Distance Education/Ed2Go
Online Classes

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

Further your education without leaving home.
For a complete list of classes, visit www.ed2go.com/ccccc

Summer 2013 start dates:
June 19, 2013 • July 17, 2013

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

www.cccc.edu/ed2go
# Continuing Education Summer Schedule 2013

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## Courses, Programs, & Seminars

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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 when you register. 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:

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<tr>
<td>$65.00 for 1–24 hours</td>
</tr>
<tr>
<td>$120.00 for 25–50 hours</td>
</tr>
<tr>
<td>$175.00 for 51 or more hours</td>
</tr>
</tbody>
</table>

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 are not eligible for fee waivers for self-supporting classes.

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. 
  Exception: Motorcycle Safety classes require a 48 hour minimum cancellation in order to receive a refund.

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.

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

• Registration for Summer 2013 Continuing Education courses begins on the following dates:
  
  Tuesday, April 9: Medical classes
  Wednesday, April 10: 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 the specific county number below.

WAYS TO REGISTER

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 website, and then follow the instructions 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 9: Medical classes
  Wednesday, April 10: 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:  (910) 814-8823
  Lee County:  (919) 777-7793
  Ed2Go:  (919) 718-7225

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

College and Career Readiness/Adult Education
• Basic Skills Plus:
  Andre Mapp .............(919) 718-7339
• Chatham County:
  Sara Lambert ..........(919) 545-8661
• Harnett County:
  Melody McGee.........(910) 814-8972
• Lee County:
  Evangeline Smith ....(919) 777-7703

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

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

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

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

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

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

Para mas informacion en español—llame al número: ..............(919) 777-7708

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

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

Small Business Workshops, Seminars, and Counseling
• Chatham County:
  Gary Kibler.............(919) 545-8013
• Harnett County:
  Nancy Blackman .....(910) 892-2884
• Lee County:
  Director..................(919) 774-6442

Contact Information:
Registration opens on the following dates:
Tuesday, April 9 – Medical classes
Wednesday, April 10 – All other classes

Registration Phone Numbers
Chatham County: (919) 545-8044
Harnett County: (910) 814-8823
Lee County: (919) 777-7793
SERVICES TO STUDENTS WITH DISABILITIES:
CONTINUING EDUCATION or OCCUPATIONAL EDUCATION

• 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.

To help students meet their educational goals, the college has a variety of services available. Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. The Special Population Office was established in 1994 to facilitate the provision of reasonable accommodations for all students with disabilities. The college aims to ensure quality services for all students and encourages students with disabilities to take full advantage of the many benefits that the college provides.

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.
http://www.cccc.edu/studentservices/specialpopulations/

SERVICES TO STUDENTS WITH DISABILITIES:
COLLEGE AND CAREER READINESS

• 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 testing 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 the following individual:

For more information about special populations, please download the special populations’ informational brochure or contact the special populations’ officer David Oates at (919) 718-7273 or by doates@cccc.edu.
http://www.cccc.edu/studentservices/specialpopulations/

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.

  • (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 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

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<th>SS</th>
<th>Self-Supporting</th>
</tr>
</thead>
</table>

## Location Codes

| AC | Angier Chamber, Angier, NC |
| CHOS | Chatham Hospital |
| CTCC | Carolina Trace Country Club |
| DAWCC | Dennis Wicker Civic Center |
| ECTR | Enrichment Center |
| ESTC | Emergency Services Training Center |
| HGF | Harnett Government Facility |
| HMC | Harnett Main Campus |
| HYBRID | Hybrid Class |
| LAEC | Lillington Adult Education Center |
| LCHS | Lee County High School |
| LMC | Lee Main Campus |
| MMOA | Moncure Museum of Art |
| OGM | Ole Gilliam Mill |
| ONLINE | Class is held online |
| PMC | Pittsboro Main Campus |
| PTBO | Class is held in Pittsboro |
| REGA | Raleigh Exec Airport |

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Name of the course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS Excel – Introduction</td>
<td>Learn to create and enhance spreadsheets using formulas and formatting.</td>
</tr>
</tbody>
</table>

## Course Code

<table>
<thead>
<tr>
<th>Course Number</th>
<th>numerical section number</th>
</tr>
</thead>
</table>

## Day

- The day(s) a class will meet each week

## Cost

- The listed price is the fee for the class. This amount does not include the cost of textbooks, supplies, or materials, if required, for the class. Depending on the class, insurance may be included. Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived.

## Instructor

- The person who will be teaching the class

## Building Location

- The specific location where the class will meet

## 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.

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For registration information, refer to page 3. For location key, refer to page 6.
Chatham County
Pittsboro Campus: (919) 545-8028
Siler City Campus: (919) 545-8663

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

- **Start • End Dates:** 05/01/13 • 08/12/13
- **Days:** TWTh
- **Time:** 9:00A – 12:00N
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 230

- **Start • End Dates:** 05/01/13 • 08/12/13
- **Days:** MTh
- **Time:** 4:30P – 7:30P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 219

- **Start • End Dates:** 05/01/13 • 08/11/13
- **Days:** MW
- **Time:** 5:30P – 8:30P
- **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 Dates:** 05/01/13 • 08/12/13
- **Days:** MTWTh
- **Time:** 8:30A – 1:30P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 229

- **Start • End Dates:** 05/01/13 • 08/12/13
- **Days:** MTWTh
- **Time:** 9:00A – 1:00P
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 229

- **Start • End Dates:** 05/01/13 • 08/12/13
- **Days:** MW
- **Time:** 5:30P – 8:30P
- **Cost:** Free
- **Location Code:** PMC
- **Building Location:** Pittsboro Campus Rm 213

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 Dates:** 05/01/13 • 08/13/13
- **Days:** M–F
- **Time:** 8:30A – 12:00N
- **Cost:** Clases son gratis
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 105

- **Start • End Dates:** 05/01/13 • 08/13/13
- **Days:** MTWTh
- **Time:** 6:00P – 9:00P
- **Cost:** Clases son gratis
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 105

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

- **Start • End Dates:** 05/01/13 • 08/13/13
- **Days:** M–F
- **Time:** 8:30A – 3:00P
  (12:30P on Friday)
- **Cost:** Free
- **Location Code:** SCC
- **Building Location:** Siler City Center Rm 224

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.

For registration information, refer to page 4. For location key, refer to page 6.
English Second Language – Basic Computer Skills
Learn basic computer operation skills. Improve your existing skills. Work on computer based language instruction.

**Start • End Dates:** 05/01/13 • 08/13/13
**Days:** M–F  **Time:** 8:00A – 9:00A
**Days:** WTh  **Time:** 12:15P – 2:45P
**Cost:** Classes son gratis
**Location Code:** SCC
**Building Location:** Siler City Center Rm 125

English as a Second Language – Preparation for GED
Focuses on reading, writing and mathematical skills in preparation for the Official GED Test.

**Start • End Dates:** 05/01/13 • 08/12/13
**Days:** MTWTh  **Time:** 6:00P – 9:00P
**Cost:** Classes son gratis
**Location Code:** SCMC:
**Building Location:** Siler City Center Rm 109

Classes at St. Julia’s Church. Call for information. ESL Information: Contact Julia Herbón at (919) 545-8667.

Learn the latest ESL information and community happenings.
ESL Blog: www.cccc.edu/esl

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

**Start • End Dates:** 05/01/13 • 08/13/13
**Days:** TWTh  **Time:** 9:00A – 12:00N
**Days:** MTh  **Time:** 4:30P – 7:30P
**Cost:** 35.00  **Location Code:** SCC
**Building Location:** Siler City Center Rm 219

**Start • End Dates:** 05/01/13 • 08/12/13
**Days:** TTh  **Time:** 9:00A – 12:00N
**Days:** TTh  **Time:** 4:30P – 8:30P
**Cost:** 35.00  **Location Code:** PMC
**Building Location:** Pittsboro Campus Rm 216

Student Success – Orientation
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 • jherndon@cccc.edu

**Location Code:** SCC, Siler City Center
**Contact:** Gia Durso (919) 545-8663 • gdurso@cccc.edu

**Upcoming Graduation Ceremonies:** June 20, 2013 & January 16, 2014

Harnett County
*Lillington Adult Education Center: (910) 814-1123
Western Harnett Center: (919) 498-1210*

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

**Start • End Dates:** 05/01/13 • 08/13/13
**Days:** MTWTh  **Time:** 9:00A – 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 Dates:** 05/01/13 • 08/14/13
**Days:** 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 Dates:** 05/01/13 • 08/14/13
**Days:** 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 4. For location key, refer to page 6.*
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 Dates: 05/16/13 • 08/14/13
Days: MTWTh
Cost: Free
Building Location: LAEC

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

Start • End Dates: 05/16/13 • 08/14/13
Days: MTWTh
Cost: Free
Building Location: Rm 0013

Lee County
Lifelong Learning Center at W. B. Wicker: (919) 777-7701

Special Notification: The Lifelong Learning Center at W.B. Wicker is located at 900 South Vance Street in Sanford. Please call (919) 777-7701 or (919) 777-7707 for information or if you have questions.

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

Start • End Dates: 05/16/13 • 08/14/13
Days: MTWTh
Evening: MTWTh
Cost: Free
Location Code: WBW

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 Dates: 05/16/13 • 08/14/13
Days: MTWTh
Evenings: MTWTh
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 Dates: 05/16/13 • 08/14/13
Days: M–F
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.

Start • End Dates: 05/16/13 • 08/14/13
Days: MTWTh
Evening: MTWTh
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 Dates: 05/16/13 • 08/14/13
Days: MTWTh
Evening: MTWTh
Cost: Free
Location: WBW

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.

For registration information, refer to page 4. For location key, refer to page 6.
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 Dates: 05/16/13 • 08/14/13
Days: MTWTh  Time: 8:00A – 1:00P
Evenings: MTWTh  Time: 6:00P – 9:00P
Cost: Free  Location: WBW

Graduates of Adult High School and GED Diploma classes who participate in CCCC’s graduation
ceremony 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 20, 2013 & January 16, 2014

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 4. For location key, refer to page 6.
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.

