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

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

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

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

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

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 8:00A – 12:00P
Cost: 181.25 Location Code: HMC
Building Location: Bldg 4

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-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

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

### 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

### 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

### 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

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For Registration information, refer to page 3. For Location Key, refer to page 6.
### Professional Development 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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<td>03/08/10 • 03/10/10</td>
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<td>Bell 102</td>
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<td>03/22/10 • 03/29/10</td>
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<td>50.00 (plus book)</td>
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<td>Trophy Room</td>
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<td>Continuing Education Rm 219</td>
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</table>

**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>
<th>Location Code</th>
<th>Building Location</th>
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<td>01/20/10 • 03/24/10</td>
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<td>7:00P – 9:00P</td>
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<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.
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
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<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
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<td>L-1134</td>
<td>02/09/10 • 02/11/10</td>
<td>TTh</td>
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<td>L-1136</td>
<td>04/13/10 • 04/15/10</td>
<td>TTh</td>
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<tr>
<td>L-1137</td>
<td>05/11/10 • 05/13/10</td>
<td>TTh</td>
<td>6:00P – 10:00P</td>
<td>65.00</td>
<td>LMC</td>
<td>Joyner 516</td>
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**OBD**

<table>
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<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>01/26/10 • 01/28/10</td>
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<td>LMC</td>
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<td>L-1130</td>
<td>02/23/10 • 02/25/10</td>
<td>TTh</td>
<td>6:00P – 10:00P</td>
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<td>LMC</td>
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<td>L-1131</td>
<td>03/23/10 • 03/25/10</td>
<td>TTh</td>
<td>6:00P – 10:00P</td>
<td>65.00</td>
<td>LMC</td>
<td>Joyner 516</td>
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</table>

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

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

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 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