Upgrade your career skills.
Start your own business.
Find a new hobby. And much more.

Spring Registration begins:
December 1 – Medical classes
December 2 – All other classes

Chatham County:
(919) 542-6495, ext. 223

Harnett County:
(910) 814-8823

Lee County:
(919) 775-2122

To serve the ever-increasing educational needs of the residents of Siler City and the surrounding communities, CCCC has received funding from Chatham County to begin construction of a 23,500 sq ft building. The Siler City Center will be located in the Central Carolina Business Campus, just off of Highway 64 and across the road from the new Chatham Hospital.

The facility will be equipped with a metal shop which will be outfitted with 6 welding stations. There will also be a well-equipped wood shop, two medical instruction rooms, a general science lab, two computer labs, and additional instructional/work space which will be in the outdoor courtyard – all visible from the “bridge” which is the main entrance to the new facility.

With the increased interest in Adult Education, medical related, and job training classes, CCCC is focused on providing a space that will bring additional academic and job training classes to the Siler City area.

New Siler City Center • www.cccc.edu • 919-742-2715
Continuing Education Spring Schedule 2010

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Central Carolina Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30333-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Community College.

Note: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.
Welcome to Central Carolina Community College!

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

Best wishes during your time at CCCC.

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

CONTINUING EDUCATION POLICIES

Tuition and Fees/Fee Schedule

Course fees are noted with each course listing. Payment of these course fees is required before the first class session. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for courses. 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 or Visa).

The North Carolina General Assembly has set the following fees for Continuing Education classes:

<table>
<thead>
<tr>
<th>Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65.00 for 1-24 hours</td>
</tr>
<tr>
<td>$120.00 for 25-50 hours</td>
</tr>
<tr>
<td>$175.00 for 51 or more hours</td>
</tr>
</tbody>
</table>

• A limited number of need-based scholarships are available for Continuing Education students.

Refunds

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

Registration

• 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.

Course Repetition Policy

• Repeating occupational courses more than one time at the regular registration fee is prohibited by state regulations. Students taking a course more than twice in a five-year period will be required to pay the total cost of the course. This rule applies to courses taken since July 1, 1993. This regulation does not apply to licensure and certification courses.

• Students may enroll in personal enrichment classes an unlimited number of times provided space is available and new students in a particular class are not displaced. Preference will be given to first-time enrollees. Repeat students will be allowed to enroll on the first scheduled class date if space permits.

Continuing Education Units (CEUs)

• The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.
# Continuing Education Spring Schedule 2010

## REGISTRATION INFORMATION

- Registration for Spring 2010 Continuing Education courses begin on the following dates:
  - **December 1**: Medical classes
  - **December 2**: All other classes
  
  *(Classes begin throughout the year.)*

## Ways to Register

### Walk-In Registration

- Walk-In Registration allows registration at a Continuing Education office prior to a course's start date. Cash, money order, check, or Visa/MasterCard are accepted forms of payment.

- Students may register at the following locations according to the following schedules on or after the following dates:
  - **Tuesday, December 1** for Medical classes and
  - **Wednesday, December 2** for all other classes

<table>
<thead>
<tr>
<th>Location</th>
<th>Monday – Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chatham County – Pittsboro Campus</td>
<td>8:00 a.m. – 4:00 p.m.</td>
<td>8:30 a.m. – 12:00 noon</td>
</tr>
<tr>
<td>Chatham County – Siler City Center</td>
<td>8:00 a.m. – 8:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Harnett County Campus – Continuing Education Bldg. Reception Area</td>
<td>8:00 a.m. – 7:00 p.m.</td>
<td>8:00 a.m. – 3:30 p.m.</td>
</tr>
<tr>
<td>Lee County – W.B. Wicker Business Campus</td>
<td>8:00 a.m. – 5:00 p.m.</td>
<td>8:00 a.m. – 3:30 p.m.</td>
</tr>
</tbody>
</table>

*Note: Registration for Medical classes in Lee County (December 1 only) will occur at the Dennis A. Wicker Civic Center, 1801 Nash St., Sanford, NC. 8:00 a.m. – 12:00 noon.*

### Call-In Registration

- 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) 542-6495, ext. 223
  - Harnett County: (910) 814-8823
  - Lee County: (919) 775-2122
Continuing Education Spring Schedule 2010

CONTACT INFORMATION

Adult Education/Basic Skills Programs
- Chatham County:
  Sara Lambert .......... (919) 742-2715, ext. 23
- Harnett County:
  Melody McGee ........ (910) 814-1123
- Lee County:
  Evangeline Smith ..... (919) 776-7323

Para mas informacion en espanol—llame al numero: ................ (919) 776-7323 x 210

Occupational Courses
- Chatham County:
  Carl Thompson, Sr. ... (919) 542-6495, ext. 224
- Harnett County:
  Len Royals .................. (910) 814-8832
- Lee County:
  Cindy Ramsey ............ (919) 775-2122, ext. 7790

Enrichment Courses
- Chatham County:
  Maggie Zwilling ......... (919) 542-6495, ext. 228
- Harnett County:
  Barbara Avery ............ (910) 814-8823
- Lee County:
  Charlotte Baggett ....... (919) 775-2122, ext. 7789

Ed2Go
Ramona Leftwich .......... (919) 542-6495, ext. 223

Emergency Services Training —
EMS, Fire, Law Enforcement, and Rescue Training
Landis Phillips ............. (919) 776-5601

Human Resources Development (HRD) Courses
- Chatham County:
  Delphine Womack..... (919) 542-6495, ext. 219
- Harnett County:
  Nicole Brown .......... (910) 814-8852
- Lee County:
  Jim Womack ............... (919) 775-2122, ext. 7798

GED Testing Information
- Chatham, Harnett, and Lee Counties:
  Larry Tipton ............... (919) 776-7323

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

Small Business Workshops, Seminars, and Counseling
- Chatham County:
  Gary Kibler ................ (919) 542-6495, ext. 215
- Harnett County:
  Nancy Blackman ........... (910) 892-2884
- Lee County:
  Jim Felton ................... (919) 774-6442

Why Leave Home to Learn? Our Classes Come to YOU!
- Hundreds of courses in a wide range of subjects
- Take online courses from the comfort of your home or office
- Affordable cost
- New sections start monthly
- Courses run for 6 weeks
- Interactive discussions and live instructor support
- Certificate of completion

Education To Go — Online Classes - www.ed2go.com/cccc
See Page 3 for registration information. Students must have an email address to register for online classes. For class descriptions and instructor profiles, visit www.ed2go.com/cccc. For more information or to register, contact the Chatham, Harnett, or Lee Continuing Education offices or Ramona Leftwich, CCCC Education To Go representative, at (919) 542-6495, ext. 223.

Spring start dates: January (01/20/10), February (02/17/10), March (03/17/10), April (04/21/10), May (05/19/10).
Registration deadline is at least 48 hours prior to start date. For a complete list of classes and detailed descriptions, go to www.ed2go.com/cccc.
Continuing Education Spring Schedule 2010

SERVICES TO STUDENTS WITH DISABILITIES

• No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students’ conditions and interests.

• Every candidate for General Educational Development (GED) should have a fair opportunity to demonstrate his/her knowledge and skills under appropriate test conditions. For some candidates, a disability may interfere with their ability to fully demonstrate what they know under standard testing conditions.

• Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis.

• If you would like to request accommodations or need additional information, contact one of the following individuals:

  Chatham County — Pittsboro  Judy Herndon  (919) 542-6496, ext. 211
  Chatham County — Siler City  Georgia Durso  (919) 742-2715, ext. 21
  Harnett County  Carma Baggett  (910) 814-1123
  Lee County  Sue Tipton  (919) 776-7323

  You may also contact Larry Tipton, GED Chief Examiner, at (919) 776-7706 or via email at ltipton@cccc.edu.

Books
Pens
Paper
T-Shirts
Books
Hats
Umbrellas
Pencils
Books
Flash Drives
Index Cards
Purses
Highlighters
Books
Bookbags
Binders
Mugs
Kits
Books

Books and
So Much More!

Stop in the bookstore for all the things you need and stuff you want: textbooks, apparel, supplies, gifts and other merchandise.

Monday: 7:30 am – 7:00 pm
Tuesday – Friday: 7:30 am – 3:30 pm

(919) 718-7275 • (800) 682-8353, ext. 7275

Bookstores are located on
Lillington, Pittsboro, and Sanford campuses

Creating Success: Hope • Opportunity • Jobs
Canvas Painting with Kathleen Ward

This course introduces the participant to basic oil/acrylic paints, techniques, color theory and compositional development.

Course #: C-1722
Start • End Date: 02/16/10 • 03/30/10
Day: T
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208
Chatham County:

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

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>TWTh</td>
<td>9:00A – 12:00P</td>
<td>Free</td>
<td>Siler City Center, Rm 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>TTh</td>
<td>12:30P – 3:30P</td>
<td>Free</td>
<td>Siler City Center, Rm 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>MTWTh</td>
<td>5:00P – 8:00P</td>
<td>Free</td>
<td>Pittsboro Campus, Rm 213 / Siler City Center, Rm 11</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/27/10</td>
<td>MTWTh</td>
<td>8:30A – 1:30P</td>
<td>Free</td>
<td>Pittsboro Campus, Rm 213 / Siler City Center, Rm 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>MTWTh</td>
<td>5:00P – 8:00P</td>
<td>Free</td>
<td>Pittsboro Campus, Rm 216</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>M–F</td>
<td>9:00A – 12:00P</td>
<td>Clases son gratis.</td>
<td>Siler City Center</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>TTh</td>
<td>3:00P – 9:00P</td>
<td>Clases son gratis.</td>
<td>Pittsboro Elementary School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>MTh</td>
<td>6:00P – 9:00P</td>
<td>Clases son gratis.</td>
<td>Pittsboro Campus, Rm 216</td>
</tr>
</tbody>
</table>

General Educational Development (GED)
The GED high school credential can help move you to the next level – college or a better job.

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>TWTh</td>
<td>9:00A – 12:00P</td>
<td>Free</td>
<td>Siler City Center, Rm 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/10 • 05/14/10</td>
<td>TTh</td>
<td>5:00P – 8:00P</td>
<td>Free</td>
<td>Pittsboro Campus, Rm 216</td>
</tr>
</tbody>
</table>

Note: Graduates of Adult High School Diploma and General Educational Development 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.
Harnett County:

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

Start • End Date: 01/06/10 • 05/14/10
Day: MTWTh
Time: 8:30A – 1:30P
Cost: Free
Building Location: LAEC

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

Start • End Date: 01/06/10 • 05/14/10
Day: MTWThF
Time: 8:30A – 1:30P
Cost: Free
Building Location: LAEC

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

Start • End Date: 01/06/10 • 05/14/10
Day: MTWThF
Time: 8:30A – 3:30P
Cost: Free
Building Location: LAEC

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

Start • End Date: 01/06/10 • 05/14/10
Day: MTWTh
Time: 9:00A – 1:00P
Cost: Free
Building Location: LAEC

General Educational Development (GED)
The GED high school equivalency can help move you to the next level – college and/or obtain a better job.

Start • End Date: 01/06/10 • 05/14/10
Day: MTWTh
Time: 8:30A – 1:30P
Cost: Free
Building Location: LAEC

Note: Graduates of Adult High School Diploma and General Educational Development may 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.
Lee County:

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF  
**Time:** 8:15A – 12:15P  
**Day:** MTWThF  
**Time:** 1:15P – 3:15P  
**Evening:** MTWTh  
**Time:** 6:00P – 9:00P  
**Cost:** Free  
**Location:** WBWICK  
**Building Location:** 900 S. Vance Street

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF  
**Time:** 8:15A – 12:15P  
**Day:** MTWThF  
**Time:** 1:15P – 3:15P  
**Evening:** MTWTh  
**Time:** 6:00P – 9:00P  
**Cost:** Free  
**Location:** WBWICK  
**Building Location:** 900 S. Vance Street

Compensatory Education
Compensatory Education classes serve adults with intellectual challenges. Classes help students acquire skills needed to be successful in daily living.

**Start • End Date:** 01/04/10 • 03/31/10  
**Day:** MTWTh  
**Time:** 8:00A – 12:00P  
**Evening:** TW  
**Time:** 3:00P – 6:00P  
**Cost:** Free  
**Location Code:** STVC  
**Building Location:** Stevens Center – Red Room

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

**Start • End Date:** 01/11/10 • 03/31/10  
**Day:** MTWThF  
**Time:** 8:15A – 12:15P  
**Day:** MTWTh  
**Time:** 6:00P – 9:00P  
**Cost:** Clases son gratis.  
**Location Code:** WBWICK  
**Building Location:** 900 S. Vance Street

General Educational Development (GED)
The GED high school diploma equivalency can help move you to the next level – college or a better job.

**Start • End Date:** 01/11/10 – 03/31/10  
**Day:** MTWThF  
**Time:** 8:15A – 12:15P  
**Evening:** MTWTh  
**Time:** 6:00P – 9:00P  
**Cost:** Free  
**Location Code:** WBWICK  
**Building Location:** 900 S. Vance Street

Note: Graduates of Adult High School Diploma and General Educational Development 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.
Introduction to Computers I
Students will become familiar with the basic uses of personal computers. Students will acquire a basic knowledge of computer hardware and a brief introduction to operating systems.