Course # 2116, Hours: 4
Start • End Dates: 05/18/13 • 05/18/13
Day: Sa Time: 9:00A – 1:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Bldg B Rm 110B
Instructor: Gary Tyson

Course # 2942, Hours: 4
Start • End Dates: 05/30/13 • 05/30/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course # 2943, Hours: 4
Start • End Dates: 06/13/13 • 06/13/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course # 2945, Hours: 4
Start • End Dates: 06/25/13 • 06/25/13
Day: T Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Tony Brown

Course # 2946, Hours: 4
Start • End Dates: 07/11/13 • 07/11/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Tony Brown

Course # 2119, Hours: 4
Start • End Dates: 07/11/13 • 07/11/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 217
Instructor: Gary Tyson

Course# 2948, Hours: 4
Start • End Dates: 07/30/13 • 07/30/13
Day: T Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Bob Etheridge Rm 305
Instructor: Tony Brown

Course # 2120, Hours: 4
Start • End Dates: 08/01/13 • 08/01/13
Day: Th Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 217
Instructor: Gary Tyson

Course # 2949, Hours: 4
Start • End Dates: 08/13/13 • 08/13/13
Day: T Time: 6:00P – 10:00P
Cost: 60.00 (SS) Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Tony Brown

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

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.

**Course # 2941, Hours: 4**  
**Start • End Dates:** 05/21/13 • 05/21/13  
**Day:** T  
**Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS)  
**Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
**Instructor:** Tony Brown

**Course # 2944, Hours: 4**  
**Start • End Dates:** 06/18/13 • 06/18/13  
**Day:** T  
**Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS)  
**Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
**Instructor:** Tony Brown

**Course # 2117, Hours: 4**  
**Start • End Dates:** 07/16/13 • 07/16/13  
**Day:** T  
**Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS)  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Larry Davis

**Course # 2947, Hours: 4**  
**Start • End Dates:** 07/18/13 • 07/18/13  
**Day:** T  
**Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS)  
**Location Code:** HMC  
**Building Location:** Bob Etheridge Rm 305  
**Instructor:** Tony Brown

**Course # 2118, Hours: 4**  
**Start • End Dates:** 08/13/13 • 08/13/13  
**Day:** T  
**Time:** 6:00P – 10:00P  
**Cost:** 60.00 (SS)  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 216  
**Instructor:** Larry Davis

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**CHATHAM COUNTY HIGHLIGHTS**

**Basic Blacksmith** – Back by popular demand! This class will consist of demos showing relevant techniques followed by hands-on experience. Most of the class time is dedicated to students working on their own projects. Successful completion of this course will provide great insight into the craft of blacksmithing.

**OSHA 10 Hour Construction** – This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. It also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. Official test included. This course will also be offered in Spanish at the Siler City Campus.

**Historic Preservation: Restoring a Historic Home for Profit and Fun** – This course is an introduction to historic residential property renovation. Topics include finding and choosing a home for renovation, sustainable design-build practices, construction management, and financial and legal considerations.

**CCCC Youth Entrepreneurship Summer Camp** – In an atmosphere that promotes fun and learning, Youth Entrepreneurship Camp participants will be introduced to entrepreneurship as a viable career option. Youth will identify opportunities for small business ventures, as well as participate in the business planning process. For completed grades 6-8.

**Conversational Spanish** – Thinking of taking a Spanish Immersion Class? This course is a great precursor. It is designed to engage the intermediate to advanced Spanish-speaking student in dialogue with the instructor and fellow students to enhance conversational skills and understanding. Very little English will be spoken in this class.

For registration information, refer to page 3. For location key, refer to page 6.
Basic Blacksmith
This class will consist of demos showing relevant techniques followed by hands-on experience. Most of the class time is dedicated to students working on their own projects. Successful completion of this course will provide great insight into the craft of blacksmithing.

Course # 2736, Hours: 15
Start • End Dates: 05/18/13 • 06/08/13
Day: Sa
Time: 10:00A – 3:00P
Cost: 81.25 (SS)
Building Location: Sage Academy
Instructor: Kenneth Gordon

Jewelry Making – Beads, Metal and Polymer Clay
If you have basic knowledge of wire and tool usage, you can create jewelry using wire and sheet metals, primarily copper, stainless steel and polymer clay. 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.

Creative Retirement
Course # 2139, Hours: 12
Start • End Dates: 07/10/13 • 08/14/13
Day: W
Time: 6:00P – 8:00P
Cost: 39.00 (SS)
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

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

Creative Retirement
Course # 2125, Hours: 36
Start • End Dates: 05/22/13 • 08/14/13
Day: W
Time: 9:00A – 12:00N
Cost: 89.00 (SS)
Building Location: Bldg A Rm 105A
Instructor: John Wicker

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.

Creative Retirement
Course # 2126, Hours: 36
Start • End Dates: 05/21/13 • 08/13/13
Day: W
Time: 1:30P – 4:30P
Cost: 89.00 (SS)
Building Location: Enrichment Center
Instructor: John Wicker

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.

Creative Retirement
Course # 2121, Hours: 36
Start • End Dates: 05/16/13 • 08/08/13
Day: Th
Time: 9:00A – 12:00N
Cost: 89.00 (SS)
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Creative Retirement
Course # 2122, Hours: 36
Start • End Dates: 05/16/13 • 08/08/13
Day: Th
Time: 1:00P – 4:00P
Cost: 89.00 (SS)
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

Photography – Art of Photography
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.

Creative Retirement
Course # 2133, Hours: 16
Start • End Dates: 07/09/13 • 09/03/13
Day: T
Time: 6:00P – 8:00P
Cost: 59.00 (SS)
Building Location: Bldg A Rm 107-A
Instructor: Camp Price

For registration information, refer to page 3. For location key, refer to page 6.
Photography – Digital Camera Basics
Do you have a digital camera but you’re not really sure how to use it? Bring your camera plus the box and the manual that came with it. You will learn basic photography terms and the basics of using your camera.

Course # 2132, Hours: 8
Start • End Dates: 05/23/13 • 06/06/13
Day: Th  Time: 6:00P – 9:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

Pottery – Beginning Wheelthrowing I
This 10-week wheelthrowing class will teach basic wheelthrowing and glazing skills in a structured and supportive setting. Continuity of instruction will help students gain knowledge and skills at a fast pace. How to sell and market your finished product will also be addressed. Clay fee: $20.00 (Two bags will be required.)

Course # 2737, Hours: 30
Start • End Dates: 05/20/13 • 07/29/13
Day: M  Time: 6:00P – 9:00P
Cost: 121.25  Location Code: SCC
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – Intermediate to Advanced Wheelthrowing I
Students will build on their previous wheelthrowing skills through experiencing new and additional clay challenges. Guidance will be given on wheel forms as well as new techniques in altering and combining elements. Hand building will be introduced. How to sell and market your finished product(s) will also be addressed. Clay fee: $20.00 (Two bags will be required).

Course # 2739, Hours: 30
Start • End Dates: 05/23/13 • 08/01/13
Day: Th  Time: 6:00P – 9:00P
Cost: 121.25  Location Code: SCC
Building Location: Rm 101
Instructor: Raymond Edwards

Pottery – Open Studio
This class is for both curriculum and continuing education students currently enrolled in a pottery class to work independently on current class projects.

Course # 2738, Hours: 32
Start • End Dates: 06/04/13 • 07/23/13
Day: T  Time: 5:00P – 9:00P
Cost: 66.25 (SS)  Location Code: SCC
Building Location: Rm 101
Instructor: Darlene Brady

Pottery – 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. Students must bring their own bisque ware.

Course # 2740, Hours: 12
Start • End Date: 06/14/13 • 06/15/13
Day: F  Time: 3:00P – 7:00P
Day: Sa  Time: 9:00A – 6:00P
Cost: 66.25  Location Code: SCC
Building Location: Sage Academy
Instructor: Raymond Edwards

Sheet Metal Art – Beginner to Intermediate
Beginning students will learn basics of MIG set up and welding as well as plasma cutting, shop safety and the use of power tools and equipment. All students will learn about lay-out, finishing and texture. Each student will have completed a piece of artwork that can be displayed in home or garden.

Metal Fee: $40.00

Course # 2741, Hours: 32
Start • End Date: 05/22/13 • 07/17/13
Day: W  Time: 6:00P – 10:00P
Cost: 121.25 (SS)  Location: SCC
Building Location: Sage Academy
Instructor: Kevin Kuhnel

For registration information, refer to page 3. For location key, refer to page 6.
Computers – Introduction
Do you need to start at the beginning? You can become familiar with the ways personal computers can be used to enhance your life at work and at home. You will acquire a basic knowledge of computer hardware and experience a brief introduction to operating systems.

Course # 2753, Hours: 20
Start • End Dates: 05/20/13 • 08/12/13
Day: M Time: 5:00P – 7:00P
Cost: 66.25 Location Code: SCC
Building Location: Rm 231
Instructor: Regina Richardson

Course # 2755, Hours: 24
Start • End Dates: 05/21/13 • 07/09/13
Day: T Time: 9:00A – 12:00N
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Ruth Landa

Course # 2754, Hours: 20
Start • End Dates: 05/21/13 • 08/06/13
Day: T Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

Course # 2756, Hours: 20
Start • End Dates: 05/16/13 • 07/25/13
Day: Th Time: 6:00P – 8:00P
Cost: 66.25 Location Code: SCC
Building Location: Bldg 041 Rm 231
Instructor: Wayne Norris

Facebook, Twitter and LinkedIn for Job Seekers
Are you LinkedIn? New technology and the economy have changed the job search strategies. Learn how to use Facebook, Twitter, and LinkedIn to find your next job and stand out to employers. Learn how to avoid common online mistakes and pitfalls that can undermine your credibility.

Course # 2163, Hours: 57
Start • End Date: 05/21/13 • 07/30/13
Day: TTh Time: 3:00P – 6:00P
Cost: 175.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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 # 2165, Hours: 38
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh Time: 6:30P – 8:30P
Cost: 120.00 Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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

Course # 2757, Hours: 20
Start • End Dates: 05/22/13 • 07/31/13
Day: W Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
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 # 2757, Hours: 20
Start • End Dates: 05/22/13 • 07/31/13
Day: W Time: 6:00P – 8:00P
Cost: 66.25 Location Code: PMC
Building Location: TBD
Instructor: Regina Richardson

For registration information, refer to page 3. For location key, refer to page 6.
Microsoft Word & Excel
Students are introduced to MS Word as a computer application used for composition, editing, formatting, and printing. Also, students will learn to create spreadsheets, merge worksheets, use templates, and etc. in MS Excel.

