Distance Education/Ed2Go

Online Classes

- 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
- Health Care and Medical
- And many more!

Further your education without leaving home.

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

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

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

www.cccc.edu/ed2go
Continuing Education Spring Schedule 2013

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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 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:

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.
CONTINUING EDUCATION SPRING SCHEDULE 2013

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. – 4:00 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

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

Emergency Services Training
• EMS, Fire, Law Enforcement, and Rescue Training
  Dwight Dixon ..........(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) 774-6442

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

CONTACT INFORMATION

Registration 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

For registration information, refer to page 3. For location key, refer to page 6.
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.cccc.edu/studentservices/specialpopulations/

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.cccc.edu/studentservices/specialpopulations/

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.
How To Use This Schedule

Course Title - Name of the course

Course Description - Information about the class, including required materials

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.

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

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.
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.

Chatham County
Pittsboro Campus: (919) 545-8028
Siler City Campus: (919) 545-8663

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

<table>
<thead>
<tr>
<th>Start • End Date: 01/07/13 • 04/30/13</th>
<th>Day: TWTh</th>
<th>Time: 8:30A – 12:30P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 232</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date: 01/07/13 • 04/29/13</th>
<th>Day: MTh</th>
<th>Time: 4:30P – 7:30P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 219</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date: 01/07/13 • 04/29/13</th>
<th>Day: TW</th>
<th>Time: 5:00P – 8:00P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Free</td>
<td>Location Code: PMC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Pittsboro Campus Rm 213</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Start • End Date: 01/07/13 • 04/30/13</th>
<th>Day: MTWTh</th>
<th>Time: 8:30A – 1:30P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 229</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date: 01/07/13 • 04/30/13</th>
<th>Day: MTWTh</th>
<th>Time: 9:00A – 2:00P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MW</td>
<td>Time: 5:00P – 8:00P</td>
<td></td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: PMC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Pittsboro Campus Rm 213</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Compensatory Education (CED)
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: 01/03/13 • 04/30/13</th>
<th>Day: M–F</th>
<th>Time: 8:30A – 3:00P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MW</td>
<td>Time: 5:30P – 8:30P</td>
<td></td>
</tr>
<tr>
<td>Cost: Free</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 224</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

English as a Second Language (ESL)
Learn to read and write in English. Improve your English speaking skills. Aprende a leer y escribir en inglés.

<table>
<thead>
<tr>
<th>Start • End Date: 01/03/13 • 04/30/13</th>
<th>Day: MTWTh</th>
<th>Time: 8:30A – 3:00P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: MW</td>
<td>Time: 5:30P – 8:30P</td>
<td></td>
</tr>
<tr>
<td>Cost: Clases son gratis</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 105</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date: 01/03/13 • 04/30/13</th>
<th>Day: MW</th>
<th>Time: 5:30P – 8:30P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Clases son gratis</td>
<td>Location Code: PMC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Pittsboro Campus Rm 216</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

English Second Language – Basic Computer Skills
Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

<table>
<thead>
<tr>
<th>Start • End Date: 01/03/13 • 04/30/13</th>
<th>Day: M–F</th>
<th>Time: 8:00A – 9:00A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day: WTh</td>
<td>Time: 12:15P – 2:45P</td>
<td></td>
</tr>
<tr>
<td>Cost: Clases son gratis</td>
<td>Location Code: SCC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Siler City Center Rm 125</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date: 01/03/13 • 04/30/13</th>
<th>Day: MW</th>
<th>Time: 5:30P – 8:30P</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost: Clases son gratis</td>
<td>Location Code: PMC</td>
<td></td>
</tr>
<tr>
<td>Building Location: Pittsboro Campus Rm 216</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clases a St. Julia’s Church. Call for information. ESL Information: Contact Julia Herbón at (919) 545-8667. Learn the latest ESL information and community happenings. ESL Blog: www.cccc.edu/esl

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 at the Siler City Center.

For registration information, refer to page 4. For location key, refer to page 6.
English as a Second Language – Preparation for GED  
Focuses on reading, writing and mathematical skills in preparation for the Official GED Test.  
Start • End Date: 01/03/13 • 04/30/13  
Day: MTWTh  
Time: 6:00P – 9:00P  
Cost: Classes son gratis  
Location Code: SCMC  
Building Location: Siler City Center Rm 109

General Educational Development (GED)  
The GED high school credential can help move you to the next level – college or a better job.  
Start • End Date: 01/07/13 • 04/30/13  
Day: TWH  
Time: 9:00A – 12:00N  
Day: MTh  
Time: 4:30P – 7:30P  
Cost: Free  
Location Code: SCC  
Building Location: Siler City Center Rm 219

Student Success  
All students interested in Adult High School or GED classes must attend a two-day, six-hour Student Success Class. In this two-day class, students will go through an information and orientation session and take an assessment test in reading, math, and writing. Call for Day and Time.

Location Code: PMC, Pittsboro Campus  
Contact: Judy Herndon (919) 545-8028 • jherndon@cccc.edu

Location Code: SCC, Siler City Center  
Contact: Gia Durso (919) 545-8663 • gdurso@cccc.edu

Upcoming Graduation Ceremonies: January 17, 2013 & June 20, 2013

Harnett County  
Lillington Adult Education Center: (910) 814-1123  
Western Harnett Center: (919) 498-1210

Adult Basic Education (ABE)  
Improve your reading, writing, and math skills through classroom instruction.  
Start • End Date: 01/07/13 • 05/09/13  
Day: MTWTh  
Time: 8:30A – 1:30P  
Cost: Free  
Location Code: LAEC  
Building Location: Rm 0014

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: 01/07/13 • 05/10/13  
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: 01/07/13 • 05/09/13  
Day: M–F  
Time: 8:30A – 3:30P  
Cost: Free  
Location Code: LAEC  
Building Location: Rm 0013

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: 01/07/13 • 05/09/13  
Day: MTWTh  
Time: 8:30A – 1:30P  
Cost: Free  
Location Code: LAEC  
Building Location: Rm 0014

General Educational Development (GED)  
The GED high school equivalency can help move you to the next level – college or allow you to obtain a better job.  
Start • End Date: 01/07/13 • 05/09/13  
Day: MTWTh  
Time: 8:30A – 1:30P  
Cost: Free  
Location Code: LAEC  
Building Location: Rm 0014

Start • End Date: 01/07/13 • 05/10/13  
Day: TThF  
Time: 8:30A – 1:30P  
Cost: Free  
Location Code: WHC  
Building Location: Rm 0112

Start • End Date: 01/07/13 • 05/09/13  
Day: MTWTh  
Time: 8:30A – 1:30P  
Cost: Free  
Location Code: LAEC  
Building Location: Rm 0014

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

For registration information, refer to page 4. For location key, refer to page 6.
Lee County
Lifelong Learning Center at W. B. Wicker: (919) 777-7701

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

Start • End Date: 01/02/13 • 05/30/13
Day: MTWTh  Time: 8:00A – 1:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location Code: 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: 01/02/13 • 05/30/13
Day: MTWTh  Time: 8:00A – 1:00P
Day: MTWTh  Time: 1:30P – 3:30P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  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: 01/02/13 • 05/30/13
Day: M–F  Time: 8:00A – 12:00N
Day: M–F  Time: 1:00P – 3:00P
Cost: Free  Location: WBW

Conversational English
Individuals who take this course will improve their level of confidence in speaking English related to life skills and daily living. Individuals who enroll in Conversational English must have a basic knowledge of the English language and basic vocabulary (site words). Students will develop their speaking, listening, comprehension, and cognitive skills in this class.

Start • End Date: 01/02/13 • 05/30/13
Day: MTWTh  Time: 8:30A – 12:30P
Cost: Free  Location: WBW

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: 01/02/13 • 05/30/13
Day: MTWTh  Time: 8:00A – 1:00P
Evening: MTWTh Time: 6:00P – 9:00P
Day: Sa  Time: 8:00A – 12:00N
Cost: Clases son gratis.
Location: WBW

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: 01/02/13 • 05/30/13
Day: MTWTh  Time: 8:00A – 1:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location: WBW

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) 777-7701 or (919) 777-7707 for information or if you have questions.

Upcoming Graduation Ceremonies: January 17, 2013 & June 20, 2013

Distance Education
In Lee County, Adult Basic Education (ABE) and English as a Second Language (ESL) classes are also available online. For more information, please contact Loria King at lking@cccc.edu or (919) 777-7718.

Distance Education

For registration information, refer to page 4. For location key, refer to page 6.
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#: H-1941, Hours: 4
Start • End Date: 01/19/13 • 01/19/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Tony Brown

Course#: L-1120, Hours: 4
Start • End Date: 01/26/13 • 01/26/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course#: H-1943, Hours: 4
Start • End Date: 02/09/13 • 02/09/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Gary Tyson

Course#: L-1121, Hours: 4
Start • End Date: 02/23/13 • 02/23/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course#: H-1945, Hours: 4
Start • End Date: 02/28/13 • 02/28/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Tony Brown

Course#: H-1947, Hours: 4
Start • End Date: 03/19/13 • 03/19/13
Day: T Time: 6:00P – 10:00P
Cost: 60.00 Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: L-1122, Hours: 4
Start • End Date: 03/23/13 • 03/23/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course#: H-1949, Hours: 4
Start • End Date: 04/13/13 • 04/13/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

Course#: L-1123, Hours: 4
Start • End Date: 04/27/13 • 04/27/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course#: H-1951, Hours: 4
Start • End Date: 04/30/13 • 04/30/13
Day: T Time: 6:00P – 10:00P
Cost: 60.00 Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: H-1952 Hours: 4
Start • End Date: 05/11/13 • 05/11/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

For more information: Lee County (919) 777-7793 Harnett County (910) 814-8823

For registration information, refer to page 3. For location key, refer to page 6.
Defensive Driving
Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver’s license. You must bring your driver’s license and current citation to class. Pre-registration is required.

Course#: H-1942, Hours: 4
Start • End Date: 01/29/13 • 01/29/13
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: L-1124, Hours: 4
Start • End Date: 02/12/13 • 02/12/13
Day: T
Time: 6:00P – 10:00P
Cost: 60.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

Course#: H-1944, Hours: 4
Start • End Date: 02/19/13 • 02/19/13
Day: T
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course#: H-1950, Hours: 4
Start • End Date: 04/18/13 • 04/18/13
Day: Th
Time: 6:00P – 10:00P
Cost: 60.00
Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Chatham County Highlights

Sports Medicine Technology
This course introduces skill standards applicable to health and fitness professionals who perform individualized assessments and design safe, effective exercise and conditioning programs. Ensure the fitness program meets the needs of the client and may include elements such as physical fitness, nutrition, cardiovascular training, and weight training.

Introduction to the Construction Trades
This course is designed as an introductory platform for those wishing to determine their interest in a construction trades occupation. At the end of this course, the student should have a feel for whether they want to continue to a higher level of industry training and which trade to specialize in.

Environmental Photojournalism
If you are interested in the environment, journalism and photography, this class will be of interest to you. Participants will learn how to create a photo essay about a local environmental story and prepare it for publication.

Social Media Management
Make sure you’re not left behind. The Social Media Management Certificate Program will give participants the core understanding, techniques and tools necessary for starting out in the field.

Barbering Instructor Training
This course is designed for licensed barbers who want to become instructors. It will provide the students with the basic teaching skills, educational judgments, proper work habits and desirable attitudes necessary to pass the State Board for Instructors examination.
Carbonton Salt Firing
This course is designed to challenge students who have some wood firing experience and those advanced students who would like to advance their skills. Students must have bisque ware ready to be glazed and must bring gloves and a mask.

Course #: C-1279, Hours: 24
Start • End Date: 03/07/13 • 03/17/13
Day: ThFSaSu
Cost: 101.25 (SS)
Instructor: Raymond Edwards

Drawing – Beginning
You will learn the six basic principles of drawing and design, then execute several drawings which will reinforce these skills. Bring paper and pen to the first class where you will receive information on additional supplies.

Course #: L-1152, Hours: 24
Start • End Date: 01/07/13 • 03/04/13
Day: M
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 216
Instructor: Donna Strickland

Metal Art Sculpture and Function
For those students who would like to advance their skills in metal work and have had some experience in art welding. Instructor Kevin Kuhnel will take you from layout to finishes and texture. At the end of the class students will have completed a piece of artwork that can be displayed either in the home or in their garden. Metal Fee $40.00

Course #: C-1301, Hours: 48
Start • End Date: 01/16/13 • 04/03/13
Day: W
Cost: 121.25
Location Code: SC
Building Location: Sage
Instructor: Kevin Kuhnel

Drawing – Pen and Ink Advanced
Further develop your pen and ink skills with a variety of subject matter. You must have completed Beginning Pen and Ink before taking this class.