Course #: S-1491
Start • End Date: 01/11/10 • 02/15/10
Day: M
Cost: 65.00
Building Location: Triangle South Enterprise Center

Introduction to Microsoft Excel
Students will learn to plan and create spreadsheets, populate cells, merge cells, write and troubleshoot formulas, use templates, and merge worksheets within a workbook. MS Excel 2007 is used.

Course #: C-1719
Start • End Date: 02/04/10 • 04/08/10
Day: Th
Cost: 65.00
Building Location: Rm 14

Course #: C-1720
Start • End Date: 01/27/10 • 03/17/10
Day: W
Cost: 65.00
Building Location: Bldg 2 Rm 209

Course #: C-1718
Start • End Date: 02/18/10 • 04/01/10
Day: Th
Cost: 65.00
Building Location: Bldg 2 Rm 208

Course #: C-1722
Start • End Date: 02/16/10 • 03/30/10
Day: T
Cost: 65.00
Building Location: Bldg 2 Rm 208

For Registration information, refer to page 3. For Location Key, refer to page 6.
Introduction to MS Word
This course is designed to introduce the student to MS Word as a computer application used for composition, editing, formatting, and printing.

Course #: C-1721
Start • End Date: 01/27/10 • 03/17/10
Day: W  Time: 1:00P – 4:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 209

PowerPoint
Learn to create professional presentations.

Course #: L-1194
Start • End Date: 01/19/10 • 03/09/10
Day: T  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: WBWICK
Building Location: Pod A–7

Quickbooks Pro Introduction
Coordinate your accounting needs with this powerful software package. Discover how to set up books, process billing, manage accounts receivable and accounts payable, inventory, bank reconciliation, and financial statements.

Course #: S-1492
Start • End Date: 02/03/10 • 03/03/10
Day: W  Time: 6:00P – 8:30P
Cost: 65.00  Location Code: TSEC
Building Location: Triangle South Enterprise Center

Course #: L-1183
Start • End Date: 03/04/10 • 04/08/10
Day: Th  Time: 5:00P – 8:00P
Cost: 65.00  Location Code: DWCC
Building Location: Rm 104

The Internet and You–Exploring the Tools of Tomorrow
Upon completion students will have demonstrated advanced communication and researching skills using tools available on the web. Additionally students will produce a basic personal, business, or informational website.

Course #: C-1728
Start • End Date: 01/21/10 • 03/18/10
Day: Th  Time: 6:00P – 8:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 209

Word, Internet, and Email
Learn to create documents and to enhance them using different formatting techniques. Learn to safely surf the Internet and use Email.

Course #: L-1184
Start • End Date: 04/12/10 • 05/17/10
Day: M  Time: 5:00P – 8:00P
Cost: 65.00  Location Code: DWCC
Building Location: Rm 104

For Registration information, refer to page 3. For Location Key, refer to page 6.
Anatomy & Physiology
This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care.

Course #: H-1874
Start • End Date: 01/18/10 • 05/09/10
Day: Online  Time: Online
Cost: 175.00  Location Code: ONLINE
Building Location: Online
Online Orientation: 01/11/2010 • 9:00A – 11:00A

Medical Terminology
Medical Terminology is the introduction to the study of the structure of medical words and terms.

Course #: H-1875
Start • End Date: 02/15/10 • 05/09/10
Day: Online  Time: Online
Cost: 175.00  Location Code: ONLINE
Building Location: Online
Online Orientation: 02/08/10 • 9:00A – 11:00A

Medical Transcription
This course is designed to provide the student with entry level skills needed for physician dictation.

Course #: H-1879
Start • End Date: 04/19/10 • 08/08/10
Day: Online  Time: Online
Cost: 181.25  Location Code: ONLINE
Building Location: Online
Online Orientation: 02/08/10 • 9:00A-11:00A

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

Course #: H-1877
Start • End Date: 03/08/10 • 06/27/10
Day: Online  Time: Online Hybrid
Cost: 181.25  Location Code: HMC
Building Location: Triangle South
Labs Days: M/W: 5:30P – 9:30P
Clinical: Sa/Su: 8:00A–6:00P
Online Orientation: 03/01/10 • 9:00A – 11:00A

Nursing Assistant Refresher Hybrid
The online course provides a refresher of the fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

Course #: H-1878
Start • End Date: 03/15/10 • 05/09/10
Day: Online  Time: Online Hybrid
Cost: 120.00  Location Code: Online Hybrid
Building Location: Triangle South
Lab Days: W: 04/28/10 & 05/05/10 9:00A – 1:00P
Online Orientation: 03/08/10 • 9:00A – 11:00A

For Registration information, refer to page 3. For Location Key, refer to page 6.
Education To Go — Online Classes - www.ed2go.com/cccc
See Page 3 for registration information. Students must have an email address to register for online classes. For class descriptions and instructor profiles, visit www.ed2go.com/cccc. For more information or to register, contact the Chatham, Harnett, or Lee Continuing Education offices or Ramona Leftwich, CCCC Education To Go representative, at (919) 542-6495, ext. 223.
Spring start dates: January (01/20/10), February (02/17/10), March (03/17/10), April (04/21/10), May (05/19/10). Registration deadline is at least 48 hours prior to start date. For a complete list of classes and detailed descriptions, go to www.ed2go.com/cccc.

Hundreds of Classes....

A Writer’s Guide to Descriptive Settings
Accounting Fundamentals
Administrative Assistant Applications
Adolescents, Understanding
Aging Parents, Assisting
An Introduction to Teaching ESL/EFL
Anatomy and Physiology, Human
Arts and Crafts Business, Start Your Own
ASP.NET, Introduction to
Braille Transcription, Beginning
Business
C++ Programming
Caterer, Secrets of the
Children, Writing for
Classroom Discipline Problems II, Solving
Communication
Computer Skills
Constitutional Law: Bill of Rights
Consulting Practice, Start Your Own
Creating the Inclusive Classroom
Criminal Law, Introduction to
CSS and XHTML
Customer Service, Managing
Database Development, Introduction to
Debt Elimination Techniques That Work
Designing Effective Websites
Differentiated Instruction in the Classroom
Difficult People, Achieving Success with
Digital Photography, Discover
Drawing for the Absolute Beginner
Dreamweaver
eBay Drop Off Store, Start Your Own
Editing, The Keys to Effective
Employment Law Fundamentals
European Art, Enjoying
Evidence Law
Finance, Personal
Flash MX 2004, Introduction to
Forensic Science for Writers
French
Genealogy Basics
Get Funny!
Grammar
Grant Writing
GRE Preparation - Part 1 & 2
Handling Medical Emergencies
Home-Based Business, Start and Operate your own
Homeschool With Success
Human Resources Function, Understanding
Illustrator CS3, Introduction to
InDesign CS3, Introduction to
Individual Excellence
Internet
Japanese, Conversational
Job Search, 12 Steps to a Successful
Journaling
Kids on the Internet, Guiding
Language Development in Childhood, Enhancing
Leadership
Learning Disabled Students, Working Successfully With
Learning Materials, Creating K-12
Life Story, Write Your
Linux, Introduction to
LSAT Preparation - Part 1 & Part 2
Luscious, Low-Fat, Lightning-Quick Meals
Magazine Writing, The Craft of
Manufacturing Fundamentals
Mastery of Business Applications
Math, Everyday
Medical Coding
Microsoft Programs
Money Management, Keys to Successful
Music Made Easy
Nurse Consulting, Legal

... And Many More!
Big Rig Rescue™
Students will learn the safest and most efficient techniques for heavy lifting and stabilization of big rigs involved in collisions with smaller vehicles.

Course #: F-1006
Start • End Date: 02/20/10 • 02/21/10
Day: SaSu
Cost: 76.25
Location Code: ESTC
Building Location: Emergency Services Training

Big Lift University
Students will learn the most effective use of low, medium, and high pressure air bag rescue systems and strut/cribbing support for lifting and stabilizing heavy vehicles.

Course #: F-1007
Start • End Date: 03/27/10 • 03/28/10
Day: SaSu
Cost: 76.25
Location Code: ESTC
Building Location: Emergency Services Training

Motorcycle Safety Training
Basic Rider Course (BRC) with George Schoenberger is designed for students who want to learn to ride a motorcycle and for re-entry riders who have not ridden in a long time. BRC students will ride motorcycles provided by the college. The BRC class meets on Friday 6:00P to 10:00P, Saturday and Sunday 8:00A-6:00P, and 100% attendance is required. BRC graduates receive an exemption from the NC DMV riding exam when applying for a motorcycle license and most insurance companies now offer discounts for BRC graduates.

The 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 Rd. at the Old Sanford/Lee County Airport site. Classes are limited to 12 students and are filled on a first come basis. Pre-registration and pre-payment are required! To pre-register by credit card, please call (919) 776-5601. To pre-register in person, please go to the Emergency Services Training Center at 3000 Airport Rd. (Old Lee County Airport site). The class registration fee is $110.00. There is a 48 hr. minimum cancellation notice in order to receive a fee refund.

Course #: X-1001
Start • End Date: 03/19/10 • 03/21/10
Day: FSaSu
Time: 6:00P – 10:00P (F);
8:00A – 6:00P (SaSu)
Cost: 110.00
Location Code: ESTC
Building Location: Emergency Services Training

Course #: X-1002
Start • End Date: 04/09/10 • 04/11/10
Day: FSaSu
Time: 6:00P – 10:00P (F);
8:00A – 6:00P (SaSu)
Cost: 110.00
Location Code: ESTC
Building Location: Emergency Services Training

Course #: X-1003
Start • End Date: 04/16/10 • 04/18/10
Day: FSaSu
Time: 6:00P – 10:00P (F);
8:00A – 6:00P (SaSu)
Cost: 110.00
Location Code: ESTC
Building Location: Emergency Services Training
### Emergency Services Training Spring 2010

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
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<tr>
<td>X-1004</td>
<td>04/30/10 • 05/02/10</td>
<td>FSaSu</td>
<td>6:00P – 10:00P (F); 8:00A – 6:00P (SaSu)</td>
<td>110.00</td>
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<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<tbody>
<tr>
<td>X-1005</td>
<td>05/14/10 • 05/16/10</td>
<td>FSaSu</td>
<td>6:00P – 10:00P (F); 8:00A – 6:00P (SaSu)</td>
<td>110.00</td>
<td>ESTC</td>
<td>Emergency Services Training</td>
</tr>
</tbody>
</table>

### Automotive Restoration Training
Do you have an antique car, muscle car, or just a project car that you want to restore but don’t have the shop and tools to do the job? If so, you might be interested in the automotive restoration class at the ESTC. Automotive Restoration covers the basic skills applicable to automobile restoration, street rod, and custom car building as well as commercial auto body repair. Skills covered include dent removal, repairing rust damage, use of body filler, metal and fiberglass repair, basic wire and oxy-acetylene, fabricating and installing patch panels, trim removal, and installation as well as other skills fundamental to the auto repair industry. Students are required to supply all necessary hand tools for their projects; CCCC will provide the major auto body tools, including air tools as well as supplies such as sandpaper. Students must supply their own body filler, primer, and paint. For additional information and schedules of upcoming classes, contact the ESTC at (919) 776-5601 or (919) 777-7779.

### Emergency Medical Services Training
The Emergency Services Training Center offers the following EMT classes throughout the calendar year: Medical Responder (MR), Emergency Medical Dispatch (EMD), Emergency Medical Technician (EMT), Emergency Medical Technician-Intermediate (EMT-I), and Emergency Medical Technician-Paramedic (EMT-P). All of the EMS classes are approved by the North Carolina Office of EMS and qualify the student for the OEMS state certification exam. Call Jerry Cornelison at the ESTC at (919) 777-7776 for additional class information, including dates and times.
Anatomy & Physiology
This course is designed to introduce basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care.

Course #: H-1874
Start • End Date: 01/18/10 • 05/09/10
Day: Online
Time: Online
Cost: 175.00
Location Code: ONLINE
Building Location: Online
Online Orientation: 01/11/2010 • 9:00A – 11:00A

Cardiac Monitoring Technician
Prepares the student to recognize and report changes in a patient's heart rhythm in the hospital.

Course #: C-1758
Start • End Date: 03/08/10 • 04/06/10
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 1 Rm 217
Orientation: 03/10/2010 • 9:00A – 11:00A

CPR for Healthcare Providers
This course is designed for the healthcare provider and follows current American Heart Association guidelines for Adult, Child, and Infant cardiopulmonary resuscitation.

Course #: C-1768
Start • End Date: 03/11/10 • 03/11/10
Day: W
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 MPR

CPR for Healthcare Providers “Jump Start”
This course is designed for the healthcare provider and follows current American Heart Association guidelines for Adult, Child, and Infant cardiopulmonary resuscitation.

Course #: C-1769
Start • End Date: 01/27/10 • 01/27/10
Day: W
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 MPR

Drug Collection Specialist
Enhances the Phlebotomist's employment opportunities and provides candidates the eligibility for national "Drug Collection Specialist” certification.

Course #: L-1191 (JobsNOW course)
Start • End Date: 03/23/10 • 04/15/10
Day: TTh
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBWICK
Building Location: Main Bldg Rm 22

EKG Monitor Technician
Teaches certified EKG technicians to become proficient in reading and interpreting EKGs. Upon successful completion of exam students will be qualified for employment with the cardiac unit of a hospital.

