Auto Dealers
This course reviews basic NC laws, provides updates, and renews dealer’s license.

Course #: L-2119  (Register Online)
Start • End Date: 05/17/11 • 05/17/11
Day: T  Time: 9:00A – 3:30P
Cost: 65.00  Location Code: LLC
Building Location: Main Bldg Rm 215

Course #: H-2866
Start • End Date: 06/14/11 • 06/14/11
Day: T  Time: 9:00A – 4:00P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 219

Course #: L-2120  (Register Online)
Start • End Date: 07/19/11 • 07/19/11
Day: T  Time: 9:00A – 3:30P
Cost: 65.00  Location Code: LLC
Building Location: Main Bldg Rm 216

Aviation Ground School for Private Pilots – NEW!
Learn aircraft systems and flight operations, aerodynamics, aviation weather observations and forecasts, aircraft performance, and navigation. Successful completion of this course prepares students for the FAA knowledge test for single-engine airplanes.

Course #: L-2154  (Register Online)
Start • End Date: 05/17/11 • 09/08/11
Day: TTh  Time: 7:00P – 8:30P
Cost: 175.00  Location Code: LLC
Building Location: Main Bldg Rm 216

Basic Electricity/Home Wiring
This course will cover all areas related to home wiring, codes, receptacles, panel boxes, pipe bending, and etc.

Course #: H-2872
Start • End Date: 06/13/11 • 08/22/11
Day: M  Time: 6:00P – 9:00P
Cost: 181.25  Location Code: WHC
Building Location: West Harnett Center

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

Course #: C-2765
Start • End Date: 05/17/11 • 06/02/11
Day: TTh  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 1 Conference Rm 1

Course #: C-2766
Start • End Date: 06/14/11 • 06/30/11
Day: TTh  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: TBD

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

Course #: L-2185  (Register Online)
Start • End Date: 06/13/11 • 06/13/11
Day: M  Time: 8:00A – 5:00P
Cost: 65.00  Location Code: LMC
Building Location: Budd Hall Rm 603

Course #: L-2188  (Register Online)
Start • End Date: 07/18/11 • 07/18/11
Day: M  Time: 8:00A – 5:00P
Cost: 65.00  Location Code: LMC
Building Location: Budd Hall Rm 603
### Cosmetology in Spanish
This course allows students who speak Spanish fluently to obtain their cosmetology certificates by completing 1500 hours.

<table>
<thead>
<tr>
<th>Course #:</th>
<th>H-2862</th>
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</thead>
<tbody>
<tr>
<td>Start • End Date:</td>
<td>05/16/11 • 08/11/11</td>
</tr>
<tr>
<td>Day:</td>
<td>MTWTh</td>
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<tr>
<td>Time:</td>
<td>3:30P – 10:30P</td>
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<tr>
<td>Cost:</td>
<td>181.25</td>
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<tr>
<td>Location Code:</td>
<td>DUNN</td>
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<tr>
<td>Building Location:</td>
<td>Dunn Cosmetology</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course #:</th>
<th>C-2756</th>
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<tbody>
<tr>
<td>Start • End Date:</td>
<td>05/04/11 • 06/01/11</td>
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<tr>
<td>Day:</td>
<td>W</td>
</tr>
<tr>
<td>Time:</td>
<td>1:00P – 4:00P</td>
</tr>
<tr>
<td>Cost:</td>
<td>189.00</td>
</tr>
<tr>
<td>Location Code:</td>
<td>PMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>TBD</td>
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</table>

### Effective Teacher Training
Sessions included are learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation. Recommended for substitute teachers, teacher assistants, and prospective teachers.

<table>
<thead>
<tr>
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<th>C-2763</th>
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<tbody>
<tr>
<td>Start • End Date:</td>
<td>05/16/11 • 06/15/11</td>
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<td>Day:</td>
<td>MW</td>
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<tr>
<td>Time:</td>
<td>6:00P – 9:00P</td>
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<tr>
<td>Cost:</td>
<td>120.00</td>
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<tr>
<td>Location Code:</td>
<td>PMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>TBD</td>
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</table>

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

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<tbody>
<tr>
<td>Start • End Date:</td>
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<tr>
<td>Day:</td>
<td>Th</td>
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<td>Time:</td>
<td>6:00P – 9:00P</td>
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<tr>
<td>Cost:</td>
<td>121.25</td>
</tr>
<tr>
<td>Location Code:</td>
<td>SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Wood Shop Rm 102</td>
</tr>
</tbody>
</table>

### Creating Effective Microsoft Word and PowerPoint Documents
This course will teach business professionals the basic formatting functions of Microsoft Word and PowerPoint in order to combine visuals and text in a clear and professional manner.

