Upon successful completion of this program, graduates will qualify for jobs such as: entry level sous chef, advanced baker, lead catering director, and other leadership positions. The curriculum is designed to prepare students for local purchasing, sustainability, and the health focus demand of the culinary industry.

Coursework includes: restaurant management, kitchen operations, menu planning, purchasing, and nutrition. Students will operate the Natural Chef Café for hands-on learning in a real world setting. These operations will include catering, sanitation, food safety, and customer service.

In addition, the graduates will receive National ServSafe Certification, an option of National Association of Nutritional Professionals Certification and the opportunity to join the NANP organization. Graduates of the program will also have the opportunity to join the National Restaurant Association, American Culinary Federation, and other National Culinary organizations.

For more information, contact Chef Gregg Hamm, Director of Hospitality and Culinary Program at (919) 545-8070 or ghamm@cccc.edu

www.cccc.edu/culinaryarts

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UPCOMING EVENTS

April 28, 2012 Chatham Celebration • Pittsboro, NC
Rabbit Run 5K & Children’s Fun Run: Awards will be given to overall male & female finishers and the top 3 finishers in each age group. T-Shirts and other fun goodies will be available to those who pre-register. Proceeds from this event will go to help fund scholarships for deserving students and other educational needs at CCCC. There will also be children’s activities, sustainable technologies classes, hot air balloon rides, vendors, demonstrations, and live performances!

June 2, 2012 Harnett BBQ / Furniture Auction • Lillington, NC
This event will feature the annual Foundation Furniture Auction and also a BBQ cook-off with certified judges.

June 28, 2012 50th Gala • Sanford, NC
The Gala will feature a silent auction, food prepared by our Culinary Arts students, and an original theatrical production produced by local artist and CCCC’s 2011 Excellence in Teaching Award winner, Ellen Bland.

www.cccc.edu/50years
Continuing Education Summer Schedule 2012

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

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

For registration information, refer to page 3. For location key, refer to page 6.
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

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, Visa, American Express, or Discover). Adults may qualify for waiver of fees for Human Resources Development (HRD) classes. See qualifications in the HRD section of this schedule.

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

Self-Supporting (SS) Classes
Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived (see cost information).

Senior Citizens
The State of North Carolina authorizes persons who are 65 years of age or older and who are legal residents of North Carolina to receive free tuition for one non-degree or non-self supporting course per semester. If other fees are associated with the course, then the additional fees will have to be paid.

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
• Pre-registration is required for all Continuing Education classes. Register at least one week prior to the first class meeting for all Continuing Education courses. The college reserves the right to cancel a course based on enrollment. All registrations must be received before a course reaches 10% of its scheduled hours. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment.

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

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

Continuing Education Units (CEUs)
• The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: “One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.
Continuing Education Summer Schedule 2012

REGISTRATION INFORMATION

• Registration for Summer 2012 Continuing Education courses begins on the following dates:
  Tuesday, April 3: Medical classes
  Wednesday, April 4: All other classes

Various classes begin throughout the year. Some information may change after this schedule is printed. For more up-to-date information about classes and fees, call (919) 718-7447.

WAYS TO REGISTER

IN-PERSON

• In-Person registration should be done at the Continuing Education Office in the county where the class is located or is supervised (for an online class) prior to a course’s start date or on the designated dates for the beginning dates of registration for medical classes or other classes.

• Register in person by completing the Continuing Education Registration Form and submitting the form with your payment, check, cash, Visa, MasterCard, American Express, Discover, or money order to one of Central Carolina Community College’s locations. Registration is complete when payment is made.

• Students may register at the following locations according to the following schedules on or after the following dates:
  Tuesday, April 3 for medical classes and
  Wednesday, April 4 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 (400 Progress Blvd., 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. – 4:30 p.m. •  Friday 8:00 a.m. – 3:00 p.m.

CALL-IN

• Call-In Registration requires payment with Visa or MasterCard.
  Have the course number and title available when placing this call.
  Use the following numbers:
    Chatham County:  (919) 545-8044
    Harnett County:  (919) 814-8823
    Lee County:      (919) 777-7793
    Ed2Go:          (919) 718-7225

ONLINE

• Search, register, and pay for some courses online through WebAdvisor. The following classes are excluded from online registration: medical classes, HRD courses, Alive at 25, defensive driving, and any classes that have prerequisites. Visit www.cccc.edu; click on the WebAdvisor logo at the top of the web site, and then follow the instructions to register.
Continuing Education Summer Schedule 2012

CONTACT INFORMATION

College and Career Readiness/Adult Education
• Chatham County:
  Sara Lambert ............(919) 545-8661
• Harnett County:
  Melody McGee..........(910) 814-8972
• Lee County:
  Evangeline Smith .....(919) 777-7703

Career Readiness Certification
• Patricia Stone-Hackett (919) 777-7716

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

Ed2Go
Betty Matthews ..........(919) 718-7225

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

Enrichment Courses, Center for Creative Retirement
• Chatham County:
  Maggie Zwilling ......(919) 545-8048
• Harnett County:
  Barbara Avery.........(910) 814-8823
• Lee County:
  Charlotte Baggett......(919) 777-7789

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

Human Resources Development (HRD) Courses
• Chatham County:
  Delphine Womack .... (919) 545-8047
• Harnett County:
  Nicole Brown ..........(910) 814-8852
• Lee County:
  Jim Womack ..........(919) 777-7798

Occupational Courses
• Chatham County:
  Carl Thompson, Sr... (919) 545-8015
• Harnett County:
  Len Royals ............(910) 814-8832
• Lee County:
  Cindy Ramsey ..........(919) 777-7790

Para mas informacion en espanol—llame al numero: (919) 777-7708

Small Business Workshops, Seminars, and Counseling
• Chatham County:
  Gary Kibler ..........(919) 545-8013
• Harnett County:
  Nancy Blackman .......(910) 892-2884
• Lee County:
  Dale Fey ...............(919) 718-7424

Tuesday, April 3 – Medical classes
Wednesday, April 4 – All other classes

Registration Phone Numbers
Chatham County: (919) 545-8044
Harnett County: (910) 814-8823
Lee County: (919) 777-7793

For registration information, refer to page 3. For location key, refer to page 6.
Continuing Education Summer Schedule 2012

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) 545-8028

  Chatham County — Siler City  
  Georgia Durso  
  (919) 545-8663

  Harnett County  
  Carma Baggett  
  (910) 814-8974

  Lee County  
  Dawn Tucker  
  (919) 718-7437

You may also contact Chris Beal, GED Chief Examiner, at (919) 777-7706.

ADMISSIONS

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

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

• Education Services for Minors

23 NCAC 02C.0305

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

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

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

  • (2) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency for at least six months, a college may admit the minor to a Basic Skills or Continuing Education program without the release form from the local public or private educational agency. However, the minor must obtain a notarized petition of the minor’s parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor’s residence, date of birth, date of leaving school, name of last school attended, and the petitioner’s legal relationship to the minor.

  • (3) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

• (c) Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:

  • (1) Upon recommendation of the chief administrative school officer and approval of the president of the college;

  • (2) Upon approval of the student’s program by the chief administrative school officer and the president of the college; and

  • (3) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

• (d) High school students, taking courses pursuant to Paragraph (c) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.
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 above.
Chatham County

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

| Start • End Date: | 05/01/12 • 08/15/12 |
| Day: MTTh | Time: 9:00A – 12:00P |
| Cost: Free | Location Code: SCC |
| Building Location: | Siler City Center Rm 230 |

| Start • End Date: | 05/01/12 • 08/15/12 |
| Day: MTh | Time: 4:30P – 7:30P |
| Cost: Free | Location Code: SCC |
| Building Location: | Siler City Center Rm 219 |

| Start • End Date: | 05/01/12 • 08/15/12 |
| Day: TW | Time: 5:00P – 8:00P |
| Cost: Free | Location Code: PMC |
| Building Location: | Pittsboro Campus Rm 213 |

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: | 05/14/12 • 08/15/12 |
| Day: MTWTh | Time: 8:30A – 1:30P |
| Cost: Free | Location Code: SCC |
| Building Location: | Siler City Center Rm 229 |

| Start • End Date: | 05/14/12 • 08/15/12 |
| Day: MTWTh | Time: 9:00A – 1:00P |
| Day: TW | Time: 5:00P – 8:00P |
| Cost: Free | Location Code: PMC |
| Building Location: | Pittsboro Campus Rm 213 |

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: | 05/01/12 • 08/15/12 |
| Day: M–F | Time: 8:30A – 2:30P |
| Day: MW | Time: 5:30P – 8:30P |
| Cost: Free | Location Code: SCC |
| Building Location: | Siler City Center Rm 224 |

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

| Start • End Date: | 05/01/12 • 08/15/12 |
| Day: M–F | Time: 9:00A – 12:00P |
| Day: MTWTh | Time: 6:00P – 9:00P |
| Cost: Clases son gratis | Location Code: SCC |
| Building Location: | Siler City Center Rm 105 |

English Second Language – Basic Computer Skills
Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

| Start • End Date: | 05/01/12 • 08/15/12 |
| Day: M–F | Time: 8:00A – 9:00A |
| Day: WTh | Time: 12:15P – 2:45P |
| Cost: Clases son gratis | Location Code: PMC |
| Building Location: | Pittsboro Campus Rm 216 |

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: | 05/01/12 • 08/15/12 |
| Day: TWTh | Time: 9:00A – 12:00P |
| Day: MTh | Time: 4:30P – 7:30P |
| Day: TTh | Time: 9:00A – 12:00P |
| Day: TTh | Time: 4:30P – 8:30P |
| Cost: Free | Location Code: SCC |
| Building Location: | Siler City Center Rm 219 |

Distance Education
You can complete your AHSD requirements or GED high school credential through online/distance instruction. For more information, please contact Rosita Davis at rdavis@cccc.edu or (919) 545-8019 on the Pittsboro Campus or contact Anita Green at agreen@cccc.edu or (919) 545-8681 at the Siler City Center.
Summer 2012 College and Career Readiness
(formerly known as Adult Education)

Student Success
All students interested in Adult High School or GED classes must attend a two-day, six-hour Student Success Class. In this two-day class, students will go through an information and orientation session and take an assessment test in reading, math, and writing.

Call for Day and Time:
Location Code: PMC, Pittsboro Campus
Contact: Judy Herndon (919) 545-8028

Location Code: SCC, Siler City Center
Contact: Gia Durso (919) 545-8663

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.

Upcoming Graduation Ceremonies: June 14, 2012 & January 17, 2013

Harnett County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.
Start • End Date: 05/16/12 • 06/28/12
Day: M–F 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: 05/16/12 • 06/28/12
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: 05/16/12 • 06/28/12
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: 05/16/12 • 06/28/12
Day: MTWTh Time: 8:30A – 1:30P
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: 05/16/12 • 06/28/12
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.

Upcoming Graduation Ceremonies: June 14, 2012 & January 17, 2013

Lee County

Adult Basic Education (ABE)
Improve your reading, writing, and math skills through classroom instruction.
Start • End Date: 05/16/12 • 08/16/12
Day: M–F Time: 8:00A – 12:00P
Day: M–F Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free Location: WBW

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: 05/16/12 • 06/28/12
Day: M–F Time: 8:30A – 3:30P
Cost: Free Location Code: LAEC
Building Location: Rm 0021

Distance Education
You can complete your Adult High School Diploma (AHSD) requirements through online/distance instruction.
For more information, please contact Tammie Quick at tquick@cccc.edu or (910) 814-8973.

For registration information, refer to page 3. For location key, refer to page 6.
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: 05/16/12 • 08/14/12
Day: M–F  Time: 8:00A – 12:00P
Day: M–F  Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location: WBW

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

Start • End Date: 05/16/12 • 08/14/12
Day: M–F  Time: 8:00A – 12:00P
Day: M–F  Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location: WBW

Conversational English
Individuals who take this course will improve their level of confidence in speaking English related to life skills and daily living. Individuals who enroll in Conversational English must have a basic knowledge of the English language and basic vocabulary (site words). Students will develop their speaking, listening, comprehension, and cognitive skills in this class.

Day: M–F  Time: 8:00A – 12:00P
Cost: Free  Location: WBW

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

Start • End Date: 05/16/12 • 08/14/12
Day: M–F  Time: 8:00A – 12:00P
Day: MTWTh  Time: 3:00P – 5:30P
Evening: MTWTh Time: 6:00P – 9:00P
Day: Sa  Time: 8:00A – 12:00P
Cost: Clases son gratis.
Location: WBW

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

Start • End Date: 05/16/12 • 08/14/12
Day: M–F  Time: 8:00A – 12:00P
Day: M–F  Time: 1:00P – 3:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location: WBW

Student Success Class (Student Orientation)
All students interested in enrolling in College and Career Readiness classes in Lee County must attend 12 hours of student orientation. Students have an opportunity to take self assessment inventories and Workkeys assessment to identify their educational goals and strengths and weaknesses in reading, writing and math. Successful completion of the orientation guides students into selected educational pathways of their choice. For more information, call (919) 777-7701.