Course #: L-1173
Start • End Date: 03/29/10 • 06/09/10
Day: MW
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Main Bldg Rm 15
EKG Technician
Prepares students to become a certified EKG technician and operate an EKG machine and run strips on patients in the hospital or doctor’s office.

Course #: L-1172
Start • End Date: 01/11/10 • 03/03/10
Day: MW Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBWICK
Building Location: Main Bldg Rm 15

Course #: C-1757
Start • End Date: 01/26/10 • 02/25/10
Day: TWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: PMC
Building Location: Bldg 1 Rm 217
Orientation: 01/19/10 • 9:00A – 11:00A

Course #: L-1178 (JobsNOW course)
Start • End Date: 02/02/10 • 03/24/10
Day: TTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBWICK
Building Location: Main Bldg Rm 15

Course #: H-1867
Start • End Date: 02/02/10 • 03/23/10
Day: TTh Time: 6:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 240

EKG Technician (Advanced)
Teaches a certified EKG technician advanced principles of EKG.

Course #: L-1174
Start • End Date: 03/08/10 • 03/24/10
Day: MW Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBWICK
Building Location: M–15

Geriatric Nursing Assistant
For those currently on the NC Nurse Aide Registry, this course focuses on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a Geriatric Nurse Aide with the NC Nurse Aide Registry.

Course #: L-1180 (JobsNOW course)
Start • End Date: 03/16/10 • 06/29/10
Day: TWTh Time: 1:00P – 4:30P
Cost: 181.25 Location Code: WBWICK
Building Location: Pod A–5

Medical Office
Learn office skills necessary to work in a clinical setting such as an optometrist office, doctor’s office, or clinic.

Course #: L-1179 (JobsNOW course)
Start • End Date: 03/22/10 • 06/23/10
Day: MW Time: 6:00P – 9:00P
Cost: 175.00 Location Code: WBWICK
Building Location: Pod A–7

For Registration information, refer to page 3. For Location Key, refer to page 6.
Medical Terminology
Medical Terminology is the introduction to the study of the structure of medical words and terms.

Course #: L-1171
Start • End Date: 01/26/10 • 05/06/10
Day: TTh
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: LMC
Building Location: Budd Rm 601

Course #: H-1875
Start • End Date: 02/15/10 • 05/09/10
Day: Online
Time: Online
Cost: 175.00
Location Code: ONLINE
Building Location: Online

Medical Transcription
This course is designed to provide the student with entry level skills needed for physician dictation.

Course #: H-1879
Start • End Date: 04/19/10 • 08/08/10
Day: Online
Time: Online
Cost: 181.25
Location Code: ONLINE
Building Location: Online

Nursing Assistant I/Nursing Aide I
Prepares the student to work in nursing homes, hospitals, and doctor’s offices as an entry level nursing assistant helping with patient care.

Course #: H-1868
Start • End Date: 01/12/10 • 04/29/10
Day: TWHh
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 228

Course #: L-1166
Start • End Date: 01/19/10 • 05/13/10
Day: TTh
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–4

Course #: L-1167
Start • End Date: 01/25/10 • 04/13/10
Day: MTWHh
Time: 1:30P – 4:30P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–1

Course #: L-1168
Start • End Date: 02/02/10 • 04/22/10
Day: TWHh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–1

Course #: H-1869
Start • End Date: 02/02/10 • 06/03/10
Day: TW
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307

Course #: C-1752 (JobsNOW course)
Start • End Date: 02/08/10 • 05/26/10
Day: MTW
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: SCC
Building Location: Rm 6
Orientation: 02/01/10 • 5:00P – 7:00P

Course #: H-1870 (JobsNOW course)
Start • End Date: 02/09/10 • 04/29/10
Day: TWTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307

Course #: H-1871
Start • End Date: 02/23/10 • 05/13/10
Day: TWHh
Time: 9:00A – 2:30P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 228

Course #: C-1754
Start • End Date: 02/23/10 • 05/27/10
Day: TWHh
Time: 9:30A – 1:30P; 8:30A – 2:30P (Clinical hours)
Cost: 181.25
Location Code: SCC
Building Location: Rm 2
Orientation: 02/16/10 • 9:30A – 11:30A

Course #: L-1177
Start • End Date: 03/01/10 • 05/03/10
Day: MTWHh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–4

For Registration information, refer to page 3. For Location Key, refer to page 6.
**Health Occupations**

<table>
<thead>
<tr>
<th>Course #: C-1753</th>
<th>(JobsNOW course)</th>
<th>Start • End Date:</th>
<th>03/08/10 • 06/28/10</th>
<th>Day: MTW</th>
<th>Time: 12:30P – 4:30P</th>
<th>Cost: 181.25</th>
<th>Location Code: SCC</th>
<th>Building Location: Rm 6</th>
<th>Orientation: 03/01/10 • 12:30P – 2:30P</th>
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Course #: H-1872
Start • End Date: 03/23/10 • 06/24/10
Day: TWh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 306

Course #: C-1760
Start • End Date: 03/29/10 • 06/21/10
Day: MT
Time: 8:00A – 5:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 1 Rm 220
Orientation: 03/22/10 • 1:30P – 3:30P

Course #: L-1181 | (JobsNOW course) | Start • End Date: | 04/06/10 • 07/13/10 | Day: MTWTh | Time: 1:30P – 4:30P | Cost: 181.25 | Location Code: WBWICK | Building Location: Pod A-4 |
|------------------|------------------|------------------|---------------------|--------|------------------|----------|------------------|-------------------|

Course #: H-1873 | (JobsNOW course) | Start • End Date: | 05/04/10 • 07/29/10 | Day: TWh | Time: 9:00A – 1:00P | Cost: 181.25 | Location Code: HMC | Building Location: Bob Etheridge Rm 307 |
|------------------|------------------|------------------|---------------------|--------|------------------|----------|------------------|-------------------|

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

Course #: H-1877
Start • End Date: 03/08/10 • 06/27/10
Day: Online
Time: Online Hybrid
Cost: 181.25
Location Code: HMC
Building Location: Triangle South
Labs Days: M/W: 5:30P – 9:30P
Clinical: Sa/Su: 8:00A–6:00P
Online Orientation: 03/01/10 • 9:00A – 11:00A

Course #: L-1193
Start • End Date: 04/20/10 • 05/13/10
Day: TWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: WBWICK
Building Location: Pod A–1

Nursing Assistant II
Further prepares the Certified Nursing Assistant in advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc.

Course #: L-1175
Start • End Date: 02/15/10 • 04/26/10
Day: MTWTh
Time: 8:00A – 12:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–5

Course #: L-1176
Start • End Date: 03/01/10 • 05/10/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–5

For Registration information, refer to page 3. For Location Key, refer to page 6.
Pharmacy Technician
Prepares the student to work in a pharmacy under the supervision of a Pharmacist. Drug categories, interactions, and effects are studied.

Course #: C-1751
Start • End Date: 01/19/10 • 05/06/10
Day: TTh Time: 5:30P – 9:00P
Cost: 181.25
Location Code: Chatham Hospital Diabetes Program
Building Location: Rm 336

Phlebotomy Technician
This course prepares students to draw patients’ blood in the hospital, doctors’ offices, and lab service companies.

Course #: H-1863
Start • End Date: 01/11/10 • 03/19/10
Day: MTWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220

Course #: H-1865
Start • End Date: 01/11/10 • 03/19/10
Day: MTWTh Time: 6:00P – 10:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220

Course #: L-1169
Start • End Date: 01/19/10 • 05/12/10
Day: T’WTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBWICK
Building Location: Main Bldg Rm 220H

Course #: H-1865
Start • End Date: 03/22/10 • 05/28/09
Day: MTWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220

Nursing Assistant Refresher Hybrid
The online course provides a refresher of the fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse.

Course #: H-1878
Start • End Date: 03/15/10 • 05/09/10
Day: Online Time: Online Hybrid
Cost: 120.00 Location Code: Online Hybrid
Building Location: Triangle South
Lab Days: W: 04/28/10 & 05/05/10
9:00A – 1:00P
Online Orientation: 03/08/10 • 9:00A – 11:00A
Course #: H-1866
Start • End Date: 03/22/10 • 05/28/09
Day: MTWTh
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 220

Course #: C-1763
Start • End Date: 04/19/10 • 07/23/10
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: PMC
Orientation: 04/12/10 • 1:30P – 3:30P
Building Location: Bldg 1 Rm 217

Course #: C-1764
Start • End Date: 04/19/10 • 08/27/10
Day: MTW
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: PMC
Orientation: 04/12/10 • 5:30P – 7:30P
Building Location: Bldg 1 Rm 217

Sleep Disorders Technician
Program received initial CAAHEP accreditation and recognized for substantial compliance with the nationally established accreditation standards.

Course #: C-1756
Start • End Date: 03/15/10 • 07/24/10
Day: MWSa
Time: 5:00P – 9:00P (MW); 4:00P – 8:00P (Sa)
Cost: 181.25
Location Code: SCC
Building Location: Rm 2
Orientation: 03/08/10 • 5:00P – 7:00P

For Registration information, refer to page 3. For Location Key, refer to page 6.
Human Resources Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. HRD courses are offered in short classes to equip you with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in your job. Course fees are waived for qualified participants. Qualified participants are unemployed, have been notified of a lay-off, or underemployed. Underemployed persons are working part time and/or are eligible for the Federal Earned Income Tax Credit.

HRD: Chatham

Workplace Readiness for Health Careers

A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-1912
Start • End Date: 01/05/10 • 01/13/10
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: SCC
Building Location: MWF: Bldg 1 Rm 223
TTh: Bldg 1 Rm 216

Course #: C-1906
Start • End Date: 01/05/10 • 01/14/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: SCC
Building Location: 5:00P – 7:00P (Rm 6);
7:00P – 9:00P (Rm 7)

Course #: C-1907
Start • End Date: 01/19/10 • 01/27/10
Day: MTWThF
Time: 11:00A – 3:00P
Cost: 120.00
Location Code: SCC
Building Location: 11:00A – 1:00P (Rm 7);
1:00P – 3:00P (Rm 12)

Course #: C-1913
Start • End Date: 01/20/10 • 02/01/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: MW: Bldg 1 Rm 226
TTh: Bldg 1 Rm 223

For Registration information, refer to page 3. For Location Key, refer to page 6.
**Human Resources Development (HRD)  Spring 2010**

**Course #: C-1917**
**Start • End Date:** 04/01/10 • 04/13/10  
**Day:** MTWThF  
**Time:** 9:00A – 1:00P  
**Cost:** 120.00  
**Location Code:** PMC  
**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #: C-1918**
**Start • End Date:** 04/14/10 • 04/22/10  
**Day:** MTWThF  
**Time:** 9:00A – 1:00P  
**Cost:** 120.00  
**Location Code:** PMC  
**Building Location:** MWF: Bldg 1 Rm 223  
TTh: Bldg 1 Rm 216

**Course #: C-1911**
**Start • End Date:** 05/10/10 • 05/19/10  
**Day:** MTWTh  
**Time:** 5:00P – 9:00P  
**Cost:** 120.00  
**Location Code:** SCC  
**Building Location:** 5:00P – 7:00P (Rm 1); 7:00P – 9:00P (Rm 7)

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**HRD: Harnett**

**Career Readiness for Success Lab**
Job seekers, prepare for employment, college admissions, and the North Career Readiness (CRC) Certificate.

**Course #: H-1886**
**Start • End Date:** 01/04/10 • 05/07/10  
**Day:** M  
**Time:** 9:00A – 5:00P  
**Day:** T/WTh  
**Time:** 1:00P – 5:30P  
**Day:** F  
**Time:** 9:00A – 3:00P  
**Cost:** 175.00  
**Location Code:** HMC  
**Building Location:** TBA

**Computer and Employability Skills for the Workplace**
Beginning with computer basics, this course will introduce students to computer applications, technology careers, employability skills, and job search strategies.

**Course #: H-1884**
**Start • End Date:** 01/07/10 • 03/12/10  
**Day:** T/WThF  
**Time:** 9:30A – 12:30P  
**Cost:** 175.00  
**Location Code:** HMC  
**Building Location:** Continuing Education Rm 229

**Workplace Readiness for Health Occupations**
This course will provide students with a foundation to achieve success in healthcare careers. It will explore medical careers, job keeping and seeking strategies, time and stress management, and much more.

**Course #: H-1885**
**Start • End Date:** 03/17/10 • 05/06/10  
**Day:** T/WTh  
**Time:** 9:30A – 12:30P  
**Cost:** 175.00  
**Location Code:** HMC  
**Building Location:** Continuing Education Rm 229

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For Registration information, refer to page 3. For Location Key, refer to page 6.
HRD: Lee

Career Readiness and Pathways
This course provides employability skills training for unemployed and underemployed adults. Topics to be covered include career exploration, job seeking and keeping skills, entry-level skill awareness and development, training strategies including note-taking, test-taking, reducing test anxiety and stress, and preparation for certification or placement tests.

