

# CONTINUING EDUCATION

Division of Economic & Community Development

# CCCC

Central Carolina Community College



## SUMMER 2014

**May 16 to  
August 14**

**Chatham County  
Harnett County  
Lee County**



**CENTRAL  
CAROLINA**  
COMMUNITY  
COLLEGE

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)

# REGISTER NOW!

## Summer 2014

### CONTINUING EDUCATION

#### Continuing Education Registration Opens:

**Tuesday, April 1:**  
*(Medical classes)*

**Wednesday, April 2:**  
*(All other classes)*

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**Chatham County:**  
(919) 545-8044

**Harnett County:**  
(910) 814-8823

**Lee County:**  
(919) 777-7793



# Continuing Education Summer 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, April 1** – Medical classes

**Wednesday, April 2** – 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 2014

## REGISTRATION INFORMATION

- Registration for Summer 2014 Continuing Education courses begins on the following dates:

**Tuesday, April 1:** Medical classes

**Wednesday, April 2:** 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

### 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](http://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, April 1:** Medical classes

**Wednesday, April 2:** 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:	(910) 814-8823
Lee County:	(919) 777-7793
Ed2Go:	(919) 718-7225



# Continuing Education Summer 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  
CCL Chatham Community College  
CHOS Chatham Hospital  
CTCC Carolina Trace Country Club  
DAWCC Dennis Wicker Civic Center  
ECTR Enrichment Center  
ESTC Emergency Services Training Center  
HCL Harnett County Library  
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  
LCL Lee County Library

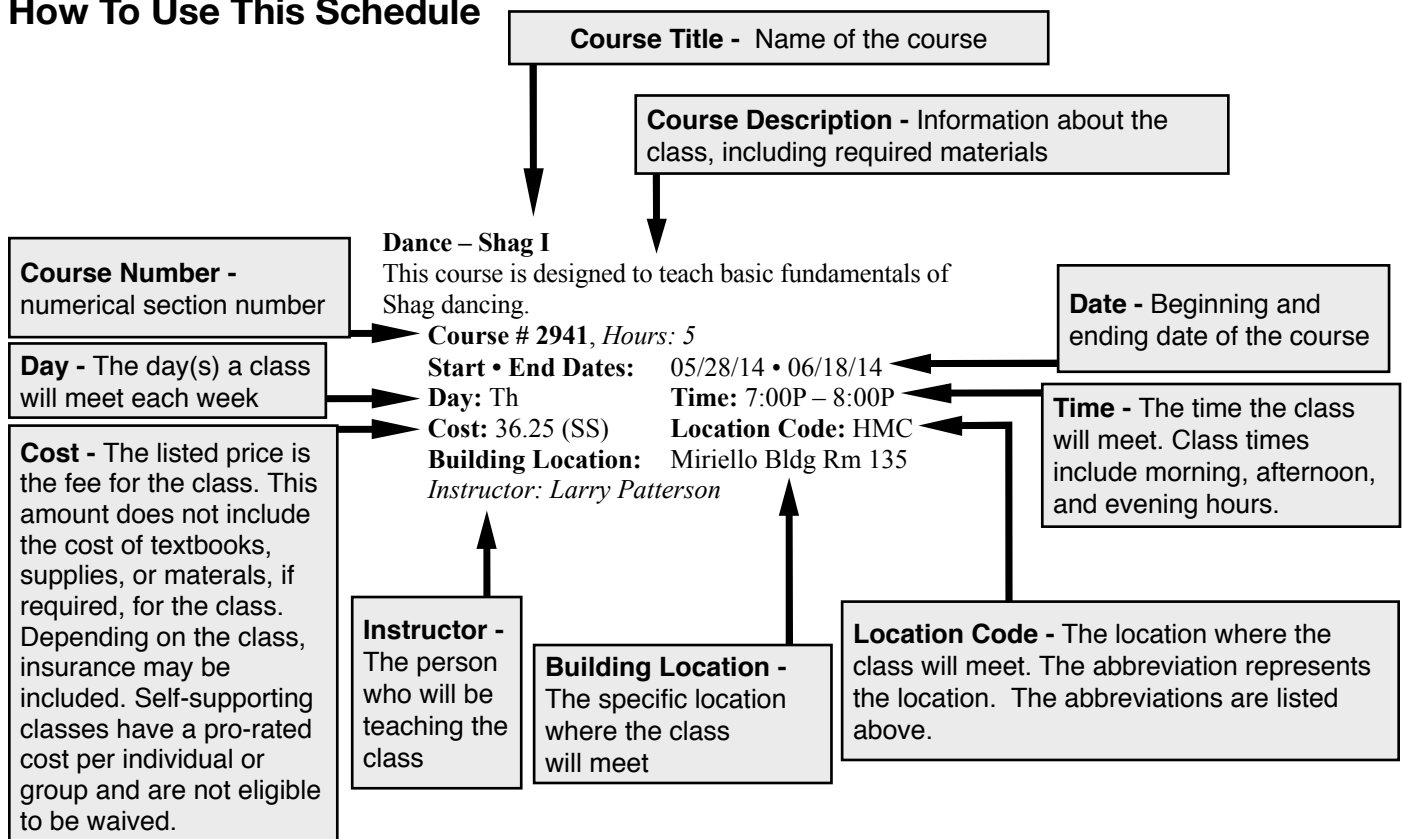
## (Location Codes continued)

LMC Lee Main Campus  
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



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 High School Diploma (AHSD)

Complete the high school credits necessary to receive your Adult High School Diploma. Classes are offered day, evening, and online.

#### Session 1

**Start • End Dates:** 04/07/14 • 06/25/14

**Days:** MTWTh **Time:** 8:30A – 1:30P

**Cost:** Free **Location Code:** SCC

**Building Location:** Siler City Center Rm 229

*Online Classes Available*

**Start • End Dates:** 04/07/14 • 06/25/14

**Days:** MTWTh **Time:** 9:00A – 2:00P

**Cost:** Free **Location Code:** PMC

**Building Location:** Pittsboro Campus Rm 213

*Online Classes Available*

#### Session 2

**Start • End Dates:** 07/14/14 • 09/25/14

**Days:** MTWTh **Time:** 8:30A – 1:30P

**Cost:** Free **Location Code:** PMC

**Building Location:** Siler City Center Rm 229

*Online Classes Available*

**Start • End Dates:** 07/14/14 • 09/25/14

**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:** 03/10/14 • 06/27/14

**Days:** M–F **Time:** 8:30A – 1:30P  
(12:30P on Friday)

**Cost:** Free **Location Code:** SCC

**Building Location:** Siler City Center Rm 224

### Compensatory Education (CED) (continued)

**Start • End Dates:** 03/10/14 • 06/26/14

**Days:** TTh **Time:** 6:00P – 9:00P

**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.

#### Session 1

**Start • End Dates:** 04/07/14 • 06/27/14

**Days:** M–F **Time:** 9:00A – 12:00N

**Days:** MW **Time:** 6:00P – 9:00P

**Cost:** Free **Location Code:** SCC

**Building Location:** Siler City Center Rm 219

*Registration:* 4/7, 4/14, 4/21

#### Session 2

**Start • End Dates:** 07/21/14 • 09/26/14

**Days:** M–F **Time:** 9:00A – 12:00N

**Days:** MW **Time:** 6:00P – 9:00P

**Cost:** Free **Location Code:** SCC

**Building Location:** Siler City Center Rm 219

*Registration:* 7/21, 7/28, 8/4

#### Session 1

**Start • End Dates:** 04/09/14 • 06/26/14

**Days:** MW **Time:** 6:00P – 9:00P

**Cost:** Free **Location Code:** PMC

**Building Location:** Pittsboro Campus Rm 213

*Registration:* 4/9, 4/16, 4/23

#### Session 2

**Start • End Dates:** 07/23/14 • 09/25/14

**Days:** MW **Time:** 6:00P – 9:00P

**Cost:** Free **Location Code:** PMC

**Building Location:** Pittsboro Campus Rm 213

*Registration:* 7/23, 7/30, 8/6

**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**

### 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](mailto:rdavis@cccc.edu) or (919) 545-8019 on the Pittsboro Campus or contact Anita Green at [agreen@cccc.edu](mailto:agreen@cccc.edu) or (919) 545-8681 at the Siler City Center.

**English as a Second Language – Basic Computer Literacy**

Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

**Session 1**

**Start • End Dates:** 04/01/14 • 04/28/14  
**Days:** TTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 125

**Session 2**

**Start • End Dates:** 05/06/14 • 05/29/14  
**Days:** TTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 125

**Session 3**

**Start • End Dates:** 06/03/14 • 06/26/14  
**Days:** TTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 125

**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:** 04/08/14 • 06/26/14  
**Days:** TWTh **Time:** 9:00A – 12:00N  
**Days:** MW **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** SCC  
**Building Location:** Siler City Center Rm 219

**Start • End Dates:** 04/08/14 • 06/26/14  
**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:** 05/19/14 • 06/26/14  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** HMC  
**Building Location:** Rm 0228

**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:** 05/19/14 • 06/30/14  
**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:** 05/19/14 • 06/30/14  
**Days:** M–F **Time:** 8:30A – 3:30P  
**Cost:** Free **Location Code:** LAEC  
**Building Location:** Rm 0021

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**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.

**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:** 05/19/14 • 06/30/14  
**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:** 05/19/14 • 06/30/14  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** HMC  
**Building Location:** Rm 0231

**Start • End Dates:** 05/19/14 • 06/30/14  
**Days:** MTWTh **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** TSEC  
**Building Location:** Rm 0217

**Start • End Dates:** 05/20/14 • 06/27/14  
**Days:** TWThF **Time:** 8:30A – 1:30P  
**Cost:** Free **Location Code:** WHC  
**Building Location:** Rm 0112

**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:** 05/16/14 • 08/14/14  
**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:** 05/16/14 • 08/14/14  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Days:** MTWTh **Time:** 1:00P – 3:00P  
**Evenings:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** 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:** 05/16/14 • 08/14/14  
**Days:** M–F **Time:** 8:00A – 12:00N  
**Days:** M–F **Time:** 1:00P – 3:00P  
**Cost:** Free **Location Code:** 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:** 05/16/14 • 08/14/14  
**Days:** MTWTh **Time:** 8:30A – 12:30P  
**Cost:** Free **Location Code:** WBW

**English as a Second Language (ESL)**

Learn to read and write in English. Improve your English speaking, reading and writing skills. Aprende a hablar y leer y escribir en ingles.