Start • End Date: 04/01/12 • 08/15/12
Day: MTW  Time: 8:00A – 12:00P
Evening: MTWTh Time: 6:00P – 9:00P
Cost: Free  Location: WBW
Building Location: 112B
Cost: Free

Special Notification: Central Carolina Community College’s Jonesboro Center has moved to the Lifelong Learning Center at W.B. Wicker, located at 900 South Vance Street in Sanford. Please call (919) 777-7702 or (919) 777-7707 for information or if you have questions.

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.

Upcoming Graduation Ceremonies: June 14, 2012 & January 17, 2013

Effective July 1, 2011, Adult Education officially changed its name to College and Career Readiness. College and Career Readiness is comprised of the following departments: Adult Basic Education (ABE), Adult High School Diploma (AHS), Compensatory Education, English as a Second Language (ESL) and General Educational Development (GED).

College and Career Readiness will continue helping students improve their basic skills, achieve a GED or Adult High School diploma, and transition to postsecondary education and/or the workforce.

Distance Education
In Lee County, Adult Basic Education (ABE) and English as a Second Language (ESL) classes are also available online. For more information, please contact Loria King at lking@cccc.edu or (919) 777-7718.
## Alive at 25
Whether you’ve received a ticket or just want to be a safer driver, you can learn defensive driving techniques. “Alive at 25” is designed for students under 24 years of age and may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers’ licenses. You must bring your driver’s license and current citation to class. **Pre-registration is required**, and high school students cannot register without signed dual enrollment form.

<table>
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<th>Course #: L-2137, Hours: 4</th>
<th>Start • End Date: 05/19/12 • 05/19/12</th>
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<th>Time: 9:00A – 1:00P</th>
<th>Cost: 60.00 (SS)</th>
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<td>Instructor: Gary Tyson</td>
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<th>Start • End Date: 05/31/12 • 05/31/12</th>
<th>Day: Th</th>
<th>Time: 6:00P – 10:00P</th>
<th>Cost: 60.00</th>
<th>Location Code: HMC</th>
<th>Building Location: Bob Etheridge Rm 305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor: Tony Brown</td>
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</tbody>
</table>

## Defensive Driving Classes
Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver’s license. You must bring your driver’s license and current citation to class. **Pre-registration is required**.

<table>
<thead>
<tr>
<th>Course #: H-2949, Hours: 4</th>
<th>Start • End Date: 05/22/12 • 05/22/12</th>
<th>Day: Th</th>
<th>Time: 6:00P – 10:00P</th>
<th>Cost: 60.00</th>
<th>Location Code: HMC</th>
<th>Building Location: Main Bldg Rm 220H</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor: Larry Davis</td>
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</tbody>
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For more information: Lee County (919) 775-2122 ext. 7793  Harnett County (910) 814-8855

For registration information, refer to page 3. For location key, refer to page 6.
Drawing – Beginning

You will learn the six basic principles of drawing and design, then execute several drawings which will reinforce these skills. Bring paper and pen to the first class where you will receive information on additional supplies.

Course #: L-2163, Hours: 30
Start • End Date: 06/04/12 • 08/13/12
Day: M Time: 1:00P – 4:00P
Cost: 69.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

Course #: L-2164, Hours: 30
Start • End Date: 06/04/12 • 08/13/12
Day: M Time: 6:00P – 9:00P
Cost: 69.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Donna Strickland

Handweaving

In this popular class, beginning students will learn how to plan and complete a weaving project from dressing the loom to finishing. Advanced level weavers are welcome to work on the project of their choice.

Course #: C-2736, Hours: 16
Start • End Date: 05/22/12 • 07/17/12
Day: T Time: 6:30P – 8:30P
Cost: 65.00 Location Code: SC
Building Location: Arts Incubator
Instructor: Jean Vollrath

Introduction to Woodturning

Through hands-on experience, students will learn the basics of woodturning. At the end of the session, students will have made a honey dipper, small bowl, small box, and be on the way to developing their woodworking skills.

Course #: C-2732, Hours: 12
Start • End Date: 06/04/12 • 06/25/12
Day: M Time: 6:00P – 9:00P
Cost: 66.25 (SS) Location Code: SCC
Building Location: Rm 102
Instructor: Bob Moffett

Jewelry Making – Beginning

Learn the basics of jewelry making to include beading and wire with some basic design. You are encouraged to recycle old jewelry as you make a bracelet, necklace and ring. You will need to purchase supplies prior to the first class. Please request the list when you register.

Course #: L-2127, Hours: 12
Start • End Date: 05/23/12 • 06/27/12
Day: W Time: 6:00P – 9:00P
Cost: 49.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Jewelry Making – Hammer, Bend, and Twist It

If you have basic knowledge of wire and tool usage, you can create jewelry using wire and sheet metals, primarily copper and stainless steel. You will hammer and forge metal and use a small torch and household chemicals to create antiquing. Please request a supply list when you register so you can be prepared for the first class.

Course #: L-2128, Hours: 16
Start • End Date: 07/11/12 • 08/29/12
Day: W Time: 6:00P – 8:00P
Cost: 59.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Metal Art, Sculpture and Function

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 $45.00.

Course #: C-2740, Hours: 40
Start • End Date: 05/16/12 • 08/01/12
Day: W Time: 6:00P – 10:00P
Cost: 121.25 Location Code: SCC
Building Location: Rm 101
Instructor: Kevin Kuhnel

MIG Welding for Art & Hobby (Beginners & Refresher)

Students will learn basics of MIG set up and welding, and plasma cutting as well as shop safety and the use of power tools and equipment. Students will complete a project from layout, material estimation and assembling the piece. Metal fee $40.00.

Course #: C-1324, Hours: 30
Start • End Date: 05/14/12 • 07/30/12
Day: M Time: 6:00P – 9:00P
Cost: 151.25 Location Code: SCC
Building Location: Rm 101
Instructor: Kevin Kuhnel

New Dimensions in Encaustics

Encaustic painting also known as hot wax painting, involves using heated beeswax to which colored pigments are added. The liquid/paste is then applied to a surface such as wood, canvas and other materials. Because wax is used as the pigment binder, encaustics can be sculpted as well as painted. Encaustic techniques have been used as early as 100-300 AD and have seen a resurgence since the early 1990s. Students will learn some history as well as the basics of encaustic medium to create paintings or mixed media.

Course #: C-2731, Hours: 9
Start • End Date: 06/13/12 • 06/27/12
Day: W Time: 6:00P – 9:00P
Cost: 90.00 (SS) Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Phil Ashe
Painting – Acrylics/Oils/Pastels
Work in your favorite medium or learn a new one to create the desired effect in your artwork. Your instructor will provide a list of specific supplies during the first class.

Course #: L-2129, Hours: 30
Start • End Date: 05/17/11 • 07/26/12
Day: Th Time: 9:00A – 12:00P
Cost: 69.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Course #: L-1230, Hours: 30
Start • End Date: 05/17/11 • 07/26/12
Day: Th Time: 1:00P – 4:00P
Cost: 69.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Painting – Watercolor
Whether you’re beginning or experienced in watercolor painting, you can develop a better understanding and mastery of basic watercolor techniques. Your instructor will provide a list of specific supplies during the first class.

Course #: L-2131, Hours: 30
Start • End Date: 05/22/12 • 07/31/12
Day: T Time: 9:00A – 12:00P
Cost: 69.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Course #: L-2132, Hours: 30
Start • End Date: 05/23/12 • 08/01/12
Day: W Time: 1:30P – 4:30P
Cost: 69.00 (SS) Location Code: ECTR
Building Location: Enrichment Center
Instructor: John Wicker

Painting – Colored Pencils
Learn to paint unique works of art using just colored pencils. Ask for a supply list when you register.

Course #: L-2126, Hours: 30
Start • End Date: 05/23/12 • 08/01/12
Day: W Time: 9:00A – 12:00P
Cost: 69.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Course #: L-2133, Hours: 16
Start • End Date: 07/10/12 • 08/28/12
Day: T Time: 6:00P – 8:00P
Cost: 59.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

Painting – Watercolor
Center for Creative Retirement
Come learn how to create works of photographic art using your digital camera. You need to have some knowledge of photographic terminology and know the basics of using your camera prior to taking this class. You must provide your own camera. Your instructor will provide a list of any additional supplies during the first class.

Course #: L-2134, Hours: 8
Start • End Date: 06/07/12 • 06/28/12
Day: Th Time: 6:00P – 8:00P
Cost: 39.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Camp Price

Photoshop Elements
Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.

Course #: L-2135, Hours: 8
Start • End Date: 07/12/12 • 08/02/12
Day: Th Time: 6:00P – 8:00P
Cost: 39.00 (SS) Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price
Pottery – Advanced Wheel Throwing Session I
Coursework for this advanced wheel throwing class includes throwing clay on the potter’s wheel, loading and glazing ceramic ware. Students will become familiar with many different techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.

Course #: C-1327, Hours: 20
Start • End Date: 05/15/12 • 06/12/12
Day: T
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Darlene Brady

Pottery – Advanced Wheel Throwing Session II
Coursework for this advanced wheel throwing class includes throwing clay on the potter’s wheel, loading and glazing ceramic ware. Students will become familiar with many different techniques, design concepts, and skills used on the potter’s wheel. Clay fee $10.00.

Course #: C-2742, Hours: 20
Start • End Date: 06/26/12 • 07/31/12
Day: T
Time: 10:00A – 2:00P
Cost: 65.00
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Darlene Brady

Pottery – Beginning Wheelthrowing I
This course is designed to teach basic wheel throwing and glazing skills in a structured, supportive, and fun setting. Students will have hands-on experience on the potter’s wheel and will learn to glaze their completed vessels. Clay fee $10.00.

Course #: C-2745, Hours: 15
Start • End Date: 05/21/12 • 06/25/12
Day: M
Time: 6:00P – 9:00P
Cost: 80.00 (SS)
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Raymond Edwards

Pottery – Beginning Wheelthrowing II
This course is designed to teach basic wheel throwing and glazing skills in a structured, supportive, and fun setting. Students will have hands-on experience on the potter’s wheel and will learn to glaze their completed vessels. Clay fee $10.00.

Course #: C-2746, Hours: 15
Start • End Date: 07/02/12 • 07/30/12
Day: M
Time: 6:00P – 9:00P
Cost: 80.00 (SS)
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Raymond Edwards
Pottery – Community Cone 10 Reduction Fire
This 24-hour Cone 10 course will introduce students to firing in a big gas kiln. Students will learn about reduction glazes and, by the end of class, will have the ability to make choices on Cone 10 reduction glazes and method of firing. 
Students must bring bisque ware.

Course #: C-1328, Hours: 21.5
Start • End Date: 05/15/12 • 06/19/12
Day: T
Time: Various
Cost: 66.25
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Joyce Bryan

Pottery – Intermediate Wheelthrowing Session I
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.

Course #: C-2747, Hours: 18
Start • End Date: 05/17/12 • 06/21/12
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Raymond Edwards

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

Course #: C-2748, Hours: 18
Start • End Date: 06/28/12 • 08/09/12
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: SC
Building Location: CCCC Pottery Studio
Instructor: Raymond Edwards

Raku Firing
This course is designed to teach students how to mix glazes, set up the kiln, and fire bisque ware. Students will learn the Raku process from start to finish.

Course #: C-2744, Hours: 9
Start • End Date: 05/18/12 • 05/18/12
Day: F
Time: 12:00P – 10:00P
Cost: 46.25 (SS)
Location Code: SC
Building Location: Sage Academy
Instructor: Raymond Edwards

Business Chinese
This course covers various aspects of doing business in China. Whether you’re interested in traveling abroad for work or just want to learn the differences in business culture, this is a course you cannot miss! Business Chinese will introduce basic business communication phrases, the essential business culture and etiquette, verbal/non-verbal communication rules and hints.

Course #: L-2196, Hours: 12
Start • End Date: 05/17/12 • 06/14/12
Day: MTh
Time: 7:00P – 8:30P
Cost: 65.00
Location Code: LMC
Building Location: Science Bldg Rm 9105
Instructor: Ling Huang

Keyboarding Toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-2184, Hours: 20
Start • End Date: 07/10/12 • 08/09/12
Day: TTh
Time: 6:30P – 8:30P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski
Computers – Introduction
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-2751, Hours: 24
Start • End Date: 05/17/12 • 08/09/12
Day: Th Time: 5:00P – 7:00P
Cost: 65.00 Location Code: SCC
Building Location: Rm 231
Instructor: Brandi Cotton

Course #: H-2862, Hours: 24
Start • End Date: 05/17/12 • 07/05/12
Day: Th Time: 6:00P – 9:00P
Cost: 65.00 Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Wayne Norris

Course #: C-2753, Hours: 24
Start • End Date: 05/22/12 • 08/07/12
Day: T Time: 6:00P – 8:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 223
Instructor: Regina Richardson

Course #: L-2182, Hours: 24
Start • End Date: 05/22/12 • 06/28/12
Day: TTh Time: 6:30P – 8:30P
Cost: 65.00 Location Code: PMC
Building Location: Bldg B Rm 108B
Instructor: Robert Komorowski

Course #: C-2756, Hours: 24
Start • End Date: 05/24/12 • 07/19/12
Day: Th Time: 9:00P – 12:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Keyboarding Toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-2184, Hours: 20
Start • End Date: 07/10/12 • 08/09/12
Day: TTh Time: 6:30P – 8:30P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

Making the Internet Work for You
Do you know a little bit about the computer, the internet and Microsoft Office software, but aren’t quite sure how to put it all together? You can learn how to capture information from the internet and produce documents in Word and PowerPoint. Have fun working with pictures, videos, and sound clips to create documents and presentations.