Course #: Y-1226
Start • End Date: 01/19/10 • 02/11/10
Day: TTh  Time: 9:00A – 2:00P
Cost: 120.00  Location Code: WBWICK
Building Location: Main Bldg Rm 18

Career Readiness Lab
Students will prepare employment-related documents, practice typing, prepare résumés, and study for the Workkeys Assessments to earn the North Carolina Career Readiness Certificate. Interviewing skills will be developed. Job search and keeping strategies will be taught.

Course #: Y-1227
Start • End Date: 01/20/10 • 03/10/10
Day: MWF  Time: 9:00A – 2:00P
Cost: 175.00  Location Code: WBWICK
Building Location: Main Bldg Rm 18

Computer Skills for the Workplace
Students who are in transition from one job to another will learn skills to make the students comfortable in using the computer in the workplace. Résumés, cover letters, and thank you letters will be documents students will create. The internet will be used to connect with employers and research labor market information.

Course #: Y-1128
Start • End Date: 02/16/10 • 03/18/10
Day: TTh  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: WBWICK
Building Location: Main Bldg Rm 18

Our Mission...
To educate and train individuals for success in the workplace

For more information, contact
Lee County: (919) 775-2122, Ext. 7798,
Chatham County: (919) 542-6495, Ext. 219,
Harnett County: (910) 814-8852,
Toll-Free: (800) 682-8353

For Registration information, refer to page 3. For Location Key, refer to page 6.
JobsNOW: 12 in 6 is a workforce development program designed to retrain those who have lost jobs through layoffs, downsizing, and plant closures. The goal is to put North Carolinians back to work as quickly as possible and boost the state's economy.

JobsNOW at Central Carolina Community College focuses on job training that can be completed in a few weeks to six months. Workers with these job skills are in demand in the college’s service area of Chatham, Harnett, and Lee counties.

Participants who qualify under the Workforce Investment Act may have fees covered by WIA for their classes.

Medical Occupations

**Drug Collection Specialist**
Enhances the Phlebotomist’s employment opportunities and provides candidates the eligibility for national "Drug Collection Specialist" certification.

**Course #:** L-1191  
**Start • End Date:** 03/23/10 • 04/15/10  
**Day:** TTh  
**Time:** 5:00P – 8:00P  
**Cost:** 65.00  
**Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 22

**EKG Technician**
Prepares students to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors’ offices.

**Course #:** L-1178  
**Start • End Date:** 02/02/10 • 03/24/10  
**Day:** TTh  
**Time:** 5:00P – 9:00P  
**Cost:** 181.25  
**Location Code:** WBWICK  
**Building Location:** Main Bldg Rm 15

**Geriatric Nursing Assistant**
For those currently on the NC Nurse Aide Registry, this course focuses on geriatric care with an emphasis on person-centered care concepts, hydration, nutrition, mental health, dementia, behavioral challenges, pain management, palliative care and stress management. Upon completion, students are eligible for listing as a Geriatric Nurse Aide with the NC Nurse Aide Registry.

**Course #:** L-1180  
**Start • End Date:** 03/16/10 • 06/29/10  
**Day:** TWTh  
**Time:** 1:00P – 4:30P  
**Cost:** 181.25  
**Location Code:** WBWICK  
**Building Location:** Pod A–5

**Medical Office**
Learn office skills necessary to work in a clinical setting such as an optometrist office, doctor’s office or clinic.

**Course #:** L-1179  
**Start • End Date:** 02/02/10 • 06/23/10  
**Day:** MW  
**Time:** 6:00P – 9:00P  
**Cost:** 175.00  
**Location Code:** WBWICK  
**Building Location:** Pod A–7

**Nursing Assistant I/Nursing Aide I**
Prepares the student to work in nursing homes, hospitals, and doctor’s offices as an entry level nursing assistant helping with patient care.

**Course #:** L-1179  
**Start • End Date:** 02/08/10 • 05/26/10  
**Day:** MTW  
**Time:** 5:00P – 9:00P  
**Cost:** 181.25  
**Location Code:** SCC  
**Building Location:** Rm 6

Orientation: 02/01/10 • 5:00P – 7:00P

**Course #:** H-1870  
**Start • End Date:** 02/09/10 • 04/29/10  
**Day:** TTh  
**Time:** 9:00A – 1:00P  
**Cost:** 181.25  
**Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 307

For Registration information, refer to page 3. For Location Key, refer to page 6.
Course #: C-1753
Start • End Date: 03/08/10 • 06/28/10
Day: MTW
Time: 12:30P – 4:30P
Cost: 181.25
Location Code: SCC
Building Location: Rm 6
Orientation: 03/01/10 • 12:30P – 2:30P

Course #: L-1181
Start • End Date: 04/06/10 • 07/13/10
Day: MTWTh
Time: 1:30P – 4:30P
Cost: 181.25
Location Code: WBWICK
Building Location: Pod A–4

Course #: H-1873
Start • End Date: 05/04/10 • 07/29/10
Day: TWTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: HMC
Building Location: Bob Etheridge Rm 307

Course #: H-1861
Start • End Date: 02/16/10 • 04/29/10
Day: TTh
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 204

Course #: H-1862
Start • End Date: 02/17/10 • 04/28/10
Day: W
Time: 8:00A – 5:00P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 204

Course #: C-1741
Start • End Date: 02/22/10 • 03/29/10
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: Bear Creek
Building Location: Chatham Central High School

Course #: C-1740
Start • End Date: 02/17/10 • 04/07/10
Day: W
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: Bear Creek
Building Location: Chatham Central High School

### Sustainable & Green Education

**LEED Landscapes with Aesthetic Design**
Understand the concepts of sustainable design while integrating aesthetic design skills.

Course #: C-1927  
Start • End Date: 02/04/10 • 03/25/10
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 1 Rm 229

### Culinary Arts

**Food Safety & Sanitation**
This course is a must for anyone who is looking for a career in the food service industry. The class offers instruction in the importance and procedures of food safety and sanitation. The successful student will receive ServSafe Certification, upon completion of the course, and pass the national ServSafe Certification exam.

Course #: C-1741  
Start • End Date: 02/22/10 • 03/29/10
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: Bear Creek
Building Location: Chatham Central High School

**Introduction to Food and Beverage Service Techniques**
This course is designed for anyone who desires a career in the food service industry. The student will learn basic food/beverage service techniques, terminology, preparation, and promotion of various food and beverage items.

Course #: C-1740  
Start • End Date: 02/17/10 • 04/07/10
Day: W
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: Bear Creek
Building Location: Chatham Central High School
Advanced Spanish
This course is designed to teach the student a greater proficiency of the Spanish language and culture, as well as reviewing books written by contemporary Hispanic authors. Must have at least 2 years of Spanish, Must have at least 2 years of Spanish, preferably 3 years.

Course #: C-1725
Start • End Date: 02/04/10 • 04/22/10
Day: Th
Cost: 65.00
Location Code: PMC
Building Location: Bldg 1 Rm 229

Advanced Spanish For You and Your Business
This is the advanced Spanish and you must have taken the Conversational Spanish course.

Course #: S-1494
Start • End Date: 01/14/10 • 03/04/10
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: TSEC
Building Location: Rm 106

Course #: L-1138
Start • End Date: 02/02/10 • 03/25/10
Day: TF
Time: 12:00P – 1:30P
Cost: 65.00
Location Code: WBWCK
Building Location: Main Bldg Rm 15

Course #: C-1738
Start • End Date: 02/03/10 • 04/07/10
Day: W
Time: 2:00P – 3:30P
Cost: 65.00
Location Code: SCC
Building Location: Rm 9

Course #: C-1724
Start • End Date: 02/04/10 • 04/22/10
Day: Th
Time: 9:00A – 11:00A
Cost: 65.00
Location Code: PMC
Building Location: Bldg 1 Rm 226

Conversational Spanish for You and Your Business
This course will broaden your Spanish speaking skills and will give you advanced understanding of Spanish to provide the vocabulary needed to converse effectively with co-workers and with your employees.

Course #: S-1493
Start • End Date: 01/11/10 • 03/15/10
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: TSEC
Building Location: Rm 106

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

Course #: L-1198
Start • End Date: 01/25/10 • 04/21/10
Day: MW
Time: 6:00P – 8:00P
Cost: 120.00
Location Code: WBWICK
Building Location: Main Bldg Rm 20

Course #: L-1138
Start • End Date: 02/02/10 • 03/25/10
Day: TF
Time: 12:00P – 1:30P
Cost: 65.00
Location Code: WBWCK
Building Location: Main Bldg Rm 15

Course #: C-1738
Start • End Date: 02/03/10 • 04/07/10
Day: W
Time: 2:00P – 3:30P
Cost: 65.00
Location Code: SCC
Building Location: Rm 9

Course #: C-1724
Start • End Date: 02/04/10 • 04/22/10
Day: Th
Time: 9:00A – 11:00A
Cost: 65.00
Location Code: PMC
Building Location: Bldg 1 Rm 226

Conversational Spanish for You and Your Business
This course will broaden your Spanish speaking skills and will give you advanced understanding of Spanish to provide the vocabulary needed to converse effectively with co-workers and with your employees.

Course #: S-1493
Start • End Date: 01/11/10 • 03/15/10
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: TSEC
Building Location: Rm 106

For Registration information, refer to page 3. For Location Key, refer to page 6.
“Alive at 25”
Will provide defensive driving techniques designed for persons 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. Bring driver’s license and current citation. High school students must bring signed dual enrollment form to register.

Course #: L-1155
Start • End Date: 01/23/10 • 01/23/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 50.00
Location Code: LMC
Building Location: Bell Rm 103

Course #: L-1156
Start • End Date: 02/27/10 • 02/27/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 50.00
Location Code: LMC
Building Location: Bell Rm 103

Course #: L-1157
Start • End Date: 03/27/10 • 03/27/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 50.00
Location Code: LMC
Building Location: Bell Rm 103

Course #: L-1158
Start • End Date: 04/24/10 • 04/24/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 50.00
Location Code: LMC
Building Location: Bell Rm 103

Basic Ballroom
This course is designed to teach basic fundamentals of Ballroom dancing.
Course #: C-1966
Start • End Date: 01/12/10 • 02/19/10
Day: F
Time: 8:00P – 9:00P
Cost: 35.00
Location Code: PMC
Building Location: MPR

Basic Electricity for Homeowners
This course is designed to increase safety awareness and teach homeowners basic repairs.
Course #: C-1701
Start • End Date: 02/11/10 • 04/01/10
Day: Th
Time: 6:00P – 8:30P
Cost: 81.25
Location Code: PMC
Building Location: Bldg 1 Rm 117

Basic Jewelry Making
Learn to make your own jewelry with wire works and bead works in this new and fun class.
Course #: H-1948
Start • End Date: 02/16/10 • 04/06/10
Day: T
Time: 6:30P – 8:30P
Cost: 40.00
Location Code: HMC
Building Location: TBA

Basic Mambo/West Coast Swing I
This course is designed to teach basic fundamentals of Mambo/West Coast Swing.
Course #: C-1967
Start • End Date: 01/22/10 • 02/19/10
Day: F
Time: 9:00P – 10:00P
Cost: 35.00
Location Code: PMC
Building Location: MPR
Basic Self Defense
This six-week course is designed to give you the student the basics in self-defense and introduce you to physical fitness and conditioning. The main priority of the course is to educate members on core and toning exercises for weight loss.

Course #: H-1946
Start • End Date: 02/22/10 • 03/29/10
Day: M  Time: 7:00P – 9:00P
Cost: 30.00  Location Code: HMC
Building Location: Miriello Rm 135

Beginning Guitar
Students will learn basic major and minor chords, strumming techniques, and how to read and play simple melodies.

Course #: H-1941
Start • End Date: 01/28/10 • 03/18/10
Day: Th  Time: 6:00P – 9:00P
Cost: 60.00  Location Code: HMC
Building Location: Bob Etheridge Rm 310

Cake Decorating I
Students will learn the basic techniques of cake decorating. The skills acquired will enhance student cake decorating at home or in his/her career.

Course #: L-1189
Start • End Date: 02/02/10 • 03/09/10
Day: T  Time: 6:00P – 9:00P
Cost: 40.00  Location Code: WBWICK
Building Location: Main Bldg Rm 20

Course #: H-1945
Start • End Date: 03/02/10 • 05/04/10
Day: T  Time: 6:30P – 9:00P
Cost: 50.00  Location Code: HMC
Building Location: Continuing Education Rm 219

Cake Decorating II
Enhances the skills achieved in Cake Decorating I and can be used for employment such as pipings, borders, flowers, basket weave, fondant flowers, and wedding cake design.

Course #: L-1190
Start • End Date: 03/16/10 • 05/11/10
Day: T  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: WBWICK
Building Location: Main Bldg Rm 20

Concealed Carry Handgun
Prepares individuals with textbook and firing range knowledge to apply for a concealed weapon permit. This class provides five (5) hours of classroom instruction and four (4) hours on the firing range.

Course #: L-1185
Start • End Date: 03/20/10 • 03/20/10
Day: Sa  Time: 8:00A – 6:00P
Cost: 75.00  Location Code: WFRG
Building Location: Bob Etheridge Rm 310

Course #: L-1186
Start • End Date: 04/17/10 • 04/17/10
Day: Sa  Time: 8:00A – 6:00P
Cost: 75.00  Location Code: WFRG
Building Location: Bob Etheridge Rm 310

Creative Writing
This course is for creative minds to share with others their poetry, short stories, autobiographies, etc.