**Start • End Dates:** 05/16/14 • 08/14/14  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Evening:** MTWTh **Time:** 6:00P – 9:00P  
**Days:** Sa **Time:** 8:00A – 12:00N  
**Cost:** Free **Location Code:** 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:** 05/16/14 • 08/14/14  
**Days:** MTWTh **Time:** 8:00A – 1:00P  
**Days:** MTWTh **Time:** 1:00P – 3:00P  
**Evenings:** MTWTh **Time:** 6:00P – 9:00P  
**Cost:** Free **Location Code:** WBW

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**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.



# “Alive at 25” and Defensive Driving Classes Summer 2014

## 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 # 2116, Hours: 4

**Start • End Date:** 05/24/14 • 05/24/14  
**Day:** Sa **Time:** 9:00A – 1:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Bldg B Rm 110B  
**Instructor:** Gary Tyson

### Course # 2948, Hours: 4

**Start • End Date:** 05/27/14 • 05/27/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 220  
**Instructor:** Tony Brown

### Course # 2949, Hours: 4

**Start • End Date:** 06/10/14 • 06/10/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 220  
**Instructor:** Tony Brown

### Course # 2951, Hours: 4

**Start • End Date:** 06/24/14 • 06/24/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 220  
**Instructor:** Tony Brown

### Course # 2117, Hours: 4

**Start • End Date:** 06/26/14 • 06/26/14  
**Day:** Th **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Gary Tyson

### Course # 2952, Hours: 4

**Start • End Date:** 07/15/14 • 07/15/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** HMC  
**Building Location:** Continuing Education Bldg Rm 220  
**Instructor:** Tony Brown

### Course # 2118, Hours: 4

**Start • End Date:** 07/24/14 • 07/24/14  
**Day:** Th **Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS) **Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Gary Tyson

### Course # 2954, Hours: 4

**Start • End Date:** 08/09/14 • 08/09/14  
**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 Summer 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 # 2947, Hours: 4

**Start • End Date:** 05/20/14 • 05/20/14

**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 # 2119, Hours: 4

**Start • End Date:** 06/10/14 • 06/10/14

**Day:** T **Time:** 6:00P – 10:00P

**Cost:** 60.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*

### Course # 2950, Hours: 4

**Start • End Date:** 06/17/14 • 06/17/14

**Day:** T **Time:** 6:00P – 10:00P

**Cost:** 60.00 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Rm 305

*Instructor: Tony Brown*

### Course # 2953, Hours: 4

**Start • End Date:** 07/22/14 • 07/22/14

**Day:** T **Time:** 6:00P – 10:00P

**Cost:** 60.00 (SS) **Location Code:** HMC

**Building Location:** Bob Etheridge Bldg Rm 305

*Instructor: Tony Brown*

### Course # 2120, Hours: 4

**Start • End Date:** 08/12/14 • 08/12/14

**Day:** T **Time:** 6:00P – 10:00P

**Cost:** 60.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*



CENTRAL CAROLINA  
COMMUNITY COLLEGE

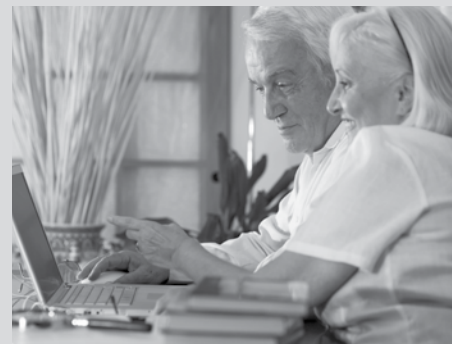
## CREATIVE RETIREMENT

**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



**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 those of similar interests.

## 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 # 2151, Hours: 24**

**Start • End Dates:** 05/22/14 • 07/17/14

**Day:** Th **Time:** 9:00A – 12:00N

**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 # 2142, Hours: 24**

**Start • End Dates:** 05/21/14 • 07/16/14

**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 # 2152, Hours: 24**

**Start • End Dates:** 05/22/14 • 07/17/14

**Day:** Th **Time:** 1:00P – 4:00P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

*Instructor: Yvonne George*

## Painting – 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 # 2143, Hours: 24**

**Start • End Dates:** 05/20/14 • 07/15/14

**Day:** T **Time:** 9:00A – 12:00N

**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 # 2147, Hours: 16**

**Start • End Dates:** 07/08/14 • 08/26/14

**Day:** T **Time:** 6:00P – 8:00P

**Cost:** 59.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

*Instructor: Camp Price*



## Photography – 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 # 2146, Hours: 8**

**Start • End Dates:** 05/22/14 • 06/05/14

**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 # 2148, Hours: 8**

**Start • End Dates:** 07/24/14 • 08/07/14

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

**Instructor:** Camp Price

## Pottery – Wheelthrowing 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 # 2706, Hours: 30**

**Start • End Dates:** 05/19/14 • 07/28/14

**Day:** M **Time:** 6:00P – 9:00P

**Cost:** 126.25 **Location Code:** SCC

**Building Location:** Rm 101

**Instructor:** Darlene Brady

**Course # 2707, Hours: 30**

**Start • End Dates:** 05/22/14 • 07/31/14

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 126.25 **Location Code:** SCC

**Building Location:** Rm 101

**Instructor:** Raymond Edwards

## Pottery – Wheelthrowing for Beginners and Advanced

This course is open to students of all levels. Beginning students will learn basic forms on the wheel, create and attach handles, trim pots on the wheel, and standard glazing techniques. Intermediate/advanced students will learn adhering and combining forms as well as adding handles, darting, and sprigging. *Clay fee is \$10.00.*

**Course # 2708, Hours: 18**

**Start • End Dates:** 05/21/14 • 06/25/14

**Day:** W **Time:** 3:00P – 6:00P

**Cost:** 76.25 (SS) **Location Code:** SCC

**Building Location:** Rm 101

**Instructor:** Raymond Edwards

## 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 is \$45.00.*

**Course # 2709, Hours: 30**

**Start • End Dates:** 05/19/14 • 07/28/14

**Day:** M **Time:** 6:00P – 9:00P

**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 is \$45.00.*

**Course # 2710, Hours: 44**

**Start • End Dates:** 05/21/14 • 07/30/14

**Day:** W **Time:** 6:00P – 10:00P

**Cost:** 126.25 **Location Code:** SC

**Building Location:** Sage Academy

**Instructor:** Kevin Kuhnel

## Computers – Beginning

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 # 2102, Hours: 24**

**Start • End Dates:** 05/19/14 • 07/14/14

**Day: M** **Time:** 6:00P – 9:00P

**Cost:** 71.25 **Location Code:** HMC

**Building Location:** Continuing Education Rm 229

*Instructor: Dennis Shaw*

**Course # 2757, Hours: 24**

**Start • End Dates:** 05/19/14 • 08/11/14

**Day: M** **Time:** 6:00P – 8:00P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Regina Richardson*

**Course # 2760, Hours: 18**

**Start • End Dates:** 05/20/14 • 06/24/14

**Day: T** **Time:** 9:00A – 12:00N

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Ruth Landa*

**Course # 2773, Hours: 24**

**Start • End Dates:** 05/21/14 • 08/06/14

**Day: W** **Time:** 6:00P – 8:00P

**Cost:** 71.25 **Location Code:** SCC

**Building Location:** Rm 125

*Instructor: Regina Richardson*

**Course # 2101, Hours: 24**

**Start • End Dates:** 06/02/14 • 07/21/14

**Day: M** **Time:** 8:00A – 11:00A

**Cost:** 71.25 **Location Code:** HMC

**Building Location:** Miriello Rm 103

*Instructor: Wayne Norris*

## Making the Internet Work for You

Although introductory, this course is designed for those who have some experience with the internet and want to enhance their ability to create, store, and use documents. It covers the fundamentals of the Internet emphasizing the use of Word and PowerPoint to enhance the internet experience. Exercises will be accomplished to learn how to capture information from the internet and use it to produce documents. Capturing pictures and sending them to others will be demonstrated and practiced. The student will work with pictures, videos, and sound clips to create personal documents and presentations.

**Course # 2133, Hours: 18**

**Start • End Dates:** 05/27/14 • 07/01/14

**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 # 2758, Hours: 24**

**Start • End Dates:** 05/22/14 • 08/14/14

**Day: Th** **Time:** 6:00P – 8:00P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 223

*Instructor: Regina Richardson*





## 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 # 2759, Hours: 24**

**Start • End Dates:** 05/20/14 • 08/05/14

**Day:** T **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 # 2103, Hours: 24**

**Start • End Dates:** 05/22/14 • 07/17/14

**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 # 2761, Hours: 18**

**Start • End Dates:** 05/20/14 • 06/24/14

**Day:** T **Time:** 1:00P – 4:00P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Bldg 042 Rm 209

*Instructor: Ruth Landa*

## PowerPoint – Beginning

This course is for beginners to PowerPoint and will stress the basics of navigating the software and creating personal and business presentations that can be transported and shown on other computers. The student will learn how to enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into presentation for easy editing.

**Course # 2134, Hours: 18**

**Start • End Dates:** 05/29/14 • 07/10/14

**Day:** Th **Time:** 5:00P – 8:00P

**Cost:** 71.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 108B

*Instructor: John Foushee*



# 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**



## Creative Writing

Visit [www.cccc.edu/creativewriting](http://www.cccc.edu/creativewriting)

### Contemporary Poetry-Seminar Workshop

Every participant should complete the course with a more refined understanding of poetry of the recent era and a better understanding of their own work through a contemporary lens. Ideally, participants would also recognize resonance amongst poems of any era.