Course #: L-2199, Hours: 18
Start • End Date: 06/04/12 • 07/09/12
Day: M Time: 5:00P – 8:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

Microsoft Excel – Introduction
MS Excel 2010 will be used. Learn to create spreadsheets and to enhance them using formulas and formatting.

Course #: C-2752, Hours: 24
Start • End Date: 05/17/12 • 08/09/12
Day: Th Time: 7:05P – 9:05P
Cost: 65.00 Location Code: SCC
Building Location: Rm 231
Instructor: Brandi Cotton

Course #: C-2754, Hours: 24
Start • End Date: 05/24/12 • 08/09/12
Day: Th Time: 6:00P – 8:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Microsoft Office 2010 – Introduction
Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Course #: C-2755, Hours: 24
Start • End Date: 05/16/12 • 08/08/12
Day: W Time: 6:00P – 8:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Regina Richardson

Microsoft Word
Students will learn how to use commands that are offered in MS Word. Students will be prepared to enjoy the benefits of word processing – for either personal or business use. Knowledge of computer system and basic operations required.

Course #: C-2757, Hours: 24
Start • End Date: 05/24/12 • 07/19/12
Day: Th Time: 1:00P – 4:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa
Microsoft Word & Excel
Student is introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

Course #: H-2863, Hours: 24
Start • End Date: 05/21/12 • 07/16/12
Day: M
Time: 6:00P – 9:00P
Cost: 65.00
Building Location: Continuing Education Rm 229
Instructor: Terry Moore

Photoshop Elements
Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.

Course #: L-2135, Hours: 8
Start • End Date: 07/12/12 • 08/02/12
Day: Th
Time: 6:00P – 8:00P
Cost: 39.00 (SS)
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

PowerPoint
You will learn how to create and enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into your presentation for easy editing.

Course #: L-2183, Hours: 18
Start • End Date: 06/07/12 • 07/19/12
Day: Th
Time: 5:00P – 8:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

Human Resources Development (HRD)

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students’ needs and serves as a gateway for proven economic, social, and educational success.

Adults enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria:
- Unemployed
- Received notification of pending layoff
- Working and eligible for federal earned income tax credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines
Culinary & Hospitality Arts  
**Chatham County**  
*Natural Chef Certification Program*

Students will experience hands-on professional development in the areas of sustainability, nutrition, whole foods culinary technology sanitation, knife skills, and restaurant management as well as many other areas of culinary operations. The entire certification program could be completed by taking a rigorous combination of courses in one semester or by encompassing two semesters. *The approximate cost for the certification is $1200.00.*

Upon successful completion of the full certificate, students will be ready for a professional entry level career in culinary arts, with a specialty in sustainability and nutrition that will assist them in becoming leaders in the industry.

**All About Baking – Apples to Ziti**  
This course is designed to teach the culinary side of baking, with a focus on local and seasonally grown or produced ingredients.

- **Course #**: C-2275, **Hours**: 36
- **Start • End Date**: 05/16/12 • 06/06/12
- **Day**: MTW  
  **Time**: 8:20A – 12:20P
- **Cost**: 121.25  
  **Location Code**: PMC
- **Building Location**: Bldg 045 Rm 145  
  **Instructor**: Regina Minter

**Culinary Technology**  
Students will develop an understanding of culinary terminology, knife skills, classic cuts, sanitary standards, and equipment functions.

- **Course #**: C-1315, **Hours**: 34.5
- **Start • End Date**: 05/14/12 • 06/07/12
- **Day**: MTW  
  **Time**: 12:30P – 2:00P
- **Day**: Th  
  **Time**: 9:30A – 2:00P
- **Cost**: 121.25  
  **Location Code**: PMC
- **Building Location**: Bldg 045 Rm 145  
  **Instructor**: Kelly Burton

**Introduction to Garde Manger**  
This course provides a brief introduction to cold food preparations, including salads, pate, and appetizers.

- **Course #**: C-2277, **Hours**: 12
- **Start • End Date**: 06/19/12 • 06/27/12
- **Day**: TW  
  **Time**: 1:00P – 4:00P
- **Cost**: 66.25  
  **Location Code**: PMC
- **Building Location**: Bldg 045 Rm 145  
  **Instructor**: Kelly Burton

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**CHATHAM COUNTY CONTINUING EDUCATION HIGHLIGHTS**

**Nutritional Dietary Manager**  
This course provides nutritional knowledge in basic nutrition and medical nutritional therapy. Graduates are eligible for credentialing exam pending Association of Nutrition and Foodservice Professionals approval.

- **Course #**: C-2707, **Hours**: 135  
  **Start • End Date**: 07/09/12 • 09/21/12
- **Day**: MTW  
  **Time**: 5:00P – 8:00P
- **Cost**: 181.25  
  **Location Code**: SCC
- **Building Location**: Rm 121  
  **Instructor**: Tonya Stokes

**Exploring Tree Food & Medicine for Adults and Teens**  
In this field study we’ll visit various local environments to explore the edible and medicinal properties of trees, such as elder, mulberry, sourwood, and pine. Identification, ethical gathering, preparation, and usage will be covered while enjoying many hands-on activities, including making food, beverages, and medicine; creating our own tree notebooks with drawings, pressed leaves, and recipes. Class is open to mature folks from 14 and up.

- **Course #**: C-2266, **Hours**: 18  
  **Start • End Date**: 05/24/12 • 06/28/12
- **Day**: Th  
  **Time**: 5:30P – 8:30P
- **Cost**: 66.25  
  **Location Code**: PMC
- **Building Location**: Bldg 045 Rm 135  
  **Instructor**: Kim Callahan

For registration information, refer to page 3. For location key, refer to page 6.
Purchasing and Planning for Farm to Table Restaurant
This entrepreneurship course is focused on purchasing local foods and pricing for restaurant and commercial foodservice. Menu planning and seasonal cooking will also be referenced for the successful business plan.

Course #: C-2269, Hours: 20
Start • End Date: 06/18/12 • 06/26/12
Day: MT
Time: 8:30A – 12:30P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Gregory Hamm

ServSafe
Students will be taught the National ServSafe Certification Regulations for safety and sanitation as they relate to food service. ServSafe Essentials book #9781582802718 must be purchased before the first day of class.

Course #: C-1312, Hours: 16
Start • End Date: 05/07/12 • 05/10/12
Day: MTWTh
Time: 8:30A – 12:30P
Cost: 66.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Summer Farm to Table
This course provides a laboratory experience for enhancing students’ agricultural skills for the development of a cooperative relationship between sustainable farmers and foodservice operations. Emphasis placed on practical experiences. Upon completion, students should demonstrate an understanding of environmental stewardship and its impact on cuisine and sustainability.

Course #: C-1314, Hours: 56
Start • End Date: 05/15/12 • 06/27/12
Day: TW
Time: 4:30P – 8:30P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Burton

Therapeutic Cooking
A combined academic and lab environment class with a concentration on the methodology involved in therapeutic cooking.

Course #: C-1313, Hours: 36
Start • End Date: 05/14/12 • 06/06/12
Day: MTW
Time: 9:20A – 12:20P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Taylor

Wedding and Gala Event Planning – NEW!
Be a part of this new class focused on wedding planning and gala event planning. Students will plan and coordinate the CCCC 50th Gala to be held in June. Take the class to add new skills to your resume or to help you plan a corporate event or wedding. Learn to plan everything: linens, flowers, settings, and food. Be prepared for all!

Course #: C-2274, Hours: 24
Start • End Date: 05/17/12 • 06/28/12
Day: Th
Time: 4:30P – 8:30P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Gregory Hamm

Summer Educators Institute:

Introduction to Sustainable Culinary Arts for Educators
This is a refresher course for FACS Educators with a focus on Sustainable Culinary Arts and how to make the classroom more sustainable.

Course #: C-2271, Hours: 32
Start • End Date: 06/11/12 • 06/14/12
Day: MTWTh
Time: 8:00A – 4:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Burton

ServSafe and Nutritional Fundamentals for Educators
Students will be taught the National ServSafe Certification Regulations for safety and sanitation as it relates to food service. In addition, students will gain classroom and lab instructional tips for Foods I curriculum classrooms. ServSafe Essentials book #9781582802718 must be purchased before the first day of class.

Course #: C-2272, Hours: 32
Start • End Date: 06/11/12 • 06/14/12
Day: MTWTh
Time: 8:00A – 4:30P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Taylor

Sustainable Culinary Arts
This course is designed for students who desire an occupation in the food service industry and for those who are presently employed within the industry. Emphasis will be placed on attitude development, sanitation, safety, foodservice terminology, procedures, tools, equipment, and basic food preparation with emphases to health and sustainability.

Course #: C-2268, Hours: 132
Start • End Date: 06/11/12 • 07/19/12
Day: MTWTh
Time: 8:00A – 2:00P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

For registration information, refer to page 3. For location key, refer to page 6.
Distance Education/Ed2Go

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Further your education without leaving home.

For a complete list of classes, visit www.ed2go.com/ccccc

- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education Technology
- Accounting and Finance
- Business
- Computer Applications
- Design and Composition
- Veterinary
- Writing and Publishing
- And many more!
- Health Care and Medical

For more information or to register, contact the CCCC Education To Go representative, at (919) 718-7225.

Summer 2012 start dates:
May 16, 2012 • June 20, 2012 • July 18, 2012

www.cccc.edu/ed2go
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.

Course #: X-2001, Hours: 40
Start • End Date: 05/17/12 • 06/21/12
Day: MTh
Time: 6:00P–10:00P
Cost: 86.25 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2002, Hours: 40
Start • End Date: 07/09/12 • 08/09/12
Day: MTh
Time: 6:00P–10:00P
Cost: 86.25 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Emergency Medical Technician Training
The Emergency Services Training Center offers the following EMT classes throughout the calendar year: Medical Responder (MR), Emergency Medical Technician (EMT), Emergency, 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.

Course #: X-2003, Hours: 40
Start • End Date: 06/01/12 • 06/03/12
Day: F
Time: 6:00P–10:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2004, Hours: 40
Start • End Date: 06/15/12 • 06/17/12
Day: F
Time: 6:00A – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2005, Hours: 40
Start • End Date: 06/29/12 • 07/01/12
Day: F
Time: 6:00P – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2006, Hours: 40
Start • End Date: 07/13/12 • 07/15/12
Day: F
Time: 6:00P – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Firefighter Academy
The fourth Central Carolina Community College Firefighter Academy will begin in 2013. This full-time program is for individuals who wish to attain the skills necessary for employment as a firefighter. The Academy is a rigorous and challenging course of study consisting of a total of 833 hours. Class hours will vary but will generally meet 8:00A to 5:00P Monday through Thursday and 8:00A to 3:30P on Fridays. Graduates of the Firefighter Academy will receive EMT Basic, Firefighter I & II, HAZMAT Level One Responder, Technical Rescuer General, and Technical Rescue VMR certifications. Students will also receive training in ICS, Rapid Intervention, Safety and Survival, Interview Techniques, and Physical Agility. The Academy is conducted in a college type atmosphere with uniforms required. For additional information on this exciting firefighter training opportunity contact Joey Shue, Fire/Rescue Training Coordinator at (919) 777-7778 or visit the ESTC at 3000 Airport Road in Sanford. Application forms and information are also available at www.cccc.edu/ESTC.

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 6:00P to 10:00P, Saturday and Sunday 8:00A to 6:00P, 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.

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 3000 Airport Road 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 Road. The class registration fee is $120.00. There is a 48 hour minimum cancellation notice in order to receive a fee refund.

Course #: X-2003, Hours: 40
Start • End Date: 06/01/12 • 06/03/12
Day: F
Time: 6:00P–10:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2004, Hours: 40
Start • End Date: 06/15/12 • 06/17/12
Day: F
Time: 6:00A – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2005, Hours: 40
Start • End Date: 06/29/12 • 07/01/12
Day: F
Time: 6:00P – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course #: X-2006, Hours: 40
Start • End Date: 07/13/12 • 07/15/12
Day: F
Time: 6:00P – 10:00P
Day: SaSu
Time: 8:00A – 6:00P
Cost: 125.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

For registration information, refer to page 3. For location key, refer to page 6.
Emergency Services Training Summer 2012

Course #: X-2007, Hours: 40
Start • End Date: 07/20/12 • 07/22/12
Day: F
Day: SaSa
Cost: 125.00 (SS)
Building Location: Emergency Services Training Center

Course #: X-2008, Hours: 40
Start • End Date: 08/03/12 • 08/05/12
Day: F
Day: SaSa
Cost: 125.00 (SS)
Building Location: Emergency Services Training Center

CAREER READINESS CERTIFICATE (CRC)

Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks—finding information, reading instructions and directions, even working with figures—that are common in today's workplace.

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

A Chance to Advance
Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.
Bronze level: Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.
Silver level: Signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.
Gold level: Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

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

HOW TO EARN CERTIFICATION
Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Patricia Stone-Hackett at (919) 777-7716 or pstone-hackett@cccc.edu.

