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

Table of Contents

Continuing Education Policies.................................................................................................................. 2
Registration Dates, Locations, & Methods ............................................................................................... 3
Contact Information .................................................................................................................................. 4
Disability Services ................................................................................................................................. 5
Location Key/How to Use This Schedule ............................................................................................... 6

Courses, Programs, & Seminars:

  Adult Education ...................................................................................................................................... 7
  Artistry & Craftsmanship ....................................................................................................................... 10
  Computer & Technology ......................................................................................................................... 14
  Distance Education/Ed2Go ..................................................................................................................... 16
  Emergency Services Training ................................................................................................................. 18
  Health Occupations ............................................................................................................................... 20
  Human Resources Development (HRD) ................................................................................................. 24
  JobsNOW .............................................................................................................................................. 27
  Languages ............................................................................................................................................. 29
  Personal Enrichment ............................................................................................................................. 30
  Professional Development ..................................................................................................................... 32
  Small Business Seminars ...................................................................................................................... 37
  Sustainable & Green Education ............................................................................................................ 39
  Youth Camps ....................................................................................................................................... 40

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

---

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

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

How To Use This Schedule

Course Title - Name of the course.

Course Description - Information about the class, including required materials.

Date - Beginning and ending date of the course.

Time - The time the class will meet. Class times include morning, afternoon, and evening hours.

Location Code - The location where the class will meet. The abbreviation represents the location. The abbreviations are listed in Location Key above.

Building Location - The specific location where the class will meet.

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
Chatham County:

**Adult Basic Education (ABE)**
Improve your reading, writing, and math skills through classroom instruction.
- **Start • End Date:** 05/17/10 • 08/30/10
- **Day:** MW
- **Time:** 5:00P – 8:00P
- **Cost:** Free
- **Location Code:** PMC
- **Building Location:** Pittsboro Campus, Rm 216

**Start • End Date:** 05/18/10 • 08/31/10
- **Day:** TWTh
- **Time:** 9:00A – 12:00P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center, Rm 6

**Start • End Date:** 05/18/10 • 08/31/10
- **Day:** MW
- **Time:** 5:00P – 8:00P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center, Rm 4

**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:** 05/19/10 • 06/23/10; 06/28/10 • 08/05/10
- **Day:** MTWTh
- **Time:** 8:30A – 1:30P
- **Day:** MW
- **Time:** 5:00P – 8:00P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Pittsboro Campus, Rm 213 / Siler City Center, Rm 11

**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:** 05/17/10 • 08/31/10
- **Day:** M–F
- **Time:** 8:30A – 3:00P (1:00P on Friday)
- **Day:** MW
- **Time:** 6:00P – 9:00P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center, Rm 4

**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:** 05/17/10 • 08/31/10
- **Day:** M–F
- **Time:** 9:00A – 12:00P
- **Cost:** Clases son gratis
- **Location Code:** SCC
- **Building Location:** Siler City Center

**General Educational Development (GED)**
The GED high school credential can help move you to the next level – college or a better job.
- **Start • End Date:** 05/18/10 • 08/31/10
- **Day:** TWTh
- **Time:** 9:00A – 12:00P
- **Day:** MTh
- **Time:** 4:30P – 7:30P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center, Rm 1

**Start • End Date:** 05/18/10 • 08/31/10
- **Day:** MWh
- **Time:** 9:00A – 12:00P
- **Day:** MTh
- **Time:** 5:00P – 8:00P
- **Cost:** Free
- **Location Code:** PMC
- **Building Location:** Pittsboro Campus, Rm 216

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in the graduation ceremonies 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.

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

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

- **Start • End Date:** 05/17/10 • 08/12/10
- **Day:** MTWTh
- **Time:** 8:30A – 1:30P
- **Cost:** Free
- **Location Code:** LAEC
- **Building Location:** Rm 0019

**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:** 05/17/10 • 08/12/10
- **Day:** M–F
- **Time:** 8:30A – 1:30P
- **Cost:** Free
- **Location Code:** LAEC
- **Building Location:** Rm 0014

**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:** 05/01/10 • 09/01/10
- **Day:** M–F
- **Time:** 8:30A – 3:30P
- **Cost:** Free
- **Location Code:** LAEC
- **Building Location:** Rm 0021

**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:** 05/17/10 • 08/12/10
- **Day:** MTWTh
- **Time:** 9:00A – 1:00P
- **Cost:** Free
- **Location Code:** LAEC
- **Building Location:** Rm 0013

**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:** 05/17/10 • 08/12/10
- **Day:** MTWTh
- **Time:** 8:30A – 1:30P
- **Cost:** Free
- **Location Code:** LAEC
- **Building Location:** Rm 0016

Note: Graduates of Adult High School Diploma and General Educational Development programs who participate in graduation ceremonies 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.

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

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

- **Start • End Date:** 04/06/10 • 05/26/10
- **Day:** M–F  **Time:** 8:15A – 12:15P
- **Day:** M–F  **Time:** 1:15P – 3:15P
- **Evening:** MTWTh  **Time:** 6:00P – 9:00P
- **Cost:** Free  **Location:** JON
- **Building Location:** 400 Cox Maddox Road

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

- **Start • End Date:** 04/06/10 • 05/26/10
- **Day:** M–F  **Time:** 8:15A – 12:15P
- **Day:** M–F  **Time:** 1:15P – 3:15P
- **Evening:** MTWTh  **Time:** 6:00P – 9:00P
- **Cost:** Free  **Location:** JON
- **Building Location:** 400 Cox Maddox Road

**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:** 04/06/10 • 05/26/10
- **Day:** MTWTh  **Time:** 8:00A – 12:00N
- **Evening:** TW  **Time:** 4:00P – 7:00P
- **Cost:** Free  **Location:** STVC
- **Building Location:** Stevens Center

**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:** 04/06/10 • 05/26/10
- **Day:** M–F  **Time:** 8:15A – 12:15P
- **Evening:** MTWTh  **Time:** 6:00P – 9:00P
- **Cost:** Clases son gratis.
- **Location:** JON
- **Building Location:** 400 Cox Maddox Road

**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:** 04/06/10 • 05/26/10
- **Day:** M–F  **Time:** 8:15A – 12:15P
- **Evening:** MTWTh  **Time:** 6:00P – 9:00P
- **Cost:** Free  **Location:** JON
- **Building Location:** 400 Cox Maddox Road

**Special Notification:** Central Carolina Community College’s Jonesboro Center is moving to 900 South Vance Street in the near future. Please call (919) 777-7702 or (919) 777-7707 for information concerning time and scheduling for classes at the new location.

**Note:** Graduation Ceremony for General Educational Development (GED) and Adult High School Diploma (AHSD) programs will be held on Thursday, June 17, 2010 at 7:00P at the Dennis A. Wicker Civic Center, 1801 Nash Street in Sanford.

Graduates of Adult High School Diploma and General Educational Development programs who participate in graduation ceremonies 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.

For Registration information, refer to page 3. For Location Key, refer to page 6.
Basic Jewelry Making
Learn to make your own jewelry with wire works and bead works in this new and fun class.

Course #: H-2945
Start • End Date: 05/27/10 • 07/01/10
Day: Th
Time: 6:30P - 8:30P
Cost: 40.00
Location Code: HMC
Building Location: Con Ed Rm 219

Basic Welding for the Beginner
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.

Course #: C-2732
Start • End Date: 05/17/10 • 07/19/10
Day: M
Time: 6:00P - 9:00P
Cost: 101.25
Location Code: SC
Building Location: Sage Academy

Cake Decorating I
Students will learn the basic techniques of cake decorating for home or work.

Course #: L-2154
Start • End Date: 06/07/10 • 07/19/10
Day: M
Time: 6:00P - 9:00P
Cost: 49.00
Location Code: LLC
Building Location: Bldg A Rm 105A

Cake Decorating II
Students will enhance the skills achieved in Cake Decorating I. Techniques learned will include borders, flowers, basket weave, fondant flowers, and wedding cake design.

Course #: L-2155
Start • End Date: 07/26/10 • 09/20/10
Day: M
Time: 6:00P - 9:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg A Rm 105A

Drawing (Beginning)
Students will be taught the six basic principles of drawing and design and will execute several drawings which will reinforce these skills.