**Course # 2714, Hours: 12**

**Start • End Dates:** 05/22/14 • 06/12/14

**Day:** Th **Time:** 6:00P – 9:00P

**Cost:** 91.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

**Instructor:** John Wells

### Exploring Poetic Voice

This course will explore participant poetic voice through prompt-exercises, in-depth focus on contemporary poets, and followed by roundtable critique of participant poems. This workshop would also be useful for writers of flash fiction.

**Course # 2715, Hours: 12**

**Start • End Dates:** 05/21/14 • 06/25/14

**Day:** W **Time:** 6:30P – 8:30P

**Cost:** 91.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

**Instructor:** Tom Dow

## 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 career seekers or workers can handle the kinds of tasks—finding information, reading instructions and directions, even working with figures—that are common in today's workplace.

### HOW IT WORKS

**Building on a Proven Program** The Certificate is based on established WorkKeys® assessment tests. (WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied mathematics, and locating information through the WorkKeys® skills assessment system.

**A Chance to Advance** Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

**Bronze level:** Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.

**Silver level:** Signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.

**Gold level:** Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

### CRC ASSESSMENTS

As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned – bronze, silver and gold – signify increasing levels of difficulty in each area.

### HOW TO EARN CERTIFICATION

Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Phyllis Huff at (919) 718-7405 or [phuff@cccc.edu](mailto:phuff@cccc.edu)

### Career Readiness Certification Assessment Schedule

May 20, 2014	June 3, 2014	July 1, 2014	August 5, 2014
1:00P – 4:00P	8:30A – 11:30A	4:00P – 7:30P	8:30A – 11:30A



NORTH CAROLINA  
CAREER READINESS  
CERTIFICATE



## Culinary & Hospitality Arts Chatham County

### Natural Chef Culinary Certification

Students will cover holistic education, whole foods culinary techniques, fundamentals of nutrition, and the connection between food, health and sustainability. *Uniform, knife kit, and textbooks required.*

**Course # 2701, Hours: 234**

**Start • End Dates:** 05/19/14 • 07/31/14

**Day:** MTWTh **Time:** 8:30A – 2:30P

**Cost:** 181.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

**Instructor:** Gregory Hamm

### ServSafe – Safety and Sanitation

Students will understand the national regulations for safety and sanitation as it relates to food service. *Textbook is required.*

ServSafe Manager, Sixth Edition, National Restaurant Association, Prentice Hall. ISBN # 9781582802992

**Course # 2702, Hours: 18**

**Start • End Dates:** 05/20/14 • 06/05/14

**Day:** TWTh **Time:** 2:40P – 4:40P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

**Instructor:** Regina Minter



## CHATHAM COUNTY HIGHLIGHTS



### Photography (Learn How to Take Great Pictures Using Any Camera)

This course is designed for all camera owners who want to understand how to better photograph better. No previous photography education is needed. This course has class and field work combined. Class work will involve evaluation and critique of students photography. At the end of the course students will understand camera controls and which controls to use when.

### Lawn and Turf Equipment Repair

This class will provide the student with a thorough knowledge of how to repair and maintain lawn and turf equipment. Each class will provide hands on instruction in how to use the tools of the trade in a safe and effective way, as well as introduce them to a variety of small engine equipment. This includes all types of two and four stroke engines.

### Retirement Planning Class

This course is designed to provide in depth information on Social Security, Medicare, and budgeting. Retirees need to understand how the complex Social Security and Medicare decisions can impact their finances as well as budgeting pitfalls to avoid.

### Small House Production Class

Completion of this five-week class earns a Certificate in “Small House Construction.” During the course of these five weeks, we will build a small house. Each week will also involve a field trip to look at examples of Small Houses or building construction that illustrate the points emphasized in the class that week.

[www.cccc.edu/ecd](http://www.cccc.edu/ecd)



## **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 to 10:00P for 5 weeks at the Emergency Services Training Center, located at 3000 Airport Road in Sanford. 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 are scheduled on an as-needed basis and may be cancelled in the event of insufficient enrollment. **For additional information or to be placed on a waiting list, please call the ESTC at (919) 777-7767.**

## **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 National Accredited Program (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 to 5:00P, Monday through Thursday; and 8:00A to 3:30P on Fridays. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescuer General, and Technical Rescue VMR certifications. Students will also receive training in ICS, Rapid Intervention, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a collegiate atmosphere with uniforms. A college placement test is required.

**For additional information on this exciting firefighter training opportunity contact Joey Shue, Fire/Rescue Training Coordinator at (919) 777-7778 or visit the ESTC at 3000 Airport Road in Sanford. Application forms and information are also available at [www.cccc.edu/ESTC](http://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 the CCCC Emergency Services Training Center at (919) 777-7767 or visit us online at [www.cccc.edu](http://www.cccc.edu). To pre-register by credit card, please call (919) 777-7767. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Road in Sanford.

## 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. Weekend BRC classes meet on Fridays, 6:00P to 10:00P; and Saturdays and Sundays, 8:00A to 6:00P. Weekday classes vary. See schedule for additional information on dates and times. 100% attendance is required for all BRC courses. 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 # 2001, Hours: 40

**Start • End Dates:** 05/19/14 • 05/21/14  
**Days:** MT **Time:** 8:00A – 5:00P  
**Days:** W **Time:** 8:00A – 3:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 2002, Hours: 40

**Start • End Dates:** 06/06/14 • 06/08/14  
**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 # 2003, Hours: 40

**Start • End Dates:** 06/25/14 • 06/27/14  
**Days:** MTh **Time:** 8:00A – 5:00P  
**Days:** F **Time:** 8:00A – 3:00P  
**Cost:** 140.00 (SS) **Location Code:** ESTC  
**Building Location:** Emergency Services Training Center

### Course # 2004, Hours: 40

**Start • End Dates:** 07/11/14 • 07/13/14  
**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

## 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)





**Visit [www.cccc.edu/ecd/medicalorientation](http://www.cccc.edu/ecd/medicalorientation) for important required information regarding your classes and what you need for registration that begins on Tuesday, April 1.**

## **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. Upon successful completion of the program, graduates are eligible to take the Certification for Health Care Sterile Processing and Distribution Technician's exam. High School Diploma or GED is required to take this class.

*Textbooks are required.*

**Course # 2741, Hours: 104**

**Start • End Dates:** 05/27/14 • 09/04/14

**Day:** TTh **Time:** 5:00P – 9:00P

**Cost:** 186.25 **Location Code:** SCC

**Building Location:** Rm 123

**Instructor:** Hollie Lineberry

## **CPR – Basic Life Support Recertification**

This course delivers recertification to individuals who have completed the initial American Heart Association Healthcare Provider CPR course. This course follows American Heart Association guidelines for Adult, Child, and Infant CPR. The course focuses on American Heart Association updates, practicing one and two rescuer techniques, automated electrocardial defibrillator operation, obstructed airways, and rescue breathing. Upon successful completion of the class, participants are re-certified in Healthcare provider CPR from the American Heart Association. Textbook required.

**Course # 2183, Hours: 4**

**Start • End Date:** 05/19/14 • 05/19/14

**Day:** M **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

**Instructor:** Dean Jacobs

**Course # 2743, Hours: 4**

**Start • End Date:** 05/22/14 • 05/22/14

**Day:** Th **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 041 Rm 220

**Instructor:** Tina Harris

**Course # 2184, Hours: 4**

**Start • End Date:** 06/16/14 • 06/16/14

**Day:** M **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

**Instructor:** Dean Jacobs

**Course # 2185, Hours: 4**

**Start • End Date:** 07/23/14 • 07/23/14

**Day:** W **Time:** 5:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 104A

**Instructor:** Dean Jacobs



## 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 # 2186, Hours: 80**

**Start • End Dates:** 07/07/14 • 09/15/14

**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 # 2187, Hours: 80**

**Start • End Dates:** 06/10/14 • 08/21/14

**Day:** TTh **Time:** 5:00P – 9:00P

**Cost:** 186.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 119

*Instructor: Pat Marks*

## 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 # 2004, Hours: 141**

**Start • End Dates:** 05/27/14 • 09/29/14

**Day:** MW **Time:** 9:00A – 1:30P

**Cost:** 181.25 **Location Code:** HHSC

**Building Location:** Harnett Health Sciences Ctr Rm 252

*Instructor: John Eylers*



## Nurse Aide I

This course provides students with the knowledge and skills needed to care for patients in a variety of health care 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, and a watch with second hand. The student is also required to show proof of immunizations/drug testing before the clinical portion of training. High School Diploma or GED is required to take this class. *Textbooks will have to be purchased.*

### Course # 2742, Hours: 184

**Start • End Dates:** 05/19/14 • 09/10/14  
**Days:** MTW **Time:** 8:30A – 12:30P  
**Cost:** 186.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220  
*Instructor: Fay Spicer*

### Course # 2739, Hours: 184

**Start • End Dates:** 05/19/14 • 09/11/14  
**Days:** MTTh **Time:** 5:30P – 9:30P  
**Cost:** 186.25 **Location Code:** SCC  
**Building Location:** Rm 121  
*Instructor: TBD*

### Course # 2190, Hours: 184

**Start • End Dates:** 05/20/20 • 09/24/14  
**Days:** TWTh **Time:** 1:30P – 4:30P  
**Cost:** 186.25 **Location Code:** WBW  
**Building Location:** Bldg 041 Rm 220  
*Instructor: Joan Vasilik*  
*Clinicals: 3:00P – 11:30P; 9/4, 9/9, 9/10, 9/11, 9/16*

### Course # 2003, Hours: 184

**Start • End Dates:** 05/27/14 • 09/04/14  
**Days:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 186.25 **Location Code:** HHSC  
**Building Location:** Harnett Health Sciences Ctr Rm 156  
*Instructor: Kim Tew*