Career Readiness Certification Assessment Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>May 22, 2012</td>
<td>1:00P – 4:30P</td>
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<tr>
<td>June 12, 2012</td>
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<td>July 10, 2012</td>
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<td>August 8, 2012</td>
<td>9:00P – 12:30P</td>
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</table>

For registration information, refer to page 3. For location key, refer to page 6.
Visit www.cccc.edu/ecd/medicalorientation for required information regarding all health occupations classes.

C = Chatham   H = Harnett   L = Lee

Cardiac Monitoring Technician
Prepare academically and technically to recognize and report changes in a patient’s heart rhythm in a hospital setting.

Course #: C-2712, Hours: 80
Start • End Date: 07/09/12 • 08/09/12
Day: MTWTh Time: 5:30P – 9:30P
Cost: 181.25 Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Barbara Shuett
Orientation: Via Web-Link

Course #: C-2718, Hours: 28
HRD/CRC (Required for Cardiac Monitoring Tech #2712)
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.
Start • End Date: 06/04/12 • 06/13/12
Day: MTWTh Time: 5:00P – 9:00P
Cost: 120.00 (Fee Waiver Available for Qualifiers)
Location Code: PMC
Building Location: MW Bldg 041 Rm 225
Building Location: TTh Bldg 041 Rm 222
Instructor: Mary Harris

CPR for the Professional Rescuer
This course is designed for healthcare providers and follows the current American Heart Association guidelines for Adult, Child and Infant CPR (cardiopulmonary resuscitation – one and two rescuer CPR) with the AED, obstructed airway, rescue breathing, breathing devices and special resuscitation situations.

Course #: C-2713, Hours: 4
Start • End Date: 05/31/12 • 05/31/12
Day: Th Time: 5:00P – 9:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Course #: C-2714, Hours: 4
Start • End Date: 08/02/12 • 08/02/12
Day: Th Time: 1:00P – 5:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Tina Harris

Drug Collection Specialist
This course provides enhancement of the phlebotomist’s employment opportunities and provides candidates the eligibility for national “Drug Collection Specialist” certification.

Course #: C-2711, Hours: 28
Start • End Date: 06/18/12 • 06/27/12
Day: MTWTh Time: 5:30P – 9:30P
Cost: 126.25 Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: Joanna Guido

EKG Monitor Technician
The EKG Technician course will academically and technically prepare individuals to accurately perform electrocardiograms as a supportive diagnostic procedure.

Course #: H-2860, Hours: 60
Start • End Date: 05/22/12 • 07/17/12
Day: TTh Time: 5:30P – 9:30P
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 240
Instructor: Sherry Royal

EKG Technician
Prepare yourself to become a certified EKG technician, operate an EKG machine, and run strips on patients in the hospital or doctors’ offices. You will also learn advanced principles of EKG. You must show proof of high school diploma or GED to register.

Course #: L-2116, Hours: 80
Start • End Date: 05/22/12 • 07/31/12
Day: TTh Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Main Bldg Rm 215
Instructor: Diane Oldham

SKILLS FOR SUCCESS
(Required with EKG Technician #2116)
Course #: L-2170, Hours: 24
Start • End Date: 05/23/12 • 06/27/12
Day: W Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Gray
Healthcare Activities Director
Learn how to become an activities director in a long-term care facility in this interactive and hands-on course. Must show proof of high school diploma or GED to register.
Course #: L-2117, Hours: 60
Start • End Date: 05/21/12 • 08/01/12
Day: MW
Time: 6:00P – 9:00P
Cost: 181.25
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Kim Bazemore

SKILLS FOR SUCCESS
(Required with Healthcare Activities Director #2117)
Course #: L-2171, Hours: 24
Start • End Date: 05/22/12 • 06/26/12
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Beulah Palmer

Healthcare Billing and Coding Specialist Part II
Continue your journey to becoming a nationally certified Healthcare Billing and Coding Specialist. In this second of three parts, you will learn ICD-10 coding. To register, you must have successfully completed Part I; or pass a Part I exam, show proof of high school diploma or GED, and show proof that you have completed or are registered in Skills for Success.
Course #: L-2118, Hours: 150
Start • End Date: 05/22/12 • 10/02/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Tina Gross

Medical Office Skills II
The medical office skills II program is designed to provide the entry level computerized office records management skills needed to successfully function in a medical office setting.
Course #: H-2858, Hours: 75
Start • End Date: 06/18/12 • 08/22/12
Day: MW
Time: 5:00P – 9:00P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Lisa Mason

Medical Terminology
This course provides an introduction to the study of the structure of medical words and terms. Emphasis placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization.
Course #: C-2701, Hours: 120
Start • End Date: 05/21/12 • 08/28/12
Day: MTW
Time: 1:30P – 4:30P
Cost: 175.00
Location Code: SCC
Building Location: Rm 123
Instructor: Peggy Hall

Nurse Aide I
Learn basic nursing skills required of a nurse aide for personal care of patients, residents, or clients under the direction and supervision of a registered nurse as a nurse aide. At the end of the course, you will be eligible to take a state exam for listing on the Nurse Aide I Registry. This course qualifies as a prerequisite for nursing programs. Proof of high school diploma, GED, or adequate scores on Basic Skills test is required to register.
Course #: L-1240, Hours: 184
Start • End Date: 05/08/12 • 08/14/12
Day: TWTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: WBW
Clinicals: 8:00A – 4:30P; 7/25, 7/26, 7/31, 8/1, 8/2
Building Location: Bldg A Rm 104A
Instructor: Linda Muse

SKILLS FOR SUCCESS
(Required with Nurse Aide I #1240)
Course #: L-1244, Hours: 24
Start • End Date: 05/14/12 • 06/25/12
Day: MF
Time: 8:30A – 3:30P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Kathryn Fry

For registration information, refer to page 3. For location key, refer to page 6.
Course #: L-2119, Hours: 184  
Start • End Date: 05/29/12 • 08/09/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 181.25  
Location Code: WBW  
Clinicals: 3:00P – 11:30P; 7/26, 7/30, 7/31, 8/1, 8/2  
Building Location: Bldg A Rm 104A  
Instructor: Sandy Muse / Lynette Bunn

SKILLS FOR SUCCESS  
(Required with Nurse Aide I #2119)

Course #: L-2172, Hours: 24  
Start • End Date: 05/16/12 • 05/24/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 65.00  
Location Code: WBW  
Building Location: Bldg A Rm 107A  
Instructor: Crystal McIver

Course #: C-2708, Hours: 184  
Start • End Date: 06/04/12 • 08/22/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 220  
Instructor: Barbara Shuett  
Orientation: Via Web Link

Course #: C-2717, Hours: 28  
HRD/CRC (Required for Nurse Aide I #2708)  
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.  
Start • End Date: 05/21/12 • 05/30/12  
Day: M–F  
Time: 9:00A – 1:00P  
Cost: 120.00 (Fee Waiver Available)  
Location Code: PMC  
Building Location: MW Bldg 041 Rm 225  
Building Location: TTh Bldg 041 Rm 222  
Instructor Mary Harris

Course #: C-2702, Hours: 184  
Start • End Date: 06/05/12 • 09/11/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 181.25  
Location Code: SCC  
Building Location: Rm 121  
Instructor: Mary Harris  
Orientation: Via Web Link

Course #: H-2853, Hours: 184  
Start • End Date: 06/05/12 • 09/10/12  
Day: TW  
Time: 5:30P – 9:30P  
Cost: 181.25  
Location Code: HMC  
Building Location: Bob Etheridge Rm 307  
Instructor: Kim Tew

Course #: C-2709, Hours: 184  
Start • End Date: 06/18/12 • 10/02/12  
Day: MTWTh  
Time: 5:30P – 9:30P  
Cost: 181.25  
Location Code: PMC  
Building Location: Bldg 041 Rm 220  
Instructor: Elaine Nichols  
Orientation: Via Web Link

Course #: C-2718, Hours: 28  
HRD/CRC (Required for Nurse Aide I #2709)  
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.  
Start • End Date: 05/04/12 • 05/13/12  
Day: MTWTh  
Time: 5:00P – 9:00P  
Cost: 120.00 (Fee Waiver Available)  
Location Code: PMC  
Building Location: MW Bldg 041 Rm 225  
Building Location: TTh Bldg 041 Rm 222  
Instructor Mary Harris

Course #: C-2719, Hours: 28  
HRD/CRC (Required for Nurse Aide I #2702)  
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.  
Start • End Date: 06/11/12 • 06/20/12  
Day: MTWTh  
Time: 9:00A – 1:00P  
Cost: 120.00 (Fee Waiver Available)  
Location Code: SCC  
Building Location: Rm 121  
Instructor Mary Harris

Course #: H-2854, Hours: 184  
Start • End Date: 07/31/12 • 11/01/12  
Day: TWTh  
Time: 9:00A – 1:00P  
Cost: 181.25  
Location Code: HMC  
Building Location: Bob Etheridge Rm 307  
Instructor: Kim Tew

For registration information, refer to page 3. For location key, refer to page 6.
Nurse Aide I – Accelerated
This is an 8-week 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-2851, Hours: 184
Start • End Date: 05/21/12 • 07/18/12
Day: MTWTh Time: 9:00A – 2:30P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Sandra Bass

Nurse Aide I – State Competency Review
This course is designed for students who have satisfactorily completed a State-approved Nurse Aide I training program within the last 2 years. The course will offer written and skill review to prepare the testing candidate for the National Nurse Aide Assessment Program Examination.

Course #: C-2705, Hours: 20
Start • End Date: 05/15/12 • 05/29/12
Day: TTh Time: 5:00P – 9:00P
Cost: 66.25 Location Code: SCC
Building Location: Rm 121
Instructor: Peggy Hall
Orientation: Via Web Link

Nurse Aide II
If you are a Nurse Aide I, you can learn advanced nursing procedures such as sterile technique, diabetes testing, catheterizations, etc. Upon successful completion of this course, you will be listed on the North Carolina Nurse Aide II registry. No state exam is required. You must show proof of current listing on NC Nurse Aide I registry and proof of high school diploma or GED to register.

Course #: L-2121, Hours: 160
Start • End Date: 05/16/12 • 08/21/12
Day: TTh Time: 8:00A – 12:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

SKILLS FOR SUCCESS
(Required with Nurse Aide II #2121)
Course #: L-2174, Hours: 24
Start • End Date: 05/21/12 • 07/02/12
Day: M Time: 9:00A – 1:00P
Cost: 65.00 Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: James Womack

Nutritional Dietary Manager
This course provides nutritional knowledge in basic nutrition and medical nutritional therapy. Graduates are eligible for credentialing exam pending Association of Nutrition and Foodservice Professionals approval.

Course #: C-2707, Hours: 135
Start • End Date: 07/09/12 • 09/21/12
Day: MTW Time: 5:00P – 8:00P
Cost: 181.25 Location Code: SCC
Building Location: Rm 121
Instructor: Tonya Stokes

Patient Care Technician Part II (Nurse Aide II)
This Nurse Aide II class is the second of three parts required to become a Certified Patient Care Technician (CPCT). CPCT is a multi-faceted, intense course which teaches patient care, EKG and phlebotomy. CPCT Part I was offered in the spring, and CPCT Part III will be offered in the fall. Upon successful completion, you will be prepared to test for national certification as a Patient Care Technician (CPCT), EKG Technician (CET) and Phlebotomy Technician (CPT), and will be listed on the NC Nurse Aide II registry. Completion of CPCT Part I is required; however, if extra seats are available, others may register with proof of listing on NC Nurse Aide I Registry, proof of high school diploma or GED, and proof of successful completion of or current enrollment in Skills for Success.

Course #: L-1241, Hours: 160
Start • End Date: 05/09/12 • 08/14/12
Day: MTW Time: 5:00P – 9:00P
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Lynda Muse

Pharmacy Technician
Learn the skills you need to work in a pharmacy under the supervision of a pharmacist. You will study drug categories, interactions, and effects. You must show proof of high school diploma or GED to register.