Course #: L-2119
Start • End Date: 05/17/10 • 08/02/10
Day: M
Time: 1:00P - 4:00P
Cost: 59.00
Location Code: LLC
Building Location: Main Bldg Rm 120

Drawing – Portrait
Students will draw the features of the face and proportionately combine the features of full face, three-quarter, and profile portraits. Portraits of men, women, and children will be included.

Course #: L-2118
Start • End Date: 05/17/10 • 08/02/10
Day: M
Time: 6:00P - 9:00P
Cost: 59.00
Location Code: LLC
Building Location: Main Bldg Rm 120
Handweaving
While learning the basics of handweaving, beginning students will produce projects; more advanced students will hone their skills working on projects.

Course #: C-2734
Start • End Date: 06/01/10 • 07/20/10
Day: T Time: 7:00P – 9:00P
Cost: 75.00 Location Code: SC
Building Location: Arts Incubator

Jewelry Making – Rings and Things that Jingle
Students will learn how to make various forms of necklaces, bracelets, and rings in class and how to continue making them on their own when the class has completed.

Course #: L-2116
Start • End Date: 06/02/10 • 07/21/10
Day: W Time: 6:00P – 8:00P
Cost: 49.00 Location Code: LLC
Building Location: Bldg A Rm 105A

Metal Art with a Twist
In these creative, fun, and hands-on workshops, students will learn the process and design of outdoor art and fixtures, including design, layout, and construction. Metal fee $30.00.

Course #: C-2733
Start • End Date: 05/19/10 • 08/04/10
Day: W Time: 6:00P – 9:00P
Cost: 121.25 Location Code: SC
Building Location: Sage Academy

Painting
Participants will learn basic oil painting skills.

Course #: H-2944
Start • End Date: 05/21/10 • 07/30/10
Day: Th Time: 9:00A – 12:00P
Cost: 60.00 Location Code: HMC
Building Location: Con Ed Rm 240

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

Course #: L-2134
Start • End Date: 06/17/10 • 08/19/10
Day: Th Time: 9:00A – 12:00P
Cost: 59.00 Location Code: LLC
Building Location: Bldg A Rm 105A

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: Enrichment Center

Course #: L-2130
Start • End Date: 06/23/10 • 08/25/10
Day: W Time: 9:00A – 12:00P
Cost: 59.00 Location Code: LLC
Building Location: Bldg A Rm 105A

Course #: L-2132
Start • End Date: 06/24/10 • 08/26/10
Day: Th Time: 5:00P – 8:00P
Cost: 59.00 Location Code: ECTR
Building Location: Enrichment Center

For Registration information, refer to page 3. For Location Key, refer to page 6.
Photography – Art of Photography
Students will learn how to use their digital cameras to create works of art in the field of photography. Students need some knowledge of their cameras and photographic terminology although these topics will be covered briefly at the beginning of class.

Course #: L-2160
Start • End Date: 07/06/10 • 08/31/10
Day: T
Time: 6:00P – 8:00P
Cost: 49.00
Location Code: LLC
Building Location: Bldg A Rm 107A

Photography – Digital Camera Basics
Students will learn how to use their digital cameras and should bring their camera, the box, and manual. Basic photography terms will also be taught.

Course #: L-2161
Start • End Date: 06/01/10 • 06/22/10
Day: T
Time: 6:00P – 8:00P
Cost: 39.00
Location Code: LLC
Building Location: Bldg A Rm 107A

Photography – Demonstration: Enlarging from a Maquette
Investigation of maquette making as a preliminary method toward constructing full-sized sculptural forms. The maquette then serves as a proportional and composition guide when constructing large hollow forms.

Course #: C-2739
Start • End Date: 06/07/10 • 08/07/10
Day: Sa
Time: 1:00P – 4:00P
Cost: 55.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Exploring Form and Surface, Function and Expression
Class includes: presentation of throwing and altering techniques, slide lecture on approaches to surface enhancement, demonstration of surface technique using slips on completed clay forms, and discussion of the business of pottery making.

Course #: C-2738
Start • End Date: 05/22/10 • 05/23/10
Day: SaSu
Time: 9:00A – 5:00P
Cost: 215.00
Location Code: SC
Building Location: Arts Incubator

Pottery – Glazing Techniques
This course will introduce new techniques for glazing ceramic ware. Student must be able to throw and have some experience with glazing. Clay fee $10.00.

Course #: C-2724
Start • End Date: 06/07/10 • 06/28/10
Day: M
Time: 3:00P – 5:30P
Cost: 50.00
Location Code: SC
Building Location: Arts Incubator

Pottery – My Summer with Clay
This course will explore new techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.

Course #: C-2723
Start • End Date: 05/24/10 • 08/02/10
Day: M
Time: 11:00A – 3:00P
Cost: 125.00
Location Code: SC
Building Location: Arts Incubator

For Registration information, refer to page 3. For Location Key, refer to page 6.
Artistry and Craftsmanship Summer 2010

Pottery – Pottery Shots (Session One)
This course is designed to introduce basic skills on the pottery wheel and in the glaze room. Clay fee $10.00.
  
  **Course #**: C-2730
  **Start • End Date**: 05/20/10 • 05/27/10
  **Day**: Th  **Time**: 6:00P – 9:00P
  **Cost**: 40.00  **Location Code**: SC
  **Building Location**: Arts Incubator

Pottery – Pottery Shots (Session Two)
This course is designed to introduce basic skills on the pottery wheel and in the glaze room. Clay fee $10.00.
  
  **Course #**: C-2737
  **Start • End Date**: 06/10/10 • 06/17/10
  **Day**: Th  **Time**: 6:00P – 9:00P
  **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-2728
  **Start • End Date**: 05/17/10 • 06/21/10
  **Day**: M  **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-2729
  **Start • End Date**: 06/28/10 • 08/02/10
  **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. Students will need to purchase a pottery tool kit for beginners. Clay fee $10.00.
  
  **Course #**: C-2725
  **Start • End Date**: 05/19/10 • 06/23/10
  **Day**: W  **Time**: 6:00P – 9:00P
  **Cost**: 75.00  **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. Students will need to purchase a pottery tool kit for beginners. Clay fee $10.00.
  
  **Course #**: C-2726
  **Start • End Date**: 06/30/10 • 08/04/10
  **Day**: W  **Time**: 6:00P – 9:00P
  **Cost**: 75.00  **Location Code**: SC
  **Building Location**: Arts Incubator

Surprisingly Simple Scrapbooking
Students will learn how to chronicle memories in a creative way using various scrapbooking methods and receive helpful hints to make scrapbooking fun, easy, and inexpensive.
  
  **Course #**: L-2136
  **Start • End Date**: 05/20/10 • 07/08/10
  **Day**: Th  **Time**: 6:00P – 8:00P
  **Cost**: 49.00  **Location Code**: LLC
  **Building Location**: Main Bldg Rm 120

For Registration information, refer to page 3. For Location Key, refer to page 6.
Introduction to Computers
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 #: C-2772
Start • End Date: 05/19/10 • 07/07/10
Day: W
Time: 9:00A – 12:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208

Course #: C-2758
Start • End Date: 05/27/10 • 07/29/10
Day: Th
Time: 5:30P – 7:00P
Cost: 65.00
Location Code: SCC
Building Location: Rm 14

Course #: L-2169
Start • End Date: 06/22/10 • 08/10/10
Day: T
Time: 3:00P – 5:00P
Cost: 65.00
Location Code: LLC
Building Location: Bldg A Rm 107A

Introduction to Computer Applications
Students will learn the fundamentals of computer applications including Word, Excel, PowerPoint, Internet searches, email, pictures, etc. Information needed to keep operating software up-to-date will be discussed. Some basic computer knowledge required.

Course #: L-2163
Start • End Date: 06/14/10 • 07/26/10
Day: M
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: DWCC
Building Location: Rm 104

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 will be used.

Course #: C-2761
Start • End Date: 05/27/10 • 07/29/10
Day: Th
Time: 6:00P – 8:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 2 Rm 208

Course #: C-2759
Start • End Date: 05/27/10 • 07/29/10
Day: Th
Time: 7:05P – 8:35P
Cost: 65.00
Location Code: SCC
Building Location: Rm 14

For Registration information, refer to page 3. For Location Key, refer to page 6.
Introduction to Microsoft 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-2773
Start • End Date: 05/19/10 • 07/07/10
Day: W Time: 1:00P – 4:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 2 Rm 208

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 #: L-2162
Start • End Date: 06/17/10 • 07/22/10
Day: Th Time: 5:00P – 8:00P
Cost: 65.00 Location Code: DWCC
Building Location: Rm 104

Social Networking
This is a survey course on the what, how, and why of social networking. Course includes Facebook, Twitter, Wikis, blogging, LinkedIn, etc. as they apply to personal and professional usages.