### Course # 2001, Hours: 184

**Start • End Dates:** 06/03/14 • 09/25/14  
**Days:** TWTh **Time:** 5:30P – 9:30P  
**Cost:** 186.25 **Location Code:** HHSC  
**Building Location:** Harnett Health Sciences Ctr Rm 139  
*Instructor: Donald Morrison*

### Course # 2002, Hours: 184

**Start • End Dates:** 06/24/14 • 10/02/14  
**Days:** TWTh **Time:** 9:00A – 1:00P  
**Cost:** 186.25 **Location Code:** HHSC  
**Building Location:** Harnett Health Sciences Ctr Rm 139  
*Instructor: Julie Jernigan*

## Nurse Aide I (continued)

### Course # 2188 Hours: 184

**Start • End Dates:** 06/24/14 • 11/18/14  
**Days:** TTh **Time:** 5:00P – 9:00P  
**Cost:** 186.25 **Location Code:** WBW  
**Building Location:** Bldg A Rm 104A  
*Instructor: Sandy Muse*  
*Clinicals: 3:00P – 11:30P; 10/23, 10/28, 10/30, 11/4, 11/6*

### Course # 2735, Hours: 184

**Start • End Dates:** 07/14/14 • 10/21/14  
**Days:** MTWTh **Time:** 8:30A – 12:30P  
**Cost:** 186.25 **Location Code:** SCC  
**Building Location:** Rm 121  
*Instructor: Sonja Richards*

### Course # 2189 Hours: 184

**Start • End Dates:** 07/22/14 • 12/16/14  
**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 # 2736, Hours: 184

**Start • End Dates:** 07/28/14 • 11/17/14  
**Days:** MTW **Time:** 1:00P – 5:00P  
**Cost:** 186.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220  
*Instructor: Elaine Nichols*

### Course # 2737, Hours: 184

**Start • End Dates:** 07/28/14 • 11/17/14  
**Days:** MTW **Time:** 5:30P – 9:30P  
**Cost:** 186.25 **Location Code:** PMC  
**Building Location:** Bldg 041 Rm 220  
*Instructor: Elaine Nichols*

## Nurse Aide I – Accelerated

### Course # 2191, Hours: 184

**Start • End Dates:** 06/23/14 • 08/19/14  
**Days:** MTW **Time:** 8:00A – 4:30P  
**Cost:** 186.25 **Location Code:** WBW  
**Building Location:** Main Bldg Rm 119  
*Instructor: Dean Jacobs/Betty Jo Chavez*  
*Clinicals: 8:00A – 4:30P; 8/5, 8/6, 8/7, 8/11, 8/13*

## 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 # 2192, Hours: 160**

**Start • End Dates:** 05/20/14 • 08/06/14

**Day:** TWTh **Time:** 8:00A – 1:00P

**Cost:** 186.25 **Location Code:** WBW

**Building Location:** Bldg A Rm 103A

*Instructor: Joan Vasilik*

## 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 # 2193, Hours: 108**

**Start • End Dates:** 05/19/14 • 08/25/14

**Days:** MW **Time:** 5:00P – 9:00P

**Cost:** 181.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 220H

*Instructor: Mary Berglund*

## 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 # 2738, Hours: 200**

**Start • End Dates:** 05/19/14 • 09/29/14

**Day:** MTW **Time:** 5:30P – 9:30P

**Cost:** 186.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 217

*Instructor: Sherry Hardy-Thomas*

**Course # 2194, Hours: 200**

**Start • End Dates:** 07/08/14 • 12/16/14

**Day:** TTh **Time:** 5:00P – 9:00P

**Cost:** 186.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 222

*Instructor: Joy Staten*

**Course # 2005, Hours: 200**

**Start • End Dates:** 07/14/14 • 09/22/14

**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 – Friday, 7:30A – 2:00P*

**Course # 2006, Hours: 200**

**Start • End Dates:** 10/07/14 • 12/12/14

**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 – Friday, 7:30A – 2:00P*



## Sleep Disorders Technician

This course is designed to prepare individuals for employment as technicians in sleep disorder clinics. The course focuses on sleep disorders, medical terminology and sleep theory. Course topics include understanding medical terminology, 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. High School Diploma or GED is required to take this class. *Textbooks are required.*

**Course # 2740, Hours: 300**

**Start • End Dates:** 08/12/14 • 01/07/15

**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](http://www.cccc.edu/ecd/medicalorientation) for important required information regarding your classes and what you need for registration that begins on Tuesday, April 1.*

## Online Medical/Hybrid Classes

### Nurse Aide I Hybrid (Accelerated 12 Weeks)

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 # 2007, Hours: 184**

**Start • End Dates:** 05/19/14 • 08/10/14

**Lab Days:** TWTh **Lab Time:** 5:30P – 9:30P

**Cost:** 186.25 **Location Code:** HHSC

**Building Location:** Harnett Health Sciences Ctr Rm 149

*Instructor: Sandra Bass*

*Orientation: Tuesday 5/20/14; HHSC Rm 221*

# YOUTH Camps

## Art Secrets for Kids (ages 11–15)

Learn to create art using acrylic paints. You will also have an opportunity to show your creativity by making original pieces of jewelry if you wish. Bring watercolor paper, art pencil and eraser to class. Have fun exploring your creative side!

## 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 their own pace and master the basics. Crochet is like Math, each skill and lesson builds upon the next.

## Healthy Kids Cooking Camp

Chef Hamm will teach young chefs, the basics of food preparation and safety in the kitchen. Participants will learn recipes and how to cook age appropriate healthy snacks.



**[www.cccc.edu](http://www.cccc.edu)**



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.**

Adults may qualify for waiver of fees for Human Resources Development (HRD) classes.

## Chatham County

### Career Readiness and Employability Lab for Job Seekers

Want to improve your opportunity for getting a better job with one-on-one assistance? Learn basic computer skills, how to search for a job, create a résumé, practice and/or refresh your skills before taking the WorkKeys assessments to earn your Career Readiness Certificate (CRC). *(Fee waiver available)*

**Course # 2748, Hours: 87**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MW **Time:** 5:00P – 8:00P

**Cost:** 180.00 **Location Code:** PMC

**Building Location:** JobLink Center Rm 201

*Instructor: Robert Gray*

### Enhanced Employment Transition (EET): Getting Veterans and Others to Work

This course will enhance students' abilities to develop job search strategies and plan/prepare cover letters, résumés/thank you letters, and prepare and execute networking, as well as participate in interview (role play) exercises, apply dress-for-success standards, and utilize the JobLinks Center as an essential element of job transition. You will use a self-assessment as an ongoing process of evaluating goals, attributes, and skill sets. You will develop a career/educational and training plan for continuing preparedness and improvement. *(Fee waiver available)*

**Course # 2747, Hours: 40**

**Start • End Dates:** 05/20/14 • 07/03/14

**Day:** TTh **Time:** 9:00A – 12:00N

**Cost:** 125.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

*Instructor: Eugene Davis*

### Going Beyond the Résumé

Students will prepare new strategies for re-entry into the job market. You will assess your personal inventory and restructure your personal presentations. *(Fee waiver available)*

**Course # 2749, Hours: 16**

**Start • End Dates:** 06/02/14 • 06/04/14

**Day:** MW **Time:** 9:00A – 5:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 229

*Instructor: Eugene J. Davis*

### Jump Start Your Résumé

In this course you will enhance your abilities to research job(s) requirements, prepare a core résumé, and customize spinoff résumés. The focus is on tailoring a two-page résumé for seeking specific job(s). This course will also provide techniques, guidelines, and insights to construct résumés for the current job market and plan for networking and making contacts. You will receive orienting to the JobLink Center (Pittsboro).

*(Fee waiver available)*

**Course # 2751, Hours: 6**

**Start • End Dates:** 05/19/14 • 05/21/14

**Day:** MW **Time:** 1:00P – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 223

*Instructor: Eugene J. Davis*



**Microsoft Digital Literacy Certificate**

Learn basic computer skills in this beginning computer course and work your way to a Digital Literacy Certificate from Microsoft. *(Fee waiver available)*

**Course # 2752, Hours: 27**

**Start • End Dates:** 05/20/14 • 06/17/14

**Day:** TW **Time:** 5:00P – 8:00P

**Cost:** 125.00 **Location Code:** SCC

**Building Location:** Rm 118

**Instructor:** Robert Gray

**Social Networking for the Job Hunt**

This course will show you how to use Facebook, LinkedIn, and Pinterest to your advantage in your search for the most satisfying career. *(Fee waiver available)*

**Course # 2754, Hours: 9**

**Start • End Dates:** 05/19/14 • 05/23/14

**Day:** MWF **Time:** 12:00N – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 224

**Instructor:** Randy Diller

**Perfecting the Interview**

Students will learn to perfect presentation to improve outcomes during interviews. *(Fee waiver available)*

**Course # 2753, Hours: 12**

**Start • End Dates:** 05/27/14 • 05/29/14

**Day:** TTh **Time:** 9:00A – 3:00P

**Cost:** 70.00 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 229

**Instructor:** Stan Dimac

**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. *(Fee waiver available)*

**Course # 2750, Hours: 24**

**Start • End Dates:** 05/19/14 • 05/26/14

**Day:** M–F **Time:** 9:00A – 1:00P

**Cost:** 70.00 **Location Code:** SCC

**Building Location:** Rm 118

**Instructor:** TBD



## LEE COUNTY HIGHLIGHTS

**Forklift Operator Training**

Students will receive hands-on training using a Forklift Truck and Reach Truck. This General Industry Outreach Training Program is intended to provide students awareness on General Industry Safety Standards covered by OSHA 29 CFR 1910. Upon successful completion of the course, students will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-8 weeks.

**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.

**Basic PowerPoint**

This course is for beginners to PowerPoint and will stress the basics of navigating the software and creating personal and business presentations that can be transported and shown on other computers. The student will learn how to enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into presentation for easy editing.