<table>
<thead>
<tr>
<th>Course #:</th>
<th>L-2186</th>
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<tbody>
<tr>
<td>Start • End Date:</td>
<td>06/06/11 • 06/06/11</td>
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<tr>
<td>Day:</td>
<td>M</td>
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<tr>
<td>Time:</td>
<td>8:00A – 5:00P</td>
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<tr>
<td>Cost:</td>
<td>65.00</td>
</tr>
<tr>
<td>Location Code:</td>
<td>LMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Budd Hall Rm 603</td>
</tr>
</tbody>
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<td>121.25</td>
</tr>
<tr>
<td>Location Code:</td>
<td>SCC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Wood Shop Rm 102</td>
</tr>
</tbody>
</table>
### Email Writing – The Action-Oriented Email:
**How to Write Business Emails That Get the Results You Want**

Students will learn how to use formatting and organizational techniques in their emails that will invoke accurate and timely responses from the recipients.

- **Course #: C-2251**
  - **Start • End Date:** 05/26/11 • 05/26/11
  - **Day:** Th
  - **Time:** 6:00P – 8:30P
  - **Cost:** 45.00
  - **Location Code:** PMC
  - **Building Location:** TBD

### 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 building classification with the emphasis on residential.)

*Approximate book cost $600.00.*

- **Course #: C-2755**
  - **Start • End Date:** 05/12/11 • 07/28/11
  - **Day:** Th
  - **Time:** 6:30P – 10:00P
  - **Cost:** 120.00
  - **Location Code:** SCC
  - **Building Location:** Rm 215

### Grammar and Writing for Personal & Professional Use – NEW!
Learn to recognize and eliminate common grammar and writing errors. You will learn organization, punctuation, wordiness, and common spelling and usage mistakes.

- **Course #: L-2173** (Register Online)
  - **Start • End Date:** 05/17/11 • 06/28/11
  - **Day:** T
  - **Time:** 6:30P – 8:30P
  - **Cost:** 65.00
  - **Location Code:** LLC
  - **Building Location:** Bldg A Rm 107A

### Notary Public
The Notary Public course is designed for the person working for a new commission, provides needed information for those already commissioned, and persons wishing to be commissioned as a Notary.

- **Course #: H-2868**
  - **Start • End Date:** 05/16/11 • 05/23/11
  - **Day:** M
  - **Time:** 6:00P – 10:00P
  - **Cost:** 65.00
  - **Location Code:** TSEC
  - **Building Location:** Triangle South Enterprise Center

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*For registration information, refer to page 3. For location key, refer to page 6.*
Real Estate Pre-license Course
Approved real estate pre-license course covering introductory real estate principles and practices: agency relationships and duties, legal and ethical considerations, and working with sellers. Prepares students for the state exam to obtain a provisional license.

Course #: L-2153  (Register Online)
Start • End Date:  07/26/11 • 10/18/11
Day: TTh  Time: 6:00P – 9:00P
Cost: 175.00  Location Code: DWCC
Building Location: Rm 103

ServSafe®
Gain the skills and knowledge you need to become ServSafe® certified.

Course #: L-2162  (Register Online)
Start • End Date:  06/06/11 • 06/10/11
Day: M-F  Time: 8:00A – 11:00A
Cost: 65.00  Location Code: Café 121
Building Location: Café 121

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

Course #: H-2941
Start • End Date:  05/16/11 • 08/11
Day: M  Time: 6:00P – 10:00P
Cost: 120.00  Location Code: HMC
Building Location: Continuing Education Rm 202

Course #: H-2864
Start • End Date:  05/24/11 • 08/04/11
Day: TTh  Time: 9:00A – 1:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 202

The Paragraph Refresher: Achieving Clarity in Short Communications
Students will learn to recognize the elements of the well-written paragraph and to write and revise their own paragraphs for clarity.