Course #: L-2141
Start • End Date: 06/22/10 • 08/10/10
Day: T Time: 6:00P – 8:00P
Cost: 65.00 Location Code: DWCC
Building Location: Rm 104

Word & Excel
Student is introduced to Word as a computer application used for composing, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and more in Excel.

Course #: H-2869
Start • End Date: 05/17/10 • 08/02/10
Day: M Time: 6:00P – 9:00P
Cost: 120.00 Location Code: HMC
Building Location: Con Ed Rm 229
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.

Summer start dates: May (05/19/10), June (06/16/10), July (07/21/10), August (08/18/10). 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!

For Registration information, refer to page 3. For Location Key, refer to page 6.
Nurse Aide 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-2868
Start • End Date: 06/20/10 • 10/10/10
Day: Online
Cost: 181.25
Building Location: Triangle South
Labs Days: T/Th: 5:30P – 9:30P
Clinical: Sa/Su: 8:00A – 6:00P
Online Orientation: 06/14/10 • 9:00A – 11:00A

Nurse Aide II Hybrid
Prepares the Certified Nurse’s Aide in advanced procedures such as sterile technique, diabetes testing, catheterizations, etc.

Course #: H-2867
Start • End Date: 06/20/10 • 09/12/10
Day: Online
Cost: 181.25
Building Location: Triangle South
Clinical: Sa/Su: 8:00A – 6:00P
Online Orientation: 06/14/10 • 9:00A – 11:00A

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

Course #: H-2861
Start • End Date: 05/17/10 • 08/08/10
Day: Online
Cost: 181.25
Building Location: Online

For Registration information, refer to page 3. For Location Key, refer to page 6.
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 Technician 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.
**Motorcycle Safety Training**

Basic Rider Course (BRC) 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 6:00PM to 10:00PM, Saturday and Sunday 8:00AM to 6:00PM, and 100% attendance is required. BRC graduates receive an exemption from the NC DMV riding exam when applying for a motorcycle license. Most insurance companies now offer discounts for BRC graduates.

The 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. The class registration fee is $110.00. There is a 48 hr. minimum cancellation notice in order to receive a fee refund.

<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>
</tr>
</thead>
<tbody>
<tr>
<td>X-2001</td>
<td>05/21/10 • 05/23/10</td>
<td>FSaSu</td>
<td>6:00PM – 10:00PM (F); 8:00AM – 6:00PM (SaSu)</td>
<td>110.00</td>
<td>ESTC</td>
<td>Emergency Services Training</td>
</tr>
</tbody>
</table>

<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>
</tr>
</thead>
<tbody>
<tr>
<td>X-2002</td>
<td>06/04/10 • 06/06/10</td>
<td>FSaSu</td>
<td>6:00PM – 10:00PM (F); 8:00AM – 6:00PM (SaSu)</td>
<td>110.00</td>
<td>ESTC</td>
<td>Emergency Services Training</td>
</tr>
</tbody>
</table>

<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>
</tr>
</thead>
<tbody>
<tr>
<td>X-2003</td>
<td>06/25/10 • 06/27/10</td>
<td>FSaSu</td>
<td>6:00PM – 10:00PM (F); 8:00AM – 6:00PM (SaSu)</td>
<td>110.00</td>
<td>ESTC</td>
<td>Emergency Services Training</td>
</tr>
</tbody>
</table>

For Registration information, refer to page 3. For Location Key, refer to page 6.
Cardiac Monitoring Technician
Prepares the students academically and technically to recognize and report changes in a patient’s heart rhythm in a hospital setting.

**Course #:** C-2704
**Start • End Date:** 06/28/10 • 08/05/10
**Day:** MTWTh  **Time:** 9:00A – 1:00P
**Cost:** 181.25  **Location Code:** PMC
**Building Location:** Bldg 1 Rm 217
**Orientation:** 06/21/10 • 9:00A – 11:00A

Drug Collection Specialist
Enhances phlebotomist’s employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

**Course #:** C-2705  *(JobsNOW course)*
**Start • End Date:** 07/27/10 • 08/05/10
**Day:** MTWTh  **Time:** 5:30P – 9:30P
**Cost:** 126.25  **Location Code:** PMC
**Building Location:** Bldg 1 Rm 217

EKG/ECG Technician
Prepares students academically and technically to accurately perform supportive diagnostic electrocardiograms on patients/clients in hospitals and doctors’ offices.

**Course #:** C-2703
**Start • End Date:** 05/25/10 • 06/24/10
**Day:** TWTTh  **Time:** 9:00A – 1:00P
**Cost:** 181.25  **Location Code:** PMC
**Building Location:** Bldg 1 Rm 217
**Orientation:** 05/18/10 • 9:00A – 11:00A

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

**Course #:** L-2123  *(JobsNOW course)*
**Start • End Date:** 05/18/10 • 07/06/10
**Day:** TTh  **Time:** 9:00A – 1:00P
**Cost:** 181.25  **Location Code:** LLC
**Building Location:** Main Bldg Rm 215

**HRD/CRC (course required with L-2123)**
**Course #:** L-2175
**Start • End Date:** 05/26/10 • 06/30/10
**Day:** W  **Time:** 5:00P – 9:00P
**Cost:** 65.00  **Location Code:** LLC
**Building Location:** Main Bldg Rm 118/119

**Course #:** H-2862
**Start • End Date:** 05/18/10 • 07/06/10
**Day:** TTh  **Time:** 6:00P – 10:00P
**Cost:** 181.25  **Location Code:** HMC
**Building Location:** Con Ed Rm 240

**Course #:** L-2153
**Start • End Date:** 07/12/10 • 08/30/10
**Day:** MW  **Time:** 5:00P – 9:00P
**Cost:** 181.25  **Location Code:** LLC
**Building Location:** Main Bldg Rm 215

Health Activities Director
Prepares students to become a health activities director in a long-term care facility.

**Course #:** L-2149  *(JobsNOW course)*
**Start • End Date:** 05/04/10 • 08/10/10
**Day:** T  **Time:** 5:00P – 9:00P
**Cost:** 175.00  **Location Code:** LLC
**Building Location:** Main Bldg Rm 216

**HRD/CRC (course required with L-2149)**
**Course #:** L-2174
**Start • End Date:** 05/06/10 • 06/10/10
**Day:** Th  **Time:** 5:00P – 9:00P
**Cost:** 65.00  **Location Code:** LLC
**Building Location:** Main Bldg Rm 118/119
Healthcare Billing & Coding
Students will learn methods for selecting the appropriate CPT and ICD-9 codes and demonstrate proficiency in coding skills. Medical Terminology is a prerequisite for this class.

Course #: L-2148
Start • End Date: 05/18/10 • 08/10/10
Day: TTh Time: 5:00P – 9:00P
Cost: 175.00 Location Code: LLC
Building Location: Bldg A Rm 107A

Medical Terminology
Medical Terminology covers specific words and phrases needed for effectively functioning and understanding the “language” of healthcare.

Course #: C-2702  (JobsNOW course)
Start • End Date: 05/24/10 • 09/21/10
Day: MT Time: 5:30P – 9:30P
Cost: 175.00 Location Code: PMC
Building Location: Bldg 2 Rm 209
Orientation: 05/17/10 • 5:30P – 7:30P

Nurse Aide I
Introduces the student to basic skills required to provide personal care for patients, clients, or residents in hospitals, doctors’ offices, or nursing homes.

