CONTINUING EDUCATION

Division of Economic & Community Development

CCCC

Central Carolina Community College

SPRING 2014

January 1 to May 15

Chatham County
Harnett County
Lee County

CENTRAL CAROLINA COMMUNITY COLLEGE

www.cccc.edu/ecd

CENTRAL CAROLINA
COMMUNITY COLLEGE

Distance Education/Ed2Go Online Classes

Spring 2014 start dates:

January 15, 2014 • February 19, 2014
March 19, 2014 • April 16, 2014

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

The fee for an Ed2Go Class will be $75.00.

Please call Central Carolina Community College at (919) 718-7225 to pay for your class.

We accept:
American Express,
Discover, MasterCard,
and Visa.

Scan with Mobile

How do I use this?
cccc.edu/qr

www.cccc.edu/ed2go

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

Continuing Education Spring Schedule 2014

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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.

Registration opens on the following dates:
Tuesday, December 3 – Medical classes
Wednesday, December 4 – 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 2. For location key, refer to page 3.

Continuing Education Spring Schedule 2014

REGISTRATION INFORMATION

• Registration for Spring 2014 Continuing Education courses begins on the following dates:

Tuesday, December 3: Medical classes
Wednesday, December 4: 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 the specific county number below.

WAYS TO REGISTER

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 website, and then follow the instructions 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 3: Medical classes
  Wednesday, December 4: All other classes

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

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

Chatham County – Siler City Center (400 Progress Blvd., Siler City, NC)

Monday – Thursday 8:00 a.m. – 8:00 p.m. • Friday 8:00 a.m. – 12:00 noon

Harnett County Campus – Continuing Education Bldg. Reception Area (1075 E. Cornelius Harnett Blvd., Lillington, NC)

Monday – Thursday 8:00 a.m. – 7:00 p.m. • Friday 8:00 a.m. – 3:30 p.m.

Lee County – Lifelong Learning Center at W.B. Wicker (900 S. Vance Street, Suite 280, Sanford, NC)

Monday – Thursday 8:00 a.m. – 4:30 p.m. • Friday 8:00 a.m. – 3:00 p.m.

CALL-IN

• Call-In Registration requires payment with Visa or MasterCard. Have the course number and title available when placing this call. Use the following numbers:

Chatham County:	(919) 545-8044
Harnett County:	(910) 814-8823
Lee County:	(919) 777-7793
Ed2Go:	(919) 718-7225

For registration information, refer to page 2. For location key, refer to page 3.

Continuing Education Spring Schedule 2014

Course Code

SS	Self-Supporting

Days of the Week Codes

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

Location Codes

AC	Angier Chamber, Angier, NC
CHOS	Chatham Hospital
CTCC	Carolina Trace Country Club
DAWCC	Dennis Wicker Civic Center
ECTR	Enrichment Center
ESTC	Emergency Services Training Center
HGF	Harnett Government Facility
HMC	Harnett Main Campus
HYBRID	Hybrid Class
LAEC	Lillington Adult Education Center
LBUS	Lee County Business
LCHS	Lee County High School
LCI	Lee County Industry
LMC	Lee Main Campus

(Location Codes continued)

HHSC	Harnett Health Sciences Center
HLB	Harnet County Library
INNOV	Innovation Center of Lee County
MMOA	Moncure Museum of Art
OGM	Ole Gilliam Mill
ONLINE	Class is held online
PMC	Pittsboro Main Campus
PTBO	Class is held in Pittsboro
REGA	Raleigh Exec Airport
SACC	Sanford Area Chamber of Commerce
SAGE	Sage Academy
SC	Class located in Siler City
SCC	Siler City Center
SCP	Stone Crow Pottery
SMNR	Sandhills Manor
STVC	Stevens Center
TSEC	Triangle South (Dunn)
WBW	Lifelong Learning Center at W.B. Wicker
WFRG	Wes Farrell Range
WHC	West Harnett Center

Creative Retirement

How To Use This Schedule

Course Title - Name of the course

Course Description - Information about the class, including required materials

Painting – Colored Pencils
Learn to paint unique works of art using just colored pencils. Ask for a supply list when you register.
Course # 1132, *Hours: 24*
Start • End Dates: 01/08/14 • 02/26/14
Day: W **Time:** 9:00A – 12:00N
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: John Wicker

Course Number - 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 materals, 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.

Date - Beginning and ending date of the course

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

Instructor - The person who will be teaching the class

Building Location - The specific location where the class will meet

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

For registration information, refer to page 2. For location key, refer to page 3.

Chatham County

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

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

Start • End Dates:	01/07/14 • 05/15/14
Days: TWTh	**Time:** 8:30A – 12:30P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 230

Start • End Dates:	01/06/14 • 05/15/14
Days: MTh	**Time:** 4:30P – 7:30P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 219

Start • End Dates:	01/06/14 • 05/14/14
Days: MW	**Time:** 5:30P – 8:30P
Cost: Free	**Location Code:** PMC
Building Location:	Pittsboro Campus Rm 213

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 Dates:	01/06/14 • 05/15/14
Days: MTWTh	**Time:** 8:30A – 1:30P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 229

Start • End Dates:	01/06/14 • 05/15/14
Days: MTWTh	**Time:** 9:00A – 2:00P
Cost: Free	**Location Code:** PMC
Building Location:	Pittsboro Campus Rm 213

Online Classes Available

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

Start • End Dates:	01/06/14 • 05/16/14
Days: M–F	**Time:** 8:30A – 3:00P *(12:30P on Friday)*
Days: MW	**Time:** 5:30P – 8:30P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 224

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 Dates:	01/06/14 • 05/16/14
Days: M–F	**Time:** 9:00A – 12:00N
Days: MTWTh	**Time:** 6:00P – 9:00P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 105

Start • End Dates:	01/06/14 • 05/14/14
Days: MW	**Time:** 5:30P – 8:30P
Cost: Free	**Location Code:** PMC
Building Location:	Pittsboro Campus Rm 213

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.

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 2. For location key, refer to page 3.

Computer Based English as a Second Language
Students build and improve language skills through computer-based instruction.

Start • End Dates:	01/06/14 • 05/16/14
Days: M–F	**Time:** 8:00A – 9:00A
Days: WTh	**Time:** 12:15P – 2:45P
Days: MW	**Time:** 6:00P – 9:00P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 125

English as a Second Language – Preparation for GED
Focus on reading, writing, and mathematical skills in preparation for the Official GED Test.

Start • End Dates:	01/06/14 • 05/15/14
Days: MTWTh	**Time:** 6:00P – 9:00P
Cost: Clases son gratis	**Location Code:** SCC
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 Dates:	01/07/14 • 05/15/14
Days: TWTh	**Time:** 9:00A – 12:00N
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 219

Start • End Dates:	01/06/14 • 05/15/14
Days: MTh	**Time:** 4:30P – 7:30P
Cost: Free	**Location Code:** SCC
Building Location:	Siler City Center Rm 219

Start • End Dates:	01/07/14 • 05/15/14
Days: TTh	**Time:** 9:00A – 12:00N
Days: TTh	**Time:** 4:30P – 8:30P
Cost: Free	**Location Code:** PMC
Building Location:	Pittsboro Campus Rm 216

Student Success – Orientation
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 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 Ceremony: June 19, 2014

Harnett County

Lillington Adult Education Center: (910) 814-8971
Western Harnett Center: (919) 498-1210

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

Start • End Dates:	01/07/14 • 05/13/14
Days: MTWTh	**Time:** 8:30A – 1:30P
Cost: Free	**Location Code:** HMC
Building Location:	Rm 0220

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 Dates:	01/07/14 • 05/15/14
Days: M–F	**Time:** 8:30A – 1:30P
Cost: Free	**Location Code:** HMC
Building Location:	Rm 0308

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 Dates:	01/07/14 • 05/13/14
Days: M–F	**Time:** 8:30A – 3:30P
Cost: Free	**Location Code:** LAEC
Building Location:	Rm 0021

Distance Education

In Harnett County, you can complete your Adult High School Diploma (AHSD) requirements through online/distance education. For more information, please contact Tammie Quick at tquick@cccc.edu or (910) 814-8973.

For registration information, refer to page 2. For location key, refer to page 3.

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 Dates: 01/07/14 • 05/13/14
Days: MTWTh **Time:** 8:30A – 1:30P
Cost: Free **Location Code:** HMC
Building Location: Rm 0307

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 Dates: 01/07/14 • 05/13/14
Days: MTWTh **Time:** 8:30A – 1:30P
Cost: Free **Location Code:** HMC
Building Location: Rm 0228

Start • End Dates: 01/07/14 • 05/14/14
Days: TWThF **Time:** 8:30A – 1:30P
Cost: Free **Location Code:** WHC
Building Location: Rm 0112

Start • End Dates: 01/07/14 • 05/13/14
Days: MTWTh **Time:** 8:30A – 1:30P
Cost: Free **Location Code:** TSEC
Building Location: Rm 0217

Upcoming Graduation Ceremony: June 19, 2014

Lee County

Special Notification: *The Lifelong Learning Center at W.B. Wicker is located at 900 South Vance Street in Sanford. Please call (919) 777-7701 for information or if you have questions.*

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

Start • End Dates: 01/02/14 • 05/15/14
Days: MTWTh **Time:** 8:00A – 1:00P
Days: MTWTh **Time:** 1:00P – 3:00P
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 Dates: 01/02/14 • 05/15/14
Days: MTWTh **Time:** 8:00A – 1:00P
Days: MTWTh **Time:** 1:00P – 3:00P
Evenings: 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 Dates: 01/02/14 • 05/15/14
Days: M–F **Time:** 8:00A – 12:00N
Days: 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 Dates: 01/02/14 • 05/15/14
Days: MTWTh **Time:** 8:30A – 12:30P
Cost: Free **Location:** WBW

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.

For registration information, refer to page 2. For location key, refer to page 3.

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 Dates: 01/02/14 • 05/15/14
Days: MTWTh **Time:** 8:00A – 1:00P
Evening: MTWTh **Time:** 6:00P – 9:00P
Days: 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 Dates: 01/02/14 • 05/15/14
Days: MTWTh **Time:** 8:00A – 1:00P
Days: MTWTh **Time:** 1:00P – 3:00P
Evenings: MTWTh **Time:** 6:00P – 9:00P
Cost: Free **Location:** WBW

Graduates of Adult High School and GED Diploma classes who participate in CCCC's graduation ceremony will receive a voucher for one free college course (Continuing Education or Curriculum) to be taken at Central Carolina Community College within one year after graduation.

Upcoming Graduation Ceremony: June 19, 2014

CENTRAL CAROLINA COMMUNITY COLLEGE

YOUR FUTURE IS CALLING!

Don't let your GED scores expire!

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: Melody McGee (910) 814-8972
Pittsboro: Judy Herndon (919) 545-8028
Sanford: Evangeline Smith (919) 777-7703
Siler City: Gia Durso (919) 545-8663

For registration information, refer to page 2. For location key, refer to page 3.

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 # 1950, *Hours: 4*
Start • End Date: 01/18/14 • 01/18/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 220
Instructor: Tony Brown

Course # 1121, *Hours: 4*
Start • End Date: 01/25/14 • 01/25/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course # 1952, *Hours: 4*
Start • End Date: 02/08/14 • 02/08/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 220
Instructor: Tony Brown

Course # 1122, *Hours: 4*
Start • End Date: 02/22/14 • 02/22/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course # 1954, *Hours: 4*
Start • End Date: 02/25/14 • 02/25/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1955, *Hours: 4*
Start • End Date: 03/08/14 • 03/08/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 220
Instructor: Tony Brown

Course # 1123, *Hours: 4*
Start • End Date: 03/22/14 • 03/22/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course # 1957, *Hours: 4*
Start • End Date: 03/25/14 • 03/25/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1958, *Hours: 4*
Start • End Date: 04/12/14 • 04/12/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1124, *Hours: 4*
Start • End Date: 04/26/14 • 04/26/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course # 1960, *Hours: 4*
Start • End Date: 04/29/14 • 04/29/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1961, *Hours: 4*
Start • End Date: 05/10/14 • 05/10/14
Day: Sa **Time:** 9:00A – 1:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 220
Instructor: Tony Brown

"Alive at 25" and Defensive Driving Classes Spring 2014

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 # 1951, *Hours: 4*
Start • End Date: 01/21/14 • 01/21/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1125, *Hours: 4*
Start • End Date: 02/11/14 • 02/11/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

Course # 1953, *Hours: 4*
Start • End Date: 02/18/14 • 02/18/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1956, *Hours: 4*
Start • End Date: 03/18/14 • 03/18/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

Course # 1126, *Hours: 4*
Start • End Date: 04/08/14 • 04/08/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

Course # 1959, *Hours: 4*
Start • End Date: 04/22/14 • 04/22/14
Day: T **Time:** 6:00P – 10:00P
Cost: 60.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Tony Brown

For registration information, refer to page 2. For location key, refer to page 3.

Cone 10 Reduction Firing
In this special cone 6 firing class, students will learn the techniques of how to use a gas-fired kiln, various glazing techniques and how different glazing techniques will affect the outcome of firing. Students should bring bisque ware.
Course # 1258, *Hours: 22*
Start • End Dates: 03/07/14 • 03/10/14
Day: MThF **Time:** 9:00A – 6:00P
Cost: 126.25 (SS) **Location Code:** SC
Building Location: Rm 101
Instructor: Raymond Edwards

Crocheting – Beginning
Students will be able to crochet a project on their own after the eight weeks. Most will be able to design their own projects by the end of the class. Each student is encouraged to work at his or her own pace and master the basics. Crochet is like mathmatics, each skill and each lesson build upon the next.
Creative Retirement
Course # 1947, *Hours: 16*
Start • End Dates: 02/20/14 • 04/10/14
Day: Th **Time:** 6:30P – 8:30P
Cost: 49.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Elaine Owens

Drawing – Beginning
You will learn the six basic principles of drawing and design in this class taught by a retired high school teacher with 30+ years in the classroom. You will execute several drawings which reinforce the skills learned in class. Bring paper and pen to the first class. During the first class, you will receive information on additional supplies
Creative Retirement
Course # 1225, *Hours: 24*
Start • End Dates: 01/27/14 • 03/17/14
Day: M **Time:** 1:00P – 4:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

Drawing – Portrait
You will learn to draw the features of the face and proportionately combine the features of full face, three-quarter and profile portraits. Portraits of men, women and children will be included in this class.
Creative Retirement
Course # 1226, *Hours: 24*
Start • End Dates: 03/24/14 • 05/19/14
Day: M **Time:** 1:00P – 4:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

Jewelry Making – Adorn Yourself with Handmade Creations
If you have basic knowledge of wire and tool usage, you can create various jewelry items such as earrings, pendants, necklaces, and bracelets. You will use wire and sheet metals, primarily copper, stainless steel, and polymer clay.
You will hammer and forge metal and will 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.
Creative Retirement
Course # 1127, *Hours: 16*
Start • End Dates: 03/12/14 • 04/30/14
Day: W **Time:** 6:00P – 8:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 214
Instructor: Yvonne George

Knitting – Beginning
Students will be able to crochet a project on their own after the eight weeks. Most will be able to design their own projects by the end of the class. Students are encouraged to work at their own pace and master the basics.
Creative Retirement
Course # 1946, *Hours: 16*
Start • End Dates: 02/18/14 • 04/08/14
Day: T **Time:** 6:30P – 8:30P
Cost: 49.00 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Elaine Owens

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.
Creative Retirement
Course # 1128, *Hours: 24*
Start • End Dates: 01/09/14 • 02/27/14
Day: Th **Time:** 9:00A – 12:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Creative Retirement
Course # 1129, *Hours: 24*
Start • End Dates: 01/09/14 • 02/27/14
Day: Th **Time:** 1:00P – 4:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

For registration information, refer to page 2. For location key, refer to page 3.

Creative Retirement
Course # 1945, *Hours: 36*
Start • End Dates: 01/21/14 • 04/08/14
Day: T **Time:** 1:30P – 4:30P
Cost: 81.25 (SS) **Location Code:** HMC
Building Location: TBD
Instructor: Ken Mahar

Creative Retirement
Course # 1130, *Hours: 24*
Start • End Dates: 03/13/14 • 05/01/14
Day: Th **Time:** 9:00A – 12:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Creative Retirement
Course # 1131, *Hours: 24*
Start • End Dates: 03/13/14 • 05/01/14
Day: Th **Time:** 1:00P – 4:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

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

Creative Retirement
Course # 1132, *Hours: 24*
Start • End Dates: 01/08/14 • 02/26/14
Day: W **Time:** 9:00A – 12:00N
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: John Wicker

Creative Retirement
Course # 1133, *Hours: 24*
Start • End Dates: 03/12/14 • 04/30/14
Day: W **Time:** 9:00A – 12:00N
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: John Wicker

Painting – Oils (Beginning)
This course introduces the elementary language and techniques of oil painting. Through observational study with emphasis on the fundamentals of color and articulation of pictorial space, students will develop a familiarity and understanding of a wide variety of drawing and oil painting materials as well as some traditional techniques, processes, and concepts associated with the medium.

Creative Retirement
Course # 1263, *Hours: 30*
Start • End Dates: 02/06/14 • 04/10/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 188.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 MPR
Instructor: Steven Walls

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.

Creative Retirement
Course # 1134, *Hours: 24*
Start • End Dates: 01/07/14 • 02/25/14
Day: T **Time:** 9:00A – 12:00N
Cost: 59.00 (SS) **Location Code:** ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Creative Retirement
Course # 1135, *Hours: 24*
Start • End Dates: 01/08/14 • 02/26/14
Day: W **Time:** 1:30P – 4:30P
Cost: 59.00 (SS) **Location Code:** ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Creative Retirement
Course # 1136, *Hours: 24*
Start • End Dates: 03/11/14 • 04/29/14
Day: T **Time:** 9:00A – 12:00N
Cost: 59.00 (SS) **Location Code:** ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Creative Retirement
Course # 1137, *Hours: 24*
Start • End Dates: 03/12/14 • 04/30/14
Day: W **Time:** 1:30P – 4:30P
Cost: 59.00 (SS) **Location Code:** ECTR
Building Location: Enrichment Center
Instructor: John Wicker

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.