Course # 2865, Hours: 24
Start • End Dates: 05/23/13 • 07/18/13
Day: Th
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Dennis Shaw

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 # 2166, Hours: 18
Start • End Dates: 06/10/13 • 07/22/13
Day: M
Time: 5:00P – 8:00P
Cost: 66.25
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee

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 # 2184, Hours: 64
Start • End Dates: 06/03/13 • 08/02/13
Day: Online
Time: Online
Cost: 175.00
Location Code: ONLINE
Instructor: Amanda Carter

Word – Practical Applications
As a beginner to word processing, you will learn the fundamentals needed to produce most Word documents. Particular emphasis will be placed on keyboarding, fonts and styles, copy and paste, and managing pictures in documents. Inserting items into documents from local files and the internet will also be covered. Finally, you will learn the new database functions of Word 2010 and be able to produce mailing labels and envelopes as well as letters for mass mailings.

Course # 2140, Hours: 18
Start • End Dates: 05/16/13 • 06/27/13
Day: Th
Time: 5:00P – 8:00P
Cost: 66.25
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: John Foushee
Creative Writing

Prose in Progress
Writers at all stages of their careers benefit from exchanging ideas about their work with other practicing writers. Award-winning author Melissa Delbridge will convene a group this summer to provide writers of any genre of fiction or nonfiction with an ongoing community of peers with whom to share encouragement and suggestions. The class will include occasional readings, prompts, and writing exercises, but will mainly be a roundtable critique of work submitted and read by class members.

Course # 2743, Hours: 18
Start • End Dates: 05/30/13 • 08/01/13
Day: Th Time: 6:30P – 8:30P
Cost: 141.25 Location Code: PMC
Building Location: Bldg TBD
Instructor: Melissa Delbridge

Writing Short Fiction
Students will learn the basics of writing short fiction. Each week students will be given writing props as well as assignments. Critiquing and discussion will follow. Editing issues and marketing the short story will be addressed.

Course # 2742, Hours: 12
Start • End Dates: 05/22/13 • 06/26/13
Day: W Time: 6:30P – 8:30P
Cost: 126.25 Location Code: PMC
Building Location: TBD
Instructor: Ruth Moose
Culinary & Hospitality Arts
Chatham County

Natural Chef Certification Program
Our students experience hands-on professional development in the areas of sustainability, nutrition, culinary technology, sanitation, knife skills, and restaurant management as well as many other areas of culinary operation. Spring classes offered through our Culinary and Hospitality Program are listed below. For more information on courses offered throughout the year, please visit our website at www.cccc.edu/culinaryarts.

Advanced Culinary Incubator – Summer Harvest
This class will focus on the beginning model of a small business for Certified Natural Chefs. The class allows students to begin work on their business plans and a shared use of the Culinary Kitchen for this business production.
Pre-Requisites: Natural Chef Certification, ServSafe Certification, and a Business Plan.
Course # 2735, Hours: 114
Start • End Dates: 05/20/13 • 07/31/13
Days: MW
Time: 2:00P – 8:00P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Introduction to Culinary Arts
This is an introductory course designed for students who desire an occupation in the food service industry. Students will plan menus and prepare foods for the Natural Chef Cafe. Students will learn knife skills, cooking methods and recipe preparation as well as master the skills of quantity food preparation, safe food handling and classic cooking methods.
Course # 2733, Hours: 162
Start • End Dates: 05/21/13 • 08/01/13
Days: T W Th
Time: 8:00A – 2:00P
Cost: 176.25
Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Natural Healthy Cooking
Students will cover holistic education, whole foods culinary techniques, fundamentals of nutrition and the connection between food, health and sustainability. Students will understand the general operations of a commercial kitchen, sustainable cooking and essential culinary and sanitation skills.
Course # 2732, Hours: 48
Start • End Dates: 05/20/13 • 07/29/13
Days: M
Time: 8:00A – 2:00P
Cost: 66.25
Location Code: PMC
Building Location: 045 Rm 145
Instructor: Robin Griffith
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 # 2005, Hours: 40
Start • End Dates: 05/20/13 • 06/24/13
Days: MTh
Time: 6:00P – 10:00P
Cost: 150.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course # 2007, Hours: 40
Start • End Dates: 07/08/13 • 08/08/13
Days: MTh
Time: 6:00P – 10:00P
Cost: 150.00 (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.

Firefighter Academy
The next Central Carolina Community College Firefighter Academy will begin in August 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 over 1000 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
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. There is a 48 hour minimum cancellation notice in order to receive a fee refund.
Basic Rider Course (BRC)
This course 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.

Course # 2001, Hours: 40
Start • End Dates: 06/14/13 • 06/16/13
Days: F
Time: 6:00P – 10:00P
Days: SaSu
Time: 8:00A – 6:00P
Cost: 140.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Course # 2003, Hours: 40
Start • End Dates: 06/21/13 • 06/23/13
Days: F
Time: 6:00P – 10:00P
Days: SaSu
Time: 8:00A – 6:00P
Cost: 140.00 (SS)
Location Code: ESTC
Building Location: Emergency Services Training Center

Participant Provided Riding Gear (PPG/PPE)
required for all courses:
➤ DOT approved helmet (Some sizes are available/you may bring your own)
➤ Long pants, preferably jeans or leather
➤ Long sleeved shirt or jacket
➤ Full-fingered gloves
➤ Over-the-ankle boots or shoes
➤ Eye protection (including non-tinted face shield, sunglasses, goggles or glasses)

Advanced Rider Course (ARC)
The goal of the ARC is to provide riders with a way to further develop personal riding strategies to minimize risk with emphasis on the Search-Evaluate-Execute. This one day course is for experienced riders who desire to learn and practice more in-depth riding techniques. The course focuses on the behavioral aspects of riding such as attitude, personal risk, assessment braking, cornering techniques, and traction management. Range exercises build on topics by providing riders the opportunity to develop and improve skills and discuss options for braking, cornering and swerving, and to improve visual perception to identify collision traps. Included is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers. The class registration fee is $66.25. There is a 48-hour minimum cancellation notice in order to receive a fee refund.
Visit www.cccc.edu/ecd/medicalorientation for important required information regarding your classes and what you need for registration that begins on Tuesday, April 9.

C = Chatham   H = Harnett   L = Lee

Central Sterile Processing Technician
This course provides students with the knowledge and technical skills of sterile processing with basic surgical instruments utilized in the healthcare workplace.

<table>
<thead>
<tr>
<th>Course # 2709, Hours: 114</th>
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<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 06/11/13 • 09/24/13</td>
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<tr>
<td><strong>Days:</strong> TTh</td>
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<tr>
<td><strong>Time:</strong> 5:00P – 9:00P</td>
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<tr>
<td><strong>Cost:</strong> 181.25</td>
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<tr>
<td><strong>Location Code:</strong> SCC</td>
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<tr>
<td><strong>Building Location:</strong> Rm 123</td>
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<tr>
<td><strong>Instructor:</strong> Hollie Lineberry</td>
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</tbody>
</table>

CPR – Basic Life Support
Learn to recognize emergency situations involving choking, respiratory and cardiac arrest in adults, children and infant victims. The American Heart Association BLS for Healthcare Providers curriculum will be used.

<table>
<thead>
<tr>
<th>Course # 2149, Hours: 8</th>
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<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 06/03/13 • 06/05/13</td>
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<tr>
<td><strong>Days:</strong> MW</td>
</tr>
<tr>
<td><strong>Time:</strong> 5:00P – 9:00P</td>
</tr>
<tr>
<td><strong>Cost:</strong> 66.25 (SS)</td>
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<tr>
<td><strong>Location Code:</strong> WBW</td>
</tr>
<tr>
<td><strong>Building Location:</strong> Bldg A Rm 104A</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Dean Jacobs</td>
</tr>
</tbody>
</table>

CPR – Basic Life Support Recertification
Maintain or renew your AHA BLS for Healthcare Provider certification with this course that reviews and updates CPR procedures and requirements.

<table>
<thead>
<tr>
<th>Course # 2150, Hours: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 07/08/13 • 07/08/13</td>
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<tr>
<td><strong>Day:</strong> M</td>
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<tr>
<td><strong>Time:</strong> 5:00P – 9:00P</td>
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<tr>
<td><strong>Cost:</strong> 66.25 (SS)</td>
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<tr>
<td><strong>Location Code:</strong> WBW</td>
</tr>
<tr>
<td><strong>Building Location:</strong> Bldg A Rm 104A</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Pat Marks</td>
</tr>
</tbody>
</table>

CPR – Professional Provider
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.

<table>
<thead>
<tr>
<th>Course # 2707, Hours: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 05/23/13 • 05/23/13</td>
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<td><strong>Day:</strong> Th</td>
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<td><strong>Time:</strong> 5:00P – 9:00P</td>
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<tr>
<td><strong>Cost:</strong> 65.00</td>
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<tr>
<td><strong>Location Code:</strong> PMC</td>
</tr>
<tr>
<td><strong>Building Location:</strong> Bldg 041 Rm 220</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Tina Harris</td>
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</tbody>
</table>

EKG Monitor Technician
Learn to become proficient in reading and interpreting EKG rhythms. Upon successful completion, you will be qualified for employment in a telemetry unit of a hospital. Must show proof of high school diploma or GED to register.

<table>
<thead>
<tr>
<th>Course # 2141, Hours: 80</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 06/03/13 • 08/07/13</td>
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<tr>
<td><strong>Days:</strong> MW</td>
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<tr>
<td><strong>Time:</strong> 5:00P – 9:00P</td>
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<tr>
<td><strong>Cost:</strong> 181.25</td>
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<tr>
<td><strong>Location Code:</strong> WBW</td>
</tr>
<tr>
<td><strong>Building Location:</strong> Main Bldg Rm 119</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Diane Oldham</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course # 2142, Hours: 80</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start • End Dates:</strong> 05/16/13 • 07/30/13</td>
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<tr>
<td><strong>Days:</strong> TTh</td>
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<tr>
<td><strong>Time:</strong> 5:00P – 9:00P</td>
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<tr>
<td><strong>Cost:</strong> 181.25</td>
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<tr>
<td><strong>Location Code:</strong> WBW</td>
</tr>
<tr>
<td><strong>Building Location:</strong> Main Bldg Rm 119</td>
</tr>
<tr>
<td><strong>Instructor:</strong> Pat Marks</td>
</tr>
</tbody>
</table>
Home Care Nurse Aide (PHCAST Grant)
As a Nurse Aide I, you can receive advanced training in home care. This training emphasizes person-centered care concepts, patient and person safety, hydration/nutrition, mental health, dementia, behavioral challenges, pain management, palliative care, stress management and how these relate to home care. Upon completion, you will be eligible for listing as a Home Care Nurse Aide with the NC Nurse Aide Registry. To register for this class, you must show proof of current listing on the N.C. Nurse Aide I Registry, proof of completing an approved NA I training program, and HS Diploma or GED.