Course #: L-1155, Hours: 24
Start • End Date: 01/10/13 • 02/28/13
Day: Th
Cost: 60.25 (SS)
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

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. Students will complete a project from layout, material estimation and assembling the piece. Metal fee $40.00.

Course #: C-1280, Hours: 36
Start • End Date: 01/14/13 • 04/15/13
Day: M
Cost: 176.25 (SS)
Location Code: SC
Building Location: Sage
Instructor: Kevin Kuhnel

Jewelry Making – Beads, Metal and Polymer Clay
If you have basic knowledge of wire and tool usage, you can create jewelry using wire and sheet metals, primarily copper, stainless steel and polymer clay. You will hammer and forge metal and use a small torch and household chemicals to create antiquing. Please request a supply list when you register so you can be prepared for the first class.

Center for Creative Retirement

Course #: L-1225, Hours: 16
Start • End Date: 02/06/13 • 03/27/13
Day: W
Cost: 60.25 (SS)
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

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

**Center for Creative Retirement**
Course #: L-1142, Hours: 24
Start • End Date: 01/10/13 • 02/28/13
Day: Th
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

**Center for Creative Retirement**
Course #: L-1143, Hours: 24
Start • End Date: 01/10/13 • 02/28/13
Day: Th
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

**Center for Creative Retirement**
Course #: L-1144, Hours: 24
Start • End Date: 03/14/13 • 05/02/13
Day: Th
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

**Center for Creative Retirement**
Course #: L-1145, Hours: 24
Start • End Date: 03/14/13 • 05/02/13
Day: Th
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

**Center for Creative Retirement**
Course #: L-1126, Hours: 24
Start • End Date: 01/09/13 • 02/27/13
Day: W
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

**Center for Creative Retirement**
Course #: L-1127, Hours: 24
Start • End Date: 03/13/13 • 05/01/13
Day: W
Time: 09:00A – 12:00N
Cost: 60.25 (SS)
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Painting – Watercolor
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.

**Center for Creative Retirement**
Course #: L-1128, Hours: 24
Start • End Date: 01/08/13 • 02/26/13
Day: T
Time: 09:00A – 12:00P
Cost: 60.25 (SS)
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

**Center for Creative Retirement**
Course #: L-1130, Hours: 24
Start • End Date: 01/09/13 • 02/27/13
Day: W
Time: 09:00A – 12:00P
Cost: 60.25 (SS)
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

**Center for Creative Retirement**
Course #: L-1129, Hours: 24
Start • End Date: 03/12/13 • 04/30/13
Day: T
Time: 09:00A – 12:00P
Cost: 60.25 (SS)
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

**Center for Creative Retirement**
Course #: L-1131, Hours: 24
Start • End Date: 03/13/13 • 05/01/13
Day: T
Time: 09:00A – 12:00P
Cost: 60.25 (SS)
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

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

**Center for Creative Retirement**
Course #: L-1128, Hours: 24
Start • End Date: 01/08/13 • 02/26/13
Day: T
Time: 09:00A – 12:00P
Cost: 60.25 (SS)
Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker
Artistry and Craftsmanship  Spring 2013

Photography – Art of Photography
Come learn how to create works of photographic art using your digital camera. You need to have some knowledge of photographic terminology and know the basics of using your camera prior to taking this class. You must provide your own camera. Your instructor will provide a list of any additional supplies during the first class.

Course #: L-1135, Hours: 16
Start • End Date: 02/05/13 • 03/26/13
Day: T
Time: 6:00P – 8:00P
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 120
Instructor: Camp Price

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-1134, Hours: 8
Start • End Date: 01/24/13 • 02/07/13
Day: Th
Time: 6:00P – 9:00P
Cost: 40.25 (SS)
Building Location: Main Bldg Rm 120
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-1136, Hours: 8
Start • End Date: 03/28/13 • 04/11/13
Day: Th
Time: 6:00P – 9:00P
Cost: 40.25 (SS)
Building Location: Bldg A Rm 107A
Instructor: Camp Price

Pottery – Beginning Whelethrowing I
This 15-week whelethrowing class will teach basic whelethrowing and glazing skills in a structured and supportive setting. Continuity of instruction will help students gain knowledge and skills at a fast pace. How to sell and market your finished product will also be addressed. Clay fee: $20.00
(Two bags will be required.)

Course #: C-1275, Hours: 45
Start • End Date: 01/07/13 • 04/29/13
Day: M
Time: 6:00P – 9:00P
Cost: 121.25
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – Intermediate Whelethrowing I
Students will build on their previous whelethrowing skills through experiencing new and additional clay challenges. Guidance will be given on wheel forms as well as new techniques in altering and combining elements. Hand building will be introduced. How to sell and market your finished product(s) will also be addressed. Clay fee: $20.00
(Two bags will be required.)

Course #: C-1276, Hours: 48
Start • End Date: 01/10/13 • 04/25/13
Day: Th
Time: 6:00P – 9:00P
Cost: 121.25
Building Location: Rm 101
Instructor: Raymond Edwards

Pottery – Advanced Whelethrowing I
In this advanced class students will learn how to make lidded containers, teapots, serving pieces as well as making large two piece pots. Students will also work on individual pieces. Mixing glazes will be addressed. More on marketing and selling your work will be discussed. Clay fee: $20.00
(Two bags will be required.)

Course #: C-1277, Hours: 48
Start • End Date: 01/08/13 • 04/23/13
Day: T
Time: 6:00P – 9:00P
Cost: 121.25
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – Open Studio
This class is for both curriculum and continuing education students currently enrolled in a pottery class to work independently on current class projects.

Course #: C-1278, Hours: 44
Start • End Date: 01/26/13 - 04/20/13
Day: Sa
Time: 10:00A – 2:00P
Cost: 96.25 (SS)
Building Location: Rm 101
Building Location: Rm 101
Instructor: Raymond Edwards

For registration information, refer to page 3. For location key, refer to page 6.
Computers – Introduction
Do you need to start at the beginning? You can become familiar with the ways personal computers can be used to enhance your life at work and at home. You will acquire a basic knowledge of computer hardware and experience a brief introduction to operating systems.

Course #: L-1154, Hours 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Time: 4:00P – 6:00P
Cost: 66.25
Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Robert Komorowski

Course #: H-1901, Hours 24
Start • End Date: 01/15/13 – 03/15/13
Day: T
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: TBD

Course #: C-1733, Hours: 24
Start • End Date: 01/22/13 • 03/12/13
Day: T
Time: 9:00A – 12:00N
Cost: 66.25
Location Code: PMC
Building Location: Rm 231
Instructor: Ruth Landa

Course #: C-1732, Hours: 24
Start • End Date: 01/22/13 • 04/09/13
Day: Th
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: SCC
Building Location: Bldg 041 Rm 231
Instructor: Andrew Hanner

Course #: L-1153, Hours: 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

Making the Internet Work for You
Do you know a little bit about the computer, the Internet and Microsoft Office software, but aren’t quite sure how to put it all together? You can learn how to capture information from the internet and produce documents in Word and Powerpoint. Have fun working with pictures, videos, and sound clips to create documents and presentations.

Course #: L-1223, Hours: 18
Start • End Date: 04/03/13 • 05/08/13
Day: W
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

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

Course #: C-1734, Hours: 24
Start • End Date: 01/24/13 • 04/11/13
Day: Th
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

Course #: C-1735, Hours: 24
Start • End Date: 01/30/13 • 04/17/13
Day: W
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: SCC
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Keyboarding toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-1153, Hours: 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski
Microsoft Office 2010 – Introduction
Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

**Course #:** C-1737, **Hours:** 24
**Start • End Date:** 01/23/13 • 04/10/13
**Day:** W
**Time:** 6:00P – 8:00P
**Cost:** 66.25  **Location Code:** PMC
**Building Location:** TBD
**Instructor:** Regina Richardson

**Course #:** C-1736, **Hours:** 24
**Start • End Date:** 01/29/13 • 04/16/13
**Day:** T
**Time:** 6:00P – 8:00P
**Cost:** 66.25  **Location Code:** SCC
**Building Location:** Rm 231
**Instructor:** Andrew Hanner

Microsoft Word & Excel
Students are introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, students will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

**Course #:** H-1902, **Hours:** 24
**Start • End Date:** 01/29/13 • 04/16/13
**Day:** Th
**Time:** 6:00P – 9:00P
**Cost:** 66.25  **Location Code:** HMC
**Building Location:** Continuing Education Rm 229
**Instructor:** TBD

Microsoft Word – Introduction
Students will learn what the familiar keyboards conceal. Learn to spice your text with added graphics, borders, columns, tables, and spreadsheets.

**Course #:** C-1738, **Hours:** 24
**Start • End Date:** 01/22/13 • 03/12/13
**Day:** T
**Time:** 1:00P – 4:00P
**Cost:** 66.25  **Location Code:** PMC
**Building Location:** TBD
**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-1136, **Hours:** 8
**Start • End Date:** 03/28/13 • 04/11/13
**Day:** Th
**Time:** 6:00P – 8:00P
**Cost:** 40.25 (SS)  **Location Code:** WBW
**Building Location:** Bldg A Rm 107A
**Instructor:** Camp Price

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

**Course #:** C-1760, **Hours:** 24
**Start • End Date:** 01/28/13 • 04/22/13
**Day:** M
**Time:** 7:00P – 9:00P
**Cost:** 66.25  **Location Code:** PMC
**Building Location:** 041 Rm 223
**Instructor:** Jerry Koontz

**Course #:** L-1221, **Hours:** 24
**Start • End Date:** 03/14/13 • 05/02/13
**Day:** Th
**Time:** 5:00P – 8:00P
**Cost:** 66.25  **Location Code:** WBW
**Building Location:** Bldg B Rm 108B
**Instructor:** John Foushee

Tweet Your Way to Success
Learn how to use social media to help you be successful whether you own a business, are looking for a job, or working your way up in your chosen career field. Learn how you can benefit from the networking power of Twitter, Facebook, LinkedIn, Google+ and more.

**Course #:** L-1157, **Hours:** 24
**Start • End Date:** 03/12/13 • 04/18/13
**Day:** TTh
**Time:** 6:30P – 8:30P
**Cost:** 66.25  **Location Code:** WBW
**Building Location:** Main Bldg Rm 118
**Instructor:** Robert Komorowski

For registration information, refer to page 3. For location key, refer to page 6.
Creative Writing

Dark Gothic Romance
The fiction of dark gothic romance encompasses elements of horror, erotica, and romance. In this exploration of the genre, students will examine the reasons for its current popularity and learn to incorporate the conventions that constitute best practices in their own writing.

Course #: C-1268, Hours: 12
Start • End Date: 02/13/13 • 03/20/13
Day: W
Time: 6:30P – 8:30P
Cost: 76.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Kim Overcash

Diving Into the Image
This six-hour class will focus on major techniques of imagery for the 2nd half of the 20th century, with a close look at some master poems, a series of poetic exercises, and workshop session on the participants’ own poems.

Course#: C-1269, Hours: 6
Start • End Date: 02/09/13 • 02/09/13
Day: Sa
Time: 10:00A – 5:00P
Cost: 56.25 (SS)
Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Ralph Earle

Dream Poems
This six-hour workshop will look at some master poems about dreams through history, talk about different types of dreams and the different poems that can be based on them apply some of the techniques in a prompt-based exercise, and feature a workshop session of participants on poems. Participants will gain familiarity with the ways in which dreams can be used as poetic materials. Participants will also improve their skills at participating in constructive poetry techniques.

Course #: C-1270, Hours: 6
Start • End Date: 03/23/13 • 03/23/13
Day: Sa
Time: 10:00A – 5:00P
Cost: 56.25 (SS)
Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Ralph Earle

Finding Your Poetic Voice
By walking in the footsteps of other known poets, students will discover their own unique voice. In this 12 workshop, students will learn about study, and emulate the work of 10 different poets. By using these 10 poets as models, students will write and revise their own 10 original poems. Students will write 10 new poems and learn how to revise.

Course #: C-1271, Hours: 30
Start • End Date: 01/08/13 • 03/26/13
Day: T
Time: 6:30P – 9:00P
Cost: 211.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Maureen Sherbondy

Creative Writing Spring 2013

Fiction Writing I
This class will include some readings, prompts, writing exercises. There will be in-class discussions of readings, short in-class writing from prompts; short (1-3 page) weekly writing assignments. Students will work toward completion of new works of fiction or works in progress. Students may take this class with our without registering for Fiction II which occupies the same time slot and begins when this class ends. This course is suitable for fiction writers at any level.