Creative Retirement
Course # 1138, *Hours: 16*
Start • End Dates: 02/11/14 • 04/01/14
Day: T **Time:** 6:00P – 8:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

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

Creative Retirement
Course # 1944, *Hours: 15*
Start • End Dates: 03/03/13 • 04/07/13
Day: M **Time:** 6:00P – 8:30P
Cost: 57.50 (SS) **Location Code:** HMC
Building Location: Bob Etheridge Bldg Rm 305
Instructor: Mark Schulz

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 the camera. You will learn terms and the basics of using your camera.

Creative Retirement
Course # 1139, *Hours: 8*
Start • End Dates: 01/23/14 • 02/06/14
Day: Th **Time:** 6:00P – 8:00P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 107A
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.

Creative Retirement
Course # 1140, *Hours: 8*
Start • End Dates: 03/20/14 • 04/03/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

Pottery – Advanced Pottery Techniques
Students will receive pottery techniques that will further advance their decorating and finishing of pottery. These techniques are based on the Leach-Cardew-Hewitt tradition. Students will learn how to throw with ribs and tools: making two part vases, making lids and knobs, and pulling handles both decorative and functional. *Clay Fee: $20.00 (two bags will be required)*

Course # 1260, *Hours: 16*
Start • End Dates: 02/08/14 • 02/09/14
Day: SaS **Time:** 6:00P – 9:00P
Cost: 146.25 (SS) **Location Code:** SCC
Building Location: Rm 101
Instructor: Joseph Sands

Pottery – Raku Firing
This course is designed to teach students how to mix glazes, set up the kiln, and fire bisque ware. Students will learn the Raku process from start to finish. Students must bring their own bisque ware.

Course # 1259, *Hours: 12*
Start • End Dates: 04/11/14 • 04/12/14
Day: F **Time:** 3:00P – 7:00P
Day: Sa **Time:** 9:00A – 6:00P
Cost: 66.25(SS) **Location Code:** SC
Building Location: Sage Academy
Instructor: Raymond Edwards

Pottery – Wheel throwing and Artistic Design (Beginner and Advanced Students)
This course is open to pottery students of all levels. Individual and group instruction will be given to assure the success of the beginning students and to offer challenges to the advanced students. Instruction will offer an understanding of the pottery making process from beginning to finish. Focus will be on wheel throwing, hand building, glazing, and firing. Also, presentations and discussions will be given on how to market your pottery and getting started with your own business. *Clay Fee: $20.00 (two bags will be required)*

Course # 1256, *Hours: 45*
Start • End Dates: 01/06/14 • 04/28/14
Day: M **Time:** 6:00P – 9:00P
Cost: 126.25 **Location Code:** SCC
Building Location: Rm 101
Instructor: Darlene Brady

Course # 1257, *Hours: 45*
Start • End Dates: 01/09/14 • 04/17/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 126.25 **Location Code:** SCC
Building Location: Rm 101
Instructor: Raymond Edwards

For registration information, refer to page 2. For location key, refer to page 3.

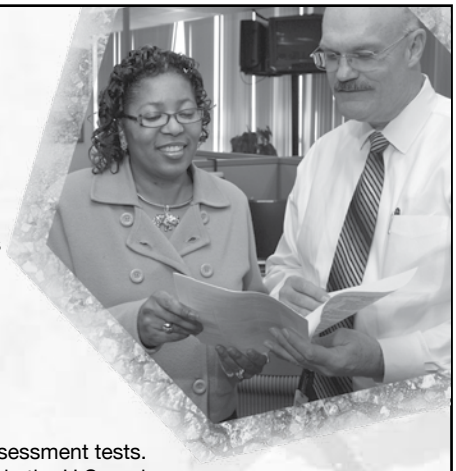
Welding – Artistic MIG (Beginning)
Have fun while learning a new skill as well as making simple creative art pieces. Students will also learn the art of MIG welding and how to do a weld that makes your pieces everlasting! *Metal Fee: $45.00*

Course # 1261, *Hours: 36*
Start • End Dates: 01/25/14 • 04/12/14
Day: Sa **Time:** 9:00A – 12:00P
Cost: 176.25 (SS) **Location Code:** SC
Building Location: Sage Academy
Instructor: Kevin Kuhnel

Welding with an Artistic Twist (Intermediate to Advanced)
Take your sculptural techniques to the next level! Create a gallery and sale-ready piece or just a quality gift. In this class you will learn how to twist and spiral metal, adding to your design techniques. You will be shown different finishing techniques and patinas to give your sculpture a more polished, professional appearance. *Metal Fee $45.00*

Course # 1262, *Hours: 48*
Start • End Dates: 01/22/14 • 04/09/14
Day: W **Time:** 9:00A – 12:00P
Cost: 121.25 **Location Code:** SC
Building Location: Sage Academy
Instructor: Kevin Kuhnel

CAREER READINESS CERTIFICATE (CRC)



Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks—inding 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 stateand 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

NORTH CAROLINA CAREER READINESS CERTIFICATE

Career Readiness Certification Assessment Schedule

January 21, 2014	February 21, 2014	March 18, 2014	April 23, 2014	May 1, 2014
8:30A – 11:30A	8:30A – 11:30A	5:00P – 8:30	1:00P – 4:00P	3:30P – 6:30P

For registration information, refer to page 2. For location key, refer to page 3.

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 # 1732, *Hours: 24*
Start • End Dates: 01/21/14 • 04/08/14
Day: T **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** SCC
Building Location: Rm 231
Instructor: Charles Dixon

Course # 1727, *Hours: 24*
Start • End Dates: 01/21/14 • 04/08/14
Day: T **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 223
Instructor: Regina Richardson

Course # 1731, *Hours. 24*
Start • End Dates: 02/04/14 • 03/25/14
Day: T **Time:** 9:00A – 12:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 223
Instructor: Ruth Landa

Computing – Introduction
This is a course for beginners to computing. It briefly covers computer hardware and the windows operating system, and it progresses into working with the mouse, keyboard, and using the operating system to start, stop, and use various popular applications focusing on Word. Particular attention will be paid to the file management system, and the student will create, store, then retrieve files. From there, the student will use the Internet to find information and also learn how e-mail operates.
No book is required.

Course # 1116, *Hours: 18*
Start • End Dates: 04/08/14 • 05/13/14
Day: T **Time:** 5:00P – 8:00P
Cost: 71.25 **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 # 1728, *Hours: 24*
Start • End Dates: 01/23/14 • 04/10/14
Day: Th **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 223
Instructor: Regina Richardson

Course # 1733, *Hours: 24*
Start • End Dates: 01/23/14 • 04/10/14
Day: Th **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** SCC
Building Location: Rm 231
Instructor: Charles Dixon

Microsoft Excel – Intro/Intermediate
The course is introductory to intermediate and is for students who understand the basics and want to increase their knowledge and use of Excel. The course includes discussions and practice with data entry, formatting, and using formulas. The student will create a number of the more useful spreadsheets in common use. Enhancing presentations with additional formatting, inserts from the Internet, sorting, charts, and graphs will be also covered. In completing these exercises, the student will learn how to gather and layout data and be able to determine when Excel is the best tool for the job. *No book is required.*

Course # 1118, *Hours: 18*
Start • End Dates: 03/12/14 • 04/23/14
Day: W **Time:** 05:00P – 8:00P
Cost: 71.25 **Location Code:** WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

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 # 1729, *Hours: 24*
Start • End Dates: 01/22/14 • 04/09/14
Day: W **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

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, and use templates in MS Excel.

Course # 1857, *Hours: 24*
Start • End Dates: 02/06/14 • 03/27/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: Dennis Shaw

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

Course # 1730, *Hours: 24*
Start • End Dates: 02/04/14 • 03/25/14
Day: T **Time:** 1:00P – 4:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 223
Instructor: Ruth Landa

PowerPoint
Students are introduced to MS PowerPoint as a computer application used to create dynamic, informational slides through the use of text, graphics, and animation. Slide presentations created with the software are often displayed on projection screens for business, training, or educational presentations.

Course # 1856, *Hours: 24*
Start • End Dates: 02/04/14 • 03/25/14
Day: T **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: Dennis Shaw

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 QuickBooks in a business environment for processing basic customer, vendor, and payroll transactions and for generating basic business reports.

Course # 1734, *Hours: 24*
Start • End Dates: 01/27/14 • 04/14/14
Day: M **Time:** 6:30P – 8:30P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 223
Instructor: Jerry Koontz

Course # 1117, *Hours: 24*
Start • End Dates: 03/10/14 • 05/05/14
Day: M **Time:** 5:30P – 8:30P
Cost: 71.25 **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Social Media Technology
This course provides students with an introduction to the history, theory, technology, and uses of social media. Social media (such as Twitter, Facebook, blogging, IPAD Google Drive, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experiences with several forms of social media technology. Those who complete this course will know how to use social media productively and have a framework for understanding and evaluating new tools and platforms.

Course # 1228, *Hours: 24*
Start • End Dates: 03/11/14 • 04/29/14
Day: T **Time:** 5:30P – 8:30P
Cost: 71.25 **Location Code:** WBW
Building Location: Bldg A Rm 118
Instructor: Robert Komorowski

For registration information, refer to page 2. For location key, refer to page 3.

Creative Writing

Visit www.cccc.edu/creativewriting

Book of Your Heart: Strategies for Writing a Novel
This course will review basic skills that fiction writers need to master when preparing a manuscript for submission. These include plot and character development, point of view, dialogue issues, genre expectations as well as how to write query letters, synopses and submit manuscripts to agents and editors. How to critique your own work and that of others is also featured.

Course # 1268, *Hours: 20*
Start • End Dates: 03/04/14 • 04/22/14
Day: T **Time:** 6:30P – 9:00P
Cost: 126.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 226
Instructor: Judith Stanton

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 # 1284, *Hours: 5*
Start • End Date: 02/22/14 • 02/22/14
Day: Sa **Time:** 10:00A – 3:00P
Cost: 51.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Kim Overcash

Memoir Workshop
What makes memoir different from autobiography? What should you include? What should you leave out? How do you keep it focused and interesting for the reader? Develop a voice that carries you and the reader along? We'll look at some great samples of memoir writing from David Sedaris, Mary Karr, Jennette Walls, and others, and then we'll plunge into a series of writing and brainstorming exercises designed to give you a structure of support for your memoir writing project.

Course # 1285, *Hours: 5*
Start • End Date: 04/05/14 • 04/05/14
Day: Sa **Time:** 10:30A – 4:00P
Cost: 51.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: Marjorie Hudson

Open Mic? Yikes! Reading Your Work in Public
This workshop covers how authors present their work in public and stresses practice, pacing, inflection, interpretation, and gaining confidence.

Course # 1269, *Hours: 3*
Start • End Date: 02/01/14 • 02/01/14
Day: Sa **Time:** 10:00A – 1:00P
Cost: 41.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: Judith Stanton

Playwriting/Screenwriting
This course will give students a fundamental understanding of writing for the stage through studying great playwrights– particularly the components of dramatic structure, plot, conflict, dialogue, theme, tone and theatricality with the specific goal of integrating these elements of play craft into students' own creative work. This course is suitable for writers at any level.

Course # 1283, *Hours: 30*
Start • End Dates: 02/05/14 • 04/23/14
Day: W **Time:** 6:30P – 9:00P
Cost: 215.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: William Bennett

Poetry Workshop: Make Your Words Matter
We will discuss the word choices of master poems, learn how diction influences poetry, and how best to use the parts of speech in poetry. Finally, we will look at some "persona" poems, learn how to create different personas through word choices, and share their work with fellow students.

Course # 1267, *Hours: 6*
Start • End Date: 03/15/14 • 03/15/14
Day: Sa **Time:** 9:30A – 4:30P
Cost: 61.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: Ralph Earle

Poetry Workshop: Revising Your Poems
Students will learn how to revise a first draft, master techniques for revising subsequent drafts, and study how to improve titles. The class will look at multiple revisions of a single poem, and students will spend time revising one or more poems of their own choice.

Course # 1266, *Hours: 6*
Start • End Date: 04/12/14 • 04/12/14
Day: Sa **Time:** 9:30A – 4:30P
Cost: 61.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: Ralph Earle

Unforgettable Children's Book Characters
Memorable characters are at the heart of great children's literature. In this course, writers will learn techniques and approaches to deepen the characters in their stories, to uncover motivations that will resonate with young readers, and to create powerful transformations. Students will look at examples of unforgettable characters from children's literature and have opportunities to make their own characters even stronger through interactive exercises and instructor feedback.

Course # 1282, *Hours: 5.5*
Start • End Date: 02/15/14 • 02/15/14
Day: Sa **Time:** 10:00A – 4:00P
Cost: 51.25 **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: John Claude Bemis
(To see John's awards and published books, visit his website www.johnclaudebemis.com)

Wrestling Your Novel into Submission
This course is designed to help novice writers visualize the structure of the novel they want to write. It is also designed to help experienced novelists refine the tools needed to give structure to their ongoing works-in-progress.

Course # 1281, *Hours: 15*
Start • End Dates: 01/16/14 • 02/20/14
Day: Th **Time:** 6:30P – 9:00P
Cost: 111.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 226
Instructor: Rick Byline

Writing Poetry From Scratch
While learning the basics and reading published works, students will create new poems. Through reading some of the old classics, students will be able to create new poems and rediscover and find poems.

Course # 1265, *Hours: 12*
Start • End Dates: 01/15/14 • 02/19/14
Day: W **Time:** 6:00P – 8:00P
Cost: 126.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 226
Instructor: Ruth Moose

CENTRAL CAROLINA COMMUNITY COLLEGE

CREATIVE RETIREMENT

For more information, contact:

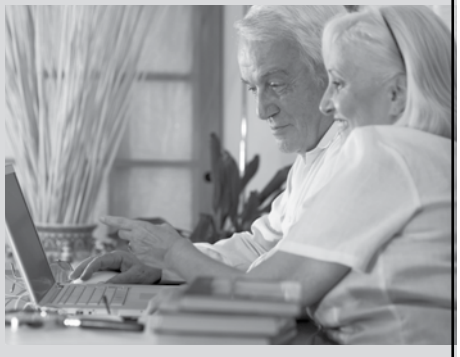
Maggie Zwilling, Chatham County
(919) 545-8048

Barbara Avery, Harnett County
(919) 814-8823

Charlotte Baggett, Lee County
(919) 775-2122, ext. 7789

Central Carolina Community College
Center For Creative Retirement

www.cccc.edu



Continuing Education for Seniors

Enjoy learning for the sake of learning or gaining knowledge to make retirement enjoyable and fun. Share your skills and passions by teaching a course or presenting your skills and knowledge on a particular topic.

Continuing Education at Central Carolina Community College welcomes retired individuals who are interested in the world of ideas and who value social interaction with thoses of similar interests.

For registration information, refer to page 2. For location key, refer to page 3.

Culinary & Hospitality Arts
Chatham County

Fermented Vegetable Fundamentals
Students will learn the fundamentals of fermenting vegetables and some fruit. The significance of fermented foods across culinary traditions will be covered.

Course # 1723, *Hours: 24*
Start • End Dates: 01/08/14 • 02/26/14
Day: W **Time:** 9:00A – 12:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 145
Instructor: Donna Bauman

Further Down the Fermented Trail
In this primarily hands-on class, students will explore more fermented foods such as yogurt, kefir, beans, and grains and have an environment in which to experiment with their own fermented food interests.

Course # 1724, *Hours: 24*
Start • End Dates: 03/05/14 • 04/30/14
Day: W **Time:** 9:00A – 12:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 145
Instructor: Donna Bauman

NEW! Spring 2014 Culinary Fundamentals Certificate

- **Curriculum credit certificate**
- **Offered at the Pittsboro and Sanford campuses**
- **Can be completed in one semester**

Enjoy and gain confidence in your basic cooking skills!

For information about this certificate and other offerings, visit www.cccc.edu/culinaryarts

For registration information, refer to page 2. For location key, refer to page 3.

Emergency Services Training Spring 2014

Automotive Restoration Training
Do you love antique cars, muscle cars, hot rods, and street rods? Do you have a project car that you want to restore, have the basic skills, but lack the tools and shop space? CCCC can help you turn your dream into reality. CCCC offers an open shop basic Auto Restoration class where you can have access to instruction in the basic aspects of restoration procedures as well as the necessary body shop tools and space to work on your project. The Auto Restoration classes meet on Monday and Thursday evenings from 6:00P – 10:00P for 5 weeks at the Emergency Services Training Center located at 3000 Airport Road. The course registration fee is $150.00 and includes the use of major body shop tools, basic supplies and student insurance. Students are responsible for supplying regular hand tools as well as paint, primer and body filler for their projects. CCCC does not have space for students to leave their projects so students must bring them to class each evening. Classes are limited to 10 students and are filled on a first come basis. Pre-registration and payment are required. Classes may be cancelled in the event of insufficient enrollment. For additional information or to register using a credit card, please call the ESTC at (919) 776-5601 or (919) 777-7767. Pre-Registration and Payment required at least one week prior to course begin date.

Course # 1006, *Hours: 40*
Start • End Dates: 01/13/14 • 02/17/14
Days: MTh **Time:** 6:00P – 10:00P
Cost: 150.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

Course # 1007, *Hours: 40*
Start • End Dates: 03/03/14 • 04/03/14
Days: MTh **Time:** 6:00P – 10:00P
Cost: 150.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

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), 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 next Central Carolina Community College Firefighter Academy will begin in August 2014. This full-time program is for individuals who wish to attain the skills necessary for employment as a firefighter. The Academy is a rigorous and challenging course of study consisting of a total of 1000+ hours. Class hours will vary but will generally meet 8:00A – 5:00P Monday through Thursday and 8:00A – 3:30P on Fridays. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescue VMR certifications, Emergency Vehicle Operation, and NC Rescue Intervention training. Students will also receive training in ICS, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a college type atmosphere with uniforms and college placement test require.

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, Sanford NC. Application forms and information are also available at www.cccc.edu/ESTC.

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 Airport Road at the Old Sanford/Lee County Airport site. Class space is limited and filled on a first come basis. Pre-registration and pre-payment are required. For more information contact Central Carolina Community College, ESTC at: (919) 776-5601 or visit us on the web at: www.cccc.edu. To pre-register by credit card, please call (919) 777-7767 or (919) 776-5601. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Road in Sanford.

For registration information, refer to page 2. For location key, refer to page 3.