Course #: L-2122, Hours: 108
Start • End Date: 05/21/12 • 08/27/12
Day: MW Time: 5:00P – 9:00P
Cost: 175.00 Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

SKILLS FOR SUCCESS
(Required with Pharmacy Technician #2122)
Course #: L-2175, Hours: 24
Start • End Date: 05/22/12 • 06/26/12
Day: T Time: 5:00P – 9:00P
Cost: 65.00 Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Robert Gray

For registration information, refer to page 3. For location key, refer to page 6.
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<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Hours</th>
<th>Day</th>
<th>Time</th>
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<td>9:00A – 1:00P</td>
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<td>120.00</td>
<td>PMC</td>
<td>Continuing Education Rm 220</td>
<td>Mary Harris</td>
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**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 #</th>
<th>Start • End Date</th>
<th>Hours</th>
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<td>Kimberly Rowland</td>
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<tr>
<td>H-2855</td>
<td>05/29/12 • 07/20/12</td>
<td>220</td>
<td>MTW</td>
<td>9:00A – 1:00P</td>
<td>181.25</td>
<td>HMC</td>
<td>Continuing Education Rm 220</td>
<td>Kimberly Rowland</td>
</tr>
</tbody>
</table>

**Phlebotomy Technician – Day**
This course prepares students to draw patients’ blood in the hospital, doctor’s offices, and lab service companies.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Hours</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
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<tr>
<td>L-2174</td>
<td>05/21/12 • 07/02/12</td>
<td>24</td>
<td>M</td>
<td>9:00A – 1:00P</td>
<td>65.00</td>
<td>WBW</td>
<td>Bldg A Rm 107A</td>
<td>James Womack</td>
</tr>
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</table>

**SKILLS FOR SUCCESS**
(Required with Phlebotomy Technician #2123)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Start • End Date</th>
<th>Hours</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
<th>Location Code</th>
<th>Building Location</th>
<th>Instructor</th>
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<tr>
<td>C-2717</td>
<td>05/21/12 • 05/30/12</td>
<td></td>
<td>M–F</td>
<td>9:00A – 1:00P</td>
<td>120.00</td>
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<td>MWF Bldg 041 Rm 225</td>
<td>Mary Harris</td>
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<td>C-2717</td>
<td>05/21/12 • 05/30/12</td>
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<td>TTh</td>
<td>9:00A – 1:00P</td>
<td>120.00</td>
<td>PMC</td>
<td>TTh Bldg 041 Rm 222</td>
<td>Mary Harris</td>
</tr>
</tbody>
</table>

**Phlebotomy Technician – Day (Accelerated)**
This is an 8-week course that prepares students to draw patients’ blood in the hospital, doctor’s offices, and lab service companies.
Health Occupations  Summer 2012

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

Course #: H-2857, Hours: 220
Start • End Date: 07/23/12 • 09/27/12
Day: MTWTh Time: 5:30P – 9:30P
Cost: 181.25 Location Code: HMC
Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

Sleep Registry Exam Review
This course provides an overview for candidates preparing for the Board of Registered Polysomnographic Technologists (BRPT) Exam.

Course #: C-2704, Hours: 40
Start • End Date: 06/05/12 • 06/26/12
Day: TWTh Time: 9:00A – 1:00P
Cost: 120.00 Location Code: SCC
Building Location: Rm 123
Instructor: Michael Anderson

Special Needs Technician
This course provides students with basic knowledge and skills needed to effectively serve clients with health and mental disabilities.

Course #: C-2706, Hours: 78
Start • End Date: 06/11/12 • 08/14/12
Day: MTW Time: 1:30P – 4:30P
Cost: 181.25 Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards
Orientation: Via Web Link

Online Medical / Hybrid Class

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

Course #: H-2859, Hours: 120
Start • End Date: 05/20/12 • 08/12/12
Day: Online Time: Online
Cost: 175.00 Location Code: HMC
Building Location: Continuing Education Rm 229
Orientation: Monday, 02/13/12 • 9:00A – 11:00A
Instructor: Lennie Stephenson

Cake Decorating I
You will learn the basic techniques of cake decoration for home or work. Please request a list of required supplies when you register.

Course #: H-2941, Hours: 17.5
Center for Creative Retirement 🌿
Start • End Date: 05/15/12 • 06/26/12
Day: T Time: 7:00P – 9:30P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Pat Wicker

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

Course #: H-2943, Hours: 6
Start • End Date: 06/06/12 • 07/18/12
Day: W Time: 7:00P – 8:00P
Cost: 30.00 (SS) Location Code: HMC
Building Location: Miriello Rm 135
Instructor: James Patterson

For registration information, refer to page 3. For location key, refer to page 6.
Applique Sampler
Learn how to create unique gifts and clothing using applique techniques that need no machine. Request a list of necessary supplies when you register.

Course #: L-2202, Hours: 18
Start • End Date: 05/24/12 • 06/28/12
Day: Th
Time: 6:00P – 9:00P
Cost: 69.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Teressa Sharpe

Cake Decorating I
You will learn the basic techniques of cake decoration for home or work. Please request a list of required supplies when you register.

Course #: H-2941, Hours: 17.5
Center for Creative Retirement
Start • End Date: 05/15/12 • 06/26/12
Day: T
Time: 6:00P – 9:00P
Cost: 64.00 (SS)
Location Code: HMC
Building Location: Continuing Education Rm TBD
Instructor: Pat Wicker

Course #: L-2124, Hours: 18
Start • End Date: 05/17/12 • 06/21/12
Day: Th
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Course #: C-2738, Hours: 15
Start • End Date: 06/04/12 • 07/09/12
Day: M
Time: 6:45P – 9:15P
Cost: 60.00 (SS)
Location Code: PMC
Building Location: Bldg 041 Rm 226
Instructor: Patricia Wicker

Cake Decorating II
Enhance the skills you achieved in Cake Decorating I by learning techniques for borders, flowers, basket weave, and fondant flowers. Please request a list of required supplies when you register.

Course #: L-2125, Hours: 15
Start • End Date: 07/03/12 • 07/31/12
Day: T
Time: 6:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Pat Wicker

Creatively Green
Learn how to create beautiful handbags out of recycled plastic bags. You will need to know the basics of crocheting. Bring plastic grocery bags, scissors, ruler, pen, and crochet hook size H, I, or J to first class.

Course #: L-2179, Hours: 3
Start • End Date: 05/21/12 • 05/21/12
Day: M
Time: 5:00P – 8:00P
Cost: 19.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Annette Beavers

Course #: L-2180, Hours: 3
Start • End Date: 07/23/12 • 07/23/12
Day: M
Time: 1:00P – 4:00P
Cost: 19.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Annette Beavers

Floral Design – Beginning
This course is designed to help students learn different holiday floral designs.

Course #: H-2947, Hours: 16
Start • End Date: 05/22/12 • 07/10/12
Day: T
Time: 6:30P – 8:30P
Cost: 50.00 (SS)
Location Code: HMC
Building Location: Bob Etheridge Bldg Rm 306
Instructor: Robert Sherman

For registration information, refer to page 3. For location key, refer to page 6.
Fee waiver available for HRD classes for adults unemployed, underemployed, or working and eligible for the federal earned income tax credit or earning wages at or below 200% of the federal poverty guidelines or received notice of a lay-off.

Chatham County

Basic Computer Skills for the Workplace
Students will be taught basic computer skills at a relaxed pace all the while developing employability skills. Focus of the class will be to improve keyboarding abilities and increase the students’ comfort level with computers. Emphasis will be on the role of technology in the workplace. Class projects will include creating a resume, preparing a cover letter, learning how to prepare an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

Course #: C-2720, Hours: 54
Start • End Date: 05/17/12 • 07/17/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 175.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD
Instructor: Kathy Siler

Career Readiness and Employability Lab
This is a self-paced lab designed to develop employability skills. Students will assess their individual goals, develop a career, or educational plan to include job search skills, keyboarding, resume and cover letter preparation and training toward the Career Readiness Certificate. This is a continual open entry open exit lab.

Course #: C-2722, Hours: 84
Start • End Date: 05/16/12 • 08/01/12
Day: MW
Time: 9:00A – 1:00P
Cost: 175.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 222
Instructor: Kathy Siler

Computer Skills for the Workplace I
This course is designed to help the student develop a moderate comfort level of basic computer use skills. It introduces computer terminology, e-mail capability, how to navigate on the internet for the purpose of doing a job search, contacting employers and obtaining employment information.

Course #: C-2721, Hours: 48
Start • End Date: 05/16/12 • 08/08/12
Day: TW
Time: 5:00P – 7:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 231
Instructor: LaDonne Johnson

Effective Job Search
Become familiar with different job search strategies. Get tips on answering interview questions and job hunting techniques. Discover what employers are looking for!

Seminar Date: 05/09/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 05/23/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Seminar Date: 06/13/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 06/27/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Seminar Date: 07/11/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 07/25/12, Hours: 3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 229

Harnett County

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

Targeted Résumé
This course will show students how to write a résumé for today’s job market.

Course #: H-2872, Hours: 3
Start • End Date: 05/24/12 • 05/24/12
Day: Th
Time: 1:00P – 4:00P
Cost: 65.00
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown
<table>
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<th>Start • End Date</th>
<th>Day</th>
<th>Time</th>
<th>Cost</th>
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<th>Instructor</th>
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<td>06/28/12 • 06/28/12</td>
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<td>Continuing Education Rm 229</td>
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<td>H-2870</td>
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<tr>
<td>H-2883</td>
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<td>05/16/12 • 07/16/12</td>
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<td>H-2884</td>
<td>60</td>
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<td>H-2873</td>
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<td>05/03/12 • 05/03/12</td>
<td>W</td>
<td>9:00A – 12:00P</td>
<td>65.00</td>
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<tr>
<td>H-2876</td>
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<td>05/16/12 • 05/16/12</td>
<td>W</td>
<td>9:00A – 12:00P</td>
<td>65.00</td>
<td>HGM</td>
<td>ESD; Employment Security of Dunn</td>
<td>Nicole Brown</td>
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</table>

**Career Readiness Lab**  
This course is to prepare for the WorkKeys® Assessments. Students will work at an individual pace to improve workplace skills in the areas of Applied Mathematics, Reading for Information and Locating Information. They will also work on employability documents.

**Course #**: H-2875, **Hours**: 30  
**Start • End Date**: 05/17/12 • 06/19/12  
**Day**: TTh  
**Time**: 9:30A – 12:30P  
**Cost**: 120.00  
**Location Code**: HMC  
**Building Location**: Continuing Education Rm 229  
**Instructor**: Nicole Brown

**S.A.I.L. (Students Achieving in Learning)**  
This course will introduce students to strategies for the job search process. Students will develop employability skills and prepare for the Career Readiness Certification and they will create employability documents and practice interviewing skills.

**Course #**: H-2871, **Hours**: 75  
**Start • End Date**: 06/05/12 • 06/28/12  
**Day**: MTWTh  
**Time**: 9:00A – 02:30P  
**Cost**: 175.00  
**Location Code**: TSEC  
**Building Location**: Triangle South Rm 102  
**Instructor**: Betty Hollins

**Taking the Stress Out of Interviews**  
This course will provide students with tips and strategies to prepare for an interview.

**Course #**: H-2874, **Hours**: 3  
**Start • End Date**: 05/31/12 • 05/31/12  
**Day**: Th  
**Time**: 9:00A – 12:00P  
**Cost**: 65.00  
**Location Code**: HGF  
**Building Location**: ESD; Employment Security of Dunn  
**Instructor**: Nicole Brown

**The Job Search & You**  
This course will provide students with the initial steps needed to start a new career or job.

**Course #**: H-2876, **Hours**: 3  
**Start • End Date**: 05/03/12 • 05/03/12  
**Day**: W  
**Time**: 9:00A – 12:00P  
**Cost**: 65.00  
**Location Code**: HGM  
**Building Location**: ESD; Employment Security of Dunn  
**Instructor**: Michelle Bethea
Course #: H-2878, Hours: 3  
Start • End Date: 06/06/12 • 06/06/12  
Day: W  Time: 9:00A – 12:00P  
Cost: 65.00  Location Code: HGF  
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

Course #: H-2879, Hours: 3  
Start • End Date: 06/20/12 • 06/20/12  
Day: W  Time: 9:00A – 12:00P  
Cost: 65.00  Location Code: HGF  
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

Course #: H-2880, Hours: 3  
Start • End Date: 07/18/12 • 07/18/12  
Day: W  Time: 9:00A – 12:00P  
Cost: 65.00  Location Code: HGF  
Building Location: ESD; Employment Security of Dunn  
Instructor: Nicole Brown

Lee County

Career Readiness and Pathways
If you are unemployed or underemployed, you can learn the skills you need to find a job. You will explore career opportunities and learn how to find and keep a job. You will learn the skills you need to do your best in school or other job training, like how to take notes, reduce the anxiety of taking tests, and how to prepare for certification training. Registration fee waivers are available for those who qualify.

Course #: L-2178, Hours: 40  
Start • End Date: 07/10/12 • 08/09/12  
Day: TTh  Time: 9:00A – 1:00P  
Cost: 120.00  Location Code: WBW  
Building Location: Main Bldg Rm 118  
Instructor: Kathy Siler

Career Readiness Lab
You will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. You will also develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course #: L-2176, Hours: 115  
Start • End Date: 05/21/12 • 08/13/12  
Day: MW  Time: 9:00A – 2:00P  
Cost: 175.00  Location Code: WBW  
Building Location: Main Bldg Rm 118  
Instructor: Laurinda Southerland

Computer Skills for the Workplace
Are you in transition, searching for a job but need better skills to be employable? Develop the skills you need to become comfortable using the computer in the workplace. You will also create résumés, cover letters, and thank-you letters, and use the internet to research labor market information and connect with potential employers. Registration fee waivers are available for those who qualify.

Course #: L-2177, Hours: 48  
Start • End Date: 05/22/12 • 06/28/12  
Day: TTh  Time: 9:00A – 1:00P  
Cost: 120.00  Location Code: WBW  
Building Location: Bldg A Rm 107A  
Instructor: Kathy Siler

Keyboarding Toward Employment
Are your keyboarding skills preventing you from getting a job? Learn the skills you need to increase your typing efficiency and meet the requirements to become employed. Registration fee waivers are available for those who qualify.

Course #: L-2184, Hours: 20  
Start • End Date: 07/10/12 • 08/09/12  
Day: TTh  Time: 6:30P – 8:30P  
Cost: 65.00  Location Code: WBW  
Building Location: Main Bldg Rm 118  
Instructor: Robert Komorowski

Skills for Success
Increase your chances of being hired in your new field by learning professionalism, proper attire, behavior, and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. You will learn job seeking and retention skills, communication, and problem solving skills. The Career Readiness Certification evaluation is administered at the end of class. You are required to take this course if you register for a Health Occupations class in Chatham and Lee counties unless you have previously completed the course and received a CRC certification. If so, you must bring proof to registration. For more information, please refer to the Health Occupations section.
Business Chinese
Learn basic business communication phrases, the essential business culture, etiquette, verbal/non-verbal communication rules and hints. This introductory course covers various aspects of doing business in China. Whether you’re interested in traveling abroad for work or just want to learn the differences in business culture, this is a course you cannot miss!

Course #: L-2196, Hours: 12
Start • End Date: 05/17/12 • 06/14/12
Day: MTh
Time: 7:00P – 8:30P
Cost: 65.00
Location Code: LMC
Building Location: Science Bldg Rm 9105
Instructor: Ling Huang

Spanish – Beginning Part I
Introduction to understanding, speaking, reading, and writing Spanish. You will acquire language functions, vocabulary, structures and culture through contextualized presentations, interactive activities, and small group practice. For beginning students or those with one year of high school Spanish. A book is required.

Course #: L-2165, Hours: 24
Start • End Date: 05/22/12 • 06/28/12
Day: TTh
Time: 4:00P – 6:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Robert Komorowski

Course #: C-2772, Hours: 15
Start • End Date: 05/31/12 • 08/09/12
Day: Th
Time: 11:30P – 1:00P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Anna Schmalz

Spanish – Beginning Part II
Continue learning to speak, read and write the Spanish language. You will need some previous learning experience, either from Beginning Part I, high school or other basic Spanish education. A book is required.

Course #: C-2773, Hours: 16
Start • End Date: 05/30/12 • 08/01/12
Day: W
Time: 5:30P – 7:30P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Anna Schmalz

Course #: L-2166, Hours: 20
Start • End Date: 07/10/12 • 08/09/12
Day: TTh
Time: 4:00P – 6:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Robert Komorowski

Course #: C-2773, Hours: 16
Start • End Date: 05/30/12 • 08/01/12
Day: W
Time: 5:30P – 7:30P
Cost: 65.00
Location Code: PMC
Building Location: Bldg 042 Rm 109
Instructor: Anna Schmalz
“Alive at 25” and **Defensive Driving** classes have moved from the Personal Enrichment section to their own section. Please refer to that section for complete class listings.

**Breathing, Relaxation and Meditation**

*Center for Creative Retirement*

Learn ancient practices that may help strengthen your respiratory system, soothe your nervous system, and develop a serene state of mind, giving you an improved sense of peace.

**Course #**: L-2140, **Hours**: 6  
**Start • End Date**: 06/06/12 • 07/18/12  
**Day**: W  
**Time**: 7:15P – 8:15P  
**Cost**: 29.00 (SS)  
**Location Code**: WBW  
**Building Location**: Main Bldg Rm 214  
**Instructor**: Crystal Hetrick

**Chinese Food**

*Center for Creative Retirement*

Learn about Chinese food and how to prepare basic, authentic dishes. The first session will introduce Chinese food and dining as it relates to culture, tradition, environment, health, and history. You will also learn about the various Chinese fruits, vegetables, and meats that are available and about the basic ingredients that are used in many dishes.

**Course #**: L-2198, **Hours**: 8  
**Start • End Date**: 05/22/12 • 06/12/12  
**Day**: T  
**Time**: 6:30P – 8:30P  
**Cost**: 49.00 (SS)  
**Location Code**: LMC  
**Building Location**: Science Bldg Rm 9105  
**Instructor**: Ling Huang

**Concealed Carry Handgun**

Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides four (4) hours of classroom instruction and four (4) hours on the firing range. You will need to provide your own gun, protective eyewear, and ball cap. Please request specific course instructions and requirements when registering.

**Course #**: L-2141, **Hours**: 8  
**Start • End Date**: 06/02/12 • 06/02/12  
**Day**: Sa  
**Time**: 8:00A – 5:00P  
**Cost**: 75.00 (SS)  
**Location Code**: WFRG  
**Building Location**: Bldg 041 Rm 224  
**Instructor**: James Estes

**Course #**: L-2142, **Hours**: 9  
**Start • End Date**: 08/11/12 • 08/11/12  
**Day**: Sa  
**Time**: 8:00A – 5:00P  
**Cost**: 75.00 (SS)  
**Location Code**: WFRG  
**Instructor**: James Estes

**Dancing – Shag I**

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

**Course #**: H-2943, **Hours**: 6  
**Start • End Date**: 06/06/12 • 07/18/12  
**Day**: W  
**Time**: 7:00P – 8:00P  
**Cost**: 30.00 (SS)  
**Location Code**: HMC  
**Building Location**: Miriello Rm 135  
**Instructor**: James Patterson

**Fluency in Social Networking**

Students will learn the necessary skills to navigate a bevy of online social networking sites with ease. In addition they will learn tips and tricks about online brand marketing and networking as well as different risks people typically encounter while dealing with social media.

**Course #**: C-2771, **Hours**: 16  
**Start • End Date**: 05/23/12 • 07/18/12  
**Day**: W  
**Time**: 6:00P – 8:00P  
**Cost**: 60.00 (SS)  
**Location Code**: PMC  
**Building Location**: Bldg 042 Rm 209  
**Instructor**: Andrew Hanner

**Guitar Level I**

This class is for either the complete beginner or guitar players who would like a refresher in the basics. Students will learn the basic open chords, major and minor, basic ear training, and be introduced to power chords. Students will accompany each other in class and practice the basics of improvisation.

**Course #**: C-2739, **Hours**: 15  
**Start • End Date**: 05/17/12 • 07/26/12  
**Day**: Th  
**Time**: 6:30P – 8:00P  
**Cost**: 95.00 (SS)  
**Location Code**: PMC  
**Building Location**: Bldg 041 Rm 224  
**Instructor**: John Westmoreland

**Open Water Scuba Diver Pre-Certification**

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

**Course #**: H-2948, **Hours**: 7  
**Start • End Date**: 05/22/12 • 07/03/12  
**Day**: T  
**Time**: 8:30P – 9:00P  
**Cost**: 40.00 (SS)  
**Location Code**: HMC  
**Building Location**: TBD  
**Instructor**: Carmine Colanteuno
Personal Enrichment

Peter-Patron Saint or Chief Sinner
This class addresses the life of Peter from a historical perspective and looks at the successes and failures in the life of Peter and what we can learn to from these success and failures.

Course #: H-2942, Hours: 12

Center for Creative Retirement

Start • End Date: 06/12/12 • 07/17/12
Day: T  Time: 9:00A – 11:00A
Cost: 40.00 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Mark Bordeaux

Course #: H-2945, Hours: 12

Center for Creative Retirement

Start • End Date: 06/12/12 • 07/17/12
Day: T  Time: 6:30P – 8:30P
Cost: 40.00 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Mark Bordeaux

Small Fruit Production
In this course students will learn the basics of planting their own vineyards in preparation of winemaking.

Course #: H-2946, Hours: 16

Center for Creative Retirement

Start • End Date: 05/24/12 • 07/19/12
Day: Th  Time: 6:30P – 8:30P
Cost: 50.00 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Robert Sherman

Sightseeing and Traveling in China

Center for Creative Retirement

Just like the U.S. cannot simply be represented by NYC and DC, China is more than just Beijing and Shanghai. Whether you’re traveling to China for the first time, or going back for more, this course is specially designed to introduce you to magnificent sightseeing spots you might not have heard of. Covering a different Chinese region each session, you will learn about every province’s must-see places and local specialties.

Course #: L-2197, Hours: 9

Start • End Date: 05/16/12 • 06/20/12
Day: W  Time: 7:00P – 8:30P
Cost: 49.00 (SS)  Location Code: LMC
Building Location: Science Bldg Rm 9105
Instructor: Ling Huang

Yoga – Beginning Level I

Center for Creative Retirement

You will learn the history of yoga, the lifestyle, diet and breathing techniques, and progress into mastery of various postures and practices. Wear very comfortable clothing and soft soled shoes. Bring your own yoga mat.

Course #: L-2146, Hours: 9

Start • End Date: 06/06/12 • 08/08/12
Day: W  Time: 11:00A – 12:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Gym
Instructor: Crystal Hetrick

You Are What You Eat

Center for Creative Retirement

Be a mindful eater. Learn information you need to make informed decisions about the food you eat and how to improve overall well-being by making good food choices.

Course #: L-2139, Hours: 8

Start • End Date: 06/06/12 • 08/01/12
Day: W  Time: 6:00P – 7:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 214
Instructor: Crystal Hetrick

Zumba

Enjoy a high energy fitness program inspired by Latin dance. The first week of class, you will learn full routines set to songs between three and five minutes long. Wear comfortable, light clothing and soft soled shoes. Bring water to drink.

Course #: C-2741, Hours: 10

Start • End Date: 05/23/12 • 08/01/12
Day: W  Time: 6:30P – 7:30P
Cost: 40.00 (SS)  Location Code: PMC
Building Location: Bldg 042 Multipurpose Rm
Instructor: Lee Norris-Bouwman
**Auto Dealers**
This course reviews basic NC laws, provides updates, and renews a dealer’s license. Participants must have a current Auto Dealer’s license to attend class.

<table>
<thead>
<tr>
<th>Course #: H-2868, Hours: 6</th>
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<tbody>
<tr>
<td>Start • End Date: 06/07/12 • 06/07/12</td>
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<tr>
<td>Day: Th</td>
</tr>
<tr>
<td>Cost: 65.00</td>
</tr>
<tr>
<td>Building Location: Continuing Education Rm 218</td>
</tr>
</tbody>
</table>

*Instructor: Larry Davis*

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

<table>
<thead>
<tr>
<th>Course #: C-2764, Hours: 24</th>
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</thead>
<tbody>
<tr>
<td>Start • End Date: 06/05/12 • 06/28/12</td>
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<tr>
<td>Day: TTh</td>
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<tr>
<td>Cost: 65.00</td>
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<td>Building Location: Bldg 041 Conference Rm 1</td>
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*Instructor: Bobby Lawson*

<table>
<thead>
<tr>
<th>Course #: C-2765, Hours: 24</th>
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<tr>
<td>Start • End Date: 07/05/12 • 07/31/12</td>
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<td>Day: TTh</td>
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<tr>
<td>Cost: 65.00</td>
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<tr>
<td>Building Location: Bldg 041 Conference Rm 1</td>
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</table>

*Instructor: Bobby Lawson*

**Cosmetology – Advanced Exfoliation Hands-on**
Provides eight (8) continuing education hours in the knowledge and techniques of exfoliation.

<table>
<thead>
<tr>
<th>Course #: L-2189, Hours: 8</th>
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</thead>
<tbody>
<tr>
<td>Start • End Date: 08/13/12 • 08/13/12</td>
</tr>
<tr>
<td>Day: M</td>
</tr>
<tr>
<td>Cost: 71.25</td>
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<tr>
<td>Building Location: Budd Hall Bldg Rm 603</td>
</tr>
</tbody>
</table>

*Instructor: Jean Ettefagh*

**Cosmetology – Facial Makeup Hands-on**
Provides eight (8) continuing education hours in the use of cosmetics, cosmetic color theory, and make-up process for any occasion.

<table>
<thead>
<tr>
<th>Course #: L-2187, Hours: 8</th>
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</thead>
<tbody>
<tr>
<td>Start • End Date: 07/16/12 • 07/16/12</td>
</tr>
<tr>
<td>Day: M</td>
</tr>
<tr>
<td>Cost: 65.00</td>
</tr>
<tr>
<td>Building Location: Budd Hall Bldg Rm 603</td>
</tr>
</tbody>
</table>

*Instructor: Jean Ettefagh*

**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.

<table>
<thead>
<tr>
<th>Course #: C-2766, Hours: 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Date: 05/16/12 • 07/16/12</td>
</tr>
<tr>
<td>Day: MW</td>
</tr>
<tr>
<td>Cost: 121.25</td>
</tr>
<tr>
<td>Building Location: Bldg 045 Rm 139</td>
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</tbody>
</table>

*Instructor: Michael Kreibick*

**Business Chinese**
This course covers various aspects of doing business in China. Whether you’re interested in traveling abroad for work or just want to learn the differences in business culture, this is a course you cannot miss! Business Chinese will introduce basic business communication phrases, the essential business culture and etiquette, verbal/non-verbal communication rules and hints.

<table>
<thead>
<tr>
<th>Course #: L-2196, Hours: 12</th>
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<tbody>
<tr>
<td>Start • End Date: 05/17/12 • 06/14/12</td>
</tr>
<tr>
<td>Day: MTh</td>
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<tr>
<td>Cost: 65.00</td>
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<tr>
<td>Building Location: Science Bldg Rm 9105</td>
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</tbody>
</table>

*Instructor: Ling Huang*
Cosmetology – Intro to Esthetics Hands-on
Earn eight (8) continuing education hours in the use of cleansing, preservation of health, and beautification of skin and body.