Course # 2148, Hours: 120
Start • End Dates: 05/16/13 • 08/29/13
Days: TTh
Time: 9:00A – 1:00P
Cost: 176.25 (Tuition assistance may be available)
Location: WBW
Bldg Location: Bldg A Rm 104A
Instructor: Joy McPhail

Medical Terminology
You can learn the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, their combining forms, and body organization. You will also learn basic anatomy and physiology. To register, you must show proof of high school diploma or GED.

Course # 2152, Hours: 120
Start • End Dates: 05/21/13 • 09/05/13
Days: TTh
Time: 5:15P – 9:15P
Cost: 176.25
Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

Course # 2706, Hours: 84
Start • End Dates: 06/04/13 • 08/14/13
Days: TTh
Time: 10:00A – 1:00P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 217
Instructor: TBD

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. At the end of the course, you will be eligible to take a state examination 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 # 2702, Hours: 184
Start • End Dates: 06/03/13 • 08/19/13
Days: MTWTh
Time: 8:30A – 12:30P
Cost: 181.25
Location Code: SCC
Building Location: Rm 121
Instructor: Sonja Richards

Course # 2704, Hours: 184
Start • End Dates: 06/03/13 • 08/21/13
Days: MTWTh
Time: 8:30A – 12:30P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Barbara Shuett

Course # 2144, Hours: 184
Start • End Dates: 06/04/13 • 09/11/13
Days: TTh
Time: 9:00A – 1:00P
Cost: 181.25
Location Code: WBW
Building Location: Bldg A Rm 102A
Clinicals: 8:00A – 4:30P; 8/22, 8/27, 8/28, 8/29, 9/3
Instructor: Betty Jo Chavez

Course # 2852, Hours: 184
Start • End Dates: 06/11/13 • 09/19/13
Days: MTWTh
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 228
Instructor: Donald Morrison

Course # 2151, Hours: 184
Start • End Dates: 06/18/13 • 11/14/13
Days: TTh
Time: 5:00P – 9:00P
Cost: 181.25
Location Code: WBW
Building Location: Bldg A Rm 104A
Clinicals: 3:00P – 11:30P; 10/15, 10/17, 10/22, 10/24, 10/29
Instructor: Sandy Muse

Course # 2705, Hours: 184
Start • End Dates: 07/08/13 • 10/15/13
Days: MTW
Time: 5:30P – 9:30P
Cost: 181.25
Location Code: PMC
Building Location: Bldg 041 Rm 220
Instructor: Elaine Nichols

Course # 2153, Hours: 184
Start • End Dates: 06/18/13 • 12/05/13
Days: TTh
Time: 5:15P – 9:15P
Cost: 181.25
Location Code: WBW
Building Location: Bldg A Rm 102A
Clinicals: 5:15P – 9:15P; 10/15, 10/17, 10/22, 10/24, 10/29, 11/5, 11/7, 11/12, 11/14, 11/19
Instructor: Michael Staub

Course # 2853, Hours: 184
Start • End Dates: 07/30/13 • 10/31/13
Days: MTWTh
Time: 5:30P – 9:30P
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 State Competency Review
This course is designed for students who have satisfactorily completed a State-approved Nurse Aide I program. The testing candidates may not have scheduled or successfully passed the NC Nurse Aide competency examination. The course will offer written and skill review to prepare the testing candidate for the National Nurse Aide Assessment Program Examination.

Course # 2703, Hours: 20
Start • End Dates: 05/20/13 • 05/28/13
Days: M–F Time: 1:00P – 5:00P
Cost: 66.25 Location Code: SCC
Building Location: Rm 121
Instructor: Peggy Hall

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 # 2143, Hours: 160
Start • End Dates: 05/21/13 • 08/27/13
Days: TWTh Time: 8:00A – 12:00N
Cost: 181.25 Location Code: WBW
Building Location: Bldg A Rm 103A
Instructor: Joan Vasilik

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 # 2145, Hours: 108
Start • End Dates: 05/20/13 • 08/28/13
Days: MW Time: 5:00P – 9:00P
Cost: 176.25 Location Code: WBW
Building Location: Main Bldg Rm 220H
Instructor: Mary Berglund

Course # 2701, Hours: 108
Start • End Dates: 07/08/13 • 10/28/13
Days: MW Time: 5:30P – 9:00P
Cost: 181.25 Location Code: SCC
Building Location: Rm 123
Instructor: Lawanda Stanley

Phlebotomy Technician
You will learn how to draw patients’ blood in the hospital, doctors’ offices and lab service companies. Class lab activities include sticking and being stuck by your classmates. You must show proof of high school diploma or GED to register.

Course # 2146, Hours: 200
Start • End Dates: 07/09/13 • 10/31/13
Days: TWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: WBW
Building Location: Main Bldg Rm 222
Instructor: Chris Vaughan

Phlebotomy Technician – Day (Accelerated)
This course prepares students to draw patients’ blood in hospitals, doctor’s offices, and lab service companies.

Course # 2855, Hours: 200
Start • End Dates: 05/28/13 • 07/25/13
Days: MTWTh Time: 9:00A – 2:30P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

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

Course # 2856, Hours: 200
Start • End Dates: 07/29/13 • 10/03/13
Days: MTWTh Time: 9:00A – 1:00P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland

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

Course # 2857, Hours: 200
Start • End Dates: 07/29/13 • 10/03/13
Days: MTWTh Time: 5:30P – 9:30P
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 220
Instructor: Kimberly Rowland
Home Arts Summer 2013

Crocheting – Beginning
Students will be able to crochet a project on their own after the eight weeks. Most will be able to design their own projects by the end of class. Each student is encouraged to work at their own pace and master the basics. Crochet is like Math, each skill and lesson builds upon the next.

**Course # 2951**
**Start • End Dates:** 07/02/13 • 08/20/13  
**Day:** T  
**Time:** 6:30P – 8:30P  
**Cost:** 51.25 (SS)  
**Location Code:** HMC  
**Building Location:** TBD  
** Instructor:** Elaine Owen

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

**Course # 2955**
**Start • End Dates:** 05/30/13 • 07/25/13  
**Day:** Th  
**Time:** 6:30P – 8:30P  
**Cost:** 51.25 (SS)  
**Location Code:** HMC  
**Building Location:** TBD  
** Instructor:** Robert Sherman

Sewing Specialty Items for the Home
Whether you’re just beginning or are experienced and wanting to learn more, you will use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest. You will need to bring your own scissors, thread, fabric and pattern.

**Course # 2134, Hours: 6**
**Start • End Dates:** 06/24/13 • 06/26/13  
**Days:** MTW  
**Time:** 2:00P – 4:00P  
**Cost:** 29.00 (SS)  
**Location Code:** WBW  
**Building Location:** Main Bldg Rm 214  
** Instructor:** Nancy Kennedy

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

For registration information, refer to page 3. For location key, refer to page 6.
Fee waiver is 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 have received notice of a lay-off.

Chatham County

Career Readiness and Employability Lab for Job Seekers
Want to improve your opportunity for getting a better job with one-on-one assistance? Learn basic computer skills, how to search for a job, create a resume, practice and/or refresh your skills before taking the WorkKeys Assessments to earn your Career Readiness Certificate (CRC).

Course # 2713, Hours: 63
Start • End Dates: 05/16/13 • 08/01/13
Days: MTh
Time: 5:00P – 8:00P
Cost: 175.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 41 Rm 201 (JobLink Center)
Instructor: Robert Gray

Computer Technology 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 # 2714, Hours: 44
Start • End Dates: 05/16/13 • 08/01/13
Days: TTh
Time: 6:00P – 8:00P
Cost: 120.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 231
Instructor: TBD

Make Your Résumé and Interviewing Skills Work for You
This class is designed to help you create a great résumé, improve your interviewing skills, and increase your opportunity of getting that special job.

Course # 2715, Hours: 24
Start • End Dates: 06/10/13 • 06/20/13
Days: MTWTh
Time: 6:00P – 9:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: Rm 118
Instructor: Mary Harris

Workplace Readiness for Health Careers
Increase your chances of being hired in a health care profession. Professional behavior, communication skills, time management, job interviewing skills, and how to prepare your resume will be covered in this class.

Course # 2711, Hours: 24
Start • End Date: 05/16/13 • 05/23/13
Day: M – F
Time: 9:00A – 1:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: TBD
Instructor: Mary Harris

Harnett County

Pre-register by calling (910) 814-8852.
Fees for HRD classes are waived for unemployed adults, underemployed adults, adults who are working and eligible for the federal earned income tax credit, and adults who have received notice of a layoff.

Employability Skills for Today’s Job Market
This course will focus on personal & professional development in the areas of time management, goal setting, communication skills, conflict resolution, resume preparation, interview strategies, and much more.

Course # 2870, Hours: 115
Start • End Dates: 05/20/13 • 06/27/13
Days: MTWTh
Time: 9:00A – 2:30P
Cost: 175.00
Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

What Did You Say? Communication Skills for Success
This course will help improve you effective communication skills. Topics include listening, verbal, nonverbal, problem-solving, decision making, interpersonal skills, teamwork, and much more.