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. The class registration fee is $140.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

Course # 1001, *Hours: 22*
Start • End Dates: 02/28/14 • 03/02/14
Days: F **Time:** 6:00P – 10:00P
Days: SaSu **Time:** 8:00A – 6:00P
Cost: 140.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

Course # 1002, *Hours: 22*
Start • End Dates: 03/14/14 • 03/16/14
Days: F **Time:** 6:00P – 10:00P
Days: SaSu **Time:** 8:00A – 6:00P
Cost: 140.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

Course # 1003, *Hours: 22*
Start • End Dates: 03/28/14 • 03/30/14
Days: F **Time:** 6:00P – 10:00P
Days: SaSu **Time:** 8:00A – 6:00P
Cost: 140.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

Course # 1004, *Hours: 22*
Start • End Dates: 04/04/14 • 04/06/14
Days: F **Time:** 6:00P – 10:00P
Days: SaSu **Time:** 8:00A – 6:00P
Cost: 140.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

Course # 1005, *Hours: 22*
Start • End Dates: 05/09/14 • 05/11/14
Days: F **Time:** 6:00P – 10:00P
Days: SaSu **Time:** 8:00A – 6:00P
Cost: 140.00 (SS) **Location Code:** ESTC
Building Location: Emergency Services Training Center

CENTRAL CAROLINA COMMUNITY COLLEGE

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 2. For location key, refer to page 3.

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)

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. There is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers. The class registration fee is $68.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund. Courses are scheduled on an as needed basis. Please contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

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 on this page.

Three Wheel Basic Rider Course (3-WBRC)

The 3-WBRC is a basic, entry-level, learn-to-ride, 3-wheel motorcycle training and education course. It provides the same fundamental skills as the MSF BRC, but on three wheels. The course consists of both classroom and hands-on instruction. This is a two-day 16-hour course. Upon completion and passing both the written and riding skill evaluations, students will receive the DMV Waiver Card. Students may provide their own trikes and must show proof of insurance and registration. Student owned 3-wheel motorcycles must pass a T-CLOCS inspection by the Rider Coach. To see if your bike meets the definition of "3-Wheel Motorcycle," go to the MSF website at http://msf.org. The number of students per class is extremely limited and reservations are taken on a first come basis. The class registration fee is $200.00. Courses are scheduled on an as-needed basis. Please contact ESTC at (919) 777-7767 or (919) 776-5601 for additional information.

Requirements:

- Valid driver's license
- Street legal motorcycle that passes a T-CLOCS inspection by the RCs.
- Proof of insurance and registration.
- PPG as listed on this page.

For registration information, refer to page 2. For location key, refer to page 3.

Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, December 3.

Central Sterile Processing Technician
This course is designed to introduce the primary responsibilities of a central sterile processing technician. Upon completion of a theory and clinical component, students are able to apply the principles of sterilization and disinfection in the workplace, as well as distribution of instruments, supplies, and equipment. Completers are eligible to take the Certification for Health Care Sterile Processing and Distribution Technician's Examination. A high school or GED diploma is required. *Textbooks are required.*

Course # 1708, *Hours: 114*
Start • End Dates: 02/11/14 • 05/08/14
Day: TTh **Time:** 5:00P – 9:00P
Cost: 186.25 **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 and respiratory and cardiac arrest in adults, children, and infant victims. The American Heart Association BLS for Healthcare Providers curriculum will be used.

Course # 1199, *Hours: 8*
Start • End Dates: 01/13/14 • 01/15/14
Days: MW **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Dean Jacobs

Course # 1223, *Hours: 8*
Start • End Dates: 02/17/14 • 02/19/14
Days: MW **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Dean Jacobs

Course # 1224, *Hours: 8*
Start • End Dates: 04/28/14 • 04/30/14
Days: MW **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Dean Jacobs

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

Course # 1200, *Hours: 4*
Start • End Date: 02/10/14 • 02/10/14
Day: M **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Pat Marks

Course # 1201, *Hours: 4*
Start • End Date: 03/17/14 • 03/17/14
Day: M **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Pat Marks

Course # 1202, *Hours: 4*
Start • End Date: 05/12/14 • 05/12/14
Day: M **Time:** 5:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Pat Marks

CPR for the Healthcare Providers Refresher
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 # 1706, *Hours: 4*
Start • End Date: 01/16/14 • 01/16/14
Day: Th **Time:** 5:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

CPR for the Professional Rescuer Refresher
This course is designed to teach the skills of CPR for victims of all ages, use of an AED, and relief of choking. Class is intended for participants who provide healthcare to patients, residents, and clients in a variety of settings.

Course # 1707, *Hours: 4*
Start • End Date: 04/10/14 • 04/10/14
Day: Th **Time:** 5:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

EKG Monitor Technician
This course is designed to prepare the student to become a certified EKG Monitor Technician. Coursework includes the anatomy and physiology of the heart, principles of EKG, dysrhythmias, recognition of abnormal cardiac rhythms, and basic interpretation of EKG strips. Upon successful completion of the program the graduate is eligible to sit for the National Telemetry Association's Telemetry Technician Certification exam and/or the American Board of Cardiovascular Medicine Certification exam. A high school or GED diploma is required.
A textbook is required.

Course # 1203, *Hours: 80*
Start • End Dates: 01/13/14 • 03/24/14
Days: MW **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Instructor: Diane Oldham

Course # 1204, *Hours: 80*
Start • End Dates: 04/07/14 • 06/18/14
Days: MW **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Instructor: Diane Oldham

EKG Technician
This course is designed to prepare the student to be a Certified EKG Technician. Coursework includes the operation of an electrocardiograph machine, lead placement, and patient preparation. The student will also learn cardiac anatomy and physiology, understand the cardiac cycle and be able to recognize basic cardiac rhythms. Completers of the program are eligible to take the American Society of Phlebotomy Technicians (ASPT) Certification Examination for EKG Technician. A high school or GED diploma is required.
A textbook is required.

Course # 1205, *Hours: 80*
Start • End Dates: 01/14/14 • 03/20/14
Day: TTh **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Instructor: Pat Marks

Course # 1879, *Hours: 80*
Start • End Dates: 02/03/14 • 04/10/14
Days: TTh **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 114
Instructor: Sherrye Royal

Course # 1206, *Hours: 80*
Start • End Dates: 03/25/14 • 05/29/14
Day: TTh **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Instructor: Pat Marks

Course # 1880, *Hours: 80*
Start • End Dates: 04/15/14 • 06/19/14
Days: TTh **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 114
Instructor: Sherrye Royal

Electronic Health Records Specialist
This course focuses on managing medical records for both paper and electronic systems with the emphasis on data accuracy, accessibility, privacy, and security. Upon successful completion of the course students are eligible to sit of the National Health Career Association Electronic Health Records Specialist Certification Examination.

Course # 1714, *Hours: 400*
Start • End Dates: 01/13/14 • 10/06/14
Day: MTTh **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** SCC
Building Location: Rm 232
Instructor: Dawn Harris
Orientation: Via Web-Link

Healthcare Billing and Coding Specialist
Train to qualify for national certification testing as a Healthcare Billing and Coding Specialist. In Part One, you will learn medical terminology and basic anatomy and physically as it relates to your career in billing and coding. In Part Two, you will learn insurance billing and ICD 10 coding. You must register by 6/19 for Part Two at a cost of $176.25. You must show proof of a high school or GED diploma to register.

Course # 1207, *Hours: 375*
Start • End Date: **Part 1:** 01/07/14 • 06/17/14
Part 2: 06/24/14 • 12/11/14
Day: TTh **Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** WBW
Building Location: Bldg B Rm 108B
Instructor: Tina Gross

Laboratory Assistant
This hands-on introductory course prepares students to perform the skills expected of employees in any kind of laboratory setting. Students acquire knowledge and operational skills for scientific equipment, sterilization of glassware, and general housekeeping duties required in a laboratory. Students become proficient in operating, calibrating, and maintaining instruments, calculating molarity and percent solutions, and generating specimen slides. Upon successful completion of the program, graduates will be eligible to take the American Medical Technologists, Medical Lab Assistant Certification Examination. A high school or GED diploma is required. *A textbook is required.*

Course # 1876, *Hours: 150*
Start • End Dates: 01/13/14 • 05/14/14
Day: MW **Time:** 9:00A – 1:30P
Cost: 181.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 240
Instructor: John Eylers

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

Course # 1208, *Hours: 29*
Start • End Dates: 01/14/14 • 02/04/14
Day: TWTh **Time:** 9:00A – 12:00P
Cost: 126.25 **Location Code:** WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Mental Health Technician
This course provides students with the knowledge and skills needed to work with individuals with mental health and development disabilities in a variety of settings. Students are taught to provide healthcare support to disabled persons in an effective and ethical manner. Upon completion of the program graduates are eligible to take the American Association of Psychiatric Technicians Level 1 Certification Examination. A high school or GED diploma is required.

Course # 1711, Hours: 200
Start • End Dates: 02/18/14 • 06/10/14
Day: TWTh **Time:** 1:00P – 5:00P
Cost: 186.25 **Location Code:** SCC
Building Location: Rm 121
Instructor: Sonja Richards

Nurse Aide I
Students learn the basic nursing skills required to care for patients in a variety of healthcare settings. Through classroom instruction, and laboratory practice with clinical rotation, students learn activity of daily living skills, customer service, signs and symptoms of disease, and time management skills. Upon successful completion of the program, graduates will be eligible to take the National Nurse Aide Assessment Program (NNAAP)'s certification examination administered by the State of North Carolina. Students are required to pay for a criminal background check, uniform, watch with second hand, and a stethoscope. The student is also required to show proof of immunizations. A high school or GED diploma is required. *Textbooks will have to be purchased.*

Course # 1210, *Hours: 184*
Start • End Dates: 01/07/14 • 06/03/14
Days: TTh **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 104A
Clinicals: 3:00P – 11:30P; 5/8, 5/13, 5/15, 5/20, 5/22
Instructor: Sandy Muse

Course # 1702, *Hours: 184*
Start • End Dates: 01/13/14 • 04/30/14
Days: MTW **Time:** 8:30A – 12:30P
Cost: 186.25 **Location Code:** SCC
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: Via Web-Link

Course # 1209, *Hours: 184*
Start • End Dates: 01/14/14 • 04/16/14
Days: TWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 104A
Instructor: Lynda Muse
Clinicals: 8:00A – 4:30P; 3/27, 4/1, 4/2, 4/3, 4/8

Course # 1212, *Hours: 184*
Start • End Dates: 01/14/14 • 05/14/14
Days: TWTh **Time:** 1:30P – 4:30P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 102A
Clinicals: 3:00P – 11:30P; 4/23, 4/24, 4/29, 4/30, 5/1
Instructor: Joan Vasilik

Course # 1220, *Hours: 184*
Start • End Dates: 01/28/14 • 07/10/14
Days: TTh **Time:** 5:15P – 9:15P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 102A
Instructor: Michael Staub
Clinicals: Same time/days as class

Course # 1884, *Hours: 184*
Start • End Dates: 02/04/14 • 05/23/14
Days: TWTh **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 139
Instructor: Donald Morrison
Clinical: Saturday 8:00A – 4:30P

Course # 1893, *Hours: 184*
Start • End Dates: 03/11/14 • 05/23/14
Days: TWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 149
Instructor: Kim Tew
Clinical: Monday – Friday; 7:30A – 4:00P

Course # 1885, *Hours: 184*
Start • End Dates: 03/11/14 • 06/12/14
Days: TWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 139
Instructor: Julie Jernigan
Clinical: Monday-Friday 8:00A – 4:30P

Course # 1886, *Hours: 184*
Start • End Dates: 04/01/14 • 06/18/14
Days: TWTh **Time:** 9:00A – 2:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 149
Instructor: Sandra Bass
Clinical: Monday – Friday; 7:30A – 4:00P

Course # 1703, *Hours: 184*
Start • End Dates: 03/24/14 • 07/16/14
Days: MTW **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link

Course # 1715, *Hours: 184*
Start • End Dates: 03/24/14 • 07/16/14
Days: MTW **Time:** 1:00P – 5:00P
Cost: 186.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols
Orientation: Via Web-Link

Nurse Aide I – Accelerated

Course # 1221, *Hours: 184*
Start • End Dates: 02/03/14 • 03/25/14
Days: MTW **Time:** 8:00A – 4:30P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Clinicals: 8:00A – 4:30P; 3/11, 3/12, 3/13, 3/18, 3/19
Instructor: Dean Jacobs/Betty Jo Chavez

Course # 1227, *Hours: 184*
Start • End Dates: 04/22/14 • 06/16/14
Days: MTW **Time:** 8:00A – 4:30P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 119
Clinicals: 8:00A – 6/3, 6/4, 6/9, 6/10, 6/11
Instructor: Dean Jacobs/Betty Jo Chavez

Nurse Aide I Refresher

This course is designed to prepare a previously certified Nursing Assistant I who has been out of the NA I work environment for two (2) years or less to complete a review of Nurse Aide I concepts and skill competency testing in preparation for retaking the National Nurse Aide Assessment Program (NNAAP) Certification examination administered by the State of North Carolina. A high school or GED diploma is required.

Course # 1213, *Hours: 48*
Start • End Dates: 01/14/14 • 02/06/14
Day: TWTh **Time:** 5:00P – 9:00P
Cost: 126.25 **Location Code:** WBW
Building Location: Bldg A Rm 102A
Instructor: Betty Jo Chavis

For registration information, refer to page 2. For location key, refer to page 3.

Nurse Aide II
This course prepares students to perform more complex skills for patients or residents regardless of the setting. The course includes classroom theory, laboratory practice and clinical learning experiences. Students are required to pay for a criminal background check, uniform, watch with second hand, and a stethoscope. Students are also required to show proof of immunizations before the clinical portion of training. Students must show proof of completion of High School or GED and current listing on the Nurse Aide I registry without substantiations. Upon satisfactory completion of the course and skill/competency evaluation and end-of-class testing, the graduate is eligible for listing as a Nurse Aide II on the North Carolina Board of Nursing Nurse Aide II Registry. A high school or GED diploma is required. *A textbook is required.*

Course # 1214, *Hours: 160*
Start • End Dates: 02/11/14 • 05/13/14
Day: TWTh **Time:** 5:00P – 9:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

Course # 1215, *Hours: 160*
Start • End Dates: 02/06/14 • 05/08/14
Day: TWTh **Time:** 8:00A – 12:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

Nurse Aide II Refresher
This course is designed to re-certify Nurse Aide II candidates who were listed on the Nurse Aide II registry in good standing within the last 24 months. Candidates must be currently listed on the Nurse Aide I registry in good standing and show proof of employment eligibility as defined by the Nurse Aide I Registry. All Nurse Aide II assessment skills will be reviewed and demonstrated with a 100% proficiency requirement for successful completion of the class. Upon successful completion of the class, candidates will be eligible for listing as a Nurse Aide II on the North Carolina Board of Nursing Nurse Aide II Registry. A high school or GED diploma is required.
No textbook is required.

Course # 1222, *Hours: 40*
Start • End Dates: 01/13/14 • 01/31/14
Day: MF **Time:** 8:00A – 4:30P
Cost: 126.25 **Location Code:** WBW
Building Location: Bldg A Rm 103A
Instructor: Joy McPhail

Pharmacy Technician
This course provides instruction in the technical procedures for preparing and dispensing drugs in hospital and retail settings under the supervision of a registered pharmacist. Topics include drug packaging and labeling, in-patient and out-patient medication dispensing, controlled substance procedures, inventory control, and non-sterile compounding. Graduates of the program should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. Upon successful completion of the program the graduate is eligible to sit for the National Health Associations Examination for Certified Pharmacy Technician (ExCPT). A high school or GED diploma is required. *A textbook is required.*

Course # 1877, *Hours:108*
Start • End Dates: 01/13/14 • 04/29/14
Days: MT **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 128
Instructor: Melissa Norris

Course # 1216, *Hours: 108*
Start • End Dates: 01/27/14 • 04/30/14
Day: MW **Time:** 5:00P – 9:00P
Cost: 181.25 **Location Code:** WBW
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

Course # 1710, *Hours: 108*
Start • End Dates: 04/28/14 • 08/25/14
Days: MW **Time:** 5:30P – 9:00P
Cost: 181.25 **Location Code:** SCC
Building Location: Rm 123
Instructor: Lawanda Stanley
Orientation: Via Web-Link

Course # 1878, *Hours: 108*
Start • End Dates: 05/05/14 • 08/12/14
Day: MW **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 128
Instructor: Melissa Norris

For registration information, refer to page 2. For location key, refer to page 3.

Phlebotomy Technician
This course provides the theory and clinical experiences needed for proper collection of blood and specimens used for diagnostic testing. Emphasis is placed on medical ethics and legal issues, specimen collection equipment, medical terminology, safety and universal precautions, healthcare delivery systems, patient relations, anatomy and physiology, and the proper handling of blood and body fluid specimens. Upon completion students are able to safely perform venipuncture and specimen collection on patients in various healthcare setting. Students are required to pay for a criminal background check, uniform and lab coat. The student is also required to show proof of immunizations to be allowed in a clinical rotation. Graduates will be eligible to sit for the American Society of Phlebotomy Technicians (ASPT) Certification exam or the National Health Association Certification exam. A high school Diploma or GED is required. A high school or GED diploma is required. *Textbooks are required.*

Course # 1705, *Hours: 200*
Start • End Dates: 01/13/14 • 04/28/14
Days: MTWTh **Time:** 8:30A – 12:30P
Cost: 186.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 217
Instructor: Paula Jernigan
Orientation: Via Web-Link

Course # 1217, Hours: 200
Start • End Dates: 01/14/14 • 06/26/14
Day: TTh **Time:** 5:15P – 9:15P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 222
Instructor: Joy Staten

Course # 1889, *Hours: 200*
Start • End Dates: 02/10/14 • 04/17/14
Day: MTWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 140
Instructor: Donna Rhodes
Clinical: Monday – Thursday 7:30A – 2:00P

Course # 1218, *Hours: 200*
Start • End Dates: 04/15/14 • 08/12/14
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** WBW
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

Course # 1891, *Hours: 200*
Start • End Dates: 04/22/14 • 06/26/14
Day: MTWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 140
Instructor: Donna Rhodes
Clinical: Monday – Thursday, 7:30A – 2:00P

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

Course # 1890, *Hours: 200*
Start • End Dates: 02/10/14 • 04/17/14
Day: MTWTh **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 140
Instructor: Donna Rhodes
Clinical: Monday – Thursday, 7:30A – 2:00P

Course # 1892, *Hours: 200*
Start • End Dates: 04/22/14 • 06/26/14
Day: MTWTh **Time:** 5:30P – 9:30P
Cost: 186.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 140
Instructor: Donna Rhodes
Clinical: Monday – Thursday, 7:30A – 2:00P

Sleep Disorders Technician
Prepare for employment as a technician in sleep disorder clinics. The course focuses on sleep disorders, medical terminology, and sleep theory. Course topics include sleep stage scoring, record review, respiratory events, abnormalities, and treatment. Students also learn EKG interpretation, electrode application, sleep pharmacology, and sleep disorder computer applications. Graduates of the program are eligible to take the Board of Registered Polysomnographic Technologist certification examination. A high school or GED diploma is required. *Textbooks are required.*

Course # 1716, *Hours: 300*
Start • End Dates: 02/18/14 • 07/02/14
Day: TWTh **Time:** 9:00A – 1:00P
Cost: 186.25 **Location Code:** SCC
Building Location: Rm 123
Instructor: George Zwilling
Orientation: Via Web-Link

Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, December 3.

