Central Piedmont Community College
Summer 2005 Schedule

Curriculum (academic credit) classes begin on page 11.

Corporate and Continuing Education (CCE) classes begin on page 32. Classes start daily. For CCE info call 704.330.4223.

www.cpcc.edu
704.330.CPCC
MISSION AND VISION

MISSION: Central Piedmont Community College is an innovative and comprehensive college that advances the life long educational development of students consistent with their needs, interests, and abilities while strengthening the economic, social, and cultural life of its diverse community.

The College accomplishes this purpose by providing high-quality, flexible pre-baccalaureate and career-focused educational programs and services which are academically, geographically, and financially accessible. This purpose requires a fundamental commitment to teaching and learning excellence within a supportive environment.

VISION: Central Piedmont Community College intends to become the national leader in workforce development.
**SUMMER 2005 REGISTRATION**

New students, if you submit admissions information online at mycollege.cpcc.edu, you can register online or by phone at 704.330.6970. Online registration details available at www.cpcc.edu/admissions.

Register early for best selection. (The College will cancel class by May 18, 2005.) Register by phone or online almost around the clock - as early as one minute after midnight on YOUR earliest registration date.

Continuing education students refer to the CCE section of this schedule for registration information.

**SUMMER REGISTRATION**

Registration available online @CPCC and by phone (CHRIS) at 704.330.6970 as shown below and on weekends, holidays and College breaks. In-person assistance available at all CPCC campuses during normal business hours – Monday through Thursday 8am – 6pm, Fridays 8am – 5pm. In-person registration with extended hours as shown.

- **Registration begins:**
  - Currently Enrolled Spring Students: April 15
  - Newly Admitted and Returning Students: May 2

- **In-person registration with extended hours:**
  - May 16 – 19: 7:30 a.m. – 7:00 p.m.
  - May 20: 7:30 a.m. – 4:00 p.m.
  - (Concurrently enrolling high school students register for summer term during these date ranges.)

- **Registration ends:**
  - May 20
  - Second Short Session: June 21

**SCHEDULE ADJUSTMENT**

After your registration payment is received, you may adjust your schedule by dropping or adding classes.

Beginning with and including the first day of regular term or short sessions (specified to the left), there are designated schedule adjustment periods:

- 8 week term: May 23 – 25
- First Short Session: May 23 – 24
- Second Short Session: June 22 – 23

During these periods, you may add classes that are not filled in order to:

1. Replace a class cancelled by the College.
2. Change class sections.
3. Correct a College error in your registration.

(NO special permission required if adding classes for above reasons. Classes dropped during designated schedule adjustment periods do not appear on student transcripts.)

**WITHDRAWAL**

- **Last day to withdraw for SUMMER TERM:** July 6
  - First short session: June 14
  - Second short session: July 13

When a student determines that he/she will be unable to complete courses in which he/she is currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade. To receive a "W" grade a student must withdraw before the last 25% of the academic term. The instructor may also assign "W" at other times when circumstances warrant such action. A "W" will remain on the transcript and will not count as credit hours attempted. To receive credit, a student who received a "W" must re-register and pay for the course in a subsequent term. Financial aid recipients need to refer to the financial aid satisfactory progress policy to determine if schedule adjustments will affect financial aid.

**FALL 2005 PRE-REGISTRATION**

Fall class schedule available on campus and online April 21

Pre-registration BEGINS: April 15

Currently enrolled students: April 15

New and returning students: May 2

(For in-person extended hours, see summer dates)

Pre-registration for fall continues online and by telephone through May 30.

Fall registration resumes July 9.

**GRADUATION APPLICATION DATES**

- **College and Adult High School**
  - Summer 2005 Graduates: March 1 – 30, 2005
  - Fall 2005 Graduates: Apply July 1 – 31, 2005
  - Spring 2006 Graduates: Apply November 1 – 30, 2005

**SUMMER AND FALL 2005 ACADEMIC CALENDAR**

**Summer Term 2005**

- Classes Begin: Saturday, May 21
- 16 week online curriculum classes start the first Monday of the semester
- First Short Session: Sat., May 21 – Mon., June 20
- Memorial Day Holiday: Sat., May 28 – Mon., May 30
- Second Short Session: Tues., June 21 – Tues., July 19
- Independence Day Holiday: Sat., July 2 – Mon., July 4
- Term Ends: Tues., July 19

**Fall Semester 2005**

- Classes Begin: Monday, Aug. 15
- 16 week online curriculum classes start the first Monday of the semester
- First Short Session: Mon., Aug. 15 – Fri., Oct. 7
- Labor Day Holiday: Sat., Sept. 3 – Mon., Sept. 5
- Fall Break (CPCC) Open: Mon., Oct. 10 – Tues., Oct. 11
- Second Short Session: Wed., Oct. 8 – Sat., Dec. 10
- Thanksgiving Holiday: Thurs., Nov. 24 – Sun., Nov. 27
- Final Exam Period: Tue., Dec. 6 – Mon., Dec. 12
- Semester Ends: Mon., Dec. 12
- Winter Holidays: Tues., Dec. 13 – Sat., Dec 31
- New Year’s Holiday: Sun., Jan. 1
ADMISSIONS

New students should complete a CPCC admissions form prior to enrolling. Doing so in advance will enable you to register online (www.cpcc.edu) or by phone or in person. The form can be obtained at any CPCC campus. Students can also complete and submit their admissions information using the self-service online system. For additional information, call the CPCC Information Center at 704.330.2722.

New students seeking degrees, curriculum certificates, or diplomas at CPCC will need to:

• Submit a completed admissions form.
• Admissions applications are available as follows: online at http://www.cpcc.edu/ (print version), http://mycollege.cpcc.edu/ (electronic submission), at any CPCC campus or by phone at 704/330-CPCC. Instructions for submitting the application are included with form.
• Get your Personal Identification Number (PIN number)
• Have high school (and college transcripts, if any) sent to CPCC Admissions, P.O. Box 35009, Charlotte, NC, 28235. – Transcripts should provide the name you currently use. – High school transcripts must show graduation date.
• Use a “Transcript Evaluation Request” if transferring credits from another college.
• Take placement tests if necessary. Call 704.330.2722 to schedule your appointment.
• Meet with academic advisor immediately following placement testing.
• Register for classes online, by phone, or in person at any campus

Any high school graduate who will be under the age of 18 at start of the term must provide a high school transcript with date of graduation.

For your convenience, admissions processing can be completed at all CPCC campuses. See pages 66 and 67 for campus locations.

Mail admissions forms and transcripts to:
CPCC Admissions, PO Box 35009, Charlotte, NC 28235-5009

RESIDENCE REQUIREMENTS

New students or students whose residence status has changed may be eligible for in-state tuition status if they have established and maintained a legal residence in NC for at least 12 consecutive months prior to start of the term. An NC driver’s license, voter registration card, NC tax return and other proof, such as a lease, deed, or utility bills may be reviewed in various combinations as documentation, but no one item nor combination will necessarily be the deciding factor. Responsibility for proving status lies with the student.

US noncitizens should bring a resident alien card, visa or I-94 in addition to the above types of proofs. The immigration document and date of issue are factors in determining residence status for tuition purposes.

It is the student’s responsibility to notify the College if North Carolina residence is lost or abandoned while enrolled. Contact Admissions or Registration Services at any CPCC campus.

NON-U.S. CITIZENS

International students (F-1 Visas) may contact the International Student Advisor at 704.330.6456 for more information.

HIGH SCHOOL STUDENTS

For information about the Concurrent Enrollment or College Experience Programs, call 704.330.4435. You must be at least 16 years old to register.

PIN NUMBERS

Personal Identification Numbers (PIN) are issued to all CPCC students and are required for most self-service transactions on the web (@CPCC) and by telephone. Your PIN will remain the same unless you change it. PINs help ensure the privacy of your education records so keep your PIN in a secure place and available for your use only. You will find your PIN on receipts for payment, appointment and class cancellation grams. If you forget your PIN, it can be obtained on the web system using your Social Security number, or 999 number for international students, and birthdate. For added security, you can block this access so that your PIN is NOT available via the web. Use the same web option to mark your PIN private, or go to the registrar’s office at any CPCC campus and request that your PIN be marked private.

STUDENT IDENTIFICATION

CPCC ID cards are required for students to check out materials from the Learning Resources Center (LRC) and to use the testing and fitness centers. Student IDs are made in the ID Room in the Central High Building on Central Campus. Keep your ID. There is a charge for replacement IDs.
CPCC offers convenient self-service options by telephone and online.

<table>
<thead>
<tr>
<th>Telephone Services (CHRIS)</th>
<th>Online Services</th>
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<tbody>
<tr>
<td>704.330.6970</td>
<td><a href="http://www.cpcc.edu">www.cpcc.edu</a></td>
</tr>
</tbody>
</table>

Anyone who has attended classes at CPCC before or any new student who has completed admissions processing may register or drop and add classes by touch-tone phone.

Call CHRIS at 704.330.6970.

**Hours of operation:**
- Weekdays - 8am to 10pm, 11pm to 7am
- Weekends and holidays – 24 hours.
  - If the system is not available or is busy, please try again later.
  - Questions? Call 704.330.6006, M-F, 9:00am – 4:30pm. (No automatic redial, please. This overloads the system.)

**Registration Date Ranges – Summer 2005:**
- Current students..........................April 15 – April 30
- Newly admitted/Returning students .......May 2 – May 20

**Other Telephone Service Options:**
- Registration information.
- Pay by credit card.

**Deaf and hard of hearing students:**
- Students use phone registration via NC Relay.
- Accommodations are available upon request.

**Bookstore Information by Telephone:**
- Hours of operation
- Buyback dates
- Refund policy

Below are just a few of the many options available for you at “myCPCC,” Central Piedmont’s online self-service system.

**Admissions:**
- New Students: Apply for Admission to CPCC via an electronic admissions form submitted in real time.

**Registration/Student Records:**
- Register for classes
- Drop or add classes
- View your current class schedule
- Check class availability – in real time
- View your grades
- Access course information and descriptions

**Cashiering:**
- View or pay your current tuition bill
- View your 1098T information (Hope/Lifelong Learning)

**Advisement:**
- View your advisor and midterm status
- View your placement test scores
- Check course pre-requisites

**Catalog & Schedule Information:**
- Purchase a CPCC catalog
- View the CPCC catalog online
- View the CPCC Class Schedule

Whether registering by telephone or online, you will be given an amount due, a payment deadline date and a choice of payment methods.

If paying by check, please make a note of the control number you will be given and include that on your check. Mail to:
CPCC Financial Services
P.O. Box 35328
Charlotte, NC 28205

If paying by credit card, be sure to have your card number and expiration date ready. (MasterCard, Visa, American Express)

Unfortunately, we must cancel your registration if payment is not received by the payment deadline date in order to make spaces available for other students (see page 7 for more information).
Use the following tuition table to determine your tuition based on semester hours and residency status.

Note: Tuition is controlled by the NC State Legislature and is subject to change without notice. For the most current information on tuition, fees and registration, visit the Admissions website at www.cpcc.edu/Admissions.

**TUITION**

<table>
<thead>
<tr>
<th>CURRICULUM CLASSES:</th>
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<tr>
<td>• NC residents: $38.00 per credit hour</td>
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<tr>
<td>Maximum: $608.00 for 16 or more credit hours</td>
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<tr>
<td>• Non-NC residents: $211.00 per credit hour</td>
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<tr>
<td>Maximum: $3,376.00 for 16 or more credit hours</td>
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<tr>
<th>6000 COURSE NUMBERS:</th>
<th>Free</th>
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<tr>
<th>7000 &amp; 8000 COURSES CONTINUING EDUCATION:</th>
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<tbody>
<tr>
<td>• Costs vary per course and are published in the Corporate and Continuing Education (CCE) class schedule section. (No difference in charges for non-resident students)</td>
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</tbody>
</table>

Exception: North Carolina residents who are 65 years or older pay no tuition. (This does not include self-supporting classes. Self-supporting classes are marked in the schedule with an asterisk beside the course number.)

Residence requirements: For details about residence requirements visit the website at www.cpcc.edu/Admissions.

**FEES**

<table>
<thead>
<tr>
<th>STUDENT ACTIVITY / PUBLICATION FEE</th>
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<tbody>
<tr>
<td>Student activity fees are non-refundable unless the College cancels the class.</td>
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<tr>
<td>• $10.00 for 1 – 8 credit hours</td>
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<tr>
<td>• $19.00 for 9 or more credit hours</td>
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<tr>
<td>• No activity fee is charged for self-supporting classes.</td>
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<tr>
<td>• No activity fee is charged for summer term.</td>
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<tr>
<th>LAB FEES</th>
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<tr>
<td>Some classes require a lab fee. For those classes with lab fees, these are the charges:</td>
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<tr>
<td>• Curriculum: $6.00 to $12.00 per lab hour. Exact lab fees are shown in the class listing.</td>
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<tr>
<td>• Maximum lab fees per semester: $48.00</td>
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<tr>
<th>TECHNOLOGY FEE</th>
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<tr>
<td>All students will be charged a technology fee according to the following schedule:</td>
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<tr>
<td>• Curriculum: $1.00 per credit hour with a maximum fee of $16.00</td>
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<tr>
<td>• Occupational Extension: $5.00 per class</td>
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<tr>
<th>CAMPUS ACCESS, PARKING AND SECURITY (CAPS) FEE</th>
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<tbody>
<tr>
<td>The CAPS fee is charged to curriculum and Corporate and Continuing Education (CCE) students who attend classes on any CPCC campus. The fee is based on the number of credit hours taken.</td>
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<tr>
<td>• Curriculum Students: 1 – 8 credit hours = $30.00, 9 or more credit hours = $50.00</td>
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<tr>
<td>• CCE Students: $2.00 per class</td>
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Note: After you register, obtain a decal from the Cashier’s Office or the Security office/booth at any campus.

For details about the CAPS fee, visit the website at www.cpcc.edu/caps_fee.

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<thead>
<tr>
<th>STUDENT INSURANCE: ACCIDENT INSURANCE (OPTIONAL)</th>
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<tbody>
<tr>
<td>Student insurance is non-refundable unless the College cancels the class.</td>
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<tr>
<td>• $5.50 per semester. For details visit the website at <a href="http://www.cpcc.edu/Admissions">www.cpcc.edu/Admissions</a></td>
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</tbody>
</table>
When you register for classes at CPCC, you become financially obligated. It is your responsibility to pay all charges on your account by the due date. If your financial aid, scholarship, or payment from an external source becomes unavailable or is insufficient, you must pay the balance immediately upon notification. It is your responsibility to ensure that your tuition and fees are paid in full.

**PAYMENT**

- Payment is required within five (5) working days from the day on which you register. You must pay by that date or your enrollment will be cancelled and you will be dropped from your classes.

- Sponsored Programs students should visit the website: www.cpcc.edu/sponsor.program for payment information or call 704.330.4262.

- Financial aid students should be awarded and have a Financial Aid Authorization Form on file in the Financial Aid/VA Office before financial aid will be posted to your account. Students will need to pay any tuition, fees and bookstore charges not covered by financial aid. If a financial aid student is placed on suspension after grades post, he/she is responsible for paying all tuition, fees and bookstore charges.

**RETURNED CHECK POLICY**

Checks returned by the bank or credit card payments not accepted and returned by a financial institution are subject to a $25.00 processing fee. The fee along with the original amount of the check or credit card charge is due within five (5) business days after official notification from the College. These amounts are payable only by cash or money order at any campus cashier’s office. A HOLD is placed on all student records until acceptable payment is received. If payment is not received by the due date, your registration for the class or classes is cancelled.

**REFUNDS**

The refund policy is established by the North Carolina Community College System and is subject to change without notice. CPCC will apply this policy without exception.

**CANCELLIED CLASSES**

100% of paid tuition and fees is refunded if the College cancels your class.

**16-WEEK CURRICULUM CLASSES**

- 100% of paid tuition is refunded if you officially withdraw from classes prior to the first day of the academic semester.

- 75% of paid tuition is refunded by the College if you officially withdraw from a class on or after the first day of the academic semester and no later than May 26, 2005. Fees and other charges are not refunded.

**SHORT SESSION CLASSES**

- 100% of paid tuition is refunded if you officially withdraw from classes prior to the start date of the class.

- 75% of paid tuition is refunded by the College if you officially withdraw from a class on or before the 10% point of the class. The 10% point varies from class to class. Contact your instructor or the Business Office on any campus for specific refund information. Fees and other charges are not refunded.

**SELF-SUPPORTING CLASSES**

Self-Supporting Classes are marked in the schedule with an asterisk (*) beside the course number.

- 100% of paid tuition is refunded if you officially withdraw from the class at least seven (7) business days prior to the start date of the class.

- Important Notice: If you do not cancel your registration seven (7) business days prior to the start date of class and you do not attend, there is no refund of tuition and fees.

**OCCUPATIONAL EXTENSION CLASSES**

Occupational Extension Classes are non-credit classes. College-level grade point values and credit hours are not awarded for Occupational Extension classes.

- 100% of paid tuition is refunded if you officially withdraw from the class prior to the first day of the class.

- 75% of paid tuition is refunded if you officially withdraw from the class on or before the 10% point of the class. The 10% point varies from class to class. Contact your instructor or the Business Office on any campus for specific refund information. Fees and other charges are not refunded.

**FINANCIAL AID / VETERANS AFFAIRS**

If a financial aid student withdraws from all of their courses before the 60% point of the semester (specific dates are available in the Financial Aid/VA Office), they may owe CPCC and the US Department of Education for the unearned portion of their Title IV aid.

For important information about refunds and withdrawal from classes, visit CPCC’s Financial Aid website at http://www.cpcc.edu/financial_aid or call 704.330.6942.

**REFUND CHECKS**

Refund checks are mailed June 6, 2005.
PORTAL
In Summer 2005 CPCC will streamline the availability of student services through the college Portal. The Portal can be entered from the main college web site by students with a valid SNAP Id and password. The Portal allows students to utilize college services from a single location providing convenient access to the services highlighted below.

START HERE: SINGLE NETWORK ACCESS PASS
Your key to email, computer login, online class login, file storage etc is your Single Network Access Pass (SNAP). Your SNAP account consists of a username and a password. The username is assigned by the College. But you will create your own password. Your account is available to be activated 24 hours after you have registered. Go to http://www.cpcc.edu and choose the link Single Network Access Pass (SNAP). You can visit the site from home or on campus. When using a student machine on campus type ‘SNAP’ for the UserID and password. To activate your account, identification information is required. A UserID (ex: crudae20) is generated for you on the site and you provide a password.

COMPUTERS ON CAMPUS
Check out the comprehensive list of open computer labs available for use at CPCC campuses, and libraries. A listing of locations and hours of operation is found on the following website: http://www.cpcc.edu/itservices/labs.

ONLINE CLASSES
Many courses at CPCC now require accessing one of CPCC’s learning management systems called Blackboard or Moodle. Your UserID and password provide access to these platforms. Visit http://blackboard.cpcc.edu or http://moodle.cpcc.edu.

STUDENT EMAIL
Your CPCC email address is: youruserID@email.cpcc.edu. The college’s official means of communicating with students is through email. Check your email at https://email.cpcc.edu. Messages will be sent to your CPCC address unless you have provided another email address in your MyCPCC profile. To change which address messages are sent to, go to Update My Personal Information and Pin Number on the registration site. Ten MB of storage space is available to you with no spam or ads. You can also build a personal address book.

CPCC E-LOCKER
You can login at any CPCC open lab or library computing facility using your UserID and password. There you will have a drive mapping to your elocker drive. You’ll receive 30 MB of storage space on the College network for file storage. This storage space can contain class projects and any other academic files. You can access your files from home via the web. Go to: http://elocker.cpcc.edu (I.E. 5.5 or higher, or use any browser that supports WEBDAV, basic authentication and SSL) and use your UserID and password.

STUDENT TECHNICAL HELPDESK AND SUPPORT
For your convenience the Information Technology Services department provides a helpdesk to support you in your use of technical resources at the College. If you experience difficulty with your SNAP account, or trouble logging into Blackboard or any other services, you can call us for assistance at 704.330.5000. You can also reach us by email, Helpdesk@cpcc.edu or file a request via the web at http://support.cpcc.edu.

CPCC’S ONLINE SELF-SERVICE REGISTRATION SYSTEM
Go to: http://mycollege.cpcc.edu/. Using your Social Security number and a PIN number that is created for you on the website, you can apply for admission to CPCC, register for classes, drop or add classes, view your current class schedule, look up course descriptions, check on class availability, update your personal profile, pay your tuition bill and view your grades.

CPCC E-DIRECTORY
Helps you find your CPCC instructor’s email address, office location, phone number and other contact information. See faculty/staff directory link on the following website: www.cpcc.edu/directory.

PAY FOR PRINT
All students will have a ‘Pay For Print’ account. You can use this account to print in any of the College’s open computer labs. A free quota of prints is provided to students who have paid a technology fee. If your program of study does not require you to pay technology fees then you can purchase prints online or at any cashier’s window. To check your account balance or purchase prints visit https://payforprint.cpcc.edu/. For more information on this service visit the SNAP site.

NEED HELP OR MORE INFORMATION? Contact the CPCC Help Desk
Call 704.330.5000 or Email: helpdesk@cpcc.edu or visit www.cpcc.edu/itservices
DEFINITIONS

Corequisite: Any course that must be taken the same term as the course specifying the corequisite.

Hrs. lab/wk: The total number of lab hours required per week.

Telephone Code: The four-digit code in parentheses following the course number used in registering by telephone.

Prerequisite: A course that must be completed successfully before a class specifying that prerequisite.

Self-Supporting Classes: Fees for classes designated as self-supporting are not refundable. These fees are used to cover the cost of holding the class.

TBA: To be announced. If a class you have registered for shows its location as “TBA,” see mycollege.cpcc.edu for current class location or the academic department two days prior to the first class meeting.
How to Read Class Listings

**LEGEND**

1. Division/Program Name
2. Contact Person
3. Division Note
4. Course Prefix
5. Course Number
6. Course Name
7. Course Note
8. Telephone Code
9. Course Section
10. Campus
11. Day/Days:
   - M = Monday
   - W = Wednesday
   - F = Friday
   - T = Tuesday
   - R = Thursday
   - SA = Saturday
   - SU = Sunday
   - All Five = All Five Weekdays
12. Start time of Class
13. End time of Class
14. Credit Hours
15. Section Note
16. Night Class (Bold)

**WAYS TO REGISTER:**

**In person at any CPCC Campus during published dates and hours.**

**Telephone or online.** Anyone who has attended classes at CPCC before and new students who have completed their admissions processing, can register by touch-tone telephone (704.330.6970) or online at mycollege.cpcc.edu.

