Ballantyne Center offers first classes
See inside back cover

Student finds new future in IT
See page 12

Gloria Bell, project management student
Read her story on the inside cover.
For MetLife employee and CPCC student Gloria Bell, making time to continue her education hasn’t been easy. It was a great opportunity through MetLife, she says, but it meant reorganizing her schedule while still working in insurance full time. Now, in less than one year, she’s achieved her goal of becoming certified as a project manager.

“My advice is to make time to continue your education. It may not seem feasible at the time, but the sacrifices made will definitely be worth it.”

A Charlotte native, Gloria says the most rewarding aspect was not only completing the project management class, but being able to sit for the exam and pass it on the first try. She credits her CPCC instructors, who were there to assist whenever she had questions. The CPCC partnership with MetLife in the Ballantyne area helped make the program convenient.

Her new credential, she says, helps her stand out among project management professionals and gives her an edge in advancing her career goals.

Registration Tips

- Register beginning July 8 or any time during the term.
- Register early. Many courses fill quickly.
- Review refund policies before you register.
- Be ready to pay for classes when you register.
- Call us at 704.330.4223 to register or to ask any questions.
- Reach us by email: ccecustomerservice@cpcc.edu
- Many courses require a CPCC login. Check when registering if one is required.
- Full details on page 58.
## Job and Career Enhancement

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**You’re invited**

We invite you to the new CPCC Ballantyne Center. Check out courses with this symbol or visit us in person at 11430 North Community House Rd.
Audio and Video Engineering

AUDIO ENGINEERING 1
AAC8002       HOURS: 32.0       $120

This course introduces the recording studio, the music industry and the fundamentals of analog and digital audio. Class topics center around the theoretical foundations of modern recording including the study of: sound and hearing; recording consoles; design, function and signal flow; principles of signal processing: reverberation, delay, equalization, compression and other effects; a study of microphones and techniques; and an introduction to music production and recording techniques. Class meetings consist of lecture sessions combined with in-class demonstration and some hands-on training in the studio. Upon completion; students should have a fundamental understanding of recording equipment, the music industry and its relationship to musician, audio engineer and producer.

AUDIO ENGINEERING 2
AAC8003       HOURS: 64.0       $150

This course continues the study of recording techniques begun in Audio Engineering 1. Emphasis is placed on multi track recording and mix-down, microphone placement and patch bay function. Upon completion, students should be able to create projects demonstrating proficiency in the skills and use of the equipment studied.

STUDENTS SHOULD BRING THEIR OWN HEADPHONES TO CLASS.

VOICE OVERS - TALK YOUR WAY INTO A CAREER
SLF7400       HOURS: 10.0       $135

Do you like to talk? Have a unique voice? Then this class is for you! Learn from an established, local, commercial Voice-Over artist what it takes to get started in the voice over (VO) industry, as well as the business opportunities for a voice over artist. Class will include the history of the VO industry, the business side of the industry and an overview of VO techniques and tools; including needed software, recording tools and online media. Note: This is a lecture class, introducing students to the Voice Over (VO) industry, tools and techniques needed to get started in the industry.

Banking and Financial Services

Accounting and QuickBooks®

CASH FLOW ANALYSIS
ACC7001       HOURS: 6.0       $129

This course provides an overview of the cash flow process - the inflow and outflow of cash within a company. Students will acquire a basic understanding of business financial statements, as well as a general overview of what affects cash flow within a company, accruals and deferrals, the cash conversion cycle, net income ratios, monthly cash expenses ratios, depreciation and net operating losses.

FUNDAMENTALS OF ACCOUNTING FOR NON-FINANCIAL MANAGERS
ACC7003       HOURS: 18.0       $299

No matter how effective your management methods or how innovative you are, your company’s results will be measured in dollars and cents. Explore the basics of the accounting process. Learn how transactions are recorded in the accounting system of your organization and how to interpret your company’s financial statements and annual reports.

ACCOUNTING FUNDAMENTALS
ACC7007       HOURS: 24.0       $169

Increase your financial awareness while also gaining a marketable skill. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. Get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. We’ll cover all the bases to give you a solid foundation in financial matters.

CERTIFIED INTERNAL AUDITOR (CIA) EXAM PREP - PART 1
ACC7201       HOURS: 15.0       $695

Prepare for Part 1 of the Certified Internal Auditor Exam, utilizing The Institute of Internal Auditors CIA Learning System. This instructor-led course is designed to provide a comprehensive overview of the topics covered on Part 1 of the 3-part CIA exam. During this course, you will be able to discuss difficult topics with subject matter experts and peers, obtain study tips to help you stay on track and work through practice exam questions. Additional study time outside of class is necessary to prepare for the exam.

CERTIFIED INTERNAL AUDITOR (CIA) EXAM PREP - PART 2
ACC7202       HOURS: 15.0       $695

Prepare for part two of the Certified Internal Auditor Exam, using The Institute of Internal Auditors CIA Learning System. Exam topics include: managing the internal audit function via the strategic and operational role of the internal audit and establishing a risk-based plan; the steps to manage individual engagements (planning, supervision, communicating results and monitoring outcomes); and fraud risks and controls. Additional study time outside of class is necessary to prepare for the exam.

Q&A

Why did you return to school?
In the summer of 2014, I was laid off after being downsized because my position was eliminated. I read about the Bank Teller program in CPCC’s Corporate and Continuing Education Course Schedule. I decided to enroll and learn how my customer service skills could be used in a new way.

What was your most challenging aspect of returning?
It was a sacrifice to take this class because I had a long commute and because I missed four months of monthly meetings from one of the organizations I am active in.

What have you found as the most rewarding aspect?
This program not only taught me the skills I needed to be successful as a bank teller, but it also showed me through résumé building and life skills, that I already possess the skills needed to take me far in this new field.

What advice would you offer others who are considering continuing education?
If you are looking to obtain new skills, brush up on existing skills or even change career fields, don’t be afraid to do so. The naysayers are a non-factor in reaching your goals. When you look back after you have accomplished your new skills, you will be so proud of yourself. No one can take that away from you!

How did CPCC help you meet your goals?
Instructor Dr. Debra Sherrill took the time to care about each student and made learning a personal experience. She told our class on day one that at least one person from the class will land a job. I replied, “That will be me!” Now, I am proud to say that with this program, I was one of those individuals to get a job.

For information on CPCC’s Bank Teller program, visit www.cpcc.edu
CERTIFIED INTERNAL AUDITOR (CIA) EXAM PREP - PART 3
INTERNAL AUDIT KNOWLEDGE
ACC7203  HOURS: 30.0  $1395
Prepare for part three of the Certified Internal Auditor Exam, using the Institute of Internal Auditors CIA Learning System. Exam topics include: governance and business ethics; risk management; organizational structure, including business processes and risks; communication; management and leadership principles; information technology and business continuity; financial management; and the global business environment. Additional study time outside of class is necessary to prepare for the exam.

PROFESSIONAL BOOKKEEPER CERTIFICATE
BKC8030  HOURS: 60.0  $750
Are you thinking about starting or enhancing your career as a bookkeeper? Gain a competitive edge by mastering the skills and knowledge of accounting functions utilized by professional bookkeepers. Topics will include: adjusting entries, correction of accounting errors, payroll, depreciation, inventory and internal controls and fraud prevention. CPCC’s Professional Bookkeeper Certificate prepares you to sit for the national bookkeeper certification through the American Institute of Professional Bookkeepers (AIPB). Students are encouraged to take exam modules as each subject completed.

BASIC ACCOUNTING KNOWLEDGE IS NEEDED. PURCHASE TEXTBOOKS PRIOR TO START OF CLASS.

BASIC ACCOUNTING WITH QUICKBOOKS
SBX7439  HOURS: 6.0  $99
Build a solid foundation by learning the fundamentals of accounting and how it relates within QuickBooks. Understand the chart of accounts and what happens when bills, checks and invoices are entered. No accounting knowledge or QuickBooks experience is required. Basic computer skills are required.

QUICKBOOKS LEVEL 1
SBX7440  HOURS: 12.0  $169
Discover how to manage and maintain your business finances by automating your accounting and financial reporting functions. Use this computerized program to set your company’s chart of accounts, receive payments, pay bills, create lists, track cash sales, enter bills, create invoices, make deposits, reconcile bank accounts and write checks in order to more easily manage your financial decisions.

QUICKBOOKS LEVEL 2
SBX7460  HOURS: 12.0  $169
Already know the basics? This second level course will help you expand your QuickBooks knowledge. Delve into advanced features such as forms creation, report and graph generation, job costing, inventory, payroll and trouble shooting.

QUICKBOOKS CERTIFIED USER: EXAM REVIEW AND CERTIFICATION TEST
SBX7480  HOURS: 3.0  $210
Stand out from the crowd as a QuickBooks Certified user. The exam prep will provide you with a review if you have completed QuickBooks Levels I and II and will prepare you for success on the exam. The exam validates your knowledge of QuickBooks Pro financial software and if you score 80 percent or above, you will earn the industry recognized “QuickBooks Certified User” designation. The credential is ideal to add to your resume or to gain instant credibility as a bookkeeper, office manager or business owner. Prerequisite: Students seeking to sit for the examination are required to have completed SBX7440 and SBX7460.

ONE ADDITIONAL HOUR IS REQUIRED TO TAKE THE EXAM.

CHARTERED TAX PROFESSIONAL
TAX7100  HOURS: 180.0  $2400
A Chartered Tax Professional (CTP) is someone who has completed a specific series of tax courses in individual and small business income tax preparation. This nationally recognized innovative online certificate program will enable you to start working and earning money while completing coursework toward the CTP professional credential. After successfully completing this course, you will be qualified to prepare individual U.S. tax returns and will also have the tax knowledge to successfully pass the IRS Competency Exam. Offered in partnership with ed2go.

BANKING SERVICES

BANK TELLER ESSENTIALS
CBX8020  HOURS: 48.0  $125
Position yourself for a career in the financial services industry with this entry-level banking course. You will learn the basics of the bank teller profession and acquire the skills and positive attitude that make today’s tellers successful.

CFP® Certification Education

FUNDAMENTALS OF FINANCIAL PLANNING
CFE8001  HOURS: 39.0  $600

INSURANCE PLANNING
CFE8002  HOURS: 33.0  $600
FINANCIAL PLAN DEVELOPMENT COURSE  
CFE8007  
HOURS: 45.0  
$800

This Capstone course is approved by the CFP Board of Standards, Inc. to satisfy the Financial Plan Development Course requirement. It is a comprehensive course where students will be able to apply the knowledge and skills acquired throughout the CFP Certification Education Program toward the preparation, implementation, and delivery of a financial plan.

Mortgage Banking

20-HOUR SAFE COMPREHENSIVE ORIGINATION ESSENTIALS  
MTG7200  
HOURS: 20.0  
$225

This course is approved by the Nationwide Mortgage Licensing System (NMLS) to meet the federal mortgage loan originator pre-licensing education requirement and prepare students to take the federal licensing exam component. To become a N.C. licensed mortgage loan originator, MTG 7204 is also required.

This course is approved by the Nationwide Mortgage Licensing System (NMLS) to meet the N.C. mortgage loan originator pre-licensing education requirement and prepare students to take the N.C. state licensing exam component. This course is required, in addition to the federal component MTG 7200.

8-HOUR NC SAFE: NORTH CAROLINA ORIGINATION ESSENTIALS WEBINAR  
MTG8204  
HOURS: 8.0  
$189

This course is approved by the Nationwide Mortgage Licensing System (NMLS) to meet the N.C. mortgage loan originator pre-licensing education requirement and prepare students to take the N.C. state licensing exam component. This course is required, in addition to the federal component MTG 7200.

8-HOUR NC SAFE COMPREHENSIVE CE: 2015 FAIR LENDING REMINDERS AND UPDATE  
MTG7225  
HOURS: 8.0  
$125

The purpose of this course is to meet the eight (8) hours of annual continuing education requirements of the SAFE Mortgage Licensing Act for licensed mortgage originators. This continuing education course will focus on two fair lending and equal opportunity laws (The Equal Credit Opportunity Act and the Fair Housing Act). Actual discrimination cases will be discussed. In addition, this course will also examine reverse mortgages plus the North Carolina State Fair Housing Act and the NC Reverse Mortgage Act.

MORTGAGE MATH  
MTG7312  
HOURS: 12.0  
$79

Are you a mortgage professional having difficulties with traditional mortgage calculations? Master those pesky calculations, such as payments, income, LTV, qualifying ratios and loan amortization with this self-paced online course. THIS IS AN ONLINE SELF-PACED COURSE. A CPCC LOGIN IS REQUIRED. STUDENTS CAN ENROLL AT ANY TIME DURING THE SEMESTER. ALL ASSIGNMENTS MUST BE COMPLETED PRIOR TO THE END DATE.

Register and pay early to guarantee your seat!
INTRODUCTION TO MORTGAGE LENDING  
MTG7314  HOURS: 15.0  $140

Discover a career in mortgage banking. Understand the terms and concepts used in today’s industry and how they apply to the entire mortgage loan process.

STUDENTS TAKING AN ONLINE CLASS WILL NEED A CPCC LOGIN. GO TO WWW.CPCC.EDU. UNDER MYCPCC, ONLINE SERVICES CLICK ON CPCC LOGIN. TO ACCESS THE CLASS CLICK ON MOODLE.

STOCKS, BONDS AND INVESTING: OH MY!  
ECO8052  HOURS: 24.0  $149

Join us for this step-by-step online course in the basics of stocks, bonds, finance and investing. We’ll cover the stock markets, 401k plans and preparing for retirement, all while taking the time to explain concepts in the detail you want and need. You’ll leave this course with a comprehensive and thorough education in personal finance and investment. And you will have given yourself the independence, confidence and peace of mind you’ll need to make your own investment decisions. Full of solid advice and good common sense, this course is bound to make life just a little easier for you. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

CONVENTIONAL LOAN PROCESSING  
MTG7318  HOURS: 24.0  $175

Acquire the skills necessary to become a mortgage loan processor. Learn the basic terms and forms used while processing mortgage loans, such as regulatory disclosures, credit reports, basic loan calculations and various verification forms. A basic knowledge of mortgage math is recommended.

INTRODUCTION TO UNDERWRITING  
MTG7324  HOURS: 18.0  $175

Enhance your current mortgage knowledge by learning to determine a borrower’s credit worthiness through risk-analysis. This course will improve your mortgage loan decision-making skills. Prior mortgage experience or MTG 7318 is recommended before taking this course.

INTRODUCTION TO FHA LENDING  
MTG7333  HOURS: 6.0  $89

Introduce yourself to the world of FHA lending. In this online course, you will learn how to maneuver the FHA website, how to search for information, understand FHA calculations and determine borrower eligibility.

Personal Finance

INTRODUCTION TO STOCK OPTIONS  
ECO8051  HOURS: 24.0  $149

Learn how to evaluate, buy, sell and profit with investment tools that were once thought to be only for the pros. This course will teach you how to protect your portfolio and profit in a down market, an up market, or even a flat market. Learn to leverage your investment dollars for potential profits that surpass those possible with stocks. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

FINANCIAL PLANNING FOR WOMEN  
ECO8105  HOURS: 6.0  $45

Single women, widows, divorcees in today’s world have unique needs. There are circumstances they need to be aware of, understand and plan for. In this class, women will gain a base level of knowledge enabling them to become independent, involved financial planners. Topics such as budgeting, managing income, savings, taxes, investments, insurance and estate planning will be covered in addition to the unique challenges a single woman faces. All CPCC Financial Education classes are taught with a comprehensive and thorough education in personal finance concepts in the detail you want and need. You’ll leave this course bound to make life just a little easier for you.

STOCKS, BONDS AND INVESTING: OH MY!  
ECO8053  HOURS: 24.0  $149

The Analysis and Valuation of Stocks is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios and then move on to perform industrial comparisons, value stocks and conduct economic and industrial research. This course is taught in a manner that uses everyday language, simple, yet insightful analogies and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

THE ANALYSIS AND VALUATION OF STOCKS  
ECO8106  HOURS: 6.0  $45

Learn to leverage your investment dollars for potential profits that surpass those possible with stocks. Offered in partnership with ed2go.

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FINANCIAL PLANNING FOR MEN  
ECO8205  HOURS: 6.0  $25

You have many options for financing your retirement, but have you taken the time to plan how you will live during your retirement years? Without a clear plan, it is difficult to prepare financially for the next chapter of your life. Understand not only the traditional retirement plans, but explore the new view of retirement with additional opportunities and responsibilities. This course is appropriate for individuals just starting out in their careers, as well as those considering retirement.

THE ANALYSIS AND VALUATION OF STOCKS  
ECO8053  HOURS: 24.0  $149

The Analysis and Valuation of Stocks is a comprehensive course designed to provide you with conventional and advanced techniques in researching and valuing stocks. Starting off with the basics, you will learn how to read financial statements and calculate financial ratios and then move on to perform industrial comparisons, value stocks and conduct economic and industrial research. This course is taught in a manner that uses everyday language, simple, yet insightful analogies and a just the facts attitude that you will understand and appreciate. By the end of this course, you will have a strong foundation in the analysis and valuation of stocks. Offered in partnership with ed2go.

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FINANCIAL PLANNING FOR MEN  
ECO8205  HOURS: 6.0  $25

You have many options for financing your retirement, but have you taken the time to plan how you will live during your retirement years? Without a clear plan, it is difficult to prepare financially for the next chapter of your life. Understand not only the traditional retirement plans, but explore the new view of retirement with additional opportunities and responsibilities. This course is appropriate for individuals just starting out in their careers, as well as those considering retirement.

WORKBOOKS MAY BE PURCHASED IN CLASS FOR $25. CASH OR CHECK ACCEPTED. COUPLES MAY SHARE A WORKBOOK.

RETRIEVAL PLANNING TODAY  
ECO8205  HOURS: 6.0  $25

You have many options for financing your retirement, but have you taken the time to plan how you will live during your retirement years? Without a clear plan, it is difficult to prepare financially for the next chapter of your life. Understand not only the traditional retirement plans, but explore the new view of retirement with additional opportunities and responsibilities. This course is appropriate for individuals just starting out in their careers, as well as those considering retirement.

Follow us on social media. Visit www.cpcc.edu/social.

Customer Service: 704.330.4223

Registration options: Visit CPCC campuses, go online or call Customer Service.
BUDGETING BASICS FOR PAYING OFF DEBT
EC08215 HOURS: 6.0 $45

It’s never too late to gain control of your finances. Are you living paycheck to paycheck without knowing where each dollar is spent? Understand debt and gain the knowledge to create a workable financial budget that will put you back in control of your finances.

ALL CPCC FINANCIAL EDUCATION COURSES ARE TAUGHT FOR EDUCATION PURPOSES ONLY. STUDENTS TAKING AN ONLINE CLASS WILL NEED A CPCC LOGIN. GO TO WWW.CPCC.EDU. UNDER MYCPCC, ONLINE SERVICES CLICK ON CPCC LOGIN. TO ACCESS THE CLASS CLICK ON MOODLE.

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Business Processes

DATA GATHERING AND REQUIREMENTS ELICITATION
BAP7007 HOURS: 16.0 $595

This class covers techniques for gathering information about project requirements, assumptions and constraints and communicating that information to project stakeholders. These skills are essential for business analysts, systems analysts, developers, liaisons, project managers and project team members. The techniques covered include interviewing, requirements workshops (including JAD or Joint Application Design), document analysis, observation and questionnaires. By bridging the communications gap, the production of quality projects delivered on time, within budget and without surprises, become a reality. For participants involved with PMI and the PMP certification program, 14 PDUs are awarded. Total Systems Education’s Global R.E.P. number is 1270. For business analysts, this class awards 14 CDUs recognized by International Institute of Business Analysis (IIBA). The Endorsed Education Provider number for Total Systems Education is E112.

THIS COURSE IS REQUIRED FOR THE BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAM.

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1 hour lunch on Saturday 12/05.

Plan for success with project management

When you rely on a solid plan that is well executed, you create the formula for success.

Our courses and certificate programs in project management build your skills and knowledge to help you become more effective.

Look for project management courses at our new Ballantyne Center this fall.

“I’m thankful I had the opportunity to be a part of such an amazing program. Every class has been encouraging, insightful and empowering. I highly recommend CPCC, the project management program and the instructors to anyone serious about their professional development.”

— Cacilia Surall

project management student

New address or phone?

For important news and announcements about your classes, update your contact information today. Call 704.330.4223 or go to www.cpcc.edu and:

1. Click MyCollege
2. Log in with your CPCC ID
3. Click Continuing Education
4. Click Address Change (where you can update your address, phone numbers and email)
Creating Functional Specifications
BAP7008  HOURS: 16.0  $595
This course is for anyone involved in developing functional specifications for business solutions. Participants will learn the best methods to facilitate communication among stakeholders, bridging the communications gap between the business and technology. The class provides an introduction to analysis methods used in making the necessary transition from business requirements to functional specifications. This class is endorsed by International Institute of Business Analysis (IIBA) for compliance with “A Guide to Business Analysis Body of Knowledge” (BABOK ). Upon successful completion, participants are awarded 14 CDUs recognized by IIBA. The Endorsed Education Provider number for Total Systems Education is E112. This class is also certified by PMI. Upon completion of the program, participants involved with PMI and the PMP certification program are awarded 14 PDUs. Total Systems Education’s R.E.P. number is 1270. **THIS COURSE IS REQUIRED FOR THE BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAM.**

Structured Testing Techniques
BAP7009  HOURS: 16.0  $595
This class is for those business analysts, liaisons, project leaders, support and testing teams who want to find errors. This session offers techniques to locate errors during the expensive implementation, programming and testing phases. The purpose of testing is not to create specifications, but rather to ensure that the system being developed meets the agreed upon business requirements. Learning these techniques helps participants save time, money and receive more effective, quality systems in both in-house and out-sourced development environments. Upon completion, participants involved with PMI and the PMP certification program are awarded 14 PDUs. Total Systems Education’s Global R.E.P. number is 1270. **THIS COURSE IS REQUIRED FOR THE BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAM.**

PMI-PBA Exam Preparation
BAP7003  HOURS: 24.0  $795
There is a growing need for business analysts that combine a strong knowledge of project management principles with strong knowledge in determining and managing business needs from strategic planning to product development and management. Administered by the Project Management Institute (PMI), the PMI-PBA Certification exam is intended to provide evidence that business analysts who focus their efforts on requirements management from the business perspective a credential that attests to their familiarity with and understanding of standardized, formal and successful implementation of both project management and business analysis processes. More and more companies are requiring credentials as a way of helping to ensure their business analyst staff possess these desired capabilities. This course prepares participants to take the PMI-PBA Certification exam using a highly focused approach that teaches participants what they need to know and do in order to pass the exam, rather than what they need to know and do to be an effective business analyst. We make the assumption that, for the PMI-PBA focused participants, minimum work experience requirements have been met (not applicable for CAPM participants). Upon completion, those involved with the PMP/CAPM certification program are awarded 24 PDUs towards the required hours needed to sit for the exams. Total Systems Education’s Global R.E.P. number is 1270.

Lean and Six Sigma
LEAN MASTERY
GAT8031  HOURS: 60.0  $2195
As market forces dictate pricing and lead-time pressures, businesses need to focus on waste-free processes in order to grow margins and remain competitive. Lean uses specific concepts that are intended to provide excellent quality products, delivered on time, at the lowest total cost and only on the specific demand of the customer. Companies transitioning to a lean culture are now seeing radical improvements in profitability, service levels, productivity, asset utilization, cash flow, inventory levels, product designs, quality, cycle times and product costs. Offered in partnership with ed2go.