Course # 2870, Hours: 115
Start • End Dates: 05/20/13 • 06/27/13
Days: MTWTh
Time: 9:00A – 2:30P
Cost: 175.00
Location Code: TSEC
Building Location: Continuing Education Rm TBD
Instructor: Iris Prince

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

**Basic Computer Skills for Careers**
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 # 2164, Hours: 56**
  - Start • End Dates: 05/20/13 • 07/10/13
  - Days: MW
  - Time: 9:00A – 1:00P
  - Cost: 175.00
  - Location Code: WBW
  - Building Location: Bldg A Rm 107A
  - Instructor: Robert Gray

- **Course # 2158, Hours: 56**
  - Start • End Dates: 05/20/13 • 07/10/13
  - Days: MW
  - Time: 5:00P – 9:00P
  - Cost: 175.00
  - Location Code: WBW
  - Building Location: Bldg A Rm 107A
  - Instructor: Kathy Siler

**Career Pathways to Natural Hair Care**
Will you be ready when the North Carolina Cosmetic Arts Board increases licensing requirements for braiding take effect? The Natural Hair Care Specialist training program will begin this fall. With this class, you can learn the importance of time management, problem solving, business management, professionalism, interpersonal skills and responsibilities expected of Natural Hair Care Specialists. You will gain an understanding of proper customer service and relationship building techniques. You will learn to create a résumé and answer interview questions. The Career Readiness Certification evaluation is administered at the end of class. Up to six completers of this class will earn registration fee scholarships for the Natural Hair Care Specialist class in the fall.

- **Course # 2182, Hours: 72**
  - Start • End Dates: 06/03/13 • 08/07/13
  - Days: MW
  - Time: 6:00P – 9:00P
  - Cost: 175.00
  - Location Code: WBW
  - Building Location: Main Bldg Rm 118
  - Instructor: Nicole Wiley

**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 # 2156, Hours: 72**
  - Start • End Dates: 05/21/13 • 07/25/13
  - Days: TTh
  - Time: 9:00A – 1:00P
  - Cost: 175.00
  - Location Code: WBW
  - Building Location: Main Bldg Rm 118
  - Instructor: Dedrick Petty

**Career Readiness Prep Lab**
Many North Carolina employers now require the North Carolina Career Readiness Certification (CRC). You can be ready for your next job opportunity by preparing for and taking the CRC assessments in this class. When you earn your CRC, you will have a certification to indicate on your resume and to share during your interview. This certification proves to your potential employer that you possess specific core skills that are required by the majority of today’s jobs. Registration fees may be waived if you meet the guidelines.

- **Course # 2157, Hours: 110**
  - Start • End Dates: 05/20/13 • 08/07/13
  - Days: MW
  - Time: 9:00A – 2:00P
  - Cost: 175.00
  - Location Code: WBW
  - Building Location: Main Bldg Rm 118
  - Instructor: Laurinda Southerland

For registration information, refer to page 3. For location key, refer to page 6.
Facebook, Twitter and LinkedIn for Job Seekers
Are you LinkedIn? New technology and the economy have changed the job search strategies. Learn how to use Facebook, Twitter, and LinkedIn to find your next job and stand out to employers. Learn how to avoid common online mistakes and pitfalls that can undermine your credibility.

Course # 2163, Hours: 57
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh
Time: 3:00P – 6:00P
Cost: 175.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Komorowski

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 # 2165, Hours: 38
Start • End Dates: 05/21/13 • 07/30/13
Days: TTh
Time: 6:30P – 8:30P
Cost: 120.00
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. Registration fee waivers are available for those who qualify.

Course # 2159, Hours: 24
Start • End Dates: 05/21/13 • 06/25/13
Day: T
Time: 9:00A – 1:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathryn Fry

Course # 2160, Hours: 24
Start • End Dates: 05/21/13 • 06/25/13
Day: T
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Beulah Palmer

Course # 2161, Hours: 24
Start • End Dates: 07/08/13 • 08/12/13
Day: M
Time: 9:00A – 1:00P
Cost: 65.00
Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Crystal McIver

Course # 2162, Hours: 24
Start • End Dates: 07/08/13 • 08/12/13
Day: M
Time: 5:00P – 9:00P
Cost: 65.00
Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Robert Gray

For registration information, refer to page 3. For location key, refer to page 6.
For registration information, refer to page 3. For location key, refer to page 6.
Basic Home Brewing
This course will introduce students to small-scale beer-making and equip them with the knowledge and skills necessary to produce a variety of beers.

Course # 2770, Hours: 12
Start • End Dates: 07/01/13 • 07/31/13
Day: M Time: 7:00P – 9:00P
Cost: 71.25 Location Code: PMC
Building Location: TBD
Instructor: Eric Ginsburg

Concealed Carry Handgun
Learn the textbook and firing range knowledge you need to apply for a concealed weapon permit. This class provides eight (8) hours of instruction, including live fire practice and qualification. You will need to provide your own gun, protective eyewear and ball cap. Please request specific course instructions and requirements when registering.

Course # 2129, Hours: 8
Start • End Dates: 07/20/13 • 07/20/13
Day: Sa Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: REGA/WFRG
Building Location: TBD
Instructor: James Estes

Course # 2124, Hours: 8
Start • End Dates: 08/10/13 • 08/10/13
Day: Sa Time: 8:00A – 5:00P
Cost: 75.00 (SS) Location Code: REGA/WFRG
Building Location: TBD
Instructor: James Estes

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

Course # 2950
Start • End Dates: 05/22/13 • 06/26/13
Day: W Time: 7:00P – 8:00P
Cost: 31.25 (SS) Location Code: HMC
Building Location: Miriello Rm 135
Instructor: Larry Patterson

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

Course # C-2752, Hours: 16
Start • End Dates: 06/03/13 • 08/01/13
Day: M Time: 6:00P – 8:00P
Cost: 51.25 (SS) Location Code: PMC
Building Location: TBD
Instructor: Chad Virgil

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

Course # 2751, Hours: 14
Start • End Dates: 05/28/13 • 07/09/13
Day: T Time: 7:00P – 9:00P
Cost: 66.25 (SS) Location Code: PMC
Building Location: TBD
Instructor: Faye Sugg

Getting Paid to Talk/Making Money with Your Voice
Have you ever been told that you have a great voice? This exciting class will explore numerous aspects of voice over work for television, film, radio, audio books, documentaries and the internet in your area. This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally.

Course # 2952, Hours: 2.5
Start • End Dates: 06/13/13 • 06/13/13
Day: Th Time: 6:30P – 9:00P
Cost: 21.25 (SS) Location Code: HMC
Building Location: Bob Etheridge Rm 306
Instructor: David Rodwell
Historic Preservation: Restoring a Historic Home for Profit and Fun
This course is an introduction to historic residential property renovation. Topics include finding and choosing a home for renovation, sustainable design-build practices, construction management, and financial and legal considerations.

**Course # 2769, Hours: 15**
**Start • End Dates:** 05/18/13 • 06/01/13
**Day:** Sa  **Time:** 10:00A – 3:30P
**Cost:** 66.25  **Location Code:** PMC
**Building Location:** Bldg 045 Rm 135
**Instructor:** John J. Froehlich

Organic Gardening
In this eight week course students will learn about soil science, composting, organic disease control, and the best plants for organic gardening and their growth.

**Course # 2956**
**Start • End Dates:** 05/21/13 • 07/09/13
**Day:** T  **Time:** 6:30P – 8:30P
**Cost:** 51.25 (SS)  **Location Code:** HMC
**Building Location:** Bob Etheridge Rm 306
**Instructor:** Robert Sherman

Yoga Basics
Learn the basics of Yoga in a short introductory three-week class. Perfect for learning to reduce your stress level and relax! Wear comfortable clothing and bring a mat or thick towel.

**Course # 2128, Hours: 3**
**Start • End Dates:** 05/16/13 • 05/30/13
**Day:** Th  **Time:** 5:30P – 6:30P
**Cost:** 19.00 (SS)  **Location Code:** WBW
**Building Location:** Main Bldg Rm 120
**Instructor:** Crystal Hetrick

Zumba
Exercise and have fun to the new fitness craze! Zumba involves dance and aerobic elements. Perfect after a hard day at work.

**Course # 2138, Hours: 12**
**Start • End Dates:** 06/03/13 • 07/18/13
**Days:** MTh  **Time:** 5:30P – 6:30P
**Cost:** 39.00 (SS)  **Location Code:** LMC
**Building Location:** Fitness Gym
**Instructor:** Deanna Gibson

Cookies & Cupcakes
During this course children will have lots of fun learning the basics to decorating cookies and cupcakes.

Beginning Crochet for Kids & Adults
This course will teach kids and adults the basic techniques and skills of crocheting. Ages 10 & up only. For the adults, the course is eight weeks long and afterward students will be able to design their own projects by the end of the class.

Knitting for Kids – Beginning
During this kids camp, they will learn the basic techniques to knitting. Ages 10 & up only.

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

www.cccc.edu
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.

Course # 2167, Hours: 6
Start • End Dates: 07/16/13 • 07/16/13
Day: T
Cost: 66.25 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Larry Davis

Course # 2861, Hours: 6
Start • End Dates: 07/18/13 • 07/18/13
Day: Th
Cost: 66.25 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Larry Davis

Course # 2168, Hours: 6
Start • End Dates: 08/13/13 • 08/13/13
Day: T
Cost: 66.25 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 216
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.

Course # 2746, Hours: 24
Start • End Dates: 06/04/13 • 06/27/13
Days: TTh
Cost: 66.25  Location Code: PMC
Building Location: Bldg 41 Rm 137
Instructor: Bobby Lawson

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

Course # 2866, Hours: 345
Start • End Dates: 05/20/13 • 08/14/13
Days: MTWTh
Cost: 181.25  Location Code: HMC
Building Location: Bldg 4
Instructor: Rosa D. Del Toro

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 # 2185, Hours: 8
Start • End Dates: 07/08/13 • 07/08/13
Day: M
Cost: 49.00 (SS)  Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Christy Iampaglia

Cosmetology – Intro to Natural Hair Care
Do you need to start from the beginning? This course is
designed to introduce students to the wonderful world of
Natural Hair Care. You will acquire a basic knowledge of
Natural Hair Care and learn what skills you will need to
increase and enhance a career as a Natural Hair Care Specialist.
You will also have all your questions about the new licensing
requirement answered. This course provides four (4) hours of
continuing education credits.

Course # 2186, Hours: 4
Start • End Dates: 06/10/13 • 06/10/13
Day: M
Cost: 39.00 (SS)  Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Lydia Green

Cosmetology – Oxygen Therapy
Learn the benefit of oxygen therapy in the skin care treatment
room. You will receive a synopsis of the Integumentary System
and its function, along with a demonstration of an oxygen
facial; which includes oxygen therapy and advanced
exfoliation techniques. Students are also taught the importance
of safety and sanitation. This course provides eight (8)
continuing education credits.