**Register in class.** Bring your social security number and payment to the first class meeting. CAUTION: Classes with in-person or telephone/online registration may fill before the first class. So call 704.330.6970 or register online at mycollege.cpcc.edu.
### ACADEMIC RELATED

**LAURA GOPPOLD, TERRELL BLDG 308, 704.330.6417**  
E-MAIL: Laura.Goppold@cpcc.edu

#### ACA 111 COLLEGE STUDENT SUCCESS  CREDITS: 1

<table>
<thead>
<tr>
<th>CENTRAL CAMPUS</th>
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<tbody>
<tr>
<td>(1515) 01</td>
<td>CENTRAL CAMPUS</td>
<td>MW 09.50A 10.45A</td>
</tr>
<tr>
<td>(1514) 02</td>
<td>CENTRAL CAMPUS</td>
<td>TR 09.50A 10.40A</td>
</tr>
<tr>
<td>(1513) 03</td>
<td>CENTRAL CAMPUS</td>
<td>MW 08.00P 08.55P</td>
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<th>HARPER CAMPUS</th>
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<td>(1981) 10</td>
<td>HARPER CAMPUS</td>
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<td>(1993) 08</td>
<td>NORTH CAMPUS</td>
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<thead>
<tr>
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<th></th>
<th></th>
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<tbody>
<tr>
<td>(1990) 12</td>
<td>NORTHEAST CAMPUS</td>
<td>TR 06.00P 06.50P</td>
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#### ACA 118 COLLEGE STUDY SKILLS  CREDITS: 2

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#### ACA 120 CAREER ASSESSMENT  CREDITS: 1

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### ACCOUNTING

**ANN ROWELL, KRATT HALL 304I, 704.330.6288/6595**  
E-MAIL: Ann.Rowell@cpcc.edu

#### ACC 120 PRINCIPLES OF FINANCIAL ACCOUNTING  CREDITS: 4

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### ADULT ENGLISH AS A SECOND LANGUAGE - FOR MORE INFORMATION, CALL 704.330.6064

### ADULT HIGH SCHOOL DIPLOMA - REQUIRED FOR MORE INFORMATION, 704.330.6864/6129

#### HSD 6004 ADULT HIGH SCHOOL ENGLISH III  CREDITS: 0

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#### HSD 6022 HIGH SCHOOL DIPLOMA - US HISTORY

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#### HSD 6038 HIGH SCHOOL DIPLOMA - ENVIRONMENT SCIENCE

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See mycollege.cpcc.edu, for current class location and instructor’s names.
ADVERTISING & GRAPHIC DESIGN
TOM PFALERT, HARPER CAMPUS 207A, 704.330.4481

GRD 110 TYPOGRAPHY I CREDITS: 3
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

HARPER CAMPUS
(1374) 60 HARPER CAMPUS MW 01.30P 03.30P
LAB HARPER CAMPUS MW 03.30P 05.30P

GRD 151 COMPUTER DESIGN BASICS CREDITS: 3
LAB FEE THIS COURSE, $48.00; MAX. SEM. LAB FEE, $48.00

HARPER CAMPUS
(0861) 60 HARPER CAMPUS TR 01.30P 02.30P
LAB HARPER CAMPUS TR 02.30P 06.10P

GRD 242 GRAPHIC DESIGN IV CREDITS: 4
PREREQUISITE
LAB FEE THIS COURSE, $48.00; MAX. SEM. LAB FEE, $48.00

HARPER CAMPUS
(0862) 01 HARPER CAMPUS MW 07.30A 09.30A
LAB HARPER CAMPUS MW 09.30A 11.30A
(0863) 60 HARPER CAMPUS MW 04.30P 06.30P
LAB HARPER CAMPUS MW 06.30P 10.30P

GRD 280 PORTFOLIO DESIGN CREDITS: 4
PREREQUISITE

HARPER CAMPUS
(0864) 01 HARPER CAMPUS TR 07.30A 09.20A
LAB HARPER CAMPUS TR 09.20A 12.45P
(0865) 60 HARPER CAMPUS TR 04.30P 06.30P
LAB HARPER CAMPUS TR 06.30P 10.00P

ANTHROPOLOGY
GEORGE WARREN, TERRELL BLDG 301, 704.330.6271

ANT 210 GENERAL ANTHROPOLOGY CREDITS: 3

DISTANCE LEARNING
(0048) 05 ON-LINE COURSE
(0049) 06 ON-LINE COURSE

ANT 220 CULTURAL ANTHROPOLOGY CREDITS: 3

DISTANCE LEARNING
(0050) 80 TELECOURSE
(0051) 81 TELECOURSE

ART
CAROLYN WHITMAN, VISUAL ARTS 100F, 704.330.6668
E-MAIL: Carol.Whitman@cpcc.edu

ART 288G PAINTING STUDIO CREDITS: 3
REGISTRATION IN ART288 REQUIRES DEPARTMENT CONSENT
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0072) 01 LAB CENTRAL CAMPUS MW 10.45A 12.00P
STAFF
SECT. 01 NOTE: CALL ELIZABETH ROSS 704.330.6459 BEFORE REGISTER. FARM CLASS

ART - TWO AND THREE DIMENSIONAL
CAROLYN WHITMAN, VISUAL ARTS 100F, 704.330.6668
E-MAIL: Carol.Whitman@cpcc.edu

ART 111 ART APPRECIATION CREDITS: 3

CENTRAL CAMPUS
(0053) 01 CENTRAL CAMPUS MW 10.45A 12.00P
STAFF
(0054) 02 CENTRAL CAMPUS TR 01.30P 03.15P
STAFF

DISTANCE LEARNING
(0057) 85 ON-LINE COURSE
STAFF
(0058) 86 ON-LINE COURSE
STAFF

LEVINE CAMPUS
(0055) 03 LEVINE CAMPUS TR 01.30P 03.15P
STAFF

NORTH CAMPUS
(0056) 04 NORTH CAMPUS TR 01.30P 03.15P
STAFF

ART 114 ART HISTORY SURVEY I CREDITS: 3

CENTRAL CAMPUS
(0060) 01 CENTRAL CAMPUS MW 10.45A 12.00P
STAFF

ART 115 ART HISTORY SURVEY II CREDITS: 3

CENTRAL CAMPUS
(1495) 01 CENTRAL CAMPUS MW 02.00P 05.00P
STAFF

ART 121 DESIGN I CREDITS: 3
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0061) 01 LAB CENTRAL CAMPUS MTW 08.30A 12.20P
STAFF

ART 131 DRAWING I CREDITS: 3
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0062) 01 LAB CENTRAL CAMPUS MTW 12.30P 04.20P
STAFF

ART 132 DRAWING II CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0063) 01 LAB CENTRAL CAMPUS MTW 12.30P 04.20P
STAFF

ART 284 CERAMICS II CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0068) 01 LAB CENTRAL CAMPUS MTW 05.00P 08.50P
STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
ART 285 CERAMICS III  CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $36.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0069) 01 LAB CENTRAL CAMPUS MTW 05.00P 06.50P STAFF

ART 286 CERAMICS IV  CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $36.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0070) 01 LAB CENTRAL CAMPUS MTW 05.00P 06.50P STAFF

ART - PHOTOGRAPHY
JAMES SPENCE, HUNTER BLDG 207, 704.330.6866
E-MAIL:James.Spence@cpcc.edu

ART 260 PHOTOGRAPHY APPREC(BASIC CAMERA TECH)  CREDITS: 3

CENTRAL CAMPUS
(0066) 01 CENTRAL CAMPUS TR 01.30P 04.15P STAFF

LEVINE CAMPUS
(1574) 02 LEVINE CAMPUS TR 09.30A 12.15P STAFF

ART 261 PHOTOGRAPHY I (LAB. PROCESSING)  CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $36.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0067) 01 LAB CENTRAL CAMPUS MTW 05.00P 06.50P STAFF

BIOLOGY
DAVID PRIVETTE, GILES SCIENCE BLDG 326, 704.330.6750

BIO 110 PRINCIPLES OF BIOLOGY  CREDITS: 4
BIO 111 IS NOT THE FOLLOW-UP COURSE TO BIO 110.
LAB FEE THIS COURSE, $18.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0165) 01 CENTRAL CAMPUS MWF 09.20A 11.00A STAFF
LAB CENTRAL CAMPUS TR 09.20A 12.10P STAFF

(0166) 02 CENTRAL CAMPUS MWF 11.10A 12.50P STAFF
LAB CENTRAL CAMPUS TR 01.00P 03.50P STAFF

(1604) 05 CENTRAL CAMPUS MTWR 08.00P 10.20P STAFF
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LEVINE CAMPUS
(0167) 11 LEVINE CAMPUS MWF 11.30A 01.35P STAFF
LAB LEVINE CAMPUS MW 01.40P 04.20P STAFF

(0168) 12 LAB LEVINE CAMPUS TR 06.00P 08.50P STAFF
NOTE: REST OF CLASS VIA INTERNET

NORTH CAMPUS
(0169) 21 NORTH CAMPUS TWR 09.20A 11.00A STAFF
LAB NORTH CAMPUS TWR 11.10A 12.50P STAFF

BIO 112 GENERAL BIOLOGY II  CREDITS: 4
PREREQUISITE — ONLY BIO 111 OR EQUIVALENT IS THE PREREQUISITE FOR BIO 112.
LAB FEE THIS COURSE, $18.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0171) 01 CENTRAL CAMPUS MWF 01.00P 02.50P STAFF
LAB CENTRAL CAMPUS TR 01.00P 03.50P STAFF

LEVINE CAMPUS
(0172) 11 LEVINE CAMPUS MWF 09.20A 11.25A STAFF
LAB LEVINE CAMPUS TR 09.20A 12.00P STAFF

BIO 155 NUTRITION  CREDITS: 3
DISTANCE LEARNING

(0173) 80 TELE COURSE STAFF

BIO 163 BASIC ANATOMY AND PHYSIOLOGY  CREDITS: 5
LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0174) 01 CENTRAL CAMPUS TW 09.50A 12.00P STAFF
LAB CENTRAL CAMPUS R 09.50A 12.00P STAFF

WEST CAMPUS
(0175) 71 WEST CAMPUS TW 06.00P 09.40P STAFF

BIO 168 ANATOMY AND PHYSIOLOGY I  CREDITS: 4
LAB FEE THIS COURSE, $18.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0176) 01 CENTRAL CAMPUS ALLS 09.50A 12.00P STAFF
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(0177) 02 CENTRAL CAMPUS MTWR 05.00P 07.50P STAFF
LAB CENTRAL CAMPUS MTWR 08.00P 10.30P STAFF

DISTANCE LEARNING
(0178) 85 ON-LINE COURSE STAFF
NOTE: SHORT SESSION: 05/21 - 06/20

BIO 169 ANATOMY AND PHYSIOLOGY II  CREDITS: 4
PREREQUISITE
LAB FEE THIS COURSE, $18.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0181) 05 CENTRAL CAMPUS TWR 08.00A 09.40A STAFF
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(0179) 01 CENTRAL CAMPUS ALLS 09.50A 12.00P STAFF
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DISTANCE LEARNING
(0182) 85 ON-LINE COURSE STAFF
NOTE: SHORT SESSION: 05/21 - 06/20

(0183) 86 ON-LINE COURSE STAFF

BIO 275 MICROBIOLOGY  CREDITS: 4
PREREQUISITE
LAB FEE THIS COURSE, $18.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(0184) 01 CENTRAL CAMPUS ALLS 08.40A 10.50A STAFF

(0185) 02 CENTRAL CAMPUS ALLS 11.00A 11.50A STAFF

BUSINESS
CHERYL HEAD, KRATT HALL 200H, 704.330.6123
E-MAIL:Cheryl.Head@cpcc.edu

BUS 110 INTRODUCTION TO BUSINESS  CREDITS: 3

CENTRAL CAMPUS
(0187) 01 CENTRAL CAMPUS TR 08.00A 10.50A STAFF

(0190) 04 CENTRAL CAMPUS MW 09.00A 11.50A STAFF

(0188) 02 CENTRAL CAMPUS TR 05.00P 08.50P STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
**CHEMISTRY**

**DAVID PRIVETTE, GILES SCIENCE BLDG 326, 704.330.6750**

**CHM 090 CHEMISTRY CONCEPTS**

**CREDITS: 4**

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**CHM 121 FOUNDATIONS OF CHEMISTRY**

**CREDITS: 3**

**Prerequisite:** Coreq(CHM121A) — Notice-enroll in same section of coreq CHM 121A

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**CHM 121A FOUNDATIONS OF CHEMISTRY LABORATORY**

**CREDITS: 1**

**Coreq(CHM121) — Notice-enroll in same section of coreq CHM 121**

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**CHM 151 GENERAL CHEMISTRY I**

**CREDITS: 4**

**Prerequisite:** Lab fee this course, $18.00; Max. sem. lab fee, $48.00

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**CHM 152 GENERAL CHEMISTRY II**

**CREDITS: 4**

**Prerequisite:** Lab fee this course, $18.00; Max. sem. lab fee, $48.00

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**CNC PROGRAMMING**

**SEE MACHINING TECHNOLOGY**

**COMMUNICATION - (SPEECH)**

**CATHEY ROSS, LEARNING RESOURCES CTR. 433, 704.330.6168**

E-MAIL: Cathey.Ross@cpcc.edu

**COM 110 INTRODUCTION TO COMMUNICATION**

**CREDITS: 3**

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See mycollege.cpcc.edu, for current class location and instructor’s names.
## COM 231 Public Speaking

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<td>Staff</td>
</tr>
<tr>
<td>0365-02</td>
<td>Central Campus</td>
<td>MW</td>
<td>10:45A - 01:45P</td>
<td>Staff</td>
</tr>
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</table>

## Distance Learning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Campus</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>0370-80</td>
<td>Levine Campus</td>
<td>TR</td>
<td>06:00P - 06:50P</td>
<td>Staff</td>
</tr>
<tr>
<td>0370-81</td>
<td>Levine Campus</td>
<td>TR</td>
<td>07:00P - 07:45P</td>
<td>Staff</td>
</tr>
</tbody>
</table>

## Levine Campus

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>0368-21</td>
<td>Levine Campus</td>
<td>SASJ</td>
<td>09:00A - 12:50P</td>
<td>Staff</td>
</tr>
<tr>
<td>0367-20</td>
<td>Levine Campus</td>
<td>MW</td>
<td>10:45A - 01:45P</td>
<td>Staff</td>
</tr>
<tr>
<td>0368-22</td>
<td>Levine Campus</td>
<td>TR</td>
<td>06:00P - 08:45P</td>
<td>Staff</td>
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</table>

## North Campus

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Campus</th>
<th>Days</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>0369-23</td>
<td>North Campus</td>
<td>TR</td>
<td>06:00P - 08:45P</td>
<td>Staff</td>
</tr>
</tbody>
</table>

## Computer Engineering Technology

### Electrical Engineering Technology

- **Electronics Engineering Technology**
  - E-mail: Tom.Chrane@cpcc.edu
  - Web site: http://www.cpcc.edu/it

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Campus</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>1438-12</td>
<td>Levine Campus</td>
<td>TR</td>
<td>06:00P - 06:50P</td>
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<tr>
<td>1438-13</td>
<td>Levine Campus</td>
<td>TR</td>
<td>07:00P - 07:45P</td>
<td>Staff</td>
</tr>
<tr>
<td>1438-16</td>
<td>Levine Campus</td>
<td>TR</td>
<td>07:55P - 09:35P</td>
<td>Staff</td>
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<tr>
<td>1438-17</td>
<td>Levine Campus</td>
<td>TR</td>
<td>09:35P - 10:27P</td>
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## ELN 150 CAD for Electronics

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>0608-01</td>
<td>Central Campus</td>
<td>TR</td>
<td>06:00P - 06:50P</td>
<td>Staff + 3Hrs Lab/Wk</td>
</tr>
</tbody>
</table>

## Computer Aided Drafting (CAD)

### See Architectural Technology and Manufacturing Engineering Technology

## Computers/Computer Information Systems

  - E-mail: Tom.Idema@cpcc.edu

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Campus</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>85-10-95</td>
<td>Virtual Class</td>
<td>TR 8:00P - 8:50P</td>
<td>Staff</td>
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## CIS 110 Introduction to Computers

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Times</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>0291-01</td>
<td>Central Campus</td>
<td>M</td>
<td>08:30A - 12:25P</td>
<td>Staff</td>
</tr>
<tr>
<td>0292-01</td>
<td>Central Campus</td>
<td>M</td>
<td>08:30A - 12:25P</td>
<td>Staff</td>
</tr>
<tr>
<td>0294-05</td>
<td>North Campus</td>
<td>M</td>
<td>08:30A - 12:25P</td>
<td>Staff</td>
</tr>
<tr>
<td>0296-07</td>
<td>Northeast Campus</td>
<td>M</td>
<td>08:30A - 12:25P</td>
<td>Staff</td>
</tr>
<tr>
<td>0293-04</td>
<td>West Campus</td>
<td>T</td>
<td>08:30A - 12:10P</td>
<td>Staff</td>
</tr>
</tbody>
</table>

Software: MS-Office (Word, Excel, Access, PowerPoint), Lab fee this course, $24.00, max. Sem. Lab fee, $48.00

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Campus</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
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<tr>
<td>0291-01</td>
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<tr>
<td>0292-01</td>
<td>Central Campus</td>
<td>M</td>
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<td>Staff</td>
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<td>0294-05</td>
<td>North Campus</td>
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<td>0296-07</td>
<td>Northeast Campus</td>
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<tr>
<td>0293-04</td>
<td>West Campus</td>
<td>T</td>
<td>08:30A - 12:10P</td>
<td>Staff</td>
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</table>

See mycollege.cpcc.edu, for current class location and instructor’s names.
CIS 111 BASIC PC LITERACY  CREDITS: 2
SOFTWARE: MS-OFFICE (WORD, EXCEL, POWERPOINT).
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

CIS 147 OPERATING SYSTEM-WINDOWS  CREDITS: 3
WINDOWS XP USE AND SUPPORT.
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

CIS 152 DATABASE CONCEPTS & APPS  CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

CIS 153 DATABASE APPLICATIONS  CREDITS: 3
FIRST SHORT SESSION ONLINE

CIS 172 INTRO TO THE INTERNET  CREDITS: 3
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CIS 175 NETWORK MANAGEMENT I  CREDITS: 3
WINDOWS SERVER 2003, PART OF MCSA TRACK (70-290)
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

CIS 176 INTRO TO THE INTERNET  CREDITS: 3
SECTION: 01 NOTE: COMP-TIA NETWORK+

CIS 201 COMPUTER ETHICS  CREDITS: 3

CIS 210 OPERATING SYSTEM - MULTI-USER  CREDITS: 3
SOFTWARE USED: LINUX. ADAPTABLE TO UNIX OPERATING SYS.
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CIS 220 VISUAL BASIC PROGRAMMING  CREDITS: 3
NOT A BEGINNERS CLASS; SOME IT/PROGR. BACKGROUND REQUIRED.
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00
C# PROGRAMMING

CSC 139 VISUAL BASIC PROGRAMMING  CREDITS: 3
LAB FEE THIS COURSE, $36.00; MAX. SEM. LAB FEE, $48.00

CSC 246 REALTIME PROGRAMMING  CREDITS: 3
C# PROGRAMMING

ITN 140 WEB DEVELOPMENT TOOLS  CREDITS: 3
USING MACROMEDIA STUDIO PRODUCTS
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

See mycollege.cpcc.edu, for current class location and instructor’s names.
# Criminal Justice Technology

**Margaret Austin, Belk Justice 102, 704.330.4165**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>CJC 112</td>
<td>Criminalology</td>
<td>3</td>
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<tr>
<td>CJC 121</td>
<td>Law Enforcement Operations</td>
<td>3</td>
<td>M 12.00P 08.00P</td>
<td>T 08.00A 05.00P</td>
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<tr>
<td>CJC 131</td>
<td>Criminal Law</td>
<td>3</td>
<td>M 12.00P 08.00P</td>
<td>T 08.00A 05.00P</td>
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<tr>
<td>CJC 141</td>
<td>Corrections</td>
<td>3</td>
<td>M 12.00P 08.00P</td>
<td>T 08.00A 05.00P</td>
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<tr>
<td>CJC 151</td>
<td>Introduction to Loss Prevention</td>
<td>3</td>
<td>M 12.00P 08.00P</td>
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<tr>
<td>CJC 213</td>
<td>Substance Abuse</td>
<td>3</td>
<td>M 12.00P 08.00P</td>
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# Cytotechnology

**Arlene Parrish, Armory Drive 105, 704.330.4084**

<table>
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<tr>
<td>CYT 230</td>
<td>Non-Gynecologic Cytology Practicum I</td>
<td>2</td>
<td>M 12.00P 08.00P</td>
<td>T 08.00A 05.00P</td>
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</tbody>
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See mycollege.cpcc.edu, for current class location and instructor’s names.
DRAMA  
TOM HOLLIS, LEARNING RESOURCES CTR. 031A, 704.330.6835

DRA 140 STAGECRAFT I  CREDITS: 3

CENTRAL CAMPUS
(0524) 01 LAB CENTRAL CAMPUS ALL 01.00P 03.20P STAFF
SECT. 01 NOTE-REGULAR, IN-CLASS, AND TELEPHONE/WEB REGISTRATION ONLY

DRA 170 PLAY PRODUCTION I  CREDITS: 3
AUDITION REQUIRED

CENTRAL CAMPUS
01 LAB CENTRAL CAMPUS ALL 07.30A 12.40P STAFF
SECT. 01 NOTE-DRA170-01 RUNS FROM 6/5 TO 7/2 (SCHEDULED HRS MAY VARY)
02 LAB CENTRAL CAMPUS ALL 01.00P 06.10P STAFF
SECT. 02 NOTE-DRA170-02 RUNS FROM 6/5 TO 7/2 (SCHEDULED HRS MAY VARY)

DRA 270 PLAY PRODUCTION III  CREDITS: 3
PREREQUISITE — AUDITION REQUIRED

CENTRAL CAMPUS
01 LAB CENTRAL CAMPUS ALL 06.15P 11.25P STAFF
SECT. 01 NOTE-DRA270-01 RUNS FROM 6/19 TO 7/16 (SCHEDULED HRS MAY VARY)

DRA 271 PLAY PRODUCTION IV  CREDITS: 3
PREREQUISITE — AUDITION REQUIRED

CENTRAL CAMPUS
01 LAB CENTRAL CAMPUS ALL 06.15P 11.20P STAFF
SECT. 01 NOTE-DRA271-01 RUNS FROM 7/3 TO 7/30 (SCHEDULED HRS MAY VARY)
02 LAB CENTRAL CAMPUS ALL 01.00P 06.10P STAFF
SECT. 02 NOTE-DRA271-02 RUNS FROM 7/3 TO 7/30 (SCHEDULED HRS MAY VARY)

EARLY CHILDHOOD  
WACHOVIA EARLY CHILDHOOD ASSOCIATE PROGRAM
KAREN CALLAHAN, LEARNING RESOURCES CTR. ANNEX 087, 704.330.6764

EDU 119 INTRODUCTION TO EARLY CHILDHOOD EDUCATION  CREDITS: 4

CENTRAL CAMPUS
(0547) 01 CENTRAL CAMPUS TR 06.30P 08.30P STAFF
CENTRAL CAMPUS SAT 09.00A 12.20P

DISTANCE LEARNING
(1538) 85 ON-LINE COURSE STAFF

EDU 146 CHILD GUIDANCE  CREDITS: 3

CENTRAL CAMPUS
(0550) 01 CENTRAL CAMPUS TR 06.30P 08.20P STAFF

EDU 221 CHILDREN WITH EXCEPTIONALITIES  CREDITS: 3
PREREQUISITE

CENTRAL CAMPUS
(1576) 01 CENTRAL CAMPUS MW 06.30P 08.20P STAFF

EDU 261 EARLY CHILDHOOD ADMINISTRATION I  CREDITS: 2

CENTRAL CAMPUS
(0551) 01 CENTRAL CAMPUS TR 06.30P 08.20P STAFF

EDU 262 EARLY CHILDHOOD ADMINISTRATION II  CREDITS: 3
PREREQUISITE

DISTANCE LEARNING
STAFF

E-COMMERCE  
BEVERLY LOACH, KRATT HALL 304G, 704.330.6545/6595
E-MAIL:Bevery.Loach@cpcc.edu

ECM 210 INTRODUCTION TO E-COMMERCE  CREDITS: 3
PREREQUISITE
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1439) 20 CENTRAL CAMPUS TR 06.00P 08.50P STAFF
CENTRAL CAMPUS SAT 08.30A 05.30P
CENTRAL CAMPUS SUN 09.30A 05.30P
SECT. 20 NOTE-CLASS STARTS 5/21 ALTERNATE WEEKEND CLASS

ECONOMICS
ERIC TAYLOR, KRATT HALL 304D, 704.330.6054
ROBERT SHOFFNER, LEVINE CAMPUS 2438, 704.330.4249
E-MAIL:Eric.Taylor@cpcc.edu
E-MAIL:Robert.Shoffner@cpcc.edu
Students should complete any needed advancement studies courses before taking economics.