For registration information, refer to page 2. For location key, refer to page 3.

Online Medical/Hybrid Classes

Anatomy & Physiology – Introduction
This course is designed to introduce basic anatomy and physiology concepts. Emphasis is placed on the relationship between body structure and function and the procedures common to healthcare. Graduates should be able to identify body system components and disease processes and relate this knowledge to the delivery of healthcare. A high school or GED diploma is required.

Course # 1882, *Hours: 96*
Start • End Dates: 01/13/14 • 05/05/14
Day: Online **Time:** Online
Cost: 181.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 221
Instructor: Lennie Stephenson
Blackboard Orientation: Monday 01/06/14; 9:00A – 11:00A

Medical Billing & Coding
This course prepares an individual for entry level healthcare insurance billing and coding positions. Course topics include the role and responsibilities of a coder, managed healthcare, life cycle of an insurance claim, legal and regulatory issues, coding regulations, reimbursement issues and claim instructions. Graduates from the program should be able to be effective in an entry level coding position. Upon successful completion of the program, the graduate is eligible to take the Certified Professional Coder Examination given by The American Academy of Professional Coders (AAPC). Pre-requisites: Anatomy & Physiology and Medical Terminology.
A high school or GED diploma is required.

Course # 1881, *Hours: 150*
Start • End Dates: 01/13/14 • 05/05/14
Day: Online **Time:** Online
Cost: 181.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 221
Instructor: Lennie Stephenson
Blackboard Orientation: Monday 01/06/14; 9:00A – 11:00A

Medical Terminology
This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, combining forms and body organization. Program content covers basic human anatomy and physiology for all body systems, common medical procedures and major disease processes associated with each body system. High School Diploma/GED required. Textbook required.

Course # 1883, *Hours: 120*
Start • End Dates: 02/10/14 • 05/05/14
Day: Online **Time:** Online
Cost: 181.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 221
Instructor: Lennie Stephenson
Blackboard Orientation: Monday 02/03/14; 9:00A – 11:00A

Nurse Aide I Hybrid
Students learn the basic nursing skills required to care for patients in a variety of healthcare settings. Through classroom instruction, laboratory practice and clinical rotation, students learn activity of daily living skills, customer service, signs and symptoms of disease, and time management skills. Upon successful completion of the program, graduates will be eligible to take the National Nurse Aide Assessment Program (NNAAP) certification examination administered by the State of North Carolina. Students are required to pay for a criminal background check, uniform, watch with second hand, and a stethoscope. The student is also required to show proof of immunizations. A high school Diploma or GED is required. Textbooks are required.

Course # 1887, *Hours: 184*
Start • End Dates: 01/13/14 • 05/05/14
Lab Days: MF **Lab Time:** 9:00A – 1:00P
Cost: 181.25 **Location Code:** HHSC
Building Location: Harnett Health Sciences Ctr Rm 221
Instructor: Sandra Bass
Clinical: Monday – Friday; 7:30A – 4:00P

Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, December 3.

For registration information, refer to page 2. For location key, refer to page 3.

Cake Decorating I
You will learn the basic techniques of cake decoration for home or work. Please request a list of required supplies when you register.

Course # 1180, *Hours: 15*
Start • End Dates: 01/15/14 • 02/19/14
Day: W **Time:** 5:30P – 8:00P
Cost: 71.25 **Location Code:** WBW
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.

Course # 1181, *Hours: 12.5*
Start • End Dates: 03/05/14 • 04/02/14
Day: W **Time:** 5:30P – 8:00P
Cost: 71.25 **Location Code:** WBW
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

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

Course # 1230, *Hours: 16*
Start • End Dates: 01/21/14 • 03/11/14
Day: T **Time:** 6:00P – 8:00P
Cost: 49.00 (SS)
Building Location: Find X Designs (Sanford)
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 # 1141, *Hours: 17.5*
Start • End Dates: 01/27/14 • 03/10/14
Day: M **Time:** 6:30P – 9:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course # 1142, *Hours: 17.5*
Start • End Dates: 01/28/14 • 03/11/14
Day: T **Time:** 2:00P – 4:30P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course # 1143, *Hours: 17.5*
Start • End Dates: 03/17/14 • 05/05/14
Day: M **Time:** 6:30P –9:00P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

Course # 1144, *Hours: 17.5*
Start • End Dates: 03/18/14 • 04/29/14
Day: T **Time:** 2:00P – 4:30P
Cost: 59.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 214
Instructor: Nancy Kennedy

For registration information, refer to page 2. For location key, refer to page 3.

Human Resources Development (HRD) Spring 2014

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 are eligible for federal earned income tax credit**
- **Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.**

Chatham County

Computers for the Workplace – Introduction
Students learn basic computer skills at a relaxed pace while developing employability skills. The focus will be to increase the students' comfort level with computers. Emphasis is placed on the role of technology in the workplace. Class projects will include creating a résumé, preparing a cover letter, learning how to do an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

Course # 1759, *Hours: 56*
Start • End Dates: 01/21/14 • 04/23/14
Day: TW **Time:** 6:00P – 8:00P
Cost: 180.00 **Location Code:** SCC
Building Location: Rm 125
Instructor: Robert Gray

Career Readiness and Employability Lab
This is a self-paced class designed to develop employability skills. Students will assess their individual goals; develop a career or educational plan to include job search skills, résumés and cover letter preparation and training toward the Career Readiness Certificate. It is an open entry-open exit lab; enroll today!

Course # 1758, *Hours: 87*
Start • End Dates: 01/13/14 • 04/28/14
Day: MTh **Time:** 5:00P – 8:00P
Cost: 180.00 **Location Code:** PMC
Building Location: JobLink Center Rm 201
Instructor: Robert Gray

Workplace Readiness for Health Careers
Increase your chances of being hired in a healthcare profession. Professional behavior, communication skills, time management, job interviewing skills, and how to prepare your résumé will be covered in this class.

Course # 1760, *Hours: 24*
Start • End Dates: 01/03/14 • 01/10/14
Day: M–F **Time:** 9:00A – 1:00P
Cost: 70.00 **Location Code:** SCC
Building Location: Rm 118
Instructor: TBD

Course # 1762, *Hours: 24*
Start • End Dates: 03/12/14 • 03/20/14
Day: MTWTh **Time:** 5:00P – 9:00P
Cost: 70.00 **Location Code:** PMC
Building Location: MW; Bldg 041 Rm 222
Building Location: TTh; Bldg 041 Rm 224
Instructor: TBD

Harnett County

Pre-register by calling (910) 814-8823 or (910) 814-8852.

Age Ain't Nothing but a Number: Job Search Strategies for Mature Professionals
Learn job search strategies and tips to prepare you as a savvy and informed job seeker for today's job market.

Course # 1936, *Hours: 60*
Start • End Dates: 01/27/14 • 04/04/14
Day: MF **Time:** 9:30A – 12:30P
Cost: 125.00 **Location Code:** HMC
Building Location: Continuing Education Bldg
Instructor: TBD

Career Readiness & Employability Lab
This class provides students with an opportunity to prepare employment documents such as résumés, cover letters, and thank you letters. In addition, students will be able to complete self-assessments, apply for jobs online and prepare for the NC Career Readiness Certification. Students may register anytime and work at their own pace with instructors to fulfill their career goals.

Course # 1931, *Hours: 45*
Start • End Dates: 01/27/14 • 05/12/14
Day: M **Time:** 3:00P – 6:00P
Cost: 125.00 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: Janetta Ligon

Course # 1932, *Hours: 45*
Start • End Dates: 02/14/14 • 04/11/14
Day: F **Time:** 9:00A – 2:00P
Cost: 125.00 **Location Code:** TSEC
Building Location: Triangle South Enterprise Rm 102
Instructor: Betty Hollins

Computer Use for Employment I
This course will focus on basic computer skills as they relate to Internet awareness, creating professional e-mail accounts, developing basic keyboarding, researching labor market information, and accessing governmental and educational resources and services.

Course # 1926, *Hours: 57*
Start • End Dates: 01/08/14 • 01/24/14
Day: M–F **Time:** 9:00A – 2:00P
Cost: 180.00 **Location Code:** TSEC
Building Location: Triangle South Enterprise Rm 102
Instructor: Betty Hollins

Course # 1927, *Hours: 57*
Start • End Dates: 01/21/14 • 03/04/14
Day: TWTh **Time:** 9:00A – 12:00P
Cost: 180.00 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: TBD

Computer Use for Employment II
This course will focus on computer skills as it relates to developing basic keyboarding, word processing, and learning technology based job search strategies, applying for employment online, and creating employment related documents such as resumes and cover letters.

Course # 1928, *Hours: 57*
Start • End Dates: 01/27/14 • 02/11/14
Day: MTWThF **Time:** 9:00A – 2:00P
Cost: 180.00 **Location Code:** TSEC
Building Location: Triangle South Enterprise Rm 102
Instructor: Betty Hollins

Course # 1929, *Hours: 57*
Start • End Dates: 03/11/14 • 04/22/14
Day: TWTh **Time:** 9:00A – 2:00P
Cost: 180.00 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 229
Instructor: TBD

Create Your Own Career Destiny
Explore your own skills and talents to create new career opportunities for yourself. Learn creative ways to market yourself to employers.

Course # 1933, *Hours: 16*
Start • End Dates: 01/13/14 • 02/11/14
Day: MT **Time:** 4:30P – 6:30P
Cost: 70.00 **Location Code:** TSEC
Building Location: Triangle South Enterprise Rm 212
Instructor: Iris Prince

Course # 1934, *Hours: 16*
Start • End Dates: 01/15/14 • 02/06/14
Day: WTh **Time:** 4:30P – 6:30P
Cost: 70.00 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 228
Instructor: Iris Prince

Employability Skills for Office Careers
Explore office-related careers; assess your skills related to the field; improve your verbal and written communications skills; increase your computer awareness; create employment documents; practice interviewing; and much more.

Course # 1930, *Hours: 115*
Start • End Dates: 02/17/14 • 04/08/14
Day: MTWTh **Time:** 9:00A – 2:00P
Cost: 180.00 **Location Code:** TSEC
Building Location: Triangle South Enterprise Rm 102
Instructor: Betty Hollins

What Did You Say? Communication Skills for the Workplace
Employers rank communication skills as an important asset during the interview process and in the workplace. Strategize to communicate effectively, verbally, and nonverbally. Learn the difference between hearing and listening. Learn specific strategies to communicate more effectively during an interview, using technology, and in the workplace.

Course # 1935, *Hours: 48*
Start • End Dates: 02/18/14 • 05/08/14
Day: TTh **Time:** 4:30P – 6:30P
Cost: 125.00 **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 228
Instructor: Iris Prince

Job Hunt
Join us for the Job Hunt Series at the Harnett County Public Library in Lillington, 601 South Main St.
Pre-register by contacting the library at (910) 814-3446.
For more information about classes, call (910) 814-8852.

Computer Technology for the Job Hunt
This course will focus on basic computer use skills as they relate to Internet awareness, creating professional e-mail accounts, applying for employment online, learning technology-based job search strategies, and accessing governmental and educational resources and services.

Course # 1937, *Hours: 48*
Start • End Dates: 01/13/14 • 03/10/14
Day: MW **Time:** 9:30A – 12:30P
Cost: 70.00 **Location Code:** HLB
Building Location: Harnett County Library Rm 0001
Instructor: TBD

Résumé-Ready for the Job Hunt
Learn how to develop a targeted résumé for a specific job or industry. Apply for jobs online and send a résumé electronically.

Course # 1938, *Hours: 16*
Start • End Dates: 03/17/14 • 04/09/14
Day: MW **Time:** 10:00A – 12:00P
Cost: 70.00 **Location Code:** HLB
Building Location: Harnett County Library Rm 0001
Instructor: TBD

Stress – Less Interviews for the Job Hunt
Learn how to present yourself and specific techniques for successful interviews. You will also learn about commonly asked questions, interview formats, dress, and body language. You will also have the opportunity to practice your skills in mock interviews.

Course # 1939, *Hours: 14*
Start • End Dates: 04/14/14 • 05/07/14
Day: MW **Time:** 10:00A – 12:00P
Cost: 70.00 **Location Code:** HLB
Building Location: Harnett County Library Rm 0001
Instructor: TBD

Lee County

Basic Computer Skills for Job Search
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 # 1146, *Hours: 60*
Start • End Dates: 01/28/14 • 03/18/14
Days: TTh Time: 5:00P – 9:00P
Cost: 180.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer

Course # 1147, *Hours: 60*
Start • End Dates: 02/17/14 • 04/07/14
Days: MW Time: 9:00A – 1:00P
Cost: 180.00 **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: Robert Gray

Career Readiness Lab
Do you need to create a résumé or cover letter, search for jobs, or apply online? Want to improve your opportunities for getting that great job, change careers, or "recession proofing" your job skills and résumé? Do you need to practice and/or refresh your skills before taking the WorkKeys Assessments to earn your Career Readiness Certificate?

Course # 1193, *Hours: 260*
Start • End Dates: 01/06/14 • 05/07/14
Day: T **Time:** 9:00A – 4:00P
Day: W **Time:** 1:00P – 6:00P
Cost: 180.00 **Location Code:** LCL
Building Location: Lee County Library
Instructor: Laurinda Southerland/ Kevin Whitley

Career Training Lab
Register anytime and work at your own pace to fulfill your goals and career objectives in this Lab. Instruction is designed to be self-directed and self-paced. This course provides employability skills training for unemployed and underemployed adults. Competencies include but are not limited to self-paced instruction in Career Readiness Certification (CRC), Introduction to Computers and Keyboarding, Job Search Techniques, Interviewing Skills, and Résumé writing.

Course # 1145, *Hours: 175*
Start • End Dates: 01/06/14 • 05/12/13
Day: MW **Time:** 9:00A – 2:00P
Cost: 180.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Dedrick Petty

Employment Training Lab
Prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. Develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course # 1149, *Hours: 27*
Start • End Dates: 01/09/14 • 05/01/14
Day: Th **Time:** 9:00A – 12:00P
Cost: 125.00 **Location Code:** WBW
Building Location: Division of Workforce Solutions
Instructor: Amanda Burgess
Class Dates: 1/9, 1/23, 2/6, 2/20, 3/6,3/20,4/3,4/17,5/1

Moms on a Mission to Employment
This class is designed for women who have been stay- at- home moms and now would like to enter or re-enter the workplace. Emphasis will focus on transferable skills, networking, and skills assessment for careers. Explore career possibilities with an HRD instructor who will guide you through the process of finding employment. Learn the skills needed to increase your basic computer skills to prepare documents to get a job. Learn how to become employed by building a positive self-concept and by problem-solving to reach your goals. Registrations fee waivers are available for those who qualify.

Course # 1148, *Hours: 68*
Start • End Dates: 01/21/14 • 05/13/14
Day: T **Time:** 9:00A – 1:00P
Cost: 180.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland

Pathways to Medical Occupations
Discover healthcare occupations. Gain basic information about dental assisting, medical terminology, Nurse Aide, physical therapy, and phlebotomy. This course will allow students to attend facilities. Students will also receive employability skills which will strengthen professional skills needed in the healthcare environment and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certification (CRC)

Course # 1171, *Hours: 32*
Start • End Dates: 01/27/14 • 03/17/14
Day: M **Time:** 9:00A – 1:00P
Cost: 125.00 **Location Code:** WBW
Building Location: Bldg B Rm 108B
Instructor: Chris Vaughan

Course # 1194, *Hours 32*
Start • End Dates: 03/24/14 • 05/19/14
Day: M **Time:** 9:00A – 1:00P
Cost: 125.00 **Location Code:** WBW
Building Location: Bldg B Rm 108B
Instructor: Chris Vaughan

Surviving Unemployment Reduced Wages and Economy Changes (S.U.R.E.)
This class will help you survive after the job cutback or loss by showing you how to cover living expenses using unemployment or reduced wages. Learn techniques for maintaining a positive outlook during uncertain times. Learn to budget funds and work with debtors and to develop techniques for making better informed decisions about your finances.

Course # 1169, *Hours: 30*
Start • End Dates: 02/13/14 • 04/17/14
Day: Th **Time:** 10:00A – 1:00P
Cost: 125.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Karen McLeod

FRESH START

Designed for Former Offenders
OPEN TO ALL ADULTS

Join Fresh Start and gain the knowledge to sell your skills and impress employers.

Lifelong Learning Center at W.B. Wicker
900 South Vance Street, Suite 220
Sanford, NC 27330

For more information on the Fresh Start Program, contact (919) 777-7793.

www.cccc.edu

For registration information, refer to page 2. For location key, refer to page 3.

Industry Services

A well-trained workforce with up-to-date skills can mean the difference between profit and loss in modern industry. Central Carolina Community College's Industry Services office works with industries in Chatham, Harnett, and Lee counties to maximize success through quality workforce training. The department is housed in the Innovation Center in the Lee County Industrial Park, a state-of-the art advanced manufacturing center focused on short-course, hands-on industry specific training.

Register for these courses, contact: Sue Whitman, Industry Services Assistant, at (919) 718-7490 or email swhitman@cccc.edu.

Certified Production Technician (CPT): Module 1, Safety
The Certified Production Technician (CPT) Safety course is the first of four modules required to earn the Manufacturing Skill Standards Council (MSSC) certification. The program assists participants to build the core knowledge and skills required to excel in advanced manufacturing. The CPT is industry-led, federally recognized and a nationally validated standard applicable to all industry sectors. Subsequent modules will follow; after all four modules are complete participants may sit for the certification exam. A textbook is required for the course; please call for cost.

Hours: 48
Start • End Dates: 01/06/14 • 04/28/14
Days: M **Time:** 6:00P – 9:00P
Cost: 130.00 **Location Code:** INNOV
Building Location: CPS Rm 0003
Instructor: Kendall Crawford, MSSC certified instructor

Creative Problem Solving
The Creative Problem Solving course teaches the process, method, or system for approaching a problem in an imaginative way that results in effective action. This course stresses how to creatively solve problems effectively by identifying and developing innovative solutions that generate breakthrough results. Participants will learn to execute each step in the creative problem solving methodology. They will also be given the opportunity to practice integrating these skills into simulated problem scenarios. Managers and employees at all levels of the organization who will be involved in problem solving and improvement activities will benefit from this course.

Hours: 8
Start • End Dates: 03/04/14 • 03/05/14
Days: TW **Time:** 8:00A – 12:00P
Cost: 100.00 **Location Code:** INNOV
Building Location: TBD

Digital Multimeter Basics
This course includes hands-on training in the use of digital multimeters such as the Fluke 87-5/E2 Industrialm Electrician meter (instrument used during course; provided). Topics covered include meter settings, AC/DC voltage current and measurement, resistance, continuity, capacitance, and troubleshooting techniques.

Hours: 6
Start • End Dates: 02/25/14 • 02/27/14
Days: TWTh **Time:** 6:00P – 8:00P
Cost: 50.00 **Location Code:** INNOV
Building Location: Industrial Skills Lab Rm 0004
Instructor: Kendall Crawford

Lean Six Sigma Strategic Planning (Hoshin Kanri Planning)
For companies to be competitive, leaders must engage people at all levels in order to focus their energy and enable them to apply lean principles to everything they do. Strategy deployment, called hoshin kanri by Toyota and also known by the term policy deployment, has proven to be the most effective process for meeting this ongoing challenge. This course covers the basics of strategy deployment that help organizations to develop and deploy strategies to keep them competitive while demonstrating how strategy deployment can help leaders harness the full power of Lean.

Hours: 8
Start • End Dates: 02/4/14 • 02/6/14
Days: TTh **Time:** 8:00A – 12:00P
Cost: 100.00 **Location Code:** INNOV
Building Location: TBD

Lean Six Sigma (LSS) Yellow Belt
The LSS Yellow belts is designed for executives, supervisors, and team members who contribute expertise and information about processes to improve the impact and success of Lean Six Sigma projects. The Lean Six Sigma Yellow Belt course gets students on track quickly and economically. The course consists of 24 hrs. of e-learning and 12 hrs. face-to-face.
What You Will Learn:
• Essential Lean and Six Sigma principles
• How to identify and eliminate waste
• How to select and define process improvement projects
• Statistical tools for measurement and analysis
• How to improve customer service

Hours: 36
Start • End Dates: 01/30/14 • 03/13/14
Days: Th **Time:** 6:30P – 8:30P
Cost: 795.00 **Location Code:** INNOV
Building Location: TBD
Instructor: Bob Jones

Lean Six Sigma (LSS) Applied: Process Analytics
Learn how to apply Lean Six Sigma tools in any process to drive the use of the Define Measure Analyze Improve and control (DMAIC) process. This course is hands-on applications of a wide array of process and data driven analytical tools and their uses. Designed for participants who are in need of a refresher course or want to see Lean Six Sigma in practice, this course will show the immense benefits that come from LSS tools and techniques when properly applied.

Hours: 16
Start • End Dates: 04/08/14 • 04/29/14
Days: T **Time:** 8:00A – 12:00P
Cost: 100.00 (SS) **Location Code:** INNOV
Building Location: TBD

Project Management Basics
Learn how to facilitate proper coordination and success of a project in an organization, business or at home. It involves the planning, execution and finalization of a project for such things as a work program or a social event. Project management requires the supervision of a project manager to ensure that the procedure of a certain task is methodically undertaken in terms of time, budget and resources.

Hours: 12
Start • End Dates: 01/07/14 • 01/16/14
Days: TTh **Time:** 8:00A – 12:00P
Cost: 100.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Instructor: Jeff Bickford

Simulated Work Environment (SWE)
The purpose of the SWE is to teach continuous improvement methodologies in a hands-on, simulated work line environment. Methodologies stressed include standard work, job instruction training, process improvement, visual management, 5S, value stream mapping, and pull and flow. The training is a phased approach including classroom instruction, 3 simulations on the line followed by evaluation, team problem solving work, and implementation of decisions made. The SWE event is 8 continuous hours and can run with no less and no more than 17 operators. (Five dates are available; please specify when registering.)

Hours: 8
Start • End Dates: 01/24/14 • 01/24/14
Days: F **Time:** 7:30A – 5:00P
Cost: 225.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Register no later than 01/21/14.

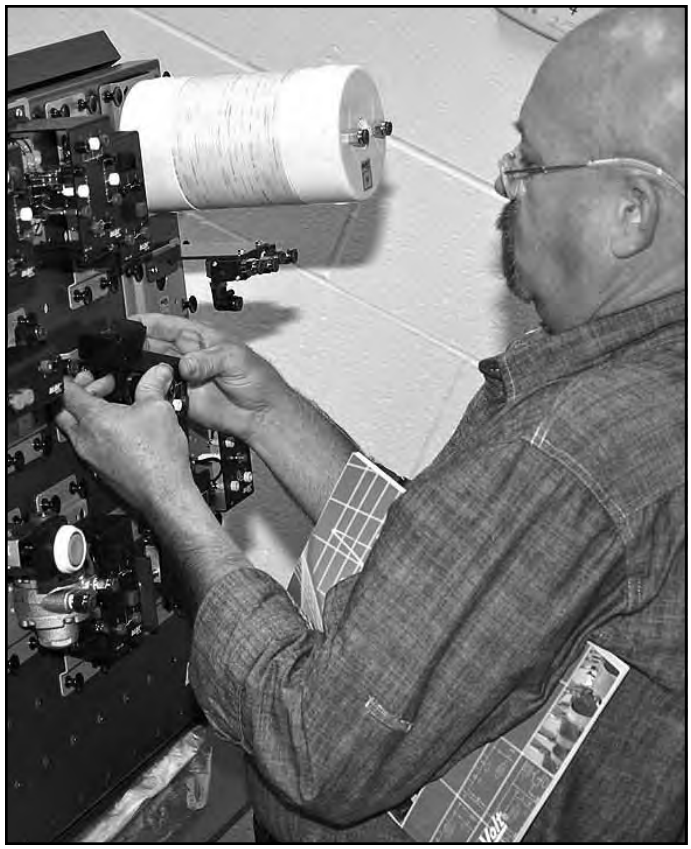
Hours: 8
Start • End Dates: 02/21/14 • 02/21/14
Days: F **Time:** 7:30A – 5:00P
Cost: 225.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Register no later than 02/18/14.

Hours: 8
Start • End Dates: 03/21/14 • 03/21/14
Days: F **Time:** 7:30A – 5:00P
Cost: 225.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Register no later than 03/18/14.

Hours: 8
Start • End Dates: 04/11/14 • 04/11/14
Days: F **Time:** 7:30A – 5:00P
Cost: 225.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Register no later than 04/08/14.

Hours: 8
Start • End Dates: 05/9/14 • 05/9/14
Days: F **Time:** 7:30A – 5:00P
Cost: 225.00 (SS) **Location Code:** INNOV
Building Location: CPS Rm 0003
Register no later than 05/06/14.

Are you interested in forklift training? Refer to page 43 for the Continuing Education offerings for Spring 2014!



American Sign Language for Beginners
Learn an invaluable skill for work and life as you study the basics of being able to communicate at a beginner's level in American Sign Language. You will learn basic receptive and expressive signing skills and vocabulary, the manual alphabet, signed numbers, basic vocabulary, appropriate facial markers, and body movement. You'll also be introduced to valuable knowledge about the deaf culture and community.

Course # 1229, *Hours: 20*
Start • End Dates: 02/03/14 • 04/07/14
Day: M **Time:** 5:30P – 7:30P
Cost: 71.25 **Location Code:** LSW
Building Location: LCI Bldg Multipurpose Rm
Instructor: Lisa McPherson

Conversational Spanish
This course is designed to engage the intermediate to advanced Spanish-speaking student in dialogue with the instructor and fellow students to enhance conversational skills and understanding. Very little English will be spoken in this class.

Course # 1188, *Hours: 24*
Start • End Dates: 03/12/14 • 04/30/14
Day: W **Time:** 5:30P – 8:30P
Cost: 71.25 **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Robert Komorowski

Course # 1866, *Hours: 24*
Start • End Dates: 01/21/14 • 03/10/14
Day: T **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** TSEC
Building Location: Rm TBD
Instructor: Francisco Hamilton

French Conversation – Introduction
Basic level emphasis on spoken French for travel, arts; grammar presented as needed. Students will learn basic dialogues and have in in-class practice. Appropriate for complete beginners or as a refresher activity.

Course # 1286, *Hours: 14*
Start • End Dates: 01/14/14 • 02/25/14
Day: T **Time:** 6:30P – 8:30P
Cost: 61.25 (SS) **Location Code:** PMC
Building Location: Bldg 041 Rm 224
Instructor: Thomas Dow

German – Beginning
This introductory course in German will focus on basic language and conversational skills in a relaxed setting.

Course # 1232, *Hours: 16*
Start • End Date: 02/03/14 • 03/24/14
Day: M **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Annette Priest

"Hablemos! Let's Talk! – Spanish Immersion
"Hablemos! – Let's Talk!" is a Spanish Immersion program offered by Central Carolina Community College. Conducted in Spanish, this week-long course aims to enhance the capabilities of participates who have intermediate to advanced experience with the language by immersing them in substantive yet informal instruction and enrichment sessions. A textbook is required: Practice Makes Perfect: Complete Spanish Grammar (McGraw-Hill, Second Edition) by Gilda Nissenberg. ISBN #9780071763431

Course # 1739, *Hours: 24*
Start • End Dates: 04/07/14 • 04/11/14
Days: M–F **Time:** 9:00A – 5:00P
Cost: 251.25 (SS) **Location Code:** SCC
Building Location: Rm 230
Instructors: Estebania Chojnack

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

Course # 1735, *Hours: 24*
Start • End Dates: 01/22/14 • 04/09/14
Day: W **Time:** 5:30P – 7:30P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 225
Instructor: Sandy Reul

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 # 1736, *Hours: 24*
Start • End Dates: 01/23/14 • 04/10/14
Day: Th **Time:** 6:30P – 8:30P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 225
Instructor: Estebania Chojnacki

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

Course # 1737, *Hours: 24*
Start • End Dates: 01/21/14 • 04/08/14
Day: T **Time:** 6:30P – 8:30P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 041 Rm 225
Instructor: Estebania Chojnacki

Backyard Chicken Schemes
It's 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.

Creative Retirement
Course # 1943, *Hours: 5*
Start • End Date: 04/05/14 • 04/05/14
Day: Sa **Time:** 9:00A – 3:30P
Cost: 30.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Judy Hogan

Course # 1168, *Hours: 5*
Start • End Date: 04/12/14 • 04/12/14
Day: Sa **Time:** 9:00A – 3:00P
Cost: 30.25 (SS) **Location Code:** WBW
Building Location: Bldg B Rm 110B
Instructor: Judy Hogan

Birds and Their Habitats
Students will learn to identify local birds and become familiar with the trees, shrubs, and various plants they use. This knowledge will aid in the selection of plant material for use in sustainable integrated pest management program, for use in natural landscaping or to attract specific birds. Classwork will complement field work.

Course # 1774, *Hours: 24*
Start • End Dates: 03/04/14 • 04/22/14
Day: T **Time:** 9:00A – 12:00P
Cost: 101.25(SS) **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Andy Upshaw

Citizens' College of Chatham County
This program is designed to provide an overview of major county, town, and school system roles and responsibilities through seven classes. The classes will feature department heads and officials who will lead discussions with class members and will involve hands-on activities such as water quality testing and tours of a major fire station.

Course # 1740, *Hours: 17.5*
Start • End Dates: 01/23/14 • 03/06/14
Day: Th **Time:** 6:30P – 9:00P
Cost: 25.00 (SS) **Location Code:** PMC
Building Location: Bldg 42 Conference Rm 2
Instructor: Debra J. Henzey

Concealed Carry Handgun
Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides eight (8) hours of instruction including live fire practice and qualification. You will need to provide your own gun, protective eyewear, and ball cap. Please request specific course instructions and requirements when registering.

Course # 1184, *Hours: 10*
Start • End Date: 02/15/14 • 02/15/14
Day: Sa **Time:** 8:00A – 6:45P
Cost: 79.00 (SS) **Location Code:** WFRG
Instructor: James Estes

Course # 1185, *Hours: 10*
Start • End Date: 03/15/14 • 03/15/14
Day: Sa **Time:** 8:00A – 6:45P
Cost: 79.00 (SS) **Location Code:** WFRG
Instructor: James Estes

Course # 1186, *Hours: 10*
Start • End Date: 04/26/14 • 04/26/14
Day: Sa **Time:** 8:00A – 6:45P
Cost: 79.00 (SS) **Location Code:** WFRG
Instructor: James Estes

Dance – Ballroom I (Beginning)
This class is designed to introduce students to several ballroom dances. It will introduce the students to basic steps for leading and following. *Leather-bottom shoes are recommended.*

Creative Retirement
Course # 1251, *Hours: 5*
Start • End Dates: 01/10/14 • 02/07/14
Day: F **Time:** 8:00P – 9:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Stephen Nystrom

Dance – Ballroom Dancing II
This class will continue to expand on the basic skills of leading and following additional ballroom steps will be introduced. *Leather-bottom shoes are recommended.*

Creative Retirement
Course # 1254, *Hours: 5*
Start • End Dates: 02/21/14 • 03/21/14
Day: F **Time:** 8:00P – 9:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Stephen Nystrom

Dance – Line Dance I
This course is designed for the beginning line dancer. You will learn the basic line dance rhythms, steps, and techniques.

Course # 1252, *Hours 5*
Start • End Dates: 01/10/14 • 02/07/14
Day: F **Time:** 9:00P – 10:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

Dance – Line Dance II
In the class, you will learn new steps and expand your knowledge of line dancing.

Course # 1255, *Hours 5*
Start • End Dates: 02/21/14 • 03/21/14
Day: F **Time:** 9:00P – 10:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Rm MPR
Instructor: Stephen Nystrom

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

Creative Retirement
Course # 1775, *Hours: 5*
Start • End Dates: 01/10/14 • 02/07/14
Day: F **Time:** 7:00P – 8:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Stephen Nystrom

Creative Retirement
Course # 1942, *Hours: 5*
Start • End Dates: 03/12/14 • 04/09/14
Day: W **Time:** 7:00P – 8:00P
Cost: 36.25 (SS) **Location Code:** HMC
Building Location: Miriello Bldg Rm 135
Instructor: Larry Patterson

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

Creative Retirement
Course # 1253, *Hours: 5*
Start • End Dates: 02/21/14 • 03/21/14
Day: F **Time:** 7:00P – 8:00P
Cost: 36.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Stephen Nystrom

Dog Obedience – Beginner
Have fun in this 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.

Course # 1182, *Hours: 10.5*
Start • End Dates: 01/14/14 • 02/25/14
Day: T **Time:** 6:00P – 7:30P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Pat Sullivan

Course # 1770, *Hours: 10.5*
Start • End Dates: 01/17/14 • 02/28/14
Day: F **Time:** 6:00P – 7:30P
Cost: 66.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Pat Sullivan

Course # 1183, *Hours: 10.5*
Start • End Dates: 03/11/14 • 04/22/14
Day: T **Time:** 6:00P – 7:30P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Pat Sullivan

Course # 1771, *Hours: 10.5*
Start • End Dates: 03/14/14 • 05/01/14
Day: F **Time:** 6:00P – 7:30P
Cost: 66.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Pat Sullivan

Dog Obedience – Canine Good Citizen (CGC)
This class will prepare students and their dogs to take the American Kennel Club's Canine Good Citizen Test (to be given during the last class). AKC's CGC is a two-part program that stresses responsible pet ownership for owners and basic good manners for dogs. All dogs must pass the 10-step CGC test to receive a certificate from the American Kennel Club. This is the first step towards becoming therapy dogs.

Course # 1772, *Hours: 10.5*
Start • End Dates: 01/17/14 • 02/28/14
Day: F **Time:** 4:30P – 6:00P
Cost: 76.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Pat Sullivan

Course # 1773, *Hours: 10.5*
Start • End Dates: 03/14/14 • 05/02/14
Day: F **Time:** 4:30P – 6:00P
Cost: 76.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Pat Sullivan

Fundamentals of Investing- creative retiremnt
This course educates investors on the basics of investing and financial planning.
Creative Retirement
Course # 1741, *Hours: 16*
Start • End Dates: 02/03/14 • 03/31/14
Day: M **Time:** 6:00P – 8:00P
Cost: 51.25(SS) **Location Code:** PMC
Building Location: Bldg 042 Rm 109
Instructor: Chad Virgil

Genealogy
Learn how to discover your family tree and uncover your rich roots.
Creative Retirement
Course # 1742, *Hours: 14*
Start • End Dates: 02/11/14 • 03/25/14
Day: T **Time:** 7:00P – 9:00P
Cost: 66.25 (SS) **Location Code:** SCC
Building Location: Rm 219
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 # 1941, *Hours: 2.5*
Start • End Date: 03/26/14 • 03/26/14
Day: W **Time:** 6:30P – 9:00P
Cost: 21.25 (SS) **Location Code:** HMC
Building Location: TBD
Instructor: Joe Gallogly

Hatha Yoga
A gentle yoga class designed to build one's strength and flexibility while creating a feeling of balance, relaxation, freedom and joy. This class is a perfect way to start the new year!Students are required to bring yoga mats.
Creative Retirement
Course # 1769, *Hours: 12.5*
Start • End Dates: 01/08/14 • 03/12/14
Day: W **Time:** 6:00P – 7:15P
Cost: 71.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Kim Caraganis

How to Thrive Financially in Retirement
Are you retired or almost there? Come learn tips for thriving rather than just surviving during your retirement. You will learn strategies for reducing your taxes, drawing your retirement income, and protecting your savings from investment mistakes. You'll also learn about essential legal documents and estate planning.
Course # 1195, *Hours: 4*
Start • End Dates: 02/27/14 • 03/06/14
Day: Th **Time:** 6:30P – 8:30P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 215
Instructor: Wayne Smith

Course # 1196, *Hours: 4*
Start • End Dates: 04/08/14 • 04/15/14
Day: T **Time:** 6:30P – 8:30P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 215
Instructor: Wayne Smith

Music Theory for Beginning and Intermediate Musicians and Song Writers
This course explains the theory of music from the most basic elements, intervals, scale construction, the 12 keys, chord types and alterations, applications to soloing and songwriting. If available, please bring a piano keyboard.

Course # 1766, *Hours: 12*
Start • End Dates: 01/08/14 • 02/26/14
Day: W **Time:** 6:30P – 8:00P
Cost: 66.25(SS) **Location Code:** PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Stanford Malette

Organic Gardening
In this eight week course, students will learn about soil science, composting, organic disease control, and the best plants for organic gardening and growth.

Creative Retirement
Course # 1948, *Hours: 16*
Start • End Dates: 02/06/14 • 03/27/14
Day: Th **Time:** 6:30P – 8:30P
Cost: 51.25 (SS) **Location Code:** HMC
Building Location: TBD
Instructor: Robert Sherman

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

Creative Retirement
Course # 1949, *Hours: 16*
Start • End Dates: 02/04/14 • 03/25/14
Day: T **Time:** 6:30P – 8:30P
Cost: 51.25 (SS) **Location Code:** HMC
Building Location: TBD
Instructor: Robert Sherman

Tai Chi for Health - Part I
Students will be introduced to the correct form and sequence of beginner level Sun Tai Chi movements. Physical and mental well being will be enhanced by improving posture, balance, flexibility, range of motion, muscle strength, mental focus and relaxation.

Course # 1767, *Hours: 15*
Start • End Dates: 01/14/14 • 04/01/14
Day: T **Time:** 6:15P – 7:30P
Cost: 56.25(SS) **Location Code:** PMC
Building Location: Bldg 042 Rm MPR
Instructor: Patty Strother

Tai Chi for Health – Refresher and Part II
This course is for students who already have basic experience with Sun style Tai Chi and who want to improve their form and learn new movements. Students will be refreshed on the correct form and sequence of beginner and intermediate levels of Sun Tai Chi movements. Additional moves will be introduced.

Course # 1768, *Hours: 15*
Start • End Dates: 01/13/14 • 04/07/14
Day: M **Time:** 6:30P – 7:45P
Cost: 56.25(SS) **Location Code:** PMC
Building Location: Bldg 042 Rm MPR
Instructor: Patty Strother

Travel to the Pacific Northwest and California
Do you love to travel and visit beautiful areas in the United States? This eight day trip could be just what you and your friends or family would enjoy doing in Fall 2014. Highlights of this AAA sponsored adventure are Seattle, Washington, Olympia-Portland, Oregon, Cascade Mountains in Portland, Willamette Valley, Newport, Coos Bay, Bandon State Natural Area, Redwood National Park, Eureka, and San Francisco.
Call for a more information: Lee County (919) 777-7789; Harnett County (910) 814-8823; Chatham County (919) 545-8048;

Information Session Date: 01/16/14
Time: 6:00P – 7:30P
Building Location: Main Bldg Rm 215
Travel Date: October 6, 2014
Information Session Cost: Free
Presenter: Ryan Griffett, Dist. Sales Manager Members Choice Vacations

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. 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.

Creative Retirement
Course # 1231, *Hours: 1.5*
Start • End Date: 03/18/14 • 03/21/14
Day: F **Time:** 11:30A – 1:00P
Cost: Free **Location Code:** WBW
Building Location: Main Bldg Rm 220H
Instructor: Dr. John Orth

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 # 1178, *Hours: 6*
Start • End Date: 02/11/14 • 02/11/14
Day: T **Time:** 9:00A – 3:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

Course # 1179, *Hours: 6*
Start • End Date: 04/08/14 • 04/08/14
Day: T **Time:** 9:00A – 3:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

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

Course # 1753, *Hours: 96*
Start • End Dates: 01/21/14 • 04/24/14
Day: TThSa **Time:** 6:00P – 9:00P
(Feb. Sat. 8:00A – 2:30P)
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 140
Instructor: Michael Kreibick

BioProcess Technology
This course will prepare students for employment in the bioprocess industry as process technicians. In addition, it will be a preparation course to take the Bioprocess Technician Certification.

Course # 1757, *Hours: 96*
Start • End Dates: 01/14/14 • 05/01/14
Day: TTh **Time:** 9:00A – 12:00P
Cost: 181.25 **Location Code:** PMC
Building Location: TBD
Instructor: Jerry Koontz

Commercial Driver's License (CDL)
Students will gain information and understanding of material within the driver's 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 # 1120, *Hours: 21*
Start • End Dates: 02/03/14 • 03/12/14
Day: MW **Time:** 6:00P – 8:00P
Cost: 71.25 **Location Code:** WBW
Building Location: Main Bldg Rm 215
Instructor: Roger Judd

Course # 1749, *Hours: 24*
Start • End Dates: 03/04/14 • 03/25/14
Days: TTh **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 41 Conference Rm 1
Instructor: Bobby Lawson

Core Competency in Social Media
This course will provide participants with basic knowledge about a variety of social media tools and will offer strategies for how to use them most effectively:
– Social media – Facebook, Linkedin, Pinterest and Google+
– Mobile marketing
– Free local directories – Yelp, Google Local, Trip Advisor
– Location-sharing sites like Foursquare

Course # 1748, *Hours: 24*
Start • End Dates: 02/05/14 • 03/26/14
Day: W **Time:** 6:00P – 9:00P
Cost: 151.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Rm 108
Instructor: Karen Tiede

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

Course # 1198, *Hours: 8*
Start • End Date: 04/05/14 • 04/05/14
Day: Sa **Time:** 8:00A – 5:00P
Cost: 49.00 (SS) **Location Code:** LMC
Building Location: Budd Hall Bldg Rm 603
Instructor: Wynette Oliver

For registration information, refer to page 2. For location key, refer to page 3.

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

Course # 1858, *Hours: 385*
Start • End Dates: 01/13/14 • 05/15/14
Day: MTWTh **Time:** 3:30P – 9:30P
Cost: 186.25 **Location Code:** HMC
Building Location: Bldg 4
Instructor: Amanda McLamb

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 # 1197, *Hours: 8*
Start • End Date: 02/08/14 • 02/08/14
Day: Sa **Time:** 8:00A – 5:00P
Cost: 49.00 (SS) **Location Code:** LMC
Building Location: Budd Hall Bldg Rm 603
Instructor: Wynette Oliver

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

Course # 1763, *Hours: 9*
Start • End Date: 02/26/14 • 03/26/14
Day: W Time: 1:00P – 4:00P
Cost: 161.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Conference Rm
Instructor: Jess Spiller

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 # 1751, *Hours: 30*
Start • End Dates: 01/14/14 • 02/13/14
Days: TTh **Time:** 6:00P – 9:00P
Cost: 126.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Sandra Stancil

Course # 1187, *Hours: 30*
Start • End Dates: 02/04/14 • 03/06/14
Days: TTh **Time:** 5:30P – 8:30P
Cost: 126.25 **Location Code:** WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

Course # 1752, *Hours: 30*
Start • End Dates: 02/15/14 • 03/15/14
Days: Sa **Time:** 9:00A – 4:00P
Cost: 126.25 **Location Code:** PMC
Building Location: Bldg 042 Rm 108
Instructor: Sandra Stancil

Course # 1750, *Hours: 30*
Start • End Dates: 03/24/14 • 04/28/14
Days: MW **Time:** 6:00P – 9:00P
Cost: 126.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Sandra Stancil

Electrical Contractor – Analysis of NEC Changes 2014
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 2014 Book is required.

Course # 1189, *Hours: 4*
Start • End Date: 01/21/14 • 01/21/14
Day: T **Time:** 8:00A – 12:00N
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course # 1191, *Hours: 4*
Start • End Date: 04/22/14 • 04/22/14
Day: T **Time:** 8:00A – 12:00N
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Electrical Contractor – Grounding vs. Bonding 2014
This program gives you and excellent working knowledge of Article 250. Learn the purpose of grounding, its operation and its impact on electromagnetic fields, system ground vs. circuit grounding, location of grounding connection, enclosure grounding, and much more.

Course # 1190, *Hours: 4*
Start • End Date: 01/21/14 • 01/21/14
Day: T **Time:** 1:00P – 5:00P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course # 1192, *Hours: 4*
Start • End Date: 04/22/14 • 04/22/14
Day: T **Time:** 1:00P – 5:00P
Cost: 39.00 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Forklift Operator Training
This eight-hour course will provide 3 hours of classroom training and 3 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 # 1153, *Hours: 6*
Start • End Date: 02/14/14 • 02/14/14
Day: F **Time:** 8:00A – 3:00P
Cost: 95.00 (SS) **Location Code:** LCI
Building Location: Innovation Center
Instructor: Irving Claudio-Hernandez

Course # 1154, *Hours: 6*
Start • End Date: 04/10/14 • 04/10/14
Day: Th **Time:** 8:00A – 3:00P
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 material cost $600.00

Course # 1754, *Hours: 42*
Start • End Dates: 02/06/14 • 04/24/14
Day: Th **Time:** 6:30P – 10:00P
Cost: 126.25 **Location Code:** SCC
Building Location: Rm 223
Instructor: John Sutton

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.

Course # 1851, *Hours: 8*
Start • End Date: 01/11/14 • 01/11/14
Day: Sa **Time:** 8:00A – 4:30P
Cost: 66.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Patsy Payne

Course # 1743, *Hours: 7*
Start • End Date: 01/09/14 • 01/09/14
Day: Th **Time:** 9:00A – 5:00P
Cost: 66.25 (SS) **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Patricia Holloway

Course # 1174, *Hours: 8*
Start • End Dates: 01/28/14 • 01/29/14
Days: TW **Time:** 5:30P – 9:30P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 1852, *Hours: 8*
Start • End Date: 02/08/14 • 02/08/14
Day: Sa **Time:** 8:00A – 4:30P
Cost: 66.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Patsy Payne

Course # 1744, *Hours: 7*
Start • End Date: 02/13/14 • 02/13/14
Day: Th **Time:** 9:00A – 5:00P
Cost: 66.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Patricia Holloway

Course # 1175, *Hours: 8*
Start • End Date: 02/24/14 • 02/24/14
Days: M **Time:** 8:00A – 5:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

For registration information, refer to page 2. For location key, refer to page 3.

Notary Public (Continued)

Course # 1853, *Hours: 8*
Start • End Date: 03/08/14 • 03/08/14
Day: Sa **Time:** 8:00A – 4:30P
Cost: 66.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Patsy Payne

Course # 1745, *Hours: 7*
Start • End Date: 03/13/14 • 03/13/14
Day: Th **Time:** 9:00A – 5:00P
Cost: 66.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Patricia Holloway

Course # 1176, *Hours: 8*
Start • End Dates: 03/25/14 • 03/26/14
Days: TW **Time:** 5:30P – 9:30P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 1746, *Hours: 7*
Start • End Date: 04/10/14 • 04/10/14
Day: Th **Time:** 9:00A – 5:00P
Cost: 66.25 **Location Code:** PMC
Building Location: TBD
Instructor: Patricia Holloway

Course # 1854, *Hours: 8*
Start • End Date: 04/12/14 • 04/12/14
Day: Sa **Time:** 8:00A – 4:30P
Cost: 66.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Patsy Payne

Course # 1177, *Hours: 8*
Start • End Date: 04/28/14 • 04/28/14
Days: M **Time:** 8:00A – 5:00P
Cost: 66.25 (SS) **Location Code:** WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 1747, *Hours: 7*
Start • End Date: 05/08/14 • 05/08/14
Day: Th **Time:** 9:00A – 5:00P
Cost: 66.25 **Location Code:** PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Patricia Holloway

Course # 1855, *Hours: 8*
Start • End Date: 05/10/14 • 05/10/14
Day: Sa **Time:** 8:00A – 4:30P
Cost: 66.25 (SS) **Location Code:** HMC
Building Location: Continuing Education Bldg Rm 219
Instructor: Patsy Payne

Plumbing for Homeowners and Plumber Assistants
Designed for homeowners and those interested in becoming plumber assistants, this class will familiarize participants with basic residential plumbing components with an emphasis on installation, maintenance, and repair.

Course # 1756, *Hours: 42*
Start • End Dates: 01/07/14 • 03/11/14
Day: Th **Time:** 6:00P – 9:00P
(Saturdays in Feb. 8:00A – 2:30P)
Cost: 126.25 (SS) **Location Code:** PMC
Building Location: Bldg 045 Rm 136
Instructor: Darrell Parnell

Real Estate Provisional Broker
Learn the information you need to be prepared to take the North Carolina Real Estate Commission examination to become a provisional broker. This approved real estate pre-license course covers introductory real estate principles, practices, agency relationships, duties, legal and ethical considerations, and working with sellers. *A book is required.*

Course # 1119, *Hours: 80*
Start • End Dates: 01/09/14 • 04/08/13
Days: TTh **Time:** 6:00P – 9:00P
Cost: 181.25 **Location Code:** DWCC
Building Location: TBD
Instructor: Kathy Woodell

Tractor & Equipment Repair
Gain knowledge and practice on how to repair and restore farm tractors, utility trailers, and lawn equipment, plus all equipment that is used to maintain a small farm. Upon entering this course, all students are required to obtain basic hand tools and safety glasses.

Course # 1864, *Hours: 238*
Start • End Dates: 01/03/14 • 05/15/14
Day: MF **Time:** 8:00A – 3:30P
Cost: 186.25 **Location Code:** WHC
Building Location: West Harnett Center Rm 113
Instructor: Kevin Hutchens

Understanding Automotive and Diesel Systems
In this course, you will learn about the major systems of automotive and diesel equipment. This includes electrical drivetrain and fuel injection systems. Basic hand tools and safety glasses are required.

Course # 1865, *Hours: 238*
Start • End Dates: 01/02/14 • 04/29/14
Day: TTh **Time:** 8:00A – 3:30P
Cost: 186.25 **Location Code:** WHC
Building Location: West Harnett Center Rm 113
Instructor: Kevin Hutchens

Course # 1863, *Hours: 238*
Start • End Dates: 01/02/14 • 06/26/14
Day: TWTh **Time:** 6:00P – 10:00P
Cost: 186.25 **Location Code:** WHC
Building Location: West Harnett Center Rm 113
Instructor: Kevin Hutchens

Understanding Hispanic Culture III
Acquire speaking, reading, and writing skills while learning about the Hispanic culture. You will acquire language functions, vocabulary, and structures through contextualized presentations, interactive activities, and small group practice.

Course # 1867, *Hours: 24*
Start • End Dates: 01/23/14 • 03/13/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 66.25 **Location Code:** TSEC
Building Location: Rm TBD
Instructor: Francisco Hamilton

Vehicle Safety Inspection and OBD
This class prepares assessing technicians and service personnel as OBD inspectors for assessing 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 # 1155, *Hours: 8*
Start • End Dates: 01/07/14 • 01/09/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1156, *Hours: 8*
Start • End Dates: 02/04/14 • 02/06/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1157, *Hours: 8*
Start • End Dates: 03/04/14 • 03/06/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1158, *Hours: 8*
Start • End Dates: 04/01/14 • 04/03/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1159, *Hours: 8*
Start • End Dates: 05/06/14 • 05/08/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

OBD *(Vehicle Safety Inspection MUST be taken first)*

Course # 1160, *Hours: 8*
Start • End Dates: 01/14/14 • 01/16/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1161, *Hours: 8*
Start • End Dates: 02/11/14 • 02/13/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1162, *Hours: 8*
Start • End Dates: 03/11/14 • 03/13/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1163, *Hours: 8*
Start • End Dates: 04/08/14 • 04/10/14
Days: TTh **Time:** 6:00P – 10:00P
Cost: 66.25 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

OBD Refresher

Course # 1164, *Hours: 4*
Start • End Date: 01/21/14 • 01/21/14
Day: T **Time:** 6:00P – 10:00P
Cost: 65.00 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1165, *Hours: 4*
Start • End Date: 02/18/14 • 02/18/14
Day: T **Time:** 6:00P – 10:00P
Cost: 65.00 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1166, *Hours: 4*
Start • End Date: 03/18/14 • 03/18/14
Day: T **Time:** 6:00P – 10:00P
Cost: 65.00 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Course # 1167, *Hours: 4*
Start • End Date: 04/15/14 • 04/15/14
Day: T **Time:** 6:00P – 10:00P
Cost: 65.00 (SS) **Location Code:** LMC
Building Location: Joyner Hall Rm 516
Instructor: Pete Eckley

Vital Learning Supervision Series

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

Course # 1764, *Hours: 16*
Start • End Dates: 03/18/14 • 04/29/14
Day: T **Time:** 1:00P – 5:00P
Cost: 261.25 (SS) Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Jess Spiller

Welding II

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

Course # 1859, *Hours: 150*
Start • End Dates: 01/14/14 • 05/15/14
Day: TTh **Time:** 6:00P – 10:00P
Cost: 186.25 **Location Code:** HMC
Building Location: Continuing Education Rm 202
Instructor: Myers

Welding – MIG

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

Course # 1755, *Hours: 96*
Start • End Dates: 01/14/14 • 05/01/14
Day: TTh **Time:** 6:00P – 9:00P
Cost: 186.25 **Location Code:** SC
Building Location: Sage Academy
Instructor: Bobby Piggie

For registration information, refer to page 2. For location key, refer to page 3.

Central Carolina Community College Small Business Centers line up for Spring seminars features our Core Business Seminars, identified as "CBS," targeting topics every existing and potential business owner and would-be entrepreneur should know. If you attend 5 of these seminars, you will receive an "Entrepreneurial Foundation Certificate."

Please visit our websites, CCCC Facebook page, local print media, your city chambers, and internet community sites for weekly announcements regarding additional workshop topics.

Chatham County Small Business Center

***All seminars will be held in Room 231 at the Siler City Center, 400 Progress Blvd., Siler City, NC. All Seminars are free, however, we ask you to register online at www.chathamsbc.com or call (919) 774-6442 to pre-register beforehand. Seminars with less than 6 registrants may be canceled.* (*Supported by Chatham Chamber of Commerce)*

The ABC's of Starting a Business, Especially for Artists (CBS)
Is it a business or a hobby? Are you resigned to being the "starving artist" or do you hope to earn a living as you pursue your passion? We'll cover the steps to turning your creative skills into a successful Art Business. Topics include: Business entity, Licenses, Finance, Bookkeeping, Marketing, How can I make money?

Seminar Date: 01/21/14
Day: T **Time:** 6:30P – 8:30P
Location Code: SCC
Building Location: Rm 230
Presenter: Annette Dunlap, owner, Arts - and - Business

The Art of Marketing and Selling (CBS)
You cannot rely solely on walk-in traffic in a small town, like Siler City. What are the options for selling your creations? How do you expand the market for your Art Business? Who is your target audience? What are you selling? What's your "special sauce"? How do you deliver your message to your target audience?

Seminar Date: 01/28/14
Day: T **Time**: 6:30P – 8:30P
Location Code: SCC
Building Location: Rm 230
Presenter: Annette Dunlap, owner, Arts and Business

Understanding Intellectual Property, for Artists
To protect the value of your Art Business, you need to know who owns what. What conveys with the sale of your artwork? Understanding Trademarks and Copyrights is essential to a successful business dealing with creative arts.

Seminar Date: 02/04/14
Day: T **Time:** 6:30P – 8:30P
Location Code: SCC
Building Location: Rm 230
Presenter: Ed Timberlake, NC Bar Association

Marketing on a Shoestring Budget (CBS)
Small business owners can explore innovative ways to market and advertise their business on a limited budget. Understand key points of an effective website, networking, getting the most out of your money with radio/print advertising and using "word of mouth" to your advantage. Co-sponsored by Chatham Chamber of Commerce.

Seminar Date: 02/11/14
Day: T **Time:** 6:30P – 8:30P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Alyssa Mako, Women's Business Center

Creating Your Web Presence
This course will cover the basics of getting your business online. Topics include selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve ranking in Google and other search engines (SEO). Time will be set aside for quick SEO tips on participants' websites. Co-sponsored by Chatham Chamber of Commerce.

Seminar Date: 02/18/14
Day: T **Time:** 6:30P – 9:00P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Shelly Ryder, owner, Shelly Ryder Communications

For registration information, refer to page 2. For location key, refer to page 3.

How to Start a Fourth Sector Business
Fourth sector businesses are often referred to as hybrids, since they have a primary social or environmental mission (like a non-profit), while earning a significant portion of their revenues (like a for-profit). The fourth sector includes many social enterprises, enterprising non-profits, cooperatives, and triple-bottom-line businesses. This seminar is for individuals and organizations who are interested in starting, growing, or supporting fourth sector businesses. Are there grants or other sources of funding available? How do I get started? Where do I turn for help?

Seminar Date: 02/25/14
Day: T **Time:** 6:30P – 8:30P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Dan Maynard, Campbell University and Dawn Trembath, Director, Fourth Sector Resource Project

Taxes & Recordkeeping (CBS)
What federal and state taxes must small business owners deal with? Identify the records needing to be kept, for how long, how they are to be maintained and best format to do so. Tax implications covered. Participants will work through the various records in the normal bookkeeping cycle.

Seminar Date: 03/04/14
Day: T **Time:** 6:30P – 9:00P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Dora Owens

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

Seminar Date: 03/11/14
Day: T **Time:** 6:30P – 9:00P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Dora Owens

Cash Flow Management (CBS)
Cash flow is the pulse of your company, and managing it effectively often means the difference between your success and failure. According to the SBA, over 80% of small business owners do not manage their cash flow on a daily, weekly, or monthly basis. Learn how to make use of readily available software programs, when to use and not to use an accounting or bookkeeping service, and the pros and cons of doing it yourself when managing the company finances. Co-sponsored by Chatham Chamber of Commerce.

Seminar Date: 04/01/14
Day: T **Time:** 3:00P – 5:30P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Don Spry, Regional Manager, SBA

50 Home-Based Businesses for Start Up Entrepreneurs
Did you know that over 25% of all small businesses are home-based? This course is designed to provide start up entrepreneurs (or those seeking to earn a second income) with the flexibility they seek in career options by exploring the availability of a home-based small business career. Topics will include the startup requirements in North Carolina; the business plan; the marketing plan; the financial plan; and obtaining alternative lending for your home based small business. An online E-book download link will be provided for students who attend this seminar!

Seminar Date: 04/08/14
Day: T **Time:** 3:00P – 5:30P
Location Code: PMC
Building Location: Bldg 2 Conference Rm 2
Presenter: Don Spry, Regional Manager, SBA

Harnett County Small Business Center

All seminars are free. Register online at www.harnettsbc.com or call (910) 892-2884 to pre-register beforehand.
All Harnett Seminars to be presented at Triangle South Enterprise Center, 600 S. Magnolia Avenue, Dunn, NC

Start a Business with Your Money and a Small Budget
You do not need a loan or investors to start a small business; this seminar is designed to show you how!

Seminar Date: 01/09/14
Day: Th **Time:** 6:30P – 9:00P
Presenter: Steve Carver, Fast Forward Services, Inc.

Small Business Seminars Spring 2014

The Business of Getting Published and Using the Internet to Do It
Writers who know about the Web are getting an edge. Businesses that are knowledgeable about getting messages online enjoy that edge too. This crash course will give you a few online tools that will help you in your personal writing and in growing the brand of your business. Bring a laptop and smart phone and practice some of the ideas as part of the seminar. The seminar will help novices and others get online with a personal log that can showcase writing or the benefits of a business.

Seminar Date: 01/14/14
Day: T **Time:** 6:00P – 8:30P
Presenter: Dr. Michael Smith

Keeping Small Business Records and Paying Your Taxes (CBS)
Keeping good financial records is a critical step in managing a successful enterprise. In this seminar, participants will become familiar with tax procedures and forms that owners must file to comply with state and federal regulations.

Seminar Date: 02/04/14
Day: T **Time:** 6:00P – 9:00P
Presenter: Dean Kanipe

QuickBooks Basics
This seminar will cover creating your company file and the very basics to get you started using QuickBooks for your business.

Seminar Date: 02/06/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Nancy Blackman, Director, Harnett County Small Business Center

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

Seminar Date: 02/11/14
Day: T **Time:** 6:00P – 9:00P
Presenter: Olga Abrams, Principal, All About Grants

QuickBooks Basics: Part II
This is the second part of the QuickBooks seminar and will cover setting up customers, vendors, how to prepare invoices, assess finance charges, enter bills and pay bills.

Seminar Date: 02/20/14
Day: Th **Time:** 6:00P – 8:00P
Presenter: Nancy Blackman, Director, Harnett County Small Business

How to Get a Small Business Loan
Are you looking for financing to expand or start a small business? Don Spry, SBA will give you valuable information about loans in this seminar.

Seminar Date: 02/20/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Don Spry, Regional Manager, SBA

12 Steps to Rescue or Save a Failing Small Business
If the small business has current decent location, products and services to sell, customer traffic, cash reserve or credit line; the business is savable provided the owner does not wait too long to make the required changes, redirection and to a renewed commitment to dramatically give better customer service. This seminar will give you the needed steps.

Seminar Date: 02/25/14
Day: T **Time:** 6:30P – 9:00P
Presenter: Steve Carver, Fast Forward Services, Inc.

QuickBooks Basics: Part III
This is the third part of the QuickBooks seminar and will cover payroll, payroll reports, 1099's and W-2's.

Seminar Date: 03/04/14
Day: T **Time:** 3:00P – 5:30P
Presenter: Nancy Blackman, Director, Harnett County Small Business Center

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: 03/11/14
Day: T **Time:** 3:00P – 5:30P
Presenter: Jeff Owen, NC Military Business Center

How to Write a Business Plan (CBS)
A strong business plan is a critical part of business success. If you fail to plan, you plan to fail.

Seminar Date: 03/27/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Nancy Blackman, Director, Harnett County Small Business Center

SBC
SMALL BUSINESS CENTER
CENTRAL CAROLINA COMMUNITY COLLEGE

For registration information, refer to page 2. For location key, refer to page 3.

How to Start a Fourth Sector Business
Fourth sector businesses are often referred to as hybrids, since they have a primary social or environmental mission (like a non-profit), while earning a significant portion of their revenues (like a for-profit). The fourth sector includes many social enterprises, enterprising non-profits, cooperatives, and triple-bottom-line businesses. This seminar is for individuals and organizations who are interested in starting, growing, or supporting fourth sector businesses. Are there grants or other sources of funding available? How do I get started? Where do I turn for help?

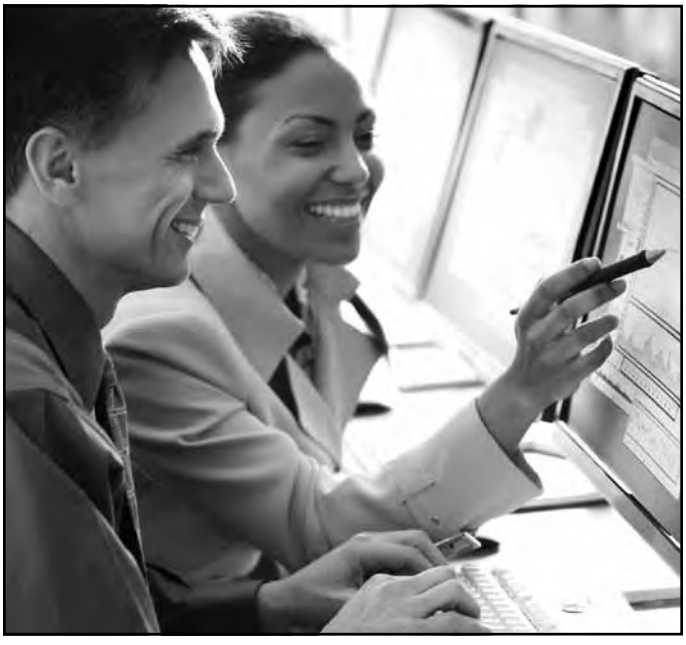
Seminar Date: 04/03/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Dan Maynard, Campbell University and Dawn Trembath, Director, Fourth Sector Resource Project

Social Media Marketing
Leveraging Social Media Marketing is smart for a business on a budget. It allows you to reach thousands of customers all over the globe without advertising cost. In this seminar you will learn how to get started using Social Media as a tool to market your business.

Seminar Date: 04/17/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Martin Brossman, a leading authority on social media and online marketing

Building Your Small Business Website
This class will introduce you to the three things every website needs: a name, a place to exist on the web, and the tools or services to create the online image.

Dates: 04/24/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Curtis Parker, Parker Tech Group, Inc.



Lee County Small Business Center

Register online at www.leesbc.com or call (919) 774-6442 to pre-register beforehand.as seminars are subject to cancellation without a minimum number of registrations.

Starting a Small Business (CBS)
There are lots of small businesses you can start but how do you take the first steps? The sources of the businesses can be right in front of you in your home, yard, hobbies or past or current work experiences. 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. Businesses such as personal services, business services, computer businesses, repair and maintenance, and fun businesses will all be covered. You will also learn how to prepare a simple business plan to get started.

Seminar Date: 01/21/14
Day: T **Time:** 6:00P – 9:00P
Presenter: Mike Collins, President of The Perfect Workday Company

The Art of Marketing and Advertising a Small Business (CBS)
The Goal: Increase traffic and make the ads pay for themselves. The presenter brings over forty years of experience as retail and service businesses owner. He will be sharing experiences, tips, methods to teach small business owners and managers the art of opportunities of long term marketing, short term advertising fundamentals, and strategies. 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.

Seminar Date: 01/28/14
Day: T **Time:** 6:30P – 8:30P
Presenter: Steve Carver, Fast Forward Services, Inc.

For registration information, refer to page 2. For location key, refer to page 3.

Where Do I Start?! – Introduction to Business Plans (CBS)
Creating a business plan seems like a daunting task, but it doesn't have to be. The first step is to understand the components of a solid plan and knowing where to find information applicable to your type of business. In this introductory seminar, you will walk through a sample plan and get a step-by-step strategy for gathering the pieces you need. You'll walk away with tools to create your own plan and the motivation to make it happen!

Seminar Date: 01/30/14
Day: Th **Time:** 6:00P – 9:00P
Presenter: Kelly Klug, Lighthouse Documentation and Training

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, recordkeeping systems and software, financial statements and resources for small businesses. There will be time allowed for questions and answers.

Seminar Date: 02/04/14
Day: T **Time:** 6:30P – 8:30P
Presenter: Lori Stiles, Fortis Accounting Service, LLC

Mobile Marketing – The New Direction for Engaging Customers
Getting more business for your local business capitalizing on the high use of mobile phones and tablets. As a small business owner, you may be missing a large population of your market if you have not yet discovered the importance of being found and looking good on a phone or a tablet. This training will instruct you in having a mobile web presence, using QR codes, apps and how to place and track mobile ads. If you have to spread your fingers on the screen to see a website on a mobile phone, that website is not mobile ready! Many of your customers are now searching for you and your products through their smartphones. Will they find you or your competition that is mobile ready? This class will include free and low cost ways to embrace the power of mobile for your business.

Seminar Date: 02/06/14
Day: Th **Time:** 6:00P – 9:00P
Presenter: Martin Brossman, a leading authority on social media and online marketing

Alternative Financing For Your Small Business (CBS)
Did you know: Most startups and those in business less than two years can only gain access to capital to start or grow their business through the US Small Business Administration and their affiliated resource partners! This course will provide information about the current US lending environment and issues shaping lending practices of the banking community.

Seminar Date: 02/11/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Don Spry, Regional Manager, SBA

Dynamite Marketing on a Firecracker Budget
Marketing is undergoing a revolution. Entrepreneurs are using big business strategies like targeted ads, letters and phone calls to reach potential customers. They are looking to manufacturers and suppliers for more help and using tactics that range from flyers and brochures to open houses and sales open only to special customers. This seminar will help you create a low-cost marketing plan for your business.

Seminar Date: 02/13/14
Day: Th **Time:** 6:00P – 9:00P
Presenter: Mike Collins, President of The Perfect Workday Company

A Big Law for Small Businesses: How the Affordable Care Act will Affect Your Business
In this workshop participants will be able to:
– Determine how the ACA will affect their business, and NC Small Group laws
– How to access available subsidies for health insurance
– What compliance requirements they have to meet
– Understand Defined Contribution Plans to levelize their cost
– How to help employees access the Federal Exchange and available premium subsidies
– How to prepare for 2014 and beyond

Seminar Date: 02/18/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Tom Snell, Digital Benefit Advisors

LinkedIn: Beyond the Profile
As a businessperson, you have probably created a LinkedIn profile, but have you explored other ways LinkedIn can help you? Whether you are just looking to network or are trying to drive more customers to your door, LinkedIn has an entire toolbox to help you. Join instructor Kelly Klug of Lighthouse Documentation & Training as she moves beyond the LinkedIn profile and highlights how using Company Pages, Groups, and other applications can help you and your business.

Seminar Date: 02/20/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Kelly Klug, Lighthouse Documentation and Training

Introduction to Google Tools
When Gmail became available to the general public in 2007, many of us had no idea it would be followed by such a long stream of free online tools. Today, many businesses rely on Google's ever-growing suite of tools including Drive, Calendar, Alerts, and Places. Using Google's tools you can collaborate with others, add a calendar to your website, keep up on the latest news, and even create online forms to capture information from website users. Join instructor Kelly Klug of Lighthouse Documentation & Training as she reviews some of the most popular Google tools and demonstrates how you can use them in your business or organization.

Seminar Date: 02/27/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Kelly Klug, Lighthouse Documentation and Training

For registration information, refer to page 2. For location key, refer to page 3.

Marketing with Pinterest
Learn how to use Pinterest, the newest (and most fun!) social media service to drive traffic to your business website, establish credibility, convey expertise and a sense of who you are as a business person, and develop relationships with clients and partners. Pinterest marketing is most obviously useful for anyone who uses pictures of their work as a sales tool. But, people in many other fields are learning how they can use Pinterest to send traffic to their business as well. Learn how accountants, heavy equipment vendors, and healthcare providers among others are using Pinterest.

Seminar Date: 03/06/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Karen Tiede, Red Tuxedo

Getting it all Done: Time Management for the Small Business Owner and Manager
Trying to get everything done can be impossible in today's up-to-the-minute world. But, what if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life, wouldn't that come close to getting it all done?

Seminar Date: 03/13/14
Day: Th **Time:** 6:00P – 9:00P
Presenter: Mike Collins, President of The Perfect Workday Company

Learn How to Grow Your Business
Current or prospective small business owners will be shown 25 ways to improve sales and increase profits.

Seminar Date: 03/20/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Steve Carver, Fast Forward Services, Inc.

QuickBooks Basics
This seminar will offer participants a basic understanding of the popular QuickBooks accounting software and the benefits of using it in a small business environment. We will cover setting up the system, user interface, common data input, forms and the many useful reports that QuickBooks generates. Participants will be able to 'test drive' the program in the computer lab.

Seminar Date: 03/27/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Lori Stiles, Fortis Accounting Service, LLC

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

1801 Nash St, Sanford, NC

All SBC Seminars are FREE.

QuickBooks Payroll
Payroll really can be easy and accurate with QuickBooks Accounting Payroll. This seminar will cover setting up your QuickBooks file to handle payroll, adding employees, creating paychecks, paying liabilities, creating and filing payroll tax forms and much more.

Seminar Date: 04/03/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Lori Stiles, Fortis Accounting Service, LLC

Personal Productivity for the Small Business Owner
Fresh content. Compelling content. Daily blog posts. You've heard that you're supposed to be updating your website, your Facebook page, your Google+ page regularly, but you have a business to actually run, too! This seminar is designed to help business owners who do their own social media marketing build systems to stay on top of it all. We'll cover ways to come up with ideas for content on a regular basis, keeping up with ideas-in-development, and making it all work with the rest of your business life.

Seminar Date: 04/10/14
Day: Th **Time:** 6:00P – 8:30P
Presenter: Karen Tiede, Red Tuxedo

The Power of Email Marketing
Today, it's all about staying in front of your customers and communicating with them regularly. Reminding them of your value and setting yourself apart from your competition. Email Marketing and Social Media is all permission based, therefore it is a win-win for both the consumer and the merchant. It's how to drive repeat business...get more referrals...and boost your business success.

Seminar Date: 04/17/14
Day: Th **Time:** 6:00P – 9:00P
Presenter: Tom Zaleski, Marketing Solutions NC

Directing Traffic: How to get Customers to come into Your Store and then How to get them to Buy
Learn how a few stores with similar products and services vastly outsell others. The answers are found in the strategies, methods, planning and determination of the owners of the more successful stores use to enjoy a larger market shares than the competition.

Seminar Date: 04/24/14
Day: Th **Time:** 6:30P – 8:30P
Presenter: Steve Carver, Fast Forward Services, Inc.

Finding and Writing Grants
This seminar focuses on how to get organized to prepare grant proposals with grant-writing tips. Topics to be discussed include: identifying funding sources, how to be prepared as an organization, elements of a grant proposal, etc. This is an excellent seminar for Non-Profits.

Seminar Date: 04/29/14
Day: T **Time:** 6:30P – 9:00P
Presenter: Karen Kennedy

For registration information, refer to page 2. For location key, refer to page 3.

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, legal requirements, developing a business plan, and an overview of small business resource providers who can assist in your new venture.

Seminar Date: 05/06/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Alyssa Mako, Women's Business Center

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.

Seminar Date: 05/13/14
Day: T **Time:** 6:00P – 8:00P
Presenter: Alyssa Mako, Women's Business Center

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

Seminar Date: 05/19/14
Day: M **Time:** 6:30P – 8:30P
Presenter: Shelly Ryder, owner, Shelly Ryder Communications

SBA 8a and HUBZone Socio-Economic Programs
The Federal Government is buying! In 2012, SBA small business contracting programs in North Carolina developed over $435M in government contracting revenue. In 2011, it was $465M. Because of that, the SBA is a leading prime contractor in the USA. This seminar will provide information and steps necessary to enroll in the SBA 8a and HUBZone Programs for businesses owned by minorities, women, disabled veterans, and those economically disadvantaged (net worth LESS than $250k), or in low-income geographic HUBZone areas.

Seminar Date: 05/20/14
Day: T **Time:** 6:30P – 8:30P
Presenter: Don Spry, Regional Manager, SBA

Veteran Entrepreneurship Programs by the SBA
Veteran businesses succeed at a far higher rate than those started by non-veteran entrepreneurs. The SBA has been tasked with providing our nation's veterans (and their current spouses and widows) with detailed program information on the availability of special benefits they may be eligible for when starting or growing their small business.

Seminar Date: 05/27/14
Day: T **Time:** 6:30P – 8:30P
Don Spry, Regional Manager, SBA

CENTRAL CAROLINA COMMUNITY COLLEGE

EVENING CHILD CARE
Coming this Spring 2014!

Evening child care will be offered for actively enrolled evening students on the Sanford campus!

FREE!

Monday through Thursday
5:30 PM – 9:00 PM

The age range is 3 to 12 year-olds.
Limited space is available. You must apply.

For more information, call (919) 718-7260.

www.cccc.edu

For registration information, refer to page 2. For location key, refer to page 3.

Ecotourism

Ecotourism Seminars
Central Carolina Community College has joined 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. For more information, call (919) 545-8044.

Green Building

Biofuels 101 – Introduction
This course is designed to provide an introduction to the fundamentals of bio-based fuels, while focusing on proper handling, use guidelines, basic chemistry of biofuels, production methods, and the social, environmental, and economic impacts of biofuels. Students will participate in both lecture and lab-based classes.

Course # 1270, *Hours: 48*
Start • End Dates: 01/16/14 • 05/08/14
Day: Th **Time:** 6:00P – 9:00P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 137
Instructor: Andrew McMahan

Design and Installation: Flagstone Patio
An experienced stonemason will lead this interactive course. Students will assess materials, design, and layout a fieldstone patio. Students will install the patio on the CCCC student farm. Lifting, digging, and hauling stone is required.

Course # 1271, *Hours: 14*
Start • End Dates: 03/22/14 • 04/12/14
Day: Sa **Time:** 9:30A – 1:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Student Farm
Instructor Joe Kenlan

Homebuilding 102 – Chatham Cottage Construction
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows, exterior doors, and roofing and exterior finish materials.
Prerequisite: Homebuilding 101

Course # 1296, *Hours: 96*
Start • End Dates: 01/17/14 • 05/09/14
Day: F **Time:** 9:00A – 4:00P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 139
Instructor: Marshall Dunlap

Instruccion OSHA 10 Horas Construccion
This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. The class also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. Official test included.

Course # 1720, *Hours: 12*
Start • End Dates: 03/17/14 • 03/20/14
Day: MTWTh **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** SCMC
Building Location: Rm 230
Instructor: Whitney Beers-Schmidt

LEED Green Associate Examination Preparation Course
If you are just beginning your career in green building or if you are not currently a LEED AP, the LEED Green Associate Accreditation is for you! This 12-hour seminar plus a field trip provides an introduction to green building and sustainable design principles, specifically as they relate to USGBC's LEED green building rating system. It prepares individuals to take the LEED Green Associate examination and is the first step in becoming a LEED professional.

Course # 1718, *Hours: 18*
Start • End Dates: 02/27/14 • 03/20/14
Day: ThSa **Time:** 9:00A – 3:00P
Cost: 126.25 (SS) **Location Code:** PMC
Building Location: Bldg 045 Rm 136
Instructor: Alicia Ravetto, LEED AP

OSHA 10 Hour Construction
This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926, and it also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. The official test is included.

Course # 1719, *Hours: 12*
Start • End Dates: 02/10/14 • 02/13/14
Day: MTWTh **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 139
Instructor: Whitney Beers-Schmidt

Solar Hot Water Design and Installation
This course examines heating techniques at the top of the pyramid for efficiency and practicality: Solar and geothermal (ground-source heat pumps) for domestic water and home heating systems. Course content is centered on residential and small-commercial sites addressing relatively low-maintenance, affordable equipment and proper installation.

Course # 1717, *Hours: 64*
Start • End Dates: 01/16/14 • 05/08/14
Day: Th **Time:** 2:00P – 6:00P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 138
Instructor: Tom Willis

Sustainable Home Design and Renewable Energy – Twilight Tour
Discover green building design and techniques for both style and efficiency. Class consists of in-class presentations and field trips.

Course # 1272, *Hours: 10*
Start • End Dates: 04/08/14 • 04/29/14
Day: T **Time:** 6:30P – 9:00P
Cost: 66.25 (SS) **Location Code:** PMC
Building Location: Bldg 045 Rm 136
Instructor: Laura Lauffer

Sustainable

Biology for Gardeners
Are you curious about what lives in your garden? In this course we will explore the biology of common garden plants, insects and soil life! This course will cover basic identification, ecology, and physiology of these organisms through field trips and hands-on activities.

Course # 1275, *Hours: 24*
Start • End Dates: 03/03/14 • 04/28/14
Day: M **Time:** 4:30P – 7:30P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 140
Instructor: Tadj Schreck

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 #: 1274, *Hours: 24*
Start • End Dates: 01/21/14 • 04/08/14
Day: T **Time:** 7:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 135
Instructor: Kevin Meehan

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 # 1278, *Hours: 24*
Start • End Dates: 02/26/14 • 04/16/14
Day: W **Time:** 6:00P – 9:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 135
Instructor: Doug Jones

Local Edible and Medicinal Plants
Meet, eat, and drink some of the abundant edible and medicinal plants growing wild in the NC Piedmont. In this hands-on field study, covers identification, ethical gathering, preparation, and usage of foraged food and plant medicine. Celebrate the arrival of spring as you explore a variety of locations in Chatham County.

Course # 1277, *Hours: 24*
Start • End Dates: 03/04/14 • 04/22/14
Day: T **Time:** 1:00P – 4:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 136
Instructor: Kim Calhoun

Course # 1276, *Hours: 24*
Start • End Dates: 03/06/14 • 04/24/14
Day: Th **Time:** 5:00P – 8:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 135
Instructor: Kim Calhoun

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

Course # 1273, *Hours: 56*
Start • End Dates: 01/30/14 • 04/05/14
Day: Th **Time:** 5:30P – 9:30P
Cost: 181.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 134
Instructor: Harvey Harman

Natural Landscape Specialist
Students will learn plant selection and installation, irrigation and maintenance requirements, all with a goal of using appropriate materials for our area in a natural and ustainable manner. Students will also learn to evaluate a property as a site for landscape or garden use. At the completion of this course, students will be able to render landscape services for those seeking a specialist in sustainable and natural landscaping. A certificate will be given to those completing the course.

Course # 1264, *Hours: 24*
Start • End Dates: 02/24/14 • 04/14/14
Day: M **Time:** 9:00A – 12:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 045 Rm 134
Instructor: Andy Upshaw

REAL Agricultural Entrepreneurship
Farmers have unique challenges, from how they borrow money to financial tools and to how they market. REAL Ag-Entrepreneurship uses REAL's experiential learning foundation to address the specific challenges that farmers face when developing their businesses.

Course # 1280, Hours: 30
Start • End Dates: 01/07/14 • 03/11/14
Day: T **Time:** 6:00P – 9:00P
Cost: 126.25 (SS) **Location Code:** PMC
Building Location: Bldg 45 Rm 134
Instructor: Jeff Rieves

Sustainable Fruit Production: Establishing an Orchard
Set yourself up for success in growing your own perennial fruit crops. This course will cover primary areas of fruit crop production. You will learn to evaluate and prepare orchard sites and prepare the infrastructure of the site to address the crops' perennial cultural needs and plant maintenance.

Course # 1279, Hours: 16
Start • End Dates: 02/26/14 • 04/16/14
Day: W **Time:** 6:00P – 8:00P
Cost: 71.25(SS) **Location Code:** PMC
Building Location: Bldg 45 Rm 134
Instructor: Hillary Heckler

Brewing

Home Brewing – Intermediate
This course is for beginning home brewers who want to take their skills and knowledge to the next level, refine their brewing process and begin designing their own beers. Hands on lab based classes. Must be 21 years of age.

Course # 1722, *Hours: 12*
Start • End Dates: 01/25/14 • 03/01/14
Day: Sa **Time:** 12:00P – 2:00P
Cost: 71.25 **Location Code:** PMC
Building Location: Bldg 45 Rm 138
Instructor: Kevin Lindley

Starting Your Own Winery, Brewery or Meadery
This class will give you information on how to start a winery, brewery or meadery in NC, including how to create a business plan, finances, state permits and regulations, choosing a location, and much more. Must be 21 years of age.

Course # 1721, *Hours: 6*
Start • End Date: 02/22/14 • 02/22/14
Day: Sa **Time:** 9:00A – 4:00P
Cost: 56.25 (SS) **Location Code:** PMC
Building Location: Bldg 45 Rm 139
Instructor: Ben Starr

Continuing Education Spring Schedule 2014

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:

Fee Schedule
$70.00 for 1 – 24 Hours of Instruction
$125.00 for 25 – 50 Hours of Instruction
$180.00 for 51 or More Hours of Instruction

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.

Elimination of Course Fee Waiver for Senior Citizens
Effective July 1, 2013, senior citizens will need to pay the registration fees for Continuing Education courses except for those courses offered through College and Career Readiness.

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.

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' Coordinator Matthew Smith at (919) 718-7416 or by email at msmith@cccc.edu.

www.cccc.edu/studentservices/specialpopulations

For registration information, refer to page 2. For location key, refer to page 3.

Continuing Education Spring Schedule 2014

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' Coordinator Matthew Smith at (919) 718-7416 or by email at msmith@cccc.edu.

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.

• (2) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the public or private educational agency. However, the minor must obtain 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.

Continuing Education Spring Schedule 2014

CONTACT INFORMATION

College and Career Readiness/Adult Education
- Basic Skills Plus:
  Andre Mapp .....(919) 718-7339
- Chatham County:
  Daniel Loges.....(919) 545-8661
- Harnett County:
  Melody McGee.....(910) 814-8972
- Lee County:
  Evangeline Smith .....(919) 777-7703

Career Readiness Certification
- Phyllis Huff..... (919) 777-7405

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

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

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

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

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

Human Resources Development (HRD) Courses
- Chatham County:
  Theresa Blumatte.....(919) 545-8047
- Harnett County:
  Nicole Brown .....(910) 814-8852
- Lee County:
  Crystal McIver.....(919) 777-7798

Occupational Courses
- Chatham County:
  Carl Thompson, Sr....(919) 545-8015
- Harnett County:
  Len Royals.....(910) 814-8832
  Nena Leake.....(910) 814-8826
- Lee County:
  Phyllis Huff .....(919) 718-7405

Para mas informacion en español–
llame al número: .....(919) 777-7708

Small Business Workshops, Seminars, and Counseling
- Chatham County:
  Gary Kibler.....(919) 545-8013
- Harnett County:
  Nancy Blackman .....(910) 892-2884
- Lee County:
  Mike Jones.....(919) 774-6442

For registration information, refer to page 2. For location key, refer to page 3.

COUNTY HIGHLIGHTS

CHATHAM COUNTY

OSHA 10 Hour Construction – This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. It also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. This course is also offered in Spanish, as well. Official test included.

Core Competency in Social Media – Finally, a class that covers the fundamentals of the top social media platforms for small business owners. Hands-on (a laptop is required). This class is a total of 24 hours of training and fills in the gaps that you never had time to sit down and learn.

HARNETT COUNTY

Backyard Chicken Schemes – 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.

Beginning Photography – Dust off that camera and learn to take great pictures! In this class students will gain a betterunderstanding of the camera, its abilities, lenses, filters, processing (traditional and digital), special effects and the final print.

Beginning Crocheting – Students will be able to crochet a project on their own after the eight weeks. Most will be able to design their own projects by the end of the class. Each student is encouraged to work at their own pace to master the basics.

LEE COUNTY

Travel to the Pacific Northwest and California – Do you love to travel and visit beautiful areas in the United States? This eight day trip could be just what you and your friends or family would enjoy doing in Fall 2014. Highlights of this AAA sponsored adventure are Seattle, Washington, Olympia-Portland, Oregon, Cascade Mountains in Portland, Willamette Valley, Newport, Coos Bay, Bandon State Natural Area, Redwood National Park, Eureka, and San Francisco.

Social Networking – Social media (such as Twitter, Facebook, blogging, IPAD Google Drive, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience.

www.cccc.edu/ecd

REGISTER NOW!

CONTINUING EDUCATION

Continuing Education Registration Opens:

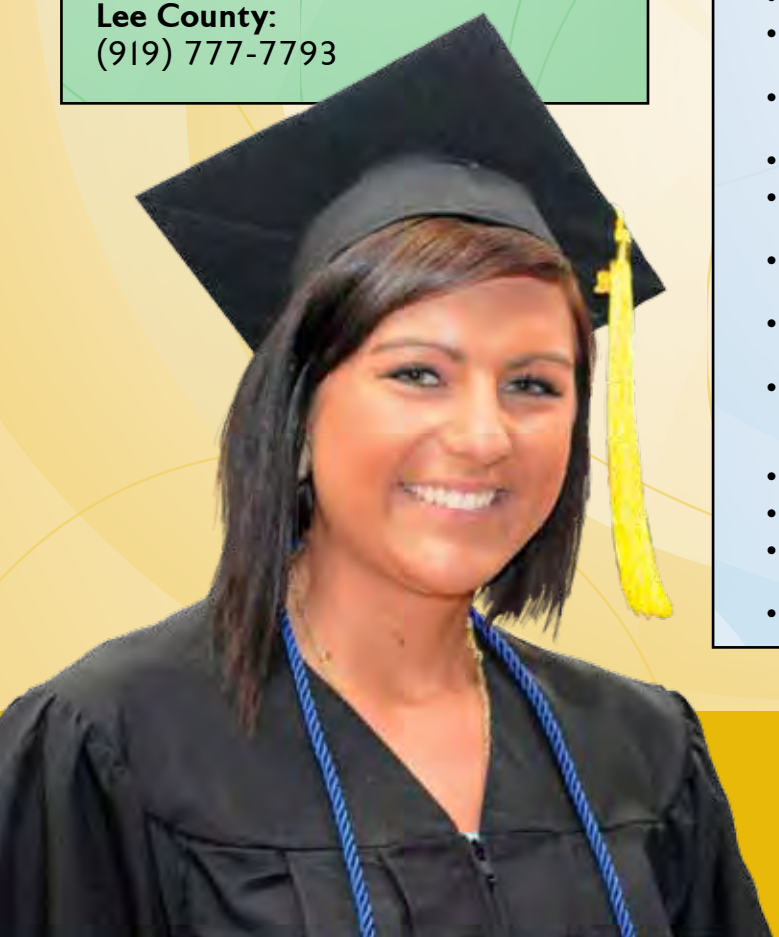
Tuesday, December 3:
(Medical classes)

Wednesday, December 4:
(All other classes)

Chatham County:
(919) 545-8044

Harnett County:
(910) 814-8823

Lee County:
(919) 777-7793



DEGREES, DIPLOMAS, & CERTIFICATES

Classes Begin: January 13, 2014

- Accounting
- Associate Degree Nursing
- Associate in Arts (University Transfer)
- Associate in Fine Arts (University Transfer)
- Associate in Science (University Transfer)
- Automotive Restoration Technology
- Automotive Systems Technology
- Barbering
- Basic Law Enforcement Training (BLET)
- Bioprocess Technology
- Bioprocess Technology – BioQuality
- Broadcasting Production Technology
- Business Administration
- Computer Engineering Technology
- Computer–Aided Drafting Technology
- Computer Information Technology
- Computer–Integrated Machining with an emphasis in Tool, Die, and Mold Making
- Cosmetology
- Criminal Justice Technology
- Criminal Justice Technology – Latent Evidence
- Culinary Arts
- Dental Assisting
- Dental Hygiene
- Early Childhood
- Electronics EngineeringTechnology
- Esthetics
- Healthcare Management Technology
- Human Resources Management
- Human Services Technology
- Industrial Systems Technology
- Industrial Systems Technology – Bio–maintenance
- Laser and Photonics Technology
- Library and Information Technology
- Medical Assisting
- Medical Office Administration
- Motorcycle Mechanics
- Networking Technology
- Office Administration
- Paralegal Technology
- Physical Therapist Assistant
- Practical Nursing
- School–Age Education
- Sustainability Technologies
- Sustainable Agriculture
- Telecommunications Installation and Maintenance
- Veterinary Medical Technology
- Welding Technology

Spring 2014

CENTRAL CAROLINA
COMMUNITY COLLEGE

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