**[www.cccc.edu/ecd](http://www.cccc.edu/ecd)**

**Harnett County**

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

**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 # 2027, Hours: 55**

**Start • End Dates:** 05/22/14 • 08/07/14

**Day:** Th **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** TSEC

**Building Location:** TBD

**Instructor:** TBD

**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 # 2027, Hours: 57**

**Start • End Dates:** 05/19/14 • 07/01/14

**Day:** TWTh **Time:** 9:00A – 12:00N

**Cost:** 180.00 **Location Code:** HMC

**Building Location:** Continuing Education Rm 229

**Instructor:** TBD

**Employability Skills for Today's Job Market**

Students will create employability documents and prepare for the job market.

**Course # 2026, Hours: 115**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MTW **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** TSEC

**Building Location:** Triangle South Enterprise Rm 102

**Instructor:** Betty Hollins

**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 # 2028, Hours: 48**

**Start • End Dates:** 05/19/14 • 07/16/14

**Day:** MW **Time:** 9:00A – 12:30P

**Cost:** 180.00 **Location Code:** HCL

**Building Location:** Harnett County Library

**Instructor:** Christopher Viverette

**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 # 1147, Hours: 56**

**Start • End Dates:** 06/02/14 • 07/16/14

**Days:** MW **Time:** 9:00A – 1:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Bldg A Rm 107A

**Instructor:** Robert Gray

**Course # 2158 Hours: 56**

**Start • End Dates:** 06/03/14 • 07/22/14

**Days:** TTh **Time:** 5:00P – 9:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

**Instructor:** Beulah Palmer

**Career Prep 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? Need to practice and/or refresh your skills before taking WorkKeys Assessments to earn your Career Readiness Certificate. Registration fee waivers are available for those who qualify.

**Course # 2166, Hours:** 380

**Start • End Dates:** 05/19/14 • 08/13/14

**Day:** MT **Time:** 9:00A – 2:00P

**Day:** W **Time:** 11:00A – 4:00P

**Cost:** 180.00 **Location Code:** LCL

**Building Location:** Lee County Library

*Instructor: Kevin Whitley*

**Career Readiness Certification Lab**

This lab will address preparation for the Career Readiness Certification. Participants will work at an individual pace to improve workplace skills in the area of Applied Mathematics, Reading for Information and Locating Information. Registration fee waivers are available for those who qualify.

**Course # 2182, Hours:** 96

**Start • End Dates:** 05/19/14 • 08/12/14

**Day:** MW **Time:** 9:00A – 1:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Laurinda Southerland*



# HARNETT COUNTY HIGHLIGHTS

**Basic Automotive and Diesel Repair**

In this course the student will learn how to maintain and repair the major systems of automotive and diesel equipment. This will include electrical drivetrain and fuel injection systems. Basic hand tools and safety glasses are required.

**Cookies & Cupcakes**

During this course children will have lots of fun learning the basics of decorating cookies and cupcakes. All students must be registered by May 30th.

**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.

**Small Engine & Equipment Repair**

Students will learn to maintain and repair lawn and turf equipment. This will include all types of two and four stroke engines, zero turn mowers, lawn tractors, push mowers, weed eaters, etc. Basic hand tools and safety glasses are required.

**[www.cccc.edu/ecd](http://www.cccc.edu/ecd)**



**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 # 2163, Hours:** 235

**Start • End Dates:** 05/19/14 • 08/12/13

**Day:** MTWTh **Time:** 9:00A – 2:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: TBD*

**Course # 2164, Hours:** 96

**Start • End Dates:** 05/19/14 • 08/12/13

**Day:** MW **Time:** 5:00P – 9:00P

**Cost:** 180.00 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Chris Viverette*

**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 # 2165, Hours:** 30

**Start • End Dates:** 05/22/14 • 07/31/14

**Day:** Th **Time:** 9:00A – 12:00P

**Cost:** 120.00

**Building Location:** Division of Workforce Solutions

*Instructor: Amanda Burgess*

*Class Dates:* 5/22, 6/5, 6/19, 7/3, 7/17, 7/31

**Fresh Start**

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed for individuals with a prior criminal conviction to develop understanding proper requirements during job searching and how it increases the chances of reaching employment goals. Through a series of attainable steps, clients will overcome fears and achieve balance in both their personal and professional life. Registration fee waivers are available for those who qualify.

**Course # 2162, Hours:** 96

**Start • End Dates:** 05/20/14 • 07/22/14

**Day:** TTh **Time:** 9:00A – 1:00P

**Day:** M **Time:** 5:00P – 9:00P

**Cost:** 125.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Crystal McIver*

**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 # 2161, Hours:** 32

**Start • End Dates:** 06/09/14 • 07/28/14

**Day:** M **Time:** 9:00A – 1:00P

**Cost:** 120.00 **Location Code:** WBW

**Building Location:** Bldg B Rm 108B

*Instructor: Chris Vaughan*





## German-Introduction

Sprechen Sie Deutsch? Do you want to join over 120 million German speakers worldwide? Perhaps you would like to become more marketable to the many German companies in the U.S., which account for over 700,000 jobs nationwide! Whether you want to improve your job chances, freshen up on your German lingo, or are just curious, this introductory course in German will focus on basic language and conversational skills in a relaxed setting.

**Course # 2144, Hours: 16**

**Start • End Dates:** 05/19/14 • 06/30/14

**Day:** M **Time:** 6:00P – 8:00P

**Cost:** 71.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Annette Priest*

## Spanish for Healthcare Professionals

Students will learn to merge grammar and health care terminology in the context of medical settings in order to communicate with Spanish speaking people. Students will communicate with Spanish speaking people. Students will communicate through dialogues, activities, and working with a partner playing roles and solving problems.

*A book is required.*

**Course # 2157, Hours: 18**

**Start • End Dates:** 06/17/14 • 08/12/14

**Day:** T **Time:** 3:00P – 5:00P

**Cost:** 71.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Robert Komorowski*

## “Hablemos! Let’s Talk! – Spanish Immersion

This course is designed for the individual who speaks some level of Spanish and desires to enhance their skills and professional capabilities or personal pleasure. It is ideal for professionals who need to satisfy staff development requirements (2.4 CEU’s). It is designed as a one-week intensive experience in speaking the Spanish language through classroom instruction and participating in enriching cultural events.

**Course # 2774, Hours: 24**

**Start • End Dates:** 08/04/14 • 08/08/14

**Days:** M–F **Time:** 9:00A – 4:00P

**Cost:** 251.25 (SS) **Location Code:** SCC

**Building Location:** Rm 230

*Instructors: Estebania Chojnack*



## 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 # 2149, Hours: 10**

**Start • End Date:** 05/24/14 • 05/24/14

**Day:** Sa **Time:** 8:00A – 6:45P

**Cost:** 79.00 (SS) **Location Code:** WFRG

*Instructor: James Estes*

**Course # 2150, Hours: 10**

**Start • End Date:** 08/02/14 • 08/02/14

**Day:** Sa **Time:** 8:00A – 6:45P

**Cost:** 79.00 (SS) **Location Code:** WFRG

*Instructor: James Estes*

## Dance – Shag I

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

**Creative Retirement** 

**Course # 2941, Hours: 5**

**Start • End Dates:** 05/28/14 • 06/25/14

**Day:** W **Time:** 7:00P – 8:00P

**Cost:** 36.25 (SS) **Location Code:** HMC

**Building Location:** Miriello Bldg Rm 135

*Instructor: Larry Patterson*

## Dance – Swing

Students will learn the basic “single time swing step” as well as turns and variations.

**Course # 2943, Hours: 5**

**Start • End Dates:** 05/29/14 • 06/26/14

**Day:** Th **Time:** 7:00P – 8:00P

**Cost:** 36.25 (SS) **Location Code:** HMC

**Building Location:** TBD

*Instructor: Roderick Goode*

## Dog Obedience – Beginning

Bring your best furry friend to this fun, yet intensive beginner obedience/home management class for dogs over 6 months old. You will learn how to train your dog using positive reinforcement. Teach your pooch how to walk on a loose leash, come when called, and sit and stand when asked. This is a “must” for all new dog owners, especially if your dog is from a shelter or rescue. No dog is too old to learn. First class is mandatory orientation with owners only – no dogs allowed.

**Course # 2181, Hours: 10.5**

**Start • End Dates:** 06/10/14 • 07/22/14

**Day:** T **Time:** 6:00P – 7:30P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Pat Sullivan*

## Financial Investing

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

**Creative Retirement** 

**Course # 2762, Hours: 14**

**Start • End Dates:** 05/19/14 • 07/07/14

**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 # 2763, Hours: 14**

**Start • End Dates:** 05/20/14 • 07/01/14

**Day:** T **Time:** 7:00P – 9:00P

**Cost:** 66.25 (SS) **Location Code:** SCC

**Building Location:** Rm 105

*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 # 2942, Hours: 2.5**

**Start • End Date:** 08/05/14 • 08/05/14

**Day:** T **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 # 2711, Hours: 10**

**Start • End Dates:** 05/21/14 • 07/23/14

**Day:** W **Time:** 6:00P – 7:15P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Kim Caraganis*

## Health and Wellness

Participants will be introduced to the latest knowledge concerning behavioral health and wellness, and have the opportunity to assess their current levels of health and fitness as defined by the health and medical communities. Topics covered will include the physical, intellectual, emotional, spiritual, environmental and psychological aspects of overall wellness.

**Course # 2167, Hours: 6**

**Start • End Dates:** 06/03/14 • 07/08/14

**Day:** T **Time:** 1:00P – 2:00P

**Cost:** 39.00

**Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Ron Holloway*

## Creative Retirement



**Course # 2712, Hours: 8**

**Start • End Dates:** 06/04/14 • 07/23/14

**Day:** W **Time:** 3:00P – 4:00P

**Cost:** 51.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Ron Holloway*

## Home Repair 101

Are you tired of paying repair men or relying on others to come and fix those basic problems in your home? In this course you will learn the skills, tips and tricks needed to tackle those basic repairs such as clogged drains, hanging a ceiling fan or hole in the wall. These and many more will be covered in this class. Empower yourself and your pocketbook to be your own handyman or handywoman.