ECO 251 PRINCIPLES OF MICROECONOMICS  CREDITS: 3
PREREQUISITE

CENTRAL CAMPUS
(0538) 02 CENTRAL CAMPUS TR 06.00P 08.50P STAFF

DISTANCE LEARNING
STAFF

ECO 252 PRINCIPLES OF MACROECONOMICS  CREDITS: 3
PREREQUISITE

CENTRAL CAMPUS
(0542) 01 CENTRAL CAMPUS MW 06.00P 08.50P STAFF

DISTANCE LEARNING
STAFF

ELECTRICAL ENGINEERING TECHNOLOGY -  
SEE COMPUTER ENGINEERING TECHNOLOGY

ELECTRONICS ENGINEERING TECHNOLOGY -  
SEE COMPUTER ENGINEERING TECHNOLOGY

ENGINEERING -  
SEE CIVIL, COMPUTER, AND MANUFACTURING ENGINEERING TECHNOLOGY

See mycollege.cpcc.edu, for current class location and instructor’s names.
ENGLISH, LITERATURE, AND WRITING
FOR MORE INFORMATION, 704.330.6506

ENG 080 WRITING FOUNDATIONS CREDITS: 4
PREREQUISITE: APPROPRIATE PLACEMENT TEST SCORE

CENTRAL CAMPUS
(0874) 01 CENTRAL CAMPUS MWF 07.30A 09.20A STAFF
(0875) 02 CENTRAL CAMPUS TR 07.30A 09.20A STAFF
(1541) 03 CENTRAL CAMPUS MW 05.30P 08.20P STAFF
LAB CENTRAL CAMPUS MW 08.30P 10.20P STAFF
LAB CENTRAL CAMPUS TR 08.30P 10.20P STAFF

DISTANCE LEARNING
(1513) 82 ON-LINE COURSE STAFF

HARPER CAMPUS
(1572) 70 HARPER CAMPUS MWF 10.30A 12.20P STAFF

LEVINE CAMPUS
(1567) 40 LEVINE CAMPUS MWF 10.30A 12.20P STAFF

NORTH CAMPUS
(1569) 60 NORTH CAMPUS MWF 10.30A 12.20P STAFF
LAB NORTH CAMPUS TR 10.30A 12.20P STAFF

NORTHEAST CAMPUS
(0879) 95 NORTHEAST CAMPUS MWF 10.30A 12.20P STAFF
LAB NORTHEAST CAMPUS TR 10.30A 12.20P STAFF

WEST CAMPUS
(1573) 75 WEST CAMPUS MWF 10.30A 12.20P STAFF
LAB WEST CAMPUS TR 10.30A 12.20P STAFF

ENG 090 COMPOSITION STRATEGIES CREDITS: 3
PREREQUISITE: COREQ(ENG090A) — PREREQ: APPROPRIATE TEST SCORE OR ENG080 GRADE OF C OR BETTER

CENTRAL CAMPUS
(0880) 01 CENTRAL CAMPUS MWF 07.30A 09.20A STAFF
(0881) 02 CENTRAL CAMPUS MWF 09.30A 11.40A STAFF
(0882) 03 CENTRAL CAMPUS TR 05.30P 08.20P STAFF

DISTANCE LEARNING
(1614) 82 ON-LINE COURSE STAFF

HARPER CAMPUS
(0887) 70 HARPER CAMPUS MWF 08.30A 10.20A STAFF

LEVINE CAMPUS
(0886) 40 LEVINE CAMPUS MWF 08.30A 10.20A STAFF

NORTH CAMPUS
(1569) 60 NORTH CAMPUS MWF 08.30A 10.20A STAFF

NORTHEAST CAMPUS
(0889) 96 NORTHEAST CAMPUS MWF 08.30A 10.20A STAFF

WEST CAMPUS
(1570) 75 WEST CAMPUS MWF 08.30A 10.20A STAFF

ENG 090A COMPOSITION STRATEGIES CREDITS: 1
PREREQUISITE: COREQ(ENG090A) — PREREQ: APPROPRIATE TEST SCORE OR ENG080 GRADE OF C OR BETTER

CENTRAL CAMPUS
(0890) 01 LAB CENTRAL CAMPUS TR 07.30A 09.20A STAFF
(0892) 03 LAB CENTRAL CAMPUS TR 08.30A 10.20A STAFF
(0891) 02 CENTRAL CAMPUS TR 09.30A 11.40A STAFF

DISTANCE LEARNING
(1615) 82 ON-LINE COURSE STAFF

HARPER CAMPUS
(0897) 70 LAB HARPER CAMPUS TR 08.30A 10.20A STAFF

See mycollege.cpcc.edu, for current class location and instructor's names.
ENG 112 ARGUMENT-BASED RESEARCH
CREDITS: 3
PREREQ: C OR BETTER IN ENG 111

CENTRAL CAMPUS
(0725) 01 CENTRAL CAMPUS ALL 08.40A 09.40A STAFF
(0726) 02 CENTRAL CAMPUS ALL 09.50A 10.50A STAFF

LEVINE CAMPUS
(0727) 40 LEVINE CAMPUS ALL 11.00A 12.00P STAFF
(0728) 41 LEVINE CAMPUS ALL 09.50A 10.50A STAFF

NORTHEAST CAMPUS
(0729) 90 NORTHEAST CAMPUS MWF 09.30A 11.15A STAFF

CENTRAL CAMPUS
(0731) 02 CENTRAL CAMPUS ALL 08.40A 09.40A STAFF
(0732) 04 CENTRAL CAMPUS ALL 09.50A 10.50A STAFF
(0733) 05 CENTRAL CAMPUS MWF 11.30A 01.15P STAFF
(0734) 15 CENTRAL CAMPUS MW 06.00P 08.50P STAFF

DISTANCE LEARNING
(0736) 82 ON-LINE COURSE STAFF
(0737) 83 ON-LINE COURSE STAFF
(0738) 84 ON-LINE COURSE STAFF
(0739) 85 ON-LINE COURSE STAFF

NORTH CAMPUS
(0735) 60 NORTH CAMPUS MWF 09.50A 10.50A STAFF

NORTHEAST CAMPUS
(0740) 90 NORTHEAST CAMPUS MWF 07.30A 09.10A STAFF

ENG 113 LITERATURE-BASED RESEARCH
CREDITS: 3
PREREQ: C OR BETTER IN ENG 111

CENTRAL CAMPUS
(0731) 02 CENTRAL CAMPUS ALL 08.40A 09.40A STAFF
(0732) 04 CENTRAL CAMPUS ALL 09.50A 10.50A STAFF
(0733) 05 CENTRAL CAMPUS MWF 11.30A 01.15P STAFF
(0734) 15 CENTRAL CAMPUS MWF 01.30P 03.15P STAFF
(0734) 15 CENTRAL CAMPUS MW 06.00P 08.50P STAFF

DISTANCE LEARNING
(0735) 01 CENTRAL CAMPUS MWF 01.30P 03.15P STAFF
(0734) 15 CENTRAL CAMPUS MW 06.00P 08.50P STAFF

NORTH CAMPUS
(0736) 82 ON-LINE COURSE STAFF
(0737) 83 ON-LINE COURSE STAFF
(0738) 84 ON-LINE COURSE STAFF
(0739) 85 ON-LINE COURSE STAFF

NORTHEAST CAMPUS
(1619) 90 NORTHEAST CAMPUS MWF 12.30P 03.30P STAFF

ENG 114 PROFESSIONAL RESEARCH AND REPORTING
CREDITS: 3
PREREQ: C OR BETTER IN ENG 111

CENTRAL CAMPUS
(0741) 01 CENTRAL CAMPUS ALL 08.40A 09.40A STAFF
(0742) 02 CENTRAL CAMPUS MTWR 09.50A 10.50A STAFF
(0744) 15 CENTRAL CAMPUS TR 06.00P 08.50P STAFF
(0745) 16 CENTRAL CAMPUS MW 06.00P 08.50P STAFF

DISTANCE LEARNING
(0747) 82 ON-LINE COURSE STAFF
(0748) 83 ON-LINE COURSE STAFF
(0749) 84 ON-LINE COURSE STAFF
(1617) 85 ON-LINE COURSE STAFF
(1618) 86 ON-LINE COURSE STAFF
(1616) 87 ON-LINE COURSE STAFF

LEVINE CAMPUS
(0746) 40 LEVINE CAMPUS MWF 07.30A 09.10A STAFF

NORTHEAST CAMPUS
(0740) 90 NORTHEAST CAMPUS MWF 07.30A 08.30A STAFF

ENG 232 AMERICAN LITERATURE II
CREDITS: 3
PREREQUISITE: ENG 112, 113, 114 OR EQUIVALENT.

CENTRAL CAMPUS
(0757) 01 CENTRAL CAMPUS MW 09.20A 12.30P STAFF
(1620) 02 CENTRAL CAMPUS MW 12.40P 03.30P STAFF

DISTANCE LEARNING
(0758) 82 ON-LINE COURSE STAFF
(0759) 83 ON-LINE COURSE STAFF
(1621) 84 ON-LINE COURSE STAFF

ENG 241 BRITISH LITERATURE I
CREDITS: 3
PREREQUISITE: ENG 112, 113, 114 OR EQUIVALENT.

CENTRAL CAMPUS
(0760) 01 CENTRAL CAMPUS MWF 06.00A 09.40A STAFF

DISTANCE LEARNING
(1623) 82 ON-LINE COURSE STAFF

ENG 242 BRITISH LITERATURE II
CREDITS: 3
PREREQUISITE: ENG 112, 113, 114 OR EQUIVALENT.

CENTRAL CAMPUS
(1392) 01 CENTRAL CAMPUS MWF 10.00A 11.50A STAFF

DISTANCE LEARNING
(1604) 03 ON-LINE COURSE STAFF

ENG 273 AFRICAN-AMERICAN LITERATURE
CREDITS: 3
PREREQUISITE: ENG 112, 113, 114 OR EQUIVALENT.

CENTRAL CAMPUS
(1622) 86 ON-LINE COURSE STAFF

DISTANCE LEARNING
(1623) 82 ON-LINE COURSE STAFF
(1623) 83 ON-LINE COURSE STAFF

ENGLISH AS A SECOND LANGUAGE
FOR MORE INFORMATION, PLEASE CALL: 704.330.6064

EFL 062 LISTENING/SPEAKING II
CREDITS: 5

CENTRAL CAMPUS
(1394) 01 CENTRAL CAMPUS ALL 10.00A 11.50A STAFF

EFL 063 LISTENING/SPEAKING III
CREDITS: 5
PREREQUISITE

CENTRAL CAMPUS
(1392) 01 CENTRAL CAMPUS ALL 10.00A 11.50A STAFF

EFL 064 LISTENING/SPEAKING IV
CREDITS: 5
PREREQUISITE

CENTRAL CAMPUS
(1399) 01 CENTRAL CAMPUS ALL 10.00A 11.50A STAFF

EFL 082 GRAMMAR II
CREDITS: 5

CENTRAL CAMPUS
(1438) 01 CENTRAL CAMPUS ALL 08.00A 09.50A STAFF

EFL 083 GRAMMAR III
CREDITS: 5
PREREQUISITE

CENTRAL CAMPUS
(1398) 01 CENTRAL CAMPUS ALL 08.00A 09.50A STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
EFL 084 GRAMMAR IV CREDITS: 5

PREREQUISITE

CENTRAL CAMPUS

(1396) 01 CENTRAL CAMPUS ALLS 08.00A 09.50A STAFF

FIRE PROTECTION

JIM HOPKINS, WEST CAMPUS 2220, 704.330.4636

FIP 140 I INDUSTRIAL FIRE PROTECTION CREDITS: 3

HARPER CAMPUS

(1528) 01 HARPER CAMPUS W 09.00A 11.50A STAFF
(1529) 02 HARPER CAMPUS R 06.00P 07.50P STAFF

FIP 144 SPRINKLERS AND AUTO ALARMS CREDITS: 3

NORTH EAST CAMPUS

(1531) 01 NORTHEAST CAMPUS M 09.00A 11.25A STAFF
LAB NORTHEAST CAMPUS M1 1.30A 01.55P
(1532) 02 NORTHEAST CAMPUS T 06.00P 07.50P STAFF
NORTH EAST CAMPUS T0 08.00P 09.50P

FIP 148 PORTABLE AND FIXED EXTINGUISHING SYSTEMS CREDITS: 3

LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00

OFF CAMPUS

(1552) 50 OFF CAMPUS M 09.00A 11.24A STAFF
LAB OFF CAMPUS M1 1.30A 01.54P
(1553) 51 OFF CAMPUS T 06.00P 07.50P STAFF
LAB OFF CAMPUS T0 08.00P 09.50P

FIP 152 FIRE PROTECTION LAW CREDITS: 3

DISTANCE LEARNING

ON-LINE COURSE STAFF

FLORICULTURE - SEE HORTICULTURE

FRENCH

FOR OFF CAMPUS CLASSES, CONTACT:
DONNA APGAR, VAN EVERY 333, 704.330.6167
E-MAIL: Donna.Apgar@cpcc.edu

FRE 111 ELEMENTARY FRENCH I CREDITS: 3

COREQ(FRE181) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ

OFF CAMPUS

(1387) 60 OFF CAMPUS ALLS 08.30A 10.50A STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 181 FRENCH LAB 1 CREDITS: 1

COREQ(FRE111) — NOTICE- ENROLL IN THE SAME SECTION OF COREQ
LAB FEE THIS COURSE, $24.00, MAX. SEM. LAB FEE, $48.00

OFF CAMPUS

(1390) 60 LAB OFF CAMPUS SASU 08.30A 04.20P STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 112 ELEMENTARY FRENCH II CREDITS: 3

PREREQUISITE - COREQ(FRE182) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ

OFF CAMPUS

(1388) 60 OFF CAMPUS ALLS 08.30A 10.50A STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 182 FRENCH LAB 2 CREDITS: 1

PREREQUISITE - COREQ(FRE112) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ
LAB FEE THIS COURSE, $24.00, MAX. SEM. LAB FEE, $48.00

OFF CAMPUS

(1389) 60 LAB OFF CAMPUS SASU 08.30A 04.20P STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 161 CULTURAL IMMERSION CREDITS: 3

OFF CAMPUS

(0805) 01 OFF CAMPUS ALLS 11.00A 01.20P STAFF
SECT. 01 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 01 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 211 INTERMEDIATE FRENCH I CREDITS: 3

PREREQUISITE - COREQ(FRE281) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ(FRE281)

OFF CAMPUS

(0807) 60 OFF CAMPUS ALLS 08.30A 10.50A STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 281 FRENCH LAB 3 CREDITS: 1

PREREQUISITE - COREQ(FRE211) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ(FRE211)
LAB FEE THIS COURSE, $24.00, MAX. SEM. LAB FEE, $48.00

OFF CAMPUS

(0809) 60 LAB OFF CAMPUS SASU 08.30A 04.20P STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 212 INTERMEDIATE FRENCH II CREDITS: 3

PREREQUISITE - COREQ(FRE282) — NOTICE- ENROLL IN THE SAME SECTION OF COREQ(FRE282)

OFF CAMPUS

(1391) 60 OFF CAMPUS ALLS 08.30A 10.50A STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

FRE 282 FRENCH LAB 4 CREDITS: 1

PREREQUISITE - COREQ(FRE212) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ(FRE212)
LAB FEE THIS COURSE, $24.00, MAX. SEM. LAB FEE, $48.00

OFF CAMPUS

(1388) 60 LAB OFF CAMPUS SASU 08.30A 04.20P STAFF
SECT. 60 NOTE: SHORT SESSION 07/04 - 07/29
SECT. 60 NOTE: STUDY ABROAD IN FRANCE, NEED PERMISSION TO REGISTER

See mycollege.cpcc.edu, for current class location and instructor’s names.
### GEOGRAPHY - PHYSICAL

**DAVID PRIVETTE, GILES SCIENCE BLDG 326, 704.330.6750**

<table>
<thead>
<tr>
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<tr>
<td>GEO 131 PHYSICAL GEOGRAPHY</td>
<td>4</td>
<td>LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00</td>
<td>CENTRAL CAMPUS</td>
<td>01 LAB CENTRAL CAMPUS W 07.00P 08.00P STAFF</td>
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<tr>
<td>GEO 131 PHYSICAL GEOGRAPHY</td>
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<td>LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00</td>
<td>NORTHEAST CAMPUS</td>
<td>31 LAB NORTHEAST CAMPUS R 07.00P 08.00P STAFF</td>
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### GEOGRAPHY - WORLD

**GEORGE WARREN, TERRELL BLDG 301, 704.330.6271**

<table>
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<th>Course</th>
<th>Credits</th>
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<td>GEO 111 WORLD REGIONAL GEOGRAPHY</td>
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<td>CENTRAL CAMPUS</td>
<td>01 CENTRAL CAMPUS ALL5 08.40A 09.40A STAFF</td>
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<td>GEO 111 WORLD REGIONAL GEOGRAPHY</td>
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<td>DISTANCE LEARNING</td>
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### GEOLOGY

**DAVID PRIVETTE, GILES SCIENCE BLDG 326, 704.330.6750**

<table>
<thead>
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<tr>
<td>GEL 120 PHYSICAL GEOLOGY</td>
<td>4</td>
<td>LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00</td>
<td>DISTANCE LEARNING</td>
<td>85 ON-LINE COURSE STAFF</td>
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</table>

### GERMAN

**FOR CENTRAL AND OFF CAMPUS CLASSES, CONTACT: KARIN GUARDALABENE, CENTRAL HIGH BLDG 347, 704.330.6287 E-MAIL: Karin.Guardalabene@cpcc.edu**

<table>
<thead>
<tr>
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<td>GER 111 ELEMENTARY GERMAN I</td>
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<td>COREQ(GER181) — NOTICE- ENROLL IN SAME SECTION OF COREQ</td>
<td>OFF CAMPUS</td>
<td>60 OFF CAMPUS ALL5 08.30A 01.10P STAFF</td>
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<td>GER 111 ELEMENTARY GERMAN I</td>
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<td>COREQ(GER181) — NOTICE- ENROLL IN SAME SECTION OF COREQ</td>
<td>OFF CAMPUS</td>
<td>61 OFF CAMPUS ALL5 08.30A 01.10P STAFF</td>
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<td>COREQ(GER181) — NOTICE- ENROLL IN SAME SECTION OF COREQ</td>
<td>OFF CAMPUS</td>
<td>60 OFF CAMPUS SASU 08.30A 04.20P STAFF</td>
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<td>GER 111 ELEMENTARY GERMAN I</td>
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<td>COREQ(GER181) — NOTICE- ENROLL IN SAME SECTION OF COREQ</td>
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<td>61 OFF CAMPUS SASU 08.30A 04.20P STAFF</td>
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See mycollege.cpcc.edu, for current class location and instructor’s names.
CURRICULUM COURSES / BASIC STUDIES

GER 282 GERMAN LAB 4  CREDITS: 1
PREREQUISITE - COREQ(GER212) — NOTICE- ENROLL IN SAME SECTION OF COREQ
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $49.00

OFF CAMPUS
(1384) 60 LAB OFF CAMPUS SASU 08.30A-04.20P STAFF
SECT. 60 NOTE:SHORT SESSION 09/11 - 09/19
SECT. 60 NOTE:STUDY ABROAD IN GERMANY; NEED PERMISSION TO REGISTER
(1408) 61 LAB OFF CAMPUS SASU 08.30A-04.20P STAFF
SECT. 61 NOTE:STUDY ABROAD IN GERMANY; NEED PERMISSION TO REGISTER

HEALTH AND PHYSICAL EDUCATION
CYNTHIA SMITH, TAYLOR HALL 200D, 704.330.6726
Successfully completed HPE courses may not be repeated for a three year time period,
(exception - Corporate and Continuing Education classes) see Corporate and Continuing
Education schedule for personal enrichment classes. All enrolled students may use the fitness
room with a valid student ID card, Taylor Hall 101, call 704.330.6418 for available hours.

HEA 110 PERSONAL HEALTH/WELLNESS  CREDITS: 3

DISTANCE LEARNING
(0866) 82 ON-LINE COURSE STAFF
SECT. 82 NOTE:HIGH DEMAND CLASS, MUST CONTACT INSTRUCTOR BY 2ND CLASS
ON-LINE COURSE STAFF
(0867) 83 ON-LINE COURSE STAFF
ON-LINE COURSE STAFF
(0868) 84 ON-LINE COURSE STAFF
SECT. 84 NOTE:HIGH DEMAND CLASS, MUST CONTACT INSTRUCTOR BY 2ND CLASS

HEALTH INFORMATION TECHNOLOGY
MARTY LONG, TERRELL BLDG 323, 704.330.6187
E-MAIL:Marty.Long@cpcc.edu
HTTP://www.cpcc.edu/health.sciences/

HIT 122 DIRECTED PRACTICE I  CREDITS: 1
PREREQUISITE

DISTANCE LEARNING
(1556) 82 ON-LINE COURSE STAFF

HIT 124 DIRECTED PRACTICE II  CREDITS: 2
PREREQUISITE

DISTANCE LEARNING
(1554) 82 ON-LINE COURSE STAFF

HIT 222 DIRECTED PRACTICE III  CREDITS: 2
PREREQUISITE

DISTANCE LEARNING
(1464) 82 ON-LINE COURSE STAFF

HIT 226 PRINCIPLES OF DISEASE  CREDITS: 3
PREREQUISITE

DISTANCE LEARNING
(1463) 82 ON-LINE COURSE STAFF

HISTORY
GEORGE WARREN, TERRELL BLDG 301, 704.330.6271

HIS 111 WORLD CIVILIZATION I  CREDITS: 3

CENTRAL CAMPUS
(0921) 02 CENTRAL CAMPUS ALLS 08.40A-09.40A STAFF
(1450) 03 CENTRAL CAMPUS ALLS 09.50A-10.50A STAFF

LEVINE CAMPUS
(1451) 04 LEVINE CAMPUS MTWR 03.40P-04.55P STAFF

NORTH CAMPUS
(0920) 01 NORTHPARK ALLS 09.50A-10.50A STAFF

HIS 112 WORLD CIVILIZATION II  CREDITS: 3

CENTRAL CAMPUS
(0922) 01 CENTRAL CAMPUS ALLS 11.00A-12.00P STAFF

DISTANCE LEARNING
(0923) 85 ON-LINE COURSE STAFF
(0924) 86 ON-LINE COURSE STAFF

LEVINE CAMPUS
(1452) 02 LEVINE CAMPUS MW 06.00P-08.50P STAFF

HIS 131 AMERICAN HISTORY I  CREDITS: 3

CENTRAL CAMPUS
(0925) 01 CENTRAL CAMPUS ALLS 09.50A-10.50A STAFF

DISTANCE LEARNING
(0926) 80 TELECLASS STAFF
(1449) 81 TELECLASS STAFF
(0927) 85 ON-LINE COURSE STAFF
(0928) 86 ON-LINE COURSE STAFF

HORTICULTURE
LIZ HARRIS, NORTHEAST, 704.330.4828
E-MAIL:Liz.Harris@cpcc.edu
HTTP://www.cpcc.edu/horticulture/

HOR 260 PLANT MATERIALS II  CREDITS: 3
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

NORTH CAMPUS
(1404) 01 NORTHEAST CAMPUS TR 09.00A-10.50A STAFF
LAB NORTHEAST CAMPUS TR 12.00P-01.50P

HUMANITIES
FOR MORE INFORMATION, 704.330.6506

HUM 130 MYTH IN HUMAN CULTURE  CREDITS: 3

CENTRAL CAMPUS
(0984) 02 CENTRAL CAMPUS MWF 07.30A-09.10A STAFF
(0983) 01 CENTRAL CAMPUS ALLS 07.30A-09.10A STAFF
(0985) 03 CENTRAL CAMPUS MWF 08.45A-10.05A STAFF
(0866) 15 CENTRAL CAMPUS TR 06.00P-08.50P STAFF

DISTANCE LEARNING
(1445) 83 ON-LINE COURSE STAFF

LEVINE CAMPUS
(1444) 16 LEVINE CAMPUS MW 06.00P-08.50P STAFF

INDUSTRIAL SCIENCE-
SEE MANUFACTURING/MECHANICAL ENGINEERING TECHNOLOGY

INSURANCE-
SEE CORPORATE AND CONTINUING EDUCATION

See mycollege.cpcc.edu, for current class location and instructor’s names.
INTERIOR DESIGN
PAM HACKER, BELK BLDG 500, 704.330.6437
MITCHELL CAMPBELL, BELK BLDG 514, 704.330.6548
E-MAIL:Pam.Hacker@cpcc.edu
E-MAIL:Mick.Campbell@cpcc.edu
WEB SITE:HTTP://WWW.CPCC.EDU/ARC_ID/INTERIOR_DESIGN.HTM

DES 225 TEXTILES/FABRICS CREDITS: 3
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUSS (0483) 01 CENTRAL CAMPUSS TR 09.00A 10.50A STAFF
LAB CENTRAL CAMPUSS TR 11.00A 12.50P
SECT. 01 NOTE:REGULAR, IN-CLASS, AND TELEPHONE/WEB REGISTRATION ONLY

INTERNATIONAL BUSINESS
H. LYNN MORETZ, KRATT HALL 200J, 704.330.6782
E-MAIL:Lynn.Moretz@cpcc.edu

INT 110 INTERNATIONAL BUSINESS CREDITS: 3

CENTRAL CAMPUSS (0995) 01 CENTRAL CAMPUSS TR 06.00P 08.50P STAFF

INTERPRETER EDUCATION/SIGN LANGUAGE
JONA MAIORANO, NORTHEAST CAMPUS 212, 704.330.4887

ASL 111 ELEMENTARY AMERICAN SIGN LANGUAGE I CREDITS: 3
COREQ(ASL181) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ(ASL181)

NORTHEAST CAMPUSS (0074) 10 NORTHEAST CAMPUSS MTWR 09.00A 11.50A STAFF
SECT. 10 NOTE:ENROLL IN THE SAME SECTION OF COREQ(ASL181)

ASL 112 ELEMENTARY SIGN LANGUAGE II CREDITS: 3

NORTHEAST CAMPUSS (0076) 10 NORTHEAST CAMPUSS MTWR 09.00A 11.50A STAFF
SECT. 10 NOTE:ENROLL IN THE SAME SECTION OF COREQ(ASL182)

ASL 181 AMERICAN SIGN LANGUAGE LAB I CREDITS: 1
COREQ(ASL111) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ(ASL111)
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

NORTHEAST CAMPUSS (0077) 01 LAB NORTHEAST CAMPUSS MW 08.00A 09.30P OPEN LAB 4HRS LAB/WK
SECT. 01 NOTE:ENROLL IN THE SAME SECTION OF COREQ(ASL111)

ASL 182 AMERICAN SIGN LANGUAGE LAB II CREDITS: 1
COREQ(ASL112) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

NORTHEAST CAMPUSS (0078) 01 LAB NORTHEAST CAMPUSS MW 08.00A 09.30P OPEN LAB 4HRS LAB/WK
SECT. 01 NOTE:ENROLL IN THE SAME SECTION OF COREQ(ASL112)

IPP 240 ETHICAL STANDARDS AND PRACTICES CREDITS: 3
COREQ(IPP221)

DISTANCE LEARNING
(1410) 85 ON-LINE COURSE STAFF

LANS -
SEE COMPUTER ENGINEERING TECHNOLOGY

MACHINING TECHNOLOGY
CLYDE HOOKS, ADVANCED TECH. BLDG 101B, 704.330.6608
E-MAIL:Clyde.Hooks@cpcc.edu
WEB SITE:HTTP://WWW.CPCC.EDU/IT

MAC 132 BLUEPRINT READING/MACH II CREDITS: 2

CENTRAL CAMPUSS (1058) 20 CENTRAL CAMPUSS MW 08.00A 09.20A STAFF
LAB CENTRAL CAMPUSS MW 09.30A 12.20P
SECT. 20 NOTE:CLASS DOES NOT MEET DURING WEEK OF JULY 4

MAC 151 MACHINING CALCULATIONS CREDITS: 2

CENTRAL CAMPUSS (1059) 20 CENTRAL CAMPUSS MW 01.00P 02.20P STAFF
LAB CENTRAL CAMPUSS MW 02.30P 05.20P
SECT. 20 NOTE:CLASS DOES NOT MEET DURING WEEK OF JULY 4

MAC 152 ADVANCED MACHINING CALCULATIONS CREDITS: 2

CENTRAL CAMPUSS (1060) 20 CENTRAL CAMPUSS MW 08.00A 09.20A STAFF
LAB CENTRAL CAMPUSS T 09.30A 12.20P
CENTRAL CAMPUSS T 01.00P 02.20P
LAB CENTRAL CAMPUSS T 02.30P 05.20P
SECT. 20 NOTE:CLASS DOES NOT MEET DURING WEEK OF JULY 4

MARKETING AND RETAILING
PAT WEST, KRATT HALL 304A, 704.330.6529/6595
E-MAIL:Pat.West@cpcc.edu

MKT 120 PRINCIPLES OF MARKETING CREDITS: 3

CENTRAL CAMPUSS (1175) 02 CENTRAL CAMPUSS MW 08.00A 10.50A STAFF
(1174) 01 CENTRAL CAMPUSS MW 06.00P 08.50P STAFF

MATHEMATICS
SUZANNE WILLIAMS, GILES SCIENCE BLDG 214, 704.330.6073
Please check prerequisites. You must have evidence of completion of prerequisites or a placement test is required.

MAT 050 BASIC MATH SKILLS CREDITS: 4
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUSS (1080) 01 CENTRAL CAMPUSS MW 08.30A 10.20A STAFF
(1483) 03 CENTRAL CAMPUSS TR 08.30A 10.20A STAFF
LAB CENTRAL CAMPUSS MW 10.30A 12.20P
LAB CENTRAL CAMPUSS TR 10.30A 12.20P STAFF

See mycollege.cpcc.edu, for current class location and instructor's names.
MAT 060 ESSENTIAL MATHEMATICS  CREDITS: 4
PREREQUISITE — MINIMUM PLACEMENT TEST SCORE OR ABE COMPLETION
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1084) 01 CENTRAL CAMPUS ALLS 08.40A 09.40A STAFF
LAB CENTRAL CAMPUS ALLS 09.50A 10.30A STAFF
(1512) 04 CENTRAL CAMPUS ALLS 08.40A 09.40A STAFF
LAB CENTRAL CAMPUS ALLS 09.50A 10.30A STAFF
(1085) 02 CENTRAL CAMPUS ALLS 11.00A 12.00P STAFF
LAB CENTRAL CAMPUS ALLS 12.10P 12.50P STAFF
(1509) 05 CENTRAL CAMPUS ALLS 11.00A 12.00P STAFF
LAB CENTRAL CAMPUS ALLS 12.10P 12.50P STAFF
(1086) 03 CENTRAL CAMPUS T R 06.00P 08.50P STAFF
LAB CENTRAL CAMPUS T R 09.00P 10.30P STAFF

DISTANCE LEARNING
(1091) 85 LEVINE CAMPUS MTWR 08.40A 09.55A STAFF
(1087) 20 LEVINE CAMPUS MTWR 08.40A 09.55A STAFF
LAB LEVINE CAMPUS MTWR 10.05A 10.55A STAFF
(1466) 21 LEVINE CAMPUS T R 06.00P 08.50P STAFF

DISTANCE LEARNING
(1088) 36 NORTH CAMPUS ALLS 08.40A 09.40A STAFF
LAB NORTH CAMPUS ALLS 09.50A 10.30A STAFF
(1089) 60 NORTHEAST CAMPUS ALLS 11.00A 12.00P STAFF
LAB NORTHEAST CAMPUS ALLS 12.10P 12.50P STAFF
(1510) 61 NORTHEAST CAMPUS T R 06.00P 08.50P STAFF
LAB NORTHEAST CAMPUS T R 09.00P 10.30P STAFF

LAB CENTRAL CAMPUS TR 03.30P 05.20P
LAB CENTRAL CAMPUS TR 11.30A 01.20P
LAB CENTRAL CAMPUS TR 11.30A 01.20P
LAB CENTRAL CAMPUS TR 10.30A 12.20P
LAB NORTH CAMPUS TR 10.30A 12.20P
LAB NORTHEAST CAMPUS TR 10.30A 12.20P
LAB LEVINE CAMPUS MTWR 12.25P 01.15P
LAB NORTH CAMPUS ALLS 12.10P 12.50P
LAB NORTH CAMPUS ALLS 09.50A 10.30A
LAB WEST CAMPUS TWR 08.00P 09.10P
LAB NORTHEAST CAMPUS ALLS 09.50A 10.30A
LAB NORTH CAMPUS TWR 08.10P 09.00P
LAB CENTRAL CAMPUS TR 07.30A 09.20A
LAB CENTRAL CAMPUS TWR 08.10P 09.00P
LAB CENTRAL CAMPUS TWR 08.10P 09.00P

MAT 070 INTRODUCTORY ALGEBRA  CREDITS: 4
PREREQUISITE — PREREQ. APPROPRIATE TEST SCORE OR MAT060 W/GRADE C OR BETTER
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1092) 01 CENTRAL CAMPUS ALLS 08.40A 09.40A STAFF
LAB CENTRAL CAMPUS ALLS 09.50A 10.30A STAFF
(1584) 04 CENTRAL CAMPUS ALLS 08.40A 09.40A STAFF
LAB CENTRAL CAMPUS ALLS 09.50A 10.30A STAFF
(1093) 02 CENTRAL CAMPUS ALLS 11.00A 12.00P STAFF
LAB CENTRAL CAMPUS ALLS 12.10P 12.50P STAFF
(1583) 05 CENTRAL CAMPUS ALLS 11.00A 12.00P STAFF
LAB CENTRAL CAMPUS ALLS 12.10P 12.50P STAFF
(1094) 03 CENTRAL CAMPUS T R 06.00P 08.50P STAFF
LAB CENTRAL CAMPUS T R 09.00P 10.30P STAFF

DISTANCE LEARNING
(1586) 82 LEVINE CAMPUS MTWR 08.40A 09.45A STAFF
LAB LEVINE CAMPUS MTWR 09.55A 10.45A STAFF

WEST CAMPUS
(1090) 72 WEST CAMPUS MTR 06.00P 07.50P STAFF
LAB WEST CAMPUS MTR 08.00P 09.10P STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
MAT 115 MATHAMATICAL MODELS  CREDITS: 3
PREREQUISITE — PLACEMENT TEST OR MAT070.

CENTRAL CAMPUS
(1114) 01 CENTRAL CAMPUS MTWR 07.30A 08.20A STAFF
LAB CENTRAL CAMPUS MTWR 08.30A 09.20A

MAT 121 ALGEBRA/TRIGONOMETRY I  CREDITS: 3
PREREQUISITE: PLACEMENT TEST OR MAT 080

CENTRAL CAMPUS
(1112) 01 CENTRAL CAMPUS MWF 09.30A 11.15A STAFF
LAB CENTRAL CAMPUS ALL5 09.50A 10.30A

MAT 122 ALGEBRA/TRIGONOMETRY II  CREDITS: 3
PREREQUISITE: MAT 121

CENTRAL CAMPUS
(1119) 01 CENTRAL CAMPUS MW 06.00P 07.50P STAFF
LAB CENTRAL CAMPUS MW 08.00P 09.50P

MAT 140 SURVEY OF MATHEMATICS  CREDITS: 3
PREREQUISITE: PLACEMENT TEST OF MAT 070.

CENTRAL CAMPUS
(1120) 01 CENTRAL CAMPUS MWF 11.30A 01.10P STAFF

MAT 155 STATISTICAL ANALYSIS  CREDITS: 3
COREQ(MAT155A) — PREREQUISITE: PLACEMENT TEST OR MAT 080

CENTRAL CAMPUS
(1122) 01 CENTRAL CAMPUS MW 08.00P 10.00P STAFF
LAB CENTRAL CAMPUS MW 09.00P 10.50P

MAT 155A STATISTICAL ANALYSIS LAB  CREDITS: 1
PREREQUISITE - COREQ(MAT155) — NOTICE-ENROLL IN THE SAME SECTION OF COREQ

CENTRAL CAMPUS
(1126) 01 LAB CENTRAL CAMPUS ALL5 09.50A 10.30A STAFF
LAB CENTRAL CAMPUS MW 09.00P 10.50P

MAT 161 COLLEGE ALGEBRA  CREDITS: 3
PREREQUISITE: PLACEMENT TEST OR MAT 080.

CENTRAL CAMPUS
(1130) 01 CENTRAL CAMPUS MWF 09.30A 11.15A STAFF

MAT 172 PRECALCULUS TRIGONOMETRY  CREDITS: 3
PREREQUISITE: MAT 171

CENTRAL CAMPUS
(1137) 01 CENTRAL CAMPUS MWF 09.30A 11.15A STAFF

MAT 263 BRIEF CALCULUS  CREDITS: 3
COREQ(MAT263A) — PREREQUISITE: PLACEMENT TEST OR MAT 161

LEVINE CAMPUS
(1139) 01 LEVINE CAMPUS TWR 06.00P 07.50P STAFF

MAT 263A BRIEF CALCULUS LAB  CREDITS: 1
PREREQUISITE - COREQ(MAT263)

LEVINE CAMPUS
(1140) 20 LEVINE CAMPUS TWR 08.00P 09.15P STAFF

MECHANICAL DRAFTING TECHNOLOGY - SEE MANUFACTURING ENGINEERING TECHNOLOGY

MECHANICAL ENGINEERING TECHNOLOGY - SEE MANUFACTURING ENGINEERING TECHNOLOGY

MEDICAL ASSISTING
LEESA WHICKER, TERRELL BLDG 315, 704.330.6797

MED 112 ORIENTATION TO CLINIC SETTING I  CREDITS: 1
PREREQUISITE
LAB FEE THIS COURSE, $18.00; MAX. SEM. LAB FEE, $48.00

MED 121 MEDICAL TERMINOLOGY I  CREDITS: 3
HIGH DEMAND CLASS, FIRST DAY OF ATTENDANCE REQUIRED

MEDICAL ASSISTING
LEESA WHICKER, TERRELL BLDG 315, 704.330.6797

MED 112 ORIENTATION TO CLINIC SETTING I  CREDITS: 1
PREREQUISITE
LAB FEE THIS COURSE, $18.00; MAX. SEM. LAB FEE, $48.00

MED 121 MEDICAL TERMINOLOGY I  CREDITS: 3
HIGH DEMAND CLASS, FIRST DAY OF ATTENDANCE REQUIRED
MED 260 MEDICAL CLINICAL EXTERNSHIP CREDITS: 5
PREREQUISITE - COREQ(MED262)

OFF CAMPUS
01 LAB VARIOUS CLINICAL SITES MTWR 08.30A 12.00P STAFF
LAB VARIOUS CLINICAL SITES MTWR 01.00P 05.00P

MED 262 CLINICAL PERSPECTIVES CREDITS: 1
PREREQUISITE - COREQ(MED260)

OFF CAMPUS
01 CENTRAL CAMPUS T 06.00P 07.40P STAFF

MEDICAL LABORATORY TECHNOLOGY
BECKY SANDERS, BELK BLDG 212, 704.330.5028

MLT 251 MLT PRACTICUM I CREDITS: 1
OFF CAMPUS
(1176) 01 LAB OFF CAMPUS TBA M 09.00A 03.00P STAFF

MICROSTATION CAD -
SEE ARCHITECTURAL TECHNOLOGY AND MANUFACTURING
ENGINEERING TECHNOLOGY RECORDING TECHNIQUES COURSES
AAC8002, AAC8003 AND AAC8005 (FORMERLY LISTED AS MUS175 & MUS176) CAN NOW BE FOUND IN THE ARTS AND COMMUNICATION PORTION OF THE CCE LISTINGS.
BEGINNING FOLK HARP (AAC8007) CAN ALSO BE FOUND IN THE ARTS & COMMUNICATION PORTION OF THE CCE LISTINGS.

MUSIC
CRAIG BOVE, SLOAN-MORGAN 249, 704.330.6757

MUS 110 MUSIC APPRECIATION CREDITS: 3

CENTRAL CAMPUS
(1184) 01 CENTRAL CAMPUS ALLS 08.40A 09.40A STAFF
(1185) 02 CENTRAL CAMPUS ALLS 09.50A 10.50A STAFF
(1186) 03 CENTRAL CAMPUS ALLS 12.10P 01.10P STAFF

NORTH CAMPUS
(1187) 20 NORTH CAMPUS ALLS 11.00A 12.00P STAFF

MUS 111 FUNDAMENTALS OF MUSIC CREDITS: 3

CENTRAL CAMPUS
(1188) 01 CENTRAL CAMPUS ALLS 11.00A 12.00P STAFF

MUS 135 JAZZ ENSEMBLE I CREDITS: 1
FORMERLY JAZZ IMPROVISATION I

CENTRAL CAMPUS
(1189) 60 LAB CENTRAL CAMPUS MW 02.30P 04.30P STAFF

MUS 136 JAZZ ENSEMBLE II CREDITS: 1
PREREQUISITE — FORMERLY JAZZ IMPROVISATION II

CENTRAL CAMPUS
(1190) 60 LAB CENTRAL CAMPUS MW 02.30P 04.30P STAFF

MUS 151G CLASS MUSIC I (BEGINNING GUITAR) CREDITS: 1

CENTRAL CAMPUS
(1191) 01 LAB CENTRAL CAMPUS MW 01.20P 03.20P STAFF

MUS 151J CLASS MUSIC I (JAZZ VOCAL) CREDITS: 1
LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1192) 60 LAB CENTRAL CAMPUS TR 03.30P 05.20P STAFF

MUS 151P CLASS MUSIC I (PIANO I) CREDITS: 1
LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1193) 01 LAB CENTRAL CAMPUS TR 01.30P 03.20P STAFF

MUS 152P CLASS MUSIC II (PIANO II) CREDITS: 1
PREREQUISITE
LAB FEE THIS COURSE, $12.00, MAX. SEM. LAB FEE, $48.00

CENTRAL CAMPUS
(1194) 60 LAB CENTRAL CAMPUS MW 01.20P 03.20P STAFF

PARALEGAL
STACY STEVENSON, NORTHEAST CAMPUS 206, 704.330.4883
E-MAIL:Stacy.Stevenson@cpcc.edu
PREREQUISITE:A minimum score on the reading placement test or an official copy of a transcript awarding a bachelor's degree is a prerequisite for all LEX courses.
Students should take LEX 110, 112, and 140 during their first semester and before taking any other LEX classes

LEX 110 INTRODUCTION TO PARALEGAL STUDY CREDITS: 2

CENTRAL CAMPUS
(1051) 02 CENTRAL CAMPUS M 06.00P 08.15P STAFF
(1051) 03 CENTRAL CAMPUS W 06.00P 07.50P STAFF

NORTHEAST CAMPUS
(1578) 01 NORTHEAST CAMPUS M 09.00A 11.15A STAFF
NORTHEAST CAMPUS W 09.00A 10.50A STAFF

LEX 130 CIVIL INJURIES CREDITS: 3

CENTRAL CAMPUS
(1579) 01 CENTRAL CAMPUS M 09.00A 11.50A STAFF

LEX 140 CIVIL LITIGATION I CREDITS: 3

CENTRAL CAMPUS
(1575) 02 CENTRAL CAMPUS TR 06.00P 08.50P STAFF

NORTHEAST CAMPUS
(1052) 01 NORTHEAST CAMPUS M 09.00A 11.50A STAFF

LEX 160 CRIMINAL LAW AND PROCEDURE CREDITS: 3

NORTHEAST CAMPUS
(1054) 01 NORTHEAST CAMPUS M 09.00A 01.30P STAFF
LAB NORTHEAST CAMPUS W 09.00A 12.50P STAFF

LEX 240 FAMILY LAW CREDITS: 3

CENTRAL CAMPUS
(1642) 01 CENTRAL CAMPUS M 09.00A 12.20P STAFF
CENTRAL CAMPUS W 09.00A 11.50A STAFF

See mycollege.cpcc.edu, for current class location and instructor's names.
LEX 285 WORKERS’ COMPENSATION LAW CREDITS: 2
CENTRAL CAMPUS
(1056) 01 CENTRAL CAMPUS T 06.00P 09.50P STAFF

PHILOSOPHY
FOR MORE INFORMATION, 704.330.6506
PHI 220 WESTERN PHILOSOPHY I CREDITS: 3
PREREQUISITE: ENGLISH 111 OR EQUIVALENT.
DISTANCE LEARNING
(1214) 80 TELECOUSE STAFF

PHYSICS
DAVID PRIVETTE, GILES SCIENCE BLDG 326, 704.330.6750

PHY 110 CONCEPTUAL PHYSICS CREDITS: 3
COREQ(PHY110) — NOTICE: ENROLL IN THE SAME SECTION OF PHY 110 A.
CENTRAL CAMPUS
(1554) 01 CENTRAL CAMPUS MW 01.00P 04.20P STAFF
DISTANCE LEARNING
(1216) 85 ON-LINE COURSE STAFF

PHY 110A CONCEPTUAL PHYSICS LAB CREDITS: 1
COREQ(PHY110) — NOTICE: ENROLL IN THE SAME SECTION OF PHY 110.
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00
CENTRAL CAMPUS
(1557) 01 LAB CENTRAL CAMPUS T 01.00P 05.00P STAFF
(1217) 85 ON-LINE COURSE STAFF

PHY 151 COLLEGE PHYSICS I CREDITS: 4
PREREQUISITE — PREREQUISITE PSY150 (OR PSY2504)
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00
CENTRAL CAMPUS
(1218) 01 CENTRAL CAMPUS ALLS 11.00A 01.10P STAFF
LAB CENTRAL CAMPUS ALLS 01.20P 03.00P SECT. 01 NOTE: SHO R T SESSION: 05/23 -07/19

PHY 152 COLLEGE PHYSICS II CREDITS: 4
PREREQUISITE — PREREQUISITE PSY150 OR PHY1405
LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00
CENTRAL CAMPUS
(1219) 01 CENTRAL CAMPUS ALLS 11.00A 01.10P STAFF
LAB CENTRAL CAMPUS ALLS 01.20P 03.00P SECT. 01 NOTE: SHORT SESSION: 06/21 -07/19

PHY 252 GENERAL PHYSICS II CREDITS: 4
PREREQUISITE — MAT272 AND PHY251
LAB FEE THIS COURSE, $18.00; MAX. SEM. LAB FEE, $48.00
CENTRAL CAMPUS
(1220) 01 CENTRAL CAMPUS MW 06.00P 08.00P STAFF
LAB CENTRAL CAMPUS T R 06.00P 08.50P STAFF

PSYCHOLOGY
TERINA ROBERSON, TERRELL BLDG 303, 704.330.6034

PSY 150 GENERAL PSYCHOLOGY CREDITS: 3
LEVINE CAMPUS
(1634) 01 LEVINE CAMPUS T R 01.30P 04.10P STAFF

PSY 241 DEVELOPMENTAL PSYCHOLOGY CREDITS: 3
PREREQUISITE — PREREQUISITE PSY150 (OR PSY2504)
DISTANCE LEARNING
(1436) 80 ON-LINE COURSE STAFF
(1437) 81 ON-LINE COURSE STAFF

PSY 281 ABNORMAL PSYCHOLOGY CREDITS: 3
PREREQUISITE — PREREQUISITE PSY150 (OR PSY2504)
LEVINE CAMPUS
(1634) 01 LEVINE CAMPUS T R 01.30P 04.10P STAFF

READING
FOR MORE INFORMATION, 704.330.6506

RED 080 INTRODUCTION TO COLLEGE READING CREDITS: 4
PREREQUISITE MINIMUM OF 34 ON CPT OR ABE COMPLETION
CENTRAL CAMPUS
(1278) 01 CENTRAL CAMPUS MTWR 08.30A 09.45A STAFF
LAB CENTRAL CAMPUS MTWR 09.45A 10.45A STAFF
(1517) 02 CENTRAL CAMPUS MTWR 11.00A 12.15P STAFF
LAB CENTRAL CAMPUS MTWR 12.25P 01.15P STAFF
(1279) 11 CENTRAL CAMPUS TR 05.30P 07.55P STAFF
LAB CENTRAL CAMPUS TR 08.05P 09.45P STAFF
DISTANCE LEARNING
(1620) 86 ON-LINE COURSE STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
NORTH CAMPUS

(1596) 31
NORTH CAMPUS
MTWR
12.00P 01.15P
STAFF

LAB NORTH CAMPUS
MTWR
01.25P 02.15P
STAFF

WEST CAMPUS

(1588) 36
WEST CAMPUS
MTWR
08.30A 09.45A
STAFF

LAB WEST CAMPUS
MTWR
09.55A 10.45A
STAFF

RED 090 IMPROVED COLLEGE READING
CREDITS: 4

PREREQUISITE — PREREQ. APPROPRIATE TEST SCORE OR RED080 W/GRADE C OR BETTER

CENTRAL CAMPUS

(1600) 01
CENTRAL CAMPUS
MTWR
09.30A 10.45A
STAFF

LAB CENTRAL CAMPUS
MTWR
10.55A 11.45A
STAFF

HARPERS CAMPUS

(1521) 02
CENTRAL CAMPUS
MTWR
12.00P 01.15P
STAFF

LAB CENTRAL CAMPUS
MTWR
01.25P 02.15P
STAFF

CENTRAL CAMPUS

(1523) 12
CENTRAL CAMPUS
MW
06.30P 08.15P
STAFF

LAB CENTRAL CAMPUS
MW
08.20P 10.10P
STAFF

DISTANCE LEARNING

(1289) 85
ON-LINE COURSE
STAFF

(1290) 86
ON-LINE COURSE
STAFF

(1291) 87
ON-LINE COURSE
STAFF

(1292) 88
ON-LINE COURSE
STAFF

(1518) 89
ON-LINE COURSE
STAFF

LEVINE CAMPUS

(1284) 16
LEVINE CAMPUS
MTWR
09.30A 10.45A
STAFF

LAB LEVINE CAMPUS
MTWR
10.55A 11.45A
STAFF

NORTH CAMPUS

(1595) 30
NORTH CAMPUS
MTWR
09.30A 10.45A
STAFF

LAB NORTH CAMPUS
MTWR
10.55A 11.45A
STAFF

NORTHEAST CAMPUS

(1594) 25
NORTHEAST CAMPUS
MTWR
09.30A 10.45A
STAFF

LAB NORTHEAST CAMPUS
MTWR
10.55A 11.45A
STAFF

(1386) 26
NORTHEAST CAMPUS
MTWR
12.00P 01.15P
STAFF

LAB NORTHEAST CAMPUS
MTWR
01.25P 02.15P
STAFF

(1580) 27
NORTHEAST CAMPUS
TR
06.30P 07.55P
STAFF

LAB NORTHEAST CAMPUS
TR
08.05P 09.45P
STAFF

WEST CAMPUS

(1288) 37
WEST CAMPUS
MTWR
11.00A 12.15P
STAFF

LAB WEST CAMPUS
MTWR
12.25P 01.15P
STAFF

(1365) 38
WEST CAMPUS
TR
06.30P 07.55P
STAFF

LAB WEST CAMPUS
TR
08.05P 09.45P
STAFF

RELIGION

FOR MORE INFORMATION, 704.330.6506

REL 110 WORLD RELIGIONS
CREDITS: 3

CENTRAL CAMPUS

(1293) 01
CENTRAL CAMPUS
MWF
11.10A 12.50P
STAFF

SECRETARIAL/OFFICE INFORMATION SYSTEMS

JOE SUMMER, NORTHEAST CAMPUS 124, 704.330.4810
E-MAIL: Joe.Summer@cpcc.edu

It is important to purchase your books prior to the first day of class.

OST 131 KEYBOARDING
CREDITS: 2

WORD 2003
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

DISTANCE LEARNING

(1207) 85
ON-LINE COURSE
STAFF

(1208) 86
ON-LINE COURSE
STAFF

OST 136 WORD PROCESSING
CREDITS: 2

SOFTWARE USED: WORD 2003
LAB FEE THIS COURSE, $24.00; MAX. SEM. LAB FEE, $48.00

DISTANCE LEARNING

(1210) 85
ON-LINE COURSE
STAFF

(1211) 86
ON-LINE COURSE
STAFF

OST 233 OFFICE PUBLICATIONS DESIGN
CREDITS: 3

LAB FEE THIS COURSE, $12.00; MAX. SEM. LAB FEE, $48.00

DISTANCE LEARNING

(1484) 85
ON-LINE COURSE
STAFF

SIGN LANGUAGE -
SEE INTERPRETER EDUCATION

SMALL ENGINE REPAIR -
SEE SMALL ENGINE REPAIR IN CORP. & CONT. ED. SECTION OR CALL 704.330.6220

SOCIOLOGY

TERINA ROBERSON, TERRELL BLDG 303, 704.330.6034

SOC 210 INTRODUCTION TO SOCIOLOGY
CREDITS: 3

CENTRAL CAMPUS

(1319) 01
CENTRAL CAMPUS
ALLS
08.40A 09.40A
STAFF

(1458) 02
CENTRAL CAMPUS
ALLS
09.50A 10.50A
STAFF

DISTANCE LEARNING

(1320) 85
ON-LINE COURSE
STAFF

(1321) 86
ON-LINE COURSE
STAFF

(1322) 87
ON-LINE COURSE
STAFF

HARPERS CAMPUS

(1550) 05
HARPERS CAMPUS
TR
06.00P 08.40P
STAFF

NORTH CAMPUS

(1459) 03
NORTH CAMPUS
MW
06.00P 08.50P
STAFF

WEST CAMPUS

(1549) 04
WEST CAMPUS
MW
06.00P 08.50P
STAFF

See mycollege.cpcc.edu, for current class location and instructor’s names.
### SOC 213 SOCIOLOGY OF THE FAMILY  CREDITS: 3

**CENTRAL CAMPUS**

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### SPANISH

**Jorge "Coqui" Kochoi, Central High BLDG 346, 704.330.6194**

**FOR OFF CAMPUS CLASSES ONLY, CONTACT:**

**DONNA APGAR, VAN EVERY 333, 704.330.6167**

**E-MAIL:** Donna.Apgar@cpcc.edu

**E-MAIL:** Jorge.Kochoi@cpcc.edu

**SPA 111 ELEMENTARY SPANISH I**  CREDITS: 3

- **COREQ(SPA181) — NOTICE- ENROLL IN THE SAME SECTION OF COREQ**

**CENTRAL CAMPUS**

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**SPANISH LAB 1**  CREDITS: 1

- **COREQ(SPA111) — NOTICE- ENROLL IN THE SAME SECTION OF COREQ**

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**SPA 181 SPANISH LAB 2**  CREDITS: 1

- **PREREQUISITE - COREQ(SPA112) — NOTICE- ENROLL IN THE SAME SECTION OF COREQ**

**CENTRAL CAMPUS**

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**SPA 120 SPANISH FOR THE WORKPLACE**  CREDITS: 3

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**SPA 161 CULTURAL IMMERSION**  CREDITS: 3

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**SPA 221 SPANISH CONVERSATION**  CREDITS: 3

- **PREREQUISITE**

**CENTRAL CAMPUS**

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**DISTANCE LEARNING**

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See mycollege.cpcc.edu, for current class location and instructor’s names.
### SPA 211 INTERMEDIATE SPANISH I
**CREDITS:** 3

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**TURFGRASS MANAGEMENT TECHNOLOGY**

Joe Summer, Northeast Campus 124, 704.330.4826
E-mail: Joe.Summer@cpcc.edu

**TRF 230 TURFGRASS MGMT APPS**
**CREDITS:** 2

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**TRF 260 ADV TURFGRASS MGMT**
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See mycollege.cpcc.edu, for current class location and instructor’s names.
“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn.”

Alvin Toffler
What will YOU learn this summer?
Refund 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.

A $2.00 CAPS fee per class (Campus Access, Parking, and Security) is required for public Continuing Education courses that meet on college campuses.
Catering Certification Program

THE CATERING OPERATION

CKG8500*

HOURS: 18  COST: $125

This course is designed to help you become successful with your new catering business. You will develop your catering operation. Concentration on legal concerns, accounting procedures, financial needs, employee management, tax and insurance will be discussed. Upon completion, you will have a business plan, employee manual, and catering proposals for your catering operation.

$2.00 CAPS fee required for this class.

CREATING A SUCCESSFUL CATERING OPERATION

CKG8510*

HOURS: 21  COST: $150

This course is designed to analyze the catering operation. Emphasis will be customer service, client consultations, facility planning, menu planning, job descriptions, and catering forms. Upon completion of this course, you will have discussed the types of catered events and services, where the catering events can occur, create timelines and market your catering business.

$2.00 CAPS fee required for this class.

OFF-PREMISE CATERING

CKG8520*

HOURS: 12  COST: $75

This course illustrates the assorted responsibilities for the off-premise caterer, such as, inspection of the catering locations, staffing, and transportation of food, legal and insurance concerns. Upon completion, you will have an understanding of the off-premise caterer's capability.

$2.00 CAPS fee required for this class.

ON-PREMISE CATERING

CKG8530*

HOURS: 6  COST: $50

In this course, the student will be able to identify the types of on-premise catering facilities, catering policies, budgets, organizational charts, and banquet event orders for a special occasion or business meeting. $2.00 CAPS fee required for this class.

CATERING MENUS AND FOOD PRESENTATION

CKG8540*

HOURS: 6  COST: $50

In this course, the caterer will learn about the importance of creative menu design and food presentation. Special attention will be given to the needs of the customer, food combinations, kitchen facilities, market conditions, and cost and profits.

$2.00 CAPS fee required for this class.

Certificate in Human Resources

This program is comprised of courses that have been determined to be essential topics for entry into the Human Resources field. After completion of these first five courses a certificate in Human Resources will be presented.

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

BUX8006*

HOURS: 15  COST: $169

This 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 review the fundamentals. The major components of the human resources management functions are identified and discussed. Some of these 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 communications.

MATERIALS INCLUDED. This is the first course in the five-course series for a certificate. It is recommended that participants take this course first to build foundation.

$2.00 CAPS fee required for this class.

BASIC EMPLOYMENT LAW FOR HUMAN RESOURCES

BUX8007*

HOURS: 15  COST: $169

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: OSHA, NC Employment Security Act, NC Department of Labor Wage and Hour, Civil Rights Act, National Labor Relations 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. However, it may be taken in any order. We do recommend that BUX8006 (Fundamentals of HR Management) be taken first. Materials included.

$2.00 CAPS fee required for this class.

HUMAN RESOURCES - EMPLOYEE RELATIONS

BUX8012*

HOURS: 15  COST: $169

This course will provide participants with specific information that defines and outlines the strategic responsibilities and competencies necessary to successfully meet the challenges of a value-added Employee Relations program. Using multiple teaching strategies the facilitator will share strategies for assessing organizational needs, developing and implementing policies, and ensuring that personal actions are made and administered in a fair, consistent, and legally defensible manner.

This is the third course in the five-course series for a certificate. However, it may be taken in any order. We do recommend that BUX8006 (Fundamentals of HR Management) be taken first. Materials included.

$2.00 CAPS fee required for this class.

HUMAN RESOURCES - BENEFITS ADMINISTRATION

BUX8011*

HOURS: 15  COST: $169

This course will assist participants in developing strategies for evaluating their organization's current benefits program and determining the program's overall effectiveness in meeting the goals of the organization and the needs of the employees.

Participants will become familiar with the legal aspects of benefits administration, learn how to research various benefit vendors, compare products and conduct cost comparisons. Strategies for soliciting employee involvement and developing communication tools will be presented and explored by course participants.

This is the fourth course in the five-course series for a certificate. However, it may be taken in any order. We do recommend that BUX8006 (Fundamentals of HR Management) be taken first. Materials included.

$2.00 CAPS fee required for this class.

Registration Options

CPCC Campuses

Online

http://www.cpcctraining.org

Automated Telephone

(704) 330-6970

Customer Service

704.330.4223
Personal Training Certification

PERSONAL TRAINER NATIONAL CERTIFICATION

This course is designed for transitional careers and individual knowledge in personal training. Become a CERTIFIED PERSONAL TRAINER in this 6 week program. Thirty hours of “hands on” practical training prepares students to work with clients one-on-one in fitness facilities. Students participate in lectures including anatomy, Exercise Physiology, nutrition, musculoskeletal injuries, health assessments and more. Proof of CPR Certification required for certification. Textbook: Available in CPCC Bookstore. $2.00 CAPS fee required for this class.

Travel Professional Certificate Program

TRAVEL RESERVATIONS

Take off on a career that feels like a vacation! Learn how to employ the technology used expansively 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 (TVL 8010) and receive a Travel Professional Certificate from CPCC. $2.00 CAPS fee required for this class.

Quality Program

SIX SIGMA GREEN BELT CERTIFICATION

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 on-line assignments. Actual participant on-line hours may vary based on experience and knowledge. $2.00 CAPS fee required for this class.

Call Center Customer Service

CALL CENTER SKILLS

A 42-hour class designed to help participants communicate with customers. Each student will be graded by evaluation software. Learn how to diffuse clients and ask questions to assist customers in difficult situations. Learn the life of a CSR. Books will be sold in class. $2.00 CAPS fee & $5.00 technology fee required for this class.

Leadership in Action

Strategies in Effective Leadership

PARTNERSHIPS: CREATING SYNERGY

Changing boundaries and responsibilities make it difficult to build and sustain partnerships, yet they are more important than ever for reaching organizational goals. This module helps leaders identify their role in establishing alliances between work groups, management, customers and suppliers. They learn how to establish true partnerships to meet customer needs by developing strategies for gaining people’s commitment to working together. $2.00 CAPS fee required for this class.

COURSE & CONTINUING EDUCATION
LEADERSHIP IN ACTION

COMPETITIVE ADVANTAGE SERIES

This series offers interactive and practical learning your employees and teams can apply immediately to improve your organization on all levels.

Lean Manufacturing
- Foster continuous improvement through the power of lean concepts
- Engage managers and employees in a one-day hands-on seminar by producing toy airplanes in a great team-building activity

APICS
- Understand all areas of Supply Chain Management through a series of courses
- Prepare for professional certification (CPIM) Join new classes starting every 6-8 weeks

Business and Financial Literacy
- Conquer profitability through 4 hours of fun with a challenging board game
- Conquer cash flow, balance sheets, and more to see how your actions impact the bottom line

Statistical Process Control
- Learn how to interpret and use control charts
- Learn about the different types of data needed for control charts
- Create & analyze control charts

Six Sigma - Green Belt
- Learn to lead cross-functional improvement projects and implement useful tools
- Define and measure problems; analyze root causes, implement improvements, and establish new levels of control

Workplace Safety
- Learn how to meet safety compliance regulations of OSHA 29 CFR 1910 standards
- Attend 10 and 30 hr. OSHA General Industry Outreach for new managers and teams
- Utilize “No cost Needs Assessment” for manufacturers

Project Management
- Implement critical chain plans
- Identify constraints
- Create multi-project plans
- Achieve greater results

Process Management
- Learn an integrated model for organizational effectiveness
- Use Process Mapping to reduce inefficiencies; track and measure performance

Visit us online at corporate.training@cpcc.edu for more courses, plus information on customized training at your site.

For more information, please call 704.330.4660
Languages & Culture

For More Information, CALL 704.330.4223

Room numbers for classes held at high schools can be found the first night of class at the main office of the high school. Level I: Requires little or no prior knowledge; Level II: Requires communication in short sentences or phrases; Level III: Requires conversational skills. Purchase book prior to first class. To register or for information, call 704.330.4223. Official registration is required before entering class.

BEGINNING GERMAN I
LAN7305 HOURS: 30 COST: $55
This course is an entry level conversational course and is geared toward those 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. There will be a minimal emphasis on grammatical construction. Purchase textbook at CPCC bookstore. $2.00 CAPS fee & $5.00 technology fee required for this class.

BEGINNING SPANISH I
LAN7309 HOURS: 30 COST: $55
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. Purchase textbook at CPCC bookstore. $2.00 CAPS fee & $5.00 technology fee required for this class.

IMPORTANT REFUND INFORMATION:
*Self-supporting Courses: students must withdraw at least seven business days prior to the start date.
Occupational Extension Courses: students must drop prior to first day of class.

BEGINNING SPANISH II
LAN7310 HOURS: 30 COST: $55
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. Purchase textbook at CPCC bookstore. $2.00 CAPS fee & $5.00 technology fee required for this class.

COMMAND SPANISH FOR TRAVELERS AND BUSINESS PROFESSIONALS
FLI7132* HOURS: 12 COST: $195
This is a comprehensive course designed for individuals who have a need or desire to travel to Latin American countries for business or pleasure and need functional language skills to communicate. Upon completion participants will be able to use Spanish to greet people, engage in etiquette and social niceties; introduce oneself and others; count from 1-20; compliment people, food, drink, order food and drink; get places in a taxi; register in a hotel; make simple purchases; make and receive telephone calls. Tuition includes manual and CD, delivered first day of class. No prior knowledge of Spanish is required. $2.00 CAPS fee required for this class.

BEGINNING ITALIAN I
LAN7315 HOURS: 30 COST: $55
This course is designed to provide the student with the basic capabilities to travel to Latin American countries for business or pleasure and need functional language skills to communicate. Upon completion participants will be able to use Spanish to greet people; engage in etiquette and social niceties; introduce oneself and others; count from 1-20; compliment people, food, drink; order food and drink; get places in a taxi; register in a hotel; make simple purchases; make and receive telephone calls. Tuition includes manual and CD, delivered first day of class. No prior knowledge of Spanish is required. $2.00 CAPS fee required for this class.

Real Spanish for Real People™

Never before in the history of Charlotte and Mecklenburg County has there been such a systematic approach to training that allows for the daily communication with the Latino community. Command Spanish®, Inc. is the country’s leading provider of customized occupational Spanish language and cross-cultural programs for non-Spanish-speakers who interact with Spanish-speakers in the workplace.

Customized language training programs are available for groups of 8 or more for the following:
- Medical & Dental
- Construction & Landscaping
- Business & Commerce
- Hospitality
- Industry & Manufacturing ...and more!

Take advantage of this wonderful tool through CPCC! Please call 704.330.4660 for more information.
**Computer Training**

**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. $2.00 CAPS fee required for this class.

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**AUTOCAD LEVEL 2**  
**CAD7013**  
**HOURS: 32**  
**COST: $659**

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. $2.00 CAPS fee required for this class.

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**Desktop Applications**

**HOW TO BUY AND SELL ON EBAY**  
**DPX7001**  
**HOURS: 18**  
**COST: $99**

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. Students need basic computer skills. Purchase text at CPCC bookstore prior to first class. $2.00 CAPS fee required for this class.

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**INTRODUCTION TO COMPUTERS**  
**SNR7000**  
**HOURS: 4**  
**COST: $39**

Overcome your fears of technology by exploring the exciting world of computers. A hands-on course that offers simplified instruction on computers. If you have no computer experience, this class is strongly recommended as a prerequisite to Introduction to PC and Windows. $2.00 CAPS fee required for this class.

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**E-MAILING FOR BEGINNERS**  
**SNR7015**  
**HOURS: 4**  
**COST: $39**

Do you have an email address? Are you using all the available functions of your email account to its maximum benefit? If not, then this class can help you! Learn how to create a Yahoo or Hotmail account, send email messages, attach documents, download graphics and photos, and manage your contact list. This class is designed for the beginner and will not cover email specifics of a particular software. No book is required for this class. $2.00 CAPS fee required for this class.