Lean Enterprise Certification Program
MFR7905  HOURS: 40.0  $998
This is a quick-start certification program providing comprehensive training and development in lean enterprise and the concepts of lean office work structure. Designed as a 40 hour certification course, this program sharply focused on the development of lean business practices in administrative and non-production functional areas. This high-impact program develops participant skills for proficiency in lean concepts, tools and methods to advance operational effectiveness and efficiency. With this skill base, all organizations will derive profound benefit from this developmental program. At the completion of this concentrated program of study, the participant will take a proctored certification examination. Successful completion of this examination will certify the participant as a Lean Enterprise Specialist.

Lean Six Sigma Green Belt Certification
BUS7430  HOURS: 46.0  $1395
After completing the course, students will obtain Green Belt Certification and have the requisite knowledge and skills to lead project teams and complete Lean Six Sigma projects. Green Belt training is an excellent way to enhance the effectiveness of both process owners and team members as they learn to apply the tools and methods used in the Lean Six Sigma methodology. Green Belts need to be able to implement all of the appropriate tools of Lean and Six Sigma and to lead independent local projects when necessary. They work with cross-functional teams to define and measure problems, analyze the root causes, implement improvements and establish control at new levels. This course is comprised of two components, which create a blended learning process of online and classroom education. A Lean Six Sigma project with appropriate reporting is required to demonstrate the methodology acquired from the course.

Speed up your search
When you see this image: www.cpcc.edu
 type the search term(s) you see in the box into the search box in the upper right corner of www.cpcc.edu.
LEARN SIX SIGMA BLACK BELT CERTIFICATION
BUS7435
HOURS: 100.0
$2995

Become better prepared to provide an organization with leadership and knowledge expertise of a Six Sigma Black Belt. Course content is built around the American Society for Quality’s (ASQ) Body of Knowledge. Black Belts lead cross-functional project teams to carry out identified improvement projects, implement all appropriate tools of Six Sigma and provide statistical expertise for project teams. Black Belts work with, lead and mentor cross-functional teams to define and measure problems, analyze root causes, implement improvements and establish control at new levels. To achieve certification, students must successfully complete all online modules, pass an in-class certification exam, demonstrate proficiency of data analysis techniques using Mini-tab and demonstrate proficiency in applying the Six Sigma skills by documentation of a completed Six Sigma project.

STUDENTS WHO WISH TO ALSO ACHIEVE ASQ CERTIFICATION WILL BE PREPARED FOR THAT EXAM, BUT THE ASQ EXAM IS NOT A REQUIREMENT OF THIS COURSE. THIS COURSE BLENDS CLASSROOM INSTRUCTION WITH REQUIRED ONLINE ASSIGNMENTS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2125 W 6–9 p.m. 8/22–12/2 SS
02 (Harris Campus) Harris 2 2132 MTW 8 a.m.–5 p.m. 9/21–11/10 SS
03 (Harris Campus) Harris 2 2132 MT 6–10 p.m. 10/5–10/17 SS
04 (Harris Campus) Harris 2 2132 MTW 8 a.m.–5 p.m. 10/19–10/21 SS
05 (Harris Campus) Harris 2 2132 FS 8 a.m.–5 p.m. 12/3–12/5 SS

PROJECT MANAGEMENT
PROJECT PLANNING AND CONTROL
BAP7006
HOURS: 24.0
$795

This workshop enables participants to learn and practice the tools and techniques needed in the project manager/leader roles. The best practices for negotiation, communication, risk management, management and coordination between the project and management, clients/users, team members and support groups are covered in great detail. Participants learn to identify and execute appropriate planning, organizing and controlling steps for projects, while ensuring quality the first time. This course is appropriate for anyone managing a portion or entire project in an organization (hierarchy, matrix or global task force) with shared or part-time resources, all with shifting priorities. Upon successful completion, participants involved with PMI and the PMP certification program are awarded 24 PDUs. Total System Education’s Global R.E.P. number is 1270.

THIS COURSE IS REQUIRED FOR BOTH THE PROJECT MANAGEMENT AND BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAMS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2132 WTHF 8 a.m.–5 p.m. 8/26–8/28 SS
02 (Harris Campus) Harris 2 2132 MTW 8 a.m.–5 p.m. 9/14–9/16 SS
03 (Harris Campus) Harris 2 2132 MT 6–10 p.m. 10/5–10/17 SS
04 (Harris Campus) Harris 2 2132 S 8 a.m.–5 p.m. 10/5–10/17 SS
05 (Harris Campus) Harris 2 2132 THFS 8 a.m.–5 p.m. 12/3–12/5 SS

LEADING THE WAY IN STAKEHOLDER MANAGEMENT
BMP7022
HOURS: 16.0
$595

Understanding how to identify, influence and communicate effectively with all levels and types of stakeholders is critical to project success. Miss identifying a stakeholder early on and your project risk increases exponentially. Misinterpret what a stakeholder really needs (vs. what they are saying they need) and project completion on scope/schedule/budget goes out the window. Are you a leader, collaborator or follower? How do you negotiate with stakeholders to reach a common goal? This class teaches participants techniques and strategies necessary to lead and manage a project team as an integrated system in order to deliver on scope, on time and on budget. In addition to covering the Stakeholder Management Knowledge Area of the PMBOK Guide (Project Management Body of Knowledge) relating to the “perfect project” world, this course provides participants with real world stakeholder management skills that they can employ on the job. Those involved with PMI and the PMP certification program can earn the equivalent of 16 PDUs for successfully completing this course.

THIS COURSE IS ONE OF THREE INITIAL REQUIRED COURSES THAT MUST BE TAKEN PRIOR TO PMP-7002 AND PMP-7003.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2132 FS 8 a.m.–5 p.m. 9/18–9/19 SS
02 (Harris Campus) Harris 2 2132 MTW 8 a.m.–5 p.m. 10/5–10/17 SS
03 (Harris Campus) Harris 2 2132 S 8 a.m.–5 p.m. 10/5–10/17 SS
04 (Harris Campus) Harris 2 2132 THFS 8 a.m.–5 p.m. 12/3–12/5 SS
USING MICROSOFT PROJECT FOR EFFECTIVE PROJECT MANAGEMENT
PMP7002  HOURS: 16.0  $596

After introducing or reinforcing the necessary Project Management concepts and tools needed to properly understand and use project software, this class assists participants in gaining ability and speed in the use of Microsoft Project. This is not a “button pushing” class. The workshop addresses those areas within a project, where the package helps the project manager plan, organize, track and control a project, its schedules, estimates, deadlines, costs and associated resources. Upon completion, participants involved with PMI and the Project Management Institute’s Project Management Professional - PMP program, are awarded seven PDUs or seven “Contact hours” for Part I and seven PDUs or seven “Contact hours” for Part II. Total Systems Education’s R.E.P. code is 1270. Prior knowledge of and use of Microsoft Windows is required.

PREREQUISITE: BAP 7006 PROJECT PLANNING AND CONTROL. THIS COURSE IS REQUIRED FOR THE PROJECT MANAGEMENT PLUS CERTIFICATE PROGRAM AND IS THE THIRD COURSE IN THE SERIES OF FOUR COURSES REQUIRED FOR THAT CERTIFICATE PROGRAM.

PROJECT RISK MANAGEMENT
PMP7005  HOURS: 8.0  $229

This class introduces tools, techniques and the way to follow a six step process for successful risk management. The process lowers risk in simple, matrix and cross-functional projects. This course is intended for those who are familiar with project management concepts and need to follow/implement a systematic approach to project risk management. The course is designed to follow the PMBOK Guide Fourth Edition in a practical way. It prepares participants for on-the-job use of the six steps of managing risk, while providing the benefit of following the PMI way. Those involved with PMI and the PMP certification program are awarded seven PDUs. Total Systems Education’s Global R.E.P. number is 1270.

PMP/CAPM EXAM PREP
PMP7003  HOURS: 24.0  $795

There is a growing need for project managers with proven credentials. Administered by the Project Management Institute (PMI), The PMP Certification exam is intended to provide experienced Project Management Professionals with a credential that attests to their familiar with and understanding of standardized, formal and successful project management processes. More and more companies are requiring newly hired project managers and even their existing project management staff to obtain their PMP credential as a way of helping to ensure their project management staff possess these desired capabilities. The CAPM Certification is designed for those individuals who have not yet attained the real world experience in project management to the level of a PMP, but do want to demonstrate their familiarity with project management processes. This course prepares participants to take either their PMP or CAPM Certification exam using a highly focused approach that teaches participants what they need to know and do in order to pass the exam, rather than what they need to know and do to be an effective project manager. We make the assumption that, for the PMP focused participants, minimum work experience requirements have been met (not applicable for CAPM participants). Upon completion, those involved with the PMP/CAPM certification program are awarded 24 PDUs towards the required hours needed to sit for the exams. Total Systems Education’s Global R.E.P. number is 1270.

PROJECT COST MANAGEMENT
PMP7013  HOURS: 8.0  $229

More so now than ever, organizations are watching every dollar, euro and yen. Project Managers are asked to do more, with better quality, for less money. How well project teams estimate the costs of their projects can be the difference between success and failure! This course is designed to follow the Cost Management Knowledge Area of the PMBOK (Project Management Body of Knowledge) in a very practical way! It prepares participants for on-the-job cost estimating, budgeting and controlling, while providing the added benefit of following the PMI approach. Participants involved with PMI and the Project Management Professional - PMP program are awarded 7 PDUs or “Contact hours”. Total Systems Education’s Global R.E.P. number is 1270.

Communication

CERTIFIED MEDIATOR AND ARBITRATOR
GAT8048  HOURS: 200.0  $3795

Whether you are looking to improve your conflict resolution skills and abilities in the workplace, at home, or in private practice, the Certified Mediator and Arbitrator program is for you. Learn how to effectively help others negotiate and collaborate through difficult disputes. This program provides InAccord training on the Conflict Analysis model for both mediation and arbitration practice, in addition to practice opportunities where you can apply your new skills in simulated role plays. Upon successful completion of the program, you may submit your application to be considered for employment in an InAccord Justice Center.

Don't forget the fun
Look for personal enrichment courses to help balance your experiences. See page 43.
CERTIFIED MEDIATOR AND CONFLICT RESOLUTION SPECIALIST
GAT8049  HOURS: 200.0  $3795

Whether you are looking to improve your soft skills and conflict resolution abilities in the workplace, at home or in private practice, the Certified Mediator and Conflict Resolution Specialist Program is for you. In this highly comprehensive program, you will learn how to effectively help others negotiate and collaborate through the most difficult disputes. This program provides training in the InAccord Conflict Analysis model for mediation combined with an applied practice that includes simulated role plays. The course concludes with a portion on Workplace Conflict Resolution to prepare you to mediate the most common workplace disputes. Upon successful completion of the program, you may choose to submit an application to InAccord Justice Centers, Ltd. to be considered to work as an associate or an InAccord Justice Center.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
G01(Internet) Online Course  -  11/10-5/10  SS

Writing
TECHNICAL WRITING
GAT8027  HOURS: 80.0  $1995

Develop your technical writing skills to become a greater asset in any administrative or management role. This course will improve your understanding and use of the written communications that are highly valued and required of employees in a variety of industries, especially those that rely heavily on written instructions and procedures. Offered in partnership with ed2go. While there are no specific prerequisites for the course, you should have a good grasp of the English language, grammar and punctuation. You should also be comfortable using email and the Internet.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
G01(Internet) Online Course  -  10/13-4/13  SS

EVENT MANAGEMENT AND DESIGN
GAT8028  HOURS: 300.0  $2295

Learn to create spectacular special events with the Event Management and Design Online Training Program! This program is split up into two modules: Special Event Management and Special Event Design and Decoration. Each module includes multiple units complete with interactive presentations. Corporate events, weddings, parades, festivals and more are covered. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
G01(Internet) Online Course  -  10/13-4/13  SS

EFFECTIVE BUSINESS WRITING
OSC7026  HOURS: 24.0  $135

Don’t let small gaps in your business writing skills prevent you from reaching your full potential! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
G01(Internet) Online Course  -  10/16-11/16  SS
G02(Internet) Online Course  -  10/14-12/4  SS

How to get a CPCC Student Login
Many courses require a CPCC student login for access before class begins. To create or look up your login, visit www.cpcc.edu. Under “Online Services,” click on “CPCC Login.”

PUNCTUATION AND GRAMMAR
OSC7017  HOURS: 12.0  $120

This course will help students learn to avoid common errors in written office communications. Students will achieve a better understanding of how appropriate grammar and punctuation reflect professionalism in written correspondence.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Levine Campus) Levine 2218  MW  6-9 p.m.  10/12-10/21  SS

BUSINESS WRITING
OSC7018  HOURS: 12.0  $120

This course will help students examine purpose, organization, sentence structure and word choice to improve business writing.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Levine Campus) Levine 2218  MW  6-9 p.m.  11/19-11/28  SS

Computer and Information Technology
Basic Computer Skills
MICROSOFT OFFICE 2013 BOOT CAMP
BTC8010  HOURS: 30.0  $645

Are you ready to re-enter the job market and need to update your skills? Employers consider this an ideal course for new employees or employees interested in gaining new skills for promotion. Get a “jump-start” using Windows and learn how to produce documents (Word), spreadsheets (Excel) and presentations (PowerPoint) using MS Office 2013.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPX-7000 INTRO TO COMPUTERS AND KEYBOARDING OR EQUIVALENT KNOWLEDGE.

INTRO TO COMPUTERS AND KEYBOARDING
DPX7000  HOURS: 16.0  $364

New to computers? Well, this course has been designed for you! It is the first step to working on a PC and using the Windows 7 operating system. You will learn how to maneuver in Windows, access and organize your files and run programs. PLUS you will begin to increase your typing speed using fun and interactive programs.

CPCC LOGIN AND TEXTBOOK REQUIRED.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Levine Campus) Levine 2218  MW  8:30 a.m.-2 p.m.  9/9-9/18  SS
30 minute lunch.
02(Levine Campus) Levine 2218  THH  8:30 a.m.-2 p.m.  11/3-11/19  SS
30 minute lunch.

IPHONE 101
MMG8001  HOURS: 14.0  $301

Are you frustrated with your mobile device? Then you are ready to unlock the power of your iPhone and learning how to keep your iPhone working just the way you want. This course is taught in a nontechnical approach for individuals who simply want to discover how to effectively utilize key applications (apps) and features that are part of the iPhone.

MUST BRING IPHONE TO CLASS. TEXTBOOK REQUIRED.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Levine Campus) Levine 2218  F  9 a.m.-12:30 p.m.  9/11-10/2  SS
02(Levine Campus) Levine 2218  S  9 a.m.-12:30 p.m.  10/31-11/21  SS

www.cpcc.edu/cce
A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 58 for Fees and Refund Policies.
CAD

AUTOCAD ADVANCED

CAD7007 HOURS: 24.0 $686

This course introduces advanced techniques and teaches you greater proficiency in use of AutoCAD. You'll learn how to recognize the best tool for the task, the best way to use that tool and how to create new tools to accomplish tasks more efficiently. This course is required for the AutoCAD Certificate. Must register no later than two weeks prior to class to allow for ordering books.

CPCC LOGIN REQUIRED. PREREQUISITE: CAD-7012 (AUTOCAD). TEXTBOOK PROVIDED IN CLASS. EARLY REGISTRATION REQUIRED.

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<td>MW</td>
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Class will not meet on 9/07.

AUTOCAD 3D DRAWING AND MODELING

CAD7104 HOURS: 24.0 $686

This course is designed for users who are proficient with AutoCAD’s 2D commands and who are ready to learn the concepts and methods of 3D modeling. You will explore the main features of AutoCAD’s advanced 3D workspace and learn the fundamentals of 3D. This course is required for the AutoCAD Certificate. Must register no later than two weeks prior to class to allow for ordering book.

CPCC LOGIN REQUIRED. PREREQUISITE: CAD-7007 OR CAD-7013 AUTOCAD ADVANCED. TEXTBOOK PROVIDED IN CLASS. EARLY REGISTRATION REQUIRED.

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Class will not meet on 11/25.

INVENTOR: INTRODUCTION TO SOLID MODELING

CAD7105 HOURS: 40.0 $1113

Autodesk Inventor mechanical design software takes engineers beyond 3D to Digital Prototyping by enabling them to design, visualize and simulate products before they are ever built.

CPCC LOGIN REQUIRED. PREREQUISITE: EXPERIENCE WITH THE WINDOWS AND A BACKGROUND IN DRAFTING OF 3D PARTS IS RECOMMENDED. TEXTBOOK PROVIDED IN CLASS. EARLY REGISTRATION REQUIRED.

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REVIT ARCHITECTURE CERTIFICATE

CAD7201 HOURS: 40.0 $1143

In this course you will learn how to use the powerful Building Information Modeling (BIM) program that works the way Architects think. From Preliminary Design through Design Development and into Construction Documents, the program streamlines the design process with a central 3D model. This training is designed to teach you the Autodesk Revit functionality as you would work with it in the design process.

CPCC LOGIN REQUIRED. PREREQUISITE: EXPERIENCE WITH WINDOWS AND AN UNDERSTANDING OF ARCHITECTURAL TERMINOLOGY. TEXTBOOK PROVIDED IN CLASS. EARLY REGISTRATION REQUIRED.

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<td>Harris 2 2123</td>
<td>TTH</td>
<td>6-10 p.m.</td>
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Creativity Tools

PHOTOSHOP 1

MMG7950 HOURS: 14.0 $301

Learn how to redefine your digital images with key techniques for working in Photoshop CS6 and how to manipulate images, edit motion-based content and create image composites. This is the first class for understanding and using the Photoshop tools. This class uses CS6.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS CLASS MAY BE TAUGHT ON A MAC OR PC.

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<td>Levine Campus</td>
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1 hour lunch.

A new future in IT

Changing careers and stepping back into a classroom wasn’t easy for Glenn Selby, age 52. But it’s made all the difference.

“REACH IT helped me achieve my professional goals by equipping me with the foundational skills to build a successful career in software development,” he says.

Working multiple part-time jobs, Glenn had been underemployed for more than seven years. “Debt was increasing, college for my kids could be off the table and forget about retirement. It was a stressful life.”

The ultimate goal? Giving more support to his family. So, when he learned about REACH IT – an ongoing CPCC grant opportunity in computer technology – he took on the challenge of returning to school. He went from a less stable path in making music and A/V production to embracing IT for the demand it offered.

“As long as there are computers, there will be IT jobs.” To his surprise, he says software programming lets him use his creativity. He’s now successful in his second IT position since completing his courses.

Learning new skills was tough, he said. “Ask any seasoned developer, and they’ll tell you that knowing the answers is not the most important skill. It’s knowing how to FIND the answers.” He says the REACH IT opportunity has prepared him to do that, along with preparing him for a lifetime of learning.

For information about REACH IT, visit www.cpcc.edu/reachit.
PHOTOSHOP 2
MMG7955  HOURS: 14.0  $301
Expand your Photoshop skills into more advanced techniques. In this course, you will work with vector graphics, advanced compositing, adding artwork, managing layers, manipulating 3D objects and producing and printing consistent color. This class uses CS6.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: MMG-7950
PHOTOSHOP 1.

INTRODUCTION TO PHOTOSHOP CS6
ETG8056  HOURS: 24.0  $195
Photoshop is the world’s best-known photo-editing program. In this course, you’ll learn how to use Photoshop with detailed, step-by-step instructions that you’ll have no trouble following—even if you’ve never used a computer graphics program before. And you’ll have a lot of fun doing it! Offered in partnership with ed2go.
CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

INDESIGN 1
MMG7930  HOURS: 14.0  $301
This course is designed for graphic artists who want to incorporate technology into their art. Participants will learn how to create dynamic documents and page layouts using the new tools for adding PDF form fields, linking content and creating alternative layouts for digital publishing. This class uses CS6.
CPCC LOGIN AND TEXTBOOK REQUIRED. THIS CLASS MAY BE TAUGHT ON A MAC OR PC.

INTRODUCTION TO INDESIGN CS6
ETG8068  HOURS: 24.0  $195
In this Adobe InDesign CS6 class, you’ll get hands-on desktop publishing training and come away knowing how to use this popular page layout software program to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies and more. You’ll discover that you don’t have to be a designer or an artist to produce professional-quality documents. Offered in partnership with ed2go.
CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

ILLUSTRATOR 1
MMG7940  HOURS: 14.0  $301
As a Creative Professional you need to learn the fastest, easiest and most comprehensive way. In this course you will learn how to create vector artwork for virtually any project and across multiple media: print, websites, interactive projects and video. This class uses CS6.
CPCC LOGIN AND TEXTBOOK REQUIRED. THIS CLASS MAY BE TAUGHT ON A MAC OR PC.

Information or fees may change after we print the schedule. For the latest on classes, please call 704.330.4223.
Data Management and Analytics

EXCEL PIVOT TABLES
DPT7161  HOURS: 24.0  $596

As an advanced user of Excel, you will gain the knowledge of data manipulation and visual reporting through the Pivot Table function. This skill is one of the most sought after skills in the market. The target audience for this class is business/financial analysts and project managers.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8015 INTERMEDIATE EXCEL. THIS COURSE IS REQUIRED FOR THE EXCEL DATA ANALYST CERTIFICATE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
80 (Ballantyne) Ballantyne Center 110  MW  9 a.m.-4 p.m.  8/26-9/9  SS
1 hour lunch. Class will not meet on 09/07.

DATA ANALYSIS AND BUSINESS MODELING WITH EXCEL
DPT7150  HOURS: 36.0  $894

This course is designed to teach the advanced functions of Excel and to master the business modeling and analysis techniques that help transform data into bottom-line results. Participants will learn important math functions for statistics, forecasting and optimization modeling.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8035 ADVANCED EXCEL, OR EQUIVALENT KNOWLEDGE. THIS COURSE IS REQUIRED FOR THE EXCEL DATA ANALYST CERTIFICATE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
80 (Ballantyne) Ballantyne Center 110  MW  9 a.m.-4 p.m.  11/2-11/18  SS
1 hour lunch.

POWERPIVOT
DPT7171  HOURS: 40.0  $993

Learn how to transform your skills, data and business-and create your own business intelligent solutions using software you already know and love: Microsoft Excel. In this class, you will focus on real world scenarios, problem-solving and data modeling. Learn how to turn mass quantities of data into meaningful information and on-the-job results.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8035 ADVANCED SQL. THIS COURSE IS REQUIRED FOR THE BEGINNING POWER BI CERTIFICATE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
80 (Ballantyne) Ballantyne Center 110  MW  5:45-9:45 p.m.  9/14-10/14  SS

DATABASE ADMINISTRATION FUNDAMENTALS
MTA7200  HOURS: 24.0  $721

Understanding how relational databases are designed for maximum data manipulation is the first step in the field of data management and analytics. You will learn core database concepts, how to create database objects and manipulate data. Maps to Microsoft Technology Associate exam #98-364.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8015 INTERMEDIATE EXCEL. THIS COURSE IS REQUIRED FOR THE SQL SERVER DATA ANALYST CERTIFICATE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01 (Harris Campus) Harris 2 2123  MW  6-9 p.m.  9/14-10/7  SS

BEGINNING T-SQL WITH MICROSOFT SQL SERVER
DPT8132  HOURS: 30.0  $745

In this course, the participant will build a solid foundation of understanding the concepts behind relational databases and the purpose of SQL; beginning with core relational database concepts and continuing to reinforce those concepts with real-world T-SQL query applications.