Course # 2187, Hours: 8
Start • End Dates: 08/05/12 • 08/05/13
Day: M
Cost: 71.25 (SS)  Location Code: LMC
Building Location: Budd Hall Rm 603
Instructor: Wynnette Oliver

For registration information, refer to page 3. For location key, refer to page 6.
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 # 2180, Hours: 30
Start • End Dates: 05/20/13 • 06/24/13
Days: MW
Time: 5:00P – 8:00P
Cost: 121.25
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Sandra Stancil

Course # 2747, Hours: 30
Start • End Dates: 05/21/13 • 06/20/13
Days: TTh
Time: 6:00P – 9:00P
Cost: 121.25
Location Code: PMC
Building Location: Bldg 042 Conference Rm 2
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 # 2188, Hours: 4
Start • End Dates: 06/04/13 • 06/04/13
Day: T
Time: 8:00A – 12:00N
Cost: 39.00
Location Code: WBW
Building Location: Main Bldg Rm 120
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 # 2189, Hours: 4
Start • End Dates: 06/04/13 • 06/04/13
Day: T
Time: 1:00P – 5:00P
Cost: 39.00 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Richard Holt

EPA Refrigerant Certification
Learn the information you need to be prepared to take the EPA Refrigerant Certification exam that will be given the last night of class. Additional test fee paid directly to certifying agency.

Course # 2190, Hours: 14
Start • End Dates: 05/23/13 • 06/20/13
Day: Th
Time: 6:00P – 9:00P
Cost: 66.25
Location Code: WBW
Building Location: Main Bldg Rm 217
Instructor: Carlos Reyes-Merced

Forklift Operator Training
This eight-hour course will provide four hours of classroom training and four hours of practice on the forklift. Training includes forklift safety, OSHA regulations, pre-operation tasks, handling and moving loads, principles of lifting, and limited forklift maintenance (changing the battery, refueling, and other basics.). Students will take a written examination, will operate a forklift, and will be evaluated by the instructor to successfully complete the course.

Course # 2191, Hours: 8
Start • End Dates: 08/08/13 • 08/08/13
Day: Th
Time: 8:00A – 5:00P
Cost: 95.00 (SS)
Location Code: LCI
Building Location: Innovation Center
Instructor: Irving Claudio-Hernandez

Instruccion OSHA – 10 Horas, Construccion
This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. It also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. Official test included.

Course # 2767, Hours: 10.5
Start • End Dates: 05/21/13 • 05/23/13
Days: TWh
Time: 6:00P – 9:30P
Cost: 66.25
Location Code: PMC
Building Location: Rm 230
Instructor: Alicia Ravetto

Lawn & Turf Equipment Repair
Learn to maintain and repair lawn and turf equipment. This includes all types of two and four stroke engines, zero turn mowers, lawn tractors, push mowers, weed eaters, chain saws, log splitters, generators, and compact tractors.

Course # 2863, Hours: 96
Start • End Dates: 05/16/13 • 08/13/13
Days: TTh
Time: 8:00A – 12:00N
Cost: 181.25
Location Code: HMC
Building Location: Continuing Education Rm 217
Instructor: Kevin Hutchens
Lawn & Turf Equipment Repair Continued
Course # 2760, Hours: 44
Start • End Dates: 05/16/13 • 08/01/13
Day: Th Time: 6:00P – 10:00P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 041 Rm 117
Instructor: Kevin Hutchens

Course # 2869, Hours: 96
Start • End Dates: 05/20/13 • 08/19/13
Days: MW Time: 8:00A – 12:00N
Cost: 181.25 Location Code: HMC
Building Location: Continuing Education Rm 217
Instructor: Kevin Hutchens

Course # 2862, Hours: 96
Start • End Dates: 05/20/13 • 08/19/13
Days: MW Time: 6:00P – 10:00P
Cost: 181.25 Location Code: WHC
Building Location: West Harnett Center
Instructor: Kevin Hutchens

Course # 2194, Hours: 96
Start • End Date: 07/09/13 • 12/17/13
Day: T Time: 6:00P – 10:00P
Cost: 181.25 Location Code: LMC
Building Location: Joyner Hall Rm 512
Instructor: Kevin Hutchens

Course # 2868, Hours: 315
Start • End Dates: 05/20/13 • 09/26/13
Days: MTWTh Time: 4:30P – 9:00P
Cost: 181.25 Location Code: HMC
Building Location: TBD
Instructor: Jackie Hearn

Manicure Technician
This course introduces basic nail concepts, required for the Licensing of the Nail Technician in the State of NC. Upon completion students should be able to safely and competently apply these concepts in a salon setting.

Course # 2868, Hours: 315
Start • End Dates: 05/20/13 • 09/26/13
Days: MTWTh Time: 4:30P – 9:00P
Cost: 181.25 Location Code: HMC
Building Location: TBD
Instructor: Jackie Hearn

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 # 2169, Hours: 8
Start • End Dates: 05/21/13 • 05/22/13
Days: TW Time: 5:30P – 9:30P
Cost: 66.25 (SS) Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 2748, Hours: 8
Start • End Dates: 06/06/13 • 06/06/13
Day: Th Time: 8:00A – 5:00P
Cost: 66.25 (SS) Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Patsy Payne

Course # 2859, Hours: 8
Start • End Dates: 06/13/13 • 06/13/13
Day: Th Time: 8:00A – 4:30P
Cost: 66.25 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Patsy Payne

Course # 2170, Hours: 8
Start • End Dates: 06/17/13 • 06/17/13
Day: M Time: 8:00A – 5:00P
Cost: 66.25 (SS) Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 2749, Hours: 8
Start • End Dates: 07/11/13 • 07/11/13
Day: Th Time: 8:00A – 5:00P
Cost: 66.25 (SS) Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Patsy Payne

Course # 2860, Hours: 8
Start • End Dates: 07/18/13 • 07/18/13
Day: Th Time: 8:00A – 4:30P
Cost: 66.25 (SS) Location Code: HMC
Building Location: Continuing Education Rm 219
Instructor: Patsy Payne
Notary Public Continued
Course # 2171, Hours: 8
Start • End Dates: 07/16/13 • 07/17/13
Days: TW
Time: 5:30P – 9:30P
Cost: 66.25 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 216
Instructor: Patsy Payne

Course # 2750, Hours: 8
Start • End Dates: 08/02/13 • 08/02/13
Day: F
Time: 8:00A – 5:00P
Cost: 66.25 (SS)
Location Code: PMC
Building Location: Bldg 042 Conference Rm
Instructor: Patsy Payne

Course # 2172, Hours: 8
Start • End Dates: 08/13/13 • 08/13/13
Day: T
Time: 8:00A – 5:00P
Cost: 66.25 (SS)
Location Code: WBW
Building Location: Main Bldg Rm 216
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 # 2759, Hours: 24
Start • End Dates: 05/21/13 • 08/06/13
Day: T
Time: 7:00P – 9:00P
Cost: 66.25 (SS)
Location Code: SCC
Building Location: Rm 102
Instructor: Darrell Parnell

Real Estate Provisional Broker
Learn the information you need to be prepared to take the North Carolina Real Estate Commission exam to become a provisional broker. Approved real estate pre-license course covers introductory real estate principles and practices, agency relationships and duties, legal and ethical considerations, and working with sellers.
Course # 1247, Hours: 80
Start • End Dates: 05/09/13 • 08/13/13
Days: TTh
Time: 6:00P – 9:00P
Cost: 176.25
Location Code: DWCC
Building Location: Rm 103
Instructor: Kathy Woodell

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 # 2184, Hours: 64
Start • End Dates: 06/03/13 • 08/02/13
Day: Online
Time: Online
Cost: 175.00
Location Code: Online
Instructor: Amanda Carter

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. A book is required for OBD and Vehicle Safety Inspection. Vehicle Safety Inspection must be taken prior to taking OBD.

Vehicle Safety Inspection
Course # 2173, Hours: 8
Start • End Dates: 06/11/13 • 06/13/13
Days: TTh
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course # 2174, Hours: 8
Start • End Dates: 07/09/13 • 07/11/13
Days: TTh
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course # 2175, Hours: 8
Start • End Dates: 08/06/13 • 08/08/13
Days: TTh
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

For registration information, refer to page 3. For location key, refer to page 6.
OBD (Vehicle Safety Inspection MUST be taken first)

Course # 2176, Hours: 8
Start • End Dates: 06/18/13 • 06/20/13
Days: TTh
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course # 2177, Hours: 8
Start • End Dates: 07/16/13 • 07/18/13
Days: TTh
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

OBD Refresher

Course # 2178, Hours: 4
Start • End Dates: 06/25/13 • 06/25/13
Day: T
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

Course # 2179, Hours: 4
Start • End Dates: 07/23/13 • 07/23/13
Day: T
Time: 6:00P – 10:00P
Cost: 65.00 (SS)
Location Code: LMC
Building Location: Joyner 516
Instructor: Pete Eckley

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

Course # 2758, Hours: 66
Start • End Dates: 05/21/13 • 08/08/13
Days: TTh
Time: 6:00P – 9:00P
Cost: 176.25
Location Code: SCC
Building Location: Rm 101
Instructor: Bobby Piggie

Welding – Mig & Tig
Learn the principles and practices of welding, specifically MIG and TIG. Students must provide their own protective equipment. Please ask for a supply list when registering.

Course # 2193, Hours: 72
Start • End Dates: 06/03/13 • 08/07/13
Days: MW
Time: 10:00A – 2:00P
Cost: 176.25
Location Code: LMC
Building Location: Joyner Rm 500
Instructor: Charlie Bell
Chatham County
Small Business Center
Supported by Chatham Chamber of Commerce

**All Seminars are Free. However, we ask you to call (919) 545-8044 to pre-register beforehand. Seminars with less than 6 registrants may be canceled.

This is a series of four seminars delivering an in-depth look at key areas of taxes and recordkeeping for your small business. The instructor is Steve Metelits, a local, practicing accountant and active member of the N.C. Society of Enrolled Agents (IRS). The target audience is business owners or individuals considering a business startup. The format is set up so that each topic in the series can stand alone.