Course #: C-1264, Hours: 16
Start • End Date: 01/08/13 • 02/26/13
Day: T
Time: 6:30P – 8:30P
Cost: 136.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

Fiction Writing II
This class will include some readings, prompts, writing exercises. There will be in-class discussions of readings, short in-class writing from prompts; short (1-3 page) weekly writing assignments. Students will work toward completion of new works of fiction or works in progress. Students may take this class with our without registering for Fiction I which occupies the same time slot and ends when this class begins. Suitable for fiction writers at any level.

Course #: C-1265, Hours: 16
Start • End Date: 03/12/13 • 04/30/13
Day: T
Time: 6:30P – 8:30P
Cost: 136.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

Memoir Writing I
Writers at every stage of their careers benefit from regular contact with a larger community of writers. This class will provide a forum for the exchange of feedback about memoirs of any length, new or in progress. Students may take this class with or without registering for Memoir Writing II, which occupies the same time slot and begins when this class ends.

Course #: C-1262, Hours: 16
Start • End Date: 01/10/13 • 03/07/13
Day: Th
Time: 6:30P – 8:30P
Cost: 136.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

Memoir Writing II
This class will include some readings, prompts, writing exercises and suggestions for revision, but will mainly be a roundtable critique of work submitted and ready by class members. Suitable for memoir writers at any level. Students may take this class with without having taken Memoir I.

Course #: C-1263, Hours: 16
Start • End Date: 03/14/13 • 05/02/13
Day: Th
Time: 6:30P – 8:30P
Cost: 136.25 (SS)
Location Code: PMC
Building Location: TBD
Instructor: Melissa Delbridge

For registration information, refer to page 3. For location key, refer to page 6.
Creative Writing Spring 2013

Mentored Workshop: Polishing, Revising, and Submitting Work for Publication
This is a required course for the CCCC Creative Writing Certificate Program. Certificate Program participants must have completed 120 hours of the Creative Writing Program classes in order to count this class toward completion of certificate. Alternatively, Those writers not participating in the Certificate Program are eligible to take this class if they have completed at least 20 hours of CCCC Creative Writing Classes or have 20 pages of final draft material as a prerequisite for this class. Class is limited to 8 students. Textbook required: The Writing Habit, by David Huddle.

Course #: C-1267, Hours: 25  
Start • End Date: 02/27/13 • 05/08/13  
Day: W  
Time: 6:00P – 8:30P  
Cost: 196.25 (SS)  
Location Code: PMC  
Instructor: Marjorie Hudson

Short Poetic Form and Impact
This course will look at several formal sources such as haiku, tanka, epigram and limerick, and explore how these short forms achieve their impact (and perhaps mystery.) There will be in-class exercises as well as opportunities to share your own work.

Course #: C-1272, Hours: 15  
Start • End Date: 04/02/13 • 04/30/13  
Day: T  
Time: 6:00P – 9:00P  
Cost: 106.25 (SS)  
Location Code: PMC  
Instructor: Tom Dow

Sounding It Out: Developing Character and Setting Through Fiction
This workshop will cover the sensuous particularities of fiction with an emphasis on the aural sense. Infusing your fiction sounds is not simply a way to bring setting to life; it can also be a way to explore characters and discover how they listen to their world. The workshop will include in-class exercises as well as provide examples of how sound functions in the works such as Tony Morrison, Michael Chabon, and James Joyce.

Course #: C-1274, Hours: 5  
Start • End Date: 01/19/13 • 01/19/13  
Day: Sa  
Time: 10:00A – 3:00P  
Cost: 46.25 (SS)  
Location Code: PMC  
Instructor: Ruth Moose

Strategies for the Writing Life: A Pathway to Success
This workshop reveals the secrets of success. New writers get their bearings in the writing world, intermediate writers refine and act on goals from writing schedules to skill building to publication – and all participants find communities of ongoing support for their work.

Course #: C-1266, Hours: 5  
Start • End Date: 02/09/13 • 02/09/13  
Day: Sa  
Time: 9:30A – 4:30P  
Cost: 51.25 (SS)  
Location Code: PMC  
Building Location: Bldg 042 Conference Rm  
Instructor: Marjorie Hudson

Writing Fast Fiction Fast
Our lives, our days are lived often with short bursts of time and reading. The short story is coming into its own the form of I-stories. There are markets and contests daily for the very short story. This class will teach students the writing techniques for capturing those bits and pieces that fly away without notice.

Course #: C-1261, Hours: 4  
Start • End Date: 01/19/13 • 01/19/13  
Day: Sa  
Time: 10:00A – 3:00P  
Cost: 46.25 (SS)  
Location Code: PMC  
Building Location: Bldg 042 Conference Rm  
Instructor: Ruth Moose

Writing Short Fiction: Re-exploiting Storytelling
The short fiction genre is perhaps the most innate: from our cultivation of deeply engrained cultural mythos to the stories we invent in a few moments while in line at the bank, we clearly have an impulse for story making. Owing to the usefulness of experimenting with the theoretical lives of others, we broaden our own lives-at relatively low risk—through exploration of fictions. This course will investigate this story-making mechanism via a visceral polished written work.

Course #: C-1273, Hours: 6  
Start • End Date: 02/02/13 • 02/02/13  
Day: Sa  
Time: 10:00A – 4:30P  
Cost: 51.25 (SS)  
Location Code: PMC  
Building Location: Bldg 042 Conference Rm  
Instructor: John Wells
Culinary & Hospitality Arts
Chatham County
Natural Chef Certification Program

Our students experience hands-on professional development in the areas of sustainability, nutrition, culinary technology, sanitation, knife skills, and restaurant management as well as many other areas of culinary operation. Spring classes offered through our Culinary and Hospitality Program are listed below. For more information on courses offered throughout the year, please visit our website at www.cccc.edu/culinaryarts.

Advanced Culinary Incubator
This class will focus on the beginning model of a small business for Certified Natural Chefs. The class allows students to begin work on their business plan and a shared use of the Culinary Kitchen for this business production.
Pre-Requisites: Natural Chef Certification, ServSafe Certification, and a Business Plan.
Course #: C-1311, Hours: 176
Start • End Date: 01/07/13 • 05/02/13
Day: MTh
Time: 2:30P – 8:00P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Culinary Technology
Students will develop an understanding of quantity food production, culinary terminology, knife skills, classic cuts, sanitary standards, equipment functions, and classic cooking methods.
Course #: C-1313, Hours: 48
Start • End Date: 01/08/13 • 04/30/13
Day: T
Time: 5:30P – 8:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Burton

Therapeutic Cooking
A combined academic and lab environment class with a focus on the methodology involved in therapeutic cooking.
Course #: C-1312, Hours: 48
Start • End Date: 01/08/13 • 04/30/13
Day: T
Time: 11:30A – 2:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Robin Griffith

Human Resources Development (HRD)

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students’ needs and serves as a gateway for proven economic, social, and educational success.

Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria:

- Unemployed
- Received notification of pending layoff
- Working and eligible for federal earned income tax credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

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

Motorcycle Safety Training
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 3000 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. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

Basic Rider Course (BRC)
This course is designed for students who want to learn to ride a motorcycle and for re-entry riders who have not ridden in a long time. BRC students will ride motorcycles provided by the college. 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.

Emergency Medical Technician Training
The Emergency Services Training Center offers the following EMT classes throughout the calendar year: Medical Responder (MR), Emergency Medical Technician (EMT), Emergency, 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 Central Carolina Community College Firefighter Academy will begin on January 7, 2013. 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 over 1000 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. 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.
Advanced Rider Course (ARC)
The goal of the ARC is to provide riders with a way to further develop personal riding strategies to minimize risk with emphasis on the Search-Evaluate-Execute. This one day course is for experienced riders who desire to learn and practice more in-depth riding techniques. The course focuses on the behavioral aspects of riding such as attitude, personal risk, assessment braking, cornering techniques, and traction management. Range exercises build on topics by providing riders the opportunity to develop and improve skills and discuss options for braking, cornering and swerving, and to improve visual perception to identify collision traps. Included is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers. The class registration fee is $66.25. There is a 48-hour minimum cancellation notice in order to receive a fee refund.

Requirements:
• Completion of a MSF Basic Rider or ERC Course
• Valid driver’s license with motorcycle endorsement
• Street legal motorcycle that passes a T-CLOCS inspection by the RCs.
• Proof of insurance.
• PPG as listed below.

Participant provided riding gear (PPG/PPE) required for all courses:
▷ DOT approved helmet (Some sizes are available/you may bring your own)
▷ Long pants, preferably jeans or leather
▷ Long sleeved shirt or jacket
▷ Full-fingered gloves
▷ Over-the-ankle boots or shoes
▷ Eye protection (including non-tinted face shield, sunglasses, goggles or glasses)

Course #: X-1009, Hours: 8
Start • End Date: 02/16/13 • 02/16/13
Day: Sa
Time: 8:00A – 5:00P
Cost: 66.25 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center
Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, December 4.

C = Chatham  H = Harnett  L = Lee

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

Course #: C-1708, Hours: 114
Start • End Date: 03/04/13 • 06/18/13
Day: MT
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: SCC
Building Location: Rm 123
Instructor: Hollie Lineberry
Orientation: Via Web-Link

CPR – Basic Life Support
Learn to recognize emergency situations involving choking, respiratory and cardiac arrest in adults, children and infant victims. The American Heart Association BLS for Healthcare Providers curriculum will be used.

Course #: L-1226, Hours: 8
Start • End Date: 04/08/13 • 04/09/13
Day: MT
Time: 5:00P – 9:00P
Cost: 66.25
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Dean Jacobs

CPR – Basic Life Support Recertification
Maintain or renew your AHA BLS for Healthcare Provider certification with this course that reviews and updates CPR procedures and requirements.

Course #: L-1227, Hours: 4
Start • End Date: 02/04/13 • 02/04/13
Day: M
Time: 5:00P – 9:00P
Cost: 66.25
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Pat Marks

HRD/CRC Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-1723, Hours: 28
Start • End Date: 02/04/13 • 02/13/13
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 118
Instructor: Mary Harris
See page 31 about HRD fee waiver

With a high school credential, more doors open – to a better job, college, and the respect you deserve. Starting in 2014, there will be a new GED® test. The current version expires at the end of 2013. Your scores will expire too if you don’t finish and pass the test by then. Finish the test now so you won’t have to re-take the parts you’ve already passed.

Contact Central Carolina Community College for more information:
Lillington: Carma Baggett (910) 814-8974
Pittsboro: Judy Herndon (919) 545-8028
Sanford: Kevin Pearson (919) 777-7707
Siler City: Gia Durso (919) 545-8663

YOUR FUTURE IS CALLING
Don’t let your GED scores expire....
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-1706, Hours: 4
Start • End Date: 01/31/13 • 01/31/13
Day: Th Time: 5:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-1707, Hours: 4
Start • End Date: 03/28/13 • 03/28/13
Day: Th Time: 5:00P – 9:00P
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 Nurse Aide I and Home Care Nurse Aide. This is Phase II of the new Personal and Home Care Aide training; however, you do not have to take Phase I to be eligible to take this class. Tuition assistance is available for all students.

Course #: L-1201, Hours: 58
Start • End Date: 03/11/13 • 05/01/13
Day: MW Time: 9:00A – 1:00P
Cost: 175.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver and Joy McPhail

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-1203, Hours: 80
Start • End Date: 01/08/13 • 03/14/13
Day: TTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Pat Marks

Course #: H-1864, Hours: 60
Start • End Date: 01/29/13 • 03/19/13
Day: TTh Time: 6:00P – 10:00P
Cost: 176.25 Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: Sherry Royal

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

Course #: L-1202, Hours: 80
Start • End Date: 03/04/13 • 05/13/13
Day: MW Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Diane Oldham

Electronic Health Records Specialist – NEW!
This course focuses on managing medical records for both paper and electronic systems with the emphasis on data accuracy, accessibility, privacy, and security.

Course #: C-1714, Hours: 400
Start • End Date: 01/28/13 • 09/30/13
Day: MTTh Time: 5:30P – 9:30P
Cost: 176.25 Location Code: SCC
Building Location: Rm 232
Instructor: Dawn Harris

Healthcare Activities Director
Learn how to become an activities director in a long-term care facility in this interactive and hands-on course. Must show proof of high school diploma or GED to register.

