Summer 2010
Central Carolina Community College

Division of Economic & Community Development

Chatham County
Harnett County
Lee County
Would you enjoy cooking creatively with nutritious food fresh from an organic farm?

>> Natural Chef Culinary Arts at Central Carolina Community College is the program for you. It trains chefs and all lovers of good food to prepare delicious meals using locally produced, organically grown farm products.

>> The program includes about 500 hours of hands-on training in the classroom, kitchen, and restaurant.

>> Graduates earn a Natural Chef Culinary Arts certificate.

For more information, call the Continuing Education office at the Chatham County Campus, (919) 542-6495 ext. 223, or visit www.cccc.edu/naturalchef.

Center for Creative Retirement

Seminars, Activities, Lecture series, and much more!

For more information, call (919) 718-7225
# Continuing Education Summer 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 classrooms and laboratories is the latest industry standard. CCCC strives to provide you the highest level learning environment possible.

Best wishes during your time at CCCC.

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

CONTINUING EDUCATION POLICIES

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 classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard or Visa).

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

**Fee Schedule**
- $65.00 for 1–24 hours
- $120.00 for 25–50 hours
- $175.00 for 51 or more hours

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.
REGISTRATION INFORMATION

• Registration for Summer 2010 Continuing Education courses begin on the following dates:
  April 13: Medical classes
  April 14: 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, April 13 for medical classes and
  Wednesday, April 14 for all other classes

Chatham County – Pittsboro Campus (764 West St., Pittsboro, NC)
  Monday – Thursday 8:00 a.m. – 4:00 p.m. Health/Small Business Bldg. (Building Two)
  4:00 p.m. – 8:00 p.m. Main Bldg. (Building One)
  Friday 8:30 a.m. – 12:00 noon Health/Small Business Bldg. (Building Two)

Chatham County – Siler City Center (502 W. Third St., Siler City, NC)
  Monday – Thursday 8:00 a.m. – 8:00 p.m.
  Friday 8:00 a.m. – 12:00 noon

Harnett County Campus – Continuing Education Bldg. Reception Area (1075 E. Cornelius Harnett Blvd., Lillington, NC)
  Monday – Thursday 8:00 a.m. – 7:00 p.m.
  Friday 8:00 a.m. – 3:30 p.m.

Lee County – Lifelong Learning Center at W.B. Wicker (900 S. Vance Street, Suite 280, Sanford NC)
  Monday – Thursday 8:00 a.m. – 5:00 p.m.
  Friday 8:00 a.m. – 3:30 p.m.

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, ext. 7793
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

Career Readiness Certification
• Patricia Stone-Hackett (919) 718-7324

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

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

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

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

GED Testing Information
• Chatham, Harnett, and Lee counties:
  Larry Tipton.......... (919) 777-7706

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

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

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

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

Registration Phone Numbers
Chatham County: (919) 542-6495, ext. 223
Harnett County: (910) 814-8823
Lee County: (919) 775-2122, ext. 7793

For Registration information, refer to page 3. For Location Key, refer to page 6.
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) 542-6495, 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) 777-7707

You may also contact Larry Tipton, GED Chief Examiner, at (919) 777-7706 or via email at ltipton@cccc.edu.

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.
Continuing Education Summer Schedule 2010

Location Key

Course Codes
C  Chatham County
H  Harnett County
L  Lee County
S  Small Business Centers
X  Emergency Services Training

Days of the Week Codes
M  Monday
T  Tuesday
W  Wednesday
Th Thursday
F  Friday
Sa Saturday
Su Sunday

How To Use This Schedule

Course Title - Name of the course.
Course Description - Information about the class, including required materials.
Painting – Watercolor
Provides beginning and experienced students with an emphasis on developing a better understanding and mastery of basic watercolor techniques.
Course #: L-2131
Start • End Date: 06/22/10 • 08/24/10
Day: T
Time: 9:00A – 12:00P
Cost: 59.00
Location Code: ECTR
Building Location: Bldg A Rm 105A

Location Codes
DUNN  Dunn Cosmetology
DWCC  Dennis Wicker Civic Center
ECTR  Enrichment Center
ESTC  Emergency Services Training Center
HMC  Harnett Main Campus
HYBRID  Hybrid Class
JON  Jonesboro Center
LAEC  Lillington Adult Education Center
LDF  Leaning Dogwood Farm
LLC  Lifelong Learning Center at W.B. Wicker
LMC  Lee Main Campus
MMOA  Moncure Museum of Art
ONLINE  Class is held online
PMC  Pittsboro Main Campus
SACC  Sanford Area Chamber of Commerce
SC  Class located in Siler City
SCC  Siler City Center
SMNR  Sandhills Manor
STVC  Stevens Center
TSEC  Triangle South (Dunn)
WFRG  Wes Farrell Range

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