Course #: L-2151
Start • End Date: 05/18/10 • 08/05/10
Day: TWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: LLC
Building Location: Bldg A Rm 104A

Course #: L-2152
Start • End Date: 05/18/10 • 08/05/10
Day: TWTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: LLC
Building Location: Bldg A Rm 102A

Course #: H-2864
Start • End Date: 05/25/10 • 08/10/10
Day: TWTh Time: 9:00A – 2:30P
Cost: 181.25 Location Code: HMC
Building Location: Con Ed Rm 228

Course #: C-2701
Start • End Date: 06/14/10 • 10/06/10
Day: MTW Time: 5:00P – 9:00P
Cost: 181.25 Location Code: PMC
Building Location: Bldg 1 Rm 220
Orientation: 06/07/10 • 5:00P – 7:00P

Course #: C-2706  (JobsNOW course)
Start • End Date: 07/19/10 • 11/03/10
Day: MTW Time: 12:00N – 4:00P
Cost: 181.25 Location Code: SCC
Building Location: Rm 6
Orientation: 07/12/10 • 12:00P – 2:00P

Course #: L-2150  (JobsNOW course)
Start • End Date: 07/19/10 • 09/29/10
Day: MTWTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: LLC
Building Location: Bldg A Rm 104A

HRD/CRC (course required with L-2150)
Course #: L-2181
Start • End Date: 07/26/10 • 08/30/10
Day: M Time: 5:00P – 9:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 118/119

Course #: H-2865
Start • End Date: 07/27/10 • 10/14/10
Day: TWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Bob Etheridge Rm 306

Course #: H-2866
Start • End Date: 08/03/10 • 11/18/10
Day: TW Time: 5:30P – 9:30P
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.
Nurse Aide 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-2868
Start • End Date: 06/20/10 • 10/10/10
Day: Online  Time: Online Hybrid
Cost: 181.25  Location Code: HMC
Building Location: Triangle South
Labs Days: T/Th: 5:30P – 9:30P
Clinical: Sa/Su: 8:00A – 6:00P
Online Orientation: 06/14/10 • 9:00A – 11:00A

Nurse Aide II
Prepares the Certified Nursing Assistant in advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc.

Course #: L-2121  (JobsNOW course)
Start • End Date: 06/15/10 • 08/09/10
Day: T/Th  Time: 5:00P – 9:00P
Cost: 181.25  Location Code: LLC
Building Location: Bldg A Rm 103A

HRC/CRC (course required with L-2121)
Course #: L-2179
Start • End Date: 06/21/10 • 08/02/10
Day: M  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: LLC
Building Location: Main Bldg Rm 118/119

Nurse Aide II Hybrid
Prepares the Certified Nurse’s Aide in advanced procedures such as sterile technique, diabetes testing, catheterizations, etc.

Course #: H-2867
Start • End Date: 06/20/10 • 09/12/10
Day: Online  Time: Online Hybrid
Cost: 181.25  Location Code: HMC
Building Location: Triangle South
Clinical: Sa/Su: 8:00A – 6:00P
Online Orientation: 06/14/10 • 9:00A – 11:00A

Paramedical Examiner
Prepares students to perform medical exams for insurance companies. Training in Phlebotomy and EKG Technician is a prerequisite for this course.

Course #: L-2122  (JobsNOW course)
Start • End Date: 07/13/10 • 08/12/10
Day: T/Th  Time: 5:00P – 9:00P
Cost: 126.25  Location Code: LLC
Building Location: Main Bldg Rm 216

HRD/CRC (course required with L-2122)
Course #: L-2180
Start • End Date: 07/19/10 • 08/04/10
Day: MW  Time: 5:00P – 9:00P
Cost: 65.00  Location Code: LLC
Building Location: Main Bldg Rm 118/119

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

- **Course #**: C-2707
- **Start • End Date**: 05/25/10 • 09/09/10
- **Day**: TTh
- **Time**: 5:30P – 9:00P
- **Cost**: 181.25
- **Location Code**: Siler City
- **Building Location**: 124 Village Lake Drive

- **Course #**: L-2120 *(JobsNOW course)*
- **Start • End Date**: 06/07/10 • 09/13/10
- **Day**: MW
- **Time**: 5:00P – 9:00P
- **Cost**: 175.00
- **Location Code**: LMC
- **Building Location**: Budd Rm 601

**HRD/CRC (course required with L-2120)**

- **Course #**: L-2178
- **Start • End Date**: 06/15/10 • 07/20/10
- **Day**: T
- **Time**: 5:00P – 9:00P
- **Cost**: 65.00
- **Location Code**: LMC
- **Building Location**: Wilkinson Rm 203

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

- **Course #**: H-2860
- **Start • End Date**: 05/31/10 • 07/29/10
- **Day**: MTWTh
- **Time**: 8:00A – 2:30P
- **Cost**: 181.25
- **Location Code**: HMC
- **Building Location**: Con Ed Rm 220

- **Course #**: L-2147 *(JobsNOW course)*
- **Start • End Date**: 06/01/10 • 09/30/10
- **Day**: TWTh
- **Time**: 1:00P – 5:00P
- **Cost**: 181.25
- **Location Code**: LLC
- **Building Location**: Main Bldg Rm 222

**HRD/CRC (course required with L-2147)**

- **Course #**: L-2177
- **Start • End Date**: 06/08/10 • 07/13/10
- **Day**: T
- **Time**: 1:00P – 5:00P
- **Cost**: 65.00
- **Location Code**: LLC
- **Building Location**: Main Bldg Rm 118/119

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

- **Course #**: H-2861
- **Start • End Date**: 05/17/10 • 08/08/10
- **Day**: Online
- **Time**: Online
- **Cost**: 181.25
- **Location Code**: HMC
- **Building Location**: Online
Human Resources Development 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

Basic Computer Skills for the Workplace
This course provides employability skills training for unemployed and underemployed adults. Will introduce computers and computer terms, basic computer-use skills, navigating the Internet, and search engines.

Course #: C-2721
Start • End Date: 05/17/10 • 08/04/10
Day: MW Time: 6:00P – 8:00P
Cost: 120.00 Location Code: PMC
Building Location: TBD

Introduction to Computers for the Workplace
Enhance self-esteem for getting back into the workforce. Assess fears and skills related to using a computer, basic comfort level of computer skills, and enhance job seeking skills.

Course #: C-2718
Start • End Date: 05/18/10 • 06/24/10
Day: TTh Time: 7:00P – 9:00P
Cost: 65.00 Location Code: SCC
Building Location: Rm 7

Introduction to Computers for the Workplace II
Evaluate past and present strengths and accomplishments. Learn how to complete an application accurately with understanding of how to prepare a résumé. Work on interview process, discuss personality traits, and computer use in the employment process.

Course #: C-2719
Start • End Date: 07/13/10 • 08/18/10
Day: TTh Time: 7:00P – 9:00P
Cost: 65.00 Location Code: SCC
Building Location: Rm 7

Job Seeker’s Employability Lab
Assessment of each individual’s assets and limitations, development of a positive self-concept, employability skills, communication skills, and problem solving skills.

Course #: C-2720
Start • End Date: 05/18/10 • 08/04/10
Day: TW Time: 5:00P – 7:00P
Cost: 120.00 Location Code: SCC
Building Location: Rm 7

Pathway to Job Building and Employment Success
This course is designed to help the student overcome employment barriers, build job seeking skills, and prepare to become the best candidate for employment.

Course #: C-2722
Start • End Date: 05/18/10 • 08/05/10
Day: TWTh Time: 1:00P – 4:00P
Cost: 120.00 Location Code: PMC
Building Location: TBD

For Registration information, refer to page 3. For Location Key, refer to page 6.
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-2713
Start • End Date: 05/12/10 • 05/21/10
Day: MTWThF  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: PMC
Building Location: TBD

Course #: C-2714
Start • End Date: 05/12/10 • 05/21/10
Day: MTWThF  Time: 9:00A – 1:00P
Cost: 120.00  Location Code: PMC
Building Location: TBD

Computer Skills for Employment I
Develop a moderate comfort level of basic computer use to prepare for the job search.

Course #: H-2873
Start • End Date: 05/18/10 • 06/15/10
Day: TWTh  Time: 9:30A – 12:00N
Cost: 120.00  Location Code: HMC
Building Location: Con Ed Rm 229

Keyboarding for Employment
Participants will learn the alphabetic keyboard and proper reaches to numeric and symbol keys. This course will help in mastering the keyboard to create documents for employment. Basic computer knowledge is required.

Course #: H-2872
Start • End Date: 06/22/10 • 07/29/10
Day: TWTh  Time: 9:30A – 12:00N
Cost: 120.00  Location Code: HMC
Building Location: Con Ed Rm 229

Money Smart
Along with the FDIC program, learn about budgeting, credit cards, saving money, employee benefits, and much more.

Course #: H-2874
Start • End Date: 08/02/10 • 08/13/10
Day: WTWThF  Time: 9:30A – 12:30P
Cost: 120.00  Location Code: HMC
Building Location: TBD

WorkKeys Testing
Pre-registration required one week prior to testing.

Start Dates:
05/24/10  Time: 9:00A – 2:00P
06/28/10  Time: 9:00A – 2:00P
07/26/10  Time: 9:00A – 5:00P
Location Code: TBD

HRD: Harnett

Career Readiness Lab
Prepare for the WorkKeys® Assessments. Work at an individual pace to improve workplace skills in the areas of Applied Mathematics, Reading for Information, and Locating Information. Work on employability documents.

Course #: H-2871
Start • End Date: 06/07/10 • 07/15/10
Day: MTWThF  Time: 9:00A – 2:00P
Cost: 120.00  Location Code: HMC
Building Location: TBD

Keyboarding for Employment
Participants will learn the alphabetic keyboard and proper reaches to numeric and symbol keys. This course will help in mastering the keyboard to create documents for employment. Basic computer knowledge is required.

Course #: H-2872
Start • End Date: 06/22/10 • 07/29/10
Day: TWTh  Time: 9:30A – 12:00N
Cost: 120.00  Location Code: HMC
Building Location: Con Ed Rm 229

Money Smart
Along with the FDIC program, learn about budgeting, credit cards, saving money, employee benefits, and much more.

Course #: H-2874
Start • End Date: 08/02/10 • 08/13/10
Day: WTWThF  Time: 9:30A – 12:30P
Cost: 120.00  Location Code: HMC
Building Location: TBD

WorkKeys Testing
Pre-registration required one week prior to testing.

Start Dates:
05/24/10  Time: 9:00A – 2:00P
06/28/10  Time: 9:00A – 2:00P
07/26/10  Time: 9:00A – 5:00P
Location Code: TBD

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 #: L-2166
Start • End Date: 05/18/10 • 06/17/10
Day: TTh Time: 9:00A – 2:00P
Cost: 120.00 Location Code: LLC
Building Location: Main Bldg Rm 118

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. Students will create résumés, cover letters, and thank you letters. The Internet will be used to connect with employers and research labor market information.

Course #: L-2168
Start • End Date: 06/22/10 • 07/22/10
Day: TTh Time: 9:00A – 1:00P
Cost: 120.00 Location Code: LLC
Building Location: Main Bldg Rm 118

Lifelong Employability Skills
This course provides employability skills training for unemployed and underemployed adults. Students will learn to develop a positive self concept, effective communication skills, problem solving skills, and awareness of the impact of technology in the workplace.

Course #: L-2167
Start • End Date: 05/17/10 • 08/11/10
Day: MW Time: 9:00A – 2:00P
Cost: 175.00 Location Code: LLC
Building Location: Main Bldg Rm 118

Human Resources Development (HRD)   Summer 2010

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

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

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

Drug Collection Specialist
Enhances phlebotomist’s employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

Course #: C-2705 (JobsNOW course)
Start • End Date: 07/27/10 • 08/05/10
Day: MTWTh Time: 5:30P – 9:30P
Cost: 126.25 Location Code: PMC
Building Location: Bldg 1 Rm 217

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-2123 (JobsNOW course)
Start • End Date: 05/18/10 • 07/06/10
Day: MW Time: 5:00P – 9:00P
Cost: 181.25 Location Code: LLC
Building Location: Main Bldg Rm 215

HRD/CRC (course required with L-2123)
Course #: L-2175
Start • End Date: 05/26/10 • 06/30/10
Day: W Time: 5:00P – 9:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 118/119

Health Activities Director
Prepares students to become a health activities director in a long-term care facility.

Course #: L-2149 (JobsNOW course)
Start • End Date: 05/04/10 • 08/10/10
Day: T Time: 5:00P – 9:00P
Cost: 175.00 Location Code: LLC
Building Location: Main Bldg Rm 216

HRD/CRC (course required with L-2149)
Course #: L-2174
Start • End Date: 05/06/10 • 06/10/10
Day: Th Time: 5:00P – 9:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 118/119

Medical Terminology
Medical Terminology covers specific words and phrases needed for effectively functioning and understanding the “language” of healthcare.

Course #: C-2702 (JobsNOW course)
Start • End Date: 05/24/10 • 09/21/10
Day: MT Time: 5:30P – 9:30P
Cost: 181.25 Location Code: PMC
Building Location: Bldg 2 Rm 209
Orientation: 05/17/10 • 5:30P – 7:30P

Nurse Aide I
Introduces the student to basic skills required to provide personal care for patients, clients, or residents in hospitals, doctors’ offices, or nursing homes.

Course #: C-2706 (JobsNOW course)
Start • End Date: 07/19/10 • 11/03/10
Day: MTW Th Time: 5:00P – 9:00P
Cost: 181.25 Location Code: LLC
Building Location: Rm 6
Orientation: 07/12/10 • 12:00P – 2:00P

HRD/CRC (course required with L-2150)
Course #: L-2181
Start • End Date: 07/26/10 • 08/30/10
Day: M Time: 5:00P – 9:00P
Cost: 65.00 Location Code: LLC
Building Location: Main Bldg Rm 118/119

For Registration information, refer to page 3. For Location Key, refer to page 6.
## Nurse Aide II
Prepares the Certified Nursing Assistant in advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc.

<table>
<thead>
<tr>
<th>Course #: L-2121</th>
<th>(JobsNOW course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Date:</td>
<td>06/15/10 • 08/09/10</td>
</tr>
<tr>
<td>Day: T W Th</td>
<td>Time: 5:00P – 9:00P</td>
</tr>
<tr>
<td>Cost: 181.25</td>
<td>Location Code: LLC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Bldg A Rm 103A</td>
</tr>
</tbody>
</table>

**HRC/CRC (course required with L-2121)**
Course #: L-2179
Start • End Date: 06/21/10 • 08/02/10
Day: M
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: LLC
Building Location: Main Bldg Rm 118/119

## Paramedical Examiner
Prepares students to perform medical exams for insurance companies. Training in Phlebotomy and EKG Technician is a prerequisite for this course.

<table>
<thead>
<tr>
<th>Course #: L-2122</th>
<th>(JobsNOW course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Date:</td>
<td>07/13/10 • 08/12/10</td>
</tr>
<tr>
<td>Day: T T H</td>
<td>Time: 5:00P – 9:00P</td>
</tr>
<tr>
<td>Cost: 126.25</td>
<td>Location Code: LLC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Main Bldg Rm 216</td>
</tr>
</tbody>
</table>

**HRD/CRC (course required with L-2122)**
Course #: L-2180
Start • End Date: 07/19/10 • 08/04/10
Day: M W
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: LLC
Building Location: Main Bldg Rm 118/119

## Pharmacy Technician
Prepares students to work in a pharmacy under the supervision of a pharmacist. Drug categories, interactions, and effects are studied.

<table>
<thead>
<tr>
<th>Course #: L-2120</th>
<th>(JobsNOW course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Date:</td>
<td>06/07/10 • 09/13/10</td>
</tr>
<tr>
<td>Day: M W</td>
<td>Time: 5:00P – 9:00P</td>
</tr>
<tr>
<td>Cost: 175.00</td>
<td>Location Code: LMC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Budd Rm 601</td>
</tr>
</tbody>
</table>

**HRD/CRC (course required with L-2120)**
Course #: L-2178
Start • End Date: 06/15/10 • 07/20/10
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: LLC
Building Location: Wilkinson Rm 203

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

<table>
<thead>
<tr>
<th>Course #: L-2147</th>
<th>(JobsNOW course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Date:</td>
<td>06/01/10 • 09/30/10</td>
</tr>
<tr>
<td>Day: T W Th</td>
<td>Time: 1:00P – 5:00P</td>
</tr>
<tr>
<td>Cost: 181.25</td>
<td>Location Code: LLC</td>
</tr>
<tr>
<td>Building Location:</td>
<td>Main Bldg Rm 222</td>
</tr>
</tbody>
</table>

**HRD/CRC (course required with L-2147)**
Course #: L-2177
Start • End Date: 06/08/10 • 07/13/10
Day: T
Time: 1:00P – 5:00P
Cost: 65.00
Location Code: LLC
Building Location: Main Bldg Rm 118/119
Professional Development

Banking Pre-Teller
The pre-teller training course is designed to provide basic skills to potential bank tellers at entry level. This course reflects the changing responsibilities of tellers and the most recent compliance information.