PREREQUISITE: DATABASE FUNDAMENTALS (MTA-7200). THIS COURSE IS REQUIRED FOR THE SQL SERVER ANALYST CERTIFICATE. PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01 (Harris Campus) Harris 2 2123  MW  6-9 p.m.  10/19-11/18  SS

Thank you for choosing CPCC!
### Digital Media and Photography

**INTRODUCTION TO ORACLE**
ETG8027
**HOURS:** 24.0  **$195**

Learn how to use the Oracle database management system to plan, organize and manage your data. Introduction to Oracle gives you with a practical hands-on approach to relational databases concepts and Oracle’s database management system. This course will introduce you to the Structured Query Language (SQL), Oracle’s SQL*Plus and other valuable tools used to develop, manage and reference an Oracle database. Offered in partnership with ed2go.

**CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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**INTERMEDIATE ORACLE**
ETG8028
**HOURS:** 24.0  **$195**

Gain hands-on experience with Oracle’s PL/SQL programming language, with expert assistance from an IT veteran. You’ll learn the building blocks and core features of PL/SQL, including expressions, various iterations and built-in functions. Then, you’ll begin building fully functional PL/SQL programs with procedures, packages, debugging routines, database structures, triggers and cursor processing. By the time you finish this course, you will be able to store PL/SQL programs in a database and execute them. Offered in partnership with ed2go.

**CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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**INTRODUCTION TO MICROSOFT ACCESS 2013**
ETG8114
**HOURS:** 24.0  **$195**

Take control of your data! In this course, you’ll learn how to harness the power of Microsoft Access 2013 to organize, store, edit, manage and report on hundreds of thousands of records.

**CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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**INTERMEDIATE MICROSOFT ACCESS 2013**
ETG8117
**HOURS:** 24.0  **$195**

Do you want to take your Microsoft Access 2013 skills to the next level? In this course, you’ll learn how to use this program’s advanced features to build a fully functional database from scratch.

**CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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**DIGITAL PHOTOGRAPHER CERTIFICATE**
MMG7942
**HOURS:** 56.0  **$1204**

Whether you like taking pictures for fun or thinking about starting your own photography business, this certificate is for you! In this program, you will start with the basics of photography and quickly move to mastering the skills of people, movement and flash. You will learn how to use Adobe Photoshop and Light Room in post-production processing.

**CPCC LOGIN AND TEXTBOOK REQUIRED. MUST BRING YOUR OWN DIGITAL SLR CAMERA. THIS CLASS IS TAUGHT ON AN APPLE IMAC.**

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**BASIC FLASH PHOTOGRAPHY**
MMG7906
**HOURS:** 7.0  **$151**

Flash photography isn’t just a back-up for shooting in low-light conditions; it’s an art form in itself which you can learn in this class. This class covers everything you need to know about flash photography, so you can create beautifully lit and well-crafted images in any shooting situation.

**PREREQUISITE: MMG-7948 UNDERSTANDING THE DIGITAL SLR CAMERA. MUST BRING A DIGITAL SLR CAMERA AND FLASH THAT FITS ON THE CAMERA’S HOT SHOE.**

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**ADOBE LIGHTROOM 5 MADE EASY**
MMG7937
**HOURS:** 14.0  **$301**

This course teaches a workflow solution for the digital photographer. Learn how to manage large volumes of digital photographs, work in a non-destructive environment to allow for experimentation and perform sophisticated image processing tasks to easily produce good looking pictures and polished presentations for both Web and print.

**CPCC LOGIN AND TEXTBOOK REQUIRED. THIS CLASS IS TAUGHT ON AN APPLE IMAC.**

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### Infrastructure

**COMPTIA A+ CERTIFICATION-PREP TRAINING**
DPT7011
**HOURS:** 70.0  **$1622**

A+ helps IT Professionals around the world boost their careers! This certification prep course is the starting point for a career in IT. Participants will gain hands-on experience while learning how to maintain PCs, mobile devices and laptops plus configure operating systems.

**CPCC LOGIN AND TEXTBOOK REQUIRED.**

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**Why get a credential?**

- Validate your skills and knowledge
- Enhance your credibility in the industry
- Support your professional development
- Demonstrate commitment to your field

To learn more, visit [www.cpcc.edu/certifications](http://www.cpcc.edu/certifications).
CISCO CCNA CERTIFICATION TRAINING  
ETG8004  
HOURS: 150.0  
$2595

The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the Cisco CCNA exam, focusing on giving you the skills and knowledge necessary to install, operate and troubleshoot a small and medium branch office Enterprise network. Upon successful completion of this program, you will be prepared to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams. Offered in partnership with ed2go. To enroll, we recommend that you have experience working in a network environment. If you do not have at least 1-3 years of networking experience, we highly recommend you take a course like CompTIA Network+ first.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
001(Internet) Online Course  9/6-9/8  SS

COMPTIA NETWORK+ CERTIFICATION TRAINING  
ETG8080  
HOURS: 80.0  
$1795

This program will prepare you for a career as a network technician and qualify you to take the CompTIA Network+ certification exam. CompTIA’s Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install and configure basic network infrastructure. You’ll master basic networking concepts and gain a fundamental knowledge of network design, security, routing and switching. Offered in partnership with ed2go. Although it’s not a prerequisite, it’s helpful if you have at least nine months of experience in network support or administration or academic training, along with a CompTIA A+ certification.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
001(Internet) Online Course  -  9/6-9/8  SS

NETWORKING FUNDAMENTALS  
MTA7100  
HOURS: 24.0  
$681

This course covers the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. In addition it includes understanding Internet Protocol, implementing TCP/IP and working with networking services. Maps to Microsoft Technology Associate exam #98-365.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE MICROSOFT SERVER AND CLIENT SUPPORT CERTIFICATE.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Levine Campus) Levine 2108  F  6:00 p.m.  10/2-10/17  SS
01(Levine Campus) Levine 2108  S  9:00 a.m.-4:00 p.m.  10/2-10/17  SS
1 hour lunch on Saturdays 10/10 and 10/17. Class will not meet on 10/10.

SECURITY FUNDAMENTALS  
MTA7101  
HOURS: 24.0  
$681

This course covers the vital fundamentals of security such as understanding security layers, authentication, authorization and accounting. You will also become familiar with security policies, network security and protecting the Server and Client. Maps to Microsoft Technology Associate exam #98-367.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE MICROSOFT SERVER AND CLIENT SUPPORT CERTIFICATE.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Levine Campus) Levine 2108  F  6:00 p.m.  10/30-11/14  SS
01(Levine Campus) Levine 2108  S  9:00 a.m.-4:00 p.m.  10/30-11/14  SS
1 hour lunch on Saturdays 10/31 and 11/14. Class will not meet on Saturday on 11/07.

How to get a CPCC Student Login
Many courses require a CPCC student login for access before class begins. To create or look up your login, visit www.cpcc.edu. Under “Online Services,” click on “CPCC Login.”

WINDOWS SERVER ADMINISTRATION FUNDAMENTALS  
MTA7365  
HOURS: 24.0  
$681

This class provides the foundational knowledge needed to prepare you to begin building a career as Server Administrator in MS technologies. In this class you will learn to perform a local installation and configuration of Windows Server 2008 R2, identity the security features in Windows Server, monitor the system to determine the performance level and administer tools to maintain and troubleshoot Windows Server. Maps to Microsoft Technology Associate exam #98-365.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE MICROSOFT SERVER AND CLIENT SUPPORT CERTIFICATE.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Levine Campus) Levine 2108  F  6:00 p.m.  8/18-9/12  SS
01(Levine Campus) Levine 2108  S  9:00 a.m.-4:00 p.m.  8/18-9/12  SS
1 hour lunch on Saturdays 8/29 and 9/12. Class will not meet on 9/05.

INSTALLING, CONFIGURING AND MANAGING VMWARE VSPHERE 5.1  
VIT8000  
HOURS: 80.0  
$300

This course explores the installation, configuration and management of VMware vSphere, which consists of VMware ESXiT and VMware vCenter Server. Upon completion of this course, the student can take the examination to become a VMware Certified Professional. The course is based on ESXi 5.1 and vCenter Server 5.1. Suggested prior industry experience: System administration experience on Microsoft Windows or Linux operating systems. Suggested prior course work from CPCC: NOS120 - Linux/UNIX Single User NOS130 - Windows Single User Class Contact Hours: 80 hours total of self paced lab online content Additional resources are available via moodle.cpcc.edu and cpcc.webex.com Course Text: Title of Book: VCP5-DCC Official Certification Guide ISBN-10: 0-7897-5374-X ISBN-13: 978-0-7897-5374-8 Author: Bill Ferguson Publisher: VMware Press

STUDENTS WILL NEED ACCESS TO A HOME OFFICE PC OR THE CPCC STUDENT LABS WITH A RELIABLE HIGH SPEED INTERNET CONNECTION.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Internet) Online Course  -  8/17-10/9  SS
02(Internet) Online Course  -  8/17-10/9  SS
03(Internet) Online Course  -  10/14-12/11  SS
04(Internet) Online Course  -  10/14-12/11  SS

Productivity Tools

EXCEL BASIC  
DPT8014  
HOURS: 12.0  
$258

Learn the most sought after Business Productivity tool used by companies today! In this course, you will begin with the basic operation of Excel; understanding key concepts, working in the Excel Window and navigating through Office Backstage. This is the first course out of 3 that map to the Excel certification exam.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXPERIENCE WITH WINDOWS. THIS COURSE IS REQUIRED FOR THE MASTER EXCEL CERTIFICATE.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Levine Campus) Levine 2108  TH  8:00 a.m.-4:00 p.m.  9/14-9/17  SS
02(Harris Campus) Harris 2 2121  MT  9:00 a.m.-4:00 p.m.  9/14-9/17  SS
1 hour lunch.

EXCEL INTERMEDIATE  
DPT8015  
HOURS: 12.0  
$258

In this course, you will work on real-world problems like the ones you will encounter in the work environment. Learn how to create analytical and financial reports and begin to see the power of Excel by building a workbook cross-referencing multiple worksheets. This is the second course out of 3 that map to the Excel certification exam.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8014 EXCEL BASIC. THIS COURSE IS REQUIRED FOR THE MASTER EXCEL CERTIFICATE.

SEC LOCATION  DAYS:  TIME  DATES  REFUND
01(Levine Campus) Levine 2108  TH  8:00 a.m.-4:00 p.m.  10/14-10/17  SS
02(Harris Campus) Harris 2 2121  MT  9:00 a.m.-4:00 p.m.  10/14-10/17  SS
1 hour lunch.

Customer Service: 704.330.4223

Press
Share your success!
Tell us how CPCC helped you reach your business or career goals. Who knows, maybe we'll feature you on our website or in upcoming publications.
Email mysusscess@cpcc.edu.

 CORPORATE AND CONTINUING EDUCATION - JOB AND CAREER ENHANCEMENT - FALL 2015

WORD ADVANCED

DPT8030  HOURS: 12.0  $258
In this course, you will work on real-world problems like the ones you will encounter in the work environment. Learn how to browse, sort and find information; plus access and share documents from anywhere. This is the last course that maps to the Word certification exam.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8010 WORD INTERMEDIATE. THIS COURSE IS REQUIRED FOR THE MASTER WORD CERTIFICATE.

Program and App Development

MTA CERTIFICATION: SOFTWARE DEVELOPMENT FUNDAMENTALS

MTA7300  HOURS: 24.0  $661
Have you considered adding programming skills to your toolbox? We have designed this course for you as a starting place to building a career in Windows or Web App development. Begin learning object-oriented programming today. Maps to Microsoft Technology Associate exam #98-361.
CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE PROGRAMMING IN C# AND HTML5 CERTIFICATE.

SHAREPOINT END USER

DPT8129  HOURS: 14.0  $301
This hands on course provides an introduction to programming using the Java language. This is the first of three courses in the Core Java Programming Certificate. It is a very fast pace class that uses the development of a real world project per module; which at the end culminates in a capstone final project. This class covers concepts like IDE, Data Types, OOP, Decision structures and loops, Exception Handling, Data Structures and I/O.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXPERIENCE WITH JAVA FUNDAMENTALS.

CORE JAVA SERIES - FUNDAMENTAL

DPT7510  HOURS: 24.0  $636
This hands on course provides a comprehensive guide to object-oriented programming using the Java language. This is the second of three courses in the Core Java Programming Certificate. In this second part, you will continue building a real world application adding fundamental object-oriented programming concepts. The course explains constructors, overloading, aggregation, inheritance, polymorphism, abstract classes, cast and interfaces. You will start working with design patterns and test driven development.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-7510 JAVA FUNDAMENTALS. THIS CLASS IS REQUIRED FOR THE CORE JAVA CERTIFICATE.

WORD BASIC

DPT8009  HOURS: 12.0  $258
This course is designed to reinforce workplace skills. Learn to create and edit professional-looking documents for a variety of purposes and situations. This is the first course out of 3 that map to the Word certification exam.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXPERIENCED WITH WINDOWS. THIS COURSE IS REQUIRED FOR THE MASTER WORD CERTIFICATE.

WORD INTERMEDIATE

DPT8010  HOURS: 12.0  $258
In course 2 of the Word trilogy, you will learn how to add customized lists, tables, charts and graphics to their Word documents. In addition, students will learn how to create macros and other personalized efficiency tools as well as how to perform mail merges.
CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8009 WORD BASICS. THIS COURSE IS REQUIRED FOR THE MASTER WORD CERTIFICATE.

www.cpcc.edu/cce
A $12 CAPS Fee is required per class for courses meeting on college campuses.
See page 58 for Fees and Refund Policies.
Social Media Tools

SOCIAL MEDIA AND MOBILE MARKETING PROFESSIONAL WITH OMCP CERTIFICATION

ETG8101 HOURS: 160.0 $2245

In the Social Media and Mobile Marketing Professional with OMCP Certification program, you’ll gain a comprehensive overview of online marketing and develop a solid understanding of not only how each discipline works, but also how the disciplines work together. This is followed by comprehensive social media marketing, mobile marketing and content marketing training. In this program, you will become an expert on the guidelines, opportunities and strategies critical to creating effective social media and mobile marketing campaigns. You’ll also have access to six to eight live webinars each month conducted by the instructors. Upon successful completion of the program, you will be eligible for Online Marketing Certified Professional (OMCP) certification.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

Web Design and Development

BLOGGING WITH WORDPRESS

MMG7020 HOURS: 42.0 $903

Blogging continues to increase in popularity; in both business and personal avenues. Whether you are passionate about a topic and want to share your thoughts or simply wanting to try your skills at being a writer, this course is for you! You will learn the basics of owning, customizing and maintaining a WordPress blog.

CPCC LOGIN AND TEXTBOOK REQUIRED. EXPERIENCE WITH WINDOWS AND WEB BROWSERS.

CREATE WORDPRESS WEBSITES

ETG8019 HOURS: 24.0 $195

Want to build an attractive, sophisticated blog or website-without having to learn any special coding? WordPress is the answer you’re looking for! WordPress is one of the world’s most popular Web design tools because it’s free, easy to use and produces professional results. In these lessons, you’ll walk through the process from start to finish. You’ll create pages and posts, add images and videos, change a site’s look and feel and include user-friendly features. You’ll also learn how to organize a blog or website, create appealing content and achieve better positions on search engine results pages. By the end of this course, you’ll be able to confidently use WordPress to create a blog or a personal, business or organizational website. Offered in partnership with ed2go.

INTERNET MARKETING FUNDAMENTALS

MMG7030 HOURS: 32.0 $688

Learn the tools and strategies available to market your website and your business on the internet! This is a hands-on class, where you will customize and experience various marketing venues, online tools and supportive software. Recommended class for business owners, Web designers/developers and marketing professionals.

WRITE EFFECTIVE WEB CONTENT

ETG8111 HOURS: 24.0 $195

Is your Web content as effective as it could be? Would you like more visitors, more sales and better search rankings? In this course, you’ll gain tips for crafting content to make your website or blog into an exciting multimedia place for visitors. By the end of this course, your content will be well on its way to rising to the top of the billions of pages on the Web.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Internet) Online Course - 10/14-12/4 SS

DESIGN AND BUILD WEBSITES WITH HTML AND CSS

WEB7211 HOURS: 40.0 $1060

Learn the skills to become a Front-End Developer - not just code skills! You will have the experience of working with industry experts while designing and building your own website using HTML and CSS, with the elements that customers see and interact with directly. In this course, you will learn the right combination of programming and aesthetics.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE FRONT END JR DEVELOPER CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Levine Campus) Levine 2108 MW 9 a.m.-1 p.m. 8/31-10/7 SS
Class will not meet on 9/07, 10/5.

FRONT END DEVELOPMENT WITH JAVASCRIPT AND JQUERY

WEB7212 HOURS: 40.0 $1060

Advance your Front-End development skills with JavaScript. Learn how to add animation, tabbed panels, content sliders, form validation, interactive galleries and sort data. In this class you will experience how to create a user interface that is more interactive, intuitive and attractive.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: WEB-7211 BUILDING WEBSITES WITH HTML AND CSS. THIS COURSE IS REQUIRED FOR THE FRONT-END JR DEVELOPER CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Levine Campus) Levine 2108 MW 9 a.m.-1 p.m. 11/2-12/7 SS
Class will not meet on 11/25.

HTML5 APP DEVELOPMENT FUNDAMENTALS

MTA7303 HOURS: 30.0 $820

Learn the latest evolution of the standard “html” language. In this course, you will begin to learn how HTML5 works to create more diverse and powerful web sites and applications. Maps to Microsoft Technology Associate exam #98-375

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE PROGRAMMING IN HTML5 CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Levine Campus) Levine 2106 F 6-9 p.m. 9/25-10/10 SS
| Levine Campus | Levine 2106 | S 8:30 a.m.-4:30 p.m. 9/25-10/10 |
1 hour lunch on Saturdays 9/26, 10/3 and 10/10.

PROGRAMMING IN HTML5 WITH JAVASCRIPT AND CSS3

WEB7215 HOURS: 42.0 $1113

This class helps you prepare for the Official Microsoft Certification, it is an entry point into both the Web application and Windows Store apps training paths. The class focuses on using HTML5/CSS3/JavaScript to implement programming logic, define and use variables, perform looping and branching, develop user interfaces, capture and validate user input, store data and create well-structured application.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: MTA-7303 HTML5 FUNDAMENTALS. THIS COURSE IS REQUIRED FOR THE PROGRAMMING IN HTML5 CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Levine Campus) Levine 2106 MW 8-9 p.m. 10/26-12/14 SS
Class will not meet on 11/25.
Learn how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. In this online course, you’ll see how to create dynamic Web pages using the PHP programming language and the MySQL database server. During the course, you’ll walk through the development of a complete content management system Web application. You’ll receive step-by-step instructions to create a complete website capable of dynamically displaying data from a MySQL database. By the end of this course, you’ll have plenty of useful code templates that will help you create your own dynamic, Web-based, content management system. Offered in partnership with ed2go.

Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

### Introduction to PHP and MYSQL

**ETG8023**  
**Hours:** 24.0  
**Price:** $225

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart and complete an order. In this six-week online course, you’ll see how to create a commercial online store using the PHP programming language and the MySQL database server. Offered in partnership with ed2go.

### Intermediate PHP and MYSQL

**ETG8065**  
**Hours:** 24.0  
**Price:** $225

Learn how to create an interactive online store complete with an online catalog of products, allowing customers to browse the catalog to select items, place them in a shopping cart and complete an order. In this six-week online course, you’ll see how to create a commercial online store using the PHP programming language and the MySQL database server. Offered in partnership with ed2go.

### Licensing and Code Qualification

**Residential Blueprint Reading and Estimating**  
**BPR7002**  
**Hours:** 40.0  
**Price:** $125

This course covers the fundamentals of reading and interpreting residential blueprints and estimating the quantities of materials and labor required to construct a house.

### Carpenter II

**CIX7006**  
**Hours:** 112.0  
**Price:** $180

This course provides the student with a certificate of competency in basic floor, wall and ceiling framing. The topics covered will include platform floor; cantilevers; well openings; decking; snap-out; plating; detailing; wood studs; RO’s; flat, vaulted and coffered ceilings; gable rafters and trusses. In addition the student will have additional hand/power tool instruction along with orientation to the trade and wood building fasteners and adhesives. The focus of the course will be the skills necessary to perform basic frame carpentry in a safe and effective manner.

### PREREQUISITE FOR THIS CLASS IS INTRODUCTION TO CARPENTRY (CIX-7000)

### Introduction to Carpentry

**CIX7000**  
**Hours:** 49.0  
**Price:** $125

This course gives you all the basics for learning carpentry and to successfully enter into the craft training at the Crowder Construction Institute. It follows the National Center for Construction Education and Research (NCCER) training format and provides certificates of competency. Designed for beginning students, you’ll learn about critical components in safety, use of hand and power tools and blueprint reading. Whether you want to get a job in construction, remodel existing projects or just be more confident in home projects, this course is for you. Learn more at www.nccer.org. Successful completion is required for further courses: CIX 7006 Carpentry II, TRM 8000 Trim Molding, CAB 8300 Furniture/Cabinet Making and TLE 8500 Tile.

### Construction and Sustainability

#### Carpentry

**Intermediate Furniture/Cabinet Making**  
**CAB8400**  
**Hours:** 49.0  
**Price:** $125

Experience this intermediate-level hands-on course building off skills learned from basic woodworking techniques. You’ll expand your knowledge about the properties and machining processes of wood that influence the design and construction of furniture, cabinetry and the artistic applications of wood. We’ll also cover new techniques for using of hand tools, power tools and about design principles related to woodworking. We will introduce the use and how to make jigs. Upon completion, students will apply their skills and knowledge to produce a finished woodworking project.

### Prerequisites for This Class Are Introduction to Carpentry (CIX-7000) and Introduction to Cabinet/Furniture Making (CAB-8300).

**Demand is building**

Construction is up in Charlotte, and so is the demand for construction and building code enforcement officers. With local mid-level wages at nearly $25 an hour and the job growth rate of 3.1 percent, are you ready to step up your career?

Enroll now in the CODE Academy presented by CPCC’s Crowder Construction Institute. Classes can help you pass the state exam and fulfill state requirements.

- Code Qualification – Law and Administration
- Building Code
- Electrical Code
- Mechanical Code
- Plumbing Code

www.cpcc.edu  
[link to code qualification search]

A $12 CAPS Fee is required per class for courses meeting on college campuses.  
See page 58 for Fees and Refund Policies.
### INTRODUCTION TO FURNITURE/CABINET MAKING

**CAB8300**

**HOURS:** 49.0  
**$125**

Experience this entry-level hands-on course in learning basic woodworking techniques. You’ll learn about the properties and machining processes of wood that influence the design and construction of furniture, cabinetry and the artistic applications of wood. We’ll also cover the practical use of hand tools, power tools and about design principles related to woodworking. Upon completion, students will apply their newly acquired skills and knowledge to produce a finished woodworking project.

**PREREQUISITE FOR THIS CLASS IS INTRODUCTION TO CARPENTRY (CIX 7000).**

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### HOME CONSTRUCTION METHODS AND DETAILS

**CAR7101**

**HOURS:** 40.0  
**$125**

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 and foundation construction, foundation wall, floor, wall and roof framing; appraising prefabricated walls and roof trusses, various types of duct work, heating and plumbing rough-in and electrical wiring; comparing and selecting exterior wallcoverings, plumbing-lighting-elektrical fixtures and devices and hardware; and evaluating the application of the construction materials and techniques.