Course #: L-1204, Hours: 60
Start • End Date: 02/04/13 • 04/15/13
Day: MW Time: 6:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Kim Bazemore

For registration information, refer to page 3. For location key, refer to page 6.
Healthcare Billing and Coding Specialist
Train to quality for national certification testing as a Healthcare Billing and Coding Specialist. You will learn medical terminology and basic anatomy and physiology as they relate to your career in billing and coding, then continue with ICD-10 coding and insurance billing. You must show proof of high school diploma or GED to register.

Course #: L-1205, Hours: 375
Start • End Date: 01/08/13 • 12/12/13
Day: TTh  Time: 9:00A – 1:00P
Cost: 176.25  Location Code: WBW
Building Location: Blgd B Rm 108B
Instructor: Tina Gross

Intravenous Infusion Review for Nurses
This program is designed to guide and navigate the challenging concepts and protocols of IV therapy and offer the review tools to master them in practice.

Course #: C-1704, Hours: 36
Start • End Date: 03/11/13 • 03/27/13
Day: MTW  Time: 8:30A – 12:30P
Cost: 126.25  Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Paula Jernigan

Laboratory Assistant
This course allows a student to gain fundamental laboratory skills essential to providing services in a variety of healthcare settings.

Course #: H-1863/H-1898, Hours: 150
Start • End Date: 01/23/13 • 03/27/13
Day: MTW  Time: 5:30P – 9:30P
Cost: 176.25  Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: John Eylers

Medication Technician
This course is designed to prepare the unlicensed medical person in adult care homes, assisted living facilities, and group homes for the Medication Administration Exam. Must show proof of current listing on North Carolina NAI registry at time of registration for course.

Course #: L-1206, Hours: 29
Start • End Date: 04/16/13 • 05/07/13
Day: TTh  Time: 9:00A – 12:00N
Cost: 121.25  Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Mental Health Technician (MHT) – NEW!
This course provides students with the knowledge and skills to care for mentally impaired or emotionally disturbed individuals by following physician or nurse instructions and hospital procedures. A MHT monitors patients’ physical and emotional well-being and reports any changes to the medical staff.

Course #: C-1711, Hours: 240
Start • End Date: 02/04/13 • 05/09/13
Day: MTWTh  Time: 8:30A – 12:30P
Cost: 181.25  Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards

Nurse Aide I
Learn basic nursing skills required of a nurse aide for personal care of patients, residents, or clients under the direction and supervision of a registered nurse. At the end of the course, you will be eligible to take a state examination 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-1207, Hours: 184 (PHCAST)
Start • End Date: 01/08/13 • 04/10/13
Day: TTh  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 8:00A – 4:30P; 3/21, 3/26, 3/27, 3/28, 4/2
Instructor: Lynda Muse

Course #: L-1208, Hours: 184
Start • End Date: 01/08/13 • 06/04/13
Day: TTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 3:00P – 11:30P; 5/7, 5/9, 5/14, 5/16, 5/21
Instructor: Sandy Muse

For registration information, refer to page 3. For location key, refer to page 6.
Course #: C-1701, Hours: 184  
Start • End Date: 01/14/13 • 03/28/13  
Day: MTWTh  
Time: 8:30A – 12:30P  
Time: 8:30A – 2:30P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 220  
Instructor: Barbara Schuett  
Orientation: Via Web-Link

Course #: C-1719, Hours: 28  
HRD/CRC Workplace Readiness for Health Careers  
Start • End Date: 01/03/13 • 01/11/13  
Day: M–F  
Time: 9:00A – 1:00P  
Cost: 120.25 (Fee Waiver Available)  
Location Code: PMC  
Building Location: TBD  
Instructor: Mary Harris  
See page 31 about HRD fee waiver

Course #: H-1851/H-1888, Hours: 184  
Start • End Date: 01/15/13 • 04/18/13  
Day: MTWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: HMC  
Building Location: Bob Etheridge Rm 306  
Instructor: Julie Jernigan

Course #: L-1209, Hours: 184  
Start • End Date: 02/12/13 • 05/15/13  
Day: TWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: WBW  
Building Location: Bldg A Rm 102A  
Clinicals: 8:00A – 4:30P; 4/25, 4/30, 5/1, 5/2, 5/7  
Instructor: Betty Jo Chavez

Course #: H-1852/H-1889, Hours: 184  
Start • End Date: 02/26/13 • 05/30/13  
Day: MTWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: HMC  
Building Location: Bob Etheridge Rm 307  
Instructor: Kim Tew

Course #: H-1853/H-1890, Hours: 184  
Start • End Date: 02/26/13 • 05/30/13  
Day: MTWTh  
Time: 5:30P – 9:30P  
Cost: 181.25  
Location Code: HMC  
Building Location: Continuing Education Rm 228  
Instructor: Donald Morrison

For registration information, refer to page 3. For location key, refer to page 6.
Nurse Aide I Continued
Course #: C-1709, Hours: 184
Start • End Date: 03/25/13 • 07/08/13
Day: MTTh Time: 5:00P – 9:00P
Day: MTTh Time: 5:00P – 11:00P Clinicals
Cost: 181.25 Location Code: SCC
Building Location: Rm 121
Instructor: Sandy Brown
Orientation: Via Web-Link

Course #: C-1725, Hours: 28
HRD/CRC Workplace Readiness for Health Careers
Start • End Date: 03/11/13 • 03/20/13
Day: MTWTh Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm118
Instructor: Mary Harris
See page 31 about HRD fee waiver

Course #: L-1210, Hours: 184
Start • End Date: 02/26/13 • 03/21/13
Day: TWTh Time: 5:00P – 9:00P
Cost: 121.25 Location Code: WBW
Building Location: Bldg A Rm 102A
Instructor: Betty Jo Chavez

Course #: L-1214, Hours: 48
Start • End Date: 02/26/13 • 03/21/13
Day: TWTh Time: 5:00P – 9:00P
Cost: 121.25 Location Code: WBW
Building Location: Bldg A Rm 102A
Instructor: Betty Jo Chavez

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-1214, Hours: 48
Start • End Date: 02/26/13 • 03/21/13
Day: TWTh Time: 5:00P – 9:00P
Cost: 121.25 Location Code: WBW
Building Location: Bldg A Rm 102A
Instructor: Betty Jo Chavez

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-1213, Hours: 160
Start • End Date: 01/08/13 • 04/09/13
Day: TWTh Time: 8:00A – 12:00N
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Course #: L-1212, Hours: 160
Start • End Date: 01/22/13 • 04/23/13
Day: TWTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

Course #: H-1859/H-1893, Hours: 160
Start • End Date: 04/29/13 • 07/23/13
Day: MTW Time: 5:30P – 9:30P
Cost: 181.25 Location Code: HMC
Building Location: Bob Etheridge Rm 307
Instructor: Kim Tew
Nutritional Dietary Manager – NEW!
This course provides nutritional knowledge in basic nutrition and medical nutritional therapy. Graduates are eligible for credentialing by examination offered through the Association of Nutrition & Foodservice Professionals (ANFP).

Course #: C-1712, Hours: 300
Start • End Date: 01/07/13 • 05/10/13
Day: MTW  Time: 5:00P – 8:00P
Day: ThF  Time: 8:30A – 2:30P Clinicals
Cost: 181.25  Location Code: PMC
Building Location:  Rm 121
Instructor: Tonya Stokes

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-1216, Hours: 108
Start • End Date: 01/28/13 • 05/01/13
Day: MW  Time: 5:00P – 9:00P
Cost: 176.25  Location Code: HMC
Building Location:  Main Bldg Rm 220H
Instructor: Mary Berglund

Patient Care Technician
Certified Patient Care Technician is a multi-faceted intense course which teaches patient care, EKG and phlebotomy. 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). You must already be a Nurse Aide II on the North Carolina registry before you can register for this class. You must bring proof of high school diploma or GED and Nurse Aide II listing when you register.

Course #: C-1720, Hours: 40
HRD/CRC Workplace Readiness for Health Careers
Start • End Date: 01/07/13 • 01/23/13
Day: MTWTh  Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SC
Building Location:  Rm 118
Instructor: Mary Harris
See page 31 about HRD fee waiver

Phlebotomy Basics for Nurses – NEW!
This course provides essential phlebotomy theory and special procedures for licensed nurses. Candidates will have tools needed to successfully complete venipuncture procedures.

Course #: C-1705, Hours: 48
Start • End Date: 04/18/13 • 05/01/13
Day: MTW  Time: 8:30A – 12:30P
Cost: 126.25  Location Code: PMC
Building Location:  Rm. 217
Instructor: Paula Jernigan

For registration information, refer to page 3. For location key, refer to page 6.
Phlebotomy Technician
You will learn how to draw patients’ blood in the hospital, doctors’ offices and lab service companies. Class lab activities include sticking and being stuck by your classmates. You must show proof of high school diploma or GED to register.

Course #: L-1217, Hours: 200
Start • End Date: 01/08/13 • 05/07/13
Day: TWTTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Joy Staten

Course #: L-1218, Hours: 200
Start • End Date: 03/05/13 • 06/25/13
Day: TWTTh  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

Phlebotomy Technician – Day
This course prepares students to draw patients’ blood in hospitals, doctor’s offices, and lab service companies.

Course #: H-1861/H-1895, Hours: 220
Start • End Date: 01/07/13 • 03/14/13
Day: M–F  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Course #: H-1862/H-1896, Hours: 220
Start • End Date: 03/18/13 • 05/23/13
Day: M–F  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 hospitals, doctor’s offices, and lab service companies.

Course #: H-1860/H-1894, Hours: 220
Start • End Date: 01/03/13 • 03/14/13
Day: M–F  Time: 6:00P – 10:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Course #: H-1873/H-1897, Hours: 220
Start • End Date: 03/18/13 • 05/23/13
Day: M–F  Time: 6:00P – 10:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Sleep Continuing Education CPAP/Bi-Level Titration
Course provides educational opportunities for current sleep technicians in CPAP and Bi-Level titrations. Upon completion, candidates will have the tools needed to successfully titrate CPAP and Bi-level pressures.

Course #: C-1715, Hours: 24
Start • End Date: 03/05/13 • 03/14/13
Day: TWTTh  Time: 9:00A – 1:00P
Cost: 71.25  Location Code: SCC
Building Location: Rm 123
Instructor: Michael Anderson
Orientation: Via Web-Link

Sports Medicine Technician – NEW!
This course teaches the development and implementation of a specialized exercise regimen for clients. Ensures the fitness program meets the needs of the client and may include elements such as physical fitness, nutrition, cardiovascular training, and weight training. The program teaches students how to become technicians who give guidance and support to clients in order to achieve clients’ goals.

Course #: C-1713, Hours: 432
Start • End Date: 02/04/13 • 08/14/13
Day: MTWTh  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: PMC
Building Location: Bldg. 041 Rm 217
Instructor: Steven George

Course #: C-1721, Hours: 28
HRD/CRC Workplace Readiness for Health Careers
Start • End Date: 01/22/13 • 01/31/13
Day: MTWTh  Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Mary Harris
See page 31 about HRD fee waiver
Online Medical / Hybrid Class

Anatomy & Physiology Introduction (Online)
Introduction to Anatomy and Physiology is designed to enable students to identify body system components, functions, and disease processes.

Course #: H-1868, Hours: 96
Start • End Date: 01/20/13 • 05/12/13
Day: Online
Time: Online
Cost: 176.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Tuesday, 01/14/13 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Billing & Coding – Introduction
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-1869, Hours: 150
Start • End Date: 01/20/13 • 05/12/13
Day: Online
Time: Online
Cost: 176.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Tuesday 01/14/13 • 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-1870, Hours: 120
Start • End Date: 02/17/13 • 05/12/13
Day: Online
Time: Online
Labs: MWSaSu
Time: 5:30P – 9:30P
Cost: 176.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Monday, 02/11/13 • 9:00A – 11:00A
Instructor: Lennie Stephenson

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

Course #: H-1871, Hours: 184
Start • End Date: 02/03/13 • 05/26/13
Day: Online
Time: Online
Labs: MWSaSu
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 228
Orientation: Monday, 01/28/13 • 9:00A – 11:00A
Instructor: Sandra Bass

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-1872, Hours: 160
Start • End Date: 01/20/13 • 05/12/13
Day: Online
Time: Online
Labs: Th
Time: 4:30P – 10:00P
Cost: 176.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Tuesday, 01/14/13 • 9:00A – 11:00A
Instructor: Lennie Stephenson/Kim Tew
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.

Center for Creative Retirement
Course #: H-1954, Hours: 15
Start • End Date: 02/04/13 • 03/11/13
Day: M
Time: 6:00P – 8:30P
Cost: 51.25 (SS)
Building Location: Continuing Education TBD
Instructor: Pat Wicker

Course #: L-1150, Hours: 15
Start • End Date: 02/21/13 • 03/28/13
Day: Th
Time: 5:30P – 8:00P
Cost: 66.25
Building Location: Bldg A Rm 105A
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 for the class.

