: 03/20/12 • 03/22/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Vehicle Safety Inspection
Course #: L-1197
Start • End Date: 05/01/12 • 05/03/12
Day: TTh
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

OBD Refresher
Course #: L-1198
Start • End Date: 01/17/12 • 01/17/12
Day: T
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1199
Start • End Date: 02/14/12 • 02/14/12
Day: T
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1200
Start • End Date: 03/13/12 • 03/13/12
Day: T
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1201
Start • End Date: 04/10/12 • 04/10/12
Day: T
Cost: 65.00
Building Location: Joyner 516
Instructor: Pete Eckley

For Registration information, refer to page 3. For Location Key, refer to page 6.
Course #: L-1202
Start • End Date: 05/08/12 • 05/08/12
Day: T
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

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

Course #: C-1259
Start • End Date: 02/07/12 • 03/20/12
Day: T
Time: 1:00P – 5:00P
Cost: 260.00
Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Jess Spiller

Welding – MIG
This course is designed to teach the practical operation in the use of Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices.

Safety equipment is required.

Course #: C-1261
Start • End Date: 01/10/12 • 05/03/12
Day: TTh
Time: 6:00P – 9:00P
Cost: 176.25
Location Code: SCC
Building Location: Rm 101
Instructor: Bobby Piggie

Welding II
This course provides instruction on the principles and practices of welding. Emphasis is on blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing. Course content will be specific to a particular welding process such as SMAW (stick), GMAW (MIG), and GTAW (TIG). Upon completion, students will have the knowledge base to sit for various industry-specific certifications.

Course #: H-1884
Start • End Date: 01/10/12 • 05/10/12
Day: T
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: HMC
Building Location: Con Ed Rm 202
Instructor: Joshua Britton

Creative Writing

Conquering Writer’s Block
Are you struggling with lack of inspiration? Or do you know what you want to write but find that the words elude you. In this class, writers will identify the obstacles that drain their creative energy and will learn strategies to overcome them. Each class will include prompts and exercises to enable you to get back to work and to maintain your highest level of productivity.

Course #: C-1772
Start • End Date: 03/07/12 • 05/02/12
Day: W
Time: 6:30P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 041 Rm 124
Instructor: Melissa Delbridge

Dialogue in Fiction
Participants will discover how dialogue can and should serve multiple functions within a scene, and will work with their own scenes to sharpen the dialogue. The class will begin with a general discussion of some of the challenges and delights of writing (and reading) dialogue. We will look at a series of story and novel excerpts that approach dialogue in various ways, with an eye for the ways in which the writers are using dialogue to accomplish multiple goals. Following this, the writers will work on an exercise with their own work, and we’ll end class with a reading of the newly-revised work.

Course #: C-1760
Start • End Date: 02/11/12 • 02/11/12
Day: Sa
Time: 1:00P – 4:00P
Cost: 45.00
Location Code: PMC
Building Location: Bldg 042 Conf Rm
Instructor: Belle Boggs

Energy and Message! The Power of Narrative Poems
Students will learn how to energize their poetry by reading examples and refining their skills to critique, edit and write poems that have impact.

Course #: C-1758
Start • End Date: 02/15/12 • 03/21/12
Day: W
Time: 6:00P – 8:30P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Thomas Dow

For Registration information, refer to page 3. For Location Key, refer to page 6.
Intermediate Memoir
In this class, students will focus on the revision of a memoir in progress. Through discussion about and close examination of their own writing and assigned craft essays, students will learn what makes the most successful memoirs work. This class will enable students to apply these principals to their own memoirs and ready them for publication. In addition, the critical skills learned will help students become more active and involved members of their own literary community.

Course #: C-1775
Start • End Date: 03/29/12 • 05/03/12
Day: Th Time: 6:30P – 8:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 229
Instructor: Melissa Delbridge

Submitting Your Work for Publication
In this highly competitive environment, few literary journals publish more than 1% of the manuscripts submitted to them. This workshop will teach you strategies to increase those odds. Students will learn how to select appropriate target publications, track submissions, compose cover letters, and find and use both online and print resources. At the end of this workshop, students will be able to create a smart submission plan in order to begin sending their own work for publication.

Course #: C-1774
Start • End Date: 02/25/12 • 02/25/12
Day: Sa Time: 10:00A – 3:00P
Cost: 50.00 Location Code: PMC
Building Location: Bldg 2 Rm MPR
Instructor: Melissa Delbridge

Revising Prose
Many writers feel that they are better critics of the work of others than they are of their own works. In this class, students will learn a systematic approach to the critical evaluation of their own work. Craft readings, class work, and take-home assignments will enable students to identify areas needing improvement and to effectively edit their fiction and nonfiction.

Course #: C-1773
Start • End Date: 01/12/12 • 02/23/12
Day: Th Time: 6:30P – 8:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 229
Instructor: Melissa Delbridge

The Book of Your Heart – How to Write a Novel
This course reviews different genre expectations and offers advice and practice on giving and getting critiques. A writer needs to tell a story with believable conflict, compelling characters, fast-paced plot and dialogue, setting and style that come together into a book the reader can’t put down. Direct publishing gives novelists another choice, and that option will also be discussed.

Course #: C-1767
Start • End Date: 01/17/12 • 02/21/12
Day: Sa Time: 6:30P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 225
Instructor: Judith Stanton

Strategies for the Writing Life: Part II
We will renew our goal setting and timeline and review the process for goal setting. Participants will report back on the previous year’s activities, share tips and goals, and leave the class renewed, refreshed, and ready to go to the next level.

Course #: C-1759
Start • End Date: 02/04/12 • 02/04/12
Day: Sa Time: 2:00P – 4:00P
Cost: 65.00 Location Code: PMC
Building Location: Conference Rm 2
Instructor: Marjorie Hudson

Writing Childhood
When writing of childhood events, writers draw on specific skills that enable them to give life to their memories. In this class, students will closely examine the factors that make successful memoirs about childhood resonate for readers. Suitable for beginners as well as more advanced writers, the course will include writing exercises, discussion, and readings designed to guide and inspire.

Course #: C-1771
Start • End Date: 01/18/12 • 03/07/12
Day: W Time: 2:00P – 4:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 229
Instructor: Melissa Delbridge
For Registration information, refer to page 3. For Location Key, refer to page 6.

Chatham County
Small Business Center
All seminars are free. However, we ask you to call (919) 545-8044 to pre-register beforehand.

All Seminars are free. However, we ask you to call (919) 545-8044 to pre-register beforehand. Seminars with less than 6 registrants may be canceled.

Is Entrepreneurship for You?
Evaluate your strengths and weaknesses as the future owner and manager of a small business. Also, take an entrepreneur’s inventory to determine your potential for success.

Seminar Date: 01/17/12
Day: T
Time: 3:00P – 5:00P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Alyssa Mako, The Women’s Business Center of NC

Getting a Loan For Your Business
We’ll talk about what you need to obtain a business loan from a credit union or bank and what a lender will look for in your loan application. Self-Help is the agency which administers the Chatham County Economic Development Corporation Revolving Loan Fund, and we will cover the terms of the business loans offered by the County.

Seminar Date: 01/24/12
Day: T
Time: 3:00P – 5:00P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Louis Caditz-Peck, Self-Help Credit Union

The ABC’s of Starting a Business
Discussion will include, What does it take to be an entrepreneur; How do I choose the right legal entity; Do I need a business plan; Where can I get money; Who are grants for, and much more.

Seminar Date: 01/31/12
Day: T
Time: 3:00P – 5:00P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Alyssa Mako, The Women’s Business Center of NC

Business Plan Basics
Learn why writing a business plan is important and the key elements of developing your own.

Seminar Date: 02/09/12
Day: Th
Time: 3:00P – 5:00P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Alyssa Mako, the Women’s Business Center of NC

Doing Your Research
Understanding your business environment and your customers are a critical part of your marketing plan. Learn why this is important and the questions and information sources to completely research your industry and your competition as well as how to research and develop a customer profile.

Seminar Date: 02/14/12
Day: T
Time: 3:00P – 5:30P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Carl Baumann

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

Seminar Date: 02/21/12
Day: T
Time: 3:00P – 5:00P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Volunteer Attorney, NC LEAP

Operations Planning
Operations Planning is concerned with delivering efficient and effective organization performance which will result in superior customer satisfaction yielding maximum profits. Learn how to develop and implement your operations plan and how to analyze your business operations using key performance metrics.

Seminar Date: 02/28/12
Day: T
Time: 3:00P – 5:30P
Cost: Free
Building Location: Bldg 2 Rm 108
Instructor: Carl Baumann
What Every Business Owner Needs to Know about Contracts

Learn the basic elements of a contract: When a written contract is required and what constitutes a written contract. Learn about some specialized contracts such as commercial leases, contractor agreements, employment agreements, and purchase orders/confirmations.

Seminar Date: 03/01/12
Day: Th  Time: 3:00P – 5:30P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Volunteer Attorney, NC LEAP

Taxes & Recordkeeping

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.

Seminar Date: 03/13/12
Day: T  Time: 3:00P – 5:00P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Eric DeJong

Creating Your Web Presence

This course will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO). Time will be set aside for quick SEO tips on participants’ websites.

Seminar Date: 03/13/12
Day: T  Time: 6:30P – 9:00P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Shelly Ryder

Financial Planning

Learn to develop an initial financial plan that defines how much funding you need to start your business and alternatives for getting those funds. We will cover the essentials of the start-up funding statement and how to develop your projected beginning balance sheet, three-year income and cash flow statements all of which become your financial plan.

Seminar Date: 03/14/12
Day: W  Time: 3:00P – 5:30P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Carl Baumann

Marketing on a Shoestring Budget

Explore innovative ways to market and advertise your business effectively on a limited budget. Understand key points of an effective website, networking, getting the most out of your money with radio/print advertising and using “word of mouth” to your advantage. Learn how to be visible and branded in the community and low-cost alternatives for designing logo, brochures, and business cards.

Seminar Date: 03/20/12
Day: T  Time: 10:00A – 12:00P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Laura Solano, Center for Economic Empowerment and Development (CEED)

Doing Business with the Government

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.

Seminar Date: 03/27/12
Day: T  Time: 3:00P – 5:00P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Rm 108
Instructor: Rebecca Barbour, Procurement Technical Assistance Center, SBTDC
Harnett County Small Business Center
All seminars are free. Please call (910) 892-2884 to pre-register.

Small Business Center: Harnett Seminars
To be presented at Triangle South Enterprise Center
600 S. Magnolia Avenue, Dunn, NC
Call (919) 892-2884 to register or for more information.

Succeeding in a Small Business
Those who attend this seminar will gain valuable information and tax advice on how to succeed in a small business.

Seminar Date: 12/06/11
Day: T Time: 11:30A – 1:00P
Cost: Free Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Matthew Smith

Get Ready! Start Using QuickBooks in 2012
If you are in business and need assistance in getting started with QuickBooks, this basic QuickBooks seminar will show you how and what you need to do.

Seminar Date: 12/15/11
Day: Th Time: 6:00P – 8:30P
Cost: Free Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Nancy Blackman

QuickBooks – Basics for Your Business
This seminar covers the very basics of QuickBooks to include setting up a chart of accounts, creating invoices, writing checks and formulating reports.

Seminar Date: 01/10/12
Day: T Time: 6:00P – 8:30P
Cost: Free Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Nancy Blackman

Guerrilla Marketing
Market your business for low or no dollars. Guerrilla Marketing revolutionized small business marketing. Using low-cost tools, targeted information, and imagination Guerrilla Marketing helps you find conventional rewards (sales and profits) using unconventional methods (cheap stuff!!). Program presenter, Mike Collins, is a certified Guerrilla Marketing Coach. In the program, Guerrilla Marketing, you will learn: The one key to marketing that you MUST use; How to do cheap market research; Secrets to saving marketing dollars; How to use mini-media marketing; How to get into Maxi-Media (television, radio, newspaper, Internet) for free; and How to create Guerrilla Marketing tools that can easily be used in any marketplace. Guerrilla Marketing can help you save money, make money, and position your business to grow dramatically.

Seminar Date: 01/12/12
Day: Th Time: 6:00P – 9:00P
Cost: Free Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Mike Collins

Using PowerPoint for Business Presentations
This 3-hour seminar will show you the basics of PowerPoint and how to do a business presentation using this software.

Seminar Date: 01/16/12
Day: M Time: 6:00P – 9:00P
Cost: Free Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Sharon Syck

10 Magic Marketing Miracles
Magic Marketing Miracles is a powerful and inspirational look at the wasted dollars spent advertising and how to stop advertising and start marketing to make more profit with less dollars. Topics covered are market research, buyer/seller trends, knowing where your business comes from, guaranteed results marketing, advertising with a purpose and websites that tell your story.

Seminar Date: 01/18/12
Day: W Time: 11:30A – 1:00P
Cost: $8.50/lunch Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Zan Monroe
Be Free From Debt’s Hold; Retire Early, Start a Small Business....
In this three-hour seminar, you will learn a simple yet effective method to start the process of making yourself debt free! You will also learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. Bring a calculator! “The Worse Place You Can Ever Live Is Beyond Your Means!”

Seminar Date: 01/24/12
Day: T
Time: 6:00P – 8:30P
Cost: Free
Building Location: Triangle South Enterprise Center
Instructor: Bob Moore

Legal Life Cycles of a Business
In this program, participants will learn about different types of businesses (sole proprietorship, partnership, LLC, Corporation), learn what steps they can take to protect themselves from liability when starting a business, and look at succession planning and exiting their business venture when the time is right.

Seminar Date: 01/26/12
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Building Location: Triangle South Enterprise Center
Instructor: Michele Cofield – NC Leap

Excel Basics for Your Business
Simple spread sheets, navigating around spread sheets, using formulas and functions and formatting will be covered in this 3-hour seminar.

Seminar Date: 01/30/12
Day: M
Time: 6:00P – 9:00P
Cost: Free
Building Location: Triangle South Enterprise Center
Instructor: Sharon Syck

QuickBooks – Payroll for Your Business
This seminar covers how to add employees, how to do paychecks, create payroll reports, how to prepare tax forms 940 and 941.

Seminar Date: 02/07/12
Day: T
Time: 6:00P – 8:30P
Cost: Free
Building Location: Triangle South Enterprise Center
Instructor: Nancy Blackman

Grant Writing 101
This is a 3-hour lecture on the principles of grant writing from preparation through submission of a grant proposal. Beginning with a one-page flow chart of the grant writing process so the session will offer step-by-step instruction on each component in that flow chart in detail so that the attendee will leave the seminar with a clear understanding of exactly what they need to know to develop a winning proposal.

Seminar Date: 02/16/12
Day: Th
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Olga Abrams

How to Organize Your Workplace
You will learn how to improve and update the appearance and functionality of office spaces and how to cut through the clutter in local, residential and commercial settings, enabling people to live and work in simpler, more organized and efficient environments. Customized organizational plans using filing and storage systems will be covered.

Seminar Date: 02/22/12
Day: W
Time: 11:30A – 1:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Jacqueline Harris

Understanding Quality Assurance and Compliance Issues
This seminar will cover the creation and maintenance of quality documentation, such as business and/or marketing plans, standard operating procedures, quality systems manuals and customized forms.

Seminar Date: 03/07/12
Day: W
Time: 11:30A – 1:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Jacqueline Harris

The “Ins and Outs” of Starting an EBay Business
If you are wondering if you could operate such a business for extra income or perhaps your full time job, this seminar will help you find out. You will find out to set up an account, research products, target marketing, shipping possibilities, pricing and payment options, customer service/feedback, peak traffic times, business credibility and accounting and equipment.

Seminar Date: 03/15/12
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South Enterprise Center
Instructor: Susan Koester
Social Media Marketing for Your Business
Business owners, managers, and marketing specialists can benefit from understanding how to get free publicity on the web. Learn how to publicize your business and events free by posting information on social media sites.

**Seminar Date:** 04/25/12  
**Day:** W  
**Time:** 11:30A – 1:00P  
**Cost:** Free  
**Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center  
*Instructor: AlexSandra Lett*

How to Write a Business Plan
A strong business plan is a critical part of business success. If you fail to plan, you plan to fail. This workshop covers the basic you will need to put together a business plan that will serve as an operating guide or financing proposal.

**Seminar Date:** 05/10/12  
**Day:** Th  
**Time:** 6:00P – 8:00P  
**Cost:** Free  
**Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center  
*Instructor: Nancy Blackman*

Computer Safety 101
This seminar will show you how to keep your computer safe from viruses and other threats. Also, how to enable firewalls, protect your passwords and the importance of good backups.

**Seminar Date:** 05/17/12  
**Day:** Th  
**Time:** 6:00P – 8:00P  
**Cost:** Free  
**Location Code:** TSEC  
**Building Location:** Triangle South Enterprise Center  
*Instructor: Nancy Blackman*

Lee County  
Small Business Center  
**“Entrepreneurial Foundation Certificate Series”**

Central Carolina Community College Small Business Center line up for Spring seminars begins with our Entrepreneurial Foundation Certificate Series. Each series (3) consists of 5 seminars targeting topics every existing and potential business owner and would-be entrepreneur should know. Check the schedule below for which seminars best fit your schedule and call (919) 774-6442 or e-mail sbc@cccc.edu to register. Attend all 5 of any one series or any one of the 5 topics in any seminar series and receive a certificate.

**Entrepreneurial Foundation Certificate Series “D”**

Starting a Small Business

**Seminar Date:** 01/25/12  
**Day:** W  
**Time:** 2:00P – 5:00P  
**Cost:** Free  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center  
*Presenter: Mike Collins*

Using Facebook to Market Your Business

**Seminar Date:** 01/31/12  
**Day:** T  
**Time:** 10:00A – 12:00P  
**Cost:** Free  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center  
*Presenter: Kelly Quinones-Miller*

Where Do I Start?! – Introduction to Business Plans

**Seminar Date:** 02/09/12  
**Day:** Th  
**Time:** 9:00A – 11:00A  
**Cost:** Free  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center  
*Presenter: Kelly Klug*

Financing Your Existing or Prospective Small Business

**Seminar Date:** 02/17/12  
**Day:** F  
**Time:** 10:00A – 12:00P  
**Cost:** Free  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center  
*Presenter: Floria Oates-Williams*

Record Keeping and Taxes for Existing and Prospective Small Businesses

**Seminar Date:** 02/29/12  
**Day:** W  
**Time:** 9:00A – 11:00A  
**Cost:** Free  
**Location Code:** DWCC  
**Building Location:** Dennis Wicker Civic Center  
*Presenter: Lori Stiles*
Small Business Seminars

Entrepreneurial Foundation Certificate Series “E”

Starting a Small Business
Seminar Date: 03/08/12
Date: Th
Time: 6:00P – 9:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Mike Collins

Using Facebook to Market Your Business
Seminar Date: 03/15/12
Day: Th
Time: 6:00P – 8:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Kelly Quinones-Miller

Where Do I Start?! – Introduction to Business Plans
Seminar Date: 03/20/12
Day: T
Time: 6:00P – 8:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Mike Collins

Financing Your Existing or Prospective Small Business
Seminar Date: 04/03/12
Day: T
Time: 5:45P – 7:45P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses
Seminar Date: 04/17/12
Day: T
Time: 7:00P – 9:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Lori Stiles

Entrepreneurial Foundation Certificate Series “F”

Starting a Small Business
Seminar Date: 05/21/12
Date: M
Time: 2:00P – 5:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Mike Collins

Using Facebook to Market Your Business
Seminar Date: 05/30/12
Day: W
Time: 10:00A – 12:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Kelly Quinones-Miller

Where Do I Start?! – Introduction to Business Plans
Seminar Date: 06/07/12
Day: Th
Time: 9:00A – 11:00A
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Kelly Klug

Financing Your Existing or Prospective Small Business
Seminar Date: 06/11/12
Day: M
Time: 1:00P – 3:00P
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses
Seminar Date: 06/19/12
Day: T
Time: 9:00A – 11:00A
Cost: Free
Building Location: Dennis Wicker Civic Center
Presenter: Lori Stiles

In addition to the Small Business Entrepreneurial Foundation Series seminars listed above, many other seminars will be coming in the Spring. Please visit our websites, CCCC Facebook page, local print media, your city chambers, and internet community sites for weekly announcements.

Seminars are subject to cancellation if sufficient attendance is not met, so advanced registration is requested and appreciated.

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

Ecotourism Seminars
CCCC has joined with the Chatham Conservation Partnership to promote an Ecotourism program by offering seminars and guided field trips throughout the spring, highlighting Chatham County’s natural areas and opportunities for birding, canoeing, and hiking while emphasizing the importance of conserving natural resources. Check CCCC’s website at www.cccc.edu, the Chatham Chatlist, or your local newspaper for specific offerings. For more information, call (919) 545-8044.

Green Building

Advanced Weatherization
Students will learn about advanced building science and master prop-based diagnostic techniques needed for work in the weatherization/energy retrofit field. This class is for the individual looking for advanced information and skills needed for career advancement and immediate employment in these fields.

Course #: C-1295
Start • End Date: 03/27/12 • 03/30/12
Day: TWThF Time: 8:30A – 5:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: John Delafield

Course #: C-1296
Start • End Date: 04/24/12 • 04/27/12
Day: TWThF Time: 8:30A – 5:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: John Delafield

BPI Building Analyst Training
To prepare 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. Text required.

Course #: C-1738
Start • End Date: 03/06/12 • 03/22/12
Day: TTh Time: 8:30A – 5:00P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 134
Instructor: John Delafield

Course #: C-1739
Start • End Date: 04/10/12 • 04/19/12
Day: TTh Time: 8:30A – 5:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 134

BPI Building Envelope Training
This is a 4-day intensive class that will familiarize students with the concepts of building science, building systems performance, combustion safety, airflow, safety procedures and concepts, and also with required tools. Successful completion of this class will prepare students for the BPI test regimen, resulting in a BPI EP certification, pending successful completion of written and field test procedures. Text required. Field exam and test fees an additional $250. Prerequisite: BPI Building Analyst Certification

Course #: C-1740
Start • End Date: 01/17/12 • 05/03/12
Day: TTh Time: 6:30P – 9:00P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: John Delafield

Course #: C-1741
Start • End Date: 02/25/12 • 02/25/12
Day: Sa Time: 8:30A – 12:30P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 045 Rm 140

Course #: C-1742
Start • End Date: 04/28/12 • 04/28/12
Day: Sa Time: 8:30A – 12:30P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 045 Rm 140

Introduction to Photovoltaic
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (PV) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Students are eligible to sit for the NABCEP – Entry Level Certificate Exam. Exam fees are $75.00.

Course #: C-1740
Start • End Date: 01/17/12 • 05/03/12
Day: TTh Time: 6:30P – 9:00P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 136
Instructor: John Delafield

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

Course #: C-1297
Start • End Date: 02/20/12 • 04/30/12
Day: M
Time: 6:30P – 9:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 137
Instructor: Dan McFarland, Southern Energy Management

Sustainable Classes

Carpentry, Electrical and Plumbing
Students will learn the fundamentals for basic house construction or remodeling work from experienced builder, teacher, and farmer, Kevin Meehan, with emphasis on renewable heating/cooling methods and ecological building techniques.

Course #: C-1733
Start • End Date: 01/17/12 • 04/03/12
Day: T
Time: 7:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Kim Calhoun

Local Edible and Medicinal Plants
Meet, eat, and drink some of the abundant edible and medicinal plants growing wild in the NC Piedmont. In this hands-on field study, we’ll cover identification, harvesting, preparation, and usage of foraged food and plant medicine. We’ll celebrate the arrival of springtime as we explore a variety of local environments, including a visit to AbunDance Healing Arts Sanctuary.

Course #: C-1736
Start • End Date: 03/15/12 • 05/03/12
Day: Th
Time: 5:30P – 8:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Kim Calhoun

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, learn about irrigation installation, and season extension structures.

Course #: C-1734
Start • End Date: 02/29/12 • 04/18/12
Day: W
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 135
Instructor: Doug Jones

Permaculture Fundamentals
Permaculture is the design of sustainable human habits. This class covers the fundamentals of permaculture systems design for forests, fields, permanent gardens, water, animals, buildings, economics, and society. Two 8 hour weekend field trips dates TBD.

Course #: C-1735
Start • End Date: 02/02/12 • 03/22/12
Day: Th
Time: 5:30P – 9:30P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 138
Instructor: Harvey Harman
New Student Registration:
November 28, 2011 through
December 16, 2011

Late Registration:
January 4, 2012

Classes Begin:
January 9, 2012

Central Carolina Community College

SPRING 2012
Curriculum Registration

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Earn a Degree, Diploma, or Certificate in ...

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Associate Degree Nursing
Associate in Arts (AA) University Transfer
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Bioprocess Manufacturing Technology
Bioprocess Technology — BioQuality
Broadcasting Production Technology
Business Administration
Computer Engineering Technology
Computer Information Technology
Cosmetology
Criminal Justice Technology
Criminal Justice Technology — Latent Evidence
Dental Assisting
Dental Hygiene
Early Childhood Education
Electronics Engineering Technology
Esthetics
Human Resources Management
Human Services Technology
Industrial Systems Technology
Industrial Systems Technology — Bio-maintenance
Laser and Photonics Technology
Library and Information Technology
Licensed Practical Nurse Refresher
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Medical Assisting
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