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### RESIDENTIAL CONTRACTOR’S EXAM REVIEW

**CAR7130**

**HOURS:** 40.0  
**$125**

This course is a review of the laws, codes and procedures covered by the General Contractor’s License Examination for residential and light construction. This classification includes construction of all one-and two-family dwellings covered by the N.C. Residential Code.

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### COMMERCIAL CONTRACTOR’S EXAM REVIEW

**CAR7131**

**HOURS:** 40.0  
**$125**

This course is a review of the laws, codes and procedures covered by the General Contractor’s License Examination for commercial construction. This classification includes the construction of all commercial, industrial, individual, multi-family and residential construction. The financial requirements for the Commercial/Building classification are the same for the Residential classification.

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### PROFESSIONAL HOME INSPECTORS TRAINING

**CIX7013**

**HOURS:** 125.0  
**$850**

This course provides students with the thorough academic preparation for becoming knowledgeable and competent home inspectors. Topics include: licensing law, building science fundamentals, principals of house construction and applicable building code history, an in-depth and on-going review of the Standards of Practice and Code of Ethics, a thorough study of all the systems of a house that must be inspected - structure, roof, exterior, interior, heating and cooling, electrical, plumbing, insulation and ventilation and appliances. Time will also be spent on developing report writing skills. The course is approved by the NC Home Inspector Licensure Board and meets their new standard for the classroom training required in preparation to sit for the licensing exam. It is also approved by the SC Residential Builders Commission as preparation for their exam.

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Class will not meet on 8/22, 9, 9/7, 9/19, 10/10, 10/17, 10/31; 30 min lunch on Saturdays

### Plumbing

### BACKFLOW ASSEMBLY TESTER CERTIFICATION

**PLU7015**

**HOURS:** 40.0  
**$125**

This course will develop entry-level skills and working knowledge of the causes and principles of backflow and backflow prevention will be demonstrated. Recognizing proper backflow prevention assembly application, installation and operation is stressed. Record keeping and backflow program responsibilities are also covered. Student should have knowledge of hydraulic principles and laws, along with plumbing code requirements. Reading, math and mechanical skills are also needed.

**CLASS WILL USE PLUMBING LAB 1208 ON AN AS NEEDED BASIS.**

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<td>M-F</td>
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### BACKFLOW PREVENTION ASSEMBLY AND TESTER RECERTIFICATION

**PLU7016**

**HOURS:** 12.0  
**$70**

This course will focus on reviewing the basic skills and knowledge for a backflow assembly field tester. The student must have completed a CMUD (Charlotte Mecklenburg Utility Department) approved course in cross connection control and require recertification of original certificate.

**CLASS WILL USE PLUMBING LAB 1208 ON AN AS NEEDED BASIS.**

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Class will not meet on 11/26

### Masonry

### INTRODUCTION TO BRICKLAYING

**MAS7001**

**HOURS:** 49.0  
**$125**

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, plum line and tape measure. Job safety and safe work habits will be covered.

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### ADVANCED BRICK MASONRY

**MAS7002**

**HOURS:** 98.0  
**$180**

A course covering the advanced techniques, methods, procedures and practice in laying brick and block walls along with steps, corners, chimneys and other brick structures. The students will be taught the correct use of materials, equipment and tools along with extensive practice in laying brick and block.

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Class will not meet 11/26
Sustainability

SENIOR CERTIFIED SUSTAINABILITY PROFESSIONAL
GAT8039  HOURS: 110.0  $2795

Are you prepared for an exciting career as a leader in the green-collar economy? After completing this premier certification program, you’ll establish yourself as a sustainable business professional. You’ll be ready to take responsibility for coordinating an enterprise’s sustainability strategy across multiple functional areas, including sales, marketing, communications, new product development, global supply chain, operations and corporate social responsibility. You’ll start by learning the basics of green purchasing. Next you’ll cover corporate social responsibility and carbon strategies. You’ll also explore environmental accounting, green transportation and sustainability consulting. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL
GAT8042  HOURS: 60.0  $1895

The supply chain is at the heart of operations for most businesses. Prepare yourself for a challenging and rewarding career in the green supply-chain management field or gain the edge to move forward in your career with this convenient online training program. This professional certification program will help you learn the essentials of green product standards and labeling as well as how to develop sustainability supplier programs, implement sustainable business practices, apply lean and green manufacturing strategies and integrate these practices across the extended supply chain. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

CERTIFIED INDOOR ENVIRONMENTALIST PREP
GAT8043  HOURS: 32.0  $1195

Would you like to become a Certified Indoor Environmentalist (CIE)? This designation demonstrates that you understand how to create healthy homes and buildings by preventing, diagnosing and resolving indoor environmental problems. This online program prepares you to pass the CIE examination through a series of video lectures on exam topics such as contaminants, health effects, building science, HVAC, equipment, assessments, mold remediation and industry standards and guidelines. The course also covers practice questions in detail and provides a practice examination to ensure you succeed at becoming a Certified Indoor Environmentalist. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

6 ways to get your company to send you to class

1. **Ask** – Show enthusiasm for improving your skills.
2. **Show the course schedule** – Get your supervisor to read it by bringing it into the office or email the link [www.cpcc.edu/cce/courseschedule](http://www.cpcc.edu/cce/courseschedule).
3. **Stress the benefits** – Additional skills training will make you more valuable and productive.
4. **Emphasize the convenience** – Why go out of town for training when you can get quality training here?
5. **Compare the value** – Let your supervisor know how affordable top quality training can be at CPCC.
6. **Use direct billing** – CPCC will bill your employer directly for your registration fees. Simply email corporate.learning@cpcc.edu and request a form.

For group training needs, call 704.330.4660. We’ll set up a class to meet your needs.
Free seminars for small business success

Basics of Bookkeeping
6:30 - 8:30 p.m. • 8/19 • W • Merancas Campus
6 - 8 p.m. • 10/12 • M • Online

How to Start a Business
6:30 - 8:30 p.m. • 8/24 • M • Central Campus
6 - 8 p.m. • 9/17 • TH • Online
6:30 - 8:30 p.m. • 10/27 • T • Central Campus

Financing Your Business
6:30 - 8:30 p.m. • 9/2 • W • Central Campus
6 - 8 p.m. • 10/29 • TH • Online

Marketing Your Business
6:30 - 8:30 p.m. • 9/15 • T • Central Campus
6 - 8 p.m. • 11/5 • TH • Online

How to Write a Business Plan
6:30 - 8:30 p.m. • 9/16 • W • Central Campus
6 - 8 p.m. • 11/12 • TH • Online
5:30 - 7:30 p.m. • 12/14 • M • South County Library

Business Taxes
6:30 - 8:30 p.m. • 9/29 • T • Harris Campus
6 - 8 p.m. • 10/1 • TH • Online

How to Find Your Customers
6:30 - 8:30 p.m. • 9/30 • W • Central Campus
6 - 8 p.m. • 12/3 • TH • Online

Global Business Planning: Steps to Starting a Global Business
6:30 – 8:30 p.m. • 10/1 • TH • Central Campus

Which Certifications Are Right for Your Business?
6:30 - 8:30 p.m. • 10/7 • W • Central Campus
6 - 8 p.m. • 12/8 • T • Online

Choosing Your Legal Structure
6 - 8 p.m. • 10/15 • TH • Online

Finding and Choosing Foreign Markets
6:30 - 8:30 p.m. • 10/15 • TH • Central Campus

Intermodal Hub: What Can It Do for My Business?
6:30 - 8:30 p.m. • 10/29 • TH • Central Campus

Special offerings featuring Dr. Tommy Watson, noted speaker on change and leadership

Entrepreneurial Success Story: Dr. Tommy Watson
6 - 7 p.m. • 9/17 • TH • Central Campus

The Resilient Entrepreneur/Leader™
6 - 8 p.m. • 10/14 • W • Central Campus

The Resilient Entrepreneur/Leader™: Challenges and Change
6 - 8 p.m. • 11/11 • W • Central Campus

To reserve your seat today, visit www.cpcc.edu/sbc/register or call 704.330.4223.
Cosmetology

NATURAL HAIR CARE CERTIFICATION
COS7000
HOURS: 325.0
$750

This course covers beginner level general sciences and practices specific to infection control, sanitation, bacteriology, first aid, shampooing, draping, anatomy, disorders of the hair and scalp and client consultation. Advanced level applications are specific to styles and techniques of natural hair styling including twisting, wrapping, extending, locking, blow dry and hot iron; and business management and professional ethics and other related topics.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (City View) City View Center 107A M/W/T/H 4:00 p.m.-8:30 p.m. 8/17-12/14 SS

Class will not meet on 9/7, 10/12, 10/13, 11/26

Entrepreneurship and Small Business

Product Development

NEW PRODUCT IDEA? GO FROM CONCEPT TO COMMERCIALIZATION
SBX7335
HOURS: 7.0
$115

With technological advancements like 3-D printing its easier than ever to develop a new product. The challenge is knowing how to protect your idea, how to get your product into the marketplace and how to ensure customer demand. In this class, invention and innovation expert Louis Foreman, will provide step-by-step instruction on determining feasibility and developing a product launch plan.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Hall 215 W 8:00 a.m.-4:00 p.m. 10/21-10/21 SS

30 minute lunch

Start Up

BUSINESS STARTUP BOOT CAMP CERTIFICATE PROGRAM
SBX7487
HOURS: 35.0
$369

Get up and running fast with this intensive certificate program designed to train and to guide you on the path toward business success. Using the flipped classroom approach, you will have access to online video lectures, discussion forums and activities that will help you to develop your business concept and evaluate the feasibility of your idea. In-class sessions will provide powerful peer exchanges and instructor feedback that will help you develop a viable business model and a strategy for success.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Hall 212 T 6:30 p.m. 9/22-10/15 SS

FOOD TRUCKS 101: STARTING A MOBILE FOOD BUSINESS
SBX7903
HOURS: 10.5
$199

Food trucks are the single fastest growing sector of the restaurant industry. Discover how to develop your business, build your brand and gain a loyal following. You will learn how to comply with regulatory requirements, to overcome common obstacles and to measure your success. Bonus: course includes a panel discussion with mobile food truck operators.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (The City Kitch LLC) Off Campus MW 6:30 p.m. 9/21-9/30 SS

(The City Kitch LLC) Off Campus W 6:00 p.m. 9/21-9/30 SS

Non-Profits

**STARTING A NONPROFIT**

**SBX7337**

**HOURS: 10.0**

**$149**

Are you considering starting your own nonprofit organization to tackle a community or social issue? Have you been asked to help get a new nonprofit off the ground? Before you leap in, it is critical to understand all the intricacies surrounding this inspiring, rewarding and challenging endeavor. This course carefully details the many aspects of taking a nonprofit start-up from vision to reality and on the road to becoming a 501(c)(3) tax exempt organization.

**COMPETING THE APPLICATION FOR 501(C)(3) TAX EXEMPT STATUS**

**SBX7471**

**HOURS: 6.0**

**$99**

Do you want your nonprofit to be a 501(c)(3) tax exempt organization? Designed for potential and new nonprofits, this course will provide assistance in completing the IRS Form 1023 (application for recognition of tax-exempt status). Benefit from a guided walk-through of the application process and a discussion of the most important, difficult and potentially confusing questions. The course is intended both for groups who want to do their own application for tax exempt status and for those who will receive assistance, but want to understand the key concepts and challenges involved in qualifying for exempt status under Section 501(c)(3). The basic do’s and don’ts of the application will be covered to assure everyone is ready to apply.

**GENERAL BUSINESS**

**FROM GRANT SEEKING TO GRANT WRITING**

**SBX468**

**HOURS: 10.0**

**$149**

Baffled with the thought of grants and not sure where to begin? This class helps you learn how to do the research, weigh the options, build relationships, incorporate what is needed in the proposals and submit for funding. With step-by-step guidance you will become an effective grant seeker and will be on your way to writing a winning proposal.

**MAKING YOUR GRANT BUDGET WORK**

**SBX482**

**HOURS: 6.0**

**$99**

A weak budget can make an otherwise strong grant proposal fail. There’s no getting around the fact that budgets are an essential piece of your organization’s financial stability and success. Learn the basic components of a budget and how to make it work for your grant proposal.

**MARKETING YOUR NONPROFIT**

**SBX845**

**HOURS: 24.0**

**$139**

Discover how to use powerful marketing techniques to compete more effectively for customers, donors, members and volunteers. You’ll also learn how to persuade the media to communicate your organization’s message and further its ideals and goals. Instructor Linda Kissam draws on her extensive nonprofit experience to share effective, practical and easy-to-implement strategies that you can put to immediate use.

**GRAPHIC DESIGN AND PRINTING**

**PHOTOSHOP 1 (MAC)**

**PRX7053**

**HOURS: 14.0**

**$278**

If graphic design or graphic arts is your passion and you are looking for a beginning foundation in image manipulation, the beginner Photoshop class is for you. Designed by our graphics staff to take a beginner and provide them with the tools and tricks necessary to learn and grow in Photoshop. This course will help you become more familiar with the interface, terminology and the basic skills needed to work successfully in Photoshop. Taught on a Mac.

**APPLY YOUR CREATIVITY IN NEW WAYS!**

Express your own flair while learning graphic design and printing from CPCC’s expert instructors. Sign up today!

- Drawing Words/Writing Pictures: Creating Comic Books and Graphic Novels
- Flexography Concepts
- Screen Printing Concepts

**www.cpcc.edu**

**Search**

Customer Service: 704.330.4223
INDESIGN 1 (MAC)
PRX7073  HOURS: 14.0  $278

Are you a graphic designer or graphic artist or just want to learn to create both static and electronic documents? If so, this beginner InDesign class is for you. Designed by our graphics staff to take a beginner and provide them with the tools and tricks necessary to create print and electronic publications. This course will help you become more familiar with the interface, terminology and basic skills needed to work successfully with your documents. Taught on a Mac.

Printing

DRAWING WORDS/WRITING PICTURES: CREATING COMIC BOOKS AND GRAPHIC NOVELS
GRX7000  HOURS: 24.0  $350

From initial concept to published comic, this course introduces students to the art of crafting comic books, manga and graphic novels. Visual storytelling is a powerful tool in today’s business environment and this course will help you build skills that you can use to communicate your story in a powerful way. You DO NOT have to know how to draw to benefit from this course.

FLEXOGRAPHY CONCEPTS
PRX7012  HOURS: 8.0  $225

This is the perfect overview class for anyone wanting to learn more about the basic concepts of Flexographic printing. Students will learn what the Flexo industry is, how the process works, what products are printed this way and why. The class will guide the student through platemaking, mounting, setting up and press and producing your own print. A student will have a printed product that they can take with them. Emphasis on press-room safety and organization will be stressed. Traditional lecturing and hands on production will go together and students should expect to work in a production environment. Please wear closed toed shoes, sturdy work clothing and have hair worn in a pulled back fashion.

STUDENT ACCIDENT INSURANCE REQUIRED.

SCREEN PRINTING CONCEPTS
PRX7032  HOURS: 8.0  $225

This screen printing overview class is designed for anyone who wants to learn more about the screen printing process. Our Graphics Arts and Imaging Technology staff will walk you through this class where you will get to go from concept to printed product. We keep the class size small to maximize the hands on time. If you work in any aspect of printing this is a good textile-based class for both the beginner and the novice or anyone wanting to learn more.

STUDENT ACCIDENT INSURANCE REQUIRED.

Health and Human Services

Aging Studies

CARING FOR PERSONS WITH ALZHEIMER’S AND DEMENTIA
LLI7092  HOURS: 12.0  $99

Designed for caregivers and professionals, this course will discuss the causes of Alzheimer’s and Dementia and will examine how those suffering from these illnesses can have a higher quality of life. The class will review essential communication skills useful for the various stages of Alzheimer's/Dementia and will teach techniques for handling challenging behaviors. Alleviating caregiver stress will also be a major topic of discussion.

THIS 12 HOUR COURSE WILL DISCUSS ALZHEIMER’S AND DEMENTIA CARE.

MEDICATION TECHNICIAN
LLI7107  HOURS: 18.0  $99

Learn to be a medication technician. Under the supervision of a general duty nurse, this professional administers prescribed medications to patients and maintains related medical records. The medication technician also verifies the identity of the patient receiving medication and records the name of the drug, the dosage and the time of administration on specified forms or records. NOTE: This class is for Medication Technicians in an assisted living community.

Discover a career in cardiac healthcare

Finish EKG Technician training in just one semester and get started in your new career. At CPCC, you’ll learn from industry-experienced instructors for a fraction of the cost of many private institutions.
The course will prepare students to open a small adult family care home with six or fewer residents. The class will cover how to identify the right property, licensure procedures and other policies and procedures. Regulations, resident assessments, care plans, LHPs, required records and medication management will be discussed. Also covered are activities, food service, staff training and qualifications. One session will also cover the preparation of a marketing plan and budgets. The course prepares participants to take the N.C. test for administrators. Note: This course is not the Assisted Living Administrator Training course.

The Aging Studies Certificate program at CPCC is designed to help students gain a specialization in the growing field of aging studies. Along with topics on the process of aging, the course will include special topics on Alzheimer’s, Hospice care, grief and loss and nutrition and exercise for older adults. The course is designed for the caregiver and also the professional who is interested in the field of gerontology.

This course is designed as part one, along with OAP 7011-W1, Bridging the Gap, of a fast track alternative to (MEPAP I Modular Educational Program for Activity Professionals) for individuals pursuing national certification with the National Certification Council for Activity Professionals (NCCAP). When used in conjunction with the Bridge the Gap course, the Healthcare Activity Director course will fulfill the requirements for the 90 hour MEPAP (Modular Educational Program for Activity Professionals), 2nd Edition, Part I. It also serves as a prerequisite for OAP 7007, Activity Director Part II.

120 HOUR COURSE IS COMPOSED OF 60 HOURS ONLINE PLUS 60 HOURS OF A PRECEPTORSHIP. TEXTBOOK IS “ACTIVITIES KEEP ME GOING AND GOING” BY MILLER AND PECKHAM.

HEALTHCARE ACTIVITY DIRECTOR
OAP7010 HOURS: 120.0 $180

This course is designed as part one, along with OAP 7011-W1, Bridging the Gap, of a fast track alternative to (MEPAP I Modular Educational Program for Activity Professionals) for individuals pursuing national certification with the National Certification Council for Activity Professionals (NCCAP). When used in conjunction with the Bridge the Gap course, the Healthcare Activity Director course will fulfill the requirements for the 90 hour MEPAP (Modular Educational Program for Activity Professionals), 2nd Edition, Part I. It also serves as a prerequisite for OAP 7007, Activity Director Part II.

ACTIVITY DIRECTOR PART II
OAP7016 HOURS: 180.0 $180

This is a medical terminology course that includes the basics of anatomy and physiology, disease process and pharmacology.

TEXTBOOK REQUIRED.

ADVANCED CODING
HEA7313 HOURS: 70.0 $180

This course is a continuation of basic and intermediate coding. It will provide in-depth coverage of ICD-10-CM and CPT coding.

EKG TECHNICIAN
HEA7315 HOURS: 48.0 $125

Students will gain knowledge of cardiac terminology, understand the structure and function of the heart and understand the anatomy and physiology of the heart. Students will gain basic understanding of the electrical conduction system and how it affects heart function. Students will identify why the EKG is done. Students will identify common arrhythmias and demonstrate patient prep as well as proper placement of EKG leads. Students will be able to properly and safely operate the equipment, run a 12 lead EKG accurately and prepare it for reading.

MEDICAL TRANSCRIPTIONIST
HEA401 HOURS: 136.0 $180

Students learn basic medical transcription skills using a Dictaphone and computer keyboarding.

TEXTBOOK REQUIRED. FOOT PEDAL AND HEADSET REQUIRED.

Assistant Living Administrator Information Session

Join us for a FREE information session! Thursday, October 22
6:30 - 8:30 p.m.
Levine Campus Auditorium

Learn more and register on our website.

www.cpcc.edu  Assisted Living Administrator Search

Customer Service: 704.330.4223

Registration options: Visit CPCC campuses, go online or call Customer Service.
MEDICAL KEYBOARDING
HEA7625  HOURS: 60.0  $180

Provides a basic keyboarding course designed for persons entering a healthcare field.

TEXTBOOK REQUIRED.

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PHLEBOTOMY TRAINING EXPERIENCE
MLA7001  HOURS: 171.0  $180

This course prepares the participant in the knowledge and skills to become a certified phlebotomist, a medical professional who collects blood from patients for various laboratory tests and procedures. The course consists of both a seven week classroom phase and, with successful completion, a seven week clinical experience. Students who complete both phases successfully are eligible to seek national certification. Phlebotomy training and certification enables individuals to seek employment in hospital labs, physician practices and private independent laboratories with full time or part time employment.

ALL STUDENTS ARE REQUIRED TO TAKE PLACEMENT TESTS OR SUBMIT TRANSCRIPTS WITH DOCUMENTATION OF COMPLETION OF 100 LEVEL MATH AND 100 LEVEL ENG COURSES WITH A GRADE OF C OR HIGHER AND RECEIVE GRANTED PETITION PRIOR TO REGISTRATION.

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PHARMACY TECHNICIAN
PHX7960  HOURS: 90.0  $180

Students learn about medications and appropriate dosages that are necessary to function as a technician in a pharmacy.

PREREQUISITE/CO-REQUISITE: HEA 7626 OR KEYBOARDING AT 35 WPM. REQUIREMENTS: TEXTBOOK REQUIRED. PERMISSION REQUIRED TO REGISTER.

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INTRODUCTION TO BIOLOGY
BIO7000  HOURS: 24.0  $90

Are you interested in learning more about living things, or perhaps beginning to train for a career in the healthcare or medical professions? This course will help you understand the structure and function of the human body at the level of your tiniest living components-your cells. You'll also learn about DNA-what it is, what it does and even a little bit about how forensic scientists use it to solve crimes. The knowledge you'll gain from this course is essential to understanding the fundamental causes of human disease and will prepare you for more advanced courses in human anatomy and physiology.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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VETERINARY ASSISTANT
GAT8041  HOURS: 170.0  $2295

This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication. This program is designed for people who want to work at a veterinary hospital and those who are already employed in positions in which they look after animals. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

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New address or phone?
For important news and announcements about your classes, update your contact information today.
Call 704.330.4223 or go to www.cpcc.edu and:
1. Click MyCollege
2. Log in with your CPCC ID
3. Click Continuing Education
4. Click Address Change (where you can update your address, phone numbers and email)

Hospitality and Food Services

SERVSSAFE ESSENTIALS
CUL8600  HOURS: 16.0  $198

The ServSafe program is the industry standard in food safety training and provides accurate, up-to-date information for every level of employee on all aspects of handling food, from receiving and storing to preparing and serving. Online exam will be administered at the end of class.

SERVSSAFE ESSENTIALS 6TH EDITION WITH VOUCHER IS INCLUDED IN THE COST OF THE CLASS. AN EMAIL WILL BE SENT PRIOR TO THE START OF CLASS.

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CERTIFIED WEDDING PLANNER
GAT8033  HOURS: 340.0  $1795

In this program, you'll learn all aspects of the wedding and social event industry. From creating event concepts and planning ceremony details to handling vendor contracts, you'll learn the professional processes used to make a couple's dream wedding or any special event or party a success. Templates, real-life examples and discussion forums will help guide you through your training. You'll also have access to an online resource library containing more than 150 customizable documents you can download and use for your clients. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

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Catering and Event Planning

BASICS OF CATERING AND EVENT MANAGEMENT
CUL7500  HOURS: 36.0  $263

Plan. Organize. Execute. With this course on the basics of catering and event management, you will have the critical tools you need to plan, establish and manage a profitable catering business.