**Course # 2137, Hours: 12**

**Start • End Dates:** 06/10/14 • 06/26/14

**Day:** TTh **Time:** 6:00P – 8:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Chris Vaughan*

## Learning the Power of Positive Thinking

It is quite common to hear people say “Think Positive” to someone who feels down and worried. Most people do not take these words seriously, as they do not know what they really mean. Positive thinking is a mental attitude which admits into the mind thoughts, words and images which are conducive to growth, expansion and success. This seminar will be presented by Crystal McIver, who has been serving as a Life Coach since 2000. She teaches professional development workshops on a wide range of topics, including: work-life balance, networking skills, and communications skills.

**Course # 2169, Hours: 2**

**Start • End Date:** 06/10/14 • 06/10/14

**Day:** T **Time:** 6:00P – 8:00P

**Cost:** 10.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Crystal McIver*

**Course # 2170, Hours: 2**

**Start • End Date:** 06/12/14 • 06/12/14

**Day:** Th **Time:** 3:00P – 5:00P

**Cost:** 10.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Crystal McIver*

## Mind-Body Movement

This course will introduce participants to specific movement and breathing techniques designed to benefit overall health and wellness. Upon completion of this course, participants should have at their disposal a lifelong movement program that will contribute to long-term health and wellness.

**Course # 2945, Hours: 5**

**Start • End Dates:** 06/02/14 • 07/28/14

**Day:** M **Time:** 1:00P – 2:00P

**Cost:** 43.25 (SS) **Location Code:** HMC

**Building Location:** TBD

*Instructor: Ron Holloway*

## Mythology – Joseph Campbell with Bill Moyers

This class will deal exclusively with the interview Bill Moyers conducted with famous mythologist, Joseph Campbell, whose book *The Hero with a Thousand Faces* was the inspiration for George Lucas' Star Wars movies.

**Course # 2168, Hours: 6**

**Start • End Dates:** 06/05/14 • 07/17/14

**Day:** Th **Time:** 1:00P – 2:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Ron Holloway*

## Retirement Planning

Most folks have worked for decades to save up enough money for retirement. But the 21st century presents challenges and decisions that retirees of previous generations have not had to consider. Retirees need to understand how the complex Social Security and Medicare decisions can impact their finances as well as budgeting pitfalls to avoid.

### *Creative Retirement*

**Course # 2772, Hours: 3**

**Start • End Dates:** 05/20/14 • 06/03/14

**Day: T Time: 7:00P – 8:00P**

**Cost: 35.00 (SS) Location Code: PMC**

**Building Location:** Bldg 042 Rm 108

*Instructor: Lyn Adams, Ann Broadway, Elizabeth Donner*

## Savvy Social Security Planning: What Baby Boomers Need to Know to Maximize Retirement Income!

The bottom line is that Social Security is very complex and there are few rules of thumb that apply to everyone. Each case must be analyzed individually and coordinated with the rest of the client's financial and life plan. Most boomers do not have the tools or knowledge to do this on their own. You'll learn the 5 factors to consider when deciding to apply for benefits.

**Course # 2138, Hours: 1.5**

**Start • End Date:** 05/27/14 • 05/27/14

**Day: T Time: 2:00P – 3:30P**

**Cost: Free (SS) Location Code: WBW**

**Building Location:** Main Bldg Rm 216

*Instructor: Dr. George S. Harvey CFP*

**Course # 2139, Hours: 1.5**

**Start • End Date:** 05/27/14 • 05/27/14

**Day: T Time: 6:30P – 8:00P**

**Cost: Free (SS) Location Code: WBW**

**Building Location:** Main Bldg Rm 216

*Instructor: Dr. George S. Harvey CFP*

## 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.

### *Creative Retirement*

**Course # 2713, Hours: 15**

**Start • End Dates:** 05/20/14 • 07/22/14

**Day: T Time: 6:15P – 7:30P**

**Cost: 56.25 (SS) Location Code: PMC**

**Building Location:** Bldg 042 Multipurpose Rm

*Instructor: Patty Strother*

## Zumba

Zumba is a physical exercise with a Latin flare. It allows you to move and enjoy exercise and not feel as if you are exercising.

**Course # 2944, Hours: 8**

**Start • End Dates:** 06/09/14 • 07/28/14

**Day: M Time: 7:00P – 8:00P**

**Cost: 36.25 (SS) Location Code: HMC**

**Building Location:** Miriello Rm 135

*Instructor: Catina Autry*





## 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 # 2140, Hours: 6**

**Start • End Date:** 06/10/14 • 06/10/14

**Day: T Time:** 9:00A – 3:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*

**Course # 2141, Hours: 6**

**Start • End Date:** 08/12/14 • 08/12/14

**Day: T Time:** 9:00A – 3:00P

**Cost:** 66.25 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 216

*Instructor: Larry Davis*

## Basic Automotive and Diesel Repair

In this course the student will learn how to maintain and repair the major systems of automotive and diesel equipment. This will include electrical drivetrain and fuel injection systems. Basic hand tools and safety glasses are required.

**Course # 2106, Hours: 156**

**Start • End Dates:** 05/20/14 • 08/14/14

**Day: TTh Time:** 8:00A – 3:00P

**Cost:** 186.25 **Location Code:** WHC

**Building Location:** Rm 113

*Instructor: Kevin Hutchens*

## 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 # 2764, Hours: 18**

**Start • End Dates:** 07/08/14 • 07/24/14

**Day: TTh Time:** 6:00P – 9:00P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Conference Rm 1

*Instructor: Bobby Lawson*

**Course # 2135, Hours: 24**

**Start • End Date:** 05/19/14 • 06/30/14

**Day: MW Time:** 6:00P – 8:00P

**Cost:** 71.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 215

*Instructor: Roger Judd*

## Cosmetology – Facial Makeup Hands-on

Earn eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

**Course # 2174, Hours: 8**

**Start • End Date:** 08/09/14 • 08/09/14

**Day: Sa Time:** 8:00A – 5:00P

**Cost:** 49.00 (SS) **Location Code:** LMC

**Building Location:** Budd Hall Bldg Rm 603

*Instructor: TBD*

## 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 # 2173, Hours: 8**

**Start • End Date:** 05/31/14 • 05/31/14

**Day: Sa Time:** 8:00A – 5:00P

**Cost:** 49.00 (SS) **Location Code:** LMC

**Building Location:** Budd Hall Bldg Rm 603

*Instructor: TBD*

## Effective Teacher Training

Learn valuable skills for substitute teachers, teacher assistants and prospective teachers. Sessions include learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation.

**Course # 2132, Hours: 30**

**Start • End Dates:** 05/20/14 • 06/19/14

**Days: TTh Time:** 5:30P – 8:30P

**Cost:** 126.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 118

*Instructor: Robert Komorowski*





## Electrical Contractor – Analysis of NEC Changes 2014 (Part A)

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 # 2175, Hours: 4**

**Start • End Date:** 06/03/14 • 06/03/14

**Day: T Time:** 8:00A – 12:00N

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

**Instructor:** TBD

## Electrical Contractor – Analysis of NEC Changes 2014 (Part B)

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 # 2176, Hours: 4**

**Start • End Date:** 06/03/14 • 06/03/14

**Day: T Time:** 1:00P – 5:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

**Instructor:** TBD

## Electrical Contractor – Grounding vs. Bonding 2014 (Part B)

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 # 2178, Hours: 4**

**Start • End Date:** 08/05/14 • 08/05/14

**Day: T Time:** 1:00P – 5:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

**Instructor:** TBD

## Forklift Operator Training

This is a four-day, 26 hour Supplemental Blackboard Instruction Forklift Certification class. Students will receive hands-on training using a Forklift Truck and Reach Truck. This General Industry Outreach Training Program is intended to provide students awareness on General Industry Safety Standards covered by OSHA 29 CFR 1910. At the completion of the course, students will be able to recognize hazards and safety issues in the work place. At the end of the course, you will be given a 10 question test. You must score at least 70% to pass. Upon successful completion of the course, students will receive an OSHA 10-Hour General Industry Outreach DOL course completion card within 4-8 weeks.