Course #: L-2171  (JobsNOW course)
Start • End Date: 06/07/10 • 08/02/10
Day: MW
Cost: 120.00
Building Location: Main Bldg Rm 216

HRD/CRC (course required with L-2171)
Course #: L-2176
Start • End Date: 06/08/10 • 07/27/10
Day: MTWTh
Cost: 65.00
Building Location: TBD

Culinary Arts

Culinary
Join Chef Hamm for ServSafe, culinary, and hospitality essentials.

Course #: L-2184
Start • End Date: 06/21/10 • 08/06/10
Day: MTWTh
Cost: 176.25

HRD/CRC (course required with L-2184)
Course #: L-2190
Start • End Date: 06/21/10 • 07/15/10
Day: MTWTh
Cost: 65.00
Building Location: Bldg A Rm 107A

Welding

MIG Welding
This course is designed to teach the practical operation in the use of Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices. Safety equipment is required.

Course #: C-2771  (JobsNOW course)
Start • End Date: 05/18/10 • 08/05/10
Day: TTh
Cost: 176.25
Building Location: Sage Academy

Welding III
This course will include the applications of TIG along with safety requirements and hands-on training.

Course #: H-1911
Start • End Date: 05/04/10 • 08/05/10
Day: W
Cost: 181.25
Building Location: Con Ed Rm 202

Languages

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

Course #: H-2856
Start • End Date: 05/17/10 • 07/26/10
Day: M
Cost: 65.00
Building Location: Bob Etheridge Rm 306

Course #: C-2766
Start • End Date: 06/16/10 • 07/14/10
Day: W
Cost: 65.00
Building Location: Rm 9

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-2124 | Start • End Date: 05/22/10 • 05/22/10 | Day: Sa | Time: 9:00A – 1:00P | Cost: 50.00 | Location Code: LMC |
| Building Location: Budd Rm 601

| Course #: L-2125 | Start • End Date: 06/26/10 • 06/26/10 | Day: Sa | Time: 9:00A – 1:00P | Cost: 50.00 | Location Code: DWCC |
| Building Location: Rm 103

| Course #: L-2126 | Start • End Date: 07/24/10 • 07/24/10 | Day: Sa | Time: 9:00A – 1:00P | Cost: 50.00 | Location Code: DWCC |
| Building Location: Rm 103

Basic Electricity for Homeowners
This course is designed to increase safety awareness and teach homeowners basic repairs.

| Course #: C-2768 | Start • End Date: 05/19/10 • 07/07/10 | Day: W | Time: 6:00P – 8:30P | Cost: 81.25 | Location Code: PMC |
| Building Location: Bldg 2 Conf Rm 2

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

| Course #: H-2942 | Start • End Date: 05/27/10 • 07/15/10 | Day: Th | Time: 6:00P – 9:00P | Cost: 60.00 | Location Code: HMC |
| Building Location: Bob Etheridge Rm 306

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-2127 | Start • End Date: 06/08/10 • 06/08/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC |
| Building Location: Budd Rm 601

| Course #: L-2128 | Start • End Date: 07/13/10 • 07/13/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC |
| Building Location: Budd Rm 601

| Course #: L-2129 | Start • End Date: 08/10/10 • 08/10/10 | Day: T | Time: 6:00P – 10:00P | Cost: 50.00 | Location Code: LMC |
| Building Location: Budd Rm 601

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

| Course #: C-2765 | Start • End Date: 06/07/10 • 08/02/10 | Day: M | Time: 6:00P – 8:00P | Cost: 50.00 | Location Code: PMC |
| Building Location: Bldg 2 Conf Rm 2

Instant Piano
Learn to play piano without reading musical notes! If you can find middle C, you can learn enough secrets to begin playing any song, any style, any key, using chords. This is an absolutely beginning class in chord piano techniques.

| Course #: L-2117 | Start • End Date: 06/16/10 • 06/16/10 | Day: W | Time: 6:00P – 9:30P | Cost: 70.00 | Location Code: LMC |
| Building Location: Fitness Bldg Rm 802

For Registration information, refer to page 3. For Location Key, refer to page 6.
Listening to Horses
Students will discover a new dynamic of learning how to improve their communication skills by doing groundwork with horses. This is a non-riding course; no experience required. Great for horse lovers and non-horse people as well.

Course #: L-2172
Start • End Date: 05/19/10 • 06/23/10
Day: W
Time: 5:30P – 7:30P
Cost: 126.25
Location Code: LDF
Building Location: Leaning Dogwood Farm

Open Water Scuba Diver Pre-Certification
Classroom instruction fee is $40.00. For more information on additional required lab fees that are paid directly to the seduction dive services, please contact (910) 892-7878.

Course #: H-2943
Start • End Date: 06/01/10 • 07/13/10
Day: T
Time: 8:30P – 9:30P
Cost: 40.00
Location Code: HMC
Building Location: TBD

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

Course #: H-2941
Start • End Date: 06/09/10 • 07/14/10
Day: W
Time: 7:00P – 8:00P
Cost: 30.00
Location Code: HMC
Building Location: Miriello Rm 135

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

Course #: H-2946
Start • End Date: 05/17/10 • 08/02/10
Day: M
Time: 6:00P – 10:00P
Cost: 120.00
Location Code: HMC
Building Location: Con Ed Rm 202

Tai Chi for Health
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 #: L-2165
Start • End Date: 05/18/10 • 07/20/10
Day: TTh
Time: 12:00P – 12:30P
Cost: 29.00
Location Code: LMC
Building Location: Fitness Gym
### Auto Dealers
This course reviews basic NC laws, provides updates, and renews dealer’s license.

**Course #: H-2854**  
**Start • End Date:** 06/10/10 • 06/10/10  
**Day:** T  
**Time:** 9:00A – 4:00P  
**Cost:** 65.00  
**Location Code:** HMC  
**Building Location:** Con Ed Rm 219

**Course #: L-2146**  
**Start • End Date:** 06/17/10 • 06/17/10  
**Day:** Th  
**Time:** 9:00A – 3:30P  
**Cost:** 65.00  
**Location Code:** DWCC  
**Building Location:** Rm 103

**Course #: H-2855**  
**Start • End Date:** 08/12/10 • 08/12/10  
**Day:** T  
**Time:** 9:00A – 4:00P  
**Cost:** 65.00  
**Location Code:** HMC  
**Building Location:** Con Ed Rm 219

### Banking Pre-Teller
The pre-teller training course is designed to provide basic skills to potential bank tellers at entry level. This course reflects the changing responsibilities of tellers and the most recent compliance information.

**Course #: L-2171**  
**Start • End Date:** 06/07/10 • 08/02/10  
**Day:** MW  
**Time:** 9:00A – 3:30P  
**Cost:** 120.00  
**Location Code:** LLC  
**Building Location:** Main Bldg Rm 216

**Course #: H-2870**  
**Start • End Date:** 05/24/10 • 08/12/10  
**Day:** MTWTh  
**Time:** 8:00A – 3:30P  
**Cost:** 181.25  
**Location Code:** HMC  
**Building Location:** Bldg 4 Rm 407

### Basic Electricity for the Apprentice/Helper
This course is designed to increase safety awareness and teach electrical concepts and basic repairs. Completion of this course could lead to employment as an electrician’s helper or apprentice.

**Course #: C-2767**  
**Start • End Date:** 05/20/10 • 07/29/10  
**Day:** Th  
**Time:** 6:00P – 9:00P  
**Cost:** 121.25  
**Location Code:** PMC  
**Building Location:** Bldg 1 Rm 117

### Banking Pre-Teller
The pre-teller training course is designed to provide basic skills to potential bank tellers at entry level. This course reflects the changing responsibilities of tellers and the most recent compliance information.

**Course #: L-2171**  
**Start • End Date:** 06/07/10 • 08/02/10  
**Day:** MW  
**Time:** 9:00A – 3:30P  
**Cost:** 120.00  
**Location Code:** LLC  
**Building Location:** Main Bldg Rm 216

### Basic Nail Techniques
Provides continuing education hours in basic nail techniques.

**Course #: L-2189**  
**Start • End Date:** 05/23/10 • 05/23/10  
**Day:** Su  
**Time:** 8:00A – 5:00P  
**Cost:** 65.00  
**Location Code:** LMC  
**Building Location:** Budd Hall Rm 603

### Commercial Driver’s License (CDL)
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-2770**  
**Start • End Date:** 05/18/10 • 06/03/10  
**Day:** TTh  
**Time:** 6:00P – 9:00P  
**Cost:** 65.00  
**Location Code:** PMC  
**Building Location:** Bldg 1 Conf Rm 1

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

**Course #: H-2870**  
**Start • End Date:** 05/24/10 • 08/12/10  
**Day:** MTWTh  
**Time:** 8:00A – 3:30P  
**Cost:** 181.25  
**Location Code:** HMC  
**Building Location:** Bldg 4 Rm 407

**Course #: H-2857**  
**Start • End Date:** 05/24/10 • 08/12/10  
**Day:** MTWTh  
**Time:** 3:30P – 10:30P  
**Cost:** 181.25  
**Location Code:** DUNN  
**Building Location:** Dunn Cosmetology

---

For Registration information, refer to page 3. For Location Key, refer to page 6.
Culinary
Join Chef Hamm for ServSafe, culinary, and hospitality essentials.