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**HOW TO CLEAN UP AND PROTECT YOUR COMPUTER**  
**DPX7016**  
**HOURS: 14**  
**COST: $99**

In the world of computer viruses, spam and system crashes, figuring out how to protect your computer against these problems can be a challenge. This class will teach you the tools and techniques available to protect your computer. Purchase text at CPCC bookstore prior to first class. $2.00 CAPS fee required for this class.

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**New! How to Clean up and Protect Your Computer**  
**DPX7016-40**

In the world of computer viruses, spam and system crashes, figuring out how to protect your computer against these problems can be a challenge. This class will teach you the tools and techniques available to protect your computer.

June 21 - June 30, Tuesdays and Thursdays from 6pm - 9:30pm at Levine Campus.

Call 704.330.4223 to register.

**INTRODUCTION TO THE PERSONAL COMPUTER AND MS WINDOWS**  
**DPX7144**  
**HOURS: 15**  
**COST: $79**

This introductory course is perfect for the PC Novice as well as those with computer experience. The course content includes basic computer terms, parts of the computer, uses of application software and Windows. In Windows you will learn how to manage your applications software, your desktop and your files. Purchase text at CPCC bookstore prior to first class. NO PREREQUISITES. $2.00 CAPS fee required for this class.

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**INTRODUCTION TO MICROSOFT OFFICE**  
**DPX7400**  
**HOURS: 30**  
**COST: $55**

This class is an overview and an introduction to the basic components of Microsoft Office, including Word, Excel & Powerpoint. This course is designed for students needing basic level skills in each application. Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Introduction to the PC and Windows. $2.00 CAPS fee & $5.00 technology fee required for this class.

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**INTRODUCTION TO MICROSOFT WORD**  
**DPX7404**  
**HOURS: 18**  
**COST: $55**

In this class students will learn how to create, edit, format, save and print documents. Students will also learn to work with built in editing tools, use built in templates, insert headers and footers, and apply paragraph formatting. Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Introduction to PC and Windows. $2.00 CAPS fee & $5.00 technology fee required for this class.

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**MICROSOFT WORD, LEVEL II**  
**DPX7405**  
**HOURS: 18**  
**COST: $55**

In this class students will learn how to work with columns, create and format tables, use mail merge, incorporate graphics, design an online form, add a table of contents, create templates, record Macros and understand the Internet features of Word. Purchase text at CPCC bookstore prior to first class. PREREQUISITE: Introduction to Microsoft Word. $2.00 CAPS fee & $5.00 technology fee required for this class.

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**Registration Options**

CPCC Campuses  | Online  | Automated Telephone  | Customer Service  |
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<td><a href="http://www.cpcctraining.org">http://www.cpcctraining.org</a></td>
<td>(704) 330-6970</td>
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<td>704.330.4223</td>
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</table>
# Corporate & Continuing Education

## Introduction to Microsoft Excel

**DPX7406**  
**HOURS:** 18  
**COST:** $55

Students will learn how to create, save, edit, format, and print spreadsheets. In addition, students will learn how to build simple formulas and insert them into spreadsheets. Purchase text at CPCC bookstore prior to first class. PREREQUISITE: Introduction to the PC and Windows. $2.00 CAPS fee & $5.00 technology fee required for this class.

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## Microsoft Excel, Level II

**DPX7407**  
**HOURS:** 18  
**COST:** $55

In this class students will learn how to design charts, use the drawing tools, manage data using sorts and filters, create pivot tables, design templates, use analysis tools, record Macros, and understand the Internet features of Excel. Purchase text at CPCC bookstore prior to first class. PREREQUISITE: Introduction to MS Excel. $2.00 CAPS fee & $5.00 technology fee required for this class.

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## Introduction to Microsoft PowerPoint

**DPX7408**  
**HOURS:** 18  
**COST:** $55

In this class students will create, edit, format, save and print presentations using MS PowerPoint. Students will also learn how to change the Slide Master, create charts, add Word Art, work with Drawing Tools and use Clip Art to enhance presentations. Lastly, students will learn how to create slide transitions, run a slide show, and understand the internet features of PowerPoint. Purchase text at CPCC bookstore prior to first class. PREREQUISITE: Windows experience. $2.00 CAPS fee & $5.00 technology fee required for this class.

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## Introduction to Microsoft Access

**DPX7409**  
**HOURS:** 18  
**COST:** $55

In this class, students will create tables, set relationships, query tables, and design simple forms and reports using Wizards. Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Introduction to the PC and Windows and Introduction to Microsoft Word or equivalent knowledge. $2.00 CAPS fee & $5.00 technology fee required for this class.

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## Desktop Publishing

### Introduction to Adobe Photoshop

**MMG7950**  
**HOURS:** 14  
**COST:** $269

This hands-on, beginner-level class is designed to deliver the fundamentals of Photoshop. 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. Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Introduction to the PC & Windows or equivalent experience. $2.00 CAPS fee required for this class.

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### Advanced Adobe Photoshop

**MMG7955**  
**HOURS:** 14  
**COST:** $269

This class is intended for intermediate to advanced users of Photoshop. This hands-on, project-based course will help you create realistic and fantastic effects, ranging from altering photographs to liquid painting. Topics include: applying translucency, abstract and still life painting, lenticular printing, developing seamless patterns, and advanced image manipulation techniques. Web techniques may also be discussed if time is available. Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Introduction to Adobe Photoshop. $2.00 CAPS fee required for this class.

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## Oracle Certified Database Administrator

### Oracle 9i Database Fundamentals

**DPT7951**  
**HOURS:** 40  
**COST:** $1195

Oracle DBAs manage the industry’s most advanced information systems and command some of the highest salaries. This course is the first of two courses designed to give you a firm foundation in basic database tasks. $2.00 CAPS fee required for this class.

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### Web Development

**HTML 4.01: WEB AUTHORING, LEVEL 1**

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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 do tasks that foster the transition from HTML to the most recent XML-based Web authoring language recommendation XHTML. The theory behind this is to learn HTML this way now, so there will be minimal learning curve when the time comes to transition to XHTML. The students will also have the benefit of being introduced to the power and control of Cascading Style Sheets, which is a complimentary technology to HTML. Text provided in class.

PREREQUISITES: HTML 4.01: Web Authoring, Level 1. $2.00 CAPS fee required for this class.

**HTML 4.01: WEB AUTHORING, LEVEL 2**

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Students will learn how to create Web sites with a variety of HTML elements and attributes, and create well-formed code that complies with the XHTML standard. Text provided in class.

PREREQUISITES: HTML 4.01: Web Authoring, Level 1. $2.00 CAPS fee required for this class.

**MACROMEDIA DREAMWEAVER - INTRODUCTION**

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Learn how to create web pages and organize entire web sites using Dreamweaver. Text provided in class.

PREREQUISITES: Windows experience and knowledge of HTML. $2.00 CAPS fee required for this class.

**MACROMEDIA DREAMWEAVER - ADVANCED**

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Students will learn to use the advanced website creation features available, including libraries, behaviors and timelines. Also covered are cascading style sheets and layers. Text provided in class.

PREREQUISITES: Windows experience and knowledge of HTML. $2.00 CAPS fee required for this class.

**MACROMEDIA FLASH - INTRODUCTION**

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Students will learn to use Flash to create animations that can be published on the Web or as stand-alone files. Students will work with imported graphics, incorporate text, and create several types of animations. Text provided in class.

PREREQUISITES: Windows experience and Frontpage or Dreamweaver. $2.00 CAPS fee required for this class.

### Programming

**PROGRAMMING VISUAL BASIC .NET**

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In this class students will take an object-oriented approach when learning the next generation of Visual Basic. This class explores the .NET platform, discussing Visual Basic as an object-oriented, data-driven language. Students will tackle the numerous changes and enhancements to the .NET framework, however this class is designed for individuals with little or no programming background and introduces sound programming techniques through hands-on exercises and end-of-chapter case problems. This class offers real-world MIS and business-related examples to help students prepare for their first job experience using Visual Basic .NET.

Purchase text at CPCC bookstore prior to first class. PREREQUISITES: Windows and prior knowledge of programming. $2.00 CAPS fee required for this class.

### Digital Lifestyle

**LEARNING TO USE YOUR DIGITAL CAMERA**

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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. Purchase text at CPCC bookstore prior to first class. $2.00 CAPS fee required for this class.

**IMPROVE YOUR DIGITAL PHOTOS USING PAINTSHOP PRO**

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Learn how to improve your digital photos. Get experience loading photos to your computer, enhancing photos with Paint Shop Pro, printing photos and sharing photos by E-mail. Bring your digital camera to class. Purchase text at CPCC bookstore prior to class. $2.00 CAPS fee required for this class.

### Registration Options

**CPCC Campuses**

Online: http://www.cppctraining.org

Automated Telephone (704) 330-6970

Customer Service 704.330.4223
Small Business

For More Information, CALL 704 330.4651/4223 or visit www.cpcctraining.org/e-institute

Small Business Classes

ABCS OF EBAY®
SBX7312®
HOURS: 6  COST: $79
Do you want to do business on eBay? In this beginning class, learn the basics of how eBay operates. Understand the different methods of eBay selling, such as auctions, consignment, and buy-it-now. Know how the bidding process works. Understand the requirements to start a part-time or full-time business on eBay. $2.00 CAPS fee required for this class.

HANDS ON WITH EBAY®
SBX7314®
HOURS: 6  COST: $79
This course is designed for the business-minded person with some eBay experience. Engage in the entire eBay process with your individual product. Live listings will be performed in the classroom from auction setup, to picture taking, to monitoring and completing the sale. Registering with eBay, setting up a PayPal account, and ordering shipping supplies as well as email marketing services will be done in real time right in the classroom. $2.00 CAPS fee required for this class.

ABCS OF IMPORT-EXPORT FINANCE
SBX7440®
HOURS: 12  COST: $129
PRE-REQUISITE: KNOWLEDGE OF WINDOWS & SOME BASIC ACCOUNTING
Windows based application that enables small businesses to automate their accounting and financial reporting functions. You will learn to set 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 enable you to maintain all the necessary accurate information. Learn how to cut down on the time spent on keeping up with payroll. $2.00 CAPS fee required for this class.

GETTING STARTED WITH QUICKBOOKS PRO 2002
SBX7441®
HOURS: 3  COST: $39
PRE-REQUISITE: KNOWLEDGE OF WINDOWS AND QUICKBOOKS 2000
Whether you do your own payroll or use a payroll service, this course will enable you to maintain all the necessary accurate information. Learn how to cut down on the time spent on keeping up with payroll. $2.00 CAPS fee required for this class.

Institute for Entrepreneurship and Small Business

Entrepreneurship is the American dream.
We believe realizing that dream begins with education. The Institute for Entrepreneurship and Small Business is here to get you started.

- Entrepreneurial Certificate Program
- Ongoing Continuing Education courses
- Free Seminars to start or grow a business
- Resource Center with multi-media lending library and referrals
- Free Counseling by appointment will focus on your specific needs. Call 704.330.4651.

For classes and more information, call 704.330.4223

International Training

INTERNATIONAL TRADE FINANCE FOR IMPORTERS & EXPORTERS
IBX7440®
HOURS: 12  COST: $149
This course provides importers and exporters an overview of payment options (with or without bank involvement) such as: letters of credit, collections, and or shipping on open account. Also covered are foreign currency options and a brief summary of Export-Import Bank finance options. $2.00 CAPS fee required for this class.

For More Information, CALL 704 330.4651/4223 or visit www.cpcctraining.org/e-institute
CORPORATE TRAINING SOLUTIONS

Computer Training
Employee Wellness
Finance & Licensure
Health & Safety
Leadership & Professional Development
Quality & Process Improvement
Technical Training

Central Piedmont Community College
Computer Training

Computer savvy is essential for employees at all levels in an organization, but a firm knowledge of desktop applications and basic computer operations is critical to success. CCE is proud to be Mecklenburg County’s largest computer training organization, providing skills and knowledge to approximately 8000 individuals each year at companies including AT&T, Charlotte Pipe & Foundry, Family Dollar, Bell South, Lucent Technologies, and United Auto Workers, among others.

Employee Wellness

The 21st century working life can be hectic. Managers and employees alike value the benefits of a happy, well-balanced workforce. As such, many companies have incorporated work-life balance courses into employee’s professional development plans. CCE offers a wide array of wellness courses that add balance and energy to employees at all levels. Many of the courses can be offered in a 60-90 minute “Lunch & Learn” format, allowing employees to get the balance they need, without sacrificing too much time away from their jobs. Choose from teambuilding, cooking, yoga, pilates, golf, arts & crafts, and other leisure topics.

Finance & Licensure

Even employees in non-financial roles need to understand the business of money. CCE offers courses in personal finance strategies, finance for non-financial managers, money management, and investing for retirement as well as Zodiac: the Game of Business in partnership with Paradigm Learning. For employees whose positions require a deeper understanding of finances, we also offer Mortgage Banking, Underwriting, Appraisals and Notary Public training which can be done on site for groups of 10 or more. Financial institutions in need of a certified Notary can take advantage of our in-class registration and text book delivery at no extra charge.

Health & Safety

Creating and maintaining a safe work environment does not happen by accident. It takes proper skill, planning, execution and commitment. CCE can help your company build a safety training program in compliance with North Carolina’s Occupational Safety and Health Act (OSHA) by offering customized classes and workshops that reach compliance and improve your overall level of safety performance. Offerings include OSHA, Hazwoper, CPR, EMT, and Advanced Life Support available at your place of business or at one of CPCC’s campuses.
Leadership & 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 Achieve Global, Development Dimensions International (DDI), Franklin Covey and Censeo Assessments, CCE is able to offer high quality and affordable training to hundreds of Charlotte businesses each year. Training includes 360 degree skills assessments to specific training for front-line supervisors, new managers, executives or sales professionals. Other programs include business writing, communication skills, time and stress management, and customer service. CCE is Mecklenburg County’s only Licensed Official Registered Provider of Command Spanish®, the nation’s leading provider of Spanish training programs for the workplace.

Quality & Process Improvement

Our quality courses benefit managers and leaders who work with cross-functional teams to define and measure problems and implement improvements. Many of our quality courses blend in-class instruction with on-line activities to maximize participants’ time and learning. Improve your bottom line with Six Sigma, Lean Manufacturing, Process Improvement, Analytic Trouble Shooting and Problem Solving, and Decision Making. ISO 9000 and ISO 14000 certifications are also available.

Technical Training

As the age of the skilled technical worker reaches retirement, the manufacturing and production industries will need to transfer years of knowledge to a younger workforce. From Basic Conventional Machining, to Blueprint Reading or Metrology, CCE offers targeted practical training for hourly workers, frontline supervisors, and managers in technical positions. Our expertise is well rooted in our technical faculty, many years of experience and our ability to train employees at your place of business, regardless of shift. CCE’s technical training is a convenient option for upgrading the skills of your emerging workforce.
CORPORATE TRAINING SOLUTIONS

Your business needs, Our training solutions...

Contact Information
Phone: 704.330.4660
E-Mail: corporate.training@cpcc.edu
Web: www.cpcc.edu/training

Satisfied Clients
American Red Cross
BB&T
Belk Printing
Boston Gear
Charlotte Coliseum Authority
Charlotte Convention Center
Charlotte Douglas International Airport
Charlotte, Eye, Ear, Nose & Throat Associates, P.A.
Charlotte Mecklenburg Police Department
Charlotte Metro Credit Union
Charlotte Pipe and Foundry
Chili’s Grill and Bar
CIT Commercial Services
City-Financial
Classic Graphics
CPS Color
Drake Precision Dental
Duff Norton
Family Dollar
Foamex
General Steel Drum
Greenway Park Elementary School
Harper’s Restaurants
Microsoft
Mecklenburg Area Mental Health
Mecklenburg County DSS
Mecklenburg Co. Government
MEDIC, Mecklenburg EMS Agency
MSL
NC Department of Labor
Secure Point
Siemens Westinghouse
Suite 1000
Textron
The Pines at Davidson
TIAA Cref
TJ Maxx Distribution Center
Trammell Crow
Transamerica Reinsurance
Venturi Staffing Partners
Vertis, Inc.
Wachovia
**Insurance**

**Prelicensing**

PROPERTY & LIABILITY INSURANCE PRELICENSING  
**INS7001**  
**HOURS: 45  COST: $60**

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 umbrellas. 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 recommended for individuals seeking either their adjuster's or sale's license. This course is content intensive. Students should purchase the textbook and be familiar with Chapters 1-3 prior to the first class. $2.00 CAPS fee & $5.00 technology fee required for this class.

**Registration Options**

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**LIFE/ACCIDENT/HEALTH INSURANCE PRE-LICENSING**  
**INS7002**  
**HOURS: 45  COST: $60**

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. $2.00 CAPS fee & $5.00 technology fee required for this class.

**PH.CODE SEC LOCATION TIME DATES**

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**MEDICARE SUPPLEMENT/LONG TERM CARE**  
**INS7020**  
**HOURS: 15  COST: $115**

Upon completion of this course, students should be able to explain Medicare A & B and Medicaid to a client, aid the client in selecting the Medicare Supplement and Long Term Care products necessary to supplement Medicare A & B, apply North Carolina and Federal Laws to the agent/client relationship, and complete the Medicare Supplement/Long Term Care License Exam. Students must attend ALL (100%) classes. Books included in tuition fees. $2.00 CAPS fee required for this class.

**PH.CODE SEC LOCATION TIME DATES**

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**CPCC PORTAL Summer 2005**

CPCC will streamline the availability of student services through the college Portal. This can be entered from the main college web site by students with a valid SNAP Id and password. The Portal allows students to utilize college services from a single location providing convenient access to many services. For more information, please see our spotlight ad on page 8.

**Registration Options**

CPCC Campuses  | Online  | Automated Telephone  | Customer Service
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<td><a href="http://www.cpcctraining.org">http://www.cpcctraining.org</a></td>
<td>(704) 330-6970</td>
<td>704.330.4223</td>
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Real Estate

For More Information, CALL 704 330.4223

Sales and Broker Licensing

FUNDAMENTALS OF REAL ESTATE

REX7112  HOURS: 69  COST: $60
STUDENTS MUST BE REGISTERED PRIOR TO ATTENDING CLASS. This course is required to satisfy the educational requirements for a salesperson and is designed to prepare the student to pass the real estate salesperson license examination administered by the NC Real Estate Commission. Topics include: basic real estate principles and practices, law and contracts, financing, closing valuation, fair housing and real estate laws. Students must attend at least 80% of all scheduled classroom hours and pass class exams with a minimum of 80% to receive a certificate of completion. This course is content intensive. Students should purchase the textbook and begin reading before class begins. $2.00 CAPS fee & $5.00 technology fee required for this class.

Appraisal Licensing

INTRODUCTION TO REAL ESTATE APPRAISAL (R-1)

REX7101*  HOURS: 33  COST: $130
This 30-hour course is the first of the “R” series of courses designed to introduce the student to real estate appraisals and satisfy the “registered trainee” educational requirements needed to take the state examination given by the North Carolina Appraisal Board. Topics include: various concepts of value, the operation of real estate markets, relevant mathematical and statistical concepts used in appraising property, real estate finance, basics in residential construction and property analysis. Textbook Required. $2.00 CAPS fee required for this class.

VALUATION PRINCIPLES AND PRACTICES (R-2)

REX7102*  HOURS: 33  COST: $130
This 30-hour course is the second of the “R” 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). Textbook Required. $2.00 CAPS fee required for this class.

INTRODUCTION TO INCOME PROPERTY APPRAISAL G-1

REX7104*  HOURS: 32  COST: $130
This 30-hour pre-licensing course introduces concepts and techniques used to appraise real estate income properties. Prerequisite for this course is satisfactory completion of R-1, R-2, R-3 and USPAP. HP-12C calculator required for this course. Textbook Required. $2.00 CAPS fee required for this class.

60-HR. REAL ESTATE BROKER COURSE

REX7100  HOURS: 60  COST: $60
This course is required to satisfy the educational requirements for a broker and is designed to prepare the agent for broker responsibilities. Topics include: real estate brokerage relationships, sales contract, land use controls, finance and property valuation, property management, license law, fair housing and commission rules and regulations. Students must attend at least 80% of all scheduled classroom hours and pass class exams with a minimum of 80% to receive a certificate of completion. This course is content intensive. Students should purchase the textbook and begin reading before class begins. Prerequisite: satisfactory completion of Fundamentals of Real Estate within the past 3 years or hold a current real estate broker license. $2.00 CAPS fee & $5.00 technology fee required for this class.

Continuing Education

MANDATORY REAL ESTATE UPDATE

REX7213*  HOURS: 4  COST: $45
SELF SUPPORTING NO REFUND. Gain knowledge on the mandatory update course developed annually by the North Carolina Real Estate Commission. $2.00 CAPS fee required for this class.

Professional Skills

BECOMING A PROFESSIONAL REAL ESTATE ASSISTANT

REX7300*  HOURS: 24  COST: $55
Learn the professional skills necessary to succeed as a real estate assistant. This course covers basic real estate terms, licensing, communication, MLS, marketing, real estate technology, professional skills, and working with agents, and sells $2.00 CAPS fee required for this class.

ENVIRONMENTAL ISSUES IN YOUR REAL ESTATE PRACTICE

REX7237*  HOURS: 4  COST: $45
A course designed to increase the awareness and ability of the real estate professional to recognize environmental issues when evaluating property and avoiding legal liability. Topics include: lead-based paint, radon gas, asbestos, volatile organic chemicals (VOC), water supply and wetlands, storage tanks and environmental consultants. $2.00 CAPS fee required for this class.
MORTGAGE BANKING

Mortgage Banking

CONVENTIONAL MORTGAGE LOAN PROCESSING
REX7318*  HOURS: 24  COST: $55
This course provides the student with basic terms and concepts used to process Conventional Mortgage Loans. Topics include: regulatory disclosures, credit reports, ratios, income verification and calculations, loan-to-value calculations, housing and debt ratios, asset verification and calculation of required funds to close. Individuals with no mortgage lending experience must take REX 7314 as a prerequisite for this course. Textbook Required. $2.00 CAPS fee required for this class.

INTRODUCTION TO MORTGAGE LOAN ORIGINATION
REX7325*  HOURS: 21  COST: $55
This course provides the student with an overall view of the mortgage loan process including the necessary information required by a loan officer to complete an application and prequalify a borrower. This course is approved by the North Carolina Commissioner of Banks as a North Carolina fundamentals course for loan officer license applicants. REX 7318 is strongly recommended as a prerequisite (especially for individuals with no previous work experience in the mortgage industry), however, it is not required. Textbook Required. $2.00 CAPS fee required for this class.

UNDERSTANDING PERSONAL TAX RETURNS
REX7338*  HOURS:  4  COST: $75
AIG/United Guaranty, in partnership with CPCC, offers this course. This Seminar will cover how to determine viability and trends of the borrowers’ business and when year-to-date income can be included from the profit and loss statement. Through the use of the case studies, participants will learn how to calculate a self-employed borrower’s income using the 1040’s, the four business returns-1020, 1120S, 1065, Schedule C, and the two financial statements. This course is approved by the North and South Carolina Banking Commissions for continuing education credit. Textbook Required. $2.00 CAPS fee required for this class.

DEALING WITH EMERGING MARKET POPULATIONS
REX7340*  HOURS:  4  COST: $75
This is a 4 hour continuing education course for licensed loan officers, approved by the North Carolina Commissioner of Banks. The course will help mortgage brokers, bankers, and originators: be more aware of diversity in our culture; appreciate the importance of differing values; recognize how treating people from various cultures with respect will impact business; assess current diversity skills and develop a plan of action for improvement; and demonstrate effective cultural awareness in the workplace and with customers. Textbook Required. $2.00 CAPS fee required for this class.

MARKETING YOUR SERVICES, MARKETING YOURSELF
REX7342*  HOURS:  8  COST: $150
This is an 8 hour continuing education course for licensed loan officers, approved by the North Carolina Commissioner of Banks. The course will help mortgage brokers, bankers, and originators to: develop effective salesmanship; improve communication skills and social style; learn networking and teamwork skills; and design strategies for business planning. Textbook Required. $2.00 CAPS fee required for this class.

Our training partners are leaders and innovators in their industries!
Healthcare Training

For More Information, CALL 704.330.6162
Many of our classes require basic literacy and math evaluation and department permission. See individual courses for the test number.

Required textbooks for classes listed are available at the CPCC bookstore. Please purchase textbooks and study prior to the first day of class. Register early! These are high demand classes. Criminal background checks and drug screening may be required for some courses.

CPR

For More Information, CALL 704.330.6508
Tuition is nonrefundable for these courses.

CPR-ADULT/INFANT/CHILD/AHA
HEA8956* HOURS: 8 COST: $70
Textbook and pocket mask required. This class is intended for licensed and certified healthcare professionals. $2.00 CAPS fee required.

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CPR-ADULT/INFANT/CHILD/AHA-RENEWAL
HEA8982* HOURS: 4 COST: $50
PREREQUISITE: STUDENTS MUST HAVE CURRENT HEALTHCARE PROVIDER CPR CARD. Textbook and pocket mask required. This class is intended for licensed and certified healthcare professionals. $2.00 CAPS fee required.

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CPR/First Aid

For More Information, CALL 704.330.6508
Contract CPR and First Aid classes available for businesses and healthcare professionals. Let us come to you. Call 704-330-6508.

1ST AID & INF/CHILD/CPR-AHA
HEA8960* HOURS: 8 COST: $70
MEETS DAY CARE REQUIREMENTS. Textbook Required. Basic emergency care for the general public. $2.00 CAPS fee required.

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FIRST AID AND ADULT CPR-AHA
HEA8963* HOURS: 8 COST: $70
Textbook Required. $2.00 CAPS fee required.

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Did you recently move or change your name?
Call Customer Service to update your name, phone number or address so we can notify you of course or schedule changes. 704.330.4223

Allied Health and Nursing

For More Information, CALL 704.330.6554/6508

EXPLORING MEDICAL LANGUAGE
HEA7274 HOURS: 84 COST: $60
This is a medical terminology course that includes the basics of anatomy and disease process and pharmacology. $2.00 CAPS fee & $5.00 technology fee required for this class.

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MEDICAL KEYBOARDING
HEA7625 HOURS: 54 COST: $60
Provides a basic keyboarding course designed for persons entering a health care field. $2.00 CAPS fee & $5.00 technology fee required for this class.

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MEDICAL REIMBURSEMENT SPECIALIST
HEA7270 HOURS: 80 COST: $60
PREREQUISITE: HEA 7254 and HEA 7625. Students will learn basic coding skills, Medicare, Medicaid, insurance terminology, and billing and reimbursement skills. Medical terminology and keyboarding at 35 wpm required. $2.00 CAPS fee & $5.00 technology fee required for this class.

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ADVANCED CODING
HEA7313 HOURS: 60 COST: $60
PRE-REQUISITE: HEA 7270. Course is a continuation of basic and intermediate coding. Will provide in-depth coverage of ICD-9-CM and CPT coding. $2.00 CAPS fee & $5.00 technology fee required for this class.

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HOSPITAL NURSING UNIT SECRETARY
HEA7320 HOURS: 132 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 equipment. $2.00 CAPS fee & $5.00 technology fee required for this class.

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MEDICAL TRANSCRIPTIONIST
HEA7401 HOURS: 104 COST: $65
PREREQUISITE: HEA 7254 and KEYBOARD 45 WPM. Students learn basic medical transcription skills using a dictaphone and computer keyboarding. $2.00 CAPS fee & $5.00 technology fee required for this class.

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HEALTHCARE TRAINING

ADVANCED TRANSCRIPTION
HEA7400  HOURS: 40  COST: $60
SHOUL HAVE COMPLETED HEA 7401 BEFORE TAKING THIS COURSE
Uses advanced transcription tapes to fully prepare students for entry into the job
market as a medical transcriptionist. $9.00 technology fee required for this class.

MEDICAL TRANSCRIPTION FORMATTING/EDITING
HEA7405  HOURS: 40  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. $5.00 technology fee required for this class.

SERVSAFE RE-CERTIFICATION
HEA8306*  HOURS: 3  COST: $50
SERVSAFE is the National Restaurant Association Education Foundation’s
food safety program. The course is accepted in most jurisdictions that require
training for food safety. This re-certification course involves a short review and
the SERVSAFE exam. $2.00 CAPS fee required for this class.

EMT - Emergency Medical Technician
For More Information, CALL 704.330.6169

EMERGENCY MEDICAL TECHNICIAN BASIC
EMT7300  HOURS:172  COST: $65
Pre-requisite: Departmental permission required and entrance test #157
administered in the Central High Bldg Testing Center and at the North Campus.
Lab fee $6, maximum lab fee per semester is $24. Textbook is required.
$5.00 technology fee required for this class.

Dental Office Management
For More Information, CALL 704.330.6508

RADIOGRAPHIC CERTIFICATION FOR THE DA I
DNX7012*  HOURS: 40  COST: $400
PREREQUISITE: KNOWLEDGE OF DENTAL TERMINOLOGY AND EMPLOYMENT
EXPERIENCE IN A DENTAL OFFICE. Tuition nonrefundable. $2.00 CAPS fee
required for this class.

NURSING CARE

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 Kathie Cox, 704.330.6508.

FOOD SYSTEMS MANAGEMENT
HEA7317  HOURS:132  COST: $65
Content includes food procurement, production and service, department
standards, safety, COI, staffing, HACCP and food safety. $2.00 CAPS fee & $5.00
technology fee required for this class.

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. $2.00 CAPS fee required for this class.

Registration Options
CPCC Campuses  Online  http://www.cpcctraining.org
Automated Telephone (704) 330-6970  Customer Service 704.330.4223

HARRIS CONFERENCE CENTER
NOW OPEN
Located at CPCC’s West Campus
www.cpcc.edu/hcc  •  3216 CPCC West Campus Dr., Charlotte, NC 28208

Located at CPCC’s West Campus
www.cpcc.edu/hcc  •  3216 CPCC West Campus Dr., Charlotte, NC 28208

www.cpcc.edu/hcc  •  3216 CPCC West Campus Dr., Charlotte, NC 28208
Teacher Education

http://www.cpcc.edu/teacher
E-mail: Libby.Vagnoni@cpcc.edu

All courses provide Continuing Education Units for Educators.
Local teachers should seek approval from appropriate professional development office. Contact the NC State Department of Public Instruction for renewal information @ 800.577.7994
Register today at 704.330.4223

Administrator’s Certificate

http://www.cpcc.edu/teacher/adcert

- Recommended for leaders at all levels: current or future administrators, team leaders, departmental chairs, and others interested in education administration and quality classrooms in North Carolina.
- Upon completion of all six courses a certificate will be awarded.
- Each course offers 1.5 continuing education units.

LEADERSHIP CHALLENGES

EDU7411* HOURS: 15 COST: $175
Increase your own leadership effectiveness and strengthen relationships with students. This comprehensive course covers five key leadership skill areas: encouraging, enabling and empowering others, challenging the process, and modeling the way. The format is highly interactive; you’ll evaluate your current leadership skills, discuss leadership challenges, and complete a reflective application assignment in the context of your own organization. Purchase two textbooks prior to class. 1.5 CEUs. $2.00 CAPS fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(1803) 50 NORTHEAST CAMPUS TBA SAT 09:00A - 04:30P 06/18 - 07/11
ON CAMPUS - TBA M 09:00P - 07:30P
NO CLASS 7/18, 7/23, 7/30, 8/1, 8/6; SAT HALF HOUR LUNCH

COMMUNICATION

EDU7412* HOURS: 15 COST: $175
For leaders, good communication is imperative. This course provides practical suggestions and application scenarios on ways to enhance your speaking, writing and interpersonal skills. Topic areas include oral and written communication, listening techniques, presentations, proactive coaching and impact mentoring. You will complete a reflective application assignment in the context of your own organization. Purchase two textbooks prior to class. 1.5 CEUs. $2.00 CAPS fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(1803) 50 NORTHEAST CAMPUS TBA SAT 09:00A - 04:30P 06/18 - 07/11
ON CAMPUS - TBA M 09:00P - 07:30P
NO CLASS 7/18, 7/23, 7/30, 8/1, 8/6; SAT HALF HOUR LUNCH

Online CEUs

http://www.cpcc.edu/teacher/online
E-mail: Jean.Hardy@cpcc.edu

- 30 hrs of interactive, instructor facilitated instruction.
- Letter grade given upon completion.
- Syllabus and textbook information available on the website.

STEPS TO SUCCESS IN AN ONLINE COURSE

EDU7400* HOURS: 10 COST: $49
For novice or future online students. Learn how to take an online course with confidence. Under direct guidance of an instructor, this course will assess and enhance your current technology skills, let you experience the Blackboard online course environment, and learn proven strategies to successfully complete any online course. Topics include: E-learning vocabulary, navigating through an online course, virtual communication, submitting assignments, online assessments, time management, exposure to several online learning environments, and characteristics common to most online environments. Text book is optional. 1.0 CEUs. This course is offered at several local campus locations. $2.00 CAPS fee & $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(1804) 50 LEVINE CAMPUS 2106 T 06:00P - 09:00P 06/25 - 06/28
ON CAMPUS - TBA SAT 09:00A - 04:30P
HALF HOUR LUNCH ON SAT

CORPORATE & CONTINUING EDUCATION

IMPORTANT REFUND INFORMATION:
- Self-supporting Courses: students must withdraw at least seven business days prior to the start date.
- Occupational Extension Courses: students must drop prior to first day of class.

EXCEPTIONAL STUDENTS - NEW!

EDU7018* HOURS: 30 COST: $125
Recommended for educators, specialists and parents. Topic areas included: characteristics of exceptional students, ADHD, behavior disorders, and IEPs. Explore classroom strategies, lesson modification, and classroom management insuring students will succeed in the classroom. Purchase text prior to class. 3.0 CEUs. $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(T124) 86 ON-LINE COURSE 07/09 - 08/20

REACHING AND TEACHING TEENAGE STUDENTS - NEW!

EDU7370* HOURS: 30 COST: $125
This course is recommended for teachers, counselors, and families of adolescence students. Together we will take a journey into the heart of American adolescence. Topic areas include the physical, cognitive, moral and social development of adolescence. Textbook required. 3.0 CEUs. $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(T102) 86 ON-LINE COURSE 07/09 - 08/20

MOTIVATING STUDENTS

EDU7038* HOURS: 30 COST: $125
Learn strategies to motivate underachievers, at risk and uninterested students. Internal and external factors that influence a student’s motivation to learn are addressed. Textbook required. 3.0 CEUs. $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(0584) 86 ON-LINE COURSE 07/09 - 08/20

BASICS OF MS OFFICE FOR EDUCATORS

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. $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(T684) 86 ON-LINE COURSE 07/09 - 08/20

SUCCESSFUL AND EFFECTIVE TEACHING

EDU7260* 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. $2.00 CAPS fee & $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(T114) 86 ON-LINE COURSE 07/09 - 07/16

Additional ON-LINE courses are listed within Instructional Methodologies and Reading Instruction

Instructional Methodology

GAMES - GROUPS APPLYING MEANINGFUL ENGAGING SKILLS - NEW!

EDU7351* HOURS: 21 COST: $55
Natural learning develops through using games in classrooms. Games provide a foundation for developing social skills, enhancing academics, increasing attention, motor skills and emotional skills. Participants will experience numerous games, and evaluate modifications for implementation in their classroom. Purchase materials in class. 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

PH. CODE SEC LOCATION DAY(S) TIME DATES
(1727) 10 LEVINE CAMPUS TBA MTW 09:00A - 04:30P 08/08 - 08/10
HALF HOUR LUNCH
NEW 2005 Administrator's Certificate

CPCC's Administrator program provides a series of 6 comprehensive leadership courses rooted in literature, research and application for those who aspire to various levels of administration.

- Enhance your skills with reflective courses
- Certificate awarded upon completion

Highly recommended for leaders at all levels: current or future administrators, team leaders, departmental chairs, and to others interested in education administration and quality instruction in North Carolina.

Visit us online at www.cpccteacherscert for more information.

CAPTIVATE, ACTIVATE, AND ENERGIZE STUDENTS - NEW!
EDU7352 HOURS: 21 COST: $55
Explore research-based classroom strategies to arouse curiosity, promote participation, facilitate transitions, boost confidence, and enhance understanding and retention. Participants will discuss and actively engage in over 50 activities. Purchase text in the bookstore: 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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SPANISH FOR EDUCATORS
EDU7309 HOURS: 20 COST: $55
School administrators, teachers, counselors and support staff will build skills to communicate in Spanish with Hispanic students, parents and visitors. No prior Spanish necessary. Purchase text package (book, tape, cards) at CPCC Bookstore. 2.0 CEUs $2.00 CAPS fee & $5.00 technology fee required for this class.

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DISCIPLINE WITH DIGNITY
EDU7257* HOURS: 30 COST: $125
Evaluate guidelines of Curwin and Mendler which help teachers develop a repertoire of strategies to deal with student behaviors. Explore the differences between discipline and punishment. Emphasis is placed on problem solving and offering ideas that are practical and assist teachers in moving beyond controlling student behavior. Purchase text prior to class, 3.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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INTRODUCTION TO GIFTED EDUCATION
EDU7105 HOURS: 20 COST: $55
Recommended for educators, specialists and parents. Designed to support regular classroom teachers and gifted teachers. Explore characteristics, behaviors, strategies and techniques every teacher can use to meet the academic needs of the gifted and talented. Purchase text prior to class, 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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BRAND COMPATIBLE TEACHING STRATEGIES
EDU7229 HOURS: 21 COST: $55
Explore and experience concepts on brain research to help engage students, stimulate their learning and keep them motivated. Learn teaching tips and strategies which support the ways students' brains work. Purchase text in CPCC Bookstore: 2.1 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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CREATING CLASSROOM ENVIRONMENT
EDU7262 HOURS: 15 COST: $55
Whether you are trying to create a new environment or enhance your existing classroom, discover ways to design an inviting and stimulating classroom atmosphere. Explore how the physical, cognitive and psychological features of your classroom's space affects student studying and learning. Purchase text prior to class, 1.5 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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TEACHER RESOURCES
EDU7319 HOURS: 15 COST: $55
NEW - 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. No text required. Purchase materials in class: 1.5 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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HOW ELEMENTARY STUDENTS PROCESS MATH K-3
EDU7345 HOURS: 15 COST: $55
NEW - This course will explore Mathematical Thinking and Learning. Topic areas include, looking at math through the students eyes, mental math, cognitive math processes, and effective teaching strategies to assure all students are successful in Math K-3 classrooms. Purchase text prior to class, 1.5 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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ELEMENTARY SCIENCE MADE EASY K-4
EDU7346 HOURS: 15 COST: $55
NEW - This course will demonstrate teaching strategies for Elementary Science K-4. Topic areas include, teaching and understanding science principles, the scientific method, inquiry-centered science, and hands-on exploratory science. Participants will develop lesson plans and activities aligned with NC Standard Course of Study. No textbook required, purchase materials in class: 1.5 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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THE MULTICULTURAL CLASSROOM
EDU7348 HOURS: 20 COST: $55
NEW - This course is an excellent resource for administrators, teachers and teacher assistants. Explore issues and solutions associated with a teaching in a multicultural classroom: gender, race, class, ethnicity and culture. Participants will develop lesson plans and activities aligned with NC Standard Course of Study. No textbook required, purchase materials in class: 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

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Registration Options
Reading Instruction

- All courses provide 30 hours of reading renewal credit.
- Courses contain methodologies, lesson plans, and resources.
- Campus and online courses are available.

**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. Text book required. 3.0 CEU's. $2.00 CAPS fee & $5.00 technology fee required for this class.

**IMPLEMENTING GUIDED READING IN THE K-2 CLASSROOM**

**EDU7316**

**HOURS: 30**

**COST: $125**

NEW - Explore multiple components of Balanced Literacy with an emphasis on Guided Reading. Participants will learn the role of a teacher and the role of a student within the framework of a Balanced Literacy Program. Purchase text in CPCC Bookstore. 3.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

**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. Text book required. 3.0 CEU’s $5.00 technology fee required for this class.

**READING AND WRITING IN UPPER GRADES**

**EDU7333**

**HOURS: 30**

**COST: $125**

Reading and Writing in Upper Grades provides teacher-tried and teacher-tested strategies for integrating reading and writing skills across the curriculum. Included are a multitude of charts, worksheets for the reading/writing process, examples, and student-completed ideas. Text book required. $2.00 CAPS fee & $5.00 technology fee required for this class.

**Computer Technology**

**BASICS OF COMPUTERS**

**EDU7190**

**HOURS: 20**

**COST: $55**

For novice or advanced participants review and practice components of MS Office, Word, Excel, and PowerPoint. Textbook optional. 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

**MS PUBLISHER FOR EDUCATORS**

**EDU7163**

**HOURS: 20**

**COST: $55**

Students will create, save, edit, format and print publications created in Microsoft Publisher Textbook optional. 2.0 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

**CREATING WEBSITES WITH HTML - QUICK AND EASY**

**EDU7188**

**HOURS: 15**

**COST: $55**

Join the educational community and create your own website to communicate with parents and peers. Under guided instruction easily develop your very own professional-looking website using HTML. Topic areas include developing content, navigation techniques, incorporating graphics, and writing for the web. No text required. Instructor will provide all materials. 1.5 CEUs. $2.00 CAPS fee & $5.00 technology fee required for this class.

**Industry & Manufacturing**

**APICS - Preparation for Certification Exams**

**APX7300**

**HOURS: 24**

**COST: $475**

Focus on techniques for material and capacity scheduling. The course includes detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning. Topics include: Recognizing Techniques and Practices of Inventory Management, Planning Process, Planning Operations to Support the Priority Plan, Planning Procurement and External Sources of Supply. $2.00 CAPS fee required for this class.

**SAFETY**

**OSHA 10-HR GENERAL INDUSTRY OUTREACH**

**OSH7100**

**HOURS: 12**

**COST: $175**

This course offers fundamentals for safety managers and supervisors or anyone with responsibilities for safety compliance in the workplace. It is designed to introduce participants from all types of industries to the provisions of the Occupational Safety and Health Act (OSHA). Learn detailed information on implementing OSHA in North Carolina, including how to identify common violations of OSHA standards, proper identification of permit-required confined spaces, and how to ensure proper safety plans are in place. $2.00 CAPS fee required for this class.

**OSHA 30-HR GENERAL INDUSTRY OUTREACH**

**OSH7200**

**HOURS: 32**

**COST: $525**

This is a 30-hour comprehensive course ideal for anyone with safety and health responsibilities and for employee safety and health awareness. This course covers all the topics in the OSHA 10-Hours General Industry Course plus additional OSHA approved topics. Participants that attend the required time and pass a final examination will receive a certificate from the US Department of Labor, Occupational Safety and Health Administration. $2.00 CAPS fee required for this class.

**CFC CERTIFICATION FOR HVACR TECH**

**OSH7004**

**HOURS: 8**

**COST: $50**

Call 704-330-6508 for required departmental pre-registration. Pre-registration due 3 weeks prior to class. $2.00 CAPS fee required for this class.
Construction Institute

Building Contractor Licensing

RESIDENTIAL BLUEPRINT READING AND ESTIMATING
BPR7002  HOURS: 48  COST: $60
A course covering the fundamentals of reading and interpreting residential blueprints and estimating the quantities of materials and labor required to construct a house. $2.00 CAPS fee & $5.00 technology fee required for this class.

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HOME CONSTRUCTION METHODS AND DETAILS
CAR7101  HOURS: 38  COST: $60
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 actual application of the construction materials and techniques. $2.00 CAPS fee & $5.00 technology fee required for this class.

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RESIDENTIAL CONTRACTORS EXAM REVIEW
CAR7130  HOURS: 38  COST: $60
This course is a review of the laws, codes, and procedures covered by the General Contractor’s License Examination for residential and light construction. $2.00 CAPS fee & $5.00 technology fee required for this class.

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COMMERCIAL CONTRACTORS EXAM REVIEW
CAR7131  HOURS: 38  COST: $60
This course is a review of the laws, codes and procedures covered by the General Contractor’s License Examination for commercial construction. $2.00 CAPS fee & $5.00 technology fee required for this class.

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Building Trades Skills

NEW CONSTRUCTION EMPLOYEE ORIENTATION
CIX7020  HOURS: 98  COST: $60
This course provides safety training, an overview of the construction industry and it’s various trades along with entry level Construction skills necessary for entry level employment in the construction industry. $2.00 CAPS fee & $5.00 technology fee required for this class.

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BRICKLAYING BASICS
MAS7001  HOURS: 64  COST: $60
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, and plum line. $2.00 CAPS fee & $5.00 technology fee required for this class.

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Plumbing

BASIC PLUMBING
PLU7006*  HOURS: 30  COST: $125
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. $2.00 CAPS fee & $5.00 technology fee required for this class.

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For More Information Call 704.330.4421
Forensic Academies for Kids, Parents & Teachers Summer 2005

3-5 day workshops introduce 5th - 8th graders to the exciting world of crime scene forensics; inform parents about Internet safety and show teachers how to use forensics in the classroom using crime scene scenarios.

Workshops:
Forensics Kamps for Kids (5th-6th graders) FRN7101
Forensics Kamps for Kids (7th-8th graders) FRN7102
Internet Safety for Parents FRN7104
Forensics Teacher Education Workshop FRN7103

Electrical Codes/Contractor Licensing

**ELECTRICAL CONTRACTORS EXAM REVIEW**

**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. $2.00 CAPS fee & $5.00 technology fee required for this class.

**Home Improvement**

**WALLPAPER HANGING AND DRYWALL REPAIR**

**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. $2.00 CAPS fee required for this class.

**CERAMIC TILE INSTALLATION**

**HOURS: 16** **COST: $150**

This class is for homeowners who want to install or repair ceramic tile. Topics include floor preparation, tile selection, layout, installation, and replacement of damaged tiles. $2.00 CAPS fee required for this class.