Center for Creative Retirement
Course #: H-1955, Hours: 12.5
Start • End Date: 03/25/13 • 04/29/13
Day: M
Time: 6:00P – 8:30P
Cost: 51.25 (SS)
Building Location: Continuing Education Rm TBD
Instructor: Pat Wicker

Course #: L-1151, Hours: 12.5
Start • End Date: 04/11/13 • 05/09/13
Day: Th
Time: 5:30P – 8:00P
Cost: 66.25
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Cake Decorating III
Have you already completed Cake Decorating I and want to advance to more difficult designs? You can learn garlands, sugar flowers, borders and wedding cake design.

Course #: L-1148, Hours: 10
Start • End Date: 01/10/13 • 01/31/13
Day: Th
Time: 5:30P – 8:00P
Cost: 66.25
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Knitting – Beginning
Center for Creative Retirement
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-1147, Hours: 16
Start • End Date: 02/04/13 • 03/25/13
Day: M
Time: 6:00P – 8:00P
Cost: 50.25 (SS)
Building Location: Find X Designs
Instructor: Billie Jernigan

Course #: L-1146, Hours: 16
Start • End Date: 01/15/13 • 03/05/13
Day: Th
Time: 6:00P – 8:00P
Cost: 50.25 (SS)
Building Location: Find X Designs
Instructor: Billie Jernigan

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-1137, Hours: 17.5
Start • End Date: 01/28/13 • 03/11/13
Day: M
Time: 6:30P – 9:00P
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1138, Hours: 17.5
Start • End Date: 01/29/13 • 03/12/13
Day: Th
Time: 2:00P – 4:30P
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1139, Hours: 17.5
Start • End Date: 03/18/13 • 05/06/13
Day: M
Time: 6:30P – 9:00P
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course #: L-1140, Hours: 17.5
Start • End Date: 03/19/13 • 04/30/13
Day: Th
Time: 2:00P – 4:30P
Cost: 60.25 (SS)
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy
Fee waiver is available for HRD classes for adults unemployed, underemployed, or working and eligible for the federal earned income tax credit or earning wages at or below 200% of the federal poverty guidelines or have received notice of a lay-off.

**Chatham County**

### Basic Computer Skills for the Workplace
Students will be taught basic computer skills at a relaxed pace all the while developing employability skills. Focus of the class will be to improve keyboarding abilities and increase the students’ comfort level with computers. Emphasis will be on the role of technology in the workplace. Class projects will include creating a resume, preparing a cover letter, learning how to prepare an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

- **Course #:** C-1727, **Hours:** 57
- **Start • End Date:** 01/15/13 • 03/19/13
- **Day:** TTh
- **Time:** 2:00P – 5:00P
- **Cost:** 175.00
- **Location Code:** SCC
- **Building Location:** Rm 231
- **Instructor:** Kathy Siler

### 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-1728, **Hours:** 90
- **Start • End Date:** 01/14/13 • 05/02/13
- **Day:** MTh
- **Time:** 5:00P – 8:00P
- **Cost:** 175.00
- **Location Code:** PMC
- **Building Location:** Bldg 041 Rm. 201 (JobLink Center)
- **Instructor:** Andrew Hanner

### Computer Skills for the Workplace I
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-1729, **Hours:** 57
- **Start • End Date:** 01/14/13 • 03/20/13
- **Day:** MW
- **Time:** 9:00A – 12:00P
- **Cost:** 120.00
- **Location Code:** PMC
- **Building Location:** TBD
- **Instructor:** Kathy Siler

### Effective Job Search
Become familiar with different job search strategies. Get tips on answering interview questions and job hunting techniques. Discover what employers are looking for!

- **Date:** 01/09/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Conference Rm

- **Date:** 01/23/12, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Conference Rm

- **Date:** 02/13/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** TBD

- **Date:** 02/27/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** TBD

- **Date:** 03/13/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Conference Rm

- **Date:** 03/27/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** TBD

- **Date:** 04/10/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Conference Rm

- **Date:** 04/24/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** PMC
- **Building Location:** TBD

- **Date:** 05/08/13, **Hours:** 3
- **Day:** W
- **Time:** 9:00A – 12:00P
- **Cost:** 65.00 (Fee Waiver Available)
- **Location Code:** SCC
- **Building Location:** Conference Rm
Harnett County
Pre-register by calling (910) 814-8852.
**Fees for HRD classes are waived for unemployed adults, underemployed adults, adults who are working and eligible for the federal earned income tax credit, and adults who have received notice of a layoff.**

**Computer Skills for Employment**
Students will develop a moderate comfort level of basic computer use to prepare for the job search.

- **Course #:** H-1904, **Hours:** 55
- **Start • End Date:** 01/03/13 • 01/23/13
- **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-1903, **Hours:** 56
- **Start • End Date:** 01/08/13 • 02/01/13
- **Day:** M–F
- **Time:** 9:30A – 1:00P
- **Cost:** 120.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
- **Instructor:** TBD

**Employability Skills for Office Careers**
Students will prepare for work in an office setting. This course will introduce students to office related careers, office procedures, computer technology, communication skills, resume preparation, job preparation and much more.

- **Course #:** H-1905, **Hours:** 114
- **Start • End Date:** 02/05/13 • 03/15/13
- **Day:** TWTh
- **Time:** 9:30A – 3:30P
- **Cost:** 175.00
- **Location Code:** HMC
- **Building Location:** Continuing Education Rm 229
- **Instructor:** TBD

**Employability Skills for the Hospitality Industry**
This course provides an introduction to the hospitality field. Students will explore and prepare for careers in food service, lodging, and customer service sectors.

- **Course #:** H-1907, **Hours:** 115
- **Start • End Date:** 02/13/13 • 03/15/13
- **Day:** M–F
- **Time:** 9:00A – 2:30P
- **Cost:** 175.00
- **Location Code:** TSEC
- **Building Location:** Triangle South Rm 102
- **Instructor:** Betty Hollins

Employability Skills for the Welding Industry
This course provides an introduction to the welding field. Students will explore and prepare for careers in welding.

- **Course #:** H-1908, **Hours:** 115
- **Start • End Date:** 04/08/13 • 05/08/13
- **Day:** M–F
- **Time:** 9:30A – 2:30P
- **Cost:** 175.00
- **Location Code:** TSEC
- **Building Location:** Triangle South Rm 102
- **Instructor:** Betty Hollins

**Employability Skills for Today’s Job Market**
This course will focus on personal & professional development in the areas of time management, goal setting, communication skills, conflict resolution, resume preparation, interview strategies, and much more.

- **Course #:** H-1906, **Hours:** 115
- **Start • End Date:** 01/28/13 • 02/27/13
- **Day:** M–F
- **Time:** 9:00A – 2:30P
- **Cost:** 175.00
- **Location Code:** TSEC
- **Building Location:** Triangle South Rm 102
- **Instructor:** Betty Hollins

Lee County

**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 #:** L-1169, **Hours:** 48
- **Start • End Date:** 01/08/13 • 02/14/13
- **Day:** TTh
- **Time:** 9:00A – 1:00P
- **Cost:** 120.00
- **Location Code:** WBW
- **Building Location:** Main Bldg Rm 118
- **Instructor:** Dedrick Petty
Career Readiness Prep Lab
Many North Carolina employers now require the Career Readiness Certification (CRC). You can be ready for your next job opportunity by preparing for and taking the CRC assessments in this class. When you earn your CRC, you will have a certification to indicate on your resume and to share during your interview. This certification 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-1172, Hours: 104
Start • End Date: 01/07/13 • 05/13/13
Day: MW
Time: 9:00A – 2:00P
Cost: 175.00
Location Code: WBW
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-1170, Hours: 60
Start • End Date: 01/07/13 • 02/27/13
Day: MW
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Kathy Siler

Conquering Computer Fears for Careers
Are you suffering from fear of computers? You are not alone. Fight your fears by learning the basics about computers and how to use them to help you find a job. You’ll learn valuable skills like basic keyboarding, emailing, and a little computer terminology. These skills are very important in today’s job market. Registration fee waivers are available for those who qualify.

Course #: L-1167, Hours: 64
Start • End Date: 01/08/13 • 02/28/13
Day: TTh
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Credit Scores Affect Employment
Employers often require a credit check before hiring new employees. This class will help you to understand the impact personal finances can have on employment opportunities and the job search process. You will review practical economic concepts related to credit history and learn how to make informed decisions about your finances. You will obtain a copy of your credit report from each of the three credit services, Equifax, Experian and Transunion. You will learn what you can say when you’re asked about poor credit and steps to take to improve your credit score for employment. Registration fee waivers available for those who qualify.

Course #: L-1168, Hours: 32
Start • End Date: 03/05/13 • 03/28/13
Day: TTh
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: WBW
Building Location: Main Bldg Rm 118
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 Nurse Aide I and Home Care Nurse Aide. This is Phase II of the new Personal and Home Care Aide training; however, you do not have to take Phase I to be eligible to take this class. Tuition assistance is available for all students.

Course #: L-1201, Hours: 58
Start • End Date: 03/11/13 • 05/01/13
Day: MW
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver and Joy McPhail
Keyboarding Toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.
Course #: L-1153, Hours: 24
Start • End Date: 01/15/13 • 02/21/13
Day: TTh  Time: 6:30P – 8:30P
Cost: 65.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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. Registration fee waivers available for those who qualify.
Course #: L-1166, Hours: 24
Start • End Date: 01/11/13 • 02/15/13
Day: F  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathryn Fry

Course #: L-1176, Hours: 24
Start • End Date: 01/28/13 • 03/04/13
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Crystal McIver

Course #: L-1173, Hours: 24
Start • End Date: 02/18/13 • 03/25/13
Day: M  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathryn Fry

Course #: L-1174, Hours: 24
Start • End Date: 02/21/13 • 03/28/13
Day: Th  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Beulah Palmer

Course #: L-1175, Hours: 24
Start • End Date: 04/08/13 • 05/13/13
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Gray

For registration information, refer to page 3. For location key, refer to page 6.
Languages Spring 2013

Chinese – Conversational
In this class designed for adults without any Chinese language background, you will learn basic Mandarin phonetic system (Pinyin), practice frequently used Chinese expressions and everyday words, and know more about Chinese communicative culture. Oral and listening skills will be emphasized and basic Chinese grammar and character writing system will also be introduced.

Course #: L-1224, Hours: 35
Start • End Date: 03/05/13 • 05/09/13
Day: TTh
Time: 5:30P – 7:15P
Cost: 121.25
Location Code: DAWCC
Building Location: Rm 102
Instructor: Ling Huang

Chinese for Beginners
This course designed for beginner level students who have no knowledge of the Chinese language. Students will learn the skills of the Chinese language, which include Pinyin – presented, so students can practice pronunciation and engage in elementary conversations, Chinese character writing, and typing.

Course #: C-1762, Hours: 24
Start • End Date: 01/17/13 • 04/04/13
Day: Th
Time: 6:00P – 8:00P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Grace Guo Stehlin

Spanish – Beginning
In this course, former students with one year of high school Spanish will review understanding, speaking, reading, and writing Spanish. Students will acquire language functions, vocabulary, structures, and culture through contextualized presentations, interactive activities, and small group practice.

Course #: C-1739, Hours: 15
Start • End Date: 01/16/13 • 03/20/13
Day: W
Time: 2:00P – 3:30P
Cost: 66.25
Location Code: SCC
Building Location: Rm 219
Instructor: Wayne Pond

Course #: C-1740, Hours: 24
Start • End Date: 01/23/13 • 04/10/13
Day: W
Time: 5:30P – 7:30P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Anna Schmalz

Spanish – Intermediate
This course is designed to continue to build on the students’ knowledge of the language so that their communication with Spanish-speaking people will be well-understood. A textbook is required: Practice Makes Perfect: Complete Spanish Grammar

Course #: C-1741, Hours: 24
Start • End Date: 01/24/13 • 04/11/13
Day: Th
Time: 6:30P – 8:30P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Estebania Chojnacki

Spanish – Advanced
This course is designed to teach the student a greater proficiency of the Spanish language and culture. Must have a least 2 years of Spanish or permission of the instructor. A textbook is required: Practice Makes Perfect: Complete Spanish Grammar

Course #: C-1742, Hours: 24
Start • End Date: 01/29/13 • 04/16/13
Day: T
Time: 6:30P – 8:30P
Cost: 66.25
Location Code: PMC
Building Location: TBD
Instructor: Estebania Chojnacki

Spanish at Work
Do you have problems communicating with your Spanish speaking customers or clients? You don’t have to be fluent in Spanish to improve your communication at work. By learning basic words and key phrases, you will become more proficient in communicating and more valuable as an employee.