**Course # 2154, Hours: 26**

**Start • End Dates:** 06/02/14 • 06/05/14

**Day: MTW Time:** 8:00A – 3:00P

**Day: Th Time:** 8:00A – 5:00P

**Cost:** 126.25 **Location Code:** LCI

**Building Location:** Innovation Center

**Instructor:** Irving Claudio-Hernandez

**Course # 2155, Hours: 26**

**Start • End Dates:** 07/07/14 • 07/10/14

**Day: MTW Time:** 8:00A – 3:00P

**Day: Th Time:** 8:00A – 5:00P

**Cost:** 126.25 **Location Code:** LCI

**Building Location:** Innovation Center

**Instructor:** Irving Claudio-Hernandez

**Course # 2156, Hours: 26**

**Start • End Dates:** 08/04/14 • 08/07/14

**Day: MTW Time:** 8:00A – 3:00P

**Day: Th Time:** 8:00A – 5:00P

**Cost:** 126.25 **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 is \$600.00.

**Course # 2765, Hours: 42**

**Start • End Dates:** 05/22/14 • 08/14/14

**Day: Th Time:** 6:30P – 10:00P

**Cost:** 126.25 **Location Code:** SCC

**Building Location:** Rm 105

**Instructor:** John Sutton



**Grounding vs. Bonding 2014 (Part A)**

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 # 2177, Hours: 4**

**Start • End Date:** 08/05/14 • 08/05/14

**Days:** T **Time:** 8:00A – 12:00N

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: TBD*

**Grounding vs. Bonding 2014 (Part B)**

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 # 2178, Hours: 4**

**Start • End Date:** 08/05/14 • 08/05/14

**Days:** T **Time:** 1:00P – 5:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: TBD*

**Lawn & Turf Equipment Repair**

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

**Course # 2766, Hours: 96**

**Start • End Dates:** 05/19/14 • 08/11/14

**Day:** MW **Time:** 6:00P – 10:00P

**Cost:** 181.25 **Location Code:** PMC

**Building Location:** Bldg 041 Rm 117

*Instructor: Kevin Hutchens*

**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. *A book is required.*

**Course # 2164, Hours: 8**

**Start • End Dates:** 05/27/14 • 05/28/14

**Days:** TW **Time:** 5:30P – 9:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Patsy Payne*

**Notary Public (continued)**

**Course # 2767, Hours: 7**

**Start • End Date:** 06/05/14 • 06/05/14

**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 # 2104, Hours: 8**

**Start • End Date:** 06/12/14 • 06/12/14

**Day:** Th **Time:** 8:00A – 4:30P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 219

*Instructor: Patsy Payne*

**Course # 2165, Hours: 8**

**Start • End Date:** 06/24/14 • 06/24/14

**Days:** T **Time:** 8:00A – 5:00P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Patsy Payne*

**Course # 2768, Hours: 7**

**Start • End Date:** 07/10/14 • 07/10/14

**Days:** Th **Time:** 9:00A – 5:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm 2

*Instructor: Patricia Holloway*

**Course # 2105, Hours: 8**

**Start • End Date:** 07/17/14 • 07/17/14

**Day:** Th **Time:** 8:00A – 4:30P

**Cost:** 66.25 (SS) **Location Code:** HMC

**Building Location:** Continuing Education Bldg Rm 219

*Instructor: Patsy Payne*

**Course # 2166, Hours: 8**

**Start • End Dates:** 07/29/14 • 07/30/14

**Days:** TW **Time:** 5:30P – 9:30P

**Cost:** 66.25 **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

*Instructor: Patsy Payne*

**Course # 2769, Hours: 7**

**Start • End Date:** 08/07/14 • 08/07/14

**Day:** Th **Time:** 9:00A – 5:00P

**Cost:** 66.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 042 Conference Rm 2

*Instructor: Patricia Holloway*

## 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 # 2770, Hours: 24**

**Start • End Dates:** 05/22/14 • 08/14/14

**Day: T Time:** 7:00P – 9:00P

**Cost: 71.25 Location Code:** SCC

**Building Location:** Rm 102

*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 # 2131, Hours: 80**

**Start • End Dates:** 05/20/14 • 08/19/13

**Days: TTh Time:** 6:00P – 9:00P

**Cost: 181.25 Location Code:** DWCC

**Building Location:** Rm 103

*Instructor: Kathy Woodell*

## Small Engine & Equipment Repair

Students will learn to maintain and repair lawn and turf equipment. This will include all types of two and four stroke engines, zero turn mowers, lawn tractors, push mowers, weed eaters, etc. Basic hand tools and safety glasses are required.

**Course # 2107, Hours: 238**

**Start • End Dates:** 05/20/14 • 08/14/14

**Day: TTh Time:** 6:00P – 10:00P

**Cost: 186.25 Location Code:** WHC

**Building Location:** West Harnett Center Rm 113

*Instructor: Kevin Hutchens*

## 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 # 2121, Hours: 8**

**Start • End Dates:** 06/03/14 • 06/05/14

**Days: TTh Time:** 6:00P – 10:00P

**Cost: 65.00 (SS) Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*

**Course # 2126, Hours: 8**

**Start • End Dates:** 07/08/14 • 07/10/14

**Days: TTh Time:** 6:00P – 10:00P

**Cost: 65.00 (SS) Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*

**Course # 2129, Hours: 8**

**Start • End Dates:** 08/05/14 • 08/07/14

**Days: TTh Time:** 6:00P – 10:00P

**Cost: 65.00 (SS) Location Code:** LMC

**Building Location:** Joyner Hall Rm 516

*Instructor: Pete Eckley*



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

**Course # 2122, Hours: 8**

**Start • End Dates:** 05/20/14 • 05/22/14  
**Days:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

**Course # 2124, Hours: 8**

**Start • End Dates:** 06/10/14 • 06/12/14  
**Days:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

**Course # 2127, Hours: 8**

**Start • End Dates:** 07/15/14 • 07/17/14  
**Days:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

**Course # 2130, Hours: 8**

**Start • End Dates:** 08/12/14 • 08/14/14  
**Days:** TTh **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

## OBD Refresher

**Course # 2123 Hours: 4**

**Start • End Date:** 05/27/14 • 05/27/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

**Course # 2125, Hours: 4**

**Start • End Dates:** 06/17/14 • 06/19/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

**Course # 2128, Hours: 4**

**Start • End Date:** 07/22/14 • 07/22/14  
**Day:** T **Time:** 6:00P – 10:00P  
**Cost:** 65.00 (SS) **Location Code:** LMC  
**Building Location:** Joyner Hall Rm 516  
*Instructor: Pete Eckley*

## 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 # 2771, Hours: 75**

**Start • End Dates:** 05/20/14 • 08/14/14  
**Day:** TTh **Time:** 6:00P – 9:00P  
**Cost:** 181.25 **Location Code:** SC  
**Building Location:** Sage Academy  
*Instructor: Bobby Piggie*





## Chatham County Small Business Center

All Seminars are free. Register online at [www.chathamshbc.com](http://www.chathamshbc.com) or call (919) 774-6442.

All Seminars will be presented at the Pittsboro Main Campus, 764 West Street, Pittsboro, NC.

### The Basics of Selling on eBay

A great seminar for the “dabbler” or the entrepreneur wanting to make eBay a primary business tool. During this fast-paced session, learn best practices to use when setting up an account, listing items for sale, taking payments, and shipping. Topics will include eBay appraisals and research, registering on eBay and starting a seller’s account, choosing formats and categories, writing descriptions that sell, submitting photos, feedback, using PayPal, shipping tips, and pricing philosophies that will make you an eBay Top Rated Seller!

**Seminar Date:** 06/02/14  
**Day:** M **Time:** 6:00P – 9:00P  
**Location Code:** CCL  
**Building Location:** Community Library, Meeting Rm  
*Presenter: Nick Hawks, eBay Education Specialist*

### Building Your Business on eBay

This seminar is for individuals having knowledge/experience of selling on eBay who want to establish a continual retail presence on eBay. Topics in this fast-paced session will include: starting and growing an eBay business, finding merchandise to sell, creating professional listings, marketing your business on eBay, managing active listing, resolving issues and feedback, and protecting your eBay business. Plus learn those “tricks of the trade” that you have to know to become an eBay PowerSeller!

**Seminar Date:** 06/03/14  
**Day:** T **Time:** 6:00P – 9:00P  
**Location Code:** CCL  
**Building Location:** Community Library, Meeting Rm  
*Presenter: Nick Hawks, eBay Education Specialist*

### How to Build Your eBay Store

This hands-on seminar is a fantastic way to provide a step-by-step approach to those individuals who are ready to become eBay Store owners. You will learn how to start, brand, and optimize your eBay store website. Understand how to market your eBay store more effectively with email newsletters, traffic reports, and the markdown manager sales tool. Learn how to use the “Quick Store Tune-up” feature and “Manage My Store” page to customize your eBay Store, plus learn tips for search engine optimization that will bring even more internet shoppers to your eBay Store!

**Seminar Date:** 06/05/14  
**Day:** Th **Time:** 6:00P – 9:00P  
**Location Code:** CCL  
**Building Location:** Community Library, Meeting Rm  
*Presenter: Nick Hawks, eBay Education Specialist*

### 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:** 07/17/14  
**Day:** Th **Time:** 6:00P – 8:00P  
**Location Code:** PMC  
**Building Location:** Bldg 1 Rm 223  
*Presenter: Lori Stiles, Fortis Accounting Service, LLC*

### 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:** 07/24/14  
**Day:** Th **Time:** 6:00P – 8:00P  
**Location Code:** PMC  
**Building Location:** Bldg 1 Rm 223  
*Presenter: Lori Stiles, Fortis Accounting Service, LLC*



## Harnett County Small Business Center

*All Seminars are Free. Register online at [www.harnettsbc.com](http://www.harnettsbc.com)  
or call (910) 892-2884.*

*All Harnett Seminars will be presented at Triangle South  
Enterprise Center, 600 S. Magnolia Ave Dunn, NC.*

### Marketing Using 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. In this class, you will learn about the new Pinterest Business accounts, the latest widgets that link your business' website and your Pinterest account, and why it is that Pinterest is so effective that even major computer companies are creating accounts. *Lunch is \$10.00 and pre-registration is required.*

**Seminar Date:** 05/21/14  
**Day:** W **Time:** 12:00N – 1:00P  
*Presenter: Karen Tiede, Red Tuxedo*

### QuickBooks Basics: Part I

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

**Seminar Date:** 05/20/14  
**Day:** T **Time:** 3:00P – 5:30P  
*Presenter: Nancy Blackman, Director, Harnett County SBC*

### 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:** 06/03/14  
**Day:** T **Time:** 3:00P – 5:30P  
*Presenter: Nancy Blackman, Director, Harnett County SBC*

### 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:** 06/10/14  
**Day:** T **Time:** 6:00P – 8:00P  
*Presenter: Nancy Blackman, Director, Harnett County SBC*

### Using WordPress to Build Your Small Business Seminar

WordPress is a new breed of website creators known as "CMS," or "Content Management Systems." These web creators require no HTML or any other programming language. Most of the design elements of the website are controlled by an intuitive menu, or icons. This seminar will get you started in building your website.

**Seminar Date:** 06/19/14  
**Day:** Th **Time:** 6:00P – 9:00P  
*Presenter: Margaret Hudacko*



## Lee County Small Business Center

*All Seminars are Free. Register online at [www.leesbc.com](http://www.leesbc.com) or call (919) 774-6442.*

*All Lee Seminars will be presented at Dennis A. Wicker Civic Center, 1801 Nash St, Sanford, NC.*

### 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:** 3:00P – 5:00P  
*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:** 06/04/14  
**Day:** W **Time:** 3:00P – 5:00P  
*Presenter: Don Spry, Regional Manager, SBA*

### 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:** 07/15/14  
**Day:** T **Time:** 6:00P – 8:00P  
*Presenter: Lori Stiles, Fortis Accounting Service, LLC*

### How to Rent Your Own Property Without Going Broke or Going to Jail!

In this seminar you will learn techniques for establishing rental agreements, collecting rent, avoiding evictions, protecting your property from vandalism, and ultimately helping you make money.

**Seminar Date:** 07/22/14  
**Day:** T **Time:** 1:00P – 3:00P  
*Presenter: Rose Hammond, REALTOR®,  
ABR, GRI, Rose's Realty, Inc.*

### 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:** 07/22/14  
**Day:** T **Time:** 6:00P – 8:00P  
*Presenter: Lori Stiles, Fortis Accounting Service, LLC*

### Free Online Resources for Small Businesses and Non-profits

Small business owners and non-profit managers often don't have a large budget for marketing, research, and other essential business operations. There's good news, however! A world of free and low-cost resources are available to you 24/7 via the internet. From templates to training classes, news to networking, and software to social media, you'll be surprised what you can get for free! We've combed the web to find you the best resources for use in day-to-day operations.

**Seminar Date:** 07/29/14  
**Day:** T **Time:** 6:00P – 8:00P  
*Presenter: Kelly Klug, Lighthouse Documentation and Training*





## Brewing

### Home-Brewed Beer – Beginning

This course will introduce students to all aspects of small-scale beer-making and equip them with the knowledge and skills necessary to produce a variety of beers at home using basic equipment and simple ingredients. *Must be 21 years of age.*

**Course # 2756, Hours: 10**

**Start • End Dates:** 05/19/14 • 06/23/14

**Day:** M **Time:** 7:00P – 9:00P

**Cost:** 66.25 **Location Code:** PMC

**Building Location:** Bldg 45 Rm 137

*Instructor: Eric Ginsburg*

## 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

### Small House Production Class

Completion of this five-week class earns a Certificate in "Small House Construction." During the course of these five weeks we will build a small house. Participants will spend 4 hours on site working each day, and 4 hours in class each day. Each week will also involve a field trip to look at examples of Small Houses or building construction that illustrate the points emphasized in the class that week.

**Course # 2345 Hours: 240**

**Start • End Dates:** 06/16/14 • 07/18/14

**Day:** M–F **Time:** 8:00A – 5:00P

**Cost:** 181.25 **Location Code:** SCC

**Building Location:** TBD

*Instructor: Harvey Harman*

## Sustainable

### Exploring Tree Food & Medicine

In this field study we'll visit various local environments to explore the edible and medicinal properties of trees, such as elder, mulberry, sourwood, and pine. Identification, ethical gathering, preparation, and usage will be covered while enjoying many hands-on activities.

**Course # 2745, Hours: 12**

**Start • End Dates:** 06/05/14 • 06/26/14

**Day:** Th **Time:** 5:30P – 8:30P

**Cost:** 71.25 **Location Code:** PMC

**Building Location:** Rm 135

*Instructor: Kim Calhoun*





## Youth Camps

**Registrations are required for all camps by 3:00 PM on Friday, May 30.**

### Art Secrets for Kids (ages 11–15)

Learn to create art using acrylic paints. You will also have an opportunity to show your creativity by making original pieces of jewelry if you wish. Bring watercolor paper, art pencil and eraser to class. Have fun exploring your creative side!

**Course # 2153, Hours: 12**

**Start • End Dates:** 06/18/14 • 07/30/14

**Day:** W **Time:** 1:00P – 3:00P

**Cost:** 39.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

**Instructor:** Yvonne George

### Cookies & Cupcakes

During this course children will have lots of fun learning the basics to decorating cookies and cupcakes. *All students must be registered by May 30th.*

**Course # 2957, Hours: 4**

**Start • End Dates:** 07/09/14 • 07/16/14

**Day:** W **Time:** 6:45P – 8:45P

**Cost:** 19.00 **Location Code:** HMC

**Building Location:** Continuing Education

**Instructor:** Patricia Wicker

### 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 their own pace and master the basics. Crochet is like Math, each skill and lesson builds upon the next.

**Course # 2956, Hours: 8**

**Start • End Dates:** 06/23/14 • 06/26/14

**Day:** MTWTh **Time:** 6:30P – 8:30P

**Cost:** 31.25 **Location Code:** HMC

**Building Location:** TBD

**Instructor:** Elaine Owens

### Healthy Kids Cooking Camp

Chef Hamm will teach young chefs, the basics of food preparation and safety in the kitchen. Participants will learn recipes and how to cook age appropriate healthy snacks.

**Course # 2703, Hours: 14**

**Start • End Dates:** 06/16/14 • 06/19/14

**Day:** MTWTh **Time:** 8:30A – 12:00N

**Cost:** 101.25 (SS) **Location Code:** PMC

**Building Location:** Bldg 045 Rm 145

**Instructor:** Chef Greg Hamm

### Kids' Crafts Around the World (ages 8–11)

You will explore select countries and their cultures and create a craft native to the different countries. You will learn traditions related to that particular country and have a better awareness of the people who live there.

**Course # 2171, Hours: 8**

**Start • End Dates:** 06/16/14 • 06/25/14

**Day:** MW **Time:** 2:00P – 4:00P

**Cost:** 27.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

**Instructor:** Annette Priest

### Kids' Crafts Around the World (ages 12–15)

You will explore select countries and their cultures and create a craft native to the different countries. You will learn traditions related to that particular country and have a better awareness of the people who live there.

**Course # 2172, Hours: 8**

**Start • End Dates:** 06/17/14 • 06/26/14

**Day:** TTh **Time:** 2:00P – 4:00P

**Cost:** 27.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

**Instructor:** Annette Priest



## Kids' Cupcake and Cookie Camp (ages 7+)

Learn to decorate cupcakes and cookies to impress your friends and family! Great interactive and fun class. Ask for supply list at time of registration.

**Course # 2179, Hours: 4**

**Start • End Dates:** 06/18/14 • 06/25/14

**Day:** W **Time:** 5:30P – 7:30P

**Cost:** 19.00 (SS) **Location Code:** WBW

**Building Location:** Bldg A Rm 105A

**Instructor:** Patricia Wicker

## Kids' Photography Camp (ages 10–13)

Learn how to take GOOD photographs inside and outside. Have a lot of fun and learn photography secrets at the same time! Bring any type of digital camera.

**Course # 2145, Hours: 4**

**Start • End Dates:** 06/16/14 • 06/18/14

**Day:** MW **Time:** 8:00A – 12:00N

**Cost:** 29.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 120

**Instructor:** Camp Price

## Kids' Sewing Camp (ages 10–12)

Learn how to cut material and use the sewing machine to make a cute pocketbook. Add your own special style to your design! You'll need to bring your own scissors, thread, yard of fabric and yard of lining to class.

**Course # 2180, Hours: 6**

**Start • End Dates:** 06/23/14 • 06/25/14

**Day:** MTW **Time:** 2:00P – 4:00P

**Cost:** 29.00 (SS) **Location Code:** WBW

**Building Location:** Main Bldg Rm 214

**Instructor:** Nancy Kennedy

## Photography

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

**Course # 2946, Hours: 8**

**Start • End Dates:** 07/07/14 • 07/10/14

**Day:** MTWTh **Time:** 1:00P – 3:00P

**Cost:** 31.25 **Location Code:** HMC

**Building Location:** TBD

**Instructor:** Mark Schulz



**CENTRAL CAROLINA**  
COMMUNITY COLLEGE

# PERSONAL ENRICHMENT

## Dog Obedience – Beginning

Bring your best furry friend to this fun, yet intensive beginner obedience/home management class for dogs over 6 months old. You will learn how to train your dog using positive reinforcement. Teach your pooch how to walk on a loose leash, come when called, and sit and stand when asked. This is a “must” for all new dog owners, especially if your dog is from a shelter or rescue. No dog is too old to learn. First class is mandatory orientation with owners only – no dogs allowed.

## Mind-Body Movement

This course will introduce participants to specific movement and breathing techniques designed to benefit overall health and wellness. Upon completion of this course, participants should have at their disposal a lifelong movement program that will contribute to long-term health and wellness.

## 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.



**www.cccc.edu**

# Continuing Education Summer 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.

Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. 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

### Scholarships

A limited number of scholarships sponsored by the State Employees' Credit Union (SECU) Foundation and the Golden Leaf Foundation are available to student seeking an occupational credential in an approved training program of at least 96 or more instructional hours. Each scholarship program has requirements that must be met.

### 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 will have to pay for the registration fees 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](mailto:msmith@cccc.edu).***

***[www.cccc.edu/student-services/specialpopulations](http://www.cccc.edu/student-services/specialpopulations)***

# Continuing Education Summer 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](mailto:msmith@cccc.edu).*

[www.cccc.edu/student-services/special-populations](http://www.cccc.edu/student-services/special-populations)

## ADMISSIONS

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

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

- Education Services for Minors

### 23 NCAC 02C .0305

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

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

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

- (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 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

## Medical Programs

- Chatham, Harnett, and Lee counties:  
Lennie Stephenson ... (910) 814-8833

## Occupational Courses

- Chatham County:  
Carl Thompson, Sr.... (919) 545-8015
- Harnett County:  
Felicia Crittenden ..... (910) 814-8832
- Lee County:  
Ayanna Hamilton..... (919) 777-7790

## 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



# Distance Education/Ed2Go Online Classes



## Summer 2014 start dates:

May 21, 2014 • June 18, 2014 • July 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.



[www.cccc.edu/ed2go](http://www.cccc.edu/ed2go)

**For a complete list of classes, visit [www.ed2go.com/cccc](http://www.ed2go.com/cccc).**





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