AN EMAIL WILL BE SENT PRIOR TO THE START OF CLASS. PURCHASE OF CATERING HANDBOOK REQUIRED.

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**Dietary Manager**

**THERAPEUTIC NUTRITION**  
**HEA7318**  
**HOURS:** 135.0  
**$180**

Content includes the basics of nutrition: food preferences and customs, dietary guidelines, digestion, nutrient needs throughout the life cycle, medical nutrition therapy; nutrition assessment/screening, implementing diet orders and care plans. 85 hours classroom, 50 hours (clinical) preceptor. Preceptor hours must be completed by the last day of class. They are scheduled individually by the preceptor and each student. Criminal background check and health screening is required by preceptor facilities and must be completed prior to starting preceptorship. Textbook required and is purchased through the Association of Nutrition and Foodservice Professionals.

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**Human Resources and Payroll**

**SHRM-CP AND SHRM-SCP PREPARATION**  
**BUX7930**  
**HOURS:** 36.0  
**$805**

Enrich your HR skills and competencies to succeed. This SHRM-CP and SHRM-SCP certification preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. This intensive 36-hour course is offered in partnership with the Society of Human Resource Management (SHRM) and includes instruction and the latest version of the SHRM Learning System. Successful completion of this course in no way guarantees passing the exam. The course investment includes all course materials but does not cover registration for the SHRM-CP or SHRM-SCP examinations. To determine eligibility requirements, please visit SHRM at http://certification.shrm.org.

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**FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT**  
**BUX8006**  
**HOURS:** 15.0  
**$199**

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 the components discussed are recruiting, interviewing and screening qualified applicants; legal aspects of the hiring process; performance appraisals; motivating employees; wage and salary administration; EEO and Affirmative Action Programs; employee terminations; and non-defensive communications. Materials are 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 a foundation.

Tell us!  
Help CPCC better serve you by telling us what courses you want offered. Email your ideas to CCECustomerService@cpcc.edu.

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**BASIC EMPLOYMENT LAW FOR HUMAN RESOURCES**  
**BUX8007**  
**HOURS:** 15.0  
**$199**

This course provides a basic understanding of employment laws, State and Federal, for employers of all sizes. Laws are discussed based on coverage requirements by the number of employees. Laws covered include: N.C. Employment Security Act, N.C. Department of Labor Wage and Hour, Civil Rights Act, Immigration Reform and Controls Act, Employee Polygraph Protection Act, Americans with Disabilities Act, Family Medical Leave Act, N.C. Equal Employment Practices Act, N.C. Handicap Protection Act and Workers Adjustment and Retraining Act. This is the second course in the five-course series for a certificate. However, courses may be taken in any order. We do recommend that BUX 8006 (Fundamental of HR Management) be taken first. Materials included.

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**HUMAN RESOURCES - BENEFITS ADMINISTRATION**  
**BUX8011**  
**HOURS:** 15.0  
**$199**

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. Students 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, courses may be taken in any order. We do recommend that BUX8006 (Fundamentals in HR Management) be taken first. Materials included.

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**HUMAN RESOURCES - EMPLOYEE RELATIONS**  
**BUX8012**  
**HOURS:** 15.0  
**$199**

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 personnel actions are made and administered in a fair, consistent and legally defensible manner. This is the second course in the five-course series for a certificate. However, courses may be taken in any order. We do recommend that BUX8006 (Fundamentals of HR Management) be taken first. Materials included.

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**EFFECTIVE RECRUITMENT AND SELECTION**  
**BUX8010**  
**HOURS:** 15.0  
**$199**

This course will provide participants with a basic understanding of recruitment and selection functions. It is designed to assist participants with “how to” skills and resources to assess their company’s employment need and to implement the necessary components to achieve that need. This is the fifth and final course in the series for a certificate; however, courses may be taken in any order. We do recommend that BUX 8006 (Fundamentals of HR Management) be taken first. Materials included. This course replaces the previously offered course “Sexual Harassment Workshop.”

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For more information, please visit SHRM at http://certification.shrm.org.
THE FIRST TIME SUPERVISOR: STRATEGIES FOR A SUCCESSFUL TRANSITION
BUX8040  HOURS: 1.25  $89

The first time supervisor - strategies for a successful transition webinar covers from the beginning of the critical factors of the self-assessment, through the critical for success skills, pros and cons in different environments and concludes with the eight critical to success factors that every manager needs to know. We all know the story too well, where a manager promotes the best single contributor to a supervisor and it ends in harming everyone involved and the business. Are good work habits, technical knowledge, demonstrated manual skills, the best reason to promote that person to a supervisory position - of course not. Yet, it may be happening to you as you become a supervisor for the first time. Please provide your email upon registration so we can send you the link to the webinar prior to the start date.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Internet) Online Course  TH  1-2:15 p.m.  10/15-10/15  SS

DRIVING COMPANY PERFORMANCE THROUGH EMPLOYEE ENGAGEMENT
BUX8041  HOURS: 1.25  $89

This webinar will provide attendees with an understanding of the concepts and skills necessary to empower the people in their organizations. Employee Engagement can give your team the ability to make a real and lasting impact on every aspect of your business, ensuring better communication, committed employees and organizational success. Please provide your email upon registration so we can send you the link to the webinar prior to the start date.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Internet) Online Course  TH  1-2:15 p.m.  11/12-11/12  SS

DOCUMENT RETENTION AND DESTRUCTION FOR HR PROFESSIONALS
BUX8042  HOURS: 1.25  $89

Correctly handling the documentation of employees is one of the most difficult and tedious tasks that human resources professionals need to perform for their organizations. Knowing the proper procedures to follow to document employees in the workplace is a key skill needed by most human resources professionals. This webinar will cover the key concepts and issues surrounding proper employee documentation and when to legally dispose of documentation. Please provide your email upon registration so we can send you the link to the webinar prior to the start date.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Internet) Online Course  TH  1-2:15 p.m.  12/10-12/10  SS

PAYTRAIN FUNDAMENTALS
PPS7004  HOURS: 30.0  $795

This course teaches the fundamental payroll calculations and applications, providing students with the basic knowledge and skills required to maintain payroll compliance. Developed by the American Payroll Association, this course is ideal for new payroll professionals and/or those preparing for the Fundamentals of Payroll Certification (FPC) exam. This course is a prerequisite to PayTrain Mastery, designed to help students prepare for the Certified Payroll Professional (CPP) exam. This course covers/reviews the calculations necessary to be successful in passing both the FPC and CPP exams. Participants receive live classroom instruction and a textbook. Although the program covers the body of knowledge tested by the CPP exam, completing the course does not guarantee a passing score on the exam. For testing and eligibility requirements, visit www.americanpayroll.org.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Harris Campus) Harris 2 2101  MTWTH  8-9 p.m.  8/19-9/10  SS

PAYTRAIN MASTERY
PPS7005  HOURS: 36.0  $895

PayTrain Mastery is a 36-hour course developed by the American Payroll Association. It is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professionals seeking compliance training, professional development, or Certified Payroll Professional (CPP) certification preparation. The PayTrain Fundamentals course (PPS 7004), is a prerequisite. The PayTrain Mastery covers/reviews the calculations necessary to be successful in passing the CPP exam. Participants receive live classroom instruction and a textbook. Although the program covers the body of knowledge tested by the CPP exam, completing the course does not guarantee a passing score on the exam. For testing and eligibility requirements, visit www.americanpayroll.org.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Harris Campus) Harris 2 2127  MWTH  6-9 p.m.  9/14-10/8  SS

Insurance

N.C. PROPERTY INSURANCE AGENT (PRE-LICENSING) (B)
INX7501  HOURS: 24.0  $70

This course is approved by the North Carolina Department of Insurance (NCDOI) for individuals seeking a Property Insurance Agent license and recommended for those seeking an Adjuster’s license. You will learn general terms and concepts associated with property insurance, personal and commercial insurance coverage and NC statutes and regulations. Upon successful completion, students will be eligible to sit for the state Property Insurance Agent Exam. Students seeking an Agent license must attend 100 percent of the classes.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS. MAY BE USED FOR BOTH PROPERTY AND CASUALTY.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Ballantyne) Ballantyne Center 107  MTWTH  8:30 a.m.-5:30 p.m.  8/17-8/19  OE
02(Cato Campus) Cato 174  MTWTH  9 a.m.-4 p.m.  9/21-9/24  OE
03(Harris Campus) Harris 2 2101  F  8-9:30 a.m.  10/2-10/14  OE
04(Harris Campus) Harris 2 2101  S  8:30 a.m.-5:30 p.m.  10/2-10/14  OE

N.C. CASUALTY INSURANCE AGENT (PRE-LICENSING) (B)
INX7502  HOURS: 24.0  $70

This course is approved by the North Carolina Department of Insurance (NCDOI) for individuals seeking a Casualty Insurance agent license and recommended for those seeking an adjuster license. You will learn general terms and concepts associated with casualty insurance, personal and commercial insurance coverage and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Casualty Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS. MAY BE USED FOR BOTH PROPERTY AND CASUALTY.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Ballantyne) Ballantyne Center 110  MTWTH  8:30 a.m.-5:30 p.m.  9/8-9/10  OE
02(Cato Campus) Cato 174  MTWTH  9 a.m.-4 p.m.  10/12-10/15  OE
03(Harris Campus) Harris 2 2101  F  5:30-9:30 p.m.  12/4-12/12  OE
04(Harris Campus) Harris 2 2101  S  8:30 a.m.-5:30 p.m.  12/4-12/12  OE

www.cpcc.edu/cce
**Global Logistics Center**

Ready to start or advance your career in logistics? The center offers you the following topics in either shorter courses or longer-term certificates and degree programs.

Employers, you may work directly with CPCC for startup or growth into global trade and services.

Programs range in level of difficulty and format, while providing skills and competencies alone or in conjunction with credit-based degrees and certificates.

### Degree Programs

- NEW! Global Logistics and Distribution Management
- Supply Chain Management and Logistics
- Business Administration - International concentration
- Automotive, Engineering and Welding
- Workplace Learning, including apprenticeships

### International Business

**CERTIFIED EXPORT SPECIALIST (CES) CERTIFICATION PROGRAM**

**INT8003**  
**HOURS: 127.0**  
**$899**

The National Customs Brokers and Forwarders Association of America (NCBFAA)'s Certified Export Specialist (CES) Certification Program is built upon a set of key export regulatory requirements and legislation. It provides the technical competency necessary to deliver services and exporting solutions in the freight forwarding industry. Equipped with this certification, professionals will become competent and knowledgeable in current export regulations and render trade services that benefit both their company and/or clients.

**STUDENTS WILL RECEIVE INSTRUCTIONS VIA EMAIL, PRIOR TO THE CLASS START DATE, ON HOW TO ACCESS THE ONLINE CLASS THROUGH THE NCBFAA PORTAL.**

### N.C. LIFE INSURANCE AGENT (PRE-LICENSING)

**INX7503**  
**HOURS: 24.0**  
**$70**

This course is approved by the North Carolina Department of Insurance (NCDOI) for individuals seeking a Life Insurance agent license. You will learn general terms and concepts associated with life insurance, annuities, policy provisions, options and various features and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Life Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

**PURCHASE TEXTBOOK PRIOR TO START OF CLASS.**

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### N.C. ACCIDENT, SICKNESS AND HEALTH AGENT (PRE-LICENSING)

**INX7504**  
**HOURS: 24.0**  
**$70**

This course is approved by the North Carolina Department of Insurance (NCDOI) for individuals seeking an Accident, Sickness and Health Insurance agent license. You will learn general terms and concepts associated with accident and health insurance policies, provisions and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Accident, Sickness and Health Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

**PURCHASE TEXTBOOK PRIOR TO START OF CLASS.**

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<th>SEC</th>
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<tbody>
<tr>
<td>01</td>
<td>(Levine Campus) Levine 1225</td>
<td>M,T,W</td>
<td>8:30 a.m.-5:30 p.m.</td>
<td>10/26-10/28</td>
<td>OE</td>
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<td></td>
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<td>1 hour lunch</td>
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</table>

Why get a credential?

- Validate your skills and knowledge
- Enhance your credibility in the industry
- Support your professional development
- Demonstrate commitment to your field

To learn more, visit [www.cpcc.edu/certifications](http://www.cpcc.edu/certifications).

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**Registration options:** Visit CPCC campuses, go online or call Customer Service.

**Customer Service:** 704.330.4223
The National Customs Brokers and Forwarders Association of America (NCBFAA)'s Certified Customs Specialist (CCS) Certification Program is designed to assist trade professionals involved in the import industry to become experts in the current import regulations. Whether you have a broker's license or you have just a year or two of related experience, this course will provide you with a solid foundation for you to increase your industry knowledge. The CCS course will review fundamental points relevant to the importation process while delving into practical, relevant subject matter not generally tested on the formal Customs licensing exam. Each topic will help you grow and develop as an import professional. You will find that participating in the CCS program will provide you numerous venues for honing your professional skills while continuing to stay up with the rapidly changing marketplace within import industry.

**STUDENTS WILL RECEIVE INSTRUCTIONS VIA EMAIL, PRIOR TO THE CLASS START DATE, ON HOW TO ACCESS THE ONLINE CLASS THROUGH THE NCBFAA PORTAL.**

<table>
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<tr>
<th>SEC</th>
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<tr>
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<td>8/25-12/8</td>
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### EXPORT TO MEXICO

**SBX8193 HOURS: 3.5 $395**

Learn the rules and regulations to export successfully to Mexico. This course will cover the documentation and procedures for exiting the United States and entering Mexico. You will gain an understanding of the tariff-schedule and location specific trade promotions and initiatives. Attendees will receive a copy of Mexico the Emerging Economy workbook.

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<tr>
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<td>9 a.m.-12:30 p.m.</td>
<td>11/4-11/4</td>
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Online course will be live via Webex.

### EXPORT TO CANADA

**SBX8194 HOURS: 3.5 $395**

Canada offers excellent business opportunities to United States companies and with the close proximity and similar legal and business practices it make it an ideal trading partner. Get the latest information about the Canadian economy and discover the rules and regulations to export to Canada. This course will cover the documentation and procedures for exporting from the United States and importing into Canada. Attendees will receive a copy of A U.S. Exporter's Guide to Canada workbook.

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<td>9 a.m.-12:30 p.m.</td>
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Online course will be live via Webex.

### Languages and Culture

#### Foreign Languages

**CONVERSATIONS IN ENGLISH V ESL7003 HOURS: 20.0 $150**

This Adult ESL English language course is for adults who enjoy discussing opposing sides of an issue. Topics that interest students and promote discussion, as well as topic-specific vocabulary provide a fun and relaxed learning environment. Brief reading and comprehension activities are added to the classroom instructional time. Students develop discussion skills such as agreeing, disagreeing, asking for information, giving information and adding their own opinion. Students will also learn common idioms or sayings related to each topic. **PURCHASE TEXTBOOK PRIOR TO START OF CLASS.**

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<tr>
<td>01 (Harper Campus) TBA</td>
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<td>6-8 p.m.</td>
<td>10/19-11/18</td>
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### Thank you for choosing CPCC!
**BEGINNING GERMAN I**  
**LAN7305**  
**HOURS: 30.0**  
**$135**  
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 lifesaver course for students planning a trip to the target country with an emphasis on real life situations. There will be an emphasis on grammatical construction.

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<td>Off Campus</td>
<td>M 7-9 p.m.</td>
<td>8/17-12/7</td>
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**BEGINNING GERMAN II**  
**LAN7306**  
**HOURS: 30.0**  
**$135**  
This course is designed to provide further and greater capabilities to communicate in a German speaking environment. The course will build on the background and skills attained during Course I, during any other equivalent course or during any real live experiences acquired during residence or work in a German speaking environment.

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**BEGINNING SPANISH I**  
**LAN7309**  
**HOURS: 30.0**  
**$135**  
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.

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**BEGINNING SPANISH II**  
**LAN7310**  
**HOURS: 30.0**  
**$135**  
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.

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**BEGINNING SPANISH III**  
**LAN7311**  
**HOURS: 30.0**  
**$135**  
This course is the third course in the series of three Beginning Spanish courses and is designed for the student who has completed Beginning Spanish I and II or has had exposure to the Spanish language. Focus will be placed on the continued development of speaking, listening and writing skills.

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**INTERMEDIATE SPANISH**  
**LAN7030**  
**HOURS: 30.0**  
**$135**  
This course is designed to further enable the student to communicate as a tourist, traveler or businessperson in a Spanish speaking country. The course will offer additional skills that have been attained during the first courses of Beginning Spanish. Emphasis will be placed on developing a general vocabulary and exposing students to cultural and geographical factors of Spanish speaking countries.

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**BEGINNING ITALIAN I**  
**LAN7315**  
**HOURS: 30.0**  
**$135**  
This course is designed to provide the student with the basic capabilities to communicate in an Italian-speaking environment.

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**BEGINNING ITALIAN II**  
**LAN7316**  
**HOURS: 30.0**  
**$135**  
This course is the second in a series of Beginning Italian courses and is designed for the student who has completed Beginning Italian I, or has had some exposure to the Italian language. Focus will be placed on the continued development of speaking, listening and writing skills.

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**BEGINNING ITALIAN III**  
**LAN7318**  
**HOURS: 30.0**  
**$150**  
This course is a continuation of the Beginning Italian language series and is designed for the student who has completed Beginning Italian I and II or has had good exposure to the Italian language. The course will focus on continued development of grammar, conversational skills and cultural review.

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<tr>
<td>01</td>
<td>(Levine Campus) Levine</td>
<td>1233</td>
<td>TH 7-9 p.m.</td>
<td>8/20-12/3</td>
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**BEGINNING CONVERSATIONAL CHINESE**  
**LAN8014**  
**HOURS: 30.0**  
**$135**  
This is an entry course in Mandarin, designed for those students who have had little or no prior experience in the language. Students will be introduced to fundamental vocabulary, grammar, speaking skills and cultural traits that will allow them to communicate in Chinese.

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<td>8/17-12/7</td>
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**SPANISH FOR LAW ENFORCEMENT**  
**SPA7000**  
**HOURS: 24.0**  
**$95**  
In this course, you’ll focus specifically on Spanish for law enforcement personnel, skipping the “touristy” phrases you don’t need to know. Whether you’re new to the Spanish language or just want a refresher, this course will teach you the basic Spanish phrases you need for everything from making casual conversation to handling life-or-death situations. You’ll start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names and words for asking questions. Next, you’ll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies and many other common law enforcement situations.

**Balance your life**  
Find ways to achieve work and life balance with personal enrichment courses. See page 43.
Are you struggling to communicate with your Spanish-speaking patients? If so, here’s the perfect solution. Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

INTERNATIONAL LEARNING

TOEFL PREPARATION I

EFL8050 HOURS: 15.0 $125

This course will provide instruction in academic skills for non-native speakers of English. Emphasis is placed on specific reading, writing, listening and speaking skills needed for the TOEFL exam or who want to improve their academic English skills.

TOEFL PREPARATION II

EFL8051 HOURS: 15.0 $125

This course will provide instruction in academic skills for non-native speakers of English. Emphasis is placed on specific reading, writing, listening and speaking skills needed for the TOEFL exam or who want to improve their academic English skills. Students do not need to take TOEFL Prep. I to take TOEFL Prep. II.

IELTS PREPARATION I

EFL8060 HOURS: 15.0 $125

This course will provide instruction in academic skills for non-native speakers of English. Emphasis is placed on specific reading, writing, listening and speaking skills needed for the IELTS. The IELTS is the International English Language Testing System. Its purpose is to assess the English proficiency level of people who want to study or work in English-speaking environments.

This class will help non-native English speakers who plan to take the IELTS or who want to improve their academic English skills. It is not necessary to take IELTS Prep. I in order to take IELTS Prep. II.

COMMUNICATING IN BUSINESS FOR NON-NATIVE ENGLISH SPEAKERS

ESL8056 HOURS: 15.0 $125

Communicating in Business is for students at the intermediate level who need to improve their skills in the key areas of business communication: taking part in meetings, telephoning, negotiating, presenting and socializing. Participants will develop essential skills and knowledge for communicating effectively in English in the business world.

Leadership and Management

FITNESS BUSINESS MANAGEMENT

GAT8029 HOURS: 200.0 $2795

A successful fitness business is about more than burning calories and building muscles. To be competitive in the business world, you need to know about strategic planning, accounting, marketing, human resources, customer relations and more. The Fitness Business Management Program will prepare you to implement a successful business system in private or commercial health clubs, medically-based fitness facilities, community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers. This program was developed to establish an industry standard in fitness management education. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.
If you're a new supervisor or manager, this course will help you succeed and become more effective by learning the language of management. You'll learn how to delegate, motivate and more as you move from employee to manager. The sessions also help you understand how to influence and direct other people’s performance, solve problems and resolve conflict. Offered in partnership with ed2go. ed2go is a global Registered Education Provider for the Project Management Institute (PMI), R.E.P. #3213. Please visit pmi.org to learn more.

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II**

**SBX8106**

**HOURS:** 24.0

**$149**

Unlock your potential as a more effective manager in this six-week online course. You'll cover how communication is the essential ingredient, as well as what you can do to develop your interpersonal skills to confidently handle various situations and issues with your team. We are going to show you how to recognize personality traits--in yourself and in others--and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, agreeableness and more. Offered in partnership with ed2go. ed2go is a global Registered Education Provider for the Project Management Institute (PMI), R.E.P. #3213. Please visit pmi.org to learn more.

**Notary**

**NOTARY PUBLIC I**

**BUS7116**

**HOURS:** 6.5

**$115**

The Notary Public Education Program was designed to provide information for the candidate by a certified instructor. A thorough introduction to the statutes which regulate the acts of North Carolina Notaries is offered during the course. The purpose of the education requirement is to enable the applicant to become a responsible, qualified candidate for the Notary Public commission.

**REGISTRATION CLOSES TWO DAYS BEFORE CLASS DATE. PURCHASE AND REVIEW TEXTBOOK PRIOR TO START OF CLASS.**

**Marketing and Sales**

**ESSENTIALS OF PROFESSIONAL SELLING**

**BUS7522**

**HOURS:** 8.0

**$595**

In just one day of highly interactive professional sales training, you will develop and refine your selling skills. Over 50,000 sale professionals globally have enhanced their results by attending this powerful program. This is not another generic sales course; the class is a unique fact-based development program that identifies the sales top producers' best practices as revealed by their customers. Most importantly, during the class you will discover how to utilize these proven techniques to sell YOUR products/services to YOUR customers.

**Retail Customer Service Skills Training**

**GAT8040**

**HOURS:** 120.0

**$1195**

Looking for a career where you are always in demand? The Retail Customer Service Skills Training program prepares students with the skills and knowledge needed for successful careers in retail. In this program, offered by Smart Horizons Career Online Education, you will master the skills you need to obtain a career certificate in Retail Customer Service Skills Training. As you prepare for your career in the retail industry, you will learn about providing excellent customer service, as well as personal management skills that will make you effective in the workplace. Offered in partnership with ed2go.

**It’s never too late.**

Register for Corporate and Continuing Education classes throughout the semester.
Be job ready

Did you know CPCC offers FREE classes to help you get the skills you need to find a job? We'll get you prepared for today's workplace with classes in computer skills, résumé writing, interviewing and more. Plus, we'll get you prepared to take the Career Readiness Certificate (CRC) exam, an industry-recognized, portable credential that certifies you have the skills you need for workplace success.