Course #: L-1156, Hours: 24
Start • End Date: 03/12/13 • 04/18/13
Day: TTh
Time: 4:00P – 6:00P
Cost: 66.25
Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Robert Komorowski
“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.

Center for Creative Retirement
Course #: H-1958, Hours: 6
Start • End Date: 04/06/13 • 04/06/13
Day: Sa  Time: 9:00P – 3:30P
Cost: 30.25 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Judy Hogan

Course #: L-1114, Hours: 5
Start • End Date: 04/13/13 • 04/13/13
Day: Sa  Time: 9:00A – 3:00P
Cost: 30.25 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Judy Hogan

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.

Course #: L-1116, Hours: 8
Start • End Date: 02/23/13 • 02/23/13
Day: Sa  Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: WFRG
Instructor: James Estes

Course #: L-1117, Hours: 8
Start • End Date: 03/23/13 • 03/23/13
Day: Sa  Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: WFRG
Instructor: James Estes

Course #: L-1118, Hours: 8
Start • End Date: 04/27/13 • 04/27/13
Day: Sa  Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: WFRG
Instructor: James Estes

Dancing – Ballroom I
This class is designed to introduce students to several ballroom dances. It will introduce the students to basic steps and start to teach leading and following.

Center for Creative Retirement
Course #: C-1303, Hours: 5
Start • End Date: 01/11/13 • 02/08/13
Day: F  Time: 8:00P – 9:00P
Cost: 36.25 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Ballroom II
This class will continue to expand on the basic skills of leading and following, additional ballroom steps will be introduced.

Center for Creative Retirement
Course #: C-1298, Hours: 5
Start • End Date: 02/22/13 • 03/22/13
Day: F  Time: 8:00P – 9:00P
Cost: 36.25 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dancing – Salsa/Mambo I
This course is designed to teach the basic steps of Salsa/Mambo dancing.

Center for Creative Retirement
Course #: C-1305, Hours: 5
Start • End Date: 01/11/13 • 02/08/13
Day: F  Time: 9:00P – 10:00P
Cost: 36.25 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

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

Center for Creative Retirement
Course #: C-1299, Hours: 5
Start • End Date: 02/22/13 • 03/22/13
Day: F  Time: 9:00P – 10:00P
Cost: 36.25 (SS) 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.

\[\text{Center for Creative Retirement} \]
\[\text{Course #: C-1304, Hours: 5} \]
\[\text{Start • End Date: 01/11/13 • 02/08/13} \]
\[\text{Day: F} \quad \text{Time: 7:00P – 8:00P} \]
\[\text{Cost: 36.25 (SS) Location Code: PMC} \]
\[\text{Building Location: Bldg 042 Rm MPR} \]
\[\text{Instructor: Stephen Nystrom} \]

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

\[\text{Center for Creative Retirement} \]
\[\text{Course #: C-1300, Hours: 5} \]
\[\text{Start • End Date: 02/22/13 • 03/22/11} \]
\[\text{Day: F} \quad \text{Time: 7:00P – 8:00P} \]
\[\text{Cost: 36.25 (SS) Location Code: PMC} \]
\[\text{Building Location: Bldg 042 Rm MPR} \]
\[\text{Instructor: Stephen Nystrom} \]

Dog Obedience
Fun yet intensive beginner obedience/home management class for dogs over 6 months old. Students will learn to train their dogs, using positive reinforcement, to walk on a loose leash, come when called, and 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.

\[\text{Center for Creative Retirement} \]
\[\text{Course #: H-1956} \]
\[\text{Start • End Date: 03/13/12 • 04/17/12} \]
\[\text{Day: W} \quad \text{Time: 7:00P – 8:00P} \]
\[\text{Cost: 31.25 Location Code: HMC} \]
\[\text{Building Location: Miriello Rm 135} \]
\[\text{Instructor: Larry Patterson} \]

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

\[\text{Center for Creative Retirement} \]
\[\text{Course #: C-1745, Hours: 16} \]
\[\text{Start • End Date: 02/04/13 • 04/08/13} \]
\[\text{Day: M} \quad \text{Time: 6:00P – 8:00P} \]
\[\text{Cost: 51.25 (SS) Location Code: PMC} \]
\[\text{Building Location: TBD} \]
\[\text{Instructor: Chad Virgil} \]

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

\[\text{Center for Creative Retirement} \]
\[\text{Course #: C-1744, Hours: 14} \]
\[\text{Start • End Date: 02/05/13 • 03/19/13} \]
\[\text{Day: T} \quad \text{Time: 7:00P – 9:00P} \]
\[\text{Cost: 66.25 (SS) Location Code: PMC} \]
\[\text{Building Location: TBD} \]
\[\text{Instructor: Faye Sugg} \]
Getting Paid to Talk – Making Money With Your Voice
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally.

Course #: H-1953, Hours: 2.5
Start • End Date: 04/23/13 • 04/23/13
Day: T
Time: 6:30P – 9:00P
Cost: 21.25 (SS)  Location Code: HMC
Building Location: TBD
Instructor: David Rodwell

Hatha Yoga
This is a gentle class for those who have never had a yoga class or for those who would enjoy a simple deepening practice. Class will focus on gentle stretching, learning beginning yoga poses (asanas) and some breathing techniques. Students will be able to move in a gentle flow, stringing several poses together. This is a great way to reduce stress, increase physical flexibility and bring JOY to your life.

Center for Creative Retirement
Course #: C-1295, Hours: 15
Start • End Date: 01/09/13 • 03/27/13
Day: W
Time: 6:00P – 7:15P
Cost: 71.25 (SS)  Location Code: PMC
Building Location: TBD
Instructor: Kim Caraganis

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.

Center for Creative Retirement
Course #: H-1962
Start • End Date: 02/21/13 • 04/11/13
Day: Th
Time: 6:30P – 8:30P
Cost: 51.25  Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: Robert Sherman

Live, Work, Play: Creating Chatham County, 2020
The Triangle in 2020? How will you live, work, play? How will you get around? This course will give you an opportunity to engage in a spirited and informed dialogue on the contemporary issues that affect your life, your town, now and in the future. The course will review the building blocks of our communities – neighborhoods, parks, shops, transportation, jobs, arts, and culture – our experiences of living in the Triangle area and ask questions – how is it working? Could we do and be better? How about you? What do you love? What do you miss? How would you like to remake your city, town, community closer to your heart’s desire?

Center for Creative Retirement
Course #: C-1743, Hours: 9
Start • End Date: 03/14/13 • 04/18/13
Day: Th
Time: 6:00P – 7:30P
Cost: 66.25 (SS)  Location Code: PMC
Building Location: TBD
Instructor: Deepa Sangal

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-1960, Hours: 7
Start • End Date: 04/02/13 • 05/14/13
Day: T
Time: 8:30P – 9:30P
Cost: 41.25 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Carmine Colanteuno

Pet First Aid (CCR)
This class will discuss toxic plants and foods for pets, basic first aid and safety for pets, and pet CPR.

Center for Creative Retirement
Course #: H-1959, Hours: 12
Start • End Date: 02/04/13 • 03/11/13
Day: M
Time: 6:30P – 8:30P
Cost: 46.25 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Rebecca Mossor
Plants, Birds, Rocks, and Things of Chatham County
This course will help students become familiar with the natural flora, fauna, geology and archeology of Chatham County. Students will achieve personal enrichment through class participation and experience and will gain knowledge and an appreciation for the native plants, birds, and the natural early history of Chatham County.

Center for Creative Retirement
Course #: C-1296, Hours: 24
Start • End Date: 03/12/13 • 04/30/13
Day: T Time: 9:00A – 12:00P
Cost: 91.25 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Andy Upshaw

Small Fruit Production for Winemaking
In this course, students will learn the basics of planting their own vineyards in preparation for winemaking.

Center for Creative Retirement
Course #: H-1961, Hours: 16
Start • End Date: 02/12/13 • 04/02/13
Day: T Time: 6:30P – 8:30P
Cost: 51.25 (SS) Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: Robert Sherman

Tai Chi for Health (Chatham County)
This course is designed to teach the correct form and sequence of beginner to intermediate level Tai Chi movements and to be able to incorporate and improve upon the basic principals of effective Tai Chi form.

Center for Creative Retirement
Course #: C-1289, Hours: 15
Start • End Date: 01/09/13 • 03/27/13
Day: W Time: 6:30P – 7:45P
Cost: 56.25 (SS) Location Code: PMC
Building Location: Bldg 042 Rm MPR
Instructor: Patty Strother

Tai Chi for Health (Lee County)
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 #: L-1158, Hours: 10
Start • End Date: 02/05/13 • 04/11/13
Day: TTh Time: 12:00N – 12:30P
Cost: 35.00 (SS) Location Code: LMC
Building Location: Fitness Gym
Instructor: Jeremy Jackson

Wills, Trusts and Legal Assets
Learn the hows and whys of creating a will, living trust, and other important documents to ensure the safety of your assets. Dargan Moore will facilitate this session presented by Dr. John Orth of UNC-CH. A question and answer period will follow. Please call 919-777-7793 to leave your name and phone number if you would like to attend.

Center for Creative Retirement
Course #: L-1149, Hours: 1.5
Start • End Date: 03/12/13 • 03/26/13
Day: T Time: 11:00A – 12:30P
Cost: Free Location Code: WBW
Building Location: Main Bldg Rm 216

Zumba
Enjoy a high energy fitness program inspired by Latin dance. The first week of class, you will learn full routines set to songs between three and five minutes long. Wear comfortable, light clothing and soft soled shoes. Bring water to drink.

Course #: C-1290, Hours: 10
Start • End Date: 02/11/13 • 04/22/13
Cost: 46.25 (SS) Location Code: PMC
Building Location: Bldg. 042 Rm MPR
Instructor: Lee Norris-Bouwman
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 #: H-1882, Hours: 6
Start • End Date: 01/15/13 • 01/15/13
Day: T
Time: 9:00A – 4:00P
Cost: 66.25 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: L-1132, Hours: 6
Start • End Date: 02/12/13 • 02/12/13
Day: T
Time: 9:00A – 3:00P
Cost: 66.25 (SS) Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Larry Davis

Course #: H-1883, Hours: 6
Start • End Date: 03/12/13 • 03/12/13
Day: T
Time: 9:00A – 4:00P
Cost: 66.25 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Larry Davis

Course #: L-1133, Hours: 6
Start • End Date: 04/09/13 • 04/09/13
Day: T
Time: 9:00A – 3:00P
Cost: 66.25 (SS) Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Larry Davis

Barbering in Spanish
This course allows students who speak Spanish fluently to
become licensed Barbers. Students will learn all of the skills
necessary to cut, style, and shave any client. Upon comple-
tion of the course the successful students should be able to sit
for the State of North Carolina Barber examination. Textbook
required

Course #: C-1767, Hours: 252
Start • End Date: 01/12/13 • 05/12/13
Day: SaSu
Time: 8:00A – 4:30P
Cost: 176.25 Location Code: SC
Building Location: Jordan Matthews High School
Instructor: TBD

Barbering Instructor Training
This course is designed for licensed Barbers, who want to
become certified licensed instructors. Students will learn
effective teaching methods, such as lesson presentation,
classroom management and use of technology for curriculum
delivery, as well as organizational skills. Upon completion of
the course the successful students should be able to sit for the
State of North Carolina Instructor Licensing examination. A
textbook is required.

Course #: C-1766, Hours: 384
Start • End Date: 02/04/13 • 07/23/13
Day: MTWTh Time: 9:00A – 1:00P
Cost: 176.25 Location Code: PMC
Building Location: TBD
Instructor: TBD

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

Course #: C-1752, Hours: 24
Start • End Date: 02/05/13 • 02/28/13
Day: TTh Time: 6:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: 041 Conference Rm
Instructor: Bobby Lawson

Cosmetology – Advanced Exfoliation Hands-on
Get eight (8) continuing education hours in the knowledge and
and techniques of exfoliation.

Course #: L-1241, Hours: 8
Start • End Date: 03/09/13 • 03/09/13
Day: Sa Time: 8:00A – 5:00P
Cost: 71.25 (SS) Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Wynette Oliver

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

Course #: H-1879, Hours: 451.5
Start • End Date: 01/07/13 • 05/09/13
Day: MTWTh Time: 3:45P – 10:30P
Cost: 181.25 Location Code: HMC
Building Location: Bldg 4
Instructor: Rosa D. Del Toro

For registration information, refer to page 3. For location key, refer to page 6.
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-1242, Hours: 8
Start • End Date: 02/09/13 • 02/09/13
Day: Sa
Time: 8:00A – 5:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Christy Iampaglia

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

Course #: C-1750, Hours: 9
Start • End Date: 01/16/12 • 02/13/13
Day: W
Time: 1:00P – 4:00P
Cost: 190.25 (SS)
Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Jess Spiller

Diesel Mechanics
This course includes rebuilding and repairing fuel-injection systems, cylinder heads, and starting systems on large and small diesel engines.

Course #: H-1881, Hours: 136
Start • End Date: 01/08/13 • 05/09/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: WHC
Building Location: TBD
Instructor: Graham McDonald

Effective Teacher Training
Sessions include learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation. This class is recommended for substitute teachers, teacher assistants, and prospective teachers.

Course #: C-1753, Hours: 30
Start • End Date: 02/05/13 • 03/07/13
Day: TTh
Time: 6:00P – 9:00P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Sandra Stancil

Course #: L-1229, Hours: 30
Start • End Date: 04/09/13 • 05/09/13
Day: MW
Time: 6:00P – 9:00P
Cost: 121.25
Location Code: WBW
Building Location: Main Bldg Rm 215
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-1230, Hours: 4
Start • End Date: 01/15/13 • 01/15/13
Day: T
Time: 8:00A – 12:00N
Cost: 65.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-1231, Hours: 4
Start • End Date: 04/16/13 • 04/16/13
Day: T
Time: 8:00A – 12:00N
Cost: 65.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical Safety in the Workplace
Learn why electrical contact injuries are so serious, widespread and costly, and how compliance with NFPA 70E and OSHA protects staff and reduces liability and operating costs. Class offers four hours of required CE credits.

Course #: L-1232, Hours: 4
Start • End Date: 01/15/13 • 01/15/13
Day: T
Time: 1:00P – 5:00P
Cost: 65.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-1233, Hours: 4
Start • End Date: 04/16/13 • 04/16/13
Day: T
Time: 1:00P – 5:00P
Cost: 65.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt
Environmental Photojournalism
If you are interested in the environment, journalism and photography, this class will be of interest to you. Participants will learn how to create a photo essay about a local environmental story and prepare it for publication. Participants will be required to work outside of class to research their stories and take photos. Class time will be used for discussion, critique, and collaboration. Each successful participant will leave the course with a photo essay that will be ready to submit for publication. **Must have camera.**

**Course #:** C-1297, **Hours:** 16
**Start • End Date:** 04/06/13 • 04/27/13
**Day:** Sa
**Time:** 1:00P – 4:00P
**Cost:** 161.25
**Location Code:** PMC
**Building Location:** Bldg 42 Multipurpose Rm
**Instructor:** David Blevins

Forklift Operator Training
This eight-hour course will provide four hours of classroom training and four hours of practice on the forklift. Training includes forklift safety, OSHA regulations, pre-operation tasks, handling and moving loads, principles of lifting, and limited forklift maintenance (changing the battery, refueling, and other basics.). Students will take a written examination, will operate a forklift, and will be evaluated by the instructor to successfully complete the course.

**Course #:** L-1234, **Hours:** 8
**Start • End Date:** 01/24/13 • 01/24/13
**Day:** Th
**Time:** 8:00A – 5:00P
**Cost:** 95.00 (SS)
**Location Code:** LCI
**Building Location:** Innovation Center
**Instructor:** Irving Claudio-Hernandez

**Course #:** L-1235, **Hours:** 8
**Start • End Date:** 04/25/13 • 04/25/13
**Day:** T
**Time:** 6:00P – 10:00P
**Cost:** 95.00 (SS)
**Location Code:** LCI
**Building Location:** Innovation Center
**Instructor:** Irving Claudio-Hernandez

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-1751, **Hours:** 42
**Start • End Date:** 02/07/13 • 04/25/13
**Day:** MTh
**Time:** 6:30P – 10:00P
**Cost:** 121.25
**Location Code:** SCC
**Building Location:** TBD
**Instructor:** John Sutton

Lawn & Turf Equipment Repair
Learn to maintain and repair lawn and turf equipment. This includes all types of two and four stroke engines, zero turn mowers, lawn tractors, push mowers, weed eaters, chain saws, log splitters, generators and compact tractors.

**Course #:** L-1159, **Hours:** 96
**Start • End Date:** 01/08/13 • 06/18/13
**Day:** T
**Time:** 6:00P – 10:00P
**Cost:** 181.25
**Location Code:** LMC
**Building Location:** Joyner Hall Rm 512
**Instructor:** Kevin Hutchens

**Course #:** H-1887, **Hours:** 96
**Start • End Date:** 01/14/13 • 04/15/13
**Day:** MF
**Time:** 8:00A – 12:00N
**Cost:** 181.25
**Location Code:** WHC
**Building Location:** Continuing Education Rm 217
**Instructor:** Kevin Hutchens

**Course #:** H-1888, **Hours:** 96
**Start • End Date:** 01/16/13 • 04/10/13
**Day:** W
**Time:** 6:00P – 10:00P
**Day:** Sa
**Time:** 8:00A – 12:00N
**Cost:** 181.25
**Location Code:** HMC
**Building Location:** Continuing Education Rm 217
**Instructor:** Kevin Hutchens

**Course #:** C-1761, **Hours:** 96
**Start • End Date:** 02/04/13 • 04/29/13
**Day:** MTh
**Time:** 6:00P – 10:00P
**Cost:** 181.25
**Location Code:** PMC
**Building Location:** Bldg 041 Rm 117
**Instructor:** Kevin Hutchens

Manufacturing – Basic Skills and Concepts
Learn the fundamentals of manufacturing concepts, measurements, and math for success in a manufacturing career. Emphasis is placed on safety, quality, lean manufacturing, teamwork, and communication. You will learn to understand how these concepts apply to manufacturers and the important role employees play in the successful implementation of these concepts.

**Course #:** L-1236, **Hours:** 114
**Start • End Date:** 01/29/13 • 04/24/13
**Day:** T
**Time:** 8:00A – 12:00N
**Cost:** 176.25
**Location Code:** WBW
**Building Location:** Main Bldg Rm 217
**Instructor:** Donnie Worley

For registration information, refer to page 3. For location key, refer to page 6.
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. State regulations require that you have a high school diploma or GED; be a legal resident of the United States; read, write, and speak English; and either live or work in North Carolina.
*Book is required.*

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For registration information, refer to page 3. For location key, refer to page 6.
Real Estate Provisional Broker
Learn the information you need to be prepared to take the North Carolina Real Estate Commission exam to become a provisional broker. Approved real estate pre-license course covers introductory real estate principles and practices, agency relationships and duties, legal and ethical considerations, and working with sellers.

Course #: L-1237, Hours: 80
Start • End Date: 01/15/13 • 04/23/13
Day: TTh
Time: 6:00P – 9:00P
Cost: 176.25
Location Code: DWCC
Building Location: Rm 103
Instructor: Kathy Woodell

Social Media Management
Social Media Management is a thriving new field with many opportunities. This Certificate Program teaches you the concepts, techniques and tools to develop and manage a social media program such as Facebook or Twitter. This knowledge and skill is critical for small businesses, non-profits, a contractor or consultant, or for your own business. Come prepared to explore and apply new concepts and techniques on the Internet, and prepare yourself for a fantastic job opportunity in an exciting new field.

Course #: C-1314, Hours: 42
Start • End Date: 01/14/13 • 04/29/13
Day: M
Time: 6:00P – 9:00P
Cost: 276.25
Location Code: PMC
Building Location: TBD
Instructor: Anora McGaha, Martin Brossman

Spanish Electrical for Apprentices
This course is designed for Latino students with moderate to good English skills. Basic wiring, electricity, theory, and working skills will be stressed as well as lighting and distribution. This course will require extensive hands-on lab work.

Course #: C-1747, Hours: 96
Start • End Date: 01/14/13 • 05/08/13
Day: MW
Time: 6:00P – 9:00P
Cost: 176.25
Location Code: PMC
Building Location: TBD
Instructor: Michael Kreibick

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

Course #: C-1749, Hours: 16
Start • End Date: 01/22/13 • 03/05/13
Day: T
Time: 1:00P – 5:00P
Cost: 261.25 (SS)
Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Jess Spiller

Vehicle Safety Inspection and OBD
This class 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. A book is required for OBD and Vehicle Safety Inspection. Vehicle Safety Inspection must be taken prior to taking OBD.

Vehicle Safety Inspection

Course #: L-1160, Hours: 8
Start • End Date: 01/08/13 • 01/10/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1161, Hours: 8
Start • End Date: 02/05/13 • 02/07/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1162, Hours: 8
Start • End Date: 03/05/13 • 03/07/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1163, Hours: 8
Start • End Date: 04/09/13 • 04/11/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1164, Hours: 8
Start • End Date: 05/07/13 • 05/09/13
Day: TTh
Time: 6:00P – 10:00P
Cost: 66.25 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

For registration information, refer to page 3. For location key, refer to page 6.
OBD (Vehicle Safety Inspection MUST be taken first)
Course #: L-1165, Hours: 8
Start • End Date: 01/15/13 • 01/17/13
Day: TTh  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1191, Hours: 8
Start • End Date: 02/12/13 • 02/14/13
Day: TTh  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1192, Hours: 8
Start • End Date: 03/12/13 • 03/14/13
Day: TTh  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1193, Hours: 8
Start • End Date: 04/16/13 • 04/18/13
Day: TTh  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

OBD Refresher
Course #: L-1194, Hours: 4
Start • End Date: 02/19/13 • 02/19/13
Day: T  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1195, Hours: 4
Start • End Date: 03/19/13 • 03/19/13
Day: T  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course #: L-1196, Hours: 4
Start • End Date: 04/23/13 • 04/23/13
Day: T  Time: 6:00P – 10:00P
Cost: 66.25 (SS)  Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

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 particular welding processes 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-1880, Hours: 150
Start • End Date: 01/08/13 • 05/09/13
Day: TTh  Time: 6:00P – 10:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 202
Instructor: Joshua Britton

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

Course #: C-1759, Hours 96
Start • End Date: 01/15/13 • 05/02/13
Day: TTh  Time: 6:00P – 9:00P
Cost: 176.25  Location Code: Sage
Building Location:
Instructor: Bobby Piggie
For registration information, refer to page 3. For location key, refer to page 6.
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.

Entrepreneurial Foundation Certificate Series
Central Carolina Community College Harnett County Small Business Center offers the Entrepreneurial Foundation Certificate Series. Each series consist of 5 seminars targeting topics every existing and potential business owner and would-be entrepreneur should know. Please call (910) 892-2884 or email nblackman@cccc.edu to register. If you attend all of the series you will receive a certificate.

40 Important Skills for Every Entrepreneur
There are 40 very important skills everyone wanting to succeed in business should know, grow, continuously enhance and sharpen. Strictly business, leadership, self management, and people soft skill types will be explored during the seminar

Seminar Date: 01/10/13
Day: Th
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Steve Carver

QuickBooks Basics
This seminar covers how to keep records for your small business using QuickBooks accounting software.

Seminar Date: 01/24/13
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Donna Rogers

Entity Formation
Starting a small business requires serious consideration of the different types of business entities available, this seminar will give you guidance so you are sure to select the form of entity which best suits your business.

Seminar Date: 01/29/13
Day: Th
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: NC Leap

Marketing Your Business Using Pinterest
Learn how to use Pinterest to drive traffic to your website and develop relationship with clients and partners. Pinterest is an obvious marketing tool for people who use pictures of their work as a sales tool. But people in many other fields are using Pinterest to generate leads – find out how!

Seminar Date: 02/07/13
Day: T
Time: 6:00P – 8:30P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Karen Tiede

Grantwriting 102
This is a 3-hour lecture on the advanced grant writing principles.

Seminar Date: 02/12/13
Day: T
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Abrams

How to Rent Your Own Property Without Going Broke or Going to Jail!
In this seminar you will learn techniques for establishing rental agreements, collecting rent, avoiding evictions, protecting your property from vandalism and ultimately helping you make money.

Seminar Date: 02/21/13
Day: Th
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Rose Hammond

Basic Bookkeeping for Your Small Business
This seminar will review the basic bookkeeping methods needed to run a business.

Seminar Date: 02/26/13
Day: T
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Donna Rogers

337 Ways to Enhance Sales and Increase Profits In Your Business
A key to any successful marketing activity is the ability to measure results and keep marketing costs low. More importantly, converting prospects to clients is the real measure of success for any business. Opportunities to develop ongoing “one touch” marketing campaigns will also be discussed

Seminar Date: 03/07/13
Day: Th
Time: 6:00P – 8:3
Cost: Free
Location Code: TSEC
Building Location: Triangle South (Dunn)
Presenter: Don Spry
eBay Your Way to Success: The Basics of Selling on eBay
During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats & categories, writing descriptions that sell, submitting photos, feedback, using PayPal, shipping tips and pricing philosophies that will make you an eBay Top Rated Seller!!

Seminar Date: 03/12/13  
Day: T  
Time: 6:00P – 8:30P  
Cost: Free  
Building Location: Triangle South (Dunn)  
Presenter: Nick Hawks  

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.

Seminar Date: 04/09/13  
Day: T  
Time: 6:00P – 8:30P  
Cost: Free  
Location Code: TSEC  
Building Location: Triangle South (Dunn)  
Presenter: Nancy Blackman  

Finding, Reading, and Understanding Government Opportunities
This class will provide information to businesses desiring to attain a higher level of understanding for finding business opportunities online with the federal government. We will learn how to read and understand opportunity notices, as well as understanding the requirements for submitting a bid or proposal.

Seminar Date: 03/12/13  
Day: T  
Time: 2:00P – 5:00P  
Cost: Free  
Location Code: TSEC  
Building Location: Triangle South (Dunn)  
Presenter: Linn Owen  

The ABC’s of Business Basics 101 - Starting & Managing a Small Business
This course is geared for the beginner/startup, or for those small businesses needing a refresher on the basics of how to start, manage, and grow their small business.

Seminar Date: 04/18/13  
Day: Th  
Time: 6:00P – 8:30P  
Cost: Free  
Location Code: TSEC  
Building Location: Triangle South (Dunn)  
Presenter: Don Spry  

Monte Su Negocio Propio
Este seminario está sobre cómo comenzar su negocio propio. Enseñó en español.

Seminar Date: 03/19/13  
Day: T  
Time: 6:00P – 8:30P  
Cost: Free  
Location Code: TSEC  
Building Location: Triangle South (Dunn)  
Presenter: Victor Dau  

Lee County Small Business Center

Central Carolina Community College Small Business Center line up for Spring seminars begins with our Core Business Seminars, identified as “CBS”, targeting topics every existing and potential business owner and would-be entrepreneur should know. Each series (3) consists of 5 seminars and if you attend all 5 you will receive an “Entrepreneurial Foundation Certificate”. Please call (919) 774-6442 or e-mail sbc@cccc.edu to register as seminars are subject to cancellation without a minimum number of registrations.

All Lee county seminars will be held at the Dennis A. Wicker Civic Center.

All SBC Seminars are FREE.

Registration starts 15 minutes prior to the seminar start time.

For registration information, refer to page 3. For location key, refer to page 6.
Starting a Small Business (CBS)
At this seminar you will discover: How to find the business that fits you, where to find resources to get started, how to plan your small business like a big business, the Five Resources everyone has to work with, and how to turn your little business into a bigger business. You will also learn how to prepare a simple business plan to get started.
  Date: Monday, 02/19/13   Time: 9:00A – 12:00N
  Date: Tuesday, 04/09/13  Time: 1:00P – 4:00P
  Presenter: Mike Collins

The Art of Marketing and Advertising a Small Business (CBS)
The Goal: Increase traffic and make the ads pay for themselves. The primary focus will be on how to develop strategies to make all your marketing investments produce better traffic and increased sales. Promotions cost with newspapers, on the Internet, billboards, etc. will be discussed. Time is allotted for open discussions and tips.
  Date: Monday, 02/25/13   Time: 9:00A – 12:00N
  Date: Monday, 04/15/13   Time: 1:00P – 4:00P
  Presenter: Steve Carver

Where Do I Start?! Introduction to Business Plans (CBS)
In this introductory seminar, presenter Kelly Klug will walk you through a sample plan and give you a step-by-step strategy for gathering the pieces you need. You will walk away with tools to create your own plan and the motivation to make it happen!
  Date: Wednesday, 03/06/13  Time: 9:00A – 12:00N
  Date: Tuesday, 04/23/13    Time: 1:00P – 4:00P
  Presenter: Kelly Klug

Financing Your Existing or Prospective Small Business (CBS)
Learn what you need to know to make the financing application process go smoothly and get a “yes” from the bank.
  Date: Thursday, 03/14/13   Time: 10:00A – 12:00N
  Date: Tuesday, 04/30/13    Time: 1:00P – 3:00P
  Presenter: Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses (CBS)
This seminar will cover basic record keeping and taxation for small businesses including federal and state taxes, employment taxes, depreciation, deductible expenses, record keeping systems and software, financial statements and resources for small businesses. There will be time allowed for questions and answers.
  Date: Wednesday, 03/20/13  Time: 9:00A – 11:00P
  Date: Tuesday, 05/07/13    Time: 1:00P – 3:00P
  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.

Access to Capital, Understanding the 5 C’s of Credit
This seminar will give new and/or existing business owners a better understanding of what underwriters look for when analyzing their loan requests.
  Date: Tuesday, 02/12/13   Time: 1:00P – 3:00P
  Date: Monday, 03/18/13    Time: 1:00P – 3:00P
  Presenter: G. Edward Timberlake

How to Start a Home-Based Business
Many people find working at home is the ideal arrangement and decide to formally set up businesses in their homes. Topics of discussion will include getting started, finding your niche, legal requirements, developing a business plan, marketing, financial plan, and more.
  Date: Tuesday, 02/26/13   Time: 10:00A – 12:00N
  Presenter: Alyssa Mako

Understanding Your Cash Flow
  Date: Thursday, 02/28/13   Time: 10:00A – 12:00N
  Presenter: Rich Trogdon

50 Low Cost Marketing Ideas
Some of the best marketing tools are free or very low cost. Discussion on creative ways to get the word out without breaking the bank.
  Date: Tuesday, 03/26/13   Time: 10:00A – 12:00N
  Presenter: Alyssa Mako

Determining Your Capital Needs to Start a Business
  Date: Thursday, 04/11/13   Time: 1:00P – 3:00P
  Presenter: Rich Trogdon

Credit for the Entrepreneur
Focuses on how the small business owner should manage good credit for himself/herself personally; also covers the business credit report.
  Date: Thursday, 04/26/13   Time: 10:00A – 12:00N
  Presenter: Alyssa Mako

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 summer, highlighting Chatham County’s natural areas and opportunities for birding, canoeing, and hiking while emphasizing the importance of conserving natural resources.

Other offerings in the works will include, but not be limited to, a Tour of the B. Everett Jordan Dam with the U.S. Army Corps of Engineers; and various canoe trips along the waterways of Chatham County. Check CCC’s website at www.cccc.edu, the Chatham Chatlist or your local newspaper for these and other upcoming seminars. For more information, call (919) 545-8044.

Green Building

All-grain Brewing Techniques for the Home Brewer
Informal, hands-on brewing workshop concluding with a sampling of the finished product side by side with commercial examples.

Basic Home Brewing
This course will introduce students to small-scale beer-making and equip them with the knowledge and skills necessary to produce a variety of beers.

Biodiesel Basics
Introduction to biodiesel lecture, hands on labs, and tours of biodiesel facilities.

BPI Building Analyst Training
Prepares students to participate in weatherization programs, assessing building performance, remediation, and execute job site fixes. BPI field and written exams offered. Text Required.

BPI Building Envelope Training
This is a 5-day intensive class covering building science, systems performance, combustion safety, airflow, and safety procedures. Text Required. Exam and test fees additional $400.

Introduced to the Construction Trades
Class consists of three 5-week sections focusing on carpentry, plumbing, electrical, and project execution.

From Field to Table with Springtime Fish and Game
This class will provide a brief introduction to fishing and hunting practices, philosophical and technical aspects of acquiring and preparing wild game and fish to eat.

Photovoltaic for Homeowners
This course is designed to explain and simplify the process of installing PV on an individual residence.
Solar Thermal Systems
Understand the concepts and applications of thermal solar water and space heating. **Text required.**

**Course #:** C-1763, **Hours:** 68  
**Start • End Date:** 01/08/13 • 05/02/13  
**Day:** T  
**Time:** 2:00P – 6:00P  
**Cost:** 176.25  
**Location Code:** PMC  
**Building Location:** Bldg 45 Room 140  
**Instructor:** Tom Wills

Growing Organic Vegetables
This course will present the fundamentals of organic vegetable growing and offer hands-on training in the most important skills involved.

**Course #:** C-1769, **Hours:** 24  
**Start • End Date:** 03/06/13 • 04/24/13  
**Day:** W  
**Time:** 6:00P – 9:00P  
**Cost:** 66.25  
**Location Code:** PMC  
**Building Location:** Bldg 045 Rm 135  
**Instructor:** Doug Jones

Sustainable Classes

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

**Course #:** C-1768, **Hours:** 24  
**Start • End Date:** 01/22/13 • 04/09/13  
**Day:** T  
**Time:** 7:00P – 9:00P  
**Cost:** 66.25  
**Location Code:** PMC  
**Building Location:** Bldg 045 Rm 135  
**Instructor:** Kevin Meehan

Home Mead Making
Students will learn how various honeys can affect mead flavor, make honey wine more unique, complex, and interesting using fruit, spices or hops.

**Course #:** C-1764, **Hours:** 6  
**Start • End Date:** 02/09/13 • 02/09/13  
**Day:** Sa  
**Time:** 9:00A – 4:00P  
**Cost:** 56.25 (SS)  
**Location Code:** PMC  
**Building Location:** Bldg 45 Rm TBD  
**Instructor:** Ben Starr

Local Edible and Medicinal Plants
In this hands-on field study, we’ll cover identification, harvesting, preparation, and usage of foraged food and plant medicine.

**Course #:** C-1770, **Hours:** 22.5  
**Start • End Date:** 03/07/13 • 05/02/13  
**Day:** Th  
**Time:** 5:00P – 8:00P  
**Cost:** 66.25  
**Location Code:** PMC  
**Building Location:** Bldg 045 Rm 135  
**Instructor:** Kim Calhoun
Permaculture Design
Permaculture is the design of sustainable human habitats. Students will learn about the practices and practical application of the fundamentals of permaculture systems design for forests, fields, permanent gardens, water, animals, buildings, economics and society and be able to implement some of these principles into the home or farm landscape.

Course #: C-1771, Hours: 24
Start • End Date: 01/31/13 • 03/21/13
Day: Th
Time: 5:30P – 9:30P
Cost: 121.25
Building Location: Bldg 045
Instructor: Harvey Harman

Soil Biology for Gardeners
This course, will introduce students to the diverse array of organisms inhabiting the soil ecosystem and their differing roles in creating a healthy and fertile soil.

Course #: C-1302, Hours: 24
Start • End Date: 02/21/13 • 04/11/13
Day: Th
Time: 5:30P – 8:30P
Cost: 66.25
Location Code: PMC
Building Location: 045 Rm
Instructor: Kristin Hicks

Central Carolina Community College

Lee County Highlights

New Classes!

Manufacturing – Basic Skills and Concepts
Learn the fundamentals of manufacturing concepts, measurements, and math for success in a manufacturing career. Emphasis is placed on safety, quality, lean manufacturing, teamwork, and communication. You will learn to understand how these concepts apply to manufacturers and the important role employees play in the successful implementation of these concepts.

Course #: L-1236, Hours: 114
Start • End Date: 01/29/13 • 04/24/13
Day: TWTh
Time: 6:00P – 9:00P
Cost: 176.25
Building Location: Main Bldg Rm 217
Instructor: Donnie Worley

Tweet Your Way to Success
Learn how to use social media to help you be successful whether you own a business, are looking for a job, or working your way up in your chosen career field. Learn how you can benefit from the networking power of Twitter, Facebook, LinkedIn, Google+ and more.

Course #: L-1157, Hours: 24
Start • End Date: 03/12/13 • 04/18/13
Day: TTh
Time: 6:30P – 8:30P
Cost: 66.25
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

For registration information, refer to page 3. For location key, refer to page 6.
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 career 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® skills 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**

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Central Carolina Community College

**New Generation Careers**

Interested in a career in Health Care?

- Paid tuition, fees, books, and test fees
- Career readiness certification/tutoring support
- Job placement assistance
- Other training options

To qualify: Must be an NC resident, have a valid social security number, be 18 – 30 years of age, and have a High School Diploma or equivalent

*not based on income

For more information, contact:
Lennie Stephenson at (910) 814-8833 or lstep729@cccc.edu

Information and Registration session for Spring 2013 class: January 3, 4, 10, 11 at 1:00 PM. (Only one session needs to be attended)