Course #: L-2184 (JobsNOW course)
Start • End Date: 06/21/10 • 08/06/10
Day: MTWTh Time: 9:30A – 5:30P
Cost: 176.25 Location Code: Café 121

HRD/CRC (course required with L-2184)
Course #: L-2190
Start • End Date: 06/21/10 • 07/15/10
Day: MTWTh Time: 11:00A – 1:00P
Cost: 65.00 Location Code: LLC
Building Location: Bldg A Rm 107A

Facial Make-up
Provides continuing education hours in the use of cosmetics, cosmetic color theory, and make-up process for any occasion.

Course #: L-2188
Start • End Date: 06/14/10 • 06/14/10
Day: M Time: 8:00A – 5:00P
Cost: 65.00 Location Code: LMC
Building Location: Budd Hall Rm 603

Effective Teacher Training
Sessions included are 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 #: C-2775
Start • End Date: 05/18/10 • 06/17/10
Day: TTh Time: 6:00P – 9:00P
Cost: 120.00 Location Code: PMC
Building Location: Bldg 2 Rm 109

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 classification with the emphasis on residential.)
Approximate book cost $600.00.

Course #: C-2769
Start • End Date: 05/20/10 • 08/05/10
Day: Th Time: 6:30P – 10:00P
Cost: 120.00 Location Code: SCC
Building Location: Rm 6
Intro to Esthetics
Provides continuing education hours in the cleansing, preservation of health, and beautification of skin and body.

Course #: L-2187
Start • End Date: 06/07/10 • 06/07/10
Day: M Time: 8:00A – 5:00P
Cost: 65.00  Location Code: LMC
Building Location: Budd Hall Rm 603

Listening to Horses
Students will discover a new dynamic of learning how to improve their communication skills by doing groundwork with horses. This is a non-riding course; no experience required. Great for horse lovers and non-horse people as well.

Course #: L-2172
Start • End Date: 05/19/10 • 06/23/10
Day: W Time: 5:30P – 7:30P
Cost: 126.25  Location Code: LDF
Building Location: Leaning Dogwood Farm

MIG Welding
This course is designed to teach the practical operation in the use of Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices. Safety equipment is required.

Course #: C-2771  (JobsNOW course)
Start • End Date: 05/18/10 • 08/05/10
Day: TTh Time: 6:00P – 9:00P
Cost: 176.25  Location Code: SC
Building Location: Sage Academy

Notary Public
The Notary Public course is designed for the person working for a new commission and provides needed information for those already commissioned.

Course #: C-2762
Start • End Date: 06/03/10 • 06/03/10
Day: Th Time: 9:00A – 4:00P
Cost: 65.00  Location Code: PMC
Building Location: Bldg 2 Rm 109

Course #: H-2851
Start • End Date: 06/17/10 • 07/08/10
Day: Th Time: 8:00A – 4:30P
Cost: 65.00  Location Code: HMC
Building Location: Con Ed Rm 219

Real Estate Pre-licence 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-2457
Start • End Date: 08/09/10 • 08/11/10
Day: MW Time: 6:00P – 10:00P
Cost: 65.00  Location Code: PMC
Building Location: Con Ed Rm 219

For Registration information, refer to page 3. For Location Key, refer to page 6.
Real Estate Post-license Course: Broker Agency and Relations, 301
Approved real estate 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-2458
Seminar Date: 08/10/10 • 09/09/10
Day: TTh Time: 6:00P – 9:00P
Cost: 120.00 Location Code: DWCC
Building Location: Dennis Wicker Civic Center

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 NC DMV Enforcement Section for OBD emission inspectors.

Vehicle Safety Inspection
Course #: L-2143
Start • End Date: 06/08/10 • 06/10/10
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

Course #: L-2144
Start • End Date: 07/06/10 • 07/08/10
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

Course #: L-2145
Start • End Date: 08/10/10 • 08/12/10
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

OBD
Course #: L-2137
Start • End Date: 05/25/10 • 05/27/10
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

Course #: L-2139
Start • End Date: 07/27/10 • 07/29/10
Day: TTh Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

OBD Refresher
Course #: L-2140
Start • End Date: 05/18/10 • 05/18/10
Day: T Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516

Course #: L-2142
Start • End Date: 07/13/10 • 07/13/10
Day: T Time: 6:00P – 10:00P
Cost: 65.00 Location Code: LMC
Building Location: Joyner 516
Creative Writing

Mining Memory and Images to Generate New Poetry
Through memory and images, Maureen Sherbondy will show students how to generate new poetry. Each student will write new poems, learn how to revise, and how to give constructive feedback.

Course #: C-2742
Start • End Date: 08/14/10 • 08/14/10
Day: Sa
Time: 1:00P – 5:00P
Cost: 50.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

Opening up to Creativity with the Artists 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. Laurie Billman will help participants explore their attitudes toward creativity, challenge misconceptions and myths, and help access your creative side.

Course #: C-2740
Start • End Date: 05/22/10 • 05/22/10
Day: Sa
Time: 10:00A – 4:30P
Cost: 55.00
Location Code: PMC
Building Location: Bldg 1 Rm 224

Short Fiction Workshop: Taking Your Story to the Next Level
Marjorie Hudson will help students analyze and empower their own short fiction or novel chapter. Students will review certain elements in their manuscripts and find ways to sharpen those elements to bring great power to their work.

Course # C-2731
Start • End Date: 08/07/10 • 08/07/10
Day: Sa
Time: 10:00A – 4:30P
Cost: 50.00
Location Code: PMC
Building Location: Bldg 2 Conf 2

Write Your Life Story
Karen Pullen will provide a step-by-step process for you to create a written record of your life – a wonderful way to show your unique and priceless experience.

Course #: C-2735
Start • End Date: 06/02/10 • 07/28/10
Day: W
Time: 9:30A – 11:30P
Cost: 95.00
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-2727
Start • End Date: 05/20/10 • 07/15/10
Day: Th
Time: 11:00A – 1:00P
Cost: 100.00
Location Code: PMC
Building Location: Bldg 2 Rm 204

Writing Fiction – Nuts and Bolts
Published author, Judith Stanton, will be reviewing the basic skills that fiction writers need to master when preparing a manuscript for submission. These include: plot and character development, point of view, dialogue issues and genre expectations, as well as how to write query letters and synopses.

Course #: C-2736
Start • End Date: 05/20/10 • 06/24/10
Day: Th
Time: 6:00P – 9:00P
Cost: 106.00
Location Code: PMC
Building Location: Bldg 1 Rm 216

Writing to Change the World: Communicating Your Passion for the Environment
Susan Ketchin will equip students with the basic tools of writing effectively and persuasively about environment issues. This course prepares individuals for writing editorials, blogs, and op-ed pieces for an interested reading audience.

Course #: C-2741
Start • End Date: 05/18/10 • 06/29/10
Day: T
Time: 7:00P – 9:00P
Cost: 100.00
Location Code: PMC
Building Location: Bldg 1 Rm 224

For Registration information, refer to page 3. For Location Key, refer to page 6.
Small Business Center: Chatham Seminars

Marketing on Social Networking 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. Please bring your own lunch.

Course #: S-2451
Seminar Date: 05/26/10
Day: W
Time: 11:30A – 1:30P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conf Rm

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 into cash. Please bring your own lunch.

Course #: S-2452
Seminar Date: 06/09/10
Day: W
Time: 11:30A – 1:30P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conf Rm

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. Please bring your own lunch.

Course #: S-2453
Seminar Date: 06/23/10
Day: W
Time: 11:30A – 1:30P
Cost: Free
Location Code: PMC
Building Location: Bldg 2 Conf Rm

Small Business Center: Harnett Seminars

Green Business: Meeting Market Demand in Current & New Business Sectors
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-2459
Seminar Date: 05/18/10
Day: T
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Rm 102

Marketing on Social Networking 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-2462
Seminar Date: 05/18/10
Day: T
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Rm 102

The Basics of PowerPoint
Learn the basics of PowerPoint.

Course #: S-2460
Seminar Date: 05/26/10
Day: W
Time: 6:00P – 9:00P
Cost: Free
Location Code: TSEC
Building Location: Rm 102

Course #: S-2461
Seminar Date: 06/04/10
Day: F
Time: 9:00A – 1:00P
Cost: Free
Location Code: TSEC
Building Location: Rm 102

For Registration information, refer to page 3. For Location Key, refer to page 6.
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-2454
Start • End Date: 05/20/10
Day: T Time: 11:30A – 1:30P
Cost: $5(no lunch) – $10(lunch)
Location Code: SACC
Building Location: Sanford Chamber

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-2455
Seminar Date: 05/27/10
Day: Th Time: 6:30P – 9:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center

Common Sense to Credit
This workshop is designed for those who want to live a debt-free lifestyle.

Course #: S-2456
Seminar Date: 06/10/10
Day: Th Time: 6:30P – 9:00P
Cost: Free Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Better Homes and Garbage, ReUse & Reduction
Students will discuss and demonstrate a move from conspicuous to conscientious consumption. Participants will learn to recognize, reduce, and reutilize various products from their personal, community, and societal waste stream. *Instructor: Robert Martinelli*

**Course #:** C-2755

**Start • End Date:** 05/27/10 • 07/01/10
**Day:** Th  **Time:** 6:30P - 9:00P
**Cost:** 70.00  **Location Code:** PMC
**Building Location:** Bldg 2 Rm 108

BPI Building Analyst Training
To prepare students to participate in weatherization programs, assessing building performance, combustion safety, and execute job site fixes. Students can sit for the BPI field and written exam. Test fees extra. Text required. *Instructor: John Delafield*

**Course #:** C-2774

**Start • End Date:** 06/21/10 • 06/26/10
**Day:** MTWThFsSa  **Time:** 8:00A – 5:00P
**Cost:** 121.25  **Location Code:** PMC
**Building Location:** Bldg 2

Introduction to Renewable Energy
This course provides an introduction to multiple renewable energy technologies. Topics covered will include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Field trips included. *Instructor: Bob Armentrout*

**Course #:** C-2753

**Start • End Date:** 05/26/10 • 07/28/10
**Day:** W  **Time:** 6:00P – 9:00P
**Cost:** 121.25  **Location Code:** PMC
**Building Location:** Bldg 2 Rm 108

Introduction to Sustainable Communities
This class will ask questions to create constructive conversation on what makes a community sustainable and challenge students to critically explore the concepts and topics of sustainability. *Instructor: Chris Chinchar*

**Course #:** L-2183

**Start • End Date:** 05/26/10 • 08/11/10
**Day:** W  **Time:** 6:00P – 9:00P
**Cost:** 120.00  **Location Code:** LLC
**Building Location:** Main Bldg Rm 120

Green Home Design and Tour
Each class will cover a unique element of sustainable home design followed by a class tour in the community. Topics and sights will include renewable energy applications, passive solar design, alternative building products, and net zero energy home design. *Instructor: Laura Lauffer*

**Course #:** C-2756

**Start • End Date:** 06/21/10 • 07/26/10
**Day:** M  **Time:** 6:00P – 9:00P
**Cost:** 121.25  **Location Code:** PMC
**Building Location:** Bldg 2 Rm 108

Green Residential Construction III
Building a “Green” house for Habitat for Humanity, students will learn all aspects of building a house using green technology. This is the third of a three-part series. All new students must have some construction knowledge and experience.

**Course #:** L-2182

**Start • End Date:** 05/18/10 • 07/29/10
**Day:** TTh  **Time:** 4:00P – 6:00P
**Day:** Sa  **Time:** 8:00A – 1:00P
**Cost:** 176.25  **Location Code:** SLHS
**Building Location:** Southern Lee High School

LEED Landscapes and Creative Design
Students will learn both the technical and creative design components of a sustainable landscape project. LEED guidelines and standards will be covered. Student will tour local landscapes. *Instructor: Kim Sevy, LEED AP*

**Course #:** C-2754

**Start • End Date:** 05/27/10 • 07/15/10
**Day:** ThSa  **Time:** 6:00P – 9:00P (Th); 9:00A – 3:30P (Sa)
**Cost:** 121.25  **Location Code:** PMC
**Building Location:** Bldg 2 Rm 108

Rammed Earth Workshop
Students will be introduced to the natural construction techniques of rammed earth, tour a rammed earth home, and work on a rammed earth structure. *Instructor: Chris Chinchar*

**Course #:** C-2757

**Start • End Date:** 05/25/10 • 06/12/10
**Day:** TSa  **Time:** 6:00P – 8:00P (T); 9:00A – 5:30P (Sa)
**Cost:** 66.25  **Location Code:** PMC
**Building Location:** Bldg 2 Rm 108

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

CAD Camp
Students will learn how to use CAD software to draw cars, houses, space shuttle, cartoon characters, or a project of their choice. Participants must be at least 15 years old.

Course #: L-2156
Start • End Date: 07/12/10 • 07/15/10
Day: MTWTh Time: 1:00P – 3:00P
Cost: 65.00 Location Code: LMC
Building Location: Wilkinson Rm 217

Start • End Date: 06/28/10 • 07/01/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: HMC
Building Location: Bob Etheridge Rm 336

Kids’ Cooking Camp (6-10)
Chef Hamm will teach young chefs, 6-10 years old, the basics of food preparation and safety in the kitchen.

Course #: L-2157
Start • End Date: 06/21/10 • 06/24/10
Day: MTWTh Time: 8:00A – 11:00A
Cost: 50.00 Location Code: LMC
Building Location: Bob Etheridge Rm 336

Course #: L-2159
Start • End Date: 07/19/10 • 07/22/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: Cafe 121
Building Location: Wilkinson Rm 217

Course #: L-2158
Start • End Date: 07/12/10 • 07/15/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: Cafe 121

Laser Camp
Camp participants will spend time in lectures and hands-on labs learning the importance of math and science and how they are linked to engineering. Must be at least 15 years old and a rising 10th-12th grader.

Course #: H-2947
Start • End Date: 06/21/10 • 06/24/10
Day: MTWTh Time: 8:00A – 11:00A
Cost: 50.00 Location Code: HMC
Building Location: Bob Etheridge Rm 336

Course #: L-2185
Start • End Date: TBD
Day: TBD Time: TBD
Cost: 126.25 Location Code: LMC
Building Location: Wilkinson Rm 220

Course #: H-2948
Start • End Date: TBD
Day: TBD Time: TBD
Cost: 126.25 Location Code: HMC
Building Location: Bob Etheridge Rm 308

Kids’ Cooking Camp (11-14)
Chef Hamm will teach young chefs, 11-14 years old, the basics of food preparation and safety in the kitchen.

Course #: L-2157
Start • End Date: 06/28/10 • 07/01/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: Cafe 121

Course #: L-2159
Start • End Date: 07/19/10 • 07/22/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: Cafe 121

Robots & Robotics Camp
Students will learn about electronic components, build a working robot to take home, learn about several high tech industries, and tour CCCC’s high tech labs. Must be at least 15 years old and a rising 10th-12th grader.

Course #: L-2185
Start • End Date: TBD
Day: TBD Time: TBD
Cost: 126.25 Location Code: LMC
Building Location: Wilkinson Rm 220

Course #: L-2158
Start • End Date: 07/12/10 • 07/15/10
Day: MTWTh Time: 8:00A – 10:30A
Cost: 125.00 Location Code: Cafe 121

For Registration information, refer to page 3. For Location Key, refer to page 6.
Our Adult Education programs offer a variety of opportunities for lifelong learning:

**Adult Basic Education** serves students who did not earn a high school diploma or who seek to improve reading, writing, and math skills

Students can earn an **Adult High School Diploma or GED**

**English as a Second Language** classes are offered for individuals learning English

Adults with intellectual disabilities can enhance academic and life skills through **Compensatory Education**

**Day, Evening, and Weekend classes available.**

Lee County: (919) 776-7323 • Harnett County: (910) 814-1123  
Chatham County: (919) 742-2715, ext. 23