To learn more and find out if you're eligible, call 704.330.4223.

Public Safety

**EMERGENCY MEDICAL TECHNICIAN BASIC**  
EMT7300  
HOURS: 200.0  
$180

Prerequisite: Departmental permission required and entrance test or previous college course work. Test ACCUPLACER test administered in the Central High Testing Center on CPCC’s Central Campus, Levine Campus and at the Merancas Campus.

**REAL ESTATE BROKER (PRE-LICENSING)**  
REX7500  
HOURS: 80.0  
$180

This course is approved by the N.C. Real Estate Commission to satisfy the educational requirements for a broker license. You will learn basic real estate principles and practices and license laws, rules and regulations of the NCREC in preparation for the state exam. This course is content intensive. Students should be competent in reading comprehension, solving math problems and working in the computer.

### Public Safety

- **EMERGENCY MEDICAL TECHNICIAN BASIC**  
  **EMT7300**  
  **HOURS: 200.0**  
  **$180**

  **Prerequisite:** Departmental permission required and entrance test or previous college course work. Test ACCUPLACER test administered in the Central High Testing Center on CPCC’s Central Campus, Levine Campus and at the Merancas Campus.

  **SEC | LOCATION | DAY(S) | TIME | DATES | REFUND**
  | | | | | |
  05 (Merancas Campus) Ctr for Justice 119  | MW  | 6-10 p.m. | 8/3-12/2 | OE |
  (Merancas Campus) Ctr for Justice 119  | S  | 8 a.m.-5 p.m. | 8/3-12/2 |
  Students will have a 12 hour rotation in a local hospital emergency department and 12 hours ride time with a local EMS provider. Saturdays - 1 hour lunch
  06 (Levine Campus) Levine 1320  | S  | 9 a.m.-6 p.m. | 8/4-12/1 | OE |
  (Levine Campus) Levine 1320  |  | 6-10 p.m. | 8/4-12/1 |
  Students will have a 12 clinical rotation in a local hospital emergency department and 12 hours ride time with a local EMS provider. Saturdays, 1 hour lunch. Class will not meet 10/6.

- **EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC INITIAL**  
  **EMT7900**  
  **HOURS: 232.0**  
  **$180**


  **SEC | LOCATION | DAY(S) | TIME | DATES | REFUND**
  | | | | | |
  01 (Central Campus) Levine IT 4135  | TTH | 5:30-9:30 p.m. | 8/25-11/3 | OE |
  Class will not meet 10/1.
  02 (Levine Campus) Levine 1235  | MW  | 5:30-9:30 p.m. | 8/31-11/9 | OE |
  Class will not meet 9/7.
  03 (Levine Campus) TBA  | TTH | 9 a.m.-1 p.m. | 9/1-11/12 | OE |
  Class will not meet 10/1, 10/13.
  04 (Cato Campus) Cato 162  | TTH | 5:30-9:30 p.m. | 9/8-11/17 | OE |
  Class will not meet 10/1.
  05 (Cato Campus) Cato 164  | MWF | 9 a.m.-4 p.m. | 9/14-10/21 | OE |
  1 hour lunch. Class will meet 9 a.m.-1 p.m. on 10/19, 10/21. Class will not meet 9/30, 10/2, 10/12.
  07 (Levine Campus) Levine 2314  | TTH | 5:30-9:30 p.m. | 9/22-12/8 | OE |
  Class will not meet 10/1, 11/24, 11/26.
  08 (Harris Campus) Harris 2 2126  | MW  | 5:30-9:30 p.m. | 10/5-12/14 | OE |
  Class will not meet 11/25.
  09 (Ballantyne) Ballantyne Center 106  | MWF | 9 a.m.-4 p.m. | 11/2-12/9 | OE |
  1 hour lunch. Class will meet 9 a.m.-1 p.m. on 12/7, 12/9. Class will not meet 11/11, 11/25, 11/27.

### Real Estate and Appraisal

- **REAL ESTATE BROKER (PRE-LICENSING)**  
  **REX7500**  
  **HOURS: 80.0**  
  **$180**

  This course is approved by the N.C. Real Estate Commission to satisfy the educational requirements for a broker license. You will learn basic real estate principles and practices and license laws, rules and regulations of the NCREC in preparation for the state exam. This course is content intensive. Students should be competent in reading comprehension, solving math problems and working in the computer.

  **PurCHASE TEXTBOOK AND OPTIONAL COURSE MATERIALS PRIOR TO START OF CLASS. STUDENTS MUST ATTEND AT LEAST 80 PERCENT OF CLASS TIME AND PASS THE COURSE TO RECEIVE A CERTIFICATE OF COMPLETION. MUST HAVE CPCC LOGIN IN ADVANCE TO ACCESS COURSE MATERIALS.**

  **SEC | LOCATION | DAY(S) | TIME | DATES | REFUND**
  | | | | | |
  01 (Central Campus) Levine IT 4135  | TTH | 5:30-9:30 p.m. | 8/25-11/3 | OE |
  Class will not meet 10/1.
  02 (Levine Campus) Levine 1235  | MW  | 5:30-9:30 p.m. | 8/31-11/9 | OE |
  Class will not meet 9/7.
  03 (Levine Campus) TBA  | TTH | 9 a.m.-1 p.m. | 9/1-11/12 | OE |
  Class will not meet 10/1, 10/13.
  04 (Cato Campus) Cato 162  | TTH | 5:30-9:30 p.m. | 9/8-11/17 | OE |
  Class will not meet 10/1.
  05 (Cato Campus) Cato 164  | MWF | 9 a.m.-4 p.m. | 9/14-10/21 | OE |
  1 hour lunch. Class will meet 9 a.m.-1 p.m. on 10/19, 10/21. Class will not meet 9/30, 10/2, 10/12.
  07 (Levine Campus) Levine 2314  | TTH | 5:30-9:30 p.m. | 9/22-12/8 | OE |
  Class will not meet 10/1, 11/24, 11/26.
  08 (Harris Campus) Harris 2 2126  | MW  | 5:30-9:30 p.m. | 10/5-12/14 | OE |
  Class will not meet 11/25.
  09 (Ballantyne) Ballantyne Center 106  | MWF | 9 a.m.-4 p.m. | 11/2-12/9 | OE |
  1 hour lunch. Class will meet 9 a.m.-1 p.m. on 12/7, 12/9. Class will not meet 11/11, 11/25, 11/27.

  **ALL STUDENTS MUST BE EMT-BASIC**

- **SEC | LOCATION | DAY(S) | TIME | DATES | REFUND**
  | | | | | |
  01 (Central Campus) Elizabeth 0100  | MTTHS | 8 a.m.-5 p.m. | 8/17-12/8 | OE |
  Students must have a current Emergency Medical Technician Certification (EMT). 48 hours of Clinical at CMC Main. 1 hour lunch.
BROKER RELATIONSHIPS AND RESPONSIBILITIES (POST-LICENSE #301)
APP7107 HOURS: 30.0 $149

This course is one of three post-licensing courses designed to assist the "provisional" broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission (NCREC). All three post-licensing courses must be taken within the first three years of licensure.

TEXTBOOK REQUIRED. MAY BE USED FOR ALL THREE POST-LICENSE COURSES.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Cato Campus) Cato 266 T 9-11 a.m. 11/17-12/15 SS
(Cato Campus) Cato 266 TTH 9 a.m.-1 p.m. 11/17-12/15

Class will not meet on 11/26.

REAL ESTATE INVESTING
APP7406 HOURS: 24.0 $149

While a softening real estate market may frighten novices, experienced investors recognize weak markets as opportunities to pick up bargains. In many areas, experts say now is the time to buy before prices start climbing. In this course, you’ll learn how to succeed in good times and bad, even if you have little money to begin. You’ll get useful worksheets and hands-on activities to take the guesswork out of your investing efforts. By emphasizing systems and service, this course will help you do more with less effort while serving the needs of your buyers and sellers. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

PROPERTY MANAGEMENT
PMG8010 HOURS: 30.0 $169

Today’s economy is creating more renters, which means an increased demand for property management professionals. Learn the rules and responsibilities of a property manager for all property types, from residential apartment buildings to office, retail and mixed-use developments. This course benefits students seeking an introduction to property management or real estate professionals looking to broaden their opportunities.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Cato Campus) Cato 133 M-F 9 a.m.-4 p.m. 8/17-8/21 SS
1 hour lunch.

BASIC APPRAISAL PRINCIPLES
APP7201 HOURS: 30.0 $220

Explore the appraisal process through discussion of appraisal principles and practical examples. This course meets the pre-qualifying criteria, as established by the North Carolina Appraisal Board. This is the first course in the appraisal pre-licensing series and must be taken first.

TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2136 TTH 6-9 p.m. 8/18-8/26 SS

1 hour lunch.

BASIC APPRAISAL PROCEDURES
APP7202 HOURS: 30.0 $220

Enhance your basic appraisal knowledge with the various approaches to property valuation through practical application of appraisal procedures. This course meets the pre-qualifying criteria, as established by the North Carolina Appraisal Board. Those seeking to become a Registered Trainee must complete APP 7201 prior to taking this course.

TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2136 TTH 6-9 p.m. 9/29-10/29 SS

MARKET ANALYSIS AND HIGHEST AND BEST USE
APP7203 HOURS: 15.0 $120

Students will gain the tools needed to properly collect and analyze market data and determine a property’s highest and best use. This course meets the pre-qualifying criteria, as established by the North Carolina Appraisal Board. Those seeking to become a Registered Trainee must complete APP 7201 and APP 7202 prior to taking this course.

TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2136 TTH 6-9 p.m. 11/10-11/24 SS

THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)
APP7144 HOURS: 16.0 $325

This National Uniform Standards of Professional Appraisal Practice (USPAP) course fulfills the 15-hour requirement as established by the Appraiser Qualification Board (AQB) and The Appraisal Foundation. Those seeking to become a Registered Trainee must complete APP 7201 and APP 7202 prior to taking this course.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2130 T 5:30-9:30 p.m. 12/1-12/15 SS
(Harris Campus) Harris 2 2130 TTH 6-9 p.m. 12/1-12/15

NATIONAL USPAP UPDATE (7 HOUR)
APP7145 HOURS: 7.0 $129

This 7-hour course focuses on the changes to the 2005 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It also addresses sections of USPAP that have not been changed but have been identified as problem areas. This course is intended to fulfill the 7-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 $ 9 a.m.-5 p.m. 12/5-12/5 SS

Your total resource for appraisal

Start or advance your career in real estate appraisal with CPCC. You’ll find pre-licensing and continuing education courses for all of your professional needs.

www.cpcc.edu/appraisal/search

JAMES R. WORRELL SR.
FINANCIAL SERVICES INSTITUTE

Uniform Residential Appraisal Report

Customer Service: 704.330.4223
This four-hour course will address the national minimum requirements, responsibilities and expectations for Trainee Appraisers and Supervisory Appraisers as set by the Appraiser Qualifications Board.

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### SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

**GAT8046**

HOURS: 24.0

$225

This course will help you succeed in the supply chain management field. You will learn which actions to take when confronted by almost any situation. You’ll understand how to represent top management’s interests on the shop floor and you’ll know how to translate such initiatives as strategic planning, sales and operations planning and new product introduction into achievable, operational plans. You’ll understand all the necessary elements to fulfill the requirements of a formal supply chain cycle beginning with developing long-range production, sales and capacity plans and ending with planning, implementing and controlling daily manufacturing schedules. You’ll master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirements planning (MRP), capacity planning and production activity control (PAC). Offered in partnership with ed2go.

**CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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### APICS

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

**APX7001**

HOURS: 16.0

$535

This course is designed to prepare the student for certification in production and inventory management by presenting the basics of supply chain management.

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### Top 5 reasons to learn online

Drop the excuses! Learn and expand your opportunities today with our many online courses. Here are our top 5 reasons to learn online:

1. **Flexible.** Learn anytime, anywhere you want or need with access 24/7.
2. **Engagement.** Share your questions, ideas and notes openly with students from around the world.
3. **Pacing.** Learn at your own pace.
4. **Reduced cost.** Eliminate the cost of gasoline, bus fares and parking.
5. **Choice.** Find almost any course with top instructors and worldwide resources.

![www.cpcc.edu/cce](www.cpcc.edu/cce)
FAST TRACK: APICS MASTER PLANNING OF RESOURCES
APX7101 HOURS: 16.0 $535

This course helps individuals prepare for certification in inventory and production management by teaching fundamentals of planning, forecasting, demand management, sales and operations planning.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 9/17-9/17 SS 1 hour lunch

FAST TRACK: DETAILED SCHEDULING AND PLANNING
APX7310 HOURS: 16.0 $535

Explore various techniques for material and capacity scheduling, including concepts and techniques of material requirements planning, capacity requirements planning, inventory management practices and procurement and supplier planning. New applications such as material-dominated scheduling and processor-dominated scheduling are applicable to the process industries as well as other mature production environments.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 10/10-10/10 SS 1 hour lunch

FAST TRACK: EXECUTION AND CONTROL OF OPERATIONS
APX7401 HOURS: 16.0 $535

Candidates focus on the areas of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results and providing evaluation feedback on performance. The course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans and the control and handling of inventories.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 11/18-11/18 SS 1 hour lunch

FAST TRACK: APICS STRATEGIC MANAGEMENT OF RESOURCES
APX7501 HOURS: 16.0 $535

Strategic Management of Resources explores the relationship of existing and emerging processes and technologies to manufacturing strategy and supply chain-related functions. The course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan and implementing change.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 12/6-12/6 SS 1 hour lunch

Auto Dealer and Inspection

INDEPENDENT AUTO DEALERS LICENSE - RENEWAL
AUX7560 HOURS: 6.0 $65

Are you a North Carolina independent automotive dealer? North Carolina requires that you attend a recertification dealer class yearly. This six hour class will keep you current and in compliance.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 9/3-9/3 SS 1 hour lunch
02 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 10/8-10/8 SS 03 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 11/15-11/15 SS 04 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 12/12-12/12 SS 1 hour lunch.

N.C. INDEPENDENT DEALER INITIAL
AUX7561 HOURS: 12.0 $200

This 12-hour class meets all of the requirements for becoming an independent automobile dealer in the state of North Carolina. PLEASE NOTE IF YOU HAVE BEEN CONVICTED OF A FELONY, THE STATE OF NC MAY NOT ALLOW YOU TO OBTAIN A LICENSE TO SELL VEHICLES.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 9/1-9/1 SS 02 (Merancas Campus) TBA TH 8:30 a.m.-5 p.m. 10/6-10/6 SS 03 (Merancas Campus) TBA TH 8:30 a.m.-5 p.m. 11/3-11/3 SS 04 (Merancas Campus) TBA TH 8:30 a.m.-3:30 p.m. 12/12-12/12 SS 1 hour lunch.

VEHICLE EMISSIONS INSPECTION OBD II RECERTIFICATION
AUX8423 HOURS: 4.0 $80

This course recertifies current inspector-mechanics on test procedures, purposes and the importance of vehicles requiring OBD II testing registered in North Carolina. DMV certifications will be processed upon full-tuition payment.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 9/18-9/18 SS 02 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/3-10/3 SS 05 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/3-10/3 SS 06 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/15-10/15 SS 09 (Merancas Campus) TBA TH 8 a.m.-noon 10/14-10/14 SS 10 (Merancas Campus) TBA TH 8 a.m.-noon 10/14-10/14 SS 12 (Merancas Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/1-10/1 SS 13 (Levine Campus) Hendrick Auto. 1104 F 8 a.m.-noon 10/1-10/1 SS 16 (Merancas Campus) TBA TH 8 a.m.-noon 10/15-10/15 SS 17 (Merancas Campus) TBA TH 8 a.m.-noon 10/15-10/15 SS 22 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/29-10/29 SS 23 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 10/29-10/29 SS 26 (Merancas Campus) TBA TH 8 a.m.-noon 11/12-11/12 SS 27 (Merancas Campus) TBA TH 8 a.m.-noon 11/12-11/12 SS 30 (Levine Campus) Hendrick Auto. 1120 M 8 a.m.-noon 11/23-11/23 SS 31 (Levine Campus) Hendrick Auto. 1120 M 8 a.m.-noon 11/23-11/23 SS 34 (Merancas Campus) TBA TH 8 a.m.-noon 12/3-12/3 SS 35 (Merancas Campus) TBA TH 8 a.m.-noon 12/3-12/3 SS 38 (Levine Campus) Hendrick Auto. 1120 M 8 a.m.-noon 12/14-12/14 SS 39 (Levine Campus) Hendrick Auto. 1120 M 8 a.m.-noon 12/14-12/14 SS 40 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-noon 12/15-12/15 SS

NCSI SAFETY RECERTIFICATION
AUX8425 HOURS: 8.0 $70

This course recertifies current inspector-mechanics on changes in safety when inspecting vehicles registered in North Carolina. DMV certifications will be processed upon full-tuition payment.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 9/18-9/18 SS 07 (Levine Campus) Hendrick Auto. 1120 M 8 a.m.-noon 9/4-9/4 SS 11 (Merancas Campus) TBA TH 8 a.m.-noon 9/18-9/18 SS 14 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-noon 10/10-10/10 SS 18 (Merancas Campus) TBA TH 8 a.m.-noon 10/16-10/16 SS 24 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-noon 10/30-10/30 SS 28 (Merancas Campus) TBA TH 8 a.m.-noon 11/11-11/11 SS 32 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-noon 11/24-11/24 SS 36 (Merancas Campus) TBA TH 8 a.m.-noon 12/4-12/4 SS 40 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-noon 12/15-12/15 SS 1 hour lunch.

VEHICLE EMISSIONS INSPECTION OBD II INSPECTION
AUX8823 HOURS: 8.0 $80

This course trains technicians to inspect vehicles registered in North Carolina on rules and regulations requiring OBD II testing. DMV Certifications will be processed upon full-tuition payment.

SEC LOCATION DAY(S) TIME DATES REFUND
04 (Merancas Campus) TBA F 8 a.m.-5 p.m. 8/28-8/28 SS 08 (Levine Campus) Hendrick Auto. 1120 F 8 a.m.-5 p.m. 9/9-9/9 SS 12 (Merancas Campus) TBA F 8 a.m.-5 p.m. 10/9-10/9 SS 15 (Levine Campus) Hendrick Auto. 1120 F 8 a.m.-5 p.m. 10/9-10/9 SS 19 (Merancas Campus) TBA F 8 a.m.-5 p.m. 10/20-10/20 SS 25 (Levine Campus) Hendrick Auto. 1120 F 8 a.m.-5 p.m. 11/6-11/6 SS 26 (Merancas Campus) TBA F 8 a.m.-5 p.m. 11/20-11/20 SS 33 (Levine Campus) Hendrick Auto. 1120 T 8 a.m.-5 p.m. 12/1-12/1 SS 37 (Merancas Campus) Hendrick Auto. 1120 TH 8 a.m.-noon 12/10-12/10 SS 1 hour lunch.
This course trains technicians to inspect vehicles registered in North Carolina on rules and regulations requiring safety inspection. DMV Certifications will be processed upon full-tuition payment.

Please note: Student insurance has been added to this class.

SOLVING CLASSROOM DISCIPLINE PROBLEMS
EDU7502
HOURS: 24.0
$95

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Offered in partnership with ed2go.

Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

EMPOWERING STUDENTS WITH DISABILITIES
EDU7503
HOURS: 24.0
$95

Teaching students with disabilities is a rewarding challenge and this course gives you the tools you’ll need to succeed. No matter what grade you teach—from preschool through high school—you’ll learn powerful strategies you can put to work immediately in your classroom. In addition, you’ll gain the knowledge you need to understand and cope with the most common disabilities you’ll encounter. Offered in partnership with ed2go.

Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Forklift
FORKLIFT CERTIFICATION TRAINING
AUX7500
HOURS: 4.0
$130

This class prepares students to be OSHA certified in the safe operation of sit-down counterbalanced lift trucks. Topics include lift truck fundamentals, stability, balance and capacity, preoperational inspection, general rules of the road, safe handling techniques, refueling gasoline, diesel and LP lift trucks and battery charging and changing. Students will receive a certificate of completion upon passing the course.

INSTRUCTION REQUIRED.

Teacher Education
TEACHING SMARTER WITH SMART BOARDS
EDU7501
HOURS: 24.0
$95

SMART Boards are revolutionizing today’s classroom. Using these exciting interactive whiteboards, you can create multimedia lessons that engage learners and address their diverse needs. In this class, you’ll discover how to create outstanding presentations with SMART Board and SMART Notebook technology. Offered in partnership with ed2go.

Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Become an ESL instructor

Learn to teach English to adults in our 30-hour online ESL Instructor Fast-Track Training class.

www.cpcc.edu/cce

A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 58 for Fees and Refund Policies.
COMMON CORE STANDARDS FOR ENGLISH LANGUAGE ARTS K-5
EDU7504  HOURS: 24.0  $95
Discover the Common Core State (CCSS) standards for English language arts and gain confidence in applying them to the K-5 classroom. In this course you’ll explore the basic elements of the standards-strands, anchor standards and grade articulations—and you’ll see how they relate to each other. We’ll discuss the roles of technology, homework, curricula and assessments in the classroom. And you’ll be inspired by loads of easy-to-use, practical examples of CCSS-aligned lessons that you can use with your own students.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

GUIDED READING AND WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT
EDU7505  HOURS: 24.0  $95
Learn to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. You’ll study the reasons reading and writing are so difficult for students, then the total literacy framework based on guided reading lessons. With a framework in place, we’ll investigate ways to modify this basic recipe for a variety of K-12 circumstances that result in good writing habits and the traits of a productive writing conference.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS
EDU7506  HOURS: 24.0  $95
Just 20 years ago, we didn’t see students with autism in our classrooms. But today, we teach children with high-functioning autism and Asperger’s Syndrome right alongside their neurotypical peers. Reaching and teaching these students requires a delicate balancing act: understanding how their brains are wired, helping them turn challenges into opportunities and learning to enjoy the rich perspective they bring to the classroom. We’ll discover the neurobiology behind these disorders and the way it affects students’ behavior, learning and thinking. Most important, you’ll learn creative, easy, low-budget strategies to help these kids succeed in the classroom and beyond. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

HOMESCHOOL WITH SUCCESS
EDU7507  HOURS: 24.0  $95
Homeschooling can be a bit of a mystery if you’re new to the topic. In this course, we’ll start at the beginning, delving into the history of homeschooling and examining its status across the U.S. During class, you’ll learn what you need to know to homeschool your children, discover how to make their transition to homeschooling both fun and effective, learn how to choose the best type of homeschooling for your child and much more. When you finish this course, you’ll have the information and guidance you need to plot your homeschooling course for years to come. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

DIFFERENTIATED INSTRUCTION IN THE CLASSROOM
EDU7508  HOURS: 24.0  $95
Differentiated instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom setting limits their ability to reach diverse learners. Join us on this journey through 10 practical DI integration strategies! Count on at least three sample integration lessons on each strategy and just think of all the ways that you can apply them to improve learning outcomes for your students. This course is a must for today’s teachers who often have to differentiate quickly and with a minimum of resources. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

LITERACY STRATEGIES FOR MIDDLE SCHOOL
EDU7215  HOURS: 20.0  $95
This course explores the latest approaches to teaching, reading and writing to students in the middle grades. The course will present an overview of learning strategies needed by these students.

