Spring Schedule 2007

Certifications — Offsite Training — Classes for Professional and Personal Development
Looking for online courses?

Look for this icon!

Mouse icons have been placed next to all FULLY online course sections.

For a complete listing of CCEonline courses, go to www.cpcctraining.org/cceonline

Refund & Fee Policies

Self-Supporting Classes (these courses denoted by *)
- Students must withdraw at least seven (7) business days prior to the start date of the class to be eligible for a full refund. After that, students are subject to the entire class fee.
- If you do not withdraw and do not attend, you are still responsible for payment.
- Tuition will be refunded 100% for any classes canceled by the College.

Occupational Extension Classes
- 100% of tuition paid will be refunded by the College if the student officially withdraws from the class prior to the first day of the class.
- 75% of tuition paid will be refunded by the College if the student officially withdraws from the class on or after the first day of the class through the 10% point of the class.
- Tuition will be refunded 100% for any class canceled by the College.
- There is a technology fee of $5.00 for Occupational Extension classes each semester.
- There is a technology fee of $5.00 for online classes each semester.
- Some courses charge a $14.00 lab fee, with a maximum $56.00 lab fee per semester.

Required Fees
- A $3.00 CAPS fee per class (Campus Access, Parking, and Security) is required for public Continuing Education courses that meet on college campuses, with a maximum $50.00 CAPS fee per semester.

Registration Options:
- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
## Certifications

### Certified Payroll Professional

**PRIMARY PAYROLL SKILLS**

**PPS7001**

**HOURS:** 24  
**COST:** $425

This course is designed for personnel just entering the payroll field, or continuing their professional development. If you’re preparing for the Certified Payroll Professional (CPP) Exam this is the first in a series. You will gain a fundamental understanding of payroll administration. Some topics covered are Basic Payroll Terminology, Federal Income Tax, Principles of Accounting and many more. For information on testing dates and eligibility requirements, log onto APA’s website at www.americanpayroll.org

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**ESSENTIAL PAYROLL SKILLS**

**PPS7002**

**HOURS:** 24  
**COST:** $425

This course is designed for participants who have an interest in acquiring an intermediate level of payroll education and want to expand their knowledge and application skills in federal law and regulatory compliance. Also this is the second in a series of three classes for preparation for the Certified Payroll Professional Exam (CPP). For more information on testing dates and eligibility requirements, log onto APA’s website at www.americanpayroll.org

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### Advanced Payroll Skills

**PPS7003**

**HOURS:** 24  
**COST:** $425

This course is designed for individuals who have an interest in acquiring an advanced level of payroll knowledge and application skills in this field. The more advanced, and complex issues of Benefits and tax implications, penalties and errors due to non-compliance. IRS Problem resolution just to name a few. The Advanced class is also the final in a series of three classes for personnel preparing to take the CPP Exam. For more information on testing dates and eligibility requirements, log onto APA’s website at www.americanpayroll.org

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### Catering Certification Program

**THE CATERING OPERATIONS**

**CKG8500**

**HOURS:** 40  
**COST:** $299

This course is designed to assist with starting a catering business. You will analyze the catering industry with concentration on legal concerns, accounting and financial needs, trade and insurance issues, health department and beverage management regulations and business planning. Additional emphasis will be on customer service, employee management, catering operations and marketing. Upon completion of this course, you will have the skills to write a business plan, job descriptions, and a market analysis for your catering operation. (CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**5.5 HOURS ONLINE**

### Certificate in Human Resources

**FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT**

**BUX8006**

**HOURS:** 15  
**COST:** $175

This course is an overview of the role of human resources in successful organization management. The course is designed for newcomers to the field and for professionals who wish to research the fundamentals. The major components of the human resources management functions are identified and discussed. Some of the components discussed are: recruiting, interviewing and screening qualified applicants, legal aspects of the hiring process, performance appraisals, motivating employees, wage and salary administration, EEO and Affirmative Action Programs, employee terminations, and non-defensive legal aspects of the selection process. (CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**BASIC EMPLOYMENT LAW FOR HUMAN RESOURCES**

**BUX8007**

**HOURS:** 15  
**COST:** $175

The course provides a basic understanding of employment laws, State and Federal, for employers of all sizes. Laws are discussed based on coverage requirements by number of employees. Laws covered include: NC Employment Security Act, NC Department of Labor Wage and Hour, Civil Rights Act, Immigration Reform and Controls Act, Employee Polygraph Protection Act, Americans with Disabilities Act, Family Medical Leave Act, NC Equal Employment Practices Act, NC Handicap Protection Act and Workers Adjustment and Retraining Act. This IS THE SECOND COURSE IN THE FIVE-COURSE SERIES FOR A CERTIFICATE. IT IS RECOMMENDED THAT PARTICIPANTS TAKE THIS COURSE FIRST TO BUILD FOUNDATION. (CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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### Special Events and Meeting Management Certification

**THE PASSIONATE CATERER**

**CKG8505**

**HOURS:** 27  
**COST:** $199

This course brings to the table the off-premise and on-premise caterer and the unique advantages and disadvantages of these two businesses. You will identify the types of catering facilities for hosting parties and/or special events in order to provide a memorable and impressive occasion for your customer. Special focus will be on the needs of the customer. The instructors will convey real life experiences by emphasizing creative menu design and food presentation, costs and profits, banquet contracts, staffing. Culmination in the course will be field trips and a forum comprised of catering professionals. (CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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### Certificate in Human Resources

For more information, contact Lori Carcich at 704.330.4661 or lori.carcich@cpcc.edu

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### Corporate & Continuing Education — Certifications

**Registration Options:**

- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
Personal Training Certification

PERSONAL TRAINER NATIONAL CERTIFICATION
WIT7000 *  
HOURS: 36  
COST: $549

This course is designed for transitional careers and individual knowledge in personal training. Prepare to become a CERTIFIED PERSONAL TRAINER in this 6 week program. Fifteen hours of “hands-on” practical training prepares students to work with clients one-on-one in fitness facilities. Students participate in fifteen hours of lectures including anatomy, exercise physiology, nutrition, musculoskeletal injuries, health assessments and more. The national exam is held the 6th week of class. Proof of CPR certification and 20 internship hours are required for certification. Textbook available in CPCC Bookstore.  
CAPS FEE: $8.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PHR/SPHR Preparation Course

HUMAN RESOURCE (PHR/SPHR) CERTIFICATION PREPARATION  
BUX7910 *  
HOURS: 35  
COST: $769

This course provides an overview of key areas in human resources management to better prepare HR professionals for the national PHR (Professional in HR) or SPHR (Senior Professional in HR) exam, administered by the Human Resource Certification Institute (HRCI). Students receive the latest edition of the SHRM Learning System to assist students in preparing for exams as well as general professional development. The Society of Human Resources (SHRM) and HRCI are two separate organizations; however, SHRM follows the HRCI body of knowledge outline in creating the SHRM Learning System. This course will in no way guarantee or ensure success on the HRCI exam. Requirements for PHR exam are at least two years exempt-level HR experience. For test info, visit www.hrci.org.  
CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:
Travel Professional Certificate Program

**TRAVEL RESERVATIONS**

TVL8000 *  
**HOURS:** 66  
**COST:** $345

Take off on a career that feels like a vacation. Learn how to employ the technology used extensively throughout the travel and tourism industry. Students will be instructed on the Apollo/Galileo global distribution system. Upon completion, students have the option to take Home-Based Travel Agent (TVL8100) and receive a Travel Professional Certificate from CPCC. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

**HOME-BASED TRAVEL AGENT**

TVL8100 *  
**HOURS:** 24  
**COST:** $245

Join the newest trend in the travel industry by learning to be an independent professional. Students will learn about legal considerations, market strategies, and operating costs of being an independent agent. Go forward with an entrepreneurial spirit or learn about host and franchise opportunities. Students who have completed Travel Reservations (TVL8000) will receive a Travel Professional Certificate from CPCC. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

Cruise Sales Certificate for the Travel Consultant

ANCHORS AWEIGH!

TVL8110 *  
**HOURS:** 24  
**COST:** $245

Cruise Sales Certificate formerly TVL8100. TVL810 and TVL8120 (combined hours 24): Sail into a new career industry. This course will chart you through the geographical cruising areas, cruise terminology and discussions regarding the cruise companies, the cruise brochure and popular cruise itineraries. This course provides you with insight on consulting with clients, payment policies and cruise documentation. Students who complete the course will be awarded a Cruise Sales Certificate for the Travel Consultant. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

Online Travel Certifications

ONLINE TRAVEL PROFESSIONAL CERTIFICATIONS

TVL8500 *  
**HOURS:** 120  
**COST:** $800

Looking for a career option that fits your schedule? “Log On” for a certificate designed for the future travel professional. The six online courses involved provide an overview of the travel industry, terminology, expansion of product knowledge to plan and book air travel, and create reservations using the Sabre 174 RTS. Students will have 15 weeks to complete six online courses to receive the CPCC Travel Certificate. Each course will take between 15 and 30 hours to complete. Once registered, students will receive a log in ID and password to enter the course website. NOTE: This course is not supported by technology services of CPCC.

ONLINE VACATION SPECIALIST CERTIFICATION

TVL8510 *  
**HOURS:** 120  
**COST:** $695

Enter the travel industry with the option to learn from home. The five online courses will provide the student with the knowledge to sell vacation packages. The five courses include: The Cruise Market, Developing Specialty Vacation Packages, Selling Vacation Packages and Tours, ASTA Family Travel Specialist, and ASTA Travel Marketing Specialist. The students will have 15 weeks to complete the CPCC Vacation Specialist Certificate. Each course will take between 15 and 30 hours to complete. Once registered, students will receive a login ID and password to enter the course website. This course is not supported by technology services of CPCC.

Special Events and Meeting Management

SPECIAL EVENTS AND MEETING MANAGEMENT

PMM 7000 *  
**HOURS:** 72  
**COST:** $695

This 72-hour certificate is designed to prepare participants as entry-level meeting/event planners. Participants will gain understanding of the meeting/event planning industry and required competencies through classroom study as well as practical application, guest lectures, and field trips. This class blends classroom instruction with required online assignments. Students will also be expected to perform 20 hours of volunteer service at a local non-profit or any event planning function in order to apply classroom knowledge. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

Certified Business Manager

CBM PART 2: FUNCTIONAL AREAS

CBM7002 *  
**HOURS:** 24  
**COST:** $1,195

This course is the second in a four part series of exam prep courses for the Certified Business Manager exam (CBM). It will prepare participants for the CBM Part 2 exam which focuses on the functional area of accounting, finance, information technology, corporate control and governance, and international business. These functional areas apply to all businesses in all industries worldwide. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

Computer Certification

CIW FOUNDATIONS

ITT7515 *  
**HOURS:** 40  
**COST:** $395

The CIW Foundations exam validates the basic hands-on skills and knowledge that a professional is expected to understand and use. Foundational skills include basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. This course helps to prepare the student for the CIW Exam 1D0-510. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

CISCO CCNA

ITT7511 *  
**HOURS:** 40  
**COST:** $395

This course provides students with the knowledge and skills that are needed to manage Microsoft Windows XP Professional computers in a Microsoft Windows Server 2003 environment. Additional information for Windows 2000 is also included explaining how it differs from Windows XP Professional. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

WINDSORS XP EXAM PREP 70-270

ITT7626 *  
**HOURS:** 40  
**COST:** $395

This course provides students with the knowledge and skills that are needed to manage Microsoft Windows XP Professional computers in a Microsoft Windows Server 2003 environment. Additional information for Windows 2000 is also included explaining how it differs from Windows XP Professional. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

SECURITY+

ITT7290 *  
**HOURS:** 40  
**COST:** $395

CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended. **CAPS Fee:** $100 (Maximum CAPS Fee per semester, $50.00)

Registration Options:

LINUX+  
**ITT7292**  
**HOURS:** 40  
**COST:** $395  
ComptIA Linux+ is a vendor-neutral certification, generic across distributions, that validates the knowledge of individuals with a minimum of six to twelve months of practical Linux experience. Professionals holding the ComptIA Linux+ credential can recognize fundamental management of Linux systems from the command line, demonstrate knowledge of user administration, understand file permissions, software configurations, and management of Linux-based clients, server systems and security. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**NET+**  
**ITT7294**  
**HOURS:** 40  
**COST:** $395  
ComptIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician’s ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. Although not a prerequisite, it is recommended that ComptIA Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a ComptIA + certification. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**A+ COMPUTER REPAIR AND MAINTENANCE**  
**ITT8800**  
**HOURS:** 40  
**COST:** $395  
This course is a comprehensive learning model that is aligned with vendor-developed certification objectives. The course materials integrate multimedia technologies, applied simulation technologies, instructional animations, and technical graphic images into a sophisticated learning environment. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**Quality Program**

**PROJECT MANAGEMENT PROGRAM**  
**BUS8116**  
**HOURS:** 88  
**COST:** $950  
This 88-hour course is designed to incorporate project management tools, methods, and techniques with applicable computer instruction. For those who want to enhance their skills and knowledge as a project manager, this course is for you! Participants should have a basic understanding of the internet, e-mail (Outlook), Microsoft Project and Excel. They will be covered as part of the 16-hours of computer instruction. Program highlights include: project staffing, 9 skills of successful project management, project time management, project quality management, project accounting, and advanced project management tools. Materials included. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**SIX SIGMA GREEN BELT CERTIFICATION**  
**BUS4730**  
**HOURS:** 46  
**COST:** $1245  
Upon successful completion of this course, participants will be locally certified as Six Sigma Green Belts. Six Sigma Green Belts work directly with cross-functional project leaders to carry out identified improvement projects. As such, Green Belts need to be able to implement all of the appropriate tools of Six Sigma and to lead independent local projects when necessary. This course blends classroom instruction with required online assignments. Actual participant online hours may vary based on experience and knowledge. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**PROCESS MANAGEMENT**  
**BUS7411**  
**HOURS:** 21  
**COST:** $325  
This blended 21-hour course requires 12 hours in class and 9 hours of individual online activity (out of class) and is designed to help participants develop a road map that will enable process owners and teams to identify, define, manage, and improve their business processes. The class will address both current and new processes, and participants will learn how to ensure they meet business performance objectives. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**LOGISTICS & SUPPLY CHAIN CERTIFICATE PROGRAM**

New career or career enhancement — earn your certificate!

Certificate includes these courses:
- Logistics & Supply Chain required
- Project Management required
- Business Ethics required
- Management
- Six Sigma Green Belt (certification)

Related courses available at CPCC:
- Leadership courses
- Financial literacy
- APICS exam preparation
- Problem-solving
- Team effectiveness
- Six Sigma Black Belt exam prep

**Leadership in Action**

**Professional Development**

**GETTING THINGS DONE - MANAGING TIME**  
**BUS7018**  
**HOURS:** 6  
**COST:** $99  
This course will help participants evaluate personal styles of organization and time management preferences while suggesting practical techniques for application to make better use of time and space. Purchase book “How to Make the Most of Your Workday” in the CPCC bookstore prior to attending the first class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**PROJECT COUNTDOWN!**  
**BUS8220**  
**HOURS:** 8  
**COST:** $129  
Project Countdown is an extremely realistic project management simulation in a “discovery” learning format. Each participant is an employee of a company called to work on a cross-functional project team, who will be analyzing decisions, making decisions and managing Countdown to a successful conclusion. The simulation is an intense “nine month” project, with information coming from voice mail, memos, e-mail, phone calls and from the project manager. Participate in a life-like project team, with deadlines, budgets, various inputs and team dynamics. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**IMPROVING COMMUNICATION THROUGH LISTENING AND SPEAKING**  
**BUS7305**  
**HOURS:** 6  
**COST:** $99  
This one-day course is designed to provide the communication tools to assist participants in establishing and maintaining successful personal and professional relationships by building communication skills through listening and speaking. Discussion points will include the importance and perception of the communication based on the communicator’s body language and other non-verbal cues, how to make your office more customer friendly, how to become a more effective communicator, and much more. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**ASSERTIVENESS WITHOUT FEAR**  
**BUS7315**  
**HOURS:** 6  
**COST:** $99  
Learn the skills to become more assertive in both personal and professional life in just one day. Purchase the book: Assertiveness Still, in the CPCC bookstore prior to attending the first class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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**Registration Options:**
- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
DEALING WITH DIFFICULT PEOPLE

BUS7319 *  HOURS: 6  COST: $99
This one-day course is designed to provide tools in dealing with difficult people such as learning what triggers certain behaviors, taking ownership of your own behavior, choosing how to respond, and much more. Dealing with Difficult People is intended to help you assess your behaviors, particularly those displayed during conflict. Examine some strategies for putting yourself in charge, instead of letting someone else’s emotions control you and your reactions. One of the objectives is to assist you in becoming a better manager of your day-to-day relationships both at work and at home.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PUNCTUATION AND GRAMMAR

OSC7017 *  HOURS: 9  COST: $99
This course will help students learn to avoid common errors in written office communications. Students will achieve a better understanding of how appropriate grammar and punctuation reflect professionalism in written correspondence. Purchase the book, The Blue Book of Punctuation and Grammar, in the CPCC bookstore prior to attending the first class. The book should be available for purchase at the same campus location as the class.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BUSINESS WRITING

OSC7018 *  HOURS: 15  COST: $175
This course will help students examine purpose, organization, sentence structure, and word choice to improve business writing. Purchase book, The Ball’s Ear Business Writing Workbook, in the CPCC bookstore prior to attending the first class.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BUSINESS ETHICS

BUX8020 *  HOURS: 15  COST: $175
In our complex world, business ethics is more important than ever. Small, medium, and large-sized businesses, not-for-profit, for profit, government, and international organizations have to incorporate policies and procedures that make known to all stakeholders (employees, customers, and other parties) its commitment to operate in an ethical manner. Upon completion of this new 15-hour course, students will be able to demonstrate an understanding of their moral, ethical, and social obligations by using the techniques and principles for assessing problematic decision making and taking the fairest, most reasonable, just and equitable decision possible.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

HOW TO PLAN AND BOOK MEETINGS AND SEMINARS

BUS7200 *  HOURS: 6  COST: $129
This course will teach Administrative Professionals to plan and book meetings outside their workplace with greater confidence and the expertise of a seasoned meeting planner. Students will be taught meeting planning techniques including site selection, lodging arrangements, credit and billing procedures, meal selection and room set up. Participants will also gain insight into the perils and pitfalls that can await an unprepared meeting planner.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Certified Consulting Professional

Whether you are providing professional consulting or advisory service to client companies or to “customers” within your employer, it is essential that your skills as a consultant are as solid as your industry experience. It is this combination of industry and technical skill combined with quality consulting skills training that helps to ensure a well-rounded consulting professional. Successful completion of the 4 courses below are required for the Certified Consulting Professional designation.

PROFESSIONAL CONSULTING SKILLS

CCP7000 *  24 HOURS  COST: $950
Professional Consulting Skills will help you understand the multi-faceted role of the consultant and how these roles must effectively (“doing the right things”) and efficiently (“doing things right”) integrate to ensure the success of the endeavor. Highlights include professional service quality, characteristics of consulting professionals, building client relationships, being a business advisor, knowing your client’s business, and more!  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

SELLING SERVICES AND SOLUTIONS

CCP7001 *  16 HOURS  COST: $850
Selling a service is very different from selling a product. This is especially true in terms of selling consulting services. From prospecting for an opportunity, defining the service and “deliverables”, writing a clear, well organized, “defensible” proposal to closing the deal, each step in the process is critical to success. Highlights include marketing the intangible, selling professional services, proposal development, negotiating fees, closing the deal, and pre and post client interaction.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PROJECT MANAGEMENT FOR CONSULTING PROFESSIONALS

CCP7002 *  16 HOURS  COST: $850
Whether the project is comprised of multiple team members with different talents or an individual service provider, understanding how to plan, schedule and control a project is essential for consulting professionals. Delivery of a consulting project “on time” and “on budget” to a satisfied client does not happen by accident. Highlights include project definition methods and tools, project tasks, activity duration, managing resources, monitoring and controlling projects. Prerequisite or co-requisite CCP7000 or CCP7001. Class will meet on 4/17.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

SIX SIGMA FOR THE CONSULTING PROFESSIONAL

CCP7003 *  30 HOURS  COST: $1095
Business Process Reengineering and Total Quality Management are not new to the business world. What is different is the method by which these goals are achieved. Six Sigma has been used by some of the most successful companies in America to save tens of thousands of dollars through deployment of Six Sigma. As part of the Certified Consulting Professional program, participants will be trained in Six Sigma methodology at the Green Belt level in this course blending online and in-class instruction. Prerequisite or co-requisite CCP7000 or CCP7001. Class will meet on 4/17.  CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:
- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223

For more information — www.cpcctraining.org/esl

Conversations in English

English Classes for Speakers of Other Languages

Do you want to:
- Improve your English communication at work?
- Feel more confident with using English for personal matters?
- Express opinions and thoughts in English to your friends?

Conversations in English 1 – will help you to improve your ability to communicate with ease on general topics. You will improve your speaking and listening skills for various purposes such as discussions, accessing media and in various social settings!

Conversations in English 2 – will help you to develop communication skills to interact in various American social situations. Students will be involved in various listening and speaking tasks.

Conversations in English 3 – will help you continue to develop English skills by identifying listening strategies, and evaluating information, distinguishing between fact and opinion, and more.

You will:
- Discuss important topics
- Study vocabulary and idiomatic expressions
- Focus on pronunciation challenges
- Learn grammar through use

To Register — 704.330.4223  For more information — www.cpcctraining.org/esl
**Notary**

**NOTARY PUBLIC I**

**BUS7116**

**HOURS:** 6  
**COST:** $79

Pre-register at least one wk in advance—Purchase book before class. Some classes fill completely 2-3 weeks in advance. Each student is required to purchase the Notary Public Guidebook from the CPCC Bookstore before attending class. Each class is taught by a certified instructor and provides a thorough introduction to the statutes which regulate the acts of North Carolina notaries. The purpose of the education requirement is to enable the applicant to become a responsible, qualified candidate for Notary Public commission. All Notary Public classes are self-supporting. To register, call 330.4223. CAPS FEE: $3.00 (maximum caps fee per semester, $50.00)

**PREREQUISITE:** 100 hours of notary experience as required by the State of North Carolina or graduation from a private law school where notaries are trained.

**FIND A CLASS**

[Online: www.cpcctraining.org]

**Learn Spanish** that will enable you to communicate with the Latino community and develop relationships that will increase your sales.

**Command Spanish® for Real Estate Agents** focuses on terminology used regularly by real estate agents when dealing with prospects.

This two-part series will cover such aspects of the sales process such as greeting clients, obtaining personal and financial information, expressing numbers, assisting with prequalification and pricing issues, probing client needs and much more.

To register, call 704.330.4223 or visit www.cpcctraining.org

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**Languages & Culture**

**BEGINNING FRENCH I**

**LANG7301**

**HOURS:** 30  
**COST:** $85

This is an entry level course designed for those students who have had little or no prior experience in the French language. It is a lifesaver course for those students planning a trip to a French-speaking country with an emphasis on real life situations. Grammar will be introduced as needed for communication.

**PREREQUISITE**

**SEC LOCATION**  
**DAYS**  
**TIME DATES**

100527 01 MYERS PARK HIGH SCHOOL M 07:00P-09:00P 1/22-4/30

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**BEGINNING FRENCH II**

**LANG7302**

**HOURS:** 30  
**COST:** $85

This course is designed to provide further and greater capabilities to communicate in a French-speaking environment. The course will build on the background and skills attained during Course I or during any other equivalent course or any real life experiences acquired during residence or work in a French-speaking environment.

**PREREQUISITE**

**SEC LOCATION**  
**DAYS**  
**TIME DATES**

100545 01 MYERS PARK HIGH SCHOOL W 07:00P-09:00P 1/22-4/25

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**BEGINNING GERMAN I**

**LANG7305**

**HOURS:** 30  
**COST:** $85

This course is an entry level conversational course and is geared toward students who have not yet had any instruction in the target language. This is a life saver course for students planning a trip to the target country with an emphasis on real life situations. Grammar and conversational skills will be taught.

**PREREQUISITE**

**SEC LOCATION**  
**DAYS**  
**TIME DATES**

100530 01 MYERS PARK HIGH SCHOOL M 07:00P-09:00P 1/22-4/25

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**BEGINNING GERMAN II**

**LANG7306**

**HOURS:** 30  
**COST:** $85

This course is designed to provide further and greater capabilities to communicate in a German speaking environment. The course will build on the background and skills attained during Course I or during any other equivalent course or any real life experiences acquired during residence or work in a German speaking environment.

**PREREQUISITE**

**SEC LOCATION**  
**DAYS**  
**TIME DATES**

100586 01 MYERS PARK HIGH SCHOOL M 07:00P-09:00P 1/22-4/25

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**BEGINNING SPANISH I**

**LANG7309**

**HOURS:** 30  
**COST:** $85

This course is designed for students with little or no exposure to the Spanish language. Students will be introduced to fundamental vocabulary, grammar, speaking skills and cultural traits that will allow them to communicate through written and oral exercises. CAPS FEE: $3.00 for classes held on CPCC campuses (Maximum caps fee per semester, $50.00)

**PREREQUISITE**

**SEC LOCATION**  
**DAYS**  
**TIME DATES**

100597 01 MYERS PARK HIGH SCHOOL M 07:00P-09:00P 1/22-4/25

**Registration Options:**

BEGINNING SPANISH II
LAN7310 *  HOURS: 30  COST: $85
This course is the second course in the series of three Beginning Spanish courses and is designed for the student who has completed Beginning Spanish I, or has had some exposure to the Spanish language. Focus will be placed on the continued development of speaking, listening, and writing skills. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BEGINNING SPANISH III
LAN7311 *  HOURS: 30  COST: $85
This course is the third course in the series of three Beginning Spanish courses and is designed for the student who has completed Beginning Spanish I and II or has had exposure to the Spanish language. Focus will be placed on the continued development of speaking, listening, and writing skills. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INTERMEDIATE SPANISH
LAN7030  HOURS: 30  COST: $85
This course is designed to further enable the student to communicate as a tourist, traveler, or businessperson in a Spanish-speaking country. The course will offer additional skills that have been attained during the first two courses of Beginning Spanish. Emphasis will be placed on developing a general vocabulary and exposing students to cultural and geographical factors of Spanish-speaking countries. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

COMMAND SPANISH® FOR REAL ESTATE AGENTS
FLI7133 *  HOURS: 16  COST: $230
The first of two parts, this program is a comprehensive treatment of the language used by real estate agents when speaking with prospective customers by providing immediate access to functional language skills for non-Spanish-speaking individuals. The language component uses encoding to address pronunciation of the most important Spanish questions, and phrases pertinent to interactions between agents and Spanish-speaking customers. Topics include, etiquette, introductions, communication strategies, numbers, receiving customers and prospects, interviewing for house needs and wants, wishes, financial information and follow-up interview after prequalification. Includes book and CD’s delivered in class. No prior knowledge of Spanish is necessary. Tuition includes manuals and CDs delivered to class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BEGINNING ITALIAN I
LAN7315 *  HOURS: 30  COST: $85
This course is designed to provide the student with the basic capabilities to communicate in an Italian-speaking environment.

BEGINNING ITALIAN II
LAN7316 *  HOURS: 30  COST: $85
This course is the second in a series of Beginning Italian courses and is designed for the student who has completed Beginning Italian I, or has had some exposure to the Italian language. Focus will be placed on the continued development of speaking, listening, and writing skills.

BEGINNING CONVERSATIONAL CHINESE
LAN8014  HOURS: 30  COST: $85
This is an entry course in Mandarin, designed for those students who have had little or no prior experience in the language. Students will be introduced to fundamental vocabulary, grammar, speaking skills and cultural traits that will allow them to communicate in Chinese. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

English as a Second Language (EFL & ESL)

ACADEMIC ESL COMMUNICATION I
EFL8024 *  HOURS: 20  COST: $125
This course will provide instruction in integrated academic and professional language skills. Upon completion of the course, students should be able to complete specific listening, discussion, reading, and writing tasks at an intermediate level.

ACADEMIC ESL COMMUNICATION II
EFL8025 *  HOURS: 20  COST: $125
This course will provide instruction in integrated academic and professional language skills. Upon completion of the course, students should be able to complete specific listening, discussion, reading, and writing tasks at an intermediate level. CAPS FEE: $100 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

CONVERSATIONS IN ENGLISH I
ESL7001 *  HOURS: 20  COST: $125
This CCE/Adult ESL English language course is for adults who want to improve their ability to communicate with ease on general topics. Students will improve their speaking and listening skills for various purposes such as discussions, accessing media and in various social settings. Book must be purchased in advance of class. Cost for Saturday classes is $175 which includes lunch. CAPS FEE: $1.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

CONVERSATIONS IN ENGLISH II
ESL7002 *  HOURS: 20  COST: $125
This second of four CCE/Adult ESL English language courses is for adults who want to develop communication skills to interact in various American social situations. Students will be involved in various listening and speaking tasks. Cost for Saturday classes is $175 which includes lunch. CAPS FEE: $1.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

CONVERSATIONS IN ENGLISH III
ESL7003 *  HOURS: 20  COST: $125
This CCE/Adult ESL English language course is for adults who want to improve their ability to communicate with ease on general topics. Students will improve their speaking and listening skills for various purposes such as discussions, accessing media and in various social settings. This is the third of four levels. Book must be purchased in advance of class. Cost for Saturday classes is $175 which includes lunch. CAPS FEE: $1.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

ENGLISH FOR HEALTHCARE
ESP7500-01 *  HOURS: 48  COST: $65
This course is intended for prospective or current nursing or allied healthcare professionals who need to improve their English oral and written communication skills to meet the demands of the healthcare settings or training. Students will become familiar with English language used in general healthcare issues and topics related to nursing and or allied healthcare settings. Students will build English language skills and increase cultural knowledge as related to patient care by completing tasks based activities contextualized in healthcare settings. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:

CAPSFEE:$3.00(MAXIMUMCAPSFEEPERSEMESTER,$50.00)
Computer Training

Basic Computer Skills

**KEYBOARDING**

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**INTRODUCTION TO COMPUTERS**

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**E-MAILING FOR BEGINNERS**

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**INTRODUCTION TO THE PERSONAL COMPUTER AND MS WINDOWS**

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**INTRODUCTION TO MICROSOFT OFFICE**

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**INTERNET SAFETY AND PROTECTION**

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**INTRODUCTION TO MICROSOFT ACCESS**

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**MICROSOFT ACCESS, LEVEL II**

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Microsoft Office Applications

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**Microsoft Excel**

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**Microsoft PowerPoint**

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**Microsoft Word**

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Registration Options:

**One-Day Classes**

**PERSONAL COMPUTER TRAINING WITH WINDOWS**

**DPT8002**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT WORD, LEVEL I**

**DPT8009**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT WORD, LEVEL II**

**DPT8010**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT WORD, LEVEL III**

**DPT8030**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT EXCEL, LEVEL I**

**DPT8014**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT EXCEL, LEVEL II**

**DPT8015**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT EXCEL, LEVEL III**

**DPT8035**

- **HOURS:** 7
- **COST:** $169
- **Book included in class:** CAPS: $3.00 (Maximum caps fee per semester, $50.00)

**MICROSOFT ACCESS, LEVEL I**

**DPT8019**

- **HOURS:** 7
- **COST:** $169

**MICROSOFT ACCESS, LEVEL II**

**DPT8039**

- **HOURS:** 7
- **COST:** $169

**MICROSOFT ACCESS, LEVEL III**

**DPT8040**

- **HOURS:** 7
- **COST:** $169

**OUTLOOK, LEVEL I**

**DPT8112**

- **HOURS:** 7
- **COST:** $169

**MICROSOFT PROJECT, LEVEL I**

**DPT7440**

- **HOURS:** 7
- **COST:** $169

**MICROSOFT PROJECT, LEVEL II**

**DPT8113**

- **HOURS:** 7
- **COST:** $169

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**Crystal Reports**

Crystal Reports is the world’s leading reporting tool

- **New!**

**Learn to:**

- Build list & group reports for almost any database
- Analyze data from various sources
- Format, enhance, & distribute report data
- Customize reports
- Increase efficiency

**Please see course listing on page 66 • To register, call 704.330.4223**
Business Technology

CRYSTAL REPORTS, LEVEL I

DPT7009 *  HOURS: 14  COST: $399
Learn how to build list and group reports that will work with almost any database. Locate and present data in a specified order, create groups to summarize data and build formulas to add additional data and display that data differently. Learn how to format, enhance, and distribute report data.
PREREQUISITES: Intro to the PC and Windows and Access Level I or equivalent experience. Book provided in class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(07596)  40  LV 2171(LEVINE CAMPUS)  MWF  06.00P-08.00P  3/12-3/24

DEVELOPING AND IMPLEMENTING E-MARKETING TACTICS

DPX7008 *  HOURS: 4  COST: $49
This class will provide participants with the skills and knowledge necessary to develop and implement basic e-marketing tactics as part of an overall strategic marketing plan. PREREQUISITES: Students should have a marketing background and experience using the Internet. No book required for this class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(07739)  81  40 ONLINE  1 3/3-3/20

USING THE INTERNET FOR ONLINE BUSINESS RESEARCH

DPX7009 *  HOURS: 8  COST: $99
What does your company currently use to monitor its competitive environment? The Internet has quickly become an accepted (and many times, free!) means by which researchers and analysts determine their position in the marketplace. The objective of this course is to re-introduce the Internet to users as a source of competitive and financial information. Upon completion, students should be able to conduct a basic market and financial analysis using various Internet websites. This course is appropriate for novice business researchers, administrative support, marketers or anyone who must gather marketplace data for decision-making. PREREQUISITES: Internet experience and the ability to analyze market data.
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(07739)  81  90 ONLINE  1 3/3-3/20

HOW TO BUY AND SELL ON EBAY

DPX7001 *  HOURS: 15  COST: $149
Learn the proper procedures of buying and selling on eBay, including registration, buying, selling and researching to determine value. Class will be held in a computer lab with Internet access. PREREQUISITES: Intro to the PC and Windows or equivalent knowledge and Internet experience. Text will be sold in class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(07739)  40  LV 2171(LEVINE CAMPUS)  MWF  06.00P-13.00P  2/19-3/5

HOW TO BECOME A POWERSELLER ON EBAY

DPX7007 *  HOURS: 15  COST: $149
Learn what is required by eBay to become a Powerseller. These sellers rank among the most successful sellers in terms of product sales and customer satisfaction on eBay. Learn what it takes to maintain your Powerseller status and increase your sales potential! PREREQUISITES: Students should be familiar with eBay and have Windows and Internet experience. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(07739)  40  LV 2171(LEVINE CAMPUS)  MWF  06.00P-12.30P  2/19-3/5

CIW Certification Prep

CIW FOUNDATIONS

ITT7515 *  HOURS: 40  COST: $395
The CIW Foundations exam validates the basic hands-on skills and knowledge that a professional is expected to understand and use. Foundational skills include basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. This course helps to prepare the student for the CIW Exam 1D0-510. CAPS FEE: $0.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09448)  01  IT 5127(CENTRAL CAMPUS)  NO CLASS 1/15, 24 ONLINE HOURS

CIS SITE DESIGNER

ITT7516 *  HOURS: 40  COST: $395
The CIS Site Designer course validates human-factor principles in design, implementing and maintaining hypertext-based Web sites using authoring and scripting languages, content creation and management tools, and digital media tools. CIS Site Designers implement and maintain hypertext-based Web sites using authoring and scripting languages, create Web content, use Web management tools and digital media tools, and apply human-factor principles to design. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09536)  01  IT 5127(CENTRAL CAMPUS)  NO CLASS 1/15, 24 ONLINE HOURS

Digital Lifestyle

LEARNING TO USE YOUR DIGITAL CAMERA

MMG7944 *  HOURS: 12  COST: $139
So, you just got a new digital camera! Now what? Has this little photographic wonder started collecting dust in the closet because you don't know how to use it? As amazing as these little devices can be, they can also be quite intimidating. Get a crash course on the basics of using your digital camera. Learn everything from taking pictures to storing images to sharing photos. Learn how to use the zoom, flash and shutter buttons as well as the different modes of your camera lens. NOTE: Bring your camera to class. A book is required and can be purchased at the bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09186)  40  LV 1206(LEVINE CAMPUS)  MW  08.30P-09.30P  2/12-3/1

Simulation & Game Development

INTRO TO VIDEO GAME DEVELOPMENT

ITT7303 *  HOURS: 40  COST: $395
This course introduces students to concepts in video game development. Students will learn about industry trends and will make several small video games. CAPS FEE: $0.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09399)  01  IT 5106(CENTRAL CAMPUS)  24 ONLINE HOURS  04.00P-06.00P  2/19-3/1

Geospatial Technologies

GIS IN HOMELAND SECURITY

GIS 8241 *  HOURS: 40  COST: $495
The Homeland Security GIS course addresses the compilation, management and analysis of the many different types of critical geographic elements in our communities. It applies a range of GIS methods to the preparation and implementation of the five (5) phases of Homeland Security strategic planning. Risk Assessment, Mitigation, Preparedness, Response and Recovery.
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09260)  01  IT 5106(CENTRAL CAMPUS)  T  08.00A-10.00A  2/24-3/2

Graphics and Publishing

ADOBE PHOTOSHOP ELEMENTS: LEVEL I

MMG7952 *  HOURS: 7  COST: $139
This introductory course will cover the basics of the popular Adobe Photoshop Elements software. Students will learn how to enhance their photos by using powerful editing tools. Photo organization will also be covered along with learning how to print and share photos. PREREQUISITE: Intro to the PC & Windows or equivalent experience. A book is required and can be purchased at the bookstore. CAPS FEE: $0.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09592)  40  LV 1206(LEVINE CAMPUS)  MW  06.00P-09.30P  1/4-4/23

ADOBE PHOTOSHOP ELEMENTS: LEVEL II

MMG7953 *  HOURS: 7  COST: $139
This course will cover more advanced applications of the popular Adobe Photoshop Elements software. Students will learn how to use advanced selection and layer techniques as well as how to apply painting effects to photos. Advanced photo printing and archiving will also be discussed. PREREQUISITE: Photoshop Elements: Level I or equivalent experience. A book is required and can be purchased at the bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(09649)  40  LV 1206(LEVINE CAMPUS)  MW  06.00P-09.30P  3/12-3/14

INTRODUCTION TO ADOBE PHOTOSHOP

MMG7950 *  HOURS: 14  COST: $269
This hands-on, beginner-level class is designed to deliver the fundamentals of Photoshop CS2. Photoshop terminology and workspace will be covered, along with file browser, basic photo correction, selection, layers, masks and channels, photo retouching and repairing, painting and editing, vector masks, paths, and shapes. A book is required and can be purchased at the bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
PH.CODE  SEC  LOCATION  DAY(S)  TIME  DATES
(08183)  40  LV 1206(LEVINE CAMPUS)  MW  08.00P-09.30P  2/20-2/21

Registration Options:
ADVANCED ADOBE PHOTOSHOP

MMG7955 * HOURS: 14 COST: $269

This class is intended for intermediate to advanced users of Photoshop CS2. This hands-on, project-based course will help you create realistic and fantastic effects, ranging from altering photographs to liquid painting. Topics will include: applying transparency, abstract and still life painting, liquid painting, lenticular printing, developing seamless patterns, and advanced image manipulation techniques. Web techniques may also be discussed if time available. A book is required and can be purchased at the bookstore. PREREQUISITES: Introduction to Adobe Photoshop or equivalent experience. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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ADOBE ILLUSTRATOR - INTRODUCTION

MMG7940 * HOURS: 14 COST: $269

Students will be introduced to the Adobe Illustrator work area, learn how to make selections, create basic shapes, paint and draw straight lines, draw curves, trace over fixed images, create symmetrical drawings, work with type, and work with layers. A book is required and can be purchased at the bookstore. PREREQUISITES: Introduction to the PC & Windows or equivalent experience. Book provided in class. PREREQUISITE: Windows experience and knowledge of HTML helpful. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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ADOBE ILLUSTRATOR - ADVANCED

MMG7941 * HOURS: 14 COST: $269

Geared toward graphic designers, this course will cover more advanced topics in Adobe Illustrator. You will learn tips and techniques for working with blends, both shape and color, creating gradients, and compiling your own custom color palettes. Learn how to design your own symbols, patterns and brushes and save them for later use. Apply more styles and effects and explore spot colors and printing options for your best outcomes. PREREQUISITE: Adobe Illustrator Intro or equivalent knowledge. A book is required and can be purchased at the bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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INTRODUCTION TO ADOBE INDESIGN

MMG7930 * HOURS: 14 COST: $269

Geared toward graphic designers and publishing professionals using the Adobe Creative Suite, this course gives step-by-step lessons in Adobe’s InDesign fundamentals plus plenty of tips and techniques to make your work process smarter and easier. After setting up your basic layout, you will learn ways to enhance your document with many creative elements including special text effects, color gradients, and various styles. A book is required and can be purchased at the bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Web Development

HTML 4.01: WEB AUTHORING, LEVEL 1

MMG7965 * HOURS: 8 COST: $199

Students will learn how to use good HTML coding practices to create Web pages that work and will continue to work in the ever-changing world of Web development. Students will learn concepts and perform tasks that include creating Web pages (writing tags, creating paragraphs, using images), structuring Web content (headers, lists, lines), linking Web pages, formatting text, and creating tables. PREREQUISITES: Intro to the PC and Windows and experience using the Internet. Book provided in class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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HTML 4.01: WEB AUTHORING, LEVEL 2

MMG7967 * HOURS: 8 COST: $199

Students will learn advanced HTML techniques such as table nesting to lay out web pages, use of e-mails and bookmark hyperlinks, and use of cascading style sheets to format web page elements. In addition, students will learn how to build interactive “form” pages and be exposed to procedures for creating “dynamic” web pages using multimedia, JavaScript and Java applets. Book provided in class. PREREQUISITES: HTML 4.01 Web Authoring, Level 1. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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MACROMEDIA DREAMWEAVER - INTRODUCTION

MMG7969 * HOURS: 8 COST: $199

Learn how to create web pages and organize entire web sites using Dreamweaver. This is an entry level class that covers the Dreamweaver environment, defining a site, organizing files and folders, creating templates, lists, images, tables, links, framesets, accessibility and uploading files to a website. Book provided in class. PREREQUISITES: Windows experience and knowledge of HTML helpful. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Networks and Hardware

WINDSORS XP EXAM PREP 70-270

ITT7262 * HOURS: 40 COST: $395

This course provides students with the knowledge and skills that are needed to manage Microsoft Windows XP Professional computers in a Microsoft Windows Server 2003 environment. Additional information for Windows 2000 is also included explaining how it differs from Windows XP Professional. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

SECURITY +

ITT7290 * HOURS: 40 COST: $395

CompTIA Security+ validates knowledge of communication security, infrastructure security, cryptography, operational security, and general security concepts. It is an international, vendor-neutral certification that is taught at colleges, universities and commercial training centers around the world. Although not a prerequisite, it is recommended that CompTIA Security+ candidates have at least two years on-the-job networking experience, with an emphasis on security. The CompTIA Network+ certification is also recommended. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

LINUX+

ITT7292 * HOURS: 40 COST: $395

CompTIA Linux+ is a vendor-neutral certification, generic across distributions, that validates the knowledge of individuals with a minimum of six to twelve months of practical Linux experience. Professionals holding the CompTIA Linux+ credential can explain fundamental management of Linux systems from the command line, demonstrate knowledge of user administration, understand file permissions, software configurations, and management of Linux-based clients, server systems and security. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

NET+

ITT7994 * HOURS: 40 COST: $395

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician’s ability to describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. Although not a prerequisite, it is recommended that CompTIA Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a CompTIA A+ certification. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
Our Tools

Training Matrix®
The Corporate Training Team employs a variety of tools and resources to better serve business and industry clients. One of these is our online Training Matrix®, which allows you to search for courses by subject as well as by keyword searches according to your specific need. You can even view course outlines 24 hours a day/7 days a week!

Visit the training matrix at http://www.trainingmatrix.com/cpcc/ and click on the red box to access.

Business Solutions eNewsletter
Whether it’s communicating industry news or trends in training, our Business Solutions newsletter keeps you informed of the areas YOU care about with none of the fluff. Customized and thematic, these are a must read for business and industry employers in Mecklenburg County.

To subscribe, visit www.trainingmatrix.com/cpcc/

Assessments
Assessments are a part of what we do to better serve our business and industry clients. The Corporate Training team offers Censeo 360 surveys to assist businesses in assessing the skills and competencies that are essential for the long-term success of supervisors, team-leads, and managers within their organizations.

These assessments are conducted on-line, and are confidential. This assessment tool is used for the development of employees. Pre-assessments and post-assessments are offered to measure the ROI on training.

Customer Service Training
We all know that it takes a large investment of time to win a customer, but only seconds to lose one due to service issues. Our customer service training programs focus not only on the importance of providing stellar service, but they also provide key takeaway tools your representatives can utilize to continue delighting your customers and growing your business.

Project Management & Professional Development
The hallmark of corporate training at CPCC is our customizable training solutions that help organizations meet key business goals and objectives. In partnership with some of the world’s largest researchers and developers in leadership and management programs such as AchieveGlobal, Development Dimensions International (DDI), and Censeo Assessments, CPCC is able to offer high quality, affordable training.
Computer Training

The average US worker already spends one-third of his/her workday at a computer and one-quarter of the workday on the Net. Is your software investment producing the results you want or would computer training enhance the return on your software investment? CPCC provides training for desktop applications such as MS Word, MS Excel, MS Outlook, AutoCAD, and web development to name a few. We also offer online skills assessments which allow you to determine where your employees need training in Microsoft desktop applications.

Command Spanish®

From 1990 to 2000 Mecklenburg County registered a huge increase in its Latino population — up 500%! According to 2005 demographics, 59,565 Latinos call Mecklenburg County their home, a 32% increase since 2000. Has your company identified the need to communicate with Latinos? We can help.

Quality & Process Improvement

Six Sigma and Lean Principles can help your business by eliminating defects and mistakes, enhancing customer loyalty, reducing costs, improving profitability, providing greater shareholder value, reducing waste, increasing efficiency, and streamlining work processes. In Mecklenburg County, CPCC has played a critical role in assisting clients to achieve their quality goals. Specific examples of organizational improvements include:

- Reduced inventory profile and increased turns
- Streamlined supply chain logistics
- Improved process efficiencies
- Eliminated production bottlenecks
- Introduced procedure simplifications
- Lowered insurer premiums with safety innovations

Integrated Systems Technology Training

In today's high-tech world, the demand for highly-skilled technical workers far exceeds the supply. To address this challenge, CPCC's new Integrated Systems Technology training facility can provide your current employees with the skills necessary to keep up. The curriculum is designed to cross train in areas like electrical and mechanical drives, pneumatics, hydraulics and PLC's. The IST Lab offers:

- Hands-on training
- Industry designed curricula
- Self-paced learning
- Web-enabled curricula
- Troubleshooting, problem-solving and critical thinking

Real Estate, Insurance, and Mortgage Banking

CPCC offers North and South Carolina state-approved continuing education classes that are necessary to maintain your real estate, insurance, and mortgage banking licenses as well as NC pre-licensing courses. We can deliver these classes onsite at your place of business. Call a CPCC Corporate Training Advisor at 704.330.4660 for more details.

Introducing the Training Network -

Get Connected with The Charlotte Chamber and CPCC. This new partnership offers training in key areas including computers, professional development, customer service, leadership, human services, quality and process management, and health and safety training. For details about this special Charlotte Chamber partnership and its benefits to Chamber members, call 704.330.4660.
INTRO TO CERTIFIED HACKER
ITT7296 *  
HOURS: 40  COST: $395
Certified Ethical Hacker immerses the student into an interactive environment where they are shown how to scan, test, hack, and secure their own systems. The lab-intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students begin by understanding how perimeter defenses work and are then led into scanning and attacking their own networks, no real network is harmed. Students also learn about intrusion detection, policy creation, social engineering, DDoS attacks, buffer overflows, and virus creation. When students leave this intensive class, they will have hands-on understanding and experience in ethical hacking.
CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

DPT7978 *  
HOURS: 40  COST: $1195
This course introduces Oracle Database 10g technology and the relational database concepts of the powerful SQL programming language. This course will provide students with the essential SQL skills of querying the database, the metadata and creating database objects. In addition, the course also delves into advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Books provided in class. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

CISCO CCNA
ITT7511 *  
HOURS: 40  COST: $395
In this course, students will learn fundamental computer networking terms, concepts, and components and apply them as they configure basic network connectivity via serial and LAN networks using PCs, a hub, router, and switch. The course also focuses on using Cisco Catalyst switches and Cisco routers connected in local-area networks (LANs) and wide-area networks (WANs) typically found at small to medium network sites. Upon completion of class, students will be able to select, connect, configure, and troubleshoot the various Cisco networking devices. This course will help students prepare for the 640-801 exam. CAPS FEE: $10.00 (MAXIMUM CAPSFEE PER SEMESTER, $90.00)

A+ COMPUTER REPAIR AND MAINTENANCE
ITT7880 *  
HOURS: 40  COST: $395
This course is a comprehensive learning model that is aligned with vendor-developed certification objectives. The Course materials integrate multimedia technologies, applied simulation technologies, instructional animations, and technical graphic images into a sophisticated learning environment. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

INTRO TO MICROCONTROLLERS USING THE MICROCHIP PIC
ITT8340 *  
HOURS: 20  COST: $189
An introduction to microcontroller using the Microchip PIC. PIC architecture, computer number systems, assembly language, debugging techniques, instruction set, development tools, and micro peripheral devices will all be covered. Prior knowledge of basic electronics including some digital electronics is required. All lessons have supporting lab exercises that will be done using a Microcontroller Lab kit ($99) that will need to be purchased before starting the course. Students should have access to a computer with high speed internet connection and USB ports. Students purchase a lab kit through instructor — contact Tom Chrane tom.chrane@cpcc.edu about lab kit purchase.

Oracle Certification Prep

ORACLE 10G: INTRODUCTION TO SQL
DPT7976 *  
HOURS: 40  COST: $1195
This course will provide students with the essential SQL skills of querying the database, the metadata and creating database objects. In addition, the course also delves into advanced querying and reporting techniques, data warehousing concepts and manipulating large data sets in different time zones. Books provided in class. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

ORACLE 10G: ADMINISTRATION WORKSHOP II
DPT7978 *  
HOURS: 40  COST: $1195
In this class, students will learn how to configure an Oracle database for multilingual applications. Various methods of recovering the database will be practiced such as using RMAN, SQL, and Flashback technology. Tools to monitor database performance and steps to improve performance are also covered in this course. Students will also learn how to use various database technologies, such as Resource Manager, the Scheduler, and Automatic Storage Management (ASM). This course is designed to prepare you for the corresponding Oracle Certified Professional exam. PREREQUISITES: Oracle 10g Intro to SQL and Oracle 10g Workshop I. Book provided in class. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

Database Training

EXPLORING SOL 2005
ITT7074 *  
HOURS: 32  COST: $395
This course is part of a collection of workshops that teaches IT Professionals working in enterprise environments to troubleshoot and optimize database servers. This includes monitoring, troubleshooting, and optimizing databases and database servers. This online learning workshop is comprised of a rich multimedia experience coupled with comprehensive technical labs. This class helps to prepare the student for MCTS: SQL Server 2005. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

DATA BASE ADMINISTRATION PART 1
ITT7080 *  
HOURS: 40  COST: $395
This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion of this course the student should be able to produce functional DBA documentation and administer a database. CAPS FEE: $3.00 (MAXIMUM CAPSFEE PER SEMESTER, $50.00)

Registration Options:

Customer Service: 704.330.4223
Automatic Telephone: 704.330.6970
Online: www.cpcctraining.org

Oracle10g Certified Professional

Be in Demand!

1. Increase your credibility
2. Gain competitive advantage
3. Improve your productivity
4. Build your confidence
5. Advance your career

To register or for information — 704.330.4223
AutoCAD

**AutoCAD Level 1**

**CAD7012**

**HOURS: 40**

**COST: $839**

Upon completion of AutoCAD Level 1, the student will be able to create a basic 2D drawing using drawing and editing tools, organize drawing objects on layers, add text and basic dimensions, and prepare to plot. Book provided in class. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**AutoCAD Level 2**

**CAD7013**

**HOURS: 32**

**COST: $659**

This course is for students comfortable with the basics of creating an AutoCAD drawing, as taught in AutoCAD Level 1. This course focuses on using efficiency tools including grips and advanced object selection, drawing with complex objects including polylines, regions and advanced text objects, defining blocks and attributes, using external reference files and image files, using layouts and advanced plotting features, using sheet sets, and enhancing productivity with simple customization of AutoCAD. Book provided in class. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

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**AutoCAD 3D Drawing and Modeling**

**CAD7014**

**HOURS: 24**

**COST: $489**

The course gives a thorough grounding in 3D fundamentals and explores the main features of AutoCAD’s advanced 3D workspace. This class covers such topics as 3D viewing techniques, working with 3D coordinates, 2D objects in 3D space, creating and modifying 3D solids, and rendering the model. Book provided in class. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Level 1 Solid Modeling**

**SOM7100**

**HOURS: 64**

**COST: $839**

SolidWorks Level 1 teaches the students how to use the SolidWorks parametric modeling software to build 3D models of parts and transfer those into the manufacturing drawings. The students will be able to use sketching, modeling, patternning, revolving and editing tools for real life 3-D solid modeling applications. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Level 2 Solid Modeling**

**SOM7101**

**HOURS: 64**

**COST: $839**

SolidWorks Level 2 teaches the student how to use the SolidWorks 3-D modeling software to create assemblies using advanced parts modeling tools, sheet metal tools, file management tools and parts standardization tools. Students will be able to create 3-D models of assemblies using advanced modeling tools. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

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**Starting a Business**

**Starting a Nonprofit**

**SBX7337**

**HOURS: 5**

**COST: $49**

Starting your own nonprofit business can be inspiring, rewarding and overwhelming. In this two-part course learn how nonprofits operate and what is expected of those who run them. Understand the key differences between a not-for-profit and for-profit business. Get started on the ‘must do’s’ and ‘must haves’ to successfully launch your nonprofit and keep it running. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Starting a Child Care Business**

**SBX7340**

**HOURS: 18**

**COST: $99**

As the demand for quality child care continues to increase, operating a child care service is one of the most popular small businesses today. This in-depth course is based on requirements for North Carolina and takes you from start up to stability. Whether you want to start a child care business at home or open a center this class gives you essential, timely advice from experts in the field. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Spanish How to Start and Operate a Small Business**

**SBX7301**

**HOURS: 24**

**COST: $129**

You can be one of the thousands of successful small business owners. Learn the elements of a small business, how it functions, and the details of successful operation. You will understand and address the components of a sound business plan, identify and apply necessary management skills through getting started, financial needs, taxes, marketing and sales, insurance, and legal concerns. CAPS Fee: $3.00 For classes held on CPCC campuses (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**How to Start and Operate a Small Business**

**SBX7304**

**HOURS: 20**

**COST: $99**

This practical five-part course is designed to help the Spanish speaking population create, plan, develop, start, and manage a small business. In cooperation with the Latin American Coalition the course provides timely information on legal requirements in Mecklenburg County, writing a business plan, financial management, hiring, and marketing. The course will be taught in Spanish. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Open Your Own Bed and Breakfast**

**CAS7030**

**HOURS: 18**

**COST: $195**

This course provides an overview of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property evaluation, computer operations, increasing profitability, and customer service and facility management. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Business Plan Writing**

**Writing a Business Plan I: First Steps**

**SBX7205**

**HOURS: 6**

**COST: $59**

You have a business idea or perhaps operate a small business, but now you need a business plan—maybe for financing, or to help you manage day-to-day operations, or to gauge your business progress. A business plan can be the most important tool a small business owner has. How should you begin? This course will help you determine the elements for your plan and provide insights for preparing your plan on paper. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Writing a Business Plan II: Doing Your Research**

**SBX7206**

**HOURS: 9**

**COST: $79**

A business plan can guide you through the various phases of your business, helping you identify and avoid roadblocks. It can also help secure loans, and attract investors. But where can you find the reliable information that should go into a business plan? This course focuses on the research required to produce a solid business plan. CAPS Fee: $3.00 (Maximum CAPS Fee Per Semester, $50.00)

**PREREQUISITE:**

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**Think Big! New Product Idea?**

**Go From Concept to Commercialization**

**SBX7335-01**

You know your idea will work! You just need to get it to the right place and people. Learn how from invention expert Louis Foreman, the brains behind the new PBS TV show “Everyday Edisons.” Get step-by-step instructions on taking your idea to the marketplace.

**www.cpcc.edu/e-institute**

To register — 704.330.4223 or online

**Registration Options:**

INSTITUTE FOR ENTREPRENEURSHIP

Think Big!
Starting a Child Care Business

SBX740-01

Running a childcare business remains one of the fastest growing businesses ventures. Get a close up look at operating a child care business in North Carolina, whether in your home or at a center.

New this spring!
Feb. 22- March 29
Thursday evenings
6:30 p.m.-9:30 p.m.
West Campus • $99

www.cpcc.edu/e-institute
To register — 704.330.4223 or online

Marketing a Small Business

GETTING THE WORD OUT ABOUT YOUR BUSINESS

SBX7322 *
HOURS: 10
COST: $55
This online course gives you the seven secrets of successful marketers. Find out the tips and tools they use to turn ordinary sales and marketing efforts (even low-cost and no-cost efforts!) into powerful promotion and brand recognition in our over-communicated marketplace.

SBX7317 *
HOURS: 6
COST: $79
Internet Business

4 STEPS TO TAKING YOUR BUSINESS ONLINE

SBX7317 *
HOURS: 6
COST: $79
Thinking about doing business over the internet? Learn how to take your small business from bricks and mortar to the web. This class helps you get started in designing, building, and operating a successful web-based business. Is your product or service saleable on the web? What must be included in an E-commerce ‘store’? What’s working and not working today on the web? Get answers to your questions and discover your options in the wide world of E-commerce. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

GET MORE RESULTS FROM YOUR WEBSITE

SBX7330 *
HOURS: 9
COST: $89
Put your website to work as a real marketing tool. Learn how a website can be used to achieve a certain positioning, increase exposure, generate revenue, build databases, and bring in leads. Discover the “musts” for every small business website. Move beyond pretty pictures and basic information to a marketing-driven website that gets results. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Business Finances

ATTRACTING ANGEL INVESTORS

SBX7464 *
HOURS: 3
COST: $45
Angel investors give more than $20 billion dollars annually to start-up businesses in the U.S. They fill the gap between what family and friends can provide and what a venture capitalist requires. But what kind of businesses interest them? Only high-tech? Always high-growth? And what do they want in return? Find out how to prepare your business to seek angel funding. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BUSINESS FINANCIAL STATEMENTS I: GETTING STARTED

SBX7204 *
HOURS: 6
COST: $89
Business financial information can be used for much more than preparing taxes. Accurate financial statements can guide you in making decisions about the future of your business and help you avoid costly mistakes. What financial statements do you really need to manage your business? This class will help you create a balance sheet, income statement, cash flow statement, and other valuable pieces of business financial information. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INCOME TAXES: IMPORTANT ISSUES FOR THE SMALL BUSINESS OWNER

SBX7450 *
HOURS: 4
COST: $59
Thinking about taxes as a small business owner? This one day course will cover what you need to know about reporting and recordkeeping requirements, payroll taxes, independent contractors, estimated taxes, choice of tax entity and business deductions. You will also gain helpful ideas on how to minimize your tax liability. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

QuickBooks®: Getting Started

QUICKBOOKS® 2006 LEVEL I

SBX7440 *
HOURS: 15
COST: $99
PRE-REQUISITE: KNOWLEDGE OF WINDOWS AND SOME BASIC ACCOUNTING. Purchase book “QuickBooks® Pro 2006 Level I” in CPCC bookstore prior to attending the first class. Windows based application that enables small businesses to automate their accounting and financial reporting functions. You will learn to set up your company up with a chart of accounts, receive payments, pay bills, create lists, track cash sales, enter bills, create invoices, make deposits, reconcile bank accounts and write checks in order to more easily manage your financial decisions. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

QuickBooks®: Advanced

QUICKBOOKS 2006 LEVEL II

SBX7460 *
HOURS: 15
COST: $99
Purchase book “QuickBooks® Pro 2006 Level II” in the CPCC bookstore prior to attending the first class. This second level course will focus on creating forms, reports, graphs and letters. Other areas of study will include job costing, inventory, and trouble shooting. PRE-REQUISITES SBX7440 or 1 year of QuickBooks® experience. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:
CPCC Campuses  •  Online: www.cpcctraining.org  •  Automated Telephone: 704.330.6970  •  Customer Service: 704.330.4223
### Business Growth and Development

**REAL ESTATE INVESTING: THE BUSINESS SIDE**  
**SBX7328**  
**HOURS:** 10  
**COST:** $79  
Develop a strategy for setting up a real estate investment business. This class delves into the four main types of real estate investments and helps you discover which type best fits your entrepreneurial vision. Find out how a real estate investment business differs from operating other small businesses. No matter what type of real estate investment interests you, this class helps you create a plan for lasting success. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**NEW PRODUCT IDEA? GO FROM CONCEPT TO COMMERCIALIZATION**  
**SBX7335**  
**HOURS:** 18  
**COST:** $99  
Imagine your name behind a hot new product or service. This class, taught by innovation expert Louis Foreman, gives you step-by-step instructions on defining, developing, and protecting your new product idea as well as the how to’s on taking it to the marketplace. Discover how to turn your creativity into a hit with customers. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

### Lifetime Learning Institute

#### Midlife Transitions

**CALLING OF MIDLIFE: WORKSHOP FOR MEN**  
**LLI7015**  
**HOURS:** 6  
**COST:** $99  
This workshop will examine midlife as a calling for a man to be true to his authentic self, as opposed to the cultural norm of depicting this time as a "crisis" over which he should have control. Instead of seeking to manage symptoms, we will explore the practices wherein we may listen to the directives of our true Self attempting to come forth. Midlife is a threshold over which we must cross in order to step into the vitality of our true potential. Two important questions dominate this sacred time: “What is trying to die?” and “What is trying to be born?” If these questions are attended consciously, we are initiated into the purpose and meaning that has beckoned us throughout our lives. The second half of life offers us the opportunity (and may be the first time) we are truly ourselves. It is from this non-pathological paradigm-midlife as a call- that we will explore this beautiful “crisis." **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**INSPIRING YOUR CAREER OR LIFE PATH WITH THE MYERS-BRIGGS TYPE INDICATOR**  
**LLI7036**  
**HOURS:** 4  
**COST:** $75  
William Shakespeare wrote “we know what we are, but know not what we may be.” If Shakespeare were alive today, he would advise you that the Myers-Briggs Type Indicator can help you know yourself better and find your life passion. The MBTI reveals what energizes you, how you gather information and make decisions, and tells about your lifestyle preferences. Self-exploration and assessment is the first step in finding what brings your life meaning both in your career and outside of your work. The first session will focus on self-exploration and the second will deal with developing an action strategy. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

### New Ventures Entrepreneurship Certificate

- **Beginns January 23, 2007**
- **Tuesday evenings**
- **Central Campus**

The Institute for Entrepreneurship is pleased to announce the new Ventures Entrepreneurship Certificate.

This 16-week course, developed by the internationally recognized Kauffman Foundation, blends expert classroom instruction and hands-on activities with the ease of online content to give you the best opportunity to fulfill your business dream.

The entrepreneurship certificate program allows you to:
- Assess your ability as an entrepreneur
- Evaluate the feasibility of your idea
- Plan for a successful business start-up
- Meet one-on-one with business counselors
- Develop a business plan
- Develop a marketing plan
- Gain confidence and credibility as a knowledgeable business owner

www.cpc.edu/e-institute

To register — 704.330.4223 or online

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**Registration Options:**
- CPC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
GENEALOGY BASICS
CTL8111 * HOURS: 24 COST: $129
You will learn how to develop a strategy to accomplish your research objectives and evaluate the results by recording new information, and sharing that information with others. If you are a newcomer to this hobby or just want to make a small family tree, this course will get you off to a good start. You will explore many Internet sites where you can search for family names. This fully online course explains in simple terms where to look, who to contact, and how to use the genealogical research tools of the computer and the Internet to further your research. Go to http://www.cpcctraining.org/cceonline/ for more information.

PH. CODE SEC LOCATION DAY(S) TIME DATES
07295 80 ONLINE 2/21-4/4

RETIRE? RE-WIRE!
LLI7033 * HOURS: 16 COST: $395
A seminar to re-charge your batteries and plan the rest of your life. America is re-defining retirement. More professionals begin envisioning “life after corporate” and other formal employment as early as their 40’s. For today’s professionals in their 50’s, images of retirement as “golden years of inactivity” don’t apply or appeal anymore. Research shows that adults 50+ who live most productively in the ‘Third Age’ are those who plan for it. ‘Re-Wire’ is a two-day seminar with an insightful and provocative approach, framework, and process led by expert facilitators, Lyndall Hare, Ph.D and Michael Kahn, M.Ed. Includes seminar materials, continental breakfast and lunch provided. CAPS FEE: $3.00 (MAXIMUM $50.00 PER SEMESTER)

PH. CODE SEC LOCATION DAY(S) TIME DATES
07197 01 TBA (WESTCAMPUS) FS 07.00A-05.00P 3/16-3/17

DO YOU HAVE ANY HIDDEN TREASURES?
LLI7021 * HOURS: 2 COST: $20
As we begin to downsize for our parents or ourselves, boomers need to learn the characteristics that make an item valuable. This offering will teach how to spot unscrupulous professionals and how to use your intuition before selling items for very little money. This course is taught by a certified personal property appraiser who will allow for hands-on time with a dozen estate items. You will leave the class with an understanding of the characteristics that make something valuable as well as why it is important to know the value of what you have. CAPS FEE: $3.00 (MAXIMUM $50.00 PER SEMESTER)

PH. CODE SEC LOCATION DAY(S) TIME DATES
07216 80 ONLINE - - 1/17-2/28

ASSISTING AGING PARENTS
CTL8126 * HOURS: 24 COST: $129
Are your parents in their golden years? This compassionate and comprehensive fully online class will give you the tools, techniques, and insights for this passage. You will learn what to expect, what to watch for, how to deal with physical and emotional challenges, and where to find resources to help. You’ll understand the impact of retirement, learn how to choose a nursing home, and be prepared to deal with death. You will learn about financial and legal considerations, health issues, and family interpersonal relationships. You’ll be introduced to special communication skills, observation methods, and coping mechanisms to ease the burden for everyone involved. Visit www.cpcctraining.org/cceonline for more information.

PH. CODE SEC LOCATION DAY(S) TIME DATES
07316 80 ONLINE 2/21-4/4

WOMEN: MIDLIFE & BEYOND
LLI7004 * HOURS: 10 COST: $125
This weekend workshop will give participants an opportunity to explore issues and life experiences related to changing roles of women as they age. This session will examine all aspects of aging as we move into the second half of our lives: social, psychological, physical, economic, as well as cultural issues. Midlife is a time of introspection and exploring the prospect of one’s mortality. As we move into midlife and beyond, we can create interesting opportunities for ourselves and re-create aging.

PH. CODE SEC LOCATION DAY(S) TIME DATES
07089 01 7TH FLOOR EDUCATION ROOM S 08.00-05.00P 3/16-3/17

Holistic Health and Wellness at Midlife
BREATHE YOUR WAY TO A HEALTHIER MIDLIFE WITH HOLOTROPIC BREATHEWORK
LLI7035 * HOURS: 6 COST: $100
Holotropic Breathwork is a powerful learning and healing tool, developed by Stanislav and Christina Grof, who integrated insights from consciousness research, anthropology, depth and transpersonal psychologies, Eastern spiritual practices, and mystical practices from around the world, to develop a way for many people to have an experience of their own ability to heal themselves on many levels. The name “Holotropic” means moving toward wholeness” Using a very simple process - accelerated breathing combined with evocative music - each person lies on a mat with their eyes closed, and breathes, which allows the natural healing process of their own psyche to create a healing experience unique to them for this midlife time in their life.

PH. CODE SEC LOCATION DAY(S) TIME DATES
07213 01 7TH FLOOR EDUCATION ROOM 2/17-2/17

Registration Options:
GREENWAY BICYCLE GETAWAY

HOURS: 6  COST: $25

Would you like to get out of town to see new sites without the hassle of planning, preparing, and packing? Consider this: a day of safe, leisurely bicycle touring beautiful green landscapes within Mecklenburg County. The “Greenway Getaway” will take you to Little Sugar Creek, Stewart Creek, McMullen Creek and Mallard Creek Greenways to experience urban, suburban and bucolic landscapes! The segments we will explore vary in length from 1 - 4 miles, so the emphasis is less on physical conditioning than it is on getting to know and appreciate these amenities in our backyards. Co-sponsor, Mecklenburg County Park and Recreation will transport participants and bicycles from greenway to greenway and a delicious, healthy lunch will be provided. Space is limited, so sign up soon. Participants are encouraged to provide their own bicycles, but a few bikes can be made available. Cost includes sack lunch and insurance fee of $7.50.

PH.CODE SEC. LOCATION  DATES  TIME  DATES
(07066) 01 DOWD YMCA  F  09.00A-03.00P  4/25-4/29

WELL-NOURISHED WOMEN: RECLAIMING OUR BODIES IN MIDLIFE

HOURS: 8  COST: $99

This eight-hour course offers midlife women an opportunity to evaluate the societal and cultural messages we are given by media, medical professionals, and laypersons regarding women’s bodies and how we nourish/nurture them. From an experiential and didactic perspective, this workshop examines disorder eating and diet myths, body image and the beauty of the aging female body, the personal messages we receive within and without ourselves, and the legacy we leave our daughters and future generations.

PH.CODE SEC. LOCATION  DATES  TIME  DATES
(07066) 01 DOWD YMCA  F  09.00A-03.00P  1/19-1/20
(07066) 01 DOWD YMCA  S  09.00A-04.00P  1/19-1/20

Exploring the Arts & Humanities

IT'S A WONDERFUL LIFE: FILM SCREENING AND DISCUSSION FOR PERSONAL GROWTH

HOURS: 12  COST: $115

Movies are universally enjoyed, both as a diversion from “real life” and as a means to expand our personal and world views. Even with the advent of VCRs, DVDs, and Netflix, individuals are still drawn to the sense of community created by watching films with friends and strangers alike. In this four-week seminar we will watch a movie (documentaries, foreign, independent etc.) each night and discuss how the stories, characters, individual scenes and music impacted participants personally and as a group. You will also be asked to consider what you can apply to your life now at midlife.

COSTS: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PH.CODE SEC. LOCATION  DATES  TIME  DATES
(07073) 01 TE 000 (CENTRAL CAMPUS)  F  06.30P-09.00P  2/2-2/23

JOSEPH CAMPBELL AND C. J. JUNG: EXPLORERS OF POSSIBILITY

HOURS: 6  COST: $85

Campbell and Jung found myth to be a land of exploration. They found the mind to be a similar land, full of images and stories, providing clues to the ways in which we have developed as human beings. This course is an introduction to a field of knowledge, which includes the earliest religious expressions of human beings, and some surprising patterns recurring around the world. Some of these still exist unconsciously in the minds of modern people and in their modes of behavior. There is enough rage in the world today to indicate clearly that we carry primitive emotions close to the surface of our minds. This is important information with regard to foreign affairs and the ways in which members of families interact.

COSTS: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PH.CODE SEC. LOCATION  DATES  TIME  DATES
(07080) 01 DOWD YMCA  F  09.00A-04.00P  4/28-4/28

THE MEDIEVAL FOUNDATION OF MODERN WESTERN SOCIETY

HOURS: 7.5  COST: $35

This course provides a brief overview of the accomplishments of the Middle Ages (5th to 15th centuries AD), from the migration of peoples into the Western Roman Empire to the development of the infrastructure for global power. Discussion will include a review of the factors involved in the fall of the Roman Empire, the migration of the Germanic people as well as the development of science and technology which resulted in transforming a subsistence agricultural economy to a society on the threshold of global international capitalist power.

COSTS: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PH.CODE SEC. LOCATION  DATES  TIME  DATES
(07080) 01 DOWD YMCA  F  09.00A-04.00P  1/19-1/20

http://www.lifetimelearning.cpc.edu
Call Suzy Winters at 704.330.6145
Creating A Vision for What’s Next

RISE ABOVE WHAT STOPS YOU!
LLI7043 * HOURS: 6 COST: $85
This 6-hour workshop offers learners insight into how to move from their current reality to a desired outcome. This could be in business, education, health, relationships, personal development, or any other area of their life. Do you ever think about how you are experiencing life and would like to generate change? Or, do you ever think about what you would like to do and feel you just can’t seem to make it happen? Would you like to know what gets in the way? Through the Neuro-Linguistic Programming model of communication and the Neuro-Semantics* approach to how we make meaning in our lives, this workshop will give participants insight into how we can change our way of thinking and feeling, so that our thoughts and feelings can work for us, instead of getting in our way.

SECOND HALF OF LIFE THROUGH POETRY
LLI7007 * HOURS: 15 COST: $125
Swiss Psychiatrist C.G. Jung suggested that the second half of life is different from the first. Horizons seem closer, the light begins to change, and opportunities emerge to see in a new way. The journey, more inward now, leads to a greater self-knowledge, discovery, finding space for expression. Each of us has a life—or at least a half-life—full of incident and experience. Joy and sorrow, love and rage. There is more to come, and it can be filled with excitement as we find space for those deeper feelings, memories, wishes, too often put aside because we have been so busy. You may be surprised at the openings you find, as you become accustomed to expressing yourself in a new way, as your pen becomes a teacher and a new friend. As the poet Jane Hirshfield has written, When allowed, the poem becomes an organ of perception—from her book “Nine Gates.”

INTRODUCTION TO NONPROFIT MANAGEMENT
CTRL8144 * HOURS: 24 COST: $129
In this course, a twelve-year veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. You’ll gain a full understanding of the role of the executive director and the board of directors, special event and meeting management, public relation strategies, and how to find a position in this rewarding field of work. Go to www.cpcctraining.org/cceonline for more information.

INTRODUCTION TO EFFECTIVE GRANT WRITING
LLI7029 * HOURS: 4 COST: $75
This half day grant writing workshop will introduce the participants to grant writing as a potential source of funds for not-for-profit organizations. The workshop will provide information on identifying resources, preparing applications and following up with funders. A sample request for proposal will be used to assist the participants in developing a grant application. This workshop is designed for those who are considering starting a not-for-profit as well as those already established in an organization.

CREATIVITY COACHING
LLI744 * HOURS: 8.5 COST: $85
At midlife we may understand we are all inherently creative, but are unsure how to tap into this creativity. This course is about undoing our self-doubt and celebrating the joy that comes from creating. In this workshop you will explore the beliefs that we need to adopt to make creativity a part of our everyday life, and learn how to keep moving your creative projects towards your creative dream. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

FAIRY TALES AND THE MAGICAL JOURNEY
LLI747 * HOURS: 8 COST: $125
Sign up for a fairy tale journey that will provide fresh insights, wisdom and guidance for your mid-life path. Max Lüthi states that “fairytales are unreal, but they are not untrue.” As in real life, the fairytales journey is complex—replete with detours, trials and tribulations. We may know that the outcome is going to end splendidly, but the character in the story doesn’t! We’ll explore the archetypal patterns of the life journey—its twists and turns—and come away with new knowledge of how the fairytales can work its “magic” for us at various stages of our lives. Not with a magic wand, but with a magic way! CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INTRODUCTION TO INTERNET WRITING MARKETS
CTRL8120 * HOURS: 24 COST: $129
The Internet has created a whole new world of opportunity for writers. If you're already a professional writer or just dream of becoming one, this fully online course will help you discover a wide variety of new markets for your work. You'll explore every corner of the Internet, learning how to supplement your income writing web page content, developing articles for e-zines, supplying content for online databases, writing for information sites, crafting fiction for the Internet, building online training materials, and writing electronic books and manuals for e-publishers. Visit www.cpcctraining.org/cceonline for more information.

LEARN TO BUY AND SELL ON EBAY
CTRL8086 * HOURS: 24 COST: $129
Online auctions match buyers with sellers in a global marketplace for almost any item. If you ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You’ll learn how to create titles that get noticed, how to craft advertising copy that sells quickly, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle free. If you’re a buyer, you’ll learn how to compete effectively. Go to www.cpcctraining.org/cceonline for more information.
### Discover Digital Photography

**CTL8090**  
**HOURS:** 24  
**COST:** $129  
This fully online course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a professional looking for a complement to traditional photography, this course will provide an introduction to new opportunities for putting digital photography to use. Visit www.cpcctraining.org/cceonline for more information.

### Successful Financial Strategies for Boomers

**LL17018**  
**HOURS:** 4  
**COST:** $25  
Baby boomers face unique personal and financial challenges as they approach their retirement years. By having a thorough understanding of these important issues, successful financial and money management strategies can be developed. This course will outline the challenges that lie ahead and offer practical ideas and solutions for protecting assets, generating a needed level of income, investing with the proper mix of return and risk, health and long-term care options, caring for the needs of an aging parent, and ensuring the needs of heirs through effective estate planning.

### How Do I Select a Personal and Executive Coach?

**LL17016**  
**HOURS:** 1.5  
**COST:** $20  
A panel discussion for an hour and a half. This panel discussion will include four coaches who conduct their coaching services from different points of view and theoretical approaches. The panel will consist of coaches working in the business arena with executives, as well as those doing personal coaching.

### Travel Writing

**CTL8096**  
**HOURS:** 24  
**COST:** $129  
Dream of traveling the world, writing about the places and people you meet? For fiction writers who want to capture the landscape and feelings that are translated into novels or for the magazine writer who longs to write on travel, this class will help you translate what is seen, heard, tasted, touched, smelled, and felt (intuitively and physically) into publishable articles, books, and novels. You'll understand the writing styles and methods to sell material in today's competitive market (including the "how-to's" of technical aspects of lead paragraphs, descriptive passages, and the uses of interviews, quotes, and facts). Go to www.cpcctraining.org/cceonline for more information.

### Start Your Own Consulting Practice

**CTL8132**  
**HOURS:** 24  
**COST:** $129  
This course is designed to help those who wish to set up a consulting practice. You will learn the complete process of starting and operating a consulting practice. The course will begin with surveys and assessments designed to help you pinpoint the best consulting services to offer. The course then progresses into the business start-up process, including issues such as licensing and legalities. You will then develop a complete business plan for their consulting firm that details finances, pricing policies, contracts, and marketing. The course concludes with a discussion of record-keeping and tax concerns. The instructor will keep you updated by citing resources that assist this area. Go to www.cpcctraining.org/cceonline for more information.

### Use Your Expertise to Become a Trainer

**LL17034**  
**HOURS:** 10  
**COST:** $50  
You have many years of career experience which can be easily transferred into an opportunity to become a trainer. This series of seminars will give you the ins-and-outs and the "how-to's" to become a trainer and offer your expertise at the community college with our corporate clients and students. Develop your facilitation and training skills, and learn what it takes to turn your expertise into a training opportunity. **CAPS Fee:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

### Boomer Entrepreneurship

**LL17031**  
**HOURS:** 6  
**COST:** $50  
After years of working for others, boomers often are motivated to work for themselves. In this highly interactive workshop, participants will re-engage with their passion as well as their motivation. They will gain the clarity and the focus that are essential for making successful transition to entrepreneurship. Participants will take the steps they need to turn entrepreneur dreams into reality. **CAPS Fee:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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### Financial Services Institute

**Certified Bank Teller**  
Call us to learn more about becoming a Certified Bank Teller at 704.330.4223.

**Insurance Prelicensing**

**PROPERTY & LIABILITY INSURANCE PRE-LICENSING**  
**INS7001**  
**HOURS:** 45  
**COST:** $70  
Upon completion students should be able to discuss and explain the various lines for fire and casualty insurance, such as automobile, marine, inland marine, general liability, worker's compensation, commercial fire, homeowner's crime, and umbrella. Students should also be able to interpret the regulations and laws specifically applying to fire and casualty agents and discuss the forms for the various types of insurance. **Students seeking a sale's license must attend ALL (100%) classes.** This class is designed for individuals seeking a Sale's license and recommended for those seeking an Adjustor License. This course is content intensive. Students should purchase the textbook and be familiar with Chapters 1-3 prior to the first class. **CAPS Fee:** $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**LIFE/ACCIDENT/HEALTH INSURANCE PRE-LICENSING**  
**INS7002**  
**HOURS:** 45  
**COST:** $70  
Upon completion students should be able to discuss the exposures, types, policy provisions and practices of Life, Accident and Health Insurance. Interpret the regulations and laws specifically applying to Life, Accident and Health agents and describe the various social insurance plans. **Students must attend ALL (100%) classes.** This course is content intensive. Students should purchase textbook and be familiar with Chapters 1-4 prior to the first class. **CAPS Fee:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

### Registration Options:

- **CPCC Campuses**  
- **Online:** www.cpcctraining.org  
- **Automated Telephone:** 704.330.6970  
- **Customer Service:** 704.330.4223

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**Thanks to BB&T, Lending Tree, American Community Bank, Coldwell Banker and the NC Bankers Association for sponsoring the Careers in Financial Services Showcase this fall!**

For more information about the Financial Services Institute and related programs in Real Estate, Appraisal, Insurance and Mortgage Banking, visit www.cpcctraining.org/hsi
Real Estate

Real Estate Pre-Licensing

REAL ESTATE FINANCE (BROKER PRE-LICENSE)

**REX7115**  
**HOURS:** 78  
**COST:** $200

This course consists of advanced level instruction on the subject of financing real estate transactions including historical development of real estate financing, sources of mortgage funds, the secondary mortgage market, financing instruments, types of mortgage loans, underwriting mortgage loans, consumer legislation affecting real estate financing, real property valuation and finance and appraisal mathematics.  
**CAPS FEE:** $100 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
(09733) 01 TBA (CATO CAMPUS) MWF 09.00A-04.00P 1-8/7  
(09573) 02 TBA (WEST CAMPUS) T TH 12.30A-04.30P 1-6/3-27  
(09587) 10 TBA (NORTH CAMPUS) MW 09.00A-04.00P 1-7/28  
(09576) 04 TBA (HARPER CAMPUS) S 09.00A-04.00P 2-0/4-21  
(09583) 07 TBA (LEVINE CAMPUS) MW 06.00P-09.00P 2-2/4-25  
(09580) 09 TBA (WEST CAMPUS) NO CLASS 3/12, 4/9  
(09570) 05 TBA (HARPER CAMPUS) T TH 06.00P-09.00P 2-3/4-24  
(09579) 06 TS 258 (NORTH CAMPUS) T TH 06.00P-09.00P 2-3/4-24  
(09568) 08 TBA (CENTRAL CAMPUS) NO CLASS 3/13  
(09570) 03 TBA (CATO CAMPUS) MVF 09.00A-04.00P 2-6/4-18  
(09587) 11 TBA (NORTH CAMPUS) MVF 09.00A-04.00P 3-5/4-23

Real Estate Broker Post-Licensing

REAL ESTATE BROKER TRANSITION COURSE

**REX7106**  
**HOURS:** 24  
**COST:** $100

This 24-hour course is designed for the real estate salesperson licensee whose license was changed to a broker’s license as of April 1, 2006, and became classified as provisionally brokers. All of these licensees who do not have at least four years of full-time cumulative experience must take a 24-hour broker transition course within two years to retain their license. Upon satisfactory completion of this course, the provisional status of their license is removed. Four hours of this course can be substituted as a NCREC CE Elective requirement.  
**CAPS FEE:** $300 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
(09314) 01 TBA (CATO CAMPUS) MWF TH 09.00A-04.00P 1/22/7  
(09318) 02 TBA (CATO CAMPUS) T TH 09.00A-04.00P 3/3-4/3  
(08833) 03 TBA (CATO CAMPUS) MW 06.00P-09.00P 4/11-5/7  
(08834) 04 TBA (CENTRAL CAMPUS) MW 09.00A-04.00P 4/23-5/9

Broker Post-Licensing Course - Relationships and Responsibilities

**REX7107**  
**HOURS:** 30  
**COST:** $125

This 30-hour course is the first of three courses designed to assist the “provisional” broker to meet the 90-hour post-licensing educational requirements set by the NCREC. This course consists of a high-level of advanced instruction covering agency relationships and duties to principals and third parties, working with sellers and working with buyers. This course also includes issues confronting when agents leave/change firms with the resulting license and education concerns.  
**CAPS FEE:** $300 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
(09316) 02 TBA (CATO CAMPUS) MWF TH 09.00A-04.00P 1/22/7  
(09318) 03 TBA (CATO CAMPUS) T TH 09.00A-04.00P 3/3-4/3  
(08833) 03 TBA (CATO CAMPUS) MW 06.00P-09.00P 4/11-5/7  
(08834) 04 TBA (CENTRAL CAMPUS) MW 09.00A-04.00P 4/23-5/9

Broker Post-Licensing Course and Closing

**REX7108**  
**HOURS:** 30  
**COST:** $125

This 30-hour course is the second of three courses designed to assist the “provisional” broker to meet the 90-hour post-licensing educational requirements set by the NCREC. This course consists of a high-level of advanced instruction covering contracts and closing. It will also include license status and education issues.  
**CAPS FEE:** $300 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
(09320) 02 TBA (CATO CAMPUS) MWF 09.00A-04.00P 3/15/7  
(09322) 01 TBA (CENTRAL CAMPUS) MWF 09.00A-04.00P 4/22-5/2

Broker Post-Licensing Course - Special Topics

**REX7109**  
**HOURS:** 32  
**COST:** $125

This 32-hour course is the third of three courses designed to assist the “provisional” broker to meet the 90-hour post-licensing requirements set by the NCREC. This course consists of a high-level of advanced instruction covering special topics. It includes land use controls, miscellaneous law issues, sale of undeveloped land, and other special topics.  
**CAPS FEE:** $300 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
**PRE-CODE** **SEC** **LOCATION** **DATE(S)** **TIME** **DAYS**  
(09321) 01 TBA (CATO CAMPUS) MWF 09.00A-04.00P 5/16-5/2

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Visit us on the web at www.cpcctraining.org/CCEonline
Real Estate Professional Development

COMMAND SPANISH® FOR REAL ESTATE AGENTS
FL17133 * HOURS: 16 COST: $230
The first of two parts, this program is a comprehensive treatment of the language used by real estate agents when speaking with prospective customers by providing immediate access to functional language skills for non-Spanish-speaking individuals. The language component uses encoding to address pronunciation of the most important Spanish questions, and phrases pertinent to interactions between agents and Spanish-speaking customers. Topics include, etiquette, introductions, communication strategies, numbers, receiving customers and prospects, interviewing for house needs and preferences, wishes, financial information and follow-up interview after prequalification. Includes book and CD’s delivered in class. No prior knowledge of Spanish is necessary. Tuition includes manuals and CDs delivered to class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Real Estate Continuing Education

MANDATORY REAL ESTATE UPDATE (NCREC #9907)
REX7213 * HOURS: 4 COST: $55
Gain knowledge on the mandatory update course developed annually by the North Carolina Real Estate Commission. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PROPERTY MANAGEMENT AND MANAGING RISK (NCREC #2390)
REX7238 HOURS: 4 COST: $55
A course designed for the real estate professional to learn how to manage properties while spreading efforts between sales and property management. Topics include: lease and tenant issues, managing residential properties, manager-owner relationships and emergency and tenant safety issues. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

MORTGAGE BANKING CONTINUING EDUCATION

UNDERSTANDING APPRAISALS (NCCOB # CE4 44 SCDCA #0602600)
MTG7403 * HOURS: 8 COST: $98
This course is taught by a licensed Appraiser and explains in basic terms the appraisal process, cost approach, sales comparison approach, and residential construction. This course explains how market value is determined and is approved by the NC Commissioner of Banks for 8 hours of Continuing Education for mortgage bankers. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

TITLE INSURANCE FOR REAL ESTATE PROFESSIONALS (NCCOB #142)
MTG7402 * HOURS: 4 COST: $49
This course is designed for real estate agents, brokers and lenders. It features a comprehensive explanation of why title insurance is important, who is involved in the insurance process and what paperwork is required. Attendees will review familiar principles of real estate law – the rights, title and interests and relate them to the insuring of titles. This course is approved by the NC Commissioner of Banks (NCCOB) and is pending approval with the Department of Consumer Affairs in SC, for 4 hours of CE credit for loan officers. All books/materials are included in the cost of the course. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Mortgage Banking

Mortgage Banking Pre-Licensing

LOAN OFFICER FUNDAMENTALS
MTG7325 * HOURS: 8 COST: $110
This course is approved by the NC Commissioner of Banks as the 8-hour Fundamentals Course required to obtain a loan officer license in North Carolina. This course provides an overall view of the mortgage loan process that includes terms, concepts, forms, regulations, disclosures, mortgage math and loan application information. This class is content-intensive and fast paced. We strongly recommend the 12 hour (extended hours) classes for students with no mortgage banking background. Students must be on time for class (100% attendance is required) and bring a calculator. STUDENTS WILL NOT BE ADMITTED AFTER THE FIRST 15 MINUTES OF CLASS. This course is approved by the NC Department of Consumer Affairs for 8-hours of Continuing Education. Tuition includes class materials. An optional Loan Officer’s textbook is available at the CPC Central Campus Bookstore. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

EXAM PREP: LOAN OFFICER FUNDAMENTALS
MTG7313 * HOURS: 12 COST: $25
This online course consists of practice quizzes for students enrolled in MTG 7325. It can be taken before, during, or after MTG 7325 as a review for the NC Loan Officer Exam. Quizzes concentrate on state and federal legislation, mortgage math, and general concepts used in the mortgage industry. All course materials are provided online. Online students need a SNAP account to access the course. For additional information on how to access online courses go to: http://cpcctraining.org/cceonline/

Professional Development

CONVENTIONAL LOAN PROCESSING
MTG7318 HOURS: 24 COST: $80
This course provides the student with basic terms and concepts used to process conventional mortgage loan. Topics include: regulatory disclosures, credit reports, housing and debt ratio calculations, income verification and calculations, loan-to-value, asset verification, and required funds to close. Tuition includes books and materials. Online students must call 704-330-4681 to make arrangements to pick up required materials one week prior to class start date. Online students need a SNAP account to access the course. For additional information on how to access the online course go to: http://www.cpcctraining.org/cceonline. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

GOVERNMENT LOAN PROCESSING
MTG7322 * HOURS: 24 COST: $80
This course is designed for loan officers and processors with a concentration in FHA and VA loan programs. It is highly recommended that MTG 7318 (Conventional Loan Processing) be taken prior to this class. Topics include: Calculation of Loan Amounts, Processing Techniques, Qualifying Criteria, VA Eligibility and Entitlement, Refinancing Guidelines, Consumer Benefits, Documentation Required and Case Studies. Tuition includes books and materials, which are distributed in class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:
INTRODUCTION TO MORTGAGE LENDING
MTG7314-01 *
HOURS: 24
COST: $65
This is a foundation course for individuals without experience in mortgage lending. Topics include basic terms and concepts with an overview of the entire mortgage process. Online courses will have weekly assignments and quizzes. All materials are included in the cost of the course. Online students need a SNAP account to access the course. For additional information on how to access the online course go to: http://www.cpctraining.org/coeonline. Online students may pick up their test book 7 days prior to the start of class by calling 704-330-4661. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

INTRODUCTION TO UNDERWRITING
MTG7324 *
HOURS: 24
COST: $80
This course introduces conventioonal mortgage underwriting concepts including: risk analysis, risk-laying, determination of credit worthiness of a borrower, decision-making and settling loan conditions. Students taking an online version will need a SNAP account to access the course. For additional information on how to access the online course go to: http://www.cpctraining.org/coeonline. A textbook is required and available at the CPCC bookstore. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

MORTGAGE MATH
MTG7312 *
HOURS: 18
COST: $45
This course concentrates on the math used in the mortgage industry. Students will learn how to calculate payments, income, LTV, housing and debt ratios, and amortization schedules. This is an excellent class for students who want to become loan officers, processors, or underwriters. Students must have a calculator. All course materials are included in the tuition and will be distributed in class or provided online. Students taking an online version will need a SNAP account to access the course. For additional information on how to access the online course go to: http://www.cpctraining.org/coeonline. No refunds for the online class once the class starts. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

Real Property Appraisal

Real Property Appraisal

Apraisal Pre-Licensing

VALUATION PRINCIPLES AND PRACTICES (R-2)
APPT102 *
HOURS: 33
COST: $195
This course is the second of the R's series of courses required by the North Carolina Appraisal Board to satisfy the educational requirements of a "Registered Trainee." Topics include procedures used to develop an estimate of property value as they relate to the application of procedures, various approaches to value, sales comparisons, cost depreciation, site valuation, direct capitalization using a rate and gross rent multiplier and the introduction of the reconciliation process. Emphasis will be on the appraisal of 1-4 unit properties and small farms but concepts learned can be applied to all types of appraisals. Prerequisite: Satisfactory completion of REX 7101 (R-1). CAPS FEE: $2.00 (maximum capa.s fee per semester, $50.00)

APPLIED RESIDENTIAL PROPERTY VALUATION (R-3)
APPT103 *
HOURS: 16
COST: $100
This course is the third in the R's series of courses required by the North Carolina Appraisal Board to satisfy the educational requirements of a "Registered Trainee." Topics covered are techniques used to appraise income properties, underlying economic principles and motivations for investments in income property, real estate market and property analysis, site valuation, mathematical and statistical concepts, tax estimations and cash flow, gross income multiplier and direct capitalization. Prerequisite: Satisfactory completion of R-2. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

USPAP (R-4)
APPT144 *
HOURS: 20
COST: $255
This course is the fourth of the R's series of courses required by the North Carolina Appraisal Board to satisfy the educational requirements of a "Registered Trainee." It introduces all aspects of the appraisers conduct, ethics and competency. Topics include appraisal standards, reviews, reports and the confidentiality provisions as set forth by the Appraisal Foundation. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

Registration Options:

Appraisal Continuing Education

NATIONAL USPAP UPDATE (7 HOUR)
APP7145 *
HOURS: 7
COST: $150
This 7-hour course focuses on the changes to the 2003 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It also addresses sections of USPAP that have not been changed but have been identified as problem areas. This course is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

Healthcare Training

For more information, call 704.330.4223

Allied Health and Nursing

EXPLORING MEDICAL LANGUAGE
HEA7254 *
HOURS: 90
COST: $60
This is a medical terminology course that includes the basics of anatomy and physiology, disease process and pharmacology. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUS (MAXIMUM CAPA.S FEE PER SEMESTER, $50.00)

MEDICAL KEYBOARDING
HEA7625 *
HOURS: 54
COST: $60
Provides a basic keyboarding course designed for persons entering a healthcare field. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUS (MAXIMUM CAPA.S FEE PER SEMESTER, $50.00)

MEDICAL REIMBURSEMENT SPECIALIST
HEA7270 *
HOURS: 84
COST: $60
PRE-REQUISITE: HEA 7254 and HEA 7625. Students will learn basic coding skills, Medicare, Medicaid, insurance terminology, billing and reimbursement skills. Medical terminology and keyboarding at 35 wpm required. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUS (MAXIMUM CAPA.S FEE PER SEMESTER, $50.00)

ADVANCED CODING
HEA7313 *
HOURS: 70
COST: $60
Course is a continuation of basic and intermediate coding. Will provide in-depth coverage of ICD-9-CM and CPT coding. CAPS FEE: $3.00 (maximum capa.s fee per semester, $50.00)

Customer Service: 704.330.4223
**HOSPITAL NURSING UNIT SECRETARY**

**HEA7320**

**HOURS:** 164  
**COST:** $65

**COREQUISITE:** HEA 7625 Medical Keyboarding. This course is designed to prepare individuals to perform competently as a secretary on a nursing unit. Students will learn and perform various clerical procedures such as telephone techniques, physician order interpretation, maintenance of the patient's chart, scheduling appointments, and requesting supplies and/or equipment.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06893) & 01 & KR101 (CENTRAL CAMPUS) & MWF & 09.00A-10.00P & 1/22-4/27

**HOSPITAL NURSING UNIT SECRETARY SKILLS**

**HEA7326**

**HOURS:** 56  
**COST:** $60

Course is designed to teach hospital nursing unit secretarial skills such as physician order interpretation, medical chart management, and orientation to a nursing unit. Prerequisite or corequisite HEA 7254 and keyboarding at 35 wpm.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06913) & 01 & 2314 (LEVINE CAMPUS) & MWF & 09.00A-03.30P & 1/13-5/5

**MEDICAL TRANSCRIPTIONIST**

**HEA7401**

**HOURS:** 130  
**COST:** $65

PREREQUISITE: HEA 7254 and KEYBOARDING @ 35 WPM. Students learn basic medical transcription skills using a dictaphone and computer keyboarding.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06917) & 02 & CENTRAL CAMPUS & MWF & 08.00A-10.00P & 2/12-3/12

**MEDICAL TRANSCRIPTION FORMATTING/EDITING**

**HEA7405**

**HOURS:** 160  
**COST:** $60

This course will prepare students with research skills, proofreading and editing ability, and also formatting of material to be transcribed. Provides students with more specialized terms related to the medical field as well as commonly confused terms, misspelled words, punctuation, grammar, and style guidelines of transcription. Familiarizes students with Microsoft Word as used by transcriptionists, including shortcuts and formatting.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06892) & 02 & CENTRAL CAMPUS & MWF & 08.00A-12.00P & 1/29-3/30

**PHEBOTOMY TRAINING**

**MLA8001**

**HOURS:** 168  
**COST:** $379

Call 704.330.6508. MUST TAKE TEST 543 AND BE HIGH SCHOOL GRADUATE. Six weeks of classroom call will be followed by 120 hours of clinical time.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06892) & 02 & BL400 (CENTRAL CAMPUS) & MWF & 08.00A-10.00P & 1/18-4/26

**PHARMACY TECHNICIAN**

**PHX7960**

**HOURS:** 84  
**COST:** $60

PREREQUISITE: KEYBOARDING @ 35 WPM. Students learn skills such as medications and appropriate dosages which are necessary to function as a technician in a pharmacy.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(07064) & 01 & IT 4137 (CENTRAL CAMPUS) & TH & 09.00A-12.00P & 1/23-4/26

**Registration Options:**


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**Aging Studies/Gerontology**

**Activity Director-Basic**

**GAP7000**

**HOURS:** 60  
**COST:** $60

This course is designed to provide basic training to individuals desiring to become an activity director in a health care related setting. Course will meet the state requirements for individuals planning to work in either adult care homes or nursing facilities.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(07037) & 01 & ASBURY CARE CENTER AT ALDERSGATE & S & 08.00A-04.00P & 1/18-4/19

**Assisted Living Administrator Certificate**

**GEZ7016**

**HOURS:** 215  
**COST:** $65

The Division of Facility Services requires assisted living administrators to complete 75 hours of course work and a 140-hour preceptorship. Coursework includes resource management, management of environmental services, finance, food service, marketing, budgeting, and resident care. Preceptorship will be on-site at an approved assisted living community under the supervision of an approved preceptor.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06790) & 01 & CENTRAL CAMPUS & MWF & 09.00A-04.30P & 1/13-5/5

**Dental Office Management**

**Coronal Polishing for the Dental Assistant II**

**DNS7008**

**HOURS:** 7  
**COST:** $165

Prepares the Dental Assistant II to polish certain tooth surfaces under the direct control and supervision of a dentist.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06787) & 02 & CENTRAL CAMPUS & MWF & 08.00A-04.30P & 3/16-4/19

**Radiographic Certification for the Dental Assistant**

**DNS7012**

**HOURS:** 40  
**COST:** $400

PREREQUISITE: KNOWLEDGE OF DENTAL TERMINOLOGY AND EMPLOYMENT EXPERIENCE IN A DENTAL OFFICE. Tuition nonrefundable.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06786) & 01 & CENTRAL CAMPUS & TTT & 08.00A-09.00P & 1/23-1/31

**Dietary Manager**

Dietary Managers courses are approved by the National Dietary Managers Association and may be taken to complete training as a Dietary Manager or as continuing education for food management personnel. For more information, call 704.330.4223.

**Food Systems Management**

**HEA7317**

**HOURS:** 110  
**COST:** $65

Content includes food procurement, production and service, department standards, safety, COI, staffing, HACCP and food safety. Tuition nonrefundable.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(06888) & 01 & CENTRAL CAMPUS & TH & 09.00A-09.00P & 1/23-1/31

**Serving Safe Food**

**HEA8305**

**HOURS:** 16  
**COST:** $85

SERVSAFE is the National Restaurant Association Education Foundation’s food safety program. Course is accepted in most jurisdictions that require training for food safety. Includes instruction and national exam. Tuition nonrefundable.  

**PH.CODE** | **SEC** | **LOCATION** | **DAYS** | **TIME** | **DATES**
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(08453) & 01 & CENTRAL CAMPUS & S & 09.00A-11.00P & 3/4-3/11

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**Knitting is back!**

For relaxation or scratching a creative itch. Get info on page 92.
### Teacher Education - Continuing Education

#### Administrator's Certificate

**Teacher Education Certificate**

**leadership challenges**

**EDU7411**

HOURS: 15  
COST: $175

Increase your own leadership effectiveness and strengthen relationships with students, parents and colleagues. This comprehensive course covers key leadership skills: encouraging, enabling, and empowering others; challenging the process; and modeling the way. The format is interactive: you'll evaluate your current leadership skills, discuss leadership challenges, and complete a reflective application assignment in the context of your organization. This course blends classroom instruction with required 5 hours online assignments. Internet access and an email account are required.

**PREREQUISITE**: EDU7017 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

#### CONFLICT RESOLUTION FOR ADMINISTRATORS

**EDU7417**

HOURS: 15  
COST: $175

Study course assists administrators in learning how to diffuse escalating situations, reduce conflict between staff members, parents and students. Topics will include conflict management styles, hints on dealing with difficult people and decreasing conflict school-wide.

**PREREQUISITE**: EDU7017 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

#### Online CEUs

**STEPS TO SUCCESS IN AN ONLINE COURSE**

**EDU7400**

HOURS: 15  
COST: $55

For novice/future online students. Learn to take an online course with confidence. An instructor will assist participants in enhancing technology skills, experiencing the Blackboard course format, and learning proven strategies to successfully complete online courses. Topics include: E-vocabulary, navigating a course, using email effectively, virtual communication, submitting assignments, virtual group work, time management, etc. This is a hybrid class, email and internet access required. 10 contact hours = 1 CEU.

**PREREQUISITE**: EDU7400 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

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### Environmental Health and Safety

#### CFC CERTIFICATION FOR HVAC TECH

**OSH7004**

HOURS: 8  
COST: $50

Course provides a review and North Carolina State examination to become certified in refrigerant recycling for air conditioning and refrigeration technicians who work on fixed equipment containing CFC-based refrigerants. Requires knowledge of heating, ventilation, air conditioning, and refrigeration. State exams must be ordered 3 weeks prior to class. Register as soon as possible. Call 704 330 6508.

**PREREQUISITE**: OSH7004 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

#### WASTEWATER TREATMENT CERTIFICATION III AND IV

**WWW7003**

HOURS: 66  
COST: $60

Designed to prepare students for the level 3 & 4 state certification exams for wastewater treatment plant operators. Course will cover the biological and chemical processes valid in wastewater treatment; the measurement of flow, sampling and analysis for the common physical, chemical and bacteriological tests conducted to provide adequate treatment, proper operation and maintenance of pumps, motors, and electrical equipment; the law, regulations, and proper record keeping; establishment of good public relations and safety programs.

**PREREQUISITE**: WWW7003 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

### Nursing Care

#### NURSE AIDE I

**NUX5701**

HOURS: 192  
COST: $65

**PREREQUISITE**: RESTRICTED ACCESS. PREREQUISITES: TEST #43, DEPT PERMISSION, & PRE-REGISTRATION.

All students are required to take a basic reading and math test prior to registration. The test is administered in the Testing Centers on the CPCC central, North or Levine Campus. Ask for test # 43. The centers are usually open from 7:30a-6:30p Monday-Thursday and 7:30a-2:30p on Friday. Please call the testing center to confirm the hours. Individuals not currently enrolled at CPCC must fill out or update an admissions form. This can be done online or in person in the Registration Office. The Nurse Aide I program has 3 components: online, classroom/lab and clinical time are all part of the course. Upon successfully completing the 192-hour Nurse Aide I program individuals are eligible to take the North Carolina Nurse Aide I Competency Test. 

**PREREQUISITE**: NUX5701 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/9-1/13

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### CORPORATE & CONTINUING EDUCATION — HEALTHCARE — TEACHER EDUCATION

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**TEACHER EDUCATION - CONTINUING EDUCATION**

- Administrator's Certificate
- Reading Courses from K-12
- Computers/Technology
- Reaching & Teaching All Students


[http://www.cpc.edu/teacher/](http://www.cpc.edu/teacher/) - for lateral entry teachers

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**Online CEUs**

**EDU7390**

HOURS: 30  
COST: $125

Basic components of Ms Office, Word, Excel, and PowerPoint with practical applications for classroom use are introduced. Personal software required: Microsoft Word, Excel, and PowerPoint (versions 2000, XP or 2003). Textbook required. 3.0 CEUs.

**PREREQUISITE**: EDU7390 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/2-3/17

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** VOCABULARY STRATEGIES**

**EDU7218**

HOURS: 30  
COST: $125

This online course will support regular classroom teachers, reading teachers and literacy facilitators. Participants will explore vocabulary strategies and techniques that every teacher can use to meet the academic needs of the students in their schools and classrooms. Teachers will use text as a guideline for online participation.

**PREREQUISITE**: EDU7218 or the equivalent.

**COURSE**: Class will not meet 2/17; online 5 hours.

**DATES**: 1/27-4/28
**CorporatE & Continuing Education — Teacher Education**

**Instructional Methodology**

**Effective Writing Strategies, 6-12**
**EDU7219* HOURS: 20 COST: $55**
This course will expand the capacity of all 6-12 teachers to use writing in their classrooms. Participants will also practice ideas for helping 6-12 students improve their writing based on the type of writing assigned. This course will be effective for both language arts and other content area teachers.

**Hot Topics in Education**
**EDU7301* HOURS: 15 COST: $75**
This course will have a number of topics that cover from semester to semester. Topics will be chosen for their timeliness and appropriateness to K-12 teachers. Topics will include issues like: the minds of boys, the impacts of NCLB, books from noted education authors, etc. Each term will be an exciting chance for their timeliness and appropriateness to K-12 teachers. Topics will include issues like: the minds of boys, impacts of NCLB, books from noted education authors, etc. Each term will be an exciting chance for their timeliness and appropriateness to K-12 teachers.

**Learning Disabilities and ADHD**
**EDU8023* HOURS: 30 COST: $125**
Recommended for all teachers and substitute teachers. Topic areas include: characteristics of positive expectations, lesson mastery, classroom management, diversity, and professional success. Textbook required. 3.0 CEUs.

**Successful and Effective Teaching**
**EDU7260* HOURS: 30 COST: $125**
This course will offer an introductory perspective on specific learning disabilities and attention deficit disorders. The class will explore the definition of a learning disability, the characteristics of ADHD, various areas of academic deficit and difficulty, and the lifelong nature of learning disabilities and attention deficit disorders. A brief overview of strategies for academic support and success will be offered. This introductory-level course is appropriate for educators and professionals instructing students in regular classrooms, persons supporting students in tutorial situations and other situations in which learning struggles are evident.

**Spanish for Educators**
**EDU7309* HOURS: 21 COST: $55**
Recommended for all teachers and substitute teachers. Topic areas include: characteristics of positive expectations, lesson mastery, classroom management, diversity, and professional success. Textbook required. 3.0 CEUs.

**Discovering Your Educational Philosophy Education**
**EDU7231* HOURS: 20 COST: $90**
This course will help educators understand and trace the issues, theories, and trends in the educational world. Teachers will discover their own personal educational philosophies and realize how those philosophies have been influenced by historical and modern theories. Learn how personal beliefs influence how a classroom is managed and how information is disseminated.

**Reading Instruction**
**Reading in Elementary Classrooms**
**EDU7353* HOURS: 30 COST: $125**
Elementary Reading presents successful approaches for teaching elementary reading across the curriculum. Topic areas include: phonics, comprehension skills, vocabulary building, and reading for pleasure, as well as approaches to addressing reading difficulties. Participants leave with a wealth of knowledge and an action plan they can use in their classroom. Textbook required. 3.0 CEUs.

**Current Children’s Literature**
**EDU7208* HOURS: 30 COST: $125**
Children’s Literature explores various award winning authors’ works. Methods for organizing and using a classroom library to increase students’ reading achievement are covered. Activities integrate children’s literature across the curriculum in K-5 classrooms. Textbook required. 3.0 CEUs.

**Preparation for the Praxis I Test**
**EDU7330* HOURS: 10 COST: $50**
This course will cover pre-professional skills in the areas of reading & comprehension, writing & sentence structure, and mathematics (geometry & math reasoning) in preparation for taking the Praxis I Test. Purchase text in CPCC bookstore. 1.0 CEUs. CAPS Fee: $1.00 (Maximum CAPS Fee per semester, $50.00)

**Preparation for the Praxis II Test**
**EDU7335* HOURS: 5 COST: $50**
NEW - A one day comprehensive review of information on the PRAXIS II Test for Elementary School teachers. For general test information contact Praxis at 609/771-7395 or praxis@ets.org. For course registration and information visit our website at www.cpcc.edu/teacher or contact Customer Service at 704.330.4223. Materials will be available in class. CAPS Fee: $3.00 (Maximum CAPS Fee per semester, $50.00)

**Teacher Resources**
**EDU7319* HOURS: 15 COST: $75**
This course will provide teachers with resources available to them at the local, state, and national levels. Community programs, non-profit organizations, published materials, and web-based sources will be addressed in the areas of curriculum design, social services, incentive programs, and educating students with special needs. Purchase materials in class. CAPS Fee: $3.00 (Maximum CAPS Fee per semester, $50.00)

Registration Options:

- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
Computer Technology

**USING THE INTERNET TO STRENGTHEN CURRICULUM**

**EDU7176**

**HOURS:** 20  **COST:** $90

This course will provide a concise and coherent introduction to the power of the Internet to enhance and improve classroom teaching and student-learning. Students will learn the basic steps of how to develop internet-assisted lessons in your classroom in order to improve student learning. Internet and email access required. 10 hours = 1 CEU

**INTRODUCTION TO POWERPOINT**

**EDU7197**

**HOURS:** 20  **COST:** $55

This course will introduce the capabilities of Microsoft PowerPoint as a powerful multimedia presentation software application. Participants will create, edit, format, save, and print presentations using Microsoft PowerPoint. Text is optional. 2.0 CEUs. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Industry & Manufacturing**

**APICS - Preparation for Certification Exams**

**FAST TRACK: APICS BASICS OF SUPPLY CHAIN MANAGEMENT**

**APX7001**

**HOURS:** 16  **COST:** $490

This course is designed to prepare the student for certification in Production and Inventory Management by presenting the basics of supply chain management. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**FAST TRACK: APICS MASTER PLANNING OF RESOURCES**

**APX7101**

**HOURS:** 16  **COST:** $490

This course helps individuals prepare for certification in inventory and Production Management by teaching fundamentals of planning, forecasting, demand management, and sales and operations planning. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Logistics**

**LOGISTICS AND SUPPLY CHAIN ANALYSIS**

**SCM7001**

**HOURS:** 10  **COST:** $395

The purpose of this course is to introduce advanced topics in Logistics and Supply Chain Analysis that were identified by industry advisors as key to developing a solid foundation and furthering education in developing Lean Supply Chains. It will focus on the various activities within the Supply Chain and offer thoughts and concepts to explore towards improving the Supply Chain of an organization. This information was designed for individuals who are looking to progress and develop a better understanding of the critical role they have in the Supply Chain and in a company’s logistics performance. In addition to 10 hours of classroom training, participants will also have 30 hours of online instruction. This training also serves as a great preparatory course for college level logistics courses. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Integrated Systems Technology**

**INDUSTRIAL MOTORS AND CONTROLS**

**IST7117**

**HOURS:** 48  **COST:** $199

This course is intended to introduce the fundamentals of Electrical Systems in the areas of Industrial Motors and Motor Controls. Course will also cover basic operation of electrical test equipment along with explanation of theory and testing of various control devices. Students will obtain basic understanding of industrial motor controls, basic alternating current fundamentals, and theory of control devices and be familiar with operation of basic test equipment. A special emphasis is placed on control circuits and motor circuit troubleshooting. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Registration Options:**

- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223

**For more information, please call 704.330.6416**
Construction Institute

Apprenticeship

RESIDENTIAL/COMMERCIAL PLUMBING LEVEL I

This class provides plumbing apprentices and those entering the trade with a certificate of completion in basic plumbing. The topics covered include safety, construction math, hand and power tool use and blueprint reading with emphasis in each of these areas on plumbing. Competency testing is required and will be both in written and practical form. This class is the pre-requisite for the plumbing series of classes. CAPS Fee: $3.00 (MAXIMUM CAPS Fee PER SEMESTER, $50.00)

RESIDENTIAL/COMMERCIAL PLUMBING LEVEL II, PART I

This preparatory apprenticeship training is designed to provide Plumbing Level II required for journeyman plumbers. The program consists of four years of training with a minimum of 144 hours of instruction per year. Prerequisite: Students must complete the plumbing apprentice core skills course and courses must be taken in sequence. This course was developed by contractors and the NC Department of Labor. Students in this program are intended to be indentured apprentices with the NC Department of Labor. CAPS Fee: $1.00 (MAXIMUM CAPS Fee PER SEMESTER, $50.00)

Building Contracting Licensing

RESIDENTIAL BLUEPRINT READING AND ESTIMATING

A course covering the fundamentals of reading and interpreting residential blueprints and estimating the quantities of materials and labor required to construct a house. CAPS Fee: $3.00 (MAXIMUM CAPS Fee PER SEMESTER, $50.00)

HOME CONSTRUCTION METHODS AND DETAILS

A course designed to assist the inexperienced builder to identify and evaluate information and procedures pertaining to home construction such as lot surveys, drainage, excavation & foundation construction, foundation wall, floor, wall and roof framing, appraise prefabricated walls and roof trusses, various types of duct work, heating and plumbing rough-in, electrical wiring, compare and select exterior wall coverings, plumbing-lighting-electrical fixtures and devices and hardware; evaluate the application of the construction materials and techniques. CAPS Fee: $3.00 (MAXIMUM CAPS Fee PER SEMESTER, $50.00)

RESIDENTIAL CONTRACTORS EXAM REVIEW

This course is a review of the laws, codes, and procedures covered by the General Contractor’s License Examination for residential and light construction. This classification includes construction of all One and Two Family Dwellings covered by the NC Residential Code. CAPS Fee: $3.00 (MAXIMUM CAPS Fee PER SEMESTER, $50.00)

Registration Options:
Building Codes

COMPREHENSIVE REVIEW OF THE NC RESIDENTIAL BUILDING CODE
CNT7011 · HOURS: 39 · COST: $185
This course is designed for construction supervisors and others currently working in the industry. It includes a comprehensive review of those sections of the North Carolina Residential Building Code applicable to Mecklenburg County residential construction. The class also includes a review of applicable state and local code interpretations, and Mecklenburg County’s code inspection procedures. A County Code Enforcement Officer(s) will observe each class, and will conduct an inspection field trip where students will observe an actual code inspection, and have an opportunity to ask questions regarding the inspection and to discuss their concerns. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Plumbing

BASIC PLUMBING
PLU7006 · HOURS: 30 · COST: $150
This course provides an introduction to the basic methods, tools, and materials used to install plumbing pipe work and plumbing fixtures. Primary emphasis will be placed on plumbing systems for residential buildings. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BACKFLOW PREVENTION ASSEMBLY AND TESTER RECERTIFICATION
PLU7015 · HOURS: 40 · COST: $60
This course will develop entry level skills and knowledge for backflow assembly field tester. A working knowledge of the causes and principles of backflow and backflow prevention will be demonstrated. Recognizing proper backflow prevention assembly application, installation, and operation is stressed. Record keeping and backflow program responsibilities are also covered. Student should have knowledge of hydraulic principles and laws, along with plumbing code requirements. Reading, math, and mechanical skills are also needed. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Masonry

BRICKLAYING BASICS
MAS7001 · HOURS: 128 · COST: $65
A course covering the fundamental techniques and practice in the building of brick walls, steps, corners, chimneys, and other brick structures. Emphasis is placed on the correct use of the mason’s trowel, level, plumb line and tape measure. Job safety and safe work habits will be covered. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INTRODUCTION TO BRICK MASONRY
MAS7002 · HOURS: 380 · COST: $65
Brick Masonry Training is an intensive program designed to teach participants the fundamental knowledge and skills necessary to enter and advance in the brick mason’s trade. Major emphasis is placed on participant’s mastery of the correct procedures, methods, & techniques utilized in laying brick & block. In addition to instruction in the correct use of equipment, materials, and tools, participants will have extensive practice in laying brick and block with individualized instruction in order to help them develop their skill proficiency and production speed. The different types and uses of concrete mixing and joints are also covered. During the final weeks of the course, participants will have the opportunity to further develop their skills. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
Construction Safety

30-HOUR OSHA CONSTRUCTION TRAINING

CNT7021 *  HOURS: 30  COST: $395
This course provides compliance safety training to prepare all employees for the hazards found in construction companies. This course is the primary training program for the OSHA Outreach Training Program for those having safety responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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10-HOUR OSHA CONSTRUCTION COMPLIANCE

CNT7010 *  HOURS: 10  COST: $395
OSHA 10-Hour Construction course provides compliance safety training to prepare all employees for the hazards found in all disciplines of construction. This course is the primary training program of the OSHA Outreach Training Program. Learn your rights & responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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10-HOUR OSHA OUTREACH COURSE FOR MASONRY

CNT7012 *  HOURS: 10  COST: $125
OSHA 10-Hour Masonry Safety Construction course provides compliance safety training to prepare all employees for the hazards found in masonry construction. This course is the primary training program of the OSHA Outreach Training Program. Learn your rights & responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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10-HOUR OSHA OUTREACH COURSE FOR ROOFING

CNT7013 *  HOURS: 10  COST: $125
OSHA 10-Hour Roofing Construction course provides compliance safety training to prepare all employees for hazards found on job sites. Attendees will gain understanding of OSHA regulations as they apply to roofing construction & development. Learn your rights & responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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10-HOUR OSHA OUTREACH FOR HVAC/PLUMBING

CNT7014 *  HOURS: 10  COST: $125
OSHA 10-Hour HVAC/Plumbing Safety Construction course provides compliance safety training to prepare all employees for the hazards found in HVAC/Plumbing construction. This course is the primary training program of OSHA Outreach Training Program. Learn your rights and responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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10-HOUR OSHA OUTREACH COURSE FOR ELECTRICIANS

CNT7015 *  HOURS: 10  COST: $125
OSHA 10-Hour Electricians Construction course provides compliance safety training to prepare all employees for hazards found on job sites. Attendees will gain an understanding of OSHA regulations as they apply to electrician construction and development. Learn your rights and responsibilities. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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OSHA-SCAFFOLDING COMPETENT PERSON

CNT7016 *  HOURS: 8  COST: $100
The federal OSHA regulation requires employers to ensure that each employee whose employment involves being on a scaffold is trained to recognize the hazards associated with the type of scaffold being used and to understand the procedures which must be followed to control or minimize those hazards. This course is designed to highlight the requirements of the regulation and to familiarize workers with the various specialty types of scaffolding and how to construct them in a safe and usable manner. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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OSHA-FALL PROTECTION

CNT7017 *  HOURS: 4  COST: $60
Program is designed to provide each participant with requirements and techniques for fall protection from one level to another. Each participant will receive a course manual, a copy of the pertinent OSHA standards, OSHA interpretations, and a checklist on fall protection. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Electrical Codes/Contractor Licensing

NATIONAL ELECTRICAL CODE

ELX7051  HOURS: 48  COST: $60
This class covers article 250 (Chapters 4, 5, 6, 7 & 8) grounding conductors, conduits, and all wiring methods. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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ELECTRICAL CONTRACTORS EXAM REVIEW

ELX7056  HOURS: 28  COST: $55
This course reviews the National Electrical Code and Calculations for those who are preparing to take the examination to be licensed as an electrical contractor in NC. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Home Improvement

WALLPAPER HANGING AND DRYWALL REPAIR

HOM7001 *  HOURS: 8  COST: $75
This class is for homeowners and craftworkers engaged in warranty work of existing drywall and those wanting to install wallpaper and borders. This class is hands-on and tuition includes a small assortment of useful tools. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Central Piedmont Community College's Applied Technology Division now offers a Construction Management Technology Associate’s Degree

This 2-year degree program:

- covers preparation for both residential and commercial construction
- is designed to help both novices and skilled professionals move into construction management
- includes Spanish for the workplace
- includes individual certificates in fast-track carpentry and project supervision
- offers scholarships for qualified students

For more information, please call Steve Corriher at 704.330.4421 or the Applied Technology division office at 704.330.4445.

www.cpcc.edu/construction

Registration Options:
**Light Electrical**

**HOM7002**  
**HOURS:** 16  
**COST:** $150  
This course is designed for homeowners who want to make very little electrical repairs. Topics include safety, breaker box, light switches, outlets, ceiling fans with lights, and low-voltage lighting. This course is hands-on and tuition includes a small assortment of useful tools. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Ceramic Tile Installation**

**HOM7003**  
**HOURS:** 16  
**COST:** $150  
This course is for homeowners who want to install or repair ceramic tile. Topics include floor preparation, tile selection, layout, installation, and replacement of damaged tiles. This course is hands-on and tuition includes a small assortment of useful tools. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Deck Building Basics**

**HOM7004**  
**HOURS:** 16  
**COST:** $150  
This course is for homeowners and craftworkers who want to build a new deck or repair an existing deck. Topics include basic deck building, building codes for wood decks, handrails, maintenance and repairs. This course is hands-on. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Light Trim Carpentry**

**HOM7006**  
**HOURS:** 8  
**COST:** $75  
This course is for homeowners who want to learn the basics of trim carpentry. Topics include the cutting and installation of baseboard, chair rail and crown molding. This course will be hands on but will not include the use of any power tools. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Arts & Communication**

**Broadway Dance - Tap**

**AAC8000**  
**HOURS:** 35  
**COST:** $100  
This course provides the fundamentals of elementary tap dance technique. Emphasis is placed on sounds, rhythms, terminology, and body placement. Upon completion, students should be able to demonstrate significant progress in elementary tap skills. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Piano for Beginners**

**AAC8018**  
**HOURS:** 16  
**COST:** $62.50  
This adult education class is geared toward learning to play the piano for the fun of it! There are lots of adults out there who say, “I wish I would have learned to play the piano when I was a kid.” It’s never too late and it’s fun too! **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Audio Engineering 1**

**AAC8001**  
**HOURS:** 32  
**COST:** $120  
This course introduces the recording studio from an artistic and operational point of view. Emphasis is placed on audio consoles, microphones, multi-track recorders, and echo chambers. Upon completion, students should be able to demonstrate understanding of operation and function of recording equipment and its relationship to musician, sound engineer, and producer. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Audio Engineering 2**

**AAC8003**  
**HOURS:** 32  
**COST:** $120  
This course continues the study and application of recording techniques begun in Recording Engineering 1. Emphasis is placed on multitrack recording and mix-down, microphone placement, and patch bay function. Upon completion, students should be able to create projects demonstrating proficiency in the skills and use of the equipment studied. **CAPS FEE:** $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Public Safety**

**EMT - Emergency Medical Technician (Basic)**

**EMT7300**  
**HOURS:** 192  
**COST:** $65  
Pre-requisite: Departmental permission required and entrance test or previous college course work. Test #157 administered in the Granger Building Testing Center and at the Levine Center and at the North Campus. Lab fee $6. Maximum lab fee per semester is $24. Textbook is required. This applies to all EMT 7300 courses. **CAPS FEE:** $3.00 FOR CLASSES HELD ON CPCC CAMPUSES (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**EMT - Emergency Medical Technician (Paramedic)**

**EMT7311**  
**HOURS:** 3  
**COST:** $50  
This course will cover the topics of assault and animal bites as well as the policy regarding prehospital social services.

**Registration Options:**

- CPCC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
ABDOMINAL PAIN/BACK PAIN
EMT7312 * HOURS: 3 COST: $50
This class covers protocols for dealing with abdominal pain, back pain, and the policy regarding documentation.

RESEARCH DISTRESS/CO POISONING/HAZMAT EXPOSURE
EMT7313 * HOURS: 3 COST: $50
The course will cover protocols dealing with Respiratory Distress and Carbon Monoxide Poisoning as well as HazMat incidents. Dealing with an on-site physician will also be discussed as well as MDI and Nebulizer Treatments.

ADULT, INFANT, CHILD: CPR/FBAO AND SAED SKILLS REVIEW
EMT7402 * HOURS: 3 COST: $50
Course involves 1-1/2 hours of adult, infant and child CPR and FBAO. Also includes 1-1/2 hours of semi-automatic external defibrillator skills review.

NEW CLASS!

GOLF FOR BEGINNERS
REC8401 * HOURS: 12 COST: $74
This course emphasizes the fundamentals of golf. Topics include the proper grip, alignment, stance and swings for the long and short game. Students must provide their own clubs. SUGGESTED SUPPLEMENTAL TEXT: Golf - Steps to Success - Owen/Bunker 2nd Edition. Prices for bucket of balls (approx. $6).

GOLF FOR BEGINNERS II
REC8402 * HOURS: 12 COST: $82
This course emphasizes the fundamentals of the golf swing. Students will refine their long and short games. Students should provide their own clubs. SUGGESTED SUPPLEMENTAL TEXT: Golf - Steps to Success - Owen/Bunker 2nd Edition. PREREQUISITE: REC 8401 or PED 128. Prices for bucket of balls (approx. $6).

WOMEN ARE GOLFER TOO
REC8405 * HOURS: 12 COST: $74
Join the crowd. Don’t be the only person in your office or family that doesn’t know how to tee it up! Specifically designed for women to learn the fundamentals of golf including grip, stance, posture, swing, rules and etiquette. Extra fees are charged for this course and are to be paid at the facility. (Approximately $6 each class for range balls). Students should bring their own clubs, clubs designed for women preferable.

INTERMEDIATE GOLF FOR WOMEN
REC8406 * HOURS: 12 COST: $74
Ladies, are you ready for the next level? This course is designed for women to advance their fundamental golf skills. Topics include long and short game refinement and introduction to course management. Extra fees are charged for this course and are to be paid at the facility. (Approximately $6 each class for range balls). Students should bring their own clubs, clubs designed for women preferable.

ADULT, INFANT, CHILD: CPR/FBAO AND SAED SKILLS REVIEW
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Registration Options:
JUMP ROPE FITNESS
RECF106  
**HOURS:** 10  
**COST:** $65

Put the fun back into your fitness program! Jump your way to better health with this high energy jump rope class. This class provides you a fun total body workout that is one of the best fat-burning aerobic activities. The course teaches safe and effective jumping techniques for developing strength, cardiovascular endurance, coordination, power and more. Jump to the music and watch the time fly by. Price includes a personal jump rope for you to keep. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

EXTREME CARDIO
RECF107  
**HOURS:** 10  
**COST:** $65

Crank up your current fitness routine and wanting more from your fitness classes? Extreme Cardio puts your energy and cardio to work every move. This low-impact class is a great place to start your journey to better health, and a great addition to any fitness program. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BOOTCAMP FITNESS
RECF118  
**HOURS:** 9  
**COST:** $60

Add variety to your fitness regimen! Sign up for Bootcamp Fitness, a military style, motivational training class that’s packed with fun and energy. This class will challenge your cardiovascular system while encouraging total body strength development through a blend of cardio and strength training exercises. Price includes personal bootcamp gear for you to keep. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BOSU BLAST
RECF116  
**HOURS:** 10  
**COST:** $65

BOSU Blast. Add versatility to your workout! The BOSU Balance Trainer is a dome-shaped device that offers a challenge for your core and stability muscles. Utilizing low-impact step patterns, athletic movements and a variety of simple dance steps this class creates a cardio workout with balance and stabilization challenges. All abilities welcome. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INTRODUCTION TO CARDIO KICK BOXING
RECF117  
**HOURS:** 10  
**COST:** $65

Sick of staring at the treadmill or the TV? Looking for a not-so-boring workout alternative? Cardio Kickboxing is an up-tempo invigorating style of aerobics. You get a full body, high-energy workout of boxing and kickboxing without sparring or body contact. This introductory course will cover the basic techniques and combinations. Benefits include cardio endurance, muscle strength, flexibility, and increased metabolism. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

PILATES FOR BEGINNERS
RECF115  
**HOURS:** 15  
**COST:** $76

This course introduces the basic discipline of Pilates. Topics include proper breathing techniques, flexibility, reaching deep muscles for strengthening and toning, and achieving correct body postures. Dress comfortably, bring mat, blanket or large towel. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

YOGA FOR BEGINNERS
RECF101  
**HOURS:** 15  
**COST:** $92

This course introduces the basic discipline of yoga. Topics include proper breathing techniques, relaxation and correct body positions. Dress comfortably, bring mat, blanket or large towel. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUSES (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

CONTINUING TAI CHI
RECF960  
**HOURS:** 28  
**COST:** $95

Participates will refine the fundamental principles that are the foundation of Tai Chi. Students will also be providing with the opportunity to learn and practice traditional Tai Chi exercises, including form movements, breathing exercises, and the basics of Chi Gong, as it relates to Tai Chi. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

ESOMA KUNG FU
RECF980  
**HOURS:** 14  
**COST:** $65

This course is designed to aid students in developing rudimentary skills of self-defense. Physical and non-physical means of self-defense will be covered. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

SOCIAL DANCE FOR BEGINNERS
RECF211  
**HOURS:** 10  
**COST:** $72

This popular course will introduce 4 dances: foxtrot, swing, cha-cha and waltz. Upon completion, students will understand leading and following at a beginner level for social dancing. Approximately 4 or 5 steps in each dance will be taught. Wear comfortable shoes with leather soles. Students should enroll with a partner, register individually. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

SOCIAL DANCE FOR BEGINNERS II
RECF212  
**HOURS:** 10  
**COST:** $82

For students who have successfully completed REC 8211-Social Dance for Beginners, this course is designed to expand knowledge, technique, and familiarity in the following four steps: foxtrot, swing, cha-cha and waltz. Students will progress beyond the fundamentals steps taught in REC 8211. Wear comfortable shoes with leather soles. PREREQUISITE: REC 8211 OR PED 187 Students should enroll with a partner, register individually. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

NEW! - EGYPTIAN BELLY DANCE
RECF600  
**HOURS:** 12  
**COST:** $97

Belly dancing is a wonderful, fun way to stay in shape and celebrate the human form in all shapes and sizes. This ancient art form is performed to celebrate life, beauty, and creativity. Music is an integral part of the dance. Originally the dance evolved as a method of preparing for childbirth, "or from the belly, the source of life, " but today it is highly regarded as a fun way to keep fit. The dance is characterized by isolated movements and control of the individual parts of the body, arms, hands, etc. and focuses on unusual strength and control in the belly area. PLEASE WEAR COMFORTABLE, LOOSE FITTING CLOTHING TO THE FIRST CLASS THAT DOES NOT RESTRICT YOUR MOVEMENT. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

INTRODUCTION TO SALSA & MERENGUE
RECF945  
**HOURS:** 13.5  
**COST:** $92

Develop the comfort and self-confidence to perform the hottest dances around. This introductory course will teach the fundamentals of salsa & merengue including: tempos, music, spinning techniques, Latin body motion, basic steps, and leading and following techniques. Dancing creates social interaction, reduces stress, and is an enjoyable form of exercise. Students should enroll with a partner, register individually.

Registration Options:
Bosu Blast
Egyptian Belly Dance

Other Classes:
Ten Weeks to Health
Jump Rope Fitness
Extreme Cardio
B.L.T. Fitness (backside, legs and thighs)

For information or to register: 704.330.4223

Motorcycle Safety Skills

Motorcycle: Riding and Street Skills for Women
MIC8784 * HOURS: 20 COST: $195
This course is specifically designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of experienced riders. Course consists of class work and riding exercises on motorcycles provided by the college. Upon satisfactory completion you will receive a waiver for the skills portion of the NC DMV license test. Must be at least 16 years old. IF FOR ANY REASON A STUDENT CANNOT SUCCESSFULLY COMPLETE THIS CLASS, THEY WILL NEED TO RE-REGISTER AT THEIR OWN EXPENSE. TUITION INCLUDES REQUIRED $5 50 STUDENT ACCIDENT INSURANCE. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Motorcycle: Riding and Street Skills for Women
MIC8785 * HOURS: 20 COST: $170
This weekend course is specifically designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of experienced riders. Course consists of class work and riding exercises on motorcycles provided by the college. Upon satisfactory completion of this course you will receive a waiver for the skills portion of the NC DMV license test. Must be at least 16 years old. IF FOR ANY REASON A STUDENT CANNOT SUCCESSFULLY COMPLETE THIS CLASS, THEY WILL NEED TO RE-REGISTER AT THEIR OWN EXPENSE. TUITION INCLUDES REQUIRED $5 50 STUDENT ACCIDENT INSURANCE. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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INTERMEDIATE SHAG
REC8956 * HOURS: 10.5 COST: $97
This course offers a variety of intermediate steps to help students increase their knowledge of shag dancing. Couples recommended; students must register individually. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUSES (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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BEGINNING SHAG
REC8955 * HOURS: 10.5 COST: $82
Learn the fundamental steps in shag dancing: basic eight count, start, turn, pivot, lean and boogie walk, crossover, sugar foot and belly roll. Students should enroll with a partner; register individually. CAPS FEE: $3.00 FOR CLASSES HELD ON CPCC CAMPUSES (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

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Registration Options:
EXPERIENCED RIDER COURSE
MIC8795  
HOURS: 7  
COST: $80
The Experienced Rider Course is designed for motorcycle riders who are already licensed and frequently ride. Course covers street riding strategies and reinforces important information about traction, cornering and counter-steering. Students must provide a safe, street-ready motorcycle. If FOR ANY REASON A STUDENT CANNOT SUCCESSFULLY COMPLETE THIS CLASS, THEY WILL NEED TO RE-REGISTER AT THEIR OWN EXPENSE. TUITION INCLUDES REQUIRED $5.50 STUDENT ACCIDENT INSURANCE. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

LICENSE WAIVER RIDER COURSE EDUCATION
MIC8782  
HOURS: 7  
COST: $80
The License Waiver Rider Course is designed for motorcycle riders who have a NC permit but wish to obtain NC licensure. This one day course consists of 2 hours of class work and 5 hours of practical riding skills. Students must provide a safe, street-ready motorcycle. Upon satisfactory completion of a written and riding skills test, students will receive a waiver for the skills portion of the NC DMV licensed test. Riders must provide proof of insurance in class. Must be at least 16 years old. IF FOR ANY REASON A STUDENT CANNOT SUCCESSFULLY COMPLETE THIS CLASS, THEY WILL NEED TO RE-REGISTER AT THEIR OWN EXPENSE. TUITION INCLUDES REQUIRED $5.50 STUDENT ACCIDENT INSURANCE. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Aviation
PRIVATE PILOT GROUND SCHOOL
AVN8950  
HOURS: 30  
COST: $187
Outside testing fee of $80 for computer based test. This course prepares the student to take the Private Pilot’s knowledge test. Additional fees required, approximately $70 for study guide and miscellaneous supplies. (Study guide and supplies will be purchased in class during the first class meeting). CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

NEW! - HANDCRAFTED TREASURES-ART FROM THE HEART
SLF8001  
HOURS: 8  
COST: $52
SUPPLIES WILL BE DISCUSSED THE FIRST CLASS: Create handmade cards or announcements which will be treasured and kept as mementos for years to come. Each piece will be a work of art using vibrant colored papers, colorful fabric, beads and other embellishments. Finished projects will be a unique creation, a keepsake that says to the recipient, “you are special.” Designed for those special people in your life, each will be suitable for framing. Class is taught by a native New Orleans artist and designer. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

NEW! - DRAW YOUR FAVORITE PEOPLE, PETS AND PLACES
AVO8791  
HOURS: 15  
COST: $102
Create drawings of people, pets and places which capture true likenesses and have the WOW factor. Working from photographs, you will learn to capture atmospheric perspective, likeness and the personality of your subject while exploring a variety of drawing media and tools. Emphasis on proper art principles and elements will be incorporated throughout the course. Moderate drawing skills preferred. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

THE ART OF COLORED PENCILS
AVO8657  
HOURS: 12  
COST: $78
Ever wondered how to create beautiful art with color pencils? The possibilities are unlimited with this inexpensive, user-friendly art medium. Learn many different and easy methods for creating enchanting pencil-art using a variety of pencils. Please bring Prismacolor® colored Pencils (minimum 12 colors) and a pad of 12” quality drawing paper to the first class. Additional supplies will be discussed. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)
STAINED GLASS WORKSHOP
AVO8720 *  HOURS: 24  COST: $127
This course is designed for beginner, intermediate and advanced students. Beginners will learn to cut, foil, and lead solder. Also covered will be patina demonstration, pattern selection and transfer, and framing demonstrations. Intermediate/advanced students will be assisted on projects of their choice. The American Style of stained glass techniques will be taught. Completed projects will include a sun catcher and a bird. Students will rent needed tools from the instructor. - $25 CAPS FEE $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

EXPERIMENTS IN WATERCOLOR
AVO8730 *  HOURS: 29  COST: $137
SUPPLIES WILL BE DISCUSSED THE FIRST CLASS. It’s time to play in watercolor! Using the proper materials and techniques, begin experimenting with the concepts of space, composition and color. Discover your artistic talent in the watercolor medium. CAPS FEE $3.00 (FOR CLASSES HELD ON CPCC CAMPUS). (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

STUDIO PAINTING
AVO8745 *  HOURS: 30  COST: $137
SUPPLIES WILL BE DISCUSSED THE FIRST CLASS. Need help completing your latest project? Bring your canvas and your supplies to this class and receive assistance with acrylic, watercolor, oil, and pastel painting techniques. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

BASIC OIL/ACRYLIC PAINTING TECHNIQUES
AVO8748 *  HOURS: 29  COST: $137
Learn basic techniques and design elements in using oil and acrylic paints. Find out what materials are needed and how to mix paints to achieve colors. Students will be guided individually and encouraged to paint at their own pace. A supply list will be provided in the first class. Portable or table top easels are suggested.

Cultural Arts
EXPERIENCING THE CARIBBEAN
TVL7005 *  HOURS: 2  COST: $25
Why go to the Caribbean? Find out all the exciting activities you can experience - parasailing, sailing, diving, snorkeling and others. Learn about the culture and explore different ways of travel to the islands. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

DESTINATION: CHINA
TVL8250 *  HOURS: 2.5  COST: $35
Travel to one of the world’s most vast and diverse destinations that offers considerable choice of excursions. Explore China’s cultural, historical and natural history of over 5000 years that covers the Silk Route and the Great Wall of China. This course will help you plan a trip that will reward you with memories to be treasured for a lifetime. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

DESTINATION: JAPAN
TVL8270 *  HOURS: 3  COST: $35
In this course, travel through time and to a country founded in 660 BC. A discussion about Japanese culture that revolves around the business and social etiquette is both fascinating and challenging starting with the importance of status and rank in a society. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

DESTINATION: VIETNAM
TVL8260 *  HOURS: 3  COST: $35
Vietnam is experiencing a rebirth. A country once identified by conflict and tragedy is being restored and the economy is booming. Vietnam will appear to the adventurous travelers who are interested in Southeast Asia culture and can handle a country in the early stages of development. Find out why this country has become one of the best travel bargains in Asia. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

Registration Options:

Partners with CPCC’s Corporate & Continuing Education!
INTRODUCTION TO SCREENWRITING

Food writing offers a "buffet" of opportunities. Learn the nuances of writing for magazines or newspapers and gain insight into how to publish a cookbook. This six-week course details the writing process and offers tips on how to pitch a story for publication. Topics covered include: different types of food journalism, the writing process, writing a restaurant review, pitching a story idea, compiling a cookbook and writing recipes. STUDENTS MUST ACTIVATE THEIR SNAP ACCOUNT PRIOR TO THE START OF CLASS. Login to your course at www.cpc.edu. The CCE online link is located at the bottom left side of the page.

CREATIVE WRITING

Have you ever written a poem, essay, or short story? Have you ever written a screenplay? If you are interested in writing, consider attending this two-semester creative writing workshop. The course aims to help you develop your creative writing skills. The class will meet once a week to discuss and critique your written work. The course is open to all levels of experience. Classes are taught by Barbara Lawing, a well-known local writer.

THE HEALING POWER OF WORDS

What benefits can writing provide - physically, mentally, spiritually? Are some ways of writing more healing than others? And, can we create quality literature as we heal? In this workshop, we will discuss and implement ways to use writing as a transformational tool. And, if you're looking, you'll find the genesis of new poetry, songs, and short fictions. Aresomewaysofwritingmore than others? And, can we create quality literature as we heal? In this workshop, we will discuss and implement ways to use writing as a transformational tool. And, if you're looking, you'll find the genesis of new poetry, songs, and short fictions. Telephone: 704.330.6970. 

THE WRITER'S GUIDE TO SMALL PRESS PUBLICATIONS

This six-week course will guide you through the publishing process. Students will learn about small press publications and focus on marketing and submitting your work. The course will cover the basics of manuscript preparation, submission, and negotiation. Students will be encouraged to bring in papers for editing and revision. Class is taught by Barbara Lawing, well-known local writer.

Music

VOCAL ENSEMBLE

The North Mecklenburg Community Chorus is an outlet for learning and performing various styles of music. The chorus meets weekly to enhance your vocal skills and to provide a fun and enjoyable experience for all participants. The choir consists of adults of all ages and skill levels. The repertoire includes a variety of genres, from classical to contemporary. Telephone: 704.330.6970.

Home Gourmet

Techniques of Cooking

KITCHEN BASICS 101

This class is designed for beginners. You will learn basic cooking techniques and develop a foundation of skills and knowledge to help you feel more confident in the kitchen. The class will cover topics such as measuring and weighing ingredients, selecting and using the right equipment, and troubleshooting common cooking problems. Telephone: 704.330.6970.

World Cuisines

BASIC CHINESE COOKING

Explore Chinese cuisine with Alice Jenks, a native from Hong Kong as she will differentiate the Chinese cooking styles from Cantonese, Szechuan and Peking. Students will be asked to assist in wrapping egg rolls and dumplings, practice stirfrying in a wok, and tasting the foods that Alice prepares, such as Chinese fried rice, Chicken Lo Mein, Stuffed Fried Beef and other popular Chinese dishes. The class will take a field trip to an oriental market and Dim Sum Restaurant. Telephone: 704.330.6970.

Registration Options:


Want to eat what you grow and improve your dishes?

Check out Culinary Herbs on page 96.
Entertaining and Holidays

**GREAT HORS D’OEUVRES**

**CKG8100**

**HOURS:** 3.5  
**COST:** $85

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Whether you entertain 2 or 20 people, it’s always great to have a repertoire of easy and impressive small dishes. These items can be served as appetizers (or “first courses”) or as small dishes for lunch or a light dinner. This class is hands-on. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**The Wine Cellar**

**HOW TO TASTE WINE LIKE A PRO**

**WNE7002**

**HOURS:** 2  
**COST:** $50

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Savor wine like a pro! Learn the art of wine tasting techniques with the three step method of look, smell and taste. Participate in wine tasting with emphasis on the relationship between smell and taste. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**Techniques of Pastry and Baking**

**CAKE DECORATING I**

**CKG8315**

**HOURS:** 10  
**COST:** $87

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Learn about planning, preparing and making a wide variety of delicious cakes. Baking cakes for special occasions is a way to show your talent as well as your affection. Practice the techniques of the Wilton Method of Cake Decorating and learn how to prepare icing, execute simple garnishing techniques, learn the methods of the French school of cake decorating and learn how to prepare icings, execute simple garnishing techniques. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**NEW! - ORGANIC GARDENING FOR THE SPRING & SUMMER SEASONS**

**GDN8015**

**HOURS:** 10  
**COST:** $87

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In this enjoyable, informal series of 5 sessions, gardeners will learn how to garden successfully using organic techniques in the Carolina Piedmont. The focus will be on spring and summer vegetables, but will also cover flowers, herbs, fruit trees and other landscape plants. Class time will include field trips into the garden to learn how to improve the soil, successfully transplant seedlings, make good compost and create a garden plan and calendar. Focus will be on practical information students can use immediately in their own garden. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**SPRING INTO GARDENING**

**GDN8033**

**HOURS:** 2  
**COST:** $22

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Discover a new way to creatively document your garden experiences by keeping a garden journal. Learn how to plan and plant for the future, plan for color in your garden, what information to keep in your journal and how to create ticklers; reminders of what to do and when in the garden. And, whether your garden journaling inspiration comes from famous diarists such as Thomas Jefferson, Charlotte’s own Elizabeth Lawrence, or from your own innate sense of order and preservation, you most certainly will find inspiration for your own journal and record-keeping during this lively presentation. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**The International Sommelier Guild partners with CPCC’s Corporate & Continuing Education!”**

**Home & Garden**

**LANDSCAPING**

**PLANNING YOUR OWN HOME LANDSCAPE DESIGN**

**GDN7050**

**HOURS:** 15  
**COST:** $87

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Learn the landscape design process and begin to plan your own landscape design. Discussion topics include elements of design, drawing, and suggested plants. Suggested Supplemental Text: Landscape Plants of the Southeast-Halfacre/Shawcroft - Available in the Levine Campus Bookstore. Supplies will be discussed the first class. CAPS FEE: $3.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**PLANNING YOUR HOME LANDSCAPE DESIGN II**

**GDN7150**

**HOURS:** 10  
**COST:** $72

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Expand on your existing yard or plans developed in GDN 7050 in this level II class that includes a field trip, on site evaluations and a short video on landscape installation techniques. A randomly selected student’s yard will be used for an evaluation and design recommendations. Drafting techniques and design approaches will also be discussed. STUDENTS TO PROVIDE THEIR OWN DRAFTING SUPPLIES. CAPS FEE: $2.00 (MAXIMUM CAPS FEE PER SEMESTER, $50.00)

**HOME & GARDEN JOURNALING**

**GDN8003**

**HOURS:** 2  
**COST:** $22

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What better way to give the gift of class than a gift certificate toward a course from CPCC’s Personal Interests and Computer Training programs? Choose from fitness, recreation, culinary or other personal development courses or upgrade your computer expertise for business or pleasure!

Gift Certificates

What better way to give the gift of class than a gift certificate toward a course from CPCC’s Personal Interests and Computer Training programs? Choose from fitness, recreation, culinary or other personal development courses or upgrade your computer expertise for business or pleasure!

- Certificates available through CCE by calling 704.330.4200
- Extension 7288
- Or online at www.cpcctraining.org

**Registration Options:**

### How to Grow, Harvest and Store Culinary Herbs

**GDN8032**  
**HOURS:** 4  
**COST:** $42

A basic presentation on the horticulture of growing herbs in the Piedmont. Learn how to prepare the soil, when to plant, growing requirements of herbs, where to purchase, and ways to triple your inventory. Then, learn how to enjoy the bounty of your herb garden year round. Learn all you need to know about harvesting culinary herbs and the many ways to store and preserve your harvesting. Following the presentation the instructor will answer your herb growing questions and provide resources for further exploration. Cost of course includes handouts on harvesting, storing and recipes. **CAPS Fee: $3.00** *(Maximum CAPS Fee Per Semester, $50.00)*

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### Creative Interiors

#### Feng Shui: The Art of Placement

**HMK8310**  
**HOURS:** 12  
**COST:** $92

Feng Shui is a popular decorating technique started over 3,000 years ago which focuses on finding the ‘perfect site’ in your home or surroundings. Learn the strategies home staging consultants use to achieve a balanced, harmonious effect in a home and the psychological effect colors have in a home. Students will review three separate floor plans using the principles of Feng Shui and then draw and apply these principles to their own home’s floor plan.

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#### Designing Your Dream Kitchen

**HMK8302**  
**HOURS:** 12  
**COST:** $73

Learn from a pro what it takes to budget for, plan, and design the kitchen of your dreams! Questions such as whether to renovate or redo completely will be discussed. Design topics will include the selection of cabinetry, countertops, lighting, hardware, flooring and everything it takes to make a kitchen ‘really cook’. Also included will be a class on the latest trends in kitchen design.

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#### Home Decorating Basics

**HMK8300**  
**HOURS:** 18  
**COST:** $97

Obsessed with decorating shows on TV but not sure where or how to begin? Study the elements of Home Decorating Basics with a heightened awareness. Explore furniture styles; new vs. antiques, kitchen design, window treatments and flooring, paint products and the psychology of color, and the use of art or accessories to maximize your room decor for an overall sense of making your house a home. Prerequisite: HMK8300 or previous decorating experience.

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#### Home Decorating Reloaded

**HMK8301**  
**HOURS:** 12  
**COST:** $73

Ready to conceptualize and understand deeper the essentials of decorating? Revist the topics in Home Decorating Basics with a heightened awareness. Explore furniture styles; new vs. antiques, kitchen design, window treatments and flooring, paint products and the psychology of color, and the use of art or accessories to maximize your room decor for an overall sense of making your house a home. Prerequisite: HMK8300 or previous decorating experience.

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### Wedding Flowers

**AV0857**  
**HOURS:** 18  
**COST:** $112

Planning a wedding? Discover floral techniques and secrets to create your own arrangements. Focus will be on bridal bouquets, corsages, boutonnieres, and altar arrangements. A supply list will be provided in the first class. Basic flower arranging techniques required. **CAPS Fee: $3.00** *(Maximum CAPS Fee Per Semester, $50.00)*

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### Sewing I

**HMK8751**  
**HOURS:** 15  
**COST:** $100

A supply list will be given. Class covers all basic sewing machine operations, what is needed to make a simple project. A supply list will be provided in the first class. A basic sewing machine is required. **HMK8757** or previous sewing experience required! To be successful, you need to be familiar with threading a machine & installing a bobbin, and sewing stitches.

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### Financial Planning

#### Principles of Financial Planning for Women

**ECO8105**  
**HOURS:** 10  
**COST:** $37

Women in today’s world have unique needs and circumstances they need to be aware of, understand, and plan for. In this class women will gain a base level of knowledge enabling them to become independent, involved financial planners. Traditional money management topics such as budgeting, managing income, savings, taxes, investments, insurance and estate planning will all be covered in addition to the unique challenges a single woman faces. Single women, widows, divorcees and older couples will learn how to manage the financial transition of being on their own. **SUGGESTED SUPPLEMENTAL TEXT:** It’s More Than Money—It’s Your Life! Candace Bahrs/Ginita Wolff. **CAPS Fee: $3.00** *(Maximum CAPS Fee Per Semester, $50.00)*

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### Quilting for Beginners

**HMK8397**  
**HOURS:** 18  
**COST:** $117

A supply list will be discussed at the first class. In this course designed for the beginning quilter, students will become familiar with quilting terms and gain an overall understanding of thequilting process. Traditional as well as contemporary approaches toquilting will be explored. Students will finish one quilt block, which can then be turned into a pillow, a quilted pillow, a small wall hanging, or the beginning of a larger quilt. If you’ve always wanted to try your hand at quilting, but weren’t sure where to start, this class is for you. Work will be done by hand and on machines (provided). **CAPS Fee: $3.00** *(Maximum CAPS Fee Per Semester, $50.00)*

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### Investing for Life

**ECO8250**  
**HOURS:** 10  
**COST:** $42

New and more experienced investors alike will benefit from discussions on planning and setting investment goals. Survey stocks, mutual funds, IRAs, government bonds and tax-savings investments. Start here and get a handle on your financial future. **CAPS Fee: $3.00** *(Maximum CAPS Fee Per Semester, $50.00)*

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### CPCC and Cornelius... Partners in our community!

CPCC thanks the town of Cornelius for their generosity in providing the use of facilities for Personal Interests classes.

### Registration Options:

INVESTING AT THE NEXT LEVEL
ECO8251 * HOURS: 5 COST: $36
Build on your previous experience as an investor and take on the challenge of researching stocks and stock options, understanding high yield investing and seizing opportunities that wise investors encounter.

COMPLETE FINANCIAL MANAGEMENT WORKSHOP
ECO8700 * HOURS: 9 COST: $32
With so much financial information available—and so many options—it's easy to get confused. Many people find it difficult to decide which financial strategies are right for their situation. Sound financial management doesn't have to be confusing or something you put off until tomorrow—or next year. By evaluating your current situation and exploring your options, you can take charge of your finances today and build a sound financial future. Purchase workbook in class - $25 - Couples may share.

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
ECO8801 * HOURS: 10 COST: $52
Learn to overcome the impact of taxes and inflation, maximize company retirement plans, develop a sound investment portfolio, manage risks and build a solid estate plan to retire financially independent. Cost of class includes student workbook.

Forklift Training
OSHA FORK LIFT TRAINING COUNTER-BALANCE
AUX7500 * HOURS: 4 COST: $115
This course teaches the essentials for the safe operation of lift trucks and is OSHA certified. CAPS Fee: $3.00 (Maximum Caps Fee Per Semester, $50.00)

Small Engine Courses
BASIC SMALL ENGINE REPAIR
AUX7003 * HOURS: 24 COST: $130
Gain the skills needed to fix small engines such as those found in lawn mowers, weed eaters, chain saws, and leaf blowers. Fix small engines yourself and save some money! Participants bring their own small engines for class projects. CAPS Fee: $3.00 (Maximum Caps Fee Per Semester, $50.00)

North Carolina Vehicle Inspection
VEHICLE EMISSIONS INSPECTION OBD II RECERTIFICATION
AUX8423 * HOURS: 4 COST: $80
This course certifies current inspector-mechanics on test procedures, purposes and the importance of vehicles requiring OBD II testing registered in North Carolina. CAPS Fee: $3.00 (Maximum Caps Fee Per Semester, $50.00)
**North Carolina Auto Dealers License Renewal**

**INDEPENDENT AUTO DEALERS LICENSE - RENEWAL**

**AUX7560**

**HOURS:** 6  
**COST:** $65

Are you a North Carolina Independent Automotive Dealer? North Carolina requires that you attend a recertification class yearly. This 6 hour class will keep you current and in compliance. CAPS Fee: $3.00 (Maximum Caps Fee Per Semester, $50.00)

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**North Carolina Independent Dealer Initial**

**NORTH CAROLINA INDEPENDENT DEALER INITIAL**

**AUX7561**

**HOURS:** 12  
**COST:** $200

This 12 hr. class meets all requirements for becoming an Independent Automobile Dealer in the state of North Carolina. CAPS Fee: $3.00 (Maximum Caps Fee Per Semester, $50.00)

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**Own a Shop? Want to Own a Shop?**

**INDEPENDENT AUTOMOBILE DEALERS INITIAL CLASS**

**AUX7561**

**INDEPENDENT AUTOMOBILE DEALERS RENEWAL CLASS**

**AUX7560**

**VEHICLE EMISSIONS INSPECTION OBD II RECERTIFICATION**

**AUX8425**

**VCHEEVE SAFETY AND EMISSIONS CONTROL INSPECTION**

**AUX8823**

**INDEPENDENT AUTOMOBILE DEALERS RENEWAL CLASS**

**AUX7560**

**VEHICLE EMISSIONS INSPECTION OBD II**

**AUX8823**

**VEHICLE SAFETY AND EMISSIONS CONTROL INSPECTION**

**AUX8823**

**Learn the basics needed to safely jumpstart a car, check car fluids, change wiperblades, oil filters, and tires.**

**Ideal for anyone who drives a car!**

**Registration Options:**

- CPC Campuses
- Online: www.cpcctraining.org
- Automated Telephone: 704.330.6970
- Customer Service: 704.330.4223
“CPCC is a diverse college that truly meets the needs of lots of people. This College has allowed me to meet people from many different cultures and nationalities. I’ve learned to appreciate and value what they bring to the College. They’ve expanded my view on the world.”

— Rebka Gada, Physical Therapist student

“It’s easy to get here. There are a lot of campuses around Charlotte and you can take whatever classes you need. Whatever your major is, you can find a class at CPCC.”

— Christina Sichting, College Transfer student

Six Reasons to Attend CPCC

1. **It’s Affordable:** CPCC is a fraction of the cost of a four-year school.

2. **It’s Accessible:** CPCC has six campuses in Mecklenburg County – there’s one near you!

3. **It’s Respected:** CPCC has won numerous national awards for programs and instruction.

4. **It’s Connected:** Many CPCC programs transfer to four-year schools.

5. **It’s Professional:** CPCC offers training to get you started in a career.

6. **It’s Technical:** CPCC offers the latest classroom technology and high-tech careers.

“CPCC teachers are really nice. They go out of their way to help students.”

— Veingo Bino, College Transfer student

“After being employed in the Airline Industry for 21 years, I decided it was time for a change. I enrolled in the Machining Technologies program at CPCC to pursue a career in the machining field. In May, I received an associate’s degree from CPCC. I’m employed today and enjoying success in my new field. I credit the outstanding instructors and counselors at CPCC for my success.”

— Randy Brown, CPCC graduate

www.cpcc.edu
704.330.2722
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Charlotte’s Corporate Training and Conference Center

Conveniently located near Charlotte-Douglas Airport on CPCC’s West Campus.

Board Retreats
Corporate Training
Video Conferencing

For more information 704.330.4611
www.meetatharris.com
3216 CPCC West Campus Drive
**Cato Campus** (University Area)
8120 Grier Road, Charlotte, 704.330.4801
I-85 North • Exit 45 East - WT Harris Boulevard • Go south 4 miles • Left on Grier Road • Right into Campus

**Central Campus** (Uptown Area)
1201 Elizabeth Avenue, Charlotte, 704.330.2722
I-77 South • Exit 10B (Trade, 5th St.) • Stay on Trade through town • Trade becomes Elizabeth Avenue

**Harper Campus** (SW Charlotte)
315 West Hebron Street, Charlotte, 704.330.4400
Take I-77 South to Arrowood Road • Turn left on Arrowood • Go approximately 1 mile and Arrowood splits off to Hebron in the right lane at the third stop light • Right into Campus

**Levine Campus** (Matthews)
2800 Campus Ridge Road, Matthews, 704.330.4200
Highway 74 East past I-485 exit • Take next right onto CPCC Lane • Go approximately 1 mile to stop sign • Right on Campus Ridge Road • Campus entrance on left

**North Campus** (Huntersville)
11930 Verhoeff Drive, Huntersville, 704.330.4101
I-77 North • Exit 23 • Right on Gilead Road • Right on Statesville Road, Highway 21 • Approximately 2 miles left on Verhoeff Drive • Entrance to the Campus is approximately 1/2 mile on right

**West Campus** (Airport Area)
3210 CPCC West Campus Drive, Charlotte, 704.330.4644
From I-77 North or South or I-85, exit Billy Graham Parkway (Woodlawn Road) and follow airport signs to stop light at Morris Field Drive, turn left • Immediately right on CPCC West Campus Drive
Every year Central Piedmont Community College presents or produces plays, musicals, concerts, recitals, gallery openings and so much more with national, regional and local performers. This year there’s Mozart, magic, *Grease* and Judy Collins just to name a few. CPCC always has opportunities for you to enjoy arts in your community, and many of these events are at the breathtaking 1,000 seat Dale F. Halton Theater, named Best Concert Venue by *Creative Loafing*.

For more information and a current calendar, go to cpcc.edu/arts or call the box office directly at 704.330.6534.

**UPCOMING EVENT AT THE PEASE AUDITORIUM**

CPCC Theatre Presents  
*Amadeus*  
November 10, 11, 17, 18, 19

**UPCOMING EVENTS AT THE DALE F. HALTON THEATER**

CPCC Opera Theatre Presents  
*Die Fledermaus*  
January 19, 20, 21

CPCC Theatre Presents  
*Grease*  
February 16, 17, 18, 23, 24, 25

Halton Theater Presents  
*The Spencers: Theater of Illusion*  
March 12

Halton Theater Presents  
*Judy Collins*  
March 29

CPCC Theatre Presents  
*Of Mice and Men*  
April 27, 28, May 4, 5, 6

CPCC Opera Theatre Presents  
*The Marriage of Figaro*  
May 18, 19, 20

**NEW this year…**

This week-long celebration will focus on literary, jazz, film, history and much more. Watch for more details.

**Tickets 704.330.6534**

www.cpcc.edu/arts
1 Cato Campus
8120 Grier Road
at WT Harris Blvd.
Charlotte
704.330.4801

2 Central Campus
1201 Elizabeth Avenue
and Kings Drive
Near Center City
Charlotte
704.330.2722

3 Harper Campus
315 West Hebron St.,
between Arrowood
and Nations Ford Road
1-77, Arrowood Exit
Charlotte
704.330.4400

4 Levine Campus
2800 Campus Ridge Road
Matthews
Near Independence Blvd.
and I-485
704.330.4200

5 North Campus
11930 Verhoeff Drive
Huntersville
From Statesville Rd.
or Highway 115
704.330.4101

6 West Campus
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Morris Field Drive from
Billy Graham Parkway or
Wilkinson Blvd.
Charlotte
704.330.4601

Distance Learning –
www.cpcc.edu/distance