Course #: H-1944
Start • End Date: 03/18/10 • 04/22/10
Day: Th  Time: 7:00P – 9:00P
Cost: 40.00  Location Code: HMC
Building Location: Continuing Education Rm TBA

Defensive Driving
Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers’ licenses. Bring driver’s license and current citation.

Course #: L-1150
Start • End Date: 01/12/10 • 01/12/10
Day: T  Time: 6:00P – 10:00P
Cost: 50.00  Location Code: LMC
Building Location: Bell Rm 103
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<tr>
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| Course #: | L-1152 | Start • End Date: | 03/09/10 • 03/09/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC | Building Location: Bell Rm 103 |

| Course #: | L-1153 | Start • End Date: | 04/13/10 • 04/13/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC | Building Location: Bell Rm 103 |

| Course #: | L-1154 | Start • End Date: | 05/11/10 • 05/11/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC | Building Location: Bell Rm 103 |

| Course #: | L-1151 | Start • End Date: | 02/08/10 • 03/29/10 | Day: M | Time: 6:00P – 8:00P | Cost: 50.00 | Location Code: LMC | Building Location: Bldg 2 Rm 205 |

| Course #: | C-1731 | Start • End Date: | 02/08/10 • 03/29/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC | Building Location: Bell Rm 103 |

| Course #: | C-1733 | Start • End Date: | 02/17/10 • 03/31/10 | Day: W | Time: 7:00P – 9:00P | Cost: 60.00 | Location Code: PMC | Building Location: Bldg 2 Rm 205 |

| Course #: | C-1705 | Start • End Date: | 02/06/10 • 03/20/10 | Day: Sa | Time: 12:30P – 2:30P | Cost: 175.00 | Location Code: PMC | Building Location: MPR |

| Course #: | H-1947 | Start • End Date: | 02/23/10 • 04/13/10 | Day: T | Time: 6:30P – 8:30P | Cost: 50.00 | Location Code: HMC | Building Location: Continuing Education Rm 240 |

| Course #: | L-1149 | Start • End Date: | 02/02/10 • 03/23/10 | Day: T | Time: 6:00P – 8:00P | Cost: 35.00 | Location Code: WBWICK | Building Location: Main Building Rm 16 |

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

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

*Jazz Improvisation Ensemble for Interm/Adv Players*
The student will improve their level of jazz improvisation ability through instruction and participation in a jazz ensemble.

*Landscape Design I*
Landscape designing will introduce the student to basic landscape designs.

*Let’s Knit Mittens & Booties*
Prepares students to knit a variety of patterns of mittens and booties for the little ones.
Math for Moms & Dads
We love math! Moms and Dads, caregivers/grand’s, explore math skills with other parents. Work out with elementary/middle grades math and high school algebra before little Johnny gets to it. This refresher or first-timer course includes the NC Standard Course of study as a resource. The very critical and core topics of each grade level are drilled. Hands-on learning fun is provided in a supportive atmosphere, paced and organized for progressive skills development and mastery.

Course #: H-1951
Start • End Date: 01/12/10 • 03/02/10
Day: T
Time: 6:00P – 9:00P
Cost: 58.00
Location Code: HMC
Building Location: TBA

Oil Painting
Participants will learn basic oil painting skills.

Course #: H-1943
Start • End Date: 02/04/10 • 04/08/10
Day: Th
Time: 6:00P – 9:00P
Cost: 60.00
Location Code: HMC
Building Location: Continuing Education Rm 219

Oil Painting/Acrylics/Pastels
Provides students with individual instruction of many types of techniques to achieve the desired painting results.

Course #: L-1116
Start • End Date: 01/21/10 • 03/25/10
Day: Th
Time: 9:00A – 12:00P
Cost: 50.00
Location Code: WBWICK
Building Location: Pod A–2

Course #: L-1118
Start • End Date: 01/21/10 • 03/25/10
Day: Th
Time: 1:00P – 4:00P
Cost: 50.00
Location Code: WBWICK
Building Location: Pod A–2

Course #: L-1117
Start • End Date: 04/01/10 • 06/03/10
Day: Th
Time: 9:00A – 12:00P
Cost: 50.00
Location Code: WBWICK
Building Location: Pod A–2

Open Water Scuba Diver Pre-Certification
Classroom instruction fee is $40. For more information on additional required lab fees that are paid directly to the seduction dive services, contact (910) 892-7878.

Course #: H-1952
Start • End Date: 03/02/10 • 04/13/10
Day: T
Time: 8:30P – 9:30P
Cost: 40.00
Location Code: HMC
Building Location: TBA
### Personal Enrichment Spring 2010

**Oriental Brush Painting**
Provides students with instruction on the fine art of bamboo and orchid painting.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<td>50.00</td>
<td>WBWICK</td>
<td>Pod A–2</td>
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</tbody>
</table>

**Sewing**
Beginning and experienced students will learn to use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
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<td>Main Bldg Rm 14</td>
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<td>6:30P – 9:00P</td>
<td>40.00</td>
<td>WBWICK</td>
<td>Main Bldg Rm 14</td>
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</table>

**Shag I**
This course teaches a student the basic dance steps of Shagging.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<tr>
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<td>01/22/10 • 02/19/10</td>
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<td>7:00P – 8:00P</td>
<td>35.00</td>
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<td>MPR</td>
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<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
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</thead>
<tbody>
<tr>
<td>H-1942</td>
<td>02/18/10 • 03/25/10</td>
<td>Th</td>
<td>7:00P – 8:00P</td>
<td>30.00</td>
<td>HMC</td>
<td>Miriello Rm 135</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
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<tbody>
<tr>
<td>H-1953</td>
<td>01/11/10 • 03/29/10</td>
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<td>6:00P – 10:00P</td>
<td>120.00</td>
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<tr>
<td>L-1188</td>
<td>03/02/10 • 05/11/10</td>
<td>T</td>
<td>6:00P – 10:00P</td>
<td>120.00</td>
<td>LMC</td>
<td>Joyner 512</td>
</tr>
</tbody>
</table>
2 Step & Waltz
This course teaches a student the basic dance steps of 2 Step and Waltz.

Course #: H-1949
Start • End Date: 02/16/10 • 04/06/10
Day: T
Time: 6:30P – 8:00P
Cost: 40.00
Location Code: HMC
Building Location: Miriello Rm 135

Sustainable Lifestyles: Budgeting & Debt Reduction
This course educates investors on the basics of investing and financial planning.

Course #: C-1732
Start • End Date: 03/06/10 • 03/06/10
Day: Sa
Time: 10:00A – 12:00P
Cost: 35.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Tai Chi
Classes focus on relaxing the body, deepening the breath, increasing flexibility, and improving muscle strength, balance, and coordination. Anyone, regardless of age or physical ability, can practice Tai Chi.

Course #: C-1963
Start • End Date: 01/20/10 • 03/24/10
Day: W
Time: 6:30P – 7:45P
Cost: 50.00
Location Code: PMC
Building Location: MPR

The Honor of Robert E. Lee–
The Life and Times of the South’s Favorite Son

Course #: H-1950
Start • End Date: 02/04/10 • 03/11/10
Day: Th
Time: 7:00P – 9:00P
Cost: 40.00
Location Code: HMC
Building Location: Continuing Education Rm TBA

Course #: L-1160
Start • End Date: 02/01/10 • 04/12/10
Day: MW
Time: 12:00P – 12:30P
Cost: 30.00
Location Code: WBWICK
Building Location: Gym

Course #: L-1159
Start • End Date: 02/02/10 • 04/08/10
Day: TTh
Time: 12:00P – 12:30P
Cost: 30.00
Location Code: LMC
Building Location: Fitness Gym
Watercolor Painting
Provides beginning and experienced students with an emphasis on developing a better understanding and mastery of basic watercolor techniques.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
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<td>01/05/10 • 03/09/10</td>
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<td>L-1142</td>
<td>01/07/10 • 03/11/10</td>
<td>Th</td>
<td>5:00P – 8:00P</td>
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<td>L-1141</td>
<td>01/20/10 • 03/24/10</td>
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<td>L-1143</td>
<td>03/16/10 • 05/18/10</td>
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<td>9:00A – 12:00P</td>
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<td>L-1146</td>
<td>03/18/10 • 05/20/10</td>
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<td>5:00P – 8:00P</td>
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<tr>
<td>L-1144</td>
<td>03/31/10 • 06/02/10</td>
<td>W</td>
<td>9:00A – 12:00P</td>
<td>50.00</td>
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</table>
Exploring the Wheel Session I
This class is not for beginners, students should be able to work independently on the wheel. Students will explore new forms, design techniques, and methods of glazing. 
Clay fee $10.00.
Course #: C-1950
Start • End Date: 01/21/10 • 02/25/10
Day: Th
Time: 2:00P – 5:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

Exploring the Wheel Session II
This class is not for beginners, students should be able to work independently on the wheel. Students will explore new forms, design techniques, and methods of glazing. 
Clay fee $10.00.
Course #: C-1951
Start • End Date: 04/01/10 • 05/06/10
Day: Th
Time: 2:00P – 5:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

Intro to Making Paper from Plants
This workshop will provide an introduction to the art of papermaking using plant fibers and recycled materials. Students will be able to make paper at home with a blender and common kitchen tools.
Course #: C-1960
Start • End Date: 04/24/10 • 04/25/10
Day: SaSu
Time: 1:00P – 4:00P
Cost: 50.00
Location Code: PMC
Building Location: Land Lab

Hand Building: Hard Slab Construction
In this class students will learn skills and techniques of hand building such as design, scoring, slipping, glazing, and firing. Included will be slab rolling, cutting, and assembling.
Clay fee $10.00.
Course #: C-1953
Start • End Date: 02/07/10 • 02/28/10
Day: Su
Time: 12:00P – 6:00P
Cost: 75.00
Location Code: SC
Building Location: Arts Incubator

Handweaving
Beginning students will produce projects while learning the basics of handweaving; more advanced students will hone their skills working on projects.
Course #: C-1936
Start • End Date: 01/19/10 • 03/09/10
Day: T
Time: 6:30P – 8:30P
Cost: 75.00
Location Code: SC
Building Location: Arts Incubator

Hot & Salty
Students learn how to glaze and fire in a cone 10 salt kiln. Clay fee $10.00.
Course #: C-1952
Start • End Date: 01/16/10 • 01/29/10
Day: FSaSu
Time: Various
Cost: 152.00
Location Code: SC
Building Location: Pottery Studio

Outdoor Art and Fixtures
Not for the beginner. In this course you will learn the process and design of outdoor art and fixtures, including design, layout and construction. Metal fee $30.00.
Course #: C-1945
Start • End Date: 01/20/10 • 03/24/10
Day: W
Time: 6:00P – 10:00P
Cost: 121.25
Location Code: SC
Building Location: Sage Academy

Photography – The Basics & More of Digital Photography
Megan Daniels will introduce the principles and techniques of digital photography including the types of setting and how to compose more interesting images. Student will learn how to properly set their camera to handle challenging situations.
Course #: C-1939
Start • End Date: 03/08/10 • 05/03/10
Day: M
Time: 6:00P – 9:00P
Cost: 93.00
Location Code: PMC
Building Location: Bldg 1 Rm 224

For Registration information, refer to page 3. For Location Key, refer to page 6.
Pottery – Open Studio Session I
This time provides currently enrolled pottery students with the opportunity to hone their skills while working on class projects.

Course #: C-1961
Start • End Date: 01/23/10 • 02/27/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 40.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Open Studio Session II
This time provides currently enrolled pottery students with the opportunity to hone their skills while working on class projects.

Course #: C-1962
Start • End Date: 03/20/10 • 05/01/10
Day: Sa
Time: 9:00A – 1:00P
Cost: 40.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Wheelthrowing I (Beginning)
Beginning potters learn to throw basic forms on the wheel, create and attach handles, trim pots on the wheel, and standard glazing techniques. Clay fee $10.00.

Course #: C-1954
Start • End Date: 01/25/10 • 03/01/10
Day: M
Time: 6:00P – 9:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Wheelthrowing I (Intermediate)
This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn to match the amount of clay with size of piece as well as re-centering, trimming, and finishing. Clay fee $10.00.

Course #: C-1956
Start • End Date: 01/20/10 • 02/24/10
Day: W
Time: 6:00P – 9:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Wheelthrowing II (Beginning)
Beginning potters learn to throw basic forms on the wheel, create and attach handles, trim pots on the wheel, and standard glazing techniques. Clay fee $10.00.

Course #: C-1955
Start • End Date: 03/08/10 • 04/19/10
Day: M
Time: 6:00P – 9:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Wheelthrowing II (Intermediate)
This course is designed to challenge students who have some wheel experience and to build on previous skills through repetition and reflection. Students will learn adhering and combining forms, adding handles, darting, and sprigging. Clay fee $10.00.

Course #: C-1957
Start • End Date: 03/10/10 • 04/14/10
Day: W
Time: 6:00P – 9:00P
Cost: 70.00
Location Code: SC
Building Location: Arts Incubator

For Registration information, refer to page 3. For Location Key, refer to page 6.
Pottery – Advanced Techniques
In this special workshop, Joseph Sand, will teach techniques that will further advance throwing, decorating, and finishing of pottery, based on the Leach-Cardew-He-witt tradition. Clay fee $10.00.
Course #: C-1968
Start • End Date: 03/13/10 • 03/14/10
Day: SaSu
Time: 9:00A – 7:00P (Sa)
12:00P – 5:00P (Su)
Cost: 100.00
Location Code: SC
Building Location: Arts Incubator

Raku Firing
This course expands on basic firing techniques and teaches students how to prepare glazes while making, decorating, and raku firing pots. Clay fee $10.00.
Course #: C-1958
Start • End Date: 04/23/10 • 04/24/10
Day: F Sa
Time: 3:00P – 7:00P (F)
9:00A – 6:00P (Sa)
Cost: 56.25
Location Code: SC
Building Location: Arts Incubator

Welding for Beginners
In these creative, fun and hands-on workshops students will learn how to use a MIG welder and a plasma cutter in order to create a functional piece of art with steel. Metal Fee $30.00.
Course #: C-1944
Start • End Date: 01/19/10 • 03/23/10
Day: T
Time: 6:00P – 9:00P
Cost: 133.25
Location Code: SC
Building Location: Sage Academy

For additional arts and craftsmanship courses, please check the Personal Enrichment section.
The Fundamentals of Auctioneering
This course is designed to instruct students on the fundamentals of Auctioneering in North Carolina. Topics covered in the class will include bid-calling, voice control, sequence of numbers, advertising, Auctioneers Law, Rules and Regulations, uniform commercial code, contracts, closing statements, and accounting. Ethics, sale proceeds, escrow accounts, and preparation for the State Exam for licensing will also be addressed.

Course #: C-1742
Start • End Date: 01/19/10 • 05/04/10
Day: TTh
Time: 6:00P – 9:00P
Cost: 175.00
Location Code: PMC
Building Location: TBD

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

Course #: H-1856
Start • End Date: 02/16/10 • 02/16/10
Day: T
Time: 9:00A – 4:00P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 219

Course #: L-1120
Start • End Date: 03/25/10 • 03/25/10
Day: Th
Time: 9:00A – 3:30P
Cost: 65.00
Location Code: DWCC
Building Location: Rm 103

Course #: H-1857
Start • End Date: 04/22/10 • 04/22/10
Day: T
Time: 9:00A – 4:00P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 219

Bioworks
Bioworks is a training course for process technicians. It was developed in response to industry need, to increase the pool of potential employees for entry-level process technician jobs in manufacturing areas. Bioworks will focus on typical biotechnology terms, procedures, and situations.

Course #: H-1887
Start • End Date: 01/11/10 • 05/05/10
Day: M
Time: 6:00P – 10:00P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 240

Bioprocess Technology
This course will prepare students for employment in the bioprocess industry as process technicians. In addition, it will be a preparation course to take the Bioprocess Technician Certification exam. If interested you should register through curriculum.

Course #: ISC 3200
Start • End Date: 01/25/10 • 05/05/10
Day: MW
Time: 9:00A – 11:00A
Cost: Contact CCCC
Location Code: PMC
Building Location: Bldg 2 Rm 207

For Registration information, refer to page 3. For Location Key, refer to page 6.
Blueprint Reading
First in a series of classes to help students learn the elementary skills to become a leading tradesman or foreman on residential construction projects.

Course #: L-1192
Start • End Date: 01/20/10 • 04/07/10
Day: W  Time: 6:00P – 8:00P
Cost: 65.00  Location Code: LMC
Building Location: Budd 601

Broker in Charge Annual Review Course #2012
Focuses on dual and designated agency, compensation issues, and broker-in-charge requirements. All brokers-in-charge must complete each full licensing period. Also satisfies the four hour elective requirement for current BICs. BICs must also complete the Update course. Current BICs only.

Course: S-1496
Start • End Date: 02/26/10
Day: F  Time: 8:30A – 12:30P
Cost: 45.00  Location Code: TSEC
Building Location: Cafeteria

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

Course #: C-1702
Start • End Date: 02/02/10 • 02/18/10
Day: TTh  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 1 Conf Rm 1

Course #: C-1703
Start • End Date: 03/16/10 • 04/01/10
Day: TTh  Time: 6:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 1 Conf Rm 1

Course #: C-1706
Start • End Date: 02/02/10 • 03/04/10
Day: TTh  Time: 6:00P – 9:00P
Cost: 120.00  Location Code: PMC
Building Location: Bldg 1 Rm 226

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

Course #: H-1860
Start • End Date: 01/11/10 • 03/19/10
Day: MTWTh  Time: 8:00A – 2:30P
Day: F  Time: 8:00A – 12:00P
Cost: 181.25  Location Code: HMC
Building Location: Bldg 4

Course #: H-1859
Start • End Date: 01/11/10 • 03/18/10
Day: MTWTh  Time: 3:30P – 10:30P
Cost: 181.25  Location Code: DUNN
Building Location: Dunn Cosmetology

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

Course #: L-1197
Start • End Date: 01/09/10 • 02/13/10
Day: Sa  Time: 9:00A – 1:00P
Cost: 65.00  Location Code: LMC
Building Location: Bell 105

Course #: C-1708
Start • End Date: 03/27/10 • 04/17/10
Day: Sa  Time: 8:00A – 4:00P
Cost: 120.00  Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

For Registration information, refer to page 3. For Location Key, refer to page 6.
General Contractor Licensing Preparation
This course is designed to guide and assist licensing candidates in their successful preparation for the NC General Contractor's Examination (both residential and building classifications, with the emphasis on residential.) Approximate book cost: $600.00.

Course #: C-1704
Start • End Date: 02/04/10 • 04/22/10
Day: Th  Time: 6:30P – 10:00P
Cost: 120.00  Location Code: SCC
Building Location: Rm 6

Grant Writing
This course focuses on the grant writing process from initial idea development and research to the writing of a proposal for submission to a foundation, corporation, or agency.

Course #: C-1947
Start • End Date: 01/19/10 • 02/16/10
Day: T  Time: 7:00P – 9:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 205

Massage Therapy
The massage therapy course is designed to prepare students for both state and national massage therapy licensing exams through classwork and hands-on training.

Course #: H-1880
Start • End Date: 01/21/10 • 06/24/10
Day: Th  Time: 5:30P – 10:00P
Day: SaSu  Time: 8:00A – 4:30P
Cost: 181.25  Location Code: HMC
Building Location: Con Ed Rm 218

Notary Public
To become a Notary Public in North Carolina, this six-hour class is required. You must be 18 years of age, no felony convictions, and you must speak and write English.

Course #: C-1709
Start • End Date: 01/08/10 • 01/08/10
Day: F  Time: 9:00A – 4:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 109

Course #: H-1851
Start • End Date: 01/09/10 • 01/09/10
Day: Sa  Time: 8:30A – 4:00P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 219

Course #: L-1162
Start • End Date: 02/08/10 • 02/10/10
Day: MW  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Bell 102

Course #: H-1852
Start • End Date: 02/13/10 • 02/13/10
Day: Sa  Time: 8:30A – 4:00P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 219

Course #: C-1710
Start • End Date: 02/19/10 • 02/19/10
Day: F  Time: 9:00A – 4:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 109
<table>
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<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<th>Building Location</th>
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<td>HMC</td>
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<tr>
<td>S-1495</td>
<td>03/22/10 • 03/29/10</td>
<td>M</td>
<td>6:00P – 9:00P</td>
<td>50.00 (plus book)</td>
<td>TSEC</td>
<td>Trophy Room</td>
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<tr>
<td>L-1182</td>
<td>03/27/10 • 03/27/10</td>
<td>Sa</td>
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**Plumbing for Homeowners and Plumber Assistants**

This class will familiarize participants with a basic understanding of residential plumbing components, with emphasis on installation, maintenance, and repair of them. It is designed for homeowners and those interested in becoming plumber assistants.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<th>Building Location</th>
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<td>04/12/10 • 04/14/10</td>
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<td>9:00A – 4:00P</td>
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<td>05/08/10 • 05/08/10</td>
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<td>05/10/10 • 05/12/10</td>
<td>MW</td>
<td>6:00P – 10:00P</td>
<td>65.00</td>
<td>LMC</td>
<td>Bell 102</td>
</tr>
<tr>
<td>H-1857</td>
<td>05/20/10 • 05/24/10</td>
<td>W</td>
<td>7:00P – 9:00P</td>
<td>66.25</td>
<td>PMC</td>
<td>TBD</td>
</tr>
</tbody>
</table>

For Registration information, refer to page 3. For Location Key, refer to page 6.
REAL
Rural Entrepreneurship through Action Learning is a hands-on learning experience to manage your business or start one from the ground up in a fun, interactive style with others through curricula, training, and resources; includes opportunity to hear from business professionals.
Course #: BUS-280-LJA
Start • End Date: 01/07/09 • 05/13/09
Cost: 222.00 (plus book)
Location Code: ONLINE
Building Location: Online

Course #: BUS-280-LJA
Start • End Date: 01/13/09 • 05/12/09
Day: W
Time: 1:00P – 3:45P
Cost: 222.00 (plus book)
Location Code: PMC
Building Location: Building 1

Real Estate Elective (TBA)
The elective is approved by the N.C. Real Estate Commission. The elective will be announced. Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).
Course #: S-1502
Start • End Date: 04/23/10
Day: F
Time: 1:30P – 5:30P
Cost: 45.00 (lunch, all-day attendees only)
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Real Estate Math
This course is designed to be a review of basic math principles used in Real Estate.
Course #: C-1715
Start • End Date: 02/09/10 • 03/16/10
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD

Real Estate Post-license Course: Contracts and Closings, 302
Approved RE Commission Broker Postlicense course, 30-hour continuing education credit. Topics include agency relationships and legal duties, the functions and responsibilities when working with residential sellers and buyers, issues associated with agent compensation, agents changing firms, license status, and education issues.
Course #: S-1499
Start • End Date: 01/19/10 • 02/16/10
Day: TTh
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Real Estate Post-license Course: Selected Topics, 303
Approved RE Commission Broker Postlicense course, 30-hour continuing education credit. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law issues and case studies, fair housing, establishing a brokerage firm, and manufactured and modular homes.
Course #: S-1500
Start • End Date: 03/02/10 • 04/01/10
Day: TTh
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Real Estate Pre-license Course
Approved Real Estate pre-license course covering introductory real estate principles and practices: agency relationships and duties, legal and ethical considerations, and working with sellers. Prepares students for the State Exam to obtain a provisional license.
Course #: S-1497
Start • End Date: 01/11/10 • 03/15/10
Day: MT
Time: 6:00P – 10:00P
Cost: 175.00
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Course #: C-1714
Start • End Date: 01/25/10 • 04/21/10
Day: MW
Time: 6:00P – 9:00P
Cost: 175.00
Location Code: PMC
Building Location: Bldg 1 Conf Rm 1

For Registration information, refer to page 3. For Location Key, refer to page 6.
Professional Development

Course #: S-1498
Start • End Date: 03/22/10 • 05/24/10
Day: MT
Time: 6:00P – 10:00P
Cost: 175.00
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Real Estate Update # 9910
This is the required course for 2009-2010 (four-hour update credit). Lunch included for those who attend both the morning session (Real Estate Update) and the afternoon session (Elective).

Course #: S-1501
Start • End Date: 04/23/10
Day: F
Time: 8:30A – 12:30P
Cost: 45.00 (lunch, all-day attendees only)
Location Code: TSEC
Building Location: Triangle South Enterprise Center

Small Engine Building & Service
Provides hands-on knowledge of small engine repair techniques and the operation of four stroke engines; introduction to the small engine industry and career opportunities.

Course #: H-1881
Start • End Date: 01/12/10 • 03/25/10
Day: TTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: HMC
Building Location: Con Ed Rm 219

Small Engine Repair
Provides hands-on knowledge of small engine repair techniques and the operation of four stroke engines; introduction to the small engine industry and career opportunities.

Course #: L-1188
Start • End Date: 03/02/10 • 05/11/10
Day: T
Time: 6:00P – 10:00P
Cost: 120.00
Location Code: LMC
Building Location: Joyner 512

Supervision Series
This course is designed to provide new supervisors with the knowledge to motivate, lead, and to teach a team to perform up to and above expectations, standards, and budgets.

Course #: C-1717
Start • End Date: 02/02/10 • 03/16/10
Day: T
Time: 1:00P – 5:00P
Cost: 260.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Welding
This course will include the applications of MIG and STICK along with safety requirements and hands on training.

Course #: H-1861 (JobsNOW course)
Start • End Date: 02/16/10 • 04/29/10
Day: TTh
Time: 6:00P – 10:00P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 204

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

Course #: L-1133
Start • End Date: 01/12/10 • 01/14/10
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner 516

For Registration information, refer to page 3. For Location Key, refer to page 6.
Professional Development  Spring 2010

Course #: L-1134
Start • End Date: 02/09/10 • 02/11/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1135
Start • End Date: 03/09/10 • 03/11/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1136
Start • End Date: 04/13/10 • 04/15/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1137
Start • End Date: 05/11/10 • 05/13/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

OBD

Course #: L-1129
Start • End Date: 01/26/10 • 01/28/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1130
Start • End Date: 02/23/10 • 02/25/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1131
Start • End Date: 03/23/10 • 03/25/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1132
Start • End Date: 04/27/10 • 04/29/10
Day: TTh  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

OBD Refresher
Course #: L-1127
Start • End Date: 02/16/10 • 02/16/10
Day: T  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516

Course #: L-1128
Start • End Date: 04/20/10 • 04/20/10
Day: T  Time: 6:00P – 10:00P
Cost: 65.00  Location Code: LMC
Building Location: Joyner 516
Creative Writing:

Be the Bamboo: Writing to Engage in life Moment-to-Moment
“Learn of the pine from the pine; learn of the bamboo from the bamboo.” Through this workshop Susan Broili will explore what this 17th Century Japanese poet meant in terms of the kind of attention that enables writers to create vivid descriptions.