**LIGHT TRIM CARPENTRY**

**HOURS: 8** **COST: $75**

This class is for homeowners who want to learn the basics of trim carpentry. Topics include the cutting and installation of base board, chair rail and crown molding. This class will be hands on but will not include the use of any power tools. $2.00 CAPS fee required for this class.

**Commercial Drivers License**

**COMMERCIAL DRIVERS LICENSE PREPARATION**

**HOURS: 24** **COST: $55**

This course is designed to cover the materials in the North Carolina Commercial Driver License Handbook. It is a review of the materials covered on the Commercial Driver License (CDL) written test. $2.00 CAPS fee required for this class.

**Working Knowledge**

A working knowledge of hydraulic principles & laws, along with plumbing code requirements. Reading, math, and mechanical skills are also needed. $2.00 CAPS fee & $5.00 technology fee required for this class.

**Backflow Valve Testing**

**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 & backflow program responsibilities are also covered. Student should have knowledge of hydraulic principles & laws, along with plumbing code requirements. Reading, math, and mechanical skills are also needed. $2.00 CAPS fee & $5.00 technology fee required for this class.

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**Ceramic Tile Installation**

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**Forensics**

Forensic Academies for Kids, Parents & Teachers

3-5 day workshops introduce 5th - 8th graders to the exciting world of forensics, inform parents about internet safety and show teachers how to use forensics in the classroom.

**FORENSICS KAMPS FOR KIDS - 5TH AND 6TH GRADERS**

**FRN7101**

**HOURS: 20**

**COST: $180**

Students attending this kamp participate in hands-on crime scene processing techniques. Participants practice fingerprinting, casting and molding shoe impressions, developing and lifting fingerprints, analyzing questioned documents, analyzing hairs and fibers, collecting and documenting evidence, and maintaining chain of custody of evidence. $2.00 CAPS fee required for this class.

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**FORENSICS KAMPS FOR KIDS - 7TH AND 8TH GRADERS**

**FRN7102**

**HOURS: 20**

**COST: $180**

Students attending this kamp participate in exercises that include techniques from the forensic laboratory and crime scene processing. Participants process and document mock crime scenes using "real world" techniques and equipment. They then use laboratory equipment to analyze evidence obtained from various crime scenes. Students present their findings in an actual court room during a mock trial. $2.00 CAPS fee required for this class.

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**FORENSICS TEACHER EDUCATION WORKSHOP**

**FRN7103**

**HOURS: 24**

**COST: $250**

Forensic practitioners introduce the major forensic disciplines to attendees during this three-day, hands-on workshop. Teachers receive detailed information along with illustrations on how to introduce forensics into their classrooms. Following each session, participants practice their skills in a variety of crime scene scenarios. $2.00 CAPS fee required for this class.

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**INTERNET SAFETY FOR PARENTS**

**FRN7104**

**HOURS: 2**

**COST: $28**

This course provides parents an introduction on how to keep children safe on the Internet. Participants see how children are exposed on the Internet and what they can do to keep them safe. Various Internet safety tools are explored along with illustrations on how to introduce forensics into their classrooms. Participants leave with tools and information they need to safeguard children while also providing them access to a wealth of global resources, information, and contacts available on the Internet. $2.00 CAPS fee required for this class.

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**Arts & Communication**

**SUMMER BALLET**

**AAC8011**

**HOURS: 18**

**COST: $95**

This course will allow the student to maintain and improve ballet technique. Emphasis is placed on developing clarity and precision in placement, rhythm, and quality. Upon completion, students should be able to demonstrate progress in technical control of intermediate steps. $2.00 CAPS fee required for this class.

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**Personal Interests**

**Recreation & Leisure**

**Sports**

**WOMEN ARE GOLFERS 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.

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**INTERMEDIATE GOLF FOR WOMEN - NEW!**

**REC8406**

**HOURS: 12**

**COST: $82**

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.

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**GOLF FOR BEGINNERS**

**REC8401**

**HOURS: 12**

**COST: $74**

Prices for buckets of balls (Approx. $6). This course emphasizes the fundamentals of golf. Topics include the proper grips, alignment, stance and swings for the long and short game. $2.00 CAPS fee required for this class. Participants must provide their own clubs. Suggested supplemental text: Golf-Steps to Success - Owen/Bunker 2nd Edition.

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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.

PILATES FOR BEGINNERS
REC8115*
HOURS: 8  COST: $55

This course introduces the basic discipline of Pilates. Topics include proper breathing techniques, relaxation and correct body positions. $2.00 CAPS fee required for this class.

TENNIS FOR BEGINNERS
REC8305*
HOURS: 12  COST: $90

Students must provide their own racquets & balls. Students will learn the fundamentals of the game of tennis. Tennis rules, etiquette, court play and the basic strokes (forehand, backhand, serve, volley, overhead, drop shot and lob) will be covered in this beginning class.

YOGA FOR BEGINNERS
REC8301*
HOURS: 12  COST: $82

This course introduces the basic discipline of Yoga. Topics include proper breathing techniques, relaxation and correct body positions. $2.00 CAPS fee required for this class.

KAYAKING FOR BEGINNERS
REC8460*
HOURS: 14  COST: $115

$25 rental fee is included in the cost of the class. This course is designed to teach the basic skills of flatwater kayaking. Topics include forward and reverse strokes, sweeps, and self-rescue skills. Seakayakers welcome in this course. DRESS TO GET WET! $2.00 CAPS fee required for this class.

WATER AEROBICS
REC8100*
HOURS: 16  COST: $88

Come participate in an individually paced water exercise program. Increase cardiovascular endurance, muscular strength, endurance, and flexibility.

TAI CHI CHUAN-SUMMER
REC8965*
HOURS: 16  COST: $70

Participants will be introduced to the fundamental principles that are the foundation of Tai Chi. Students will also be provided 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. These methods are designed to improve health, reduce stress, and develop personal awareness. $2.00 CAPS fee required for this class.
ESOMA KUNG FU-SUMMER
REC8981* HOURS: 16 COST: $70
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. $2.00 CAPS fee required for this class.

Dance

SOCIAL DANCE FOR BEGINNERS
REC8211* HOURS: 10 COST: $48
Students should enroll with a partner, register individually. This popular course will introduce 4 dances: Fox trot, Swing, Cha-Cha and Waltz. Upon completion, students will understand leading and following at a beginning level for social dancing. Approximately 4 or 5 steps in each dance will be taught. $2.00 CAPS fee required for this class.

INTRODUCTION TO SALSA
REC8945* HOURS: 16 COST: $80
Students should enroll with a partner, register individually. Develop the comfort and self-confidence to perform one of the hottest dances around. This introductory course will teach the fundamentals of Salsa including: tempos, music, spinning technique, Latin body motion, basic step, and how to lead and follow techniques. Salsa creates social interaction, reduces stress, and is an enjoyable form of exercise. Couples recommended. $2.00 CAPS fee required for this class.

BEGINNING SHAG
REC8955* HOURS: 10 COST: $73
Students should enroll with a partner, register individually. Learn the fundamental steps in shag dancing: basic eight count, start, turn, pivot, lean and boogie walk, crossover, sugar foot and bellyroll. $2.00 CAPS fee required for this class.

Motorcycle Safety Skills

WEEKDAY MOTORCYCLE: RIDING AND STREET SKILLS
MIC8785* HOURS: 20 COST: $165
Tuition includes required $5.50 student accident insurance.
This weekday course for beginners consists of class work and practical riding skills. 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. With unsuccessful course completion, for any reason, re-registration will be at the students expense. $2.00 CAPS fee required for this class.

MOTORCYCLE: RIDING AND STREET SKILLS - NEW!
MIC8780* HOURS: 20 COST: $165
Tuition includes required $5.50 student accident insurance.
This weekend course for beginners consists of class work and practical riding skills. 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. With unsuccessful course completion, for any reason, re-registration will be at the students expense. $2.00 CAPS fee required for this class.
EXPERIENCED RIDER COURSE

MIC8795* 
HOURS: 7 
COST: $80 
TUITION INCLUDES REQUIRED $5.50 STUDENT ACCIDENT INSURANCE.
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. WITH UNSUCCESSFUL COURSE COMPLETION, FOR ANY REASON, RE-REGISTRATION WILL BE AT THE STUDENTS EXPENSE. $2.00 CAPS fee required for this class.

LICENSEE WAIVER RIDER COURSE - NEW!

MIC8782* 
HOURS: 7 
COST: $80 
TUITION INCLUDES REQUIRED $5.50 STUDENT ACCIDENT INSURANCE.
The Licensee 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. WITH UNSUCCESSFUL COURSE COMPLETION, FOR ANY RE-REGISTRATION WILL BE AT THE STUDENTS EXPENSE. $2.00 CAPS fee required for this class.

PERSONAL INTERESTS

All About You

SELF PROTECTION FOR WOMEN SEMINAR

SLF7000* 
HOURS: 3 
COST: $25
You don’t have to be athletic to protect yourself; women who use multiple self-defense strategies are over 80% more likely to escape the attack. Join other women in this self-defense seminar that teaches you to increase your personal safety at home, work, school, and on the street. Learn karate techniques in combination with personal awareness, assertiveness, and verbal confrontation skills. Wear comfortable clothes. $2.00 CAPS fee required for this class.

MEDITATION FOR RELAXATION AND FOCUS

SLF7010* 
HOURS: 12 
COST: $85
Looking for a new and creative way to manage stress? Experience a variety of approaches to meditation including positive affirmations, visualization, contemplation, and journaling as tools of change and relaxation. Please wear comfortable clothing, and bring a blanket, meditation pillow and journal. $2.00 CAPS fee required for this class.

NATURAL HAIR AND LOCs WORKSHOP

SLF7050* 
HOURS: 2 
COST: $40
Abusive tools and excessive styling practices can burn, scar and permanently damage your hair and scalp. This hands on and demonstration workshop will instruct the manageability of natural hair and loc grooming that can stimulate growth, maintain health and redefine the way of thinking when it comes to natural textured hair. Course includes product checklist, recommended tools, demonstrations with natural kinky hair mannequins, and loc massage and repair. Techniques are easy to learn and apply, and essential to the grooming process. $2.00 CAPS fee required for this class.

STEPS TO SUCCESS IN AN ONLINE COURSE

EDU7400* 
HOURS: 10 
COST: $49
For novice or future online students. Learn how to take an online course with confidence. Under direct guidance of an instructor, this course will assess and enhance your current technology skills, let you experience the Blackboard online course environment, and learn proven strategies to successfully complete any online course. Topics include: E-learning vocabulary, navigating through an online course, virtual communication, submitting assignments, online assessments, time management, exposure to several online learning environments, and characteristics common to most online environments. Text book is optional, 1.0 CEUs. This course is offered at several local campus locations. $2.00 CAPS fee & $5.00 technology fee required for this class.

Art

CHINESE BRUSH PAINTING

AVO8780 
HOURS: 15 
COST: $98
SUPPLIES WILL BE DISCUSSED IN THE FIRST CLASS.
Learn the ancient art of Chinese Brush Painting! This meditative art form initiated during the Southern Sung Dynasty - entails traditional methods of painting treasured symbols of the seasons (bamboo, orchid, plum, and chrysanthemum) and others. The course reviews materials, subject matter, and supply sources for this increasingly popular art form. $2.00 CAPS fee required for this class.

THE ART OF COLORED PENCILS

AVO8657* 
HOURS: 12 
COST: $75
Ever wondered how to create beautiful art with color pencils? The possibilities are unlimited with the 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. $2.00 CAPS fee required for this class.

CREATIVE SAMPLER

AVO8659* 
HOURS: 20 
COST: $103
SUPPLIES WILL BE DISCUSSED THE FIRST CLASS.
Want to try your hand at dabbling in drawing, painting, sculpture and collage? Also learn how to design greeting cards and small gift items using mixed media? Examples of completed projects will be presented by the instructor in the first lesson (class). This class will be taught by an accomplished local artist from our area. $2.00 CAPS fee required for this class.

STAINED GLASS WORKSHOP

AVO8720* 
HOURS: 24 
COST: $110
STUDENTS WILL RENT NEEDED TOOLS FROM THE INSTRUCTOR-S25.
Get lost in the world of color and light! Learn to cut, bend, solder and polish to create stained glass. Patina techniques employed in the American Style of stained glass. Patina demonstrated. For students of all skill levels. $2.00 CAPS fee required for this class.
Cultural Arts

EUROPE BY TRAIN
TVL7105*
HOURS: 3  COST: $35
Take the mystery out of traveling by train and navigate Europe's rail system with confidence! Give yourself more time to enjoy the wonders of the Old World by learning how to select the most efficient rail pass. $2.00 CAPS fee required for this class.

FIRST TIME CRUISER
TVL7006*
HOURS: 2  COST: $25
Are you dreaming of a cruise but don't know where to start? Overcome common roadblocks to taking a cruise and prepare yourself by learning what the price of the cruise does and does not include, how to choose locations and accommodations, and other common questions surrounding cruises. $2.00 CAPS fee required for this class.

Writing

CREATIVE WRITING
JOU8114*
HOURS: 16  COST: $105
Students will focus on writing creatively using various imagination-stretching exercises and will learn to build upon those ideas. Course will focus on fiction, poetry and creative nonfiction. $2.00 CAPS fee required for this class.

DELICIOUS WORDS: FOOD FOR THE SOUL - NEW!
JOU8118*
HOURS: 5  COST: $42
Food not only nurtures us, it is also a rich source of metaphor and memory. Come nibble on cookies from well-known author Maureen Ryan Griffin's own mother's recipes as you write your own delicious memories. Learn how to begin your own food memoir or family/community cookbook, write a food-related essay, and/or leave a legacy to share with loved ones. $2.00 CAPS fee required for this class.
Home & Garden

Home Gourmet

**EXPLORING THE TASTES OF CHINA**

**HOURS: 18**

**COST: $112**

An introduction to the ancient art and science of Chinese cooking, dating back 5000 years to the Emperor Fu Hsi. Learn about Cantonese, Szechwan, and Peking cooking styles. Students will take a field trip to an oriental market and Dim Sum restaurant! $2.00 CAPS fee required for this class.

**THE ART OF GRILLING - NEW!**

**HOURS: 5**

**COST: $95**

Get set, get ready, go grill! Learn the basics of grilling foods, including choosing marinades and appropriate spices. Select the right equipment and fuels available to meet your grilling needs. The art of grilling is more than the typical 4th of July hamburgers and hotdogs so WOW your friends and neighbors with some delicious, easy to prepare recipes for all year round. $2.00 CAPS fee required for this class.

**CULINARY HERB GARDEN - NEW!**

**HOURS: 5**

**COST: $75**

Take the mystery out of culinary herbs. Gain knowledge of cultivating, cooking and preserving your herbs for your next culinary masterpiece. Instructor will demonstrate herb vinegars, pesto and spice blends using fresh herbs. The student will take home fresh herbs grown by CPCC horticulture department. $2.00 CAPS fee required for this class.

**CAKE DECORATING I**

**HOURS: 10**

**COST: $77**

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 borders and create beautiful roses. $2.00 CAPS fee required for this class.

**UNMASKING THE GRAPE**

**HOURS: 2**

**COST: $45**

An introduction to the six basic steps of wine appreciation: see, swirl, smell, sip, savor, summarize. $2.00 CAPS fee required for this class.

For classes on:
- Wallpapering
- Installing Ceramic Tile
- Building a Deck & more . . . please visit the Construction Institute’s Home Improvement section on page 56.
PERSONAL INTERESTS — AUTOMOTIVE

## Sewing

### INTRO TO SEWING

**HMK8757**

**HOURS: 18**

**COST: $115**

A SUPPLY LIST WILL BE DISCUSSED THE FIRST CLASS.

Aimed at beginners, this class will teach you about sewing techniques, including cutting, sewing, finishing, and ironing. You will practice these skills through a variety of projects, such as a simple tote bag and a pillowcase.

### SEWING I

**HMK8751**

**HOURS: 18**

**COST: $115**

This class is designed for those with basic sewing skills. You will learn to combine fabrics, add interesting borders, and work with interfacing and linings. Projects include a tote bag, a pillow case, and a simple pair of pants.

### SEWING FOR YOUR HOME

**HMK8758**

**HOURS: 18**

**COST: $115**

This class is for those who are comfortable with sewing. You will learn to add bindings, pockets, and waistbands, as well as the basic principles of pattern cutting and making adjustments. Projects include a simple skirt, a blouse, and a basic pair of trousers.

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## Basic Small Engine Repair

**AUX7003 – $130**

Learn to repair the engines in your:

- lawn mower
- chain saw
- weed eater
- leaf blower

Practice on your own small engines in class!

For More Information Call 704.330.5480

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## Automotive

### OSHA FORKLIFT TRAINING COUNTER-BALANCE

**AUX7500**

**HOURS: 4**

**COST: $115**

This class teaches the principles of forklift operation, how to perform a pre-shift inspection and safe load handling and complies with Federal OSHA regulations. $2.00 CAPS fee required for this class.

### BASIC SMALL ENGINE OVERHAUL

**AUX7004**

**HOURS: 24**

**COST: $130**

This course is designed to teach basic skills needed to overhaul small engines such as those found in lawn mowers, weed eaters, chain saws, and leaf blowers. Participants may bring their own small engines for class projects. $2.00 CAPS fee required for this class.

---

## Basic Car Maintenance

### Empower Yourself!

**Basic Car Maintenance**

**Insures**

- Protection from untimely breakdowns
- Economic Savings

**Learn More About:**

- Jumpstarting your car
- Changing a Flat Tire
- Checking Fluids
- Following Routine
- Maintenance Schedules

Classes are offered every semester, sign up today!

For More Information Call 704.330.5480

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## 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 dealer class yearly. This 6 hour class will keep you current and in compliance. $2.00 CAPS fee required for this class.

---

## Small Engine

### 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 may bring their own small engines for class projects. $2.00 CAPS fee required for this class.

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## Registration Options

CPCC Campuses

Online

http://www.cpcctraining.org

Automated Telephone

(704) 330-6970

Customer Service

704.330.4223
ONLINE TRAINING

VIRTUAL CAMPUS ONLINE TRAINING at http://www.ed2go.com/cww

Home or office — plane or car — you can take a class wherever you are! 24 hours a day — 7 days a week!

Check out these benefits

- All courses offered every month
- Instructor-facilitated
- Informative, fun, and convenient
- Warm and supportive communities of learners
- Lively and intelligent discussion areas
- Courses run for six weeks
- Two-week grace period at the end
- Project-oriented
- Include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more!
- Very reasonably priced!

Over 100 courses to choose from!

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Important! Register by the start date: No late registrations allowed.

How to get started

1. Visit our Online Instruction Center at: http://www.ed2go.com/cww. Evaluate your many course options and make your course selections. Write down the start dates and phone codes.

2. Visit http://mycollege.cpcc.edu and register for your courses. (NOTE: if you are new to CPCC you need to complete an online admissions form prior to registering.)

3. Return to http://www.ed2go.com/cww. Click the Orientation link. During orientation, you will learn important information about your course and choose the name and password you will use to access your course. This step is critical! You cannot access your course until you complete orientation.

4. When your course starts, return to http://www.ed2go.com/cww and click the Classroom link. To begin your studies, simply log in with the name and password you provided during orientation. This is where you will always access your courses.

Enjoy your classes!

CORPORATE & CONTINUING EDUCATION
Deck 1: Student and Dental Parking Only
Enter right only off Elizabeth Ave, going toward Independence Blvd. Usually fills by 8:30am

Deck 2: Student and Dental Parking Only
Enter right only off Fourth St, coming from Independence Blvd. Usually fills by 8:30am

Lot 3: Student Parking Only
Enter left or right off Elizabeth Ave. Usually fills by 9am

Lots 4-5: Student Parking Only
Enter right off Kings Dr. (2 entrances). Usually fills by 7:30am

Lot 6: Student Parking Only
Enter left or right off Sam Ryburn Walk. Usually fills by 6pm

Lot 7: Student Parking Only
Enter left or right off Sam Ryburn Walk. Usually fills by 8:30am

Lot 8: Student Parking Only
Enter left or right off 7th St. Usually fills by 10am

Lot 9: Parking for CPCC Visitors
Requires $3.00, paid when exiting the lot. Enter right from Kings Dr. or enter from Pease Lane.

Lot 11: Student Parking Only
Enter right or left off Elizabeth Ave. onto Torrence St.

Lot A: Faculty/Staff/Theatre Patron Parking
Enter right off Fourth St.

Lot B: Faculty/Staff Parking
Enter right from Independence Blvd. or right from Elizabeth Ave.

Lot C: Student Overflow Parking
Enter right from Kings Dr. or right from East 7th St.

Lot G: Parking by special permit only
Enter right only off Elizabeth Ave. onto Pease Lane

Lot H: Motorcycle and ADA Handicapped Permit Parking Only
Enter right off Kings Dr. or Elizabeth Ave.

Lot I: Visitor Parking
Enter right or left off Seventh St.
**Central Campus** (Uptown Area)
I-77 South • Exit 10B (Trade, 5th St.) • Stay on Trade through town • Trade becomes Elizabeth Avenue

**City View Center** (Freedom Dr. Area)
I-85 to Freedom Drive south • Right on Ashley Road • 1 block to Alleghany • Center is on corner of Alleghany and Ashley roads – across from City View Shopping Center

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

North Campus Annex (I-77/Harris Blvd.)
I-77 North • Exit 18-Harris Boulevard • East on Harris Boulevard • Take second right onto Harris Center Drive • Left into Harris Business Center
We’ve Got You Covered in Mecklenburg County

1. **Central Campus**
   1201 Elizabeth Avenue and Kings Drive
   Near Center City
   704.330.2722

2. **City View Center**
   1609 Alleghany Street
   Freedom Drive and Ashley Road
   704.330.5910

3. **Harper Campus**
   (formerly Southwest)
   315 West Hebron St.,
   between Arrowood and Nations Ford Road
   1-77, Arrowood Exit
   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
   704.330.4100

6. **North Campus Annex**
   6605 W. WT Harris Blvd.
   I-77 North, Exit 18
   704.330.5480

7. **Northeast Campus**
   8120 Grier Road
   at WT Harris Blvd.
   704.330.4801

8. **West Campus**
   3210 CPCC West Campus Dr.
   Morris Field Drive from Billy Graham Parkway or Wilkinson Blvd.
   704.330.4650

**Distance Learning**
http://virtual.cpcc.edu

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Non-Profit
U.S. Postage
P.A. I.D.
Charlotte, NC
Permit No. 1177
Northeast Campus (University Area)
I-85 North • Exit 45 East - WT Harris Boulevard • Go south 4 miles • Left on Grier Road • Right into Campus

Levine Campus (Matthews)
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

Harper Campus (SW Charlotte)
Take I-77 South to Arrowood Blvd. • 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

West Campus (Airport Area)
From I-77 South take Hwy. 74 westbound • Left on Morris Field Drive • Left on CPCC West Campus Drive

From I-77 North or South, exit Billy Graham Parkway (Woodlawn Road) and follow airport signs to stop light at Morris Field Drive • Immediately right on CPCC West Campus Drive

From I-85 take Billy Graham Parkway toward the airport • Left on Morris Field Drive • Immediately right on CPCC West Campus Drive