Central Carolina Community College

Continuing Education
Division of Economic & Community Development

Spring 2013
January 1 to May 15
Chatham County
Harnett County
Lee County

www.cccc.edu/ecd
Distance Education/Ed2Go

Online Classes

Further your education without leaving home.

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

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

Spring 2013 start dates:
January 16, 2013 • February 20, 2013 • March 20, 2013 • April 17, 2013 • May 15, 2013

www.cccc.edu/ed2go

For more information or to register, contact the CCCC Education To Go representative, at (919) 718-7225.
# Continuing Education Spring Schedule 2013

## Table of Contents
- Continuing Education Policies ................................................................................................................. 2
- Registration Dates, Locations, & Methods ................................................................................................. 3
- Contact Information ........................................................................................................................................ 4
- Disability Services ......................................................................................................................................... 5
- Location Key/How to Use This Schedule .................................................................................................... 6

## Courses, Programs, & Seminars

<table>
<thead>
<tr>
<th>Course Category</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>College &amp; Career Readiness (formerly known as Adult Education)</td>
<td>7</td>
</tr>
<tr>
<td>Alive at 25 &amp; Defensive Driving</td>
<td>10</td>
</tr>
<tr>
<td>Artistry &amp; Craftsmanship</td>
<td>12</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>15</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>17</td>
</tr>
<tr>
<td>Culinary &amp; Hospitality Arts</td>
<td>19</td>
</tr>
<tr>
<td>Emergency Services Training</td>
<td>20</td>
</tr>
<tr>
<td>Health Occupations</td>
<td>22</td>
</tr>
<tr>
<td>Home Arts</td>
<td>30</td>
</tr>
<tr>
<td>Human Resources Development (HRD)</td>
<td>31</td>
</tr>
<tr>
<td>Languages</td>
<td>35</td>
</tr>
<tr>
<td>Personal Enrichment</td>
<td>36</td>
</tr>
<tr>
<td>Professional Development</td>
<td>40</td>
</tr>
<tr>
<td>Small Business Seminars</td>
<td>46</td>
</tr>
<tr>
<td>Sustainable &amp; Green Education</td>
<td>50</td>
</tr>
</tbody>
</table>

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.

For registration information, refer to page 3. For location key, refer to page 6.
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 when you register. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard, Visa, American Express, or Discover). Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. See qualifications in the HRD section of this schedule.

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

<table>
<thead>
<tr>
<th>Fee Schedule</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65.00</td>
<td>for 1–24 hours</td>
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<tr>
<td>$120.00</td>
<td>for 25–50 hours</td>
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<tr>
<td>$175.00</td>
<td>for 51 or more hours</td>
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</tbody>
</table>

Self-Supporting (SS) Classes
Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived (see cost information). Senior citizens are not eligible for fee waivers for self-supporting classes.

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. Exception: Motorcycle Safety classes require a 48 hour minimum cancellation in order to receive a refund.

Registration
• Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The college reserves the right to cancel a course based on enrollment. All registrations must be received before a course reaches 10% of its scheduled hours. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment.

Course Repetition Policy
• Repeating occupational courses more than one time at the regular registration fee is prohibited by state regulations. Students taking a course more than twice in a five-year period will be required to pay the total cost of the course. This rule applies to courses taken since July 1, 1993. This regulation does not apply to licensure and certification courses.

• Students may enroll in personal enrichment classes an unlimited number of times provided space is available and new students in a particular class are not displaced. Preference will be given to first-time enrollees. Repeat students will be allowed to enroll on the first scheduled class date if space permits.

Continuing Education Units (CEUs)
• The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.

For registration information, refer to page 3. For location key, refer to page 6.
REGISTRATION INFORMATION

• Registration for Spring 2013 Continuing Education courses begins on the following dates:

  Tuesday, December 4: Medical classes
  Wednesday, December 5: All other classes

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

WAYS TO REGISTER

IN-PERSON

• In-Person registration should be done at the Continuing Education Office in the county where the class is located or is supervised (for an online class) prior to a course’s start date or on the designated dates for the beginning dates of registration for medical classes or other classes.

• Register in person by completing the Continuing Education Registration Form 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. Registration is complete when payment is made.

• Students may register at the following locations according to the following schedules on or after the following dates:

  Tuesday, December 4: Medical classes
  Wednesday, December 5: 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:  (910) 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 2013

CONTACT INFORMATION

College and Career Readiness/Adult Education
• Basic Skills Plus:
  Andre Mapp ............ (919) 718-7339
• 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:
  Crystal McIver......... (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

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

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

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) 774-6442

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

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

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

Registraion opens on the following dates:
Tuesday, December 4 – Medical classes
Wednesday, December 5 – All other classes

Registration Phone Numbers
Chatham County: (919) 545-8044
Harnett County: (910) 814-8823
Lee County: (919) 777-7793
Continuing Education Spring Schedule 2013

SERVICES TO STUDENTS WITH DISABILITIES: CONTINUING EDUCATION or OCCUPATIONAL EDUCATION

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

To help students meet their educational goals, the college has a variety of services available. Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. The Special Population Office was established in 1994 to facilitate the provision of reasonable accommodations for all students with disabilities. The college aims to ensure quality services for all students and encourages students with disabilities to take full advantage of the many benefits that the college provides.

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.
http://www.ccccd.edu/student-services/special-populations/

SERVICES TO STUDENTS WITH DISABILITIES: COLLEGE AND CAREER READINESS

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

• Every candidate for 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 the following individual:

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.
http://www.ccccd.edu/student-services/special-populations/

ADMISSIONS

• Continuing Education students are not required to submit an application to the College for enrollment, and except for select medical programs, do not need to obtain previous transcripts.

• North Carolina residency is not required for Continuing Education classes.

• Education Services for Minors 23 NCAC 02C 0305

• (a) The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.

• (b) Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a Basic Skills or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a Basic Skills or Continuing Education program is the best educational option for the student and the admission of the student to a Basic Skills or Continuing Education program is approved by the college under one of the following conditions:

• (1) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a Basic Skills or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a Notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor.

• (3) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the Notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

• (c) Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

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

• (2) Upon approval of the student’s program by the chief administrative school officer and the president of the college; and

• (3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

• (d) High school students, taking courses pursuant to Paragraph (c) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

For registration information, refer to page 3. For location key, refer to page 6.
## 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 above.

### Instructor - The person who will be teaching the class

### Building Location - The specific location where the class will meet

### Building Location

### Course Code - Location of course followed by numerical section number

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

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

### Course Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>C</td>
<td>Chatham County</td>
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<tr>
<td>H</td>
<td>Harnett County</td>
</tr>
<tr>
<td>L</td>
<td>Lee County</td>
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<tr>
<td>S</td>
<td>Small Business Centers</td>
</tr>
<tr>
<td>SS</td>
<td>Self-Supporting</td>
</tr>
<tr>
<td>X</td>
<td>Emergency Services Training</td>
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### Days of the Week Codes

<table>
<thead>
<tr>
<th>Code</th>
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<th>Description</th>
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<tbody>
<tr>
<td>M</td>
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<td>Sunday</td>
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</tbody>
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### Location Codes

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

### Microsoft Excel – Introduction

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

**Course #:** C-1735, **Hours:** 24

**Start • End Date:** 01/28/13 • 04/22/13

**Day:** Th, **Time:** 6:00P – 8:00P

**Cost:** 66.25

**Building Location:** Bldg 041 Rm 231

Instructor: Regina Richardson