Course #: C-1949
Start • End Date: 04/24/10 • 04/24/10
Day: Sa
Time: 2:00P – 5:00P
Cost: 40.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Finding Inspiration: Ekphrasis & Image
A poetry workshop led by Valerie Nieman that is based on Ekphrasis: the literary representation of a visual art – painting, sculpture, photography, architecture.

Course #: C-1970
Start • End Date: 02/27/10 • 02/27/10
Day: M
Time: 10:00A – 5:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Intensive Artist Way
This class is designed for individuals who want to become more productive writers by freeing up their creative energies through a journey of self discovery. Class is instructed by Laurie Billman.

Course #: C-1971
Start • End Date: 01/26/10 • 03/16/10
Day: T
Time: 3:00P – 6:00P
Cost: 125.00
Location Code: PMC
Building Location: Bldg 1 Rm 224

Intro to Creative Journaling
Through prompts and creative writing exercises, Megan Cutter will show you how to use journaling for generating topics, bypassing writer’s block, and personal growth.

Course #: C-1948
Start • End Date: 03/20/10 • 03/20/10
Day: Sa
Time: 9:00A – 6:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Poetry Part II
Thomas Dow will provide a format and ambience which will facilitate the poetry writing process in terms of craft, concept, and voice through mutual critique, revision, and exposure to poetry models.

Course #: C-1940
Start • End Date: 01/28/10 • 04/01/10
Day: Th
Time: 6:00P – 9:00P
Cost: 140.00
Location Code: PMC
Building Location: Bldg 2 Rm 205

Self-Publishing Basics
Adrienne Bashista will introduce participants to the process and business of self publishing.

Course #: C-1943
Start • End Date: 05/08/10 • 05/08/10
Day: Sa
Time: 9:00A – 4:00P
Cost: 60.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

So You Want to Write Children's Books
Kelly Lyons will give students a basic understanding of children's book genres from board books to young adult novels. Teaching students to mine their lives for children's book ideas, introduction to publishing, and familiarize them with resources and tools of the trade.

Course #: C-1937
Start • End Date: 03/13/10 • 03/13/10
Day: Sa
Time: 10:00A – 4:00P
Cost: 45.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

The Tradition Helps Find Your Poetic Voice
Judy Hogan will instruct students to develop their own poetic voice as well as new skills by studying selections from great poets in Western literary tradition.

Course #: C-1964
Start • End Date: 03/01/10 • 04/26/10
Day: M
Time: 7:00P – 9:00P
Cost: 105.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

For Registration information, refer to page 3. For Location Key, refer to page 6.
Using Emotional Truth to Power your Fiction
Carrie Knowles will help students understand dramatic arch, character developments, and plot in terms of emotional truth.

Course #: C-1969
Start • End Date: 02/20/10 • 02/20/10
Day: Sa
Time: 1:00P – 5:00P
Cost: 40.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Whittling Words: Editing the Essay
Tim McKee, managing editor of The Sun magazine, will lead participants through the editing of a specific essay. The focus will be on micro and macro editing.

Course #: C-1941
Start • End Date: 02/06/10 • 02/06/10
Day: Sa
Time: 10:00A – 5:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Conf Rm 2

Write Where You Are
Through Tim McKee's instruction the student will learn to write compelling short non-fiction, fiction, and poetry from one's real surrounds: family, home, community, job, and one's own past.

Course #: C-1942
Start • End Date: 01/25/10 • 03/15/10
Day: M
Time: 6:00P – 8:00P
Cost: 115.00
Location Code: PMC
Building Location: Bldg 1 Rm 229

Writing Fiction to Sell
Judith Stanton will review basic skills fiction writers need to master when preparing a manuscript for submission. These include: plot and character development, point of view, dialogue issues, genre expectations, as well as how to write query letters, synopses, and submit manuscript to agents and editors.

Course #: C-1946
Start • End Date: 02/04/10 • 03/25/10
Day: Th
Time: 6:30P – 9:30P
Cost: 142.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

Writing Novels for Children
John Bemis will instruct aspiring authors in the fundamentals of writing novels for middle-grade (ages 8–12) and young adult readers (ages 12+) and how to submit their novels for publication.

Course #: C-1938
Start • End Date: 01/20/10 • 03/10/10
Day: W
Time: 6:30P – 8:30P
Cost: 130.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

Writing Creative Nonfiction and the Personal Essay
Linda Hobson will instruct how to see, understand, and learn to use the elements of fiction and nonfiction to enrich and make more coherent one's personal essays.

Course #: C-1959
Start • End Date: 01/21/10 • 03/25/10
Day: Th
Time: 11:00A – 1:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 2 Rm 204
SBC: Chatham Seminars
Building a Successful Business
Instructor: Jesse Spiller. Whether you’re thinking of starting a business or of how to make your current business more successful, this seminar is for you. Attendees will learn how to avoid the ten reasons many new businesses fail and the critical activities necessary for success in today’s business environment.

Course #: S-1451
Start • End Date: 01/19/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Financial Management for non-Financial Managers, Part I
Instructor: Carl Baumann. This session covers the basics of what you need to know to understand your financial statements including the profit and loss statement, cash flow, and balance sheet.

Course #: S-1452
Start • End Date: 01/26/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Business Structure
Instructor: Eric DeJong. Learn the advantages and disadvantages of sole proprietorships, partnerships, corporations, chapter S-corporations, and limited liability companies (LLCs). Learn which type of business organization is right for you based on tax laws, risk of lawsuit, and capital availability.

Course #: S-1453
Start • End Date: 02/02/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Financial Management for non-Financial Managers, Part II
Instructor: Carl Baumann. This session will help you analyze your financial statements. The class will tear apart a profit and loss statement and balance sheet to understand what they’re telling you so you may better manage your business.

Course #: S-1454
Start • End Date: 02/09/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Basic Bookkeeping
Instructor: Dora Owens. This course introduces the student to the basic bookkeeping requirements to record, manage, and report the financial transactions needed to operate your business.

Course #: S-1455
Start • End Date: 02/16/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Taxes and Recordkeeping
Instructor: Eric DeJong. Designed to identify records needing to be kept; how they are to be maintained and best format to use in doing so. Tax implications covered. Participants will work through the various records in the normal bookkeeping cycle.

Course #: S-1456
Start • End Date: 02/23/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

Creative Ways to Market Your Business
Instructor: Emily Balance. Come learn lots of new, inexpensive, fun, and creative ways to market your business, service, or product. Leave with new ideas to increase your visibility and connect with your community and grow your business.

Course #: S-1457
Start • End Date: 03/02/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conference Rm

For Registration information, refer to page 3. For Location Key, refer to page 6.
Starting a Green Business
Instructor: Laura Lauffer. Learn the latest on the new “Green” business industry. Pick up ideas for a business as well as more about special funding and grants in this fast growing industry.

Course #: S-1458
Start • End Date: 03/16/10
Day: T  Time: 6:30P – 8:30P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Conference Rm

Leveraging Business Events for Relationship Building
Instructor: Jane Hight McMurry. Co-sponsored by BB&T.
Learn the value of relationships, how to empower skills to meet new people, and nurture established relationships.
Learn to distinguish business opportunities at events and when, where, and how to follow-up on them.

Course #: S-1459
Start • End Date: 03/23/10
Day: T  Time: 6:30P – 8:30P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Conference Rm

Doing Business with the Government
Instructor: Kathryn Lobdell, SBTDC, Procurement Technical Assistant Center.
Learn the basics of government contracting, including how to prepare bids/proposals, find government contracts on the Internet, and government preference programs that might help you land that contract.

Course #: S-1460
Start • End Date: 03/30/10
Day: T  Time: 3:30P – 5:00P
Cost: Free  Location Code: PMC
Building Location: Bldg 2 Conference Rm

SBC: Harnett Seminars

How to Do Business with the Government
This free seminar is a must for those who are interested in getting started in government contracting.

Course: S-1460
Start • End Date: 01/19/10
Day: T  Time: 6:00P – 8:30P
Cost: Free  Location Code: TSEC
Building Location: Rm 102

How to Use Your Blackberry and Other Smart Phones
This seminar will help you understand, use, and get the most out of your Blackberry Smart Phone.

Course: S-1461
Start • End Date: 01/28/10
Day: Th  Time: 11:00A – 1:00P
Cost: Free  Location Code: TSEC
Building Location: Rm 106

Grant Writing
This course focuses on the grant writing process from initial idea development and research to the writing of a proposal for submission to a foundation, corporation, or agency.

Course #: S-1505
Start • End Date: 02/16/10
Day: T  Time: 6:00P – 9:00P
Cost: Free  Location Code: TSEC
Building Location: Triangle South Enterprise Center

Debt Free and Prosperous Living
This workshop is designed for those who want to live a debt-free lifestyle.

Course #: S-1462
Start • End Date: 03/16/10
Day: T  Time: 6:00P – 9:00P
Cost: Free  Location Code: TSEC
Building Location: Trophy Room
Things You Need to Know Before Starting, Buying, or Selling a Small Business
If you are thinking of starting, buying, or selling a small business, this seminar will guide you in the direction of a successful venture.

Course #: S-1463
Start • End Date: 03/23/10
Day: T  Time: 6:00P – 9:00P
Cost: Free  Location Code: TSEC
Building Location: Trophy Room

Navigating the Lipstick Jungle
Learn how to transform yourself into a high power smart communicator who knows how to tame the corporate world. You’ll learn cutting edge interpersonal skills that boost workplace production as well as how to attract, develop, and maintain business.

Course #: S-1464
Start • End Date: 04/28/10
Day: W  Time: 11:00A – 1:00P
Cost: TBA (for lunch)  Location Code: TBA
Building Location: TBA

Starting a Green Business
Learn the latest on the new “Green” business industry. Pick up ideas for a business as well as more about special funding and grants in this fast growing industry.

Course #: S-1466
Start • End Date: 01/28/10
Day: T  Time: 6:30P – 9:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center

10 Steps to Starting a Business
Get an overall understanding of the steps you need to take to make your dream a reality—not a nightmare. Starting with what you should know before you commit. This seminar guides you through financial resources, markets, and tax requirements.

Course #: S-1485
Start • End Date: 02/02/10
Day: T  Time: 6:30P – 9:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center

SBC: Lee Seminars

Simple Yet Effective Customer Service
Effective and rewarding service doesn’t have to be complicated or expensive. Learn how the first and last five minutes of transactions are crucial. Excellent and “less than perfect” customer service using “real” experiences illustrated. NOT your normal customer service seminar!

Course #: S-1465
Start • End Date: 01/26/10
Day: W  Time: 11:30A – 1:45P
Cost: Free  Location Code: SACC
Building Location: Sanford Chamber
Saving Energy and Making it a Business Too
Our state and nation are very focused on saving energy and new businesses with old ideas are becoming green businesses, too. Attend and find out about this new industry and the opportunities there.

Course #: S-1467
Start • End Date: 02/04/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Fifteen Common Mistakes That Will Undermine Any Business
Learn the most common mistakes made by entrepreneurs that ultimately undermine their business. Regardless of whether you are opening or operating a business, this seminar will prove to be invaluable in helping you form a legal, profitable, and growing business.

Course #: S-1468
Start • End Date: 02/11/10
Day: W
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Business Recordkeeping & Taxes
Designed to identify records needing to be kept; how they are to be maintained and best format to use in doing so. Tax implications and entity-decision impact covered. Participants will work through the various records in the normal bookkeeping cycle.

Course #: S-1469
Start • End Date: 02/16/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Small Claims Court
Focuses on use of small claims court, evictions, tenant rights, and other current and pertinent topics. Taught by the experts: Clerk of Courts, Magistrate, and Sheriff. A must for landlords, tenants, and real estate agents.

Course #: S-1470
Start • End Date: 02/17/10
Day: W
Time: 11:30A – 1:30P
Cost: 7.00
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Buying on eBay
A beginner–level session to help you get started in buying on eBay. Some topics include: PayPal, eBay, videos, researching listings, and more. You’ll also get some bonus information that you will not want to miss!

Course #: S-1471
Start • End Date: 02/23/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Home Business Deductions & Taxes
What are considered as legitimate business deductions? You may be surprised! Learn how and when you can take them. The instructor will also assist the attendee in taxes, forms, methods, and deadlines.

Course #: S-1472
Start • End Date: 02/24/10
Day: W
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Finding & Writing Grants
Focuses on how to get organized to prepare grant proposals with grant–writing tips. Topics to be discussed include: identifying funding sources, how to be prepared as an organization, elements of a grant proposal, etc. An excellent seminar for non-profits.

