

Central Carolina Community College

CCCC

CONTINUING EDUCATION

DIVISION OF ECONOMIC & COMMUNITY DEVELOPMENT



Summer 2012

May 16 – August 14

Chatham County

Harnett County

Lee County



CULINARY ARTS NEW (A.A.S.) PROGRAM FALL 2012

Upon successful completion of this program, graduates will qualify for jobs such as: entry level sous chef, advanced baker, lead catering director, and other leadership positions. The curriculum is designed to prepare students for local purchasing, sustainability, and the health focus demand of the culinary industry.

Coursework includes: restaurant management, kitchen operations, menu planning, purchasing, and nutrition. Students will operate the Natural Chef Café for hands-on learning in a real world setting. These operations will include catering, sanitation, food safety, and customer service.

In addition, the graduates will receive National ServSafe Certification, an option of National Association of Nutritional Professionals Certification and the opportunity to join the NANP organization. Graduates of the program will also have the opportunity to join the National Restaurant Association, American Culinary Federation, and other National Culinary organizations.

For more information, contact Chef Gregg Hamm, Director of Hospitality and Culinary Program at (919) 545-8070 or [ghamm@cccc.edu](mailto:g Hamm@cccc.edu)

www.cccc.edu/culinaryarts



Central Carolina Community College

UPCOMING EVENTS

April 28, 2012 Chatham Celebration • Pittsboro, NC

Rabbit Run 5K & Children's Fun Run: Awards will be given to overall male & female finishers and the top 3 finishers in each age group. T-Shirts and other fun goodies will be available to those who pre-register. Proceeds from this event will go to help fund scholarships for deserving students and other educational needs at CCCC. There will also be children's activities, sustainable technologies classes, hot air balloon rides, vendors, demonstrations, and live performances!

June 2, 2012 Harnett BBQ / Furniture Auction • Lillington, NC

This event will feature the annual Foundation Furniture Auction and also a BBQ cook-off with certified judges.

June 28, 2012 50th Gala • Sanford, NC

The Gala will feature a silent auction, food prepared by our Culinary Arts students, and an original theatrical production produced by local artist and CCCC's 2011 Excellence in Teaching Award winner, Ellen Bland.

www.cccc.edu/50years

Continuing Education Summer Schedule 2012

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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.



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Welcome to Central Carolina Community College!

Thank you for choosing to continue your education with us at CCCC. Here you will find dedicated faculty and staff who are anxious to help you achieve your goals. We offer small classes, laboratories, and shops that are guided by highly qualified faculty. The equipment in these classrooms and laboratories is the latest industry standard. CCCC strives to provide you the highest level learning environment possible.

Best wishes during your time at CCCC.

Dr. T. Eston (Bud) Marchant
President, Central Carolina Community College

CONTINUING EDUCATION POLICIES

Fee Schedule

Course fees are noted with each course listing. Payment of these course fees is required before the first class session. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard, 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

\$65.00 for 1–24 hours
\$120.00 for 25–50 hours
\$175.00 for 51 or more hours

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

The State of North Carolina authorizes persons who are 65 years of age or older and who are legal residents of North Carolina to receive free tuition for one non-degree or non-self supporting course per semester. If other fees are associated with the course, then the additional fees will have to be paid.

Refunds

- Refunds for Continuing Education courses are made as follows: 100% if requested before a course begins or if the course is cancelled; 75% if requested after a course begins, but before 10% of the total class meetings.

Registration

- 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.

Continuing Education Summer Schedule 2012

REGISTRATION INFORMATION

- Registration for Summer 2012 Continuing Education courses begins on the following dates:

Tuesday, April 3: Medical classes

Wednesday, April 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 (919) 718-7447.

WAYS TO REGISTER

IN-PERSON



- In-Person registration should be done at the Continuing Education Office in the county where the class is located or is supervised (for an online class) prior to a course's start date or on the designated dates for the beginning dates of registration for medical classes or other classes.
- Register in person by completing the Continuing Education Registration Form and submitting the form with your payment, check, cash, Visa, MasterCard, American Express, Discover, or money order to one of Central Carolina Community College's locations. Registration is complete when payment is made.
- Students may register at the following locations according to the following schedules on or after the following dates:

Tuesday, April 3 for medical classes and

Wednesday, April 4 for all other classes

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

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

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

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



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

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

ONLINE



- Search, register, and pay for some courses online through WebAdvisor. The following classes are excluded from online registration: medical classes, HRD courses, Alive at 25, defensive driving, and any classes that have prerequisites. Visit www.cccc.edu; click on the WebAdvisor logo at the top of the web site, and then follow the instructions to register.

Continuing Education Summer Schedule 2012

CONTACT INFORMATION

College and Career Readiness/Adult Education

- Chatham County:
Sara Lambert (919) 545-8661
- Harnett County:
Melody McGee..... (910) 814-8972
- Lee County:
Evangeline Smith (919) 777-7703

Career Readiness Certification

- Patricia Stone-Hackett (919) 777-7716

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, Center for Creative Retirement

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

GED Testing Information

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

Human Resources Development (HRD) Courses

- Chatham County:
Delphine Womack (919) 545-8047
- Harnett County:
Nicole Brown (910) 814-8852
- Lee County:
Jim Womack (919) 777-7798

Occupational Courses

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

Para mas informacion en espanol-
llame al numero: (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:
Dale Fey (919) 718-7424



Tuesday, April 3 – Medical classes

Wednesday, April 4 – All other classes

Registration Phone Numbers

Chatham County: (919) 545-8044

Harnett County: (910) 814-8823

Lee County: (919) 777-7793

Continuing Education Summer Schedule 2012

SERVICES TO STUDENTS WITH DISABILITIES

- No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students' conditions and interests.
- Every candidate for General Educational Development (GED) should have a fair opportunity to demonstrate his/her knowledge and skills under appropriate test conditions. For some candidates, a disability may interfere with their ability to fully demonstrate what they know under standard testing conditions.
- Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis.
- If you would like to request accommodations or need additional information, contact one of the following individuals:

Chatham County — Pittsboro Judy Herndon
(919) 545-8028

Chatham County — Siler City Georgia Durso
(919) 545-8663

Harnett County Carma Baggett
(910) 814-8974

Lee County Dawn Tucker
(919) 718-7437

You may also contact Chris Beal, GED Chief Examiner, at (919) 777-7706.

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 Summer Schedule 2012

Course Codes

C	Chatham County
H	Harnett County
L	Lee County
S	Small Business Centers
SS	Self-Supporting
X	Emergency Services Training

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



Center for Creative Retirement

How To Use This Schedule