Taxes and Recordkeeping
We will discuss the difference between a Sole Proprietor, Partnership and Corporation; the importance of record keeping; what you should keep and for how long. Participants will also get an overview of their tax responsibilities as a small business.

| Seminar Date: | 07/16/13 |
| Day: | T |
| Time: | 6:30P – 8:30P |
| Cost: | Free |
| Location Code: | SCC |
| Building Location: | Main Bldg Rm 223 |

Independent Contractor vs. Employee
We will define the difference between an Independent Contractor and an Employee and explain what is required when hiring an independent contractor or an employee as it relates to federal taxes.

| Seminar Date: | 07/23/13 |
| Day: | T |
| Time: | 6:30P – 8:30P |
| Cost: | Free |
| Location Code: | SCC |
| Building Location: | Main Bldg Rm 223 |
Employment Taxes and Business Expenses
We will explain the filing requirements as it relates to various business organizations, including Sole Proprietors; Partnerships and Corporations. We will also discuss various business expenses that may be deducted in the course of business.

Seminar Date: 07/30/13
Day: T Time: 6:30P – 8:30P
Cost: Free Location Code: SCC
Building Location: Main Bldg Rm 223

Putting it All Together: A Review
In this session, we will briefly review tax responsibility basics essential to every small business owner, from start to finish. We will briefly discuss business structure, record keeping requirements, independent contractor vs. employee and business expenses.

Seminar Date: 08/06/13
Day: T Time: 6:30P – 8:30P
Cost: Free Location Code: SCC
Building Location: Main Bldg Rm 223

QuickBooks Basics: Part II
This is the second part of the QuickBooks seminar and will cover setting up customers, vendors, how to prepare invoices, assess finance charges, enter bills and pay bills.

Seminar Date: 05/30/13
Day: Th Time: 3:00P – 5:30P
Cost: Free Location: TSEC
Presenter: Nancy Blackman

QuickBooks Basics: Part III
This is the third part of the QuickBooks seminar and will cover payroll, payroll reports, 1099’s and W-2’s.

Seminar Date: 06/06/13
Day: Th Time: 3:00P – 5:30P
Cost: Free Location: TSEC
Presenter: Nancy Blackman

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.

Marketing Using Social Media
This seminar will assist you in marketing your business by using various social media to include LinkedIn, Facebook, Pinterest, Google+.

Seminar Date: 05/21/13
Day: T Time: 6:00P – 8:30P
Cost: Free Location: TSEC
Presenter: Karen Tiede

QuickBooks Basics
This seminar will cover creating your company file and the very basics to get you started using QuickBooks for your business.

Seminar Date: 05/23/13
Day: Th Time: 6:00P – 8:30P
Cost: Free Location: TSEC
Presenter: Nancy Blackman

Lee County Small Business Center

Central Carolina Community College Small Business Center line up for Spring seminars begins with our Core Business Seminars, identified as “CBS”, targeting topics every existing and potential business owner and would-be entrepreneur should know. Each series (3) consists of 5 seminars and if you attend all 5 you will receive an “Entrepreneurial Foundation Certificate.” 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.

Starting a Small Business (CBS)
At this seminar you will discover: How to find the business that fits you, where to find resources to get started, how to plan your small business like a big business, the Five Resources everyone has to work with, and how to turn your little business into a bigger business. You will also learn how to prepare a simple business plan to get started.

Seminar Date: 06/04/13
Date: T Time: 9:00A – 12:00N
Presenter: Mike Collins
Small Business Seminars Summer 2013

Where Do I Start?! Introduction to Business Plans (CBS)
In this introductory seminar, presenter Kelly Klug will walk you through a sample plan and give you a step-by-step strategy for gathering the pieces you need. You will walk away with tools to create your own plan and the motivation to make it happen!

- **Seminar Date:** 06/06/13
- **Date:** Th
- **Time:** 9:00A – 12:00N
- **Presenter:** Kelly Klug

The Art of Marketing and Advertising a Small Business (CBS)
The Goal: Increase traffic and make the ads pay for themselves. The primary focus will be on how to develop strategies to make all your marketing investments produce better traffic and increased sales. Promotions cost with newspapers, on the Internet, billboards, etc. will be discussed. Time is allotted for open discussions and tips.

- **Seminar Date:** 06/12/13
- **Date:** W
- **Time:** 9:00A – 12:00N
- **Presenter:** Steve Carver

Financing Your Existing or Prospective Small Business (CBS)
Learn what you need to know to make the financing application process go smoothly and get a “yes” from the bank.

- **Seminar Date:** 06/17/13
- **Date:** M
- **Time:** 10:00A – 12:00N
- **Presenter:** Floria Oates-Williams

Record Keeping and Taxes for Existing and Prospective Small Businesses (CBS)
This seminar will cover basic record keeping and taxation for small businesses including federal and state taxes, employment taxes, depreciation, deductible expenses, record keeping systems and software, financial statements and resources for small businesses. There will be time allowed for questions and answers.

- **Seminar Date:** 06/27/13
- **Date:** Th
- **Time:** 9:00A – 11:00AM
- **Presenter:** Lori Stiles

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

All Lee County seminars will be held at the Dennis A. Wicker Civic Center.

All SBC Seminars are FREE.

Registration starts 15 minutes prior to the seminar start time.

For registration information, refer to page 3. For location key, refer to page 6.
Summer Educators Institute 2013
Overview
Central Carolina Community College has been a pioneer in Sustainable Agriculture, Renewable Energy, Green Building, and Local Food for over a decade. In 2012 CCCC sustainability programs were awarded the Green Genome Award by the American Association of Community Colleges in recognition of their innovative program design and implementation.

Contact Central Carolina Community College’s Continuing Education Department in Pittsboro at (919) 545-8044 to register for any of these courses. For questions or registration information, please visit us online at www.cccc.edu/summerinstitute or contact Chef Gregg Hamm at ghamm@cccc.edu. Each of these classes earns 3.2 C.E.U.'s

Sustainable Technologies

Best Practices in Sustainable Agriculture Education
This workshop will present best practices in experiential education both in the classroom and on the farm. 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 an outdoor classroom.

Course # 2723, Hours: 32
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm TBD
Instructor: Robin Kohanowich

Green Building Principles; Design and Interiors
Workshop participants will learn how to select materials and design elements that focus on renewable resources and enduring quality. In addition to classroom lecture, participants will visit product showrooms, homes, public buildings, and businesses to see examples of green building design and material selection.

Course # 2724, Hours: 32
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm TBD
Instructor: Laura Lauffer, LEED GA

Renewable Energy Technologies
Learn how to incorporate concepts of renewable energy technologies including Solar Photovoltaic, Solar Heating, Biofuels, Wind Energy, and Hydropower into your existing curriculum. The workshop will consist of classroom lecture from CCCC faculty, hands-on exercises, and tours of local renewable energy facilities.

Course # 2725, Hours: 32
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm TBD
Instructor: Andrew McMahon

Hospitality and Culinary Arts

Overview
Central Carolina Community College is the home of the Natural Chef Certification as well as the first farm-to-table Culinary Arts Associates degree in the state. Join the college in its mission using locally sourced foods for added nutritional value and experience hands-on learning with sustainable practices that will enhance your classroom experience.

Culinary Arts for FACS teachers
Learn how to incorporate local foods into your classroom activities. Experience hands-on lessons and team building skills that will enhance your students. Refresh your knife skills, cooking terminology, stock production, and dining room skills. This course is designed for FACS teachers who may be teaching Culinary Arts or Foods I and II.

Course # 2726, Hours: 32
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Regina Minter

Sustainable Culinary Arts for FACS teachers
Discover how to utilize local foods in raw foods lessons. Refresh your knife skills and basic terminology while learning many valuable lessons using raw foods that prove to be nutritious for healthy living.

Course # 2727, Hours: 32
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 121.25 Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Chef Gregg Hamm
### Early Childhood Education

**Overview**
The Early Childhood Education program at CCCC focuses on the needs of preschool and primary school age children. Students learn to communicate with children, to understand their needs, and to develop their skills. CCCC Preschool is a 5-star, NAEYC accredited, campus based lab center. Join us to learn more about children and family, about child development and guidance, and about children with special needs.

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### Best Practices in Early Childhood Education

This workshop will present best practices in creating activities for hands-on experience in the classroom. Participants will tour our lab preschool, develop and implement activities, create a healthy snack, and look at how NC Foundations can be incorporated into lesson plans. Participants will also receive Be Active Kids and Playground Safety training.

- **Course # 2728, Hours: 32**
- **Start • End Dates:** 06/17/13 • 06/20/13
- **Days:** MTWTh
- **Time:** 8:00A – 4:30P
- **Cost:** 121.25
- **Location Code:** PMC
- **Building Location:** Bldg 045 Rm TBD
- **Instructor:** TBD

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### SPANISH IMMERSION PROGRAM

CCCC is launching an innovative Spanish Immersion Program in Chatham County. It is designed to give an intensive and authentic experience filled with opportunities to learn the Spanish language in a practical and applicable manner, for interactions at work and in the community.

- Engage in interesting class conversations
- Stay with a host family (optional)
- Day excursions
- Authentic meals

Program classes will begin in the Fall semester and will be offered as one week and two week programs.

For more information and to register, call (919) 545-8044 or email cthompson@cccc.edu

www.cccc.edu
Ecotourism

**Ecotourism Seminars**
CCC 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.

Green Building

**LEED Green Associate Exam Preparation Course**
If you are just beginning your career in green building, the LEED Green Associate Accreditation is for you! Green Associate is the introductory-level credential for LEED. This course is taught by an LEED Fellow and will allow you to sit for the LEED GA Exam.

<table>
<thead>
<tr>
<th>Course # 2766, Hours: 12</th>
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<tbody>
<tr>
<td>Start • End Dates: 05/21/13 • 06/06/13</td>
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<tr>
<td>Day: T</td>
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<tr>
<td>Time: 6:00P – 9:00P</td>
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<tr>
<td>Cost: 121.25</td>
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<tr>
<td>Location Code: PMC</td>
</tr>
<tr>
<td>Building Location: TBD</td>
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**OSHA 10 Hour Construction (For Spanish Speakers)**
This is an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. It also satisfies the Excavation Competent Person requirement for most employers. Students will receive their OSHA 10 Certificate. Official test included.

<table>
<thead>
<tr>
<th>Course # 2768, Hours: 10.5</th>
</tr>
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<tbody>
<tr>
<td>Start • End Dates: 05/21/13 • 05/23/13</td>
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<tr>
<td>Days: TWTh</td>
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<tr>
<td>Time: 6:00P – 9:30P</td>
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<tr>
<td>Cost: 66.25</td>
</tr>
<tr>
<td>Location Code: SCC</td>
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<tr>
<td>Building Location: Rm TBD</td>
</tr>
</tbody>
</table>

**Instructor:** Whitney Beers-Schmidt

Sustainable

**Exploring Tree Food & Medicine**
In this field study students 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. The instructor grew up walking and learning about the woods of Chatham County.