Course #: S-1473
Start • End Date: 02/25/10
Day: Th
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Selling on eBay
A beginner–level session to help you get started in selling on eBay. Some topics include: PayPal, eBay, videos, setting up a listing, and pricing items. You’ll also get some bonus information that you will not want to miss!

Course #: S-1474
Start • End Date: 03/02/10
Day: T
Time: 6:30P – 9:00P
Cost: Free
Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Small Business Seminars Spring 2010

How to Write a Business Plan
Learn how to write a business plan, why you need one, and what it means to your business. You’ll be motivated to put pen and ideas to paper and to start writing and doing. Samples and tips are discussed, too.

Course #: S-1475
Start • End Date: 03/04/10
Day: Th Time: 6:00P – 9:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

How to Take Professional Images for Auction and Selling Sites
A beginner–level session to help you get the most out of selling on auction sites, ebay, and other selling sites. Learn how to take a picture of your product that makes it sell!

Course #: S-1476
Start • End Date: 03/09/10
Day: T Time: 6:30P – 9:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Identity Theft Compliance
Topics include: the financial risk to the businesses, the five types of identity theft that plague business, the cost of identity theft to businesses, legislation and penalties, some of which include jail, FTC guidelines for compliance, and red flags rule.

Course #: S-1477
Start • End Date: 03/11/10
Day: T Time: 11:30A – 1:30P
Cost: 5.00 (no lunch) – 10.00 (lunch)
Location Code: SACC
Building Location: Sanford Chamber

Art Business 103: Making Money Through Art
Every artist wants to make money through their work, but most don’t know all the ways to get paid. Topics: framing, pricing work, working with galleries, and applying as instructor, artist grants, festivals, public art projects, and artist residencies.

Course #: S-1478
Start • End Date: 03/11/10
Day: Th Time: 5:30P – 8:30P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Military Business Opportunity Workshop
The Federal Government is ready to do business with qualified businesses that supply goods and services. Find out how to position your business to connect with this potential income opportunity and how to win those contracts. Businesses only.

Course #: S-1479
Start • End Date: 03/16/10
Day: T Time: 1:00P – 3:30P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

For Registration information, refer to page 3. For Location Key, refer to page 6.
Finding Federal Bus / Reading & Responding to Gov’t Proposals
Attain a higher level of understanding for finding, tracking, and navigating through the myriad of government websites. Find more business opportunity online, understand how to assess a government proposal, and complete an actual bid for the project. Businesses only.

Course #: S-1480
Start • End Date: 03/16/10
Day: T Time: 4:30P – 7:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Art Business 101: Professional Practices
Introduction to the business side of being an artist. Topics include: basic e-marketing, websites and social networking, pricing and presentation, building relationships with galleries, graphic design for artists, and writing artist statements and resumes.

Course #: S-1481
Start • End Date: 03/18/10
Day: Th Time: 3:00P – 6:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Marketing & Developing the Business Image
Discover the image your business currently projects and find a variety of ways to mold that image. Learn how to choose the right name, how attitude and appearance affect business prosperity, why a marketing strategy is essential, and the ins and outs of effective advertising.

Course #: S-1482
Start • End Date: 03/25/10
Day: Th Time: 5:00P – 7:30P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Fundraising Strategies
Get right into the nuts-and-bolts of how to plan your fundraising strategy, assemble the right people, technology, and other tools needed in order to maximize your returns, attract supporters, ask for gifts from individuals, businesses, and foundations. Plus much more!

Course #: S-1483
Start • End Date: 04/01/10
Day: Th Time: 6:30P – 9:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Proactive Selling in a Reactive World
Topics to be a successful salesperson includes: how to ask for the money and get it, negotiating with confidence and honor, closing in a timely way without leaving money on the table, and turning cold calls turn into cash.

Course #: S-1486
Start • End Date: 04/06/10
Day: T Time: 11:30P-1:30P
Cost: 5.00 (no lunch) – 10.00 (lunch)
Location Code: SACC
Building Location: Sanford Chamber

Taking the “Work” out of Networking
Networking can help you build partnerships, improve your communication skills, and move up the career ladder. We will look at common myths about networking and provide an easy-to-follow method to get beyond “schmoozing” and start building relationships.

Course #: S-1487
Start • End Date: 04/08/10
Day: Th Time: 11:30A – 1:30P
Cost: 5.00 (no lunch) – 10.00 (lunch)
Location Code: SACC
Building Location: Sanford Chamber
Small Business Seminars  Spring 2010

Business Entity
Direction provided for start-ups and established business owners who are reviewing their business structure due to tax laws or availability of capital. Advantages and disadvantages of sole proprietorships, partnerships, corporations, chapter S-corporations, and limited liability companies (LLCs) will be discussed.

  Course #: S-1504
  Start • End Date: 04/20/09
  Day: Th  Time: 6:30P – 9:00P
  Cost: Free  Location Code: DWCC
  Building Location: Dennis Wicker Civic Center

Admin. Prof. Day: Finding Joy Wherever You Go
Be prepared to laugh and cry as Mr. Michael Mozingo shares how he found joy and peace in his life and how you can relate and find it in yours—whether it is at the workplace, home, and/or beyond!

  Course #: S-1489
  Start • End Date: 04/21/10
  Day: W  Time: 10:00A – 1:30P
  Cost: 15.00 (with lunch)  Location Code: DWCC
  Building Location: Dennis Wicker Civic Center

Marketing on Social Network Sites
Social networking sites help you make better use of your professional network and help the people you trust in return. Find out how they can help you successfully market your business.

  Course #: S-1490
  Start • End Date: 04/22/10
  Day: Th  Time: 11:30A – 1:30P
  Cost: 5.00 (no lunch) – 10.00 (lunch)  Location Code: SACC
  Building Location: Sanford Chamber

Sales & Use Tax 101
Gain the sales and use tax knowledge base it takes to avoid costly accounting mistakes — without consulting a tax attorney. Designed to help you master the ins and outs of meeting your tax obligations.

  Course #: S-1503
  Start • End Date: 04/22/10
  Day: Th  Time: 6:30P – 9:00P
  Cost: Free  Location Code: DWCC
  Building Location: Dennis Wicker Civic Center
SUSTAINABLE AGRICULTURE

Carpentry, Electrical, and Plumbing
Students will learn the fundamentals for basic house construction or remodeling work from experienced builder, teacher, and farmer Kevin Meehan. Topics include framing, cabinetry, trim, stairs, wiring, drain lines, NC building code, and hot/cold supply lines.

Course #: C-1923
Start • End Date: 01/19/10 • 04/06/10
Day: T
Time: 7:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 1 Room 111

“Foods that Heal”
The student will recognize the chemical properties and therapeutic value of foods and how to properly combine them into tasty, healthy meals.

Course #: C-1729
Start • End Date: 02/11/10 • 04/15/10
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD

Growing Organic Vegetables
This course will present the fundamentals of organic vegetable growing and offer hands-on training in the most important skills involved. Grow, harvest, and utilize a variety of vegetables organically, and learn about irrigation installation and season extension structures.

Course #: C-1922
Start • End Date: 03/03/10 • 04/21/10
Day: W
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 1 Room 111

“Healing Herbs”
The student will recognize the healing properties of herbs and how they are used in conjunction with food preparation.

Course #: C-1730
Start • End Date: 02/09/10 • 04/13/10
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 204

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

Course #: C-1921
Start • End Date: 02/04/10 • 03/27/10
Day: Th
Time: 5:30P – 9:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 1 Rm 111

Urban Agriculture: Exploring the Issues and Possibilities
This new course will be taught by a team of individuals with a wealth of experience and know-how about urban agriculture. It will be offered as AGR293, under the curriculum offerings for CCCC. Contact Robin at (919) 542-6495, ext. 229 for more information.

Course #: AGR293
Start • End Date: 01/11/09
Day: M
Time: 6:00P – 8:50P
Location Code: PMC
Building Location: TBD
ECOTOURISM

Introduction to Ecotourism
An introduction to ecotourism definition, practices, and principles. Exploration of the types of ecotourism businesses, both nonprofit and for profit.

Course #: C-1736
Start • End Date: 02/23/10 • 04/27/10
Day: T
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD

Natural & Cultural Resources of Central Carolina
This course is designed to teach the student to identify the various cultural and natural resources of Central Carolina and their rich history.

Course #: C-1735
Start • End Date: 02/25/10 • 04/15/10
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: TBD

Wilderness Safety
To prepare the successful student to have a basic understanding of first responder skills, prepare for outdoor experience, weather safety, mapping techniques, and search operations.

Course #: C-1737
Start • End Date: 03/13/10 • 04/10/10
Day: Sa
Time: 9:00A – 4:00P
Cost: 66.25
Location Code: PMC
Building Location: TBD

GREEN BUILDING

BPI Building Analyst Training
Preparing students to participate in weatherization programs, assessing building performance, remediation, and execute job site fixes, students can sit for the BPI field and written exam. Taught by John Delafield. Text Required.

Course #: C-1933
Start • End Date: 04/12/10 • 04/17/10
Day: MTWThFSa
Time: 8:00A – 5:00P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 2 Rm 109

Home Energy Rater HERS Training
Students assess and evaluate the energy use of an existing home or new construction, preparing the students for the energy consultant field and Energy Star certification. Includes RESNET National HERS Rater Examination. Taught by Mike Guy.

Course #: C-1934
Start • End Date: 03/22/10 • 03/27/10
Day: MTWThFSa
Time: 8:00A – 6:00P
Cost: 1380.00
Location Code: PMC
Building Location: Bldg 2 Rm 109

Introduction to Sustainable Communities
Students will gain knowledge and tools for living more sustainably and reducing their carbon footprint, as well as how to apply sustainable principles and tools to businesses, large and small. Taught by Jeffery Starkweather.

Course #: C-1931
Start • End Date: 02/03/10 • 04/14/10
Day: W
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 1 Rm 229
LEED Green Associate Program & Building Rating System
This course is designed to introduce students to the US Green Building Council’s Leadership in Energy and Environmental Design Green Rating System. Taught by Alicia Ravetto, AIA, LEED AP.

Course #: C-1926
Start • End Date: 03/09/10 • 03/30/10
Day: T
Time: 6:00P – 9:00P
Cost: 210.00
Location Code: PMC
Building Location: Bldg 1 Rm 229

LEED Landscapes with Aesthetic Design
Understand the concepts of sustainable design while integrating aesthetic design skills.

Course #: C-1927
Start • End Date: 02/04/10 • 03/25/10
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 1 Rm 229

Net Zero Energy Homes
Learn about building and operating a house that produces as much energy as it uses on an annual basis.

Course #: C-1930
Start • End Date: 03/03/10 • 05/05/10
Day: W
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 2 Rm 109

Onsite Water Management
Develop a fundamental understanding of rainwater harvesting principles and efficient indoor and outdoor water management. Course taught by Rainwater Solutions, and will cover LEED requirements. CEU’s and PDH credits pending.

Course #: C-1932
Start • End Date: 02/02/10 • 04/06/10
Day: T
Time: 6:00P – 9:00P
Cost: 96.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

Residential Building Science
This course is intended to develop a fundamental understanding of building science principles and applications, i.e. heat, air, moisture flow in buildings to optimize performance. Southern Energy Management. Text required.

Course #: C-1928
Start • End Date: 02/15/10 • 04/26/10
Day: M
Time: 6:30P – 9:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 2 Rm 108

Solar Water Heating: Principles and Installation Practices
Understand the concepts and applications of thermal solar water and space heating. Course meets every other Saturday. Taught by Fred Stewart, Solar Consultants. Text required.

Course #: C-1929
Start • End Date: 02/06/10 • 04/10/10
Day: Sa
Time: 9:00A – 4:00P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 2 Rm 108

For Registration information, refer to page 3. For Location Key, refer to page 6.
Lee County’s Premier Venue
The Dennis A. Wicker Civic Center

Strategically located in Sanford, the heart of North Carolina as well as Lee County, the Dennis A. Wicker Civic Center facility has the ability to host a variety of events, whether educational, social or civic gatherings.

Highlights: The civic center holds events of various types and sizes by offering:
- Main hall (will seat 1200 concert style)
- Smaller Auditorium/Rooms
- Conference Rooms
- Executive Board Room
- Multiple Classrooms
- Computer Lab
- Adequate parking for large events
Staff member on duty at all times.
Rental rates to accommodate special events.

For pricing and facility information, visit our website www.dawcc.com or call (919) 776-0345.
The Civic Center is open for your event... 7 Days a Week  8:00 a.m. to 12:00 a.m.

Lee County Continuing Education
CLASSES COMING SOON...

For Home and Business:
Social Networking
Learn how to utilize Facebook, Twitter, etc. as marketing tools for your business and networking options with family and friends.

Smart Phone Technology
Know it before you buy it—what’s available in the new phones and what features best fit your needs and expectations.

Blackberry Training
Become proficient in using all the features of your Blackberry to simplify your life and make you more productive.

Love the Theater?
These opportunities listed below are offered in partnership with Temple Theatre...

New York City Here We Come!
Take an insider’s trip to New York City in May. Includes transportation, meals, tours, Broadway shows, plus backstage access and information you’d never obtain on your own.

Are You an Aspiring Actor?
Take part in a series of four-week theater classes designed to help you hone your talent and expertise.

For more information and to place your name on an interest list for any of these upcoming opportunities, please call 919-775-2122.