Course #: L-2188, Hours: 8
Start • End Date: 06/04/12 • 06/04/12
Day: M
Time: 8:00A – 5:00P
Cost: 65.00
Location Code: LMC
Building Location: Budd Hall Bldg Rm 603
Instructor: Jean Ettefagh

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

Course #: H-2864, Hours: 293.75
Start • End Date: 05/16/12 • 08/14/12
Day: MTWTh
Time: 3:45P – 10:30P
Cost: 181.25
Location Code: HMC
Building Location: Bldg 4
Instructor: Rosa D. Del Toro

Course #: H-2865, Hours: 315
Start End Date: 05/21/12 • 08/14/12
Day: MTWTh
Time: 8:00A – 3:30P
Cost: 181.25
Location Code: HMC
Building Location: Bldg 4
Instructor: Zordia Cruz

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

Course #: C-2759, Hours: 30
Start • End Date: 05/22/12 • 06/21/12
Day: TTh
Time: 6:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
Instructor: Sandra Stancil

Course #: L-2194, Hours: 32
Start • End Date: 06/04/12 • 08/01/12
Day: MW
Time: 6:00P – 8:00P
Cost: 120.00
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Sandra Stancil

Electrical Contractor – Analysis of NEC Changes
You will receive updated information on latest changes in the National Electric Code and NC Electric Code. Class offers four hours of required CE credits. NEC 2011 book is required.

Course #: L-2190, Hours: 4
Start • End Date: 05/24/12 • 05/24/12
Day: Th
Time: 8:00A – 12:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-2192, Hours: 4
Start • End Date: 08/09/12 • 08/09/12
Day: Th
Time: 8:00A – 12:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Richard Holt

Electrical Safety in the Workplace
Learn why electrical contact injuries are so serious, widespread and costly, and how compliance with NFPA 70E and OSHA protects staff and reduces liability and operating costs. Class offers four hours of required CE credits.

Course #: L-2191, Hours: 4
Start • End Date: 05/24/12 • 05/24/12
Day: Th
Time: 1:00P – 5:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

Course #: L-2193, Hours: 4
Start • End Date: 08/09/12 • 08/09/12
Day: Th
Time: 1:00P – 5:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 119
Instructor: Richard Holt
**Fundamentals of Investing**
This course will teach students about the various types of investments, investment accounts, insurance, estate planning techniques, and tax concepts as a foundation for preparing their own financial plan, regardless of their stage of life.

**Course #**: C-2767, **Hours**: 16
**Start • End Date**: 05/21/12 • 07/16/12
**Day**: M **Time**: 6:00P – 8:00P
**Cost**: 50.00 (SS) **Location Code**: PMC
**Building Location**: Bldg 042 Rm 109
**Instructor**: Chad Virgil

**General Contractor Licensing Preparation**
This course is designed to guide and assist licensing candidates in their successful preparation for the NC General Contractor’s Examination (both residential and commercial building classifications, with the emphasis on residential.)

**Approximate book cost $600.00.**

**Course #**: C-2761, **Hours**: 42
**Start • End Date**: 05/17/12 • 08/09/12
**Day**: Th **Time**: 6:30P – 10:00P
**Cost**: 120.00 **Location Code**: SCC
**Building Location**: Rm 215
**Instructor**: John Sutton

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

**Course #**: C-2758, **Hours**: 96
**Start • End Date**: 05/15/12 • 08/07/12
**Day**: TTh **Time**: 6:00P – 9:00P
**Cost**: 176.25 **Location Code**: SCC
**Building Location**: Rm 101
**Instructor**: Bobby Piggie

**Notary Public**
Whether you’re already commissioned and need more information or working toward a new commission as a Notary Public, this class will give you what you need. State regulations require that you have a high school diploma or GED; be a legal resident of the United States; read, write, and speak English; and either live or work in North Carolina. *Book is required.*

**Course #**: L-2147, **Hours**: 8
**Start • End Date**: 05/22/12 • 05/23/12
**Day**: TW **Time**: 5:30P – 9:30P
**Cost**: 65.00 **Location Code**: WBW
**Building Location**: Main Bldg Rm 119
**Instructor**: Patsy Payne
Plumbing for Homeowners and Plumber Assistants
This class will familiarize participants with the basic understanding of residential plumbing components, with emphasis on installation, maintenance, and repair of them. It is designed for homeowners and those interested in becoming plumber assistants.

Course #: C-2762, Hours: 24
Start • End Date: 05/16/12 • 08/08/12
Day: W  Time: 7:00P – 9:00P
Cost: 66.25  Location Code: SCC
Building Location:  Rm 102
Instructor: Charles McLaurin

Real Estate Post-license: Contracts and Closings
Approved Real Estate Commission Broker Post-license course, 30 hr. continuing education credit. Contracts and Closings (Course #302)

Course #: L-2200, Hours: 30
Start • End Date: 05/22/12 • 06/21/12
Day: TTh  Time: 6:00P – 9:00P
Cost: 120.00  Location Code: DWCC
Building Location:  Rm 103
Instructor: Kathy Woodell

Real Estate Pre-license
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. Course prepares students to take the state exam to obtain a provisional license.

Course #: L-2201, Hours: 80
Start • End Date: 07/31/12 • 10/30/12
Day: TTh  Time: 6:00P – 9:00P
Cost: 175.00  Location Code: DWCC
Building Location:  Rm 103
Instructor: Kathy Woodell

Small Engine Repair – Advanced
This course is designed to provide the student with hands-on knowledge of engine rebuilding techniques to manufacturer’s specifications. The student will learn how to completely disassemble engines and check for manufacturer’s specifications and reassemble.

Course #: H-2867, Hours: 96
Start • End Date: 05/17/12 • 08/14/12
Day: TTh  Time: 8:00A – 12:00P
Cost: 181.25  Location Code: HMC
Building Location:  Continuing Education Rm 217
Instructor: Kevin Hutchens

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

Course #: H-2866, Hours: 44
Start • End Date: 05/16/12 • 08/01/12
Day: W  Time: 6:00P – 10:00P
Cost: 126.25  Location Code: HMC
Building Location:  Continuing Education Rm 217
Instructor: Kevin Hutchens

Technology for Teachers –Online Course
Learn how to enhance teaching and learning in all educational settings by incorporating technology in the classroom. You will learn technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology – all on your schedule in your own home through online learning. A book is required.

Course #: L-2195, Hours: 64
Start • End Date: 06/04/12 • 08/03/12
Day: Online  Time: Online
Cost: 175.00  Location Code: Online
Instructor: Amanda Carter

Vital Learning Supervision Series
This course will prepare the student for employment as a first or second level supervisor.

Course #: C-2763, Hours:16
Start • End Date: 05/22/12 • 07/03/12
Day: T  Time: 1:00P – 5:00P
Cost: 260.00 (SS)  Location Code: PMC
Building Location:  Bldg 042 Conference Rm 2
Instructor: Jess Spiller

For registration information, refer to page 3. For location key, refer to page 6.
Vehicle Safety Inspection and OBD:
This class prepares auto technicians and service personnel as OBD inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NCDMV Enforcement Section for OBD emission inspectors. Students must be able to read and write in English and possess a driver’s license valid in North Carolina. For optimum learning, students should complete Vehicle Safety Inspection prior to OBD. Book is required for OBD and Vehicle Safety Inspection.

Vehicle Safety Inspection
Course #: L-2151, Hours: 8
Start • End Date: 06/05/12 • 06/07/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2152, Hours: 8
Start • End Date: 07/10/12 • 07/12/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2153, Hours: 8
Start • End Date: 08/07/12 • 08/09/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

OBD
Course #: L-2154, Hours: 8
Start • End Date: 05/22/12 • 05/24/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2155, Hours: 8
Start • End Date: 07/24/12 • 07/26/12
Day: TTh
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

OBD Refresher
Course #: L-1205, Hours: 4
Start • End Date: 05/15/12 • 05/15/12
Day: T
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2157, Hours: 4
Start • End Date: 06/12/12 • 06/12/12
Day: T
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2158, Hours: 4
Start • End Date: 07/17/12 • 07/17/12
Day: T
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

Course #: L-2159, Hours: 4
Start • End Date: 08/14/12 • 08/14/12
Day: T
Time: 6:00P – 10:00P
Cost: 65.00
Location Code: LMC
Building Location: Joyner Hall Bldg 516
Instructor: Pete Eckley

For registration information, refer to page 3. For location key, refer to page 6.
Creative Writing

Fragile Truths: Reflection and Memory in Memoir
In the best memoirs, authors not only recount events of the past, but also convey what they learned from them. They tell both what happened and what they made of it, translating the stories into accounts that apply to the broader human experience. Through assigned readings, lectures, and short writing assignments, students in this class will learn techniques for identifying and adding the subtle insights and reflections that distinguish unforgettable memoirs from simple autobiography. This class will be most suitable for writers who have taken a previous class in memoir or who have the permission of the instructor.

Course #: C-2737, Hours: 12
Start • End Date: 05/22/12 • 07/10/12
Day: T Time: 6:30P – 9:00P
Cost: 65.00 Location Code: PMC
Building Location: Bldg 041 Rm 224
Instructor: Melissa Delbridge

Memoir Workshop: Writing the Times of Your Life
Come ready to write! You will put pen to paper and generate pages about pivotal moments in your childhood, coming of age and transitions – the richest sources of material for memoir. You will jump over blocks, get useful feedback, and leave class with home assignments and recommendations for expanding and structuring your material, whether toward a goal of submitting, writing a memoir, or keeping for family records.

Course #: C-2749, Hours: 6
Start • End Date: 06/16/12 • 06/16/12
Day: Sa Time: 9:30A – 4:30P
Cost: 65.00 (SS) Location Code: PMC
Building Location: Chatham Community Library
Instructor: Marjorie Hudson

Poetic Form and Song
Poets and songwriters will explore traditional poetic forms used in contemporary music and modern poetry. In this workshop, students will examine songs with lyrics as well as instrumentals influenced by a variety of poetic structures, rhyme schemes, or traditional forms. Each student will choose a form to draft a poem or lyrics. Acoustic string instruments are welcome.

Course #: C-2733, Hours: 4
Start • End Date: 05/19/12 • 05/19/12
Day: Sa Time: 10:00 – 2:00P
Cost: 45.00 (SS) Location Code: PMC
Building Location: Bldg 042 Conf Rm 2
Instructor: Chris Bouton

Self-Publishing: Getting Your Writing in Print DIY
This is a one-day class outlining self-publishing basics, including writing, editing, design, printing, sales and marketing and is a great class for people looking to publish anything from family memoir to e-books to children’s books to fiction to non-fiction.

Course #: C-2734, Hours: 6
Start • End Date: 06/02/12 • 06/02/12
Day: Sa Time: 9:30A – 4:00P
Cost: 55.00 (SS) Location Code: PMC
Building Location: Chatham Community Library
Instructor: Adrienne Bashista Ehlert

Strategies for the Writing Life: Part I
A new session of Marjorie Hudson’s popular workshop that helps new writers get their bearings in the writing world, helps intermediate writers refine and act on goals – from personal accomplishments to publication – and helps all participants find communities of support for their work.

Course #: C-2750, Hours: 6
Start • End Date: 07/14/12 • 07/14/12
Day: Sa Time: 9:30A – 4:30P
Cost: 65.00 (SS) Location Code: PMC
Building Location: Chatham Community Library
Instructor: Marjorie Hudson

What, Me Blog? A Social Media Workshop for Writers
Social media is important for writers. This workshop will provide an overview of how it benefits writers, help you create content, show you how to set up a free blog, review etiquette for interacting in the media world and help optimize the time you spend there.

Course #: C-2735, Hours: 6
Start • End Date: 06/09/12 • 06/09/12
Day: Sa Time: 9:00A – 4:00P
Cost: 60.00 (SS) Location Code: PMC
Building Location: Chatham Community Library
Instructor: Karen Pullen

Workshop Poetic Techniques
This workshop will focus on expanding mastery of poetic technique. Each week the class will delve deeply into a single poem by a master poet and explore the techniques that make it successful. Poetic exercises and workshop sessions on students’ poetry will be included as part of class work.

Course #: C-2286, Hours: 8
Start • End Date: 07/11/12 • 08/01/12
Day: W Time: 7:00P – 9:00P
Cost: 65.00 (SS) Location Code: PMC
Building Location: Bldg 041 Rm 224
Instructor: Ralph Earle
Chatham County
Small Business Center
Gary Kibler, director of the Chatham County Small Business Center (SBC) at the Pittsboro Campus of Central Carolina Community College, is eager to share his business experience with any small business owner, whether it’s a young entrepreneur with nothing but an idea, or an existing business wrestling with cash flow or stagnant sales.

Prior to coming to the SBC, Kibler was chapter chair of the Service Corps of Retired Executives, in Chapel Hill. S.C.O.R.E. is a volunteer organization of retired business executives and owners who offer their expertise to people who want to start their own businesses. “The mission at the Chatham Small Business Center is much the same as at S.C.O.R.E.: Help small businesses which are attempting to get off the ground,” he said.

According to its mission statement, the SBC is to increase the success rate and number of viable small businesses in the county by providing high quality training and assistance to them. To do this, Kibler will provide one-on-one counseling with entrepreneurs and business owners, set up seminars and recommend courses the college can offer for emerging business owners. He will also liaison with all local business service organizations such as the Chamber of Commerce and Economic Development Corporation, always serving as an advocate for the development of small businesses in the county.

“I’m here to train, support and promote small business and economic development in every way I can.” For counseling service, seminars, or further information, contact Kibler at the Chatham SBC at (919) 545-8013.

Harnett County
Small Business Center
All seminars are free. Please call (910) 892-2884 to pre-register.

Small Business Center: Harnett Seminars
To be presented at Triangle South Enterprise Center
600 S. Magnolia Avenue, Dunn, NC
Call (919) 892-2884 to register or for more information.

Computer Safety 101
This seminar will show you how to keep your computer safe from viruses and other threats. Also, how to enable firewalls, protect your passwords, and the importance of good backups.

Understanding Cash Flow
Knowing how to do a cash flow analysis is an essential skill for every business owner; it can be the difference between being able to open a business and being able to stay in business.

Advanced Excel for Your Business
Simple spread sheets, navigating around spread sheets, using formulas and functions and formatting will be covered in this 3-hour seminar.

Are You Ready to Start a Small Business?
Steve Carver will give you guidance and resources to determine if you are ready to start a small business.

How to Obtain Capital for Your Business
Knowing how to do a cash flow analysis is an essential skill for every business owner; it can be the difference between being able to open a business and being able to stay in business.

Using PowerPoint for Business Presentations
This 3-hour seminar will show you the basics of PowerPoint and how to do a business presentation using this software.

10 Magic Marketing Miracles
Topics covered are market research, buyer/seller trends, knowing where your business comes from, guaranteed results marketing, advertising with a purpose and websites that tell your story.

For registration information, refer to page 3. For location key, refer to page 6.
How to Start a Veteran Owned Business, Service Disabled Business or 8 (A) Business
This seminar is a guide for Veterans who want to start, manage and finance a small business. There will also be information for service disabled veterans and how to get 8 (A) certified.

Seminar Date: 06/19/12
Day: T  Time: 6:00P – 9:00P
Cost: Free  Location Code: TSEC
Building Location: Triangle South Enterprise Center
Presenter: Robert Rehder

How to Raise Your Credit Score to over 740
A good credit score is now considered to be 740 points or higher. Your credit score is important in determining the interest rate of your loans, your insurance premiums, and deposits required for phone and utility services. This seminar will include information about the importance of maintaining good credit and the positive financial consequences it produces.

Seminar Date: 08/14/12
Day: T  Time: 6:00P – 9:00P
Cost: Free  Location Code: TSEC
Building Location: Triangle South Enterprise Center
Presenter: Bob Moore

Lee County Small Business Center
“Entrepreneurial Foundation Certificate Series”
Central Carolina Community College Small Business Center line up for Summer seminars begins with our Entrepreneurial Foundation Certificate Series. Each series (3) consists of 5 seminars targeting topics every existing and potential business owner and would-be entrepreneur should know. Please call (919) 774-6442 or e-mail sbc@cccc.edu to register as seminars are subject to cancellation without a minimum number of registrations. Attend all 5 of the series and receive a certificate.

Entrepreneurial Foundation Certificate Series “F”
Starting a Small Business
Seminar Date: 05/21/12
Day: M  Time: 2:00P – 5:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Mike Collins

Using Facebook to Market Your Business
Seminar Date: 05/30/12
Day: W  Time: 10:00A – 12:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Kelly Quinones-Miller

Where Do I Start?! – Introduction to Business Plans
Seminar Date: 06/07/12
Day: Th  Time: 9:00A – 11:00A
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Kelly Klug

Financing Your Existing or Prospective Small Business
Seminar Date: 06/11/12
Day: M  Time: 1:00P – 3:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses
Seminar Date: 06/19/12
Date: T  Time: 9:00A – 11:00A
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Lori Stiles

In addition to the Small Business Entrepreneurial Foundation Series seminars listed above, many other seminars will be coming in the Summer. Please visit our websites, CCCC Facebook page, local print media, your city chambers, and internet community sites for weekly announcements.

Business Plan Basics
Seminar Date: 05/18/12
Date: F  Time: 10:00A – 12:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Alyssa Mako

Access to Capital, Understanding the 5 C’s of Credit
Seminar Date: 05/23/12
Date: W  Time: 1:00P – 3:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: G. Edward Timberlake

Finding & Writing Grants
Seminar Date: 06/14/12
Date: Th  Time: 6:30P – 9:00P
Cost: Free  Location Code: DWCC
Building Location: Dennis Wicker Civic Center
Presenter: Karen Kennedy

For registration information, refer to page 3. For location key, refer to page 6.
Ecotourism

Ecotourism Seminars

CCCC has joined with the Chatham Conservation Partnership to promote an Ecotourism program by offering seminars and guided field trips throughout the summer, highlighting Chatham County’s natural areas and opportunities for birding, canoeing, and hiking while emphasizing the importance of conserving natural resources.

Other offerings in the works will include, but not be limited to, a Tour of the B. Everett Jordan Dam with the U.S. Army Corps of Engineers; and various canoe trips along the waterways of Chatham County. Check CCCC’s website at www.cccc.edu, the Chatham Chatlist or your local newspaper for these and other upcoming seminars. For more information, call (919) 545-8044.

Exploring Nature in Chatham Series (see inside back cover)

Green Building

BPI Building Analyst Certification Course

This course will prepare students to participate in weatherization programs, assessing building performance, remediation, and execute job site fixes. Students will be prepared to sit for the BPI field and written exam. Text Required: Residential Energy by Drigger & Dorsi.

Course #: C-2255, Hours: 56
Start • End Date: 06/26/12 • 07/20/12
Day: TThF Time: 8:30A – 5:30P
Cost: 176.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: Bob Arble

BPI Building Envelope Professional Certification Course

This is a 4-day intensive class that will familiarize students with the concepts of building science, building systems performance, combustion safety, airflow, safety procedures and concepts, and also with required tools. Successful completion of this class will prepare students for the BPI test regimen, resulting in a BPI EP certification, pending successful completion of written and field test procedures. Field exam and test fees an additional $350. Text Required: Residential Energy by Drigger & Dorsi.

Course #: C-2254, Hours: 32
Start • End Date: 07/24/12 • 07/27/12
Day: TThF Time: 8:30A – 5:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: John Delafield

Introduction to Weatherization and Building Science

Students will be expected to learn classroom materials about building science, as well as master prop-based diagnostic techniques needed for work in the weatherization/energy retrofit field. This class is for the individual looking for the information and skills needed for career advancement and immediate employment in these fields. Text Required: Residential Energy by Drigger & Dorsi.

Course #: C-2253, Hours: 32
Start • End Date: 07/30/12 • 08/02/12
Day: MTWTh Time: 8:30A – 5:00P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: John Delafield

Practical and Fulfilling: A Spiritually Centered Sustainable Lifestyle

Students will learn the open secrets of the sages as well as the distilled wisdom of a twenty year experiment in sustainable living enterprise. In class instruction with heavy class participation followed by a field trip to a sustainable homestead featuring straw bale construction, solar hot water, geodesic dome, and many others.

Course #: C-2251, Hours: 6
Start • End Date: 06/06/12 • 06/27/12
Day: W Time: 7:00P – 8:30P
Cost: 55.00 (SS) Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: Trip Overholt

Recycling Pallets into Useful Structures

Students will learn the process of creative modular design, attachment, erection steps and techniques for completing an outbuilding structure using reclaimed pallets.

Course #: C-2252, Hours: 18
Start • End Date: 06/06/12 • 06/28/12
Day: W Time: 3:00P – 6:00P
Day: Th Time: 9:00A – 12:00P
Cost: 66.25 Location Code: PMC
Building Location: Bldg 045 Rm 140
Instructor: Ed Farbach
**Sustainable Classes**

**Exploring Tree Food & Medicine for Adults and Teens**
In this field study we'll visit various local environments to explore the edible and medicinal properties of trees, such as elder, mulberry, sourwood, and pine. Identification, ethical gathering, preparation, and usage will be covered while enjoying many hands-on activities including making food, beverages, and medicine; creating our own tree notebooks with drawings, pressed leaves, and recipes.

- **Course #:** C-2266, **Hours:** 18
- **Start • End Date:** 05/24/12 • 06/28/12
- **Day:** Th  **Time:** 5:30P – 8:30P
- **Cost:** 66.25  **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 135  
  **Instructor:** Kim Calhoun

**North Carolina Energy Institute Presents: The Principles and Diagnostics of Building Science**
Students will have intensive lectures, hands-on prop instruction, and building science instruction. This course constitutes the preparation for testing for a BPI Building Analyst Certification. Testing for certification can be arranged with a $350.00 additional cost. Text Required: Residential Energy by Drigger & Dorsi.

- **Course #:** C-2256, **Hours:** 28
- **Start • End Date:** 06/11/12 • 06/14/12
- **Day:** MTWTh  **Time:** 8:30A – 4:00P
- **Cost:** 121.25  **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 140  
  **Instructor:** John Delafield

**North Carolina Energy Institute Presents: Biofuels and Renewable Energy Technologies in the Classroom**
Participants will learn how to incorporate Biofuels, Solar and other Renewable Energy topics into their science-based curricula. This class will introduce participants to the basic concepts in Renewable Energy Technologies, and provide examples of how to engage students across a variety of disciplines. Ideas for labs and sources for teaching materials will be highlighted.

- **Course #:** C-2257, **Hours:** 28
- **Start • End Date:** 06/11/12 • 06/14/12
- **Day:** MTWTh  **Time:** 8:30A – 4:00P
- **Cost:** 121.25  **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 140  
  **Instructor:** Bob Armantrout

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**Summer Educators Institute:**

**Sustainable Agriculture for Educators**
A hands-on opportunity for CEU’s Educators will appreciate this opportunity to learn more about teaching sustainability in agriculture while experiencing the benefits of an on-campus farm or garden as your out-door classroom. We will utilize the resources of the CCCC Student Organic Farm to show how to support desired student learning outcomes in science, agriculture, and entrepreneurship. The Student Organic Farm is part of the cycle of learning about sustainability at CCCC that also includes renewable energy, culinary, and green building. This workshop will incorporate best practices in experiential education both in the classroom and on the farm. Expect to learn about resource materials that will excite and engage your students.

- **Course #:** C-2267, **Hours:** 32
- **Start • End Date:** 06/11/12 • 06/14/12
- **Day:** Th  **Time:** 8:30A – 4:00P
- **Cost:** 121.25  **Location Code:** PMC
- **Building Location:** Bldg 045 Rm 135  
  **Instructor:** Robin Kohanowich
Cake Decorating for Kids (Ages 8-12)
Learn how to decorate cakes and cupcakes with flowers, clowns, swirlies and other fun designs that you create from scratch. You will receive a supply list at the first class.

Course #: L-2136, Hours: 7.5
Start • End Date: 07/11/12 • 07/25/12
Day: W  Time: 6:00P – 8:30P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 215
Instructor: Patricia Wicker

Guitar Camp for Kids (Ages 12-15)
Learn how to read and play simple melodies. You’ll learn strumming techniques and the basic major and minor chords. You must bring your own guitar to class.

Course #: L-2161, Hours: 8
Start • End Date: 08/06/12 • 08/09/12
Day: MTWTh  Time: 10:00A – 12:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Jeanne Anderson

Guitar Camp for Kids (Ages 12-15)
Learn how to read and play simple melodies. You’ll learn strumming techniques and the basic major and minor chords. You must bring your own guitar to class.

Course #: L-2162, Hours: 8
Start • End Date: 08/06/12 • 08/09/12
Day: MTWTh  Time: 1:00P – 3:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Jeanne Anderson

Kids’ Cooking Camp
This is a four-day camp for children ages 6-12 who will learn the basics of food preparation and safety in the kitchen.

Course #: C-2273, Hours: 16
Start • End Date: 06/18/12 • 06/21/12
Day: MTWTh  Time: 8:30A – 12:30P
Cost: 101.25 (SS)  Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Kelly Burton

Kids’ Sewing Camp (Ages 10-12)
Learn how to cut material and sew a bib apron and tote bag. You’ll need to bring your own scissors, thread, and material.

Course #: L-2181, Hours: 8
Start • End Date: 07/16/12 • 07/19/12
Day: MTWTh  Time: 1:00P – 3:00P
Cost: 29.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 114
Instructor: Nancy Kennedy

Geological History of Chatham Field Trip
Trip will cover aspects of the geological history, geologic rock formations, and soils of part of Chatham County.  *Cost: Free*

Field Trip Date: 04/28/12
Day: Sa  Time: 9:00A – 12:00P

Carbonton Dam and Aquatic Species Restoration
Learn about the Deep River restoration project on this outing at the former Carbonton Dam site, the geographic center of NC where Chatham, Lee, and Moore counties meet.  *Cost: Free*

Field Trip Date: 05/06/12
Day: Su  Time: 1:30P – 3:30P

Nature Photography Paddle on Haw River
The purpose of this guided trip is to offer amateur and professional photographers an opportunity to get closer to water, birds, wildlife, and reflections not ordinarily possible from land.  *Cost: 45.00 (kayak provided)/ 40.00 (bring your own boat)*

Field Trip Date: 05/12/12
Day: Sa  Time: 9:00A – 12:00P

Call (919) 545-8044 to register in advance since minimum age restrictions or maximum group size may apply.