<table>
<thead>
<tr>
<th>Course # 2774, Hours: 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start • End Dates: 05/21/13 • 07/02/13</td>
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<tr>
<td>Day: T</td>
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<tr>
<td>Time: 1:00P – 4:00P</td>
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<tr>
<td>Cost: 66.25</td>
</tr>
<tr>
<td>Location Code: PMC</td>
</tr>
<tr>
<td>Building Location: Bldg 045 Rm 135</td>
</tr>
</tbody>
</table>

**Instructor:** Kim Calhoun

For registration information, refer to page 3. For location key, refer to page 6.
Youth Camps Summer 2013

(Registrations are required for all camps by 3:00 PM. on Friday, May 31)

Art Secrets for Kids (ages 11 – 14)
Learn to create art using acrylic paint or colored pencils. Bring watercolor paper, art pencil and eraser to class. Have fun exploring your creative side!
Course # 2136, Hours: 12
Start • End Dates: 06/12/13 • 07/24/13
Day: W  Time: 3:00P – 5:00P
Cost: 39.00 (SS)  Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Yvonne George

CCCC Youth Entrepreneurship Summer Camp
In an atmosphere that promotes fun and learning, Youth Entrepreneurship Camp participants will be introduced to entrepreneurship as a viable career option. Youth will identify opportunities for small business ventures, as well as participate in the business planning process. For completed grades 6-8.
Course # 2763, Hours: 24
Start • End Dates: 06/10/13 • 06/13/13
Days: MTWTh  Time: 9:00A – 4:00P
Cost: 101.25  Location Code: PMC
Building Location: Bldg 042 Multipurpose Rm 108
Instructor: Diane Kannar

Cookies & Cupcakes
During this course, children will have lots of fun learning the basics to decorating cookies and cupcakes. Ages 7 & up only.
Course # 2957
Start • End Dates: 06/11/13 • 06/13/13
Days: TTh  Time: 6:45P – 8:45P
Cost: 19.00 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Pat Wicker

Crochet for Kids Beginning
During this camp kids will learn the basic techniques to crocheting. Ages 10 & up only.
Course # 2953
Start • End Dates: 06/17/13 • 06/20/13
Days: MTWTh  Time: 6:30P – 8:30P
Cost: 31.25 (SS)  Location Code: HMC
Building Location: TBD
Instructor: Elaine Owen

CSI for Kids (ages 10 – 14)
Learn how to solve a crime! You’ll get to use the techniques and learn the methods involved in real life Crime Scene Investigation. You’ll love this fun and interactive class taught by a police detective.
Course # 2181, Hours: 6
Start • End Dates: 06/11/13 • 06/25/13
Day: T  Time: 10:00A – 12:00P
Cost: 35.00 (SS)  Location Code: WBW
Building Location: Bldg B Rm 108B
Instructor: Eric Pate

Kids’ Cupcake and Cookie Camp (ages 7+)
Learn to decorate cupcakes and cookies to impress all your friends and family! Great interactive and fun class. Ask for supply list at time of registration.
Course # 2137, Hours: 4
Start • End Dates: 06/10/13 • 06/12/13
Days: MW  Time: 5:30P – 7:30P
Cost: 19.00 (SS)  Location Code: WBW
Building Location: Bldg A Rm 105A
Instructor: Patricia Wicker

Kids’ Photography Camp (ages 8 – 10)
Learn how to take GOOD photographs inside and outside. Have a lot of fun and learn photography secrets at the same time! Bring any type of digital camera.
Course # 2130, Hours: 8
Start • End Dates: 06/17/13 • 06/19/13
Days: MW  Time: 8:00A – 12:00P
Cost: 29.00 (SS)  Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Camp Price

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

Kids’ Photography Camp (ages 11 – 13)
Learn how to take GOOD photographs inside and outside.
Have a lot of fun and learn at the same time!
Bring any type of digital camera.

Course # 2131, Hours: 8
Start • End Dates: 06/24/13 • 06/26/13
Days: MW Time: 8:00A – 12:00P
Cost: 29.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 120
Instructor: Camp Price

Kids’ Sewing Camp (ages 10 – 12)
Learn how to cut material and sew a cute pocketbook.
You’ll need to bring your own scissors, thread, yard of fabric and yard of lining to class.

Course # 2135, Hours: 6
Start • End Dates: 06/17/13 • 06/19/13
Days: MTW Time: 2:00P – 4:00P
Cost: 29.00 (SS) Location Code: WBW
Building Location: Main Bldg Rm 114
Instructor: Nancy Kennedy

Knitting for Kids Beginning
During this camp, kids will learn the basic techniques to knitting. Ages 10 & up only.

Course # 2954
Start • End Dates: 06/24/13 • 06/27/13
Days: MTWTh Time: 6:30P – 8:30P
Cost: 31.25 (SS) Location Code: HMC
Building Location: TBD
Instructor: Elaine Owen

Natural Chef Youth Nutrition and Sustainability Camp
Chef Hamm will teach young chefs the basics of food preparation and safety in the kitchen. Participants will learn recipes and how to cook age appropriate healthy snacks. Scholarship funds are available.

Course # 2729, Hours: 32
Start • End Dates: 07/08/13 • 07/11/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 301.25 (SS) Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Chef Gregg Hamm

Course # 2730, Hours: 32
Start • End Dates: 07/15/13 • 07/18/13
Days: MTWTh Time: 8:00A – 4:30P
Cost: 301.25 (SS) Location Code: PMC
Building Location: Bldg 045 Rm 145
Instructor: Chef Gregg Hamm

Lee County Highlights

Interested in Health Occupations classes in Lee County?
Before you register, you need to attend one of these information sessions:

Tuesday, March 26: 3:00 PM or 6:00 PM
Tuesday, April 2: 9:00 AM or 1:00 PM
Thursday, April 4: 7:00 PM
Friday, April 5: 10:00 AM
Monday, April 8: 5:00 PM

Information Sessions will be held every Monday at 10:00 AM and 6:00 PM thereafter. You need to attend a session before you register for health occupations classes. Sessions will last approximately two hours. Classes will be held in the Lifelong Learning Center @ W.B. Wicker, 900 S. Vance Street, Sanford, NC

For more information, call Medical Programs Coordinator Joy McPhail at (919) 777-7787.

www.cccc.edu

For registration information, refer to page 3. For location key, refer to page 6.
C CCC Youth Entrepreneurship Camp

Completed grades 6th – 8th

In an atmosphere that promotes fun and learning, Youth Entrepreneurship Camp participants will be introduced to entrepreneurship as a viable career option. Through community asset identification, youth will identify opportunities for small business ventures. As a member of a team, participants will go through the business planning process to create and implement a business plan.

Specific camp goals include:
- To gain understanding of entrepreneurship as a viable career option
- To generate business ideas in an atmosphere of fun
- To meet and learn from successful entrepreneurs
- To help participants learn about their community
- To develop leadership abilities and skills
- To identify and evaluate entrepreneurial opportunities in North Carolina
- To learn how technology can be used in small businesses

Cost: $100.00
Location: Pittsboro Campus

Day 1 (June 10)

8:30A – 9:45A Registration, Name Tags, Notebooks, Welcome, Introductions, Why are we here?, Icebreakers, Norms, Team Building Activity
9:45A – 10:00A Break/Snacks
10:00A – 10:30A Goal Setting Activity, Journal Goal
10:30A – 11:15A What is an Entrepreneur? (Community Examples)
11:15A – 11:45A Banker/Entrepreneur
11:45A – 12:30P Lunch
12:30P – 12:45P Team Building Activity
12:45P – 1:15P “What is this Crazy Thing Called a Business Plan?”
1:15P – 2:15P Mix and Match Community Analysis and Types of Enterprises
2:15P – 2:45P Business Idea Presentations to Volunteer “Banker”
2:45P – 3:30P Journals

Day 2 (June 11)

8:30A – 9:00A Review Norms, Journal Goal
9:00A – 9:20A Entrepreneur Guest Speaker
9:20A – 10:15A Business Image
10:15A – 10:30A How to Create a Commercial
10:30A – 10:45A Break/Snacks
10:45A – 11:15A Customer Service
11:15A – 12:30P Lunch
12:30P – 12:45P Team Building Activity
12:45P – 1:30P Personnel
1:30P – 2:30P Layout
2:30P – 3:00P Sign up for TV Commercial Taping
3:00P – 3:30P Journals

Day 3 (June 12)

8:30A – 10:00A Dollar Scholar, Review Norms, Journal Goal
10:00A – 10:15A Break/Snacks
10:15A – 11:15A Go With the Flow (Financial Activity)
11:15A – 11:55A Tootsie Roll Activity
11:55A – 12:30P Lunch
12:30P – 1:00P Slogan Match or Who Said That
1:00P – 2:45P Videotaping of Commercials
2:45P – 3:30P Videotaping of Commercials, Journals

Day 4 (June 13)

8:30A – 8:45A Journal Goal
8:45A – 9:45A Trash to Treasure or Slug Slime
9:45A – 11:30A Final Presentation
11:30A – 12:10P Lunch
12:10P – 2:30P Final Presentations – Commercials Shown
2:30P – 3:00P Awards
3:00P – 3:30P Clean Up and Wrap Up
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

- May 23, 2013 9:00A – 1:00P
- June 27, 2013 12:00N – 3:00P
- July 23, 2013 3:00P – 8:00P
- August 8, 2013 4:00P – 9:00P

Interested in a career in Health Care?

New Generation Careers

- Paid tuition, fees, books, and test fees
- Career readiness certification/tutoring support
- Job placement assistance
- Other training options

To qualify: Must be an NC resident, have a valid social security number, be 18 – 30 years of age, and have a High School Diploma or equivalent

* not based on income

Bilingual students are encouraged to apply!

For more information, contact Lennie Stephenson at (910) 814-8833 or lstep729@cccc.edu. Information and Registration sessions for Summer 2013 class: May 23 – 24 and May 30 – 31 at 10:00 AM – 12:00 N (Only one session needs to be attended)