Course #: C-2253
Start • End Date:  07/21/11 • 07/21/11
Day: Th  Time: 6:00P – 8:30P
Cost: 45.00  Location Code: PMC
Building Location: TBD

Vehicle Safety Inspection and OBD:
Prepares auto technicians and service personnel as OBD inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NCDMV Enforcement Section for OBD emission inspectors.

Vehicle Safety Inspection
Course #: L-2130  (Register Online)
Start • End Date:  06/07/11 • 06/09/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-2131  (Register Online)
Start • End Date:  07/12/11 • 07/14/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-2132  (Register Online)
Start • End Date:  08/09/11 • 08/11/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
OBD
Course #: L-2126  (Register Online)
Start • End Date: 06/21/11 • 06/23/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-2127  (Register Online)
Start • End Date: 07/19/11 • 07/21/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

OBD Refresher
Course #: L-2128  (Register Online)
Start • End Date: 06/14/11 • 06/14/11
Day: T  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Weatherization & Building Science
Students will learn about advanced building science and master prop-based diagnostic techniques needed for work in the weatherization/energy retrofit field. This class is for the individual looking for advanced information and skills needed for career advancement and immediate employment in these fields.
Course #: H-2876
Start • End Date: 07/11/11 • 07/14/11
Day: TTh  Time: 6:00P – 10:00P
Cost: 120.00  Location Code: HMC
Building Location: TBD

Welding – Fabrication
This course will include sawing, shearing, and chiseling for any related fabrication process. It gives an excellent experience for students looking for work in “Fab Shops.” Basic welding experience is required.
Course #: H-2871
Start • End Date: 05/24/11 • 08/04/11
Day: T  Time: 6:00P – 9:00P
Cost: 181.25  Location Code: HMC
Building Location: Continuing Education Rm 202

Welding – Basic MIG & TIG
Learn the principles and practices of welding, specifically MIG and TIG. Students must provide their own protective eyewear.
Course #: L-2184  (Register Online)
Start • End Date: 06/01/11 • 08/03/11
Day: MW  Time: 10:00A – 2:00P
Cost: 176.25  Location Code: LMC
Building Location: Joyner 500

Welding – MIG
This course is designed to teach the practical operation in the use of Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices. Safety equipment is required.
Course #: C-2761
Start • End Date: 05/17/11 • 08/04/11
Day: TTh  Time: 6:00P – 9:00P
Cost: 176.25  Location Code: SCC
Building Location: Rm 101
Creative Writing

Creative Nonfiction: A Practical Guide
Melissa Delbridge, author of the memoir “Family Bible” will share her expertise and introduce students to practical, usable techniques to not only enhance and enliven nonfiction works in progress, but also provide new ideas, strategies, and inspiration for completely new work.

Course #: C-2740
Start • End Date: 06/18/11 • 06/18/11
Day: Sa  Time: 10:00A – 4:30P
Cost: 45.00  Location Code: PMC
Building Location: Library

Plotting Tips and Techniques
Karen Pullen will teach students the basic plot structure every book needs as its backbone. The focus will be on pacing, character and conflict development, and where to start the story using a variety of plotting tips and tricks.

Course #: C-2739
Start • End Date: 06/04/11 • 06/04/11
Day: Sa  Time: 9:00A – 3:30P
Cost: 60.00  Location Code: PMC
Building Location: Library

Poetry Workshop: Working with Imagery
Instructor Ralph Earle will teach foundational poetry techniques for using images. Students will not only practice applying these foundational techniques to their own work but also practice giving and receiving constructive feedback.

Course #: C-2738
Start • End Date: 05/21/11 • 05/21/11
Day: Sa  Time: 9:00A – 1:00P
Cost: 40.00  Location Code: PMC
Building Location: Bldg 42 Conference Rm 2

Culinary Arts – The Natural Chef

Community Farm to Fork
Students will be working on the CCCC farm; they will learn basic kitchen skills and techniques along with gaining a basic knowledge of cooking with the seasons.

Course #: C-2257
Start • End Date: 05/24/11 • 06/23/11
Day: T/W/Th  Time: 9:00A – 1:00P
Cost: 121.25  Location Code: PMC
Building Location: Sustainable Tech Bldg Rm 133