TEXTBOOK REQUIRED.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

STRATEGIES FOR STRUGGLING READERS
EDU7311  HOURS: 30.0  $125
This course will provide practical strategies in every content area for struggling readers in grades 3 through 5. The course will focus on strategies for comprehension skills and innovative ideas for decoding words.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

Non-Destructive Examination (NDE)
Online Training

Why worry? Ensure your Non-Destructive Examination team has top skills with CPCC’s online course. We’ll introduce NDE terminology, processes and applications, and define the advantages and disadvantages of using various NDE methods.

Ideal for:
- managers and supervisors
- procurement
- engineers
- source inspectors
- quality inspectors
- technical staff for NDE

www.cpcc.edu NDE online Search

Customer Service: 704.330.4223
Welding and Inspection

NDE VISUAL TESTING, LEVEL 1, 2 PRACTICUM
NDX7005 HOURS: 8.0 $595

This course will introduce the hands on principles of and instruct participants how to apply various components of NDE VT (non-destructive visual testing). This course, combined with online training (NDX-8005), provides sufficient organized training to ensure the student is thoroughly familiar with the principles and practices of visual testing. Upon completion of this course plus the practicum (NDX-7005), students should be able to demonstrate a basic understanding of NDE visual techniques and their applications from Level 1 and 2 qualifications as described in ASNT’s SNT-TC-1A using the topical outline of ASNT CP-105-2011.

STUDENT HAS TO HAVE COMPLETED NDX-8005 OR BE ENROLLED IN NDX-8005 TO REGISTER FOR THIS CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
02Harper Campus) Harper 382 F 8 a.m.-5 p.m. 12/18-12/18 SS
1 hour lunch

NDE VISUAL TESTING, LEVEL 1, 2
NDX8005 HOURS: 40.0 $695

Visual testing is the most common method of nondestructive testing. In fact, most nondestructive applications rely on a visual assessment of parts or components prior to applying their inspection method. Without visual testing, discontinuities such as cracks in aircraft parts may be missed, potentially leading to life-ending tragedies. This course, combined with the practicum (NDX-7005), provides sufficient organized training to ensure the student is thoroughly familiar with the principles and practices of visual testing. Upon completion of this course plus the practicum (NDX-7005), students should be able to demonstrate a basic understanding of NDE visual techniques and their applications from Level 1 and 2 qualifications as described in ASNT’s SNT-TC-1A using the topical outline of ASNT CP-105-2011.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course 9/14-10/29 SS

INTRODUCTION TO NDE
NDX8012 HOURS: 40.0 $495

This course will help build a stronger Non-Destructive Examination (NDE) team by ensuring everyone has the same foundation. NDE uses group analysis techniques used to determine the structural integrity of a component without damaging or impairing the serviceability of the part or system. Because NDE does not require the destruction or often the dis-assembly of a system, it is a highly-valuable technique(s) that saves time and money in both product manufacture and in service inspection. You will be introduced to NDE terminology, processes, applications, defines the advantages and disadvantages of using various NDE methods. A knowledgeable team improves business processes, develops quality products and builds team morale. While designed with managers, supervisors, engineers, quality inspectors, procurement, source inspectors and technical personnel involved within the NDE field in mind, this course is suited for anyone that wants to learn about NDE.

SEC LOCATION DAY(S) TIME DATES REFUND
81 (Internet) Online Course 8/1-2/1 SS

SINGLE POSITION PLATE TEST
WLX7121 HOURS: 6.0 $400

This class covers testing certification under the American Welding Society, AWS. This is a Single Position test, 1G, 2G, 3G, or 4G, on carbon steel and led by one of our AWS Certified Welding Inspectors. Testers will be responsible for their own appropriate welding gear (hand tools, grinder, etc.) and safety gear (mask, gloves, etc.). Student Accident Insurance is required to attend this class.

SEC LOCATION DAY(S) TIME DATES REFUND
01Harper Campus) Harper 354 F 8 a.m.-3 p.m. 9/18-9/18 SS
02Harper Campus) Harper 354 F 8 a.m.-3 p.m. 10/16-10/16 SS
03Harper Campus) Harper 354 F 8 a.m.-3 p.m. 11/20-11/20 SS
04Harper Campus) Harper 354 F 8 a.m.-3 p.m. 12/11-12/11 SS
1 hour lunch.

MULTIPLE POSITION PLATE TEST
WLX7122 HOURS: 6.0 $700

This class covers testing certification under the American Welding Society, AWS. This is a Multiple Position test. Ex: 3G and 4G, on carbon steel and led by one of our AWS Certified Welding Inspectors. Testers will be responsible for their own appropriate welding gear (hand tools, grinder, etc.) and safety gear (mask, gloves, etc.). Student Accident Insurance is required to attend this class.

SEC LOCATION DAY(S) TIME DATES REFUND
05Harper Campus) Harper 354 F 8 a.m.-3 p.m. 9/18-9/18 SS
06Harper Campus) Harper 354 F 8 a.m.-3 p.m. 10/16-10/16 SS
07Harper Campus) Harper 354 F 8 a.m.-3 p.m. 11/20-11/20 SS
08Harper Campus) Harper 354 F 8 a.m.-3 p.m. 12/11-12/11 SS
1 hour lunch
SINGLE POSITION PIPE TEST
WLX7123
HOURS: 6.0
$500

This class covers testing certification under the American Welding Society, AWS. This is a Single Position Pipe test, 2G, 2F, 5G, 5F, 6G, 6F, on schedule 80 carbon steel pipe and led by one of our AWS Certified Welding Inspectors. Testers will be responsible for their own appropriate welding gear (hand tools, grinder, etc.) and safety gear (mask, gloves, etc.). Student Accident Insurance is required to attend this class.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harper Campus) Harper 354 F 8 a.m.-3 p.m. 8/18-8/18 SS
02(Harper Campus) Harper 354 F 8 a.m.-3 p.m. 10/16-10/16 SS
03(Harper Campus) Harper 354 F 8 a.m.-3 p.m. 11/20-11/20 SS
04(Harper Campus) Harper 354 F 8 a.m.-3 p.m. 12/11-12/11 SS

Special Topics

CERTIFIED RESIDENTIAL INTERIOR DESIGNER
GAT8034
HOURS: 120.0
$2295

Investigate the elements of interior design such as materials, color, textiles, lighting and accessories and discover how to combine these elements to create the type of atmosphere that your clients desire. This program will provide you with insight on running your own design business and teach you the fundamentals and ethical practices involved in becoming a residential interior designer. It will offer helpful information on establishing your business, networking with contractors and vendors, marketing, meeting with clients and managing projects in an ethical and professional way. It will also provide you with skills that will prepare you to seek out clients and help them transform their interiors into satisfying spaces. Offered in partnership with ed2go.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Internet) Online Course - 9/8-3/8 SS

UNDERSTANDING AND USING DRONES: REGULATIONS, EQUIPMENT AND BUSINESS APPLICATIONS
SBX7998
HOURS: 18.0
$1699

Whether you are a hobbyist wanting to master the safe use of drones, or an entrepreneur considering using drones in your business, this course will give you a broad foundation of practical knowledge. While FAA regulations are still evolving, this training is intended to be part one of a two-part path to FAA operator certification. Offered in partnership with The Academy for Unmanned Vehicles.

TUITION INCLUDES COURSE BOOK AND A QUADCOPTER.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Ballantyne) Ballantyne Center 106 TTH 6-9 p.m. 8/18-9/3 SS

A VETERANS PATH TO CAREER SUCCESS
SBX7999
HOURS: 15.0
$289

Unsure where to begin in making the transition from the military to a civilian career? This five-part program will help you identify your areas of interest, define new career goals and uncover opportunities. You will complete a personality/interest assessment and use personalized results to map out job search strategies and develop a personal marketing approach.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Hall 215 T 6-9 p.m. 11/3-12/1 SS

NEW! Drone training is taking flight at the Ballantyne Center in August. Join us and learn to use drones in a smart, safe and legal way for your business. As a bonus, you’ll receive your own quadcopter with registration.

www.cpcc.edu drone Search

New address or phone?
For important news and announcements about your classes, update your contact information today. Call 704.330.4223 or go to www.cpcc.edu and:
1. Click MyCollege
2. Log in with your CPCC ID
3. Click Continuing Education
4. Click Address Change (where you can update your address, phone numbers and email)
Arts

Creative Writing

LETTER WRITING - REVIVING A LOST ART IN TODAY'S FAST PACED WORLD

JOU8803  HOURS: 12.0  $110

NPR describes letter writing as the “lost art.” When was the last time you wrote a letter, or received one - yet how excited were you to open a personal, handwritten letter or card? People say, “Getting a letter in the mail beats an impersonal text or email, any day.” A personal letter lets the recipient know you care about them - and took the time to truly show it. But how do you get started, let alone sustain letter writing? This class will refresh your dormant writing skills (taught by an Associated Press journalist and weekly letter writer of 15 years). You’ll hone your writing techniques; grammar and structure, as you reach out to people you care about. Also discussed, personal ways to stay in touch, including a personal blog aimed at a specific audience. And who knows, along the way you may rekindle a new (old) way to communicate!

CLASS WILL BE WRITING EVERY WEEK; THE SIMPLEST, EASIEST HOMEWORK ASSIGNMENTS, EVER!

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Myers Park High School) Off Campus  W  7-9 p.m.  10/7-11/11  SS

Classes meeting at MPHS report to Student Services building for room assignments.

NARRATIVE NONFICTION WRITING-TECHNIQUE AND STYLE

JOU8802  HOURS: 12.0  $110

News and non-news writing (a.k.a. narrative nonfiction) share many traits; both hope to deliver good writing that taps into literary styles, organizational structure and approach, documentable subject matter and credible research and references. Narrative nonfiction also draws upon the writer’s expertise, yet strives to be as factual as possible while upholding the truth of the story being written. In this class, the approach will be to do the basics well. Get the facts straight. Ask the right questions. Organize material. Write in a simple, clarified manner; be a jack of all trades; familiar with news, op-ed, opinion and other personal pieces.

COURSE NOTE: STUDENTS WILL BE GIVEN WEEKLY WRITING ASSIGNMENTS.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Ballantyne) Ballantyne Center 106  M  7-9 p.m.  9/21-11/2  SS

Class will not meet on 10/12.

CREATIVE WRITING

JOU8114  HOURS: 15.0  $130

Are you ready to test the waters of creative writing but not sure where to start or how? Maybe you’ve written before, but long ago. Or, maybe you never had an opportunity to learn. This course will guide you as you let your creative thoughts roam. You will get tips on craft and practice as you use various imagination-stretching exercises, then write through in-class readings, discussions and assignments, to build upon those ideas. This course will focus on fiction, creative nonfiction and depending on interest, poetry as a means to enhancing and structuring your writings. Best of all: no exams or grades to worry about!

REQUIRED TEXT: IMAGINATIVE WRITING: THE ELEMENTS OF CRAFT - JANET BURROWAY - 4TH EDITION.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01(Cato Campus) Cato 140  W  6:30-9 p.m.  9/2-10/7  SS
02(Central Campus) Overcash Center 256  W  6:30-9 p.m.  10/19-11/23  SS

Stay in Touch
Sign up to receive one of our e-newsletters. Visit www.cpcc.edu/cce/intheknow.
TELLING YOUR STORY - THE PERSONAL ESSAY AND THE ESSENCE OF MEMORIES
JOU8115 HOURS: 12.0 $110

Have you ever looked at your life and wondered how to make sense of it? We all have. Writing forces us to think through our life experiences, one sentence at a time. In the process, memories become coherent and we find a sense of purpose. This class will show you how to write about something that matters to you, whether a favorite relative, or a lesson learned through personal hardship or happier times. You’ll learn how to turn an idea into an essay or story and at the end of six weeks, you’ll have a written work to share.

STUDENTS WILL NEED TO CREATE A CPCC LOGIN PRIOR TO THE FIRST CLASS. GO TO WWW.CPCC.EDU, CHOOSE ONLINE SERVICES. THEN CHOOSE CPCC LOGIN TO CREATE OR LOOKUP YOUR STUDENT LOGIN ACCOUNT.

FREELANCE JOURNALISM: WRITING TO SELL
JOU8150 HOURS: 12.0 $110

Freelance feature writing is a staple of magazines, alternative weeklies and daily newspapers. Whether you’re interested in entertainment, sports, travel, business or profiles, this course offers a primer in the fundamental skills of interviewing, reporting, writing and editing - all of which go into creating the cohesive, vibrant and well-constructed feature stories editors want. BASIC WRITING SKILLS PREFERRED.

FREELANCE JOURNALISM: THE NEXT STEP - IDEAS TO INCOME
JOU8151 HOURS: 12.0 $110

Designed for students who have taken a freelance journalism class or have some experience writing for publications but need support and structure to turn ideas into income. We'll work on polishing ideas, writing (and critiquing) queries, improving research and interview techniques, learning how to develop relationships with editors and understanding the basics of setting up a freelance business. This is an interactive class for writers who know the basics and are ready to launch their writing careers

COURSE NOTE: SUGGESTED PRE-REQUISITE JOU 8150 - FREELANCE JOURNALISM OR EQUIVALENT KNOWLEDGE/EXPERIENCE.

MARKETING YOUR WRITING - AN EDITOR'S PERSPECTIVE ON SUCCESSFUL FREELANCING
JOU8203 HOURS: 12.0 $110

Are you looking to supplement your income? Maybe start a second career? Join us and work with an experienced editor who will give advice and tips on how and where to market your freelance work. Topics include creating ideas that will sell, pitching your piece, the submission process, including revisions and rewrites, understanding a basic publishing contract, payments, budgeting and time management; the important key to a freelance writer’s success.

BASIC WRITING SKILLS PREFERRED.

BEGINNER’S GUIDE TO GETTING PUBLISHED
JOU7005 HOURS: 24.0 $140

If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores. Taught by a successful journalist and author, this course will walk you through every step of the publishing process. What’s more, she'll be standing by to answer your every question about important legal issues, including copyright, agents and the use of pseudonyms.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

PUBLISH AND SELL YOUR E-BOOKS
JOU7006 HOURS: 24.0 $140

It’s no secret that e-books now regularly outsell traditionally published books in online bookstores around the world. Learn step by step how to use free tools to turn your manuscript into a professionally published e-book ready for distribution. Or, if you don’t consider yourself a “techie,” this course will give you the information you need to select the right publishing services to help you as you convert your manuscript so you’re ready to sell it as an e-book. Whether you’re a first-time or have already put out an e-book or two, this course puts you inside the publishing industry, sharing the tricks of the trade used by traditional publishers to make sure their books are in the best position to be found by readers.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

WRITING FOR CHILDREN
JOU7007 HOURS: 24.0 $140

Join author and writing mentor Steve Alcorn and discover what you need to know to write for children. If you’re a beginning writer, this course will help you transform your book idea into a finished product that could potentially land in the hands of an editor or agent. And if you’re already a successful writer, this course will help you explore new opportunities and markets for your work.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

RESEARCH METHODS FOR WRITERS
JOU7010 HOURS: 24.0 $140

Attention all writers! Learn how to efficiently and effectively conduct research for any writing project: fiction, nonfiction, business . . . even term papers and dissertations. Modern research techniques are boundless. The trick is to know where to look and what to look for. This six-week online course teaches the best methods for mounting a search on any subject.

CONTACT CUSTOMER SERVICE AT 704.330.4223 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

Dance

BROADWAY DANCE - TAP
AAC8000 HOURS: 35.0 $154

This course provides the fundamentals of elementary tap dance technique. Emphasis is placed on sounds, rhythms, terminology and body placement. Upon completion, students should be able to demonstrate significant progress in elementary tap skills.

Contact Customer Service: 704.330.4223
DANCE PERFORMANCE
AAC8025  HOURS: 42.0  $140
This course will allow the student to maintain and improve ballet technique for a performance. Emphasis is placed on developing clarity and precision in rehearsals and performance. Upon completion, students should be able to perform before an audience.

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<tr>
<td>01</td>
<td>(Central Campus) Worrell 2156</td>
<td>MW</td>
<td>6-7:30 p.m.</td>
<td>8/17-11/23</td>
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CAROLINA SHAG
REC8955  HOURS: 10.5  $110
Born at the beach, Carolina Shag is the beloved dance of the Carolinas and a favorite at local clubs and parties. This fun-filled class gets you up to speed with the fundamental steps in Carolina Shag dancing: basic eight-count, start, turn, pivot, lean and boogie walk, crossover, sugar foot and belly roll. Learn why this dance has endured and is still a “staple” of the local dance scene.

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<td>01</td>
<td>(Levine Campus) Levine 1418</td>
<td>M</td>
<td>7-8:30 p.m.</td>
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<td>7-8:30 p.m.</td>
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Drawing and Painting
AAG8027  HOURS: 48.0  $150
This is a course for both beginner and advanced painters which focuses on developing a number of two dimensional media. Designed to prepare and Enhance “Exploring Visual Art” summer class.

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<td>01</td>
<td>(Central Campus) Overcash Center 159</td>
<td>TTH</td>
<td>12:45-4 p.m.</td>
<td>8/27-10/20</td>
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<td>(Central Campus) Overcash Center 154</td>
<td>TTH</td>
<td>12:45-4 p.m.</td>
<td>10/22-12/15</td>
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BASIC DRAWING TECHNIQUES
AVO8558  HOURS: 17.5  $120
Basic drawing skills are the building blocks of all artistic endeavors. Master basic drawing techniques and build confidence as you learn the fundamentals of drawing, such as shape, form, contrast, texture, light, direction, lines and shadows. Experiment with different tools and materials as you discover your own personal style.

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<td>01</td>
<td>(Central Campus) Overcash Center 155</td>
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<td>6:30-8 p.m.</td>
<td>9/2-10/14</td>
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<td>01</td>
<td>(Levine Campus) Levine 320</td>
<td>M</td>
<td>6:30-8 p.m.</td>
<td>9/28-11/16</td>
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DANCE SKILLS FOR PAINTINGS
AVO8667  HOURS: 18.0  $130
Learn the drawing skills necessary to take you to the next step - painted media. Generate drawings and paintings using the values of blocking, value, shapes, angles, measurements, sighting and perspective.

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<td>01</td>
<td>(Levine Campus) Levine 1412</td>
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<td>10:30 a.m.-1:30 p.m.</td>
<td>9/19-10/24</td>
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ILLUSTRATION DRAWINGS - FROM COMIC BOOKS TO CHILDREN'S BOOKS
AVO8656  HOURS: 20.0  $140
Use your sense of humor and imagination as you learn the concepts of creative illustration and coloring for comic books or children’s books. Gain skills in drawing, layout and design techniques. Students will have the opportunity to share their work for feedback and conversations via critiques to generate conversation and suggestions for improvement in class. This class will be taught step-by-step starting with simple line drawings; moving to more detailed subjects. The final goal of the class will be to create and illustrate a short comic book or a children’s story book, which can then possibly be printed as a small book. Please note: All references and drawings will be of non-violent images.

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<td>01</td>
<td>(Central Campus) Worrell 2140</td>
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<td>7-8:15 p.m.</td>
<td>9/19-11/3</td>
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STUDIO PAINTING - USING OILS AND ACRYLIC
AVO8745  HOURS: 30.0  $170
Do you need help completing your latest project or perhaps just starting one? This class is for practicing or beginning studio painters. If you are a practicing artist, bring your canvas or work-in-progress to class. Just starting out? Needed supplies will be discussed in the first class. You will receive assistance, expert advice, demos and critiques as you paint at your own pace; all under the guidance of our talented instructor and working artist.

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BASIC WATERCOLOR TECHNIQUES
AVO8737  HOURS: 29.0  $170
It’s time to play in watercolor! Often called the most expressive paint medium, watercolor is sure to help you discover your creative spirit. Start with proper materials including paints, brushes and palettes; add tips and techniques in washes, glazing and more, then experiment with the design concepts of space, composition and color.

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<tr>
<td>01</td>
<td>(Myers Park High School) Off Campus</td>
<td>M</td>
<td>6-8 p.m.</td>
<td>9/14-11/16</td>
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Thank you for choosing CPCC!

www.cpcc.edu/cce
A $12 CAPS Fee is required per class for courses meeting on college campuses.
See page 58 for Fees and Refund Policies.
BASIC ACRYLIC PAINTING TECHNIQUES
AVO8748 HOURS: 29.0 $170

Why wait? Acrylics are extremely versatile, water based paints which dry very quickly. This allows the instructor to share lots of in-class guidance, support and maybe even inspiration. Learn the basics of image composition, color mixing on a palette and paint application. Students will work at their own pace in class, learn along with fellow artists and improve their painting skills. Everyone is welcome, from the absolute beginner to the more experienced painter.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS. PROFESSIONAL QUALITY PAINT AND PALETTE KNIVES ARE NOT INCLUDED IN MATERIALS LIST. MATERIALS LIST IS AVAILABLE ON THE CORPORATION AND CONTINUING EDUCATION WEBSITE OR CALL CUSTOMER SERVICE.

RECYCLED JEWELRY MAKING AND WIRE WRAPPING
SLF8776 HOURS: 14.0 $120

Learn how to make a found treasure, such as a pretty shell, unusual rock or other small item into a wearable work of art. Then embellish the recycled item using simple wire wrapping techniques to attach a pretty bead, a piece of lace or fabric or an fancy old button to the item. Add a colorful touch to your item with the addition of watercolor paint; which can be dabbed on for extra brilliance. Why pay high, store-bought prices for a unique, one-of-a-kind piece of jewelry? Use ribbon or pretty, colorful lace to complete your necklace to go around your neck. Basic jewelry making tools will be provided for your use while in the classroom. Note: Please bring a found, recycled item to class the first day for practice.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS.

Film Critique

FILM CRITIQUE AND ANALYSIS - UNDERSTANDING MOVIES - THE ART OF VIEWING FILMS
LL17880 HOURS: 10.0 $85

Get more out of your movie watching experience! Learn to view films with a critical eye and gain an appreciation for the art of film making. This 10 hour class will explore the concepts of film analysis and criticism, with emphasis on style, form and function in the “art” of movie making. Class time will include a field trip on the fourth session for an outside film viewing (at the students expense), then a final in-class discussion, critique and dissection of the film’s use of symbolism and imagery, mythology and legend and the foreshadowing motifs used in films.

PLEASE NOTE: INDIVIDUAL MOTION PICTURES MAY OR MAY NOT BE SHOWN IN THEIR ENTIRETY AND OBJECTIONABLE FILM MATERIAL WILL NOT BE SHOWN.

Mixed Media

BASICS OF COLORED PENCIL DRAWING
AVO8657 HOURS: 18.0 $120

Be dazzled as you learn how easy it is to draw brilliant luminous flowers, sparking highlights on fruit, transparent glass and other stunning effects via the medium of colored pencils. In just the first three lessons, learn the basics of colored pencil drawing. Step-by-step, instructor lead demonstrations, make learning these techniques easy; along with-in-class practice. As a bonus, learn about color theory to make your work more engaging. Come a beginner - leave as an intermediate! For the more advanced student, learn multi-media techniques to, “step up,” your colored pencil work. Meet your goals in a supportive environment of fellow artists.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS.

STAINED GLASS WORKSHOP
AVO8720 HOURS: 24.0 $150

From antiquity to Tiffany, people have loved stained glass for it’s great color, beauty and unique structural and symbolic importance. Learn how artists and hobbyists carry on this tradition in this course designed for beginner as well as experienced students. Beginners will learn to cut, foil and lead solder, as well as learn about patina, pattern selection and transfer and framing. Experienced students will get advice and guidance on projects of their choice. The instructor will teach the American Style of stained glass techniques. Completed beginner projects will include a sun catcher and a bird.

STUDENTS WILL RENT NEEDED TOOLS FROM THE INSTRUCTOR - $25.

Music

SO, YOU’VE ALWAYS WANTED TO PLAY THE HARP?
AAC8006 HOURS: 5.0 $104

This course introduces students to the most important basic principles of playing folk harp.

FOLK HARP ENSEMBLE
AAC8007 HOURS: 10.0 $138

This class is designed to provide harp students with an opportunity for learning new repertoire from traditional folk music idiom in a supportive ensemble environment.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS.

STUDENT SERVICES BUILDING FOR ROOM ASSIGNMENTS.

Registration options: Visit CPCC campuses, go online or call Customer Service.

Customer Service: 704.330.4223
SONGWRITING MADE EASY
LI7904 HOURS: 12.0 $110
If you have ever dreamed of becoming a songwriter but were unsure where to begin, this course will answer the mysteries of songwriting. You’ll explore song ideas, melodies, co-writing, song and story structure technique, rhyme schemes, lyric development, the “marriage” of melody and lyrics, chord structure and playing in public. You will also study music theory as it relates to songwriting and investigate the business of songwriting: demo recording, music publishing, record release and protecting your songs.

VOCAL ENSEMBLE
AVO8722 HOURS: 40.0 $59
The newly named Central Piedmont Community Chorus has, since 1977, served as an outlet for learning and performing various styles of music. No auditions are required for class participation. Participants have fun learning, sharing a love for music and performing at various venues in the community.

Automotive

BASIC SMALL ENGINES
AUX7003 HOURS: 24.0 $130
This class is designed to teach the 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. This class is a prerequisite to AUX 7004 (Small Engine Overhaul).

BASIC SMALL ENGINE OVERHAUL
AUX7004 HOURS: 24.0 $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 money! Participants may bring their own small engines for class projects. The prerequisite to Small Engine Overhaul is Aux 7003 Basic Small Engines.

AUTO BODY RESTORATION
AUX9300 HOURS: 128.0 $180
This course covers safety, tools and advance body repair and restoration. Topics include shop safety, damage analogies, tools and equipment, advance repair techniques and material selection.

Charlotte Cooks
THE CRAFT OF CRAFT BEER
BEV7001 HOURS: 6.0 $138
Learn the basics of brewing your own beer, using two methods of brewing: extract and all-grain. Students will brew 2 batches of beer in two forms one at its simplest and the other more advanced. Ingredients, equipment, sanitation, process, fermentation and bottling will be covered. Students will also have to opportunity to sample a pre-made batch of the exact same beer that is being brewed. Included in class fees are first year membership fees in Carolina Brew Masters. Prerequisites: Must be 21 years of age.

COUPONING WORKSHOP
CKG7145 HOURS: 3.0 $23
Become proficient at saving money! Learn to drastically cut your food budget by bargain shopping. We will inspire you with secrets to couponing and tools to save money. This workshop is designed to make using coupons easy and fun. There are lots of coupons up for grabs, but you need to know where to find them. Do you?

ENTERTAIN AT HOME PACKAGE
CKG7361 HOURS: 10.0 $88
Sign up for the Entertain at Home Package and you will be enrolled in multiple Entertain at Home classes. Learn more for less!

Share your learning
Please pass along this schedule to a friend or leave it in a public spot for others to find.
**CULINARY BOOT CAMP**

**CGK7300**

**HOURS:** 40.0

**$687**

You asked for it, so we created it! Whether you’re an amateur who has never felt comfortable in the kitchen or an advanced home cook who wants to take your skills to the next level, our dynamic eight-week Culinary Boot Camp is right for you. Through hands-on cooking and chef demonstrations, you will learn knife skills, kitchen terminology, stocks, sauces, dry-heat cooking methods (roasting, grilling, sautéing, pan-frying and stir-frying) and moist-heat cooking methods (braising, shallow poaching, deep poaching and steaming). You’ll learn the basic science and proper cooking methods from various experienced chef instructors that will make all cooking fun - from quick weeknight family meals to entertaining for a crowd!

**PURCHASE KNIFE KIT PRIOR TO START OF CLASS. AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.**

**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
--- | --- | --- | --- | --- | ---
01(Central Campus) Van Every Culinary | 220 S | F | 9-11:30 a.m. | 9/19-9/26 | SS

**Entertain at Home** series:

- Brunch
- Thanksgiving Sides
- Holiday Treats
- Holiday Gifts from the Kitchen

Save $60! Get it all in one Entertain at Home package.

**www.cpcc.edu** entertaining Search
ISLAND COOKING PACKAGE
CKG7380  HOURS: 21.0  $208
Sign up for the Island Cooking Package and you will be enrolled in both Navigate Caribbean Cuisine and A Taste of the Pacific. Learn more for less!

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 221  S  10 a.m.-1 p.m.  9/26-11/14  SS
Class will not meet on 10/17.

A TASTE OF THE PACIFIC
CKG7024  HOURS: 9.0  $113
A romantic paradise filled with visions of glamorous lifestyles, blue waters and white sandy beaches. The discoveries made during the past two centuries by the Europeans, Asians and travelers from Polynesia, the Pacific islands are a mosaic of culinary influences. The traditional foods of the Pacific are an immense variety of fresh, natural ingredients, abundant in taste and texture. This class will offer a sampling of the tropical ingredients used in Hawaiian, Tahitian and New Zealand dishes for an authentic island experience. Email confirmation will be sent prior to the start of class.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 221  S  10 a.m.-1 p.m.  9/26-10/10  SS

NAVIGATE CARIBBEAN CUISINE
CKG7023  HOURS: 12.0  $143
Caribbean cuisines are a diverse combination of cultural influences from around the world. An abundance of herbs and spices flavor traditional holiday meals and island street foods. Vegetables and beans form the foundation of the Caribbean diet, while delectable desserts feature numerous flavor profiles that contain mango, coconut and other tropical fruits. From the beautiful beaches of Puerto Rico to Trinidad, thoughts of these sun-kissed islands will keep your taste buds dancing to the flavorful combinations that we know as Caribbean cuisine.

EMAIL CONFIRMATION SENT PRIOR TO START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 221  S  10 a.m.-1 p.m.  10/24-11/14  SS

ITALIAN COOKING PACKAGE
CKG7320  HOURS: 15.0  $248
Register for the Italian Cooking Package and you will be enrolled in Taste of Italy and Holy Cannoli Dessert cooking classes. Learn more for less!

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 221  T  6-9 p.m.  9/29-10/13  SS
01 (Central Campus) Van Every Culinary 221  W  6-9 p.m.  9/29-10/13

A TASTE OF ITALY
CKG7016  HOURS: 9.0  $153
Italy offers a diversity of regional foods from the Piedmont to Sicily. Our Charlotte Cooks instructor will discuss the various cooking styles and ingredients to show you how to prepare traditional dishes. Taste the gastronomic delights from the northern, central and southern regions. Hands-On and Demonstration class.

EMAIL CONFIRMATION SENT PRIOR TO START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 220  T  6-9 p.m.  9/29-10/13  SS

HOLY CANNOLI!
CKG8328  HOURS: 6.0  $123
Dolce in Italian means something sweet. In Italy, the meal isn’t over until something sweet touches the tongue. We have a variety of decadent, flavorful and classic Italian desserts for you to prepare. Learn how to make the beloved cannoli along with tiramisu, biscotti, gianduiotti, panna cotta and many more. Indulge yourself!

HANDS-ON CLASS. AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus) Van Every Culinary 210  TW  6-9 p.m.  10/20-10/21  SS

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www.cpcc.edu/go
704.330.2722
FRENCH COOKING PACKAGE  
CKG7340  HOURS: 15.0 $248

Sign up for the French cooking package and you will be enrolled in both The Art of French Cooking and For the Love of French Pastries. Learn more for less!

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 210  6-9 p.m. 10/27-11/18 SS
(Central Campus) Van Every Culinary 210 W  6-9 p.m. 10/27-11/18

FOR THE LOVE OF FRENCH PASTRIES  
CKG8330  HOURS: 6.0 $123

Imagine yourself in any arrondissement in the “City of Lights” indulging on French desserts. In this hands-on class, you will cultivate the traditions and trends of Parisian pastries through your taste buds. You will create the classic éclair, mille feuille (Napoleon), financier (almond cake). You will also learn about Paris Brest and, of course, the famous macaroon. Your instructor will help you gain the techniques you need to impress your friends and family with the taste of Paris right in the comfort of your own kitchen. Hands-On Class.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 210 TW  6-9 p.m. 10/27-10/28 SS

THE ART OF FRENCH COOKING  
CKG7033  HOURS: 9.0 $153

French Cooking doesn’t mean it has to be fancy cooking, although it can be elaborate as you wish said Julia Child. During Julia’s time living in France, her desire to learn cooking techniques and research for bringing French foods to the American kitchen brought about a change in the way we prepare French cuisine today. Beef Bourguignon, Coq au Vin, Ratatouille are a few of the classic dishes you will prepare from Julia’s “Mastering the Art of French Cooking.” Bon Appetite!

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 W  6-9 p.m. 11/4-11/18 SS

GERMAN COOKING PACKAGE  
CKG7310  HOURS: 13.0 $208

Register for the German Cooking Package and you will be enrolled in both Hearty German Cooking and Viennese Desserts.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 TH  5:30-9:30 p.m. 10/7-10/29 SS
01(Central Campus) Van Every Culinary 220 W  6-9 p.m. 10/7-10/29

HEARTY GERMAN COOKING  
CKG7029  HOURS: 9.0 $143

What could be more satisfying on a cool evening, than hearty and nourishing German food? A German diet consists of pork as the most popular meat and starches such as potatoes and spaetzle. In this class, you will learn the difference between Wiener Schnitzel, Jager Schnitzel and Zwiebel Schnitzel. Additional recipes include braised red cabbage, warm potato salad and more. You’ll also enjoy a trip to a local German Restaurant - a popular feature among Charlotte Cook’s classes.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 W  6-9 p.m. 10/7-10/21 SS

VIENNESE DESSERTS  
CKG8329  HOURS: 4.0 $93

Southern Germany and its neighboring Austria serve many of the same Viennese pastries. Join our Charlotte Cooks pastry instructor for a fun hands-on class in our transformed Konditorei (German pastry shop). Your day will be spent baking popular desserts such as: Linzertorte, Kirschtorte (Black Forest Cherry Cake), Streuselkuchen (Apple Streusel Cake) and many more popular Viennese desserts.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 210 TH  5:30-9:30 p.m. 10/29-10/29 SS

SOUTHERN COOKING PACKAGE  
CKG7370  HOURS: 15.0 $218

Sign up for the Southern Cooking Package and you will be enrolled in both Let’s Cook Southern, Y’all! and Sweets from the Southern Kitchen classes. Learn more for less!

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 M  6-9 p.m. 10/26-11/12 SS

SWEETS FROM THE SOUTHERN KITCHEN  
CKG8322  HOURS: 6.0 $123

Join us to learn what hummingbirds, tarts, chess and dried grannies have in common. These are part of Southern hospitality at its finest and you’ll learn how to create some of the region’s best, time-honored desserts. We’ll even tell you why you want to have hummingbirds in your Southern kitchen! Y’all come create delicious cakes, pies, cobblers and more during this demonstration/hands-on class. Email confirmation will be sent prior to the start of class. Hands-on class.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 M  6-9 p.m. 10/26-11/12 SS

LET’S COOK SOUTHERN, Y’ALL!  
CKG7012  HOURS: 9.0 $153

True Southern hospitality requires tasty, lip-smacking dishes. Join us as our Charlotte Cooks chef instructor introduces you to the secrets of many of the South’s favorite comfort foods. You’ll learn how to go beyond biscuits and sweet tea to put together a complete meal featuring recipes that are sure to become family favorites.

AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 220 M  6-9 p.m. 11/8-11/13 SS

BAKING AND PASTRY BOOT CAMP  
CKG8300  HOURS: 40.0 $687

You asked for it, so we created it! Whether you’re an amateur who has never felt comfortable baking or and seasoned baker who wants to take your skills to the next level, our dynamic seven-week Baking and Pastry Boot Camp is for you. Through hands-on baking and pastry chef demonstrations, you will learn the science behind baking, baking terminology and equipment from various pastry chef instructors that will make baking fun and creative.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3 p.m. 9/19 SS
01(Central Campus) Van Every Culinary 210 S  9 a.m.-2 p.m. 9/26
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3:30 p.m. 10/3
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3:30 p.m. 10/10
01(Central Campus) Van Every Culinary 210 F  6-9 p.m. 10/23
01(Central Campus) Van Every Culinary 210 S  9 a.m.-1 p.m. 10/24
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3 p.m. 10/31
30 minute lunch 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31. Class will meet on the Harris Campus in H1 1129; Fri, 10/23 from 6-9 p.m. and Sat, 10/24 from 9 a.m.-1 p.m.

WILTON METHOD PACKAGE  
CKG8360  HOURS: 24.0 $148

The Wilton Method package is the combination of three Wilton classes: “Decorating Basics,” “Flowers and Cake Design” and “Fondant and Gum Paste.” Learn more for less!

EMAIL CONFIRMATION WITH SUPPLY LIST WILL BE SENT PRIOR TO START OF CLASS. PURCHASE WILTON METHOD BOOKS FROM ANY CRAFT STORE.

SEC LOCATION  DAYS  TIME  DATE(S)  REFUND
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3:30 p.m. 9/20-10/17 SS
01(Central Campus) Van Every Culinary 210 S  9 a.m.-1 p.m. 10/24
01(Central Campus) Van Every Culinary 210 S  9 a.m.-3 p.m. 10/31
30 minute lunch 9/20, 10/17, 10/24, 10/31. Class will meet on the Harris Campus in H1129; Fri, 10/23 from 6-9 p.m. and Sat, 10/24 from 9 a.m.-1 p.m.

50 Registration options: Visit CPCC campuses, go online or call Customer Service.
WILTON DECORATING BASICS  
CKG8315 \nHOURS: 8.0 \n$68  
This class is the foundation for all Wilton Method Courses. Successful cake decorating begins with the basics of organizing the ingredients and supplies, baking the cake and preparing it for decorating, making the icing and practicing the techniques of how to use decorating tools properly. You will be introduced to basic cake decorating by learning the star, drop flower, piping gel transfer and beautiful roses. This class is the first course in the Wilton Method Package.  
HANS-ON CLASS. A SUPPLY LIST WILL BE EMAILED PRIOR TO START OF CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
40 (Levine Campus) Levine 1218 TH 6:30-8:3:00 p.m. 8/27-9/17 SS  

BREAD BAKING PACKAGE  
CKG8350 \nHOURS: 20.0 \n$228  
Sign up for the Bread Baking Package and you will be enrolled in both Bread Baking CKG 8311 and Whole Grain Bread CKG 8411 classes. Learn more for less! Hands-on class.  
EMAIL CONFIRMATION SENT PRIOR TO THE START OF CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
20 (Harris Campus) Harris 1 1142 S 9 a.m.-2:30 p.m. 10/10 SS  
(Harris Campus) Harris 1 1142 F 6-9 p.m. 10/16 SS  
(Harris Campus) Harris 1 1142 S 9 a.m.-4:30 p.m. 10/17 SS  
30 minute lunch 10/3, 10/10, 10/17.  

BREAD BAKING  
CKG8311 \nHOURS: 10.0 \n$143  
Demand for specialty breads continues to grow. Find the artisan baker within and have fun with our Charlotte Cooks baking instructor in this hands-on bread baking course. You will learn to prepare your own bread starter, create several varieties of specialty hearth breads and rolls and practice techniques for shaping and forming classic bread recipes. Best of all, you will eat what you bake.  
EMAIL CONFIRMATION SENT PRIOR TO THE START OF CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
20 (Harris Campus) Harris 1 1142 S 9 a.m.-2:30 p.m. 10/3-10/10 SS  
30 minute lunch.  

MAKE IT WITH GRAINS  
CKG8411 \nHOURS: 10.0 \n$143  
This anticipated whole grain bread class comes to the Charlotte Cooks bakeshop following the requests from our artisan bread baking students. Inspiration for bread baking using whole wheat flours, rye and multi-grain flours continues to grow. More people want to eat healthier, homemade products and bread is at the top of the list. You will create a variety of hearth breads and practice hands-on techniques for mixing and kneading dough.  
EMAIL CONFIRMATION SENT PRIOR TO THE START OF CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
20 (Harris Campus) Harris 1 1142 F 6-9 p.m. 10/16 SS  
(Harris Campus) Harris 1 1142 S 9 a.m.-4:30 p.m. 10/17 SS  
30 minute lunch 10/17.  

DESIGNER CUPCAKES  
CKG8317 \nHOURS: 4.0 \n$88  
Cupcakes aren't just for children’s parties. Specialty cupcakes are the focus of parties for all ages, even elegant weddings. Learn how to create a variety of cupcakes by discussing how batters build the perfect cupcake base. In this creative class, we will dive right into completing our designer cupcakes as we prepare an assortment of special fillings and decorative toppings.  
STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED PRIOR TO CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 10/24-10/25 SS  

HOLiDAY COOKiES  
CKG8307 \nHOURS: 4.0 \n$88  
Go ahead and ruin your dinner - these cookies are worth it! The aroma of freshly baked cookies will bring your family rushing to the kitchen to devour these, straight from the oven. Add to your cookie collection with a variety of recipes and assorted styles. You will prepare lots of cookies to share with family and friends.  
EMAIL CONFIRMATION SENT PRIOR TO THE START OF CLASS.  

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 11/14-11/14 SS  

Stay in Touch  
Sign up to receive one of our e-newsletters. Visit www.cpcc.edu/cce/intheknow.  

Thanks, and we hear you!  
Thanks to everyone who completed the CPCC Corporate and Continuing Education 2015 Student Survey. From almost 1,000 responses, we know more than 90 percent would recommend CPCC. We value that trust.  

And the winner is...  
Trish Fries is the lucky winner in the iPad Mini 2 giveaway. Trish, who completed a notary course, was selected at random from all entries. She provides free notary services to clients of the Urban Ministry Center in Charlotte, a not-for-profit interfaith organization committed to ending homelessness in Charlotte.  

Urban Ministry and CPCC are pleased to be partners in learning. Learn more at www.urbanministrycenter.org.
Home and Outdoors

BIRDING IN NORTH CAROLINA
LLI7082  HOURS: 9.0  $75

All about birds! This course is for the bird enthusiast who wants to identify native species by song and physical attributes, to understand bird migratory patterns and wildlife vs. man-made bird habitats. Then how to transform your backyard into a bird haven and discovering how and where to look for birds in the Southeast. This course includes information about birding clubs, web links and other local resources for bird watchers. From bird identifications, bird locations, to bird emergency care - it's all here. Join us and start your bird watching adventure today. This class is great for the bird photographer also!

THE NIGHT SKY - UNLOCKING ITS SECRETS
LLI7907  HOURS: 10.0  $85

The night sky holds many wonders for the star gazer. How did man discover the solar system? The tilt of the earth’s axis? What have we discovered in recent years that can tell us more about our universe? In this course we will examine the planets, our solar system, constellations and the night sky using the principles of astronomy and fundamentals of celestial navigation using binoculars and/or telescopes and the naked eye. You will never, “gaze upon the stars,” again as a novice, instead you will come away with a new perspective on the night sky and all the wonders it holds. *Please note: binoculars and/or telescopes are recommended but not required. The instructor will bring a telescope to class.

Creative Interiors

FLORAL DESIGNS
AVO8573  HOURS: 18.0  $130

Express your creativity in the ever popular art of floral design. You will learn proper care and handling techniques, the elements and principles of design and basic flower arranging skills as you create beautiful arrangements in fresh or silk flowers. Topics include conditioning fresh flowers, using floral foam, tape, wire and more. Bring in outside supplies (even from your own gardens) to finish arrangements in varying styles as you work under the guidance of our expert instructor. This fun and informative course is designed for beginners, but is open to all skill levels. Suggested supplemental text: flower arranging - Step-By-Step Instructions For Everyday Designs - Teresa P. Lanker. This class is the first of four needed to achieve CPCC’s Floral Design Certificate.

MASTER FLORAL DESIGNS
AVO8574  HOURS: 18.0  $130

Join this master class which focuses on form, color and space usage in the more intricate floral designs. Using both fresh and silk flowers, you’ll take your flower arranging skills to the next level as you learn to build floral designs that go beyond the concepts taught in Floral Designs (AVO 8573). This class is one of four needed to achieve CPCC’s Floral Design Certificate.

SYMPATHY FLOWERS
AVO8710  HOURS: 18.0  $130

Learn the art of floral tributes in this design class devoted to sympathy flowers and funeral arrangements. Expressions of sympathy can range from fruit and plant baskets, wreathes, crosses or hearts on easels, to varying types and sizes of casket sprays. Basic flower arranging techniques are helpful, but not required. Suggested supplemental text: flower arranging - Step-By-Step Instructions For Everyday Designs - Teresa P. Lanker.

HOME DECORATING BASICS
HMK6300  HOURS: 18.0  $120

If you are obsessed with decorating shows on TV, but aren’t sure where or how to begin, join us in this introduction to home decorating. You will learn the elements of interior design, as you complete several in-class, hands-on activities to you launch your own home projects. Class time may include several outside field trips to supplement in-class learning.

What’s new with you?

CPCC has an answer. Choose from lots of activities to get and keep you engaged. With weekend, evening and weekday programs, you’ll find something that fits your plans.

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- creative writing
- gardening
- golf
- tennis

www.cpcc.edu  personal enrichment  Search
GARDENING FOR BUSY FAMILIES - PLANNING, BUILDING AND PLANTING A RAISED BED GARDEN FOR FALL/WINTER
GDN7075
HOURS: 3.5
$35

Have you always dreamed of a backyard garden, but were concerned you did not have the time or space for one? Let our seasoned, organic gardening expert share an innovative approach to taking the work out of planning, planting and maintaining fall/winter garden with insider tips and techniques on site selection, design, proper seed, soil and plant selection to optimize your growing space and production via raised bed gardening. Also, receive tips on how best to manage your garden, including watering, weeding, managing the crops, harvesting, etc. Suggested Supplemental Text: No Green Thumb Required! - Don Rosenberg

PLEASE BRING A NOTEBOOK TO CLASS. CLASS TIME INCLUDES A VISIT TO A COMMUNITY GARDEN; INCORPORATING EXAMPLES OF RAISED BED GARDENING.

GARDENING FOR THE FALL AND WINTER SEASONS
GDN8050
HOURS: 12.0
$95

Fall is a busy time in Piedmont gardens: it’s time to grow collards and lettuce and build your soil through leaf composting. Ecological gardening can help you create the beautiful, healthy landscape and garden of your dreams, without relying on expensive and dangerous pesticides and chemicals. The class emphasizes compost making, soil building and preparation techniques, cool season vegetables, flowers and herbs. Topics covered include basic selecting, pruning and transplanting of landscape plants (including fruit crops), fall/winter clean-up, ecological disease and weed and pest control. These six fun, hands-on outdoor classes teach you how to succeed as an ecological and organic influenced gardener in our region. Focus is on practical information you can use immediately in your own garden and follows a philosophy of working with Nature as a partner.

FIND OUT How TO GARDEN AT REEDY CREEK COMMUNITY GARDEN. DRESS FOR GARDENING. GOOD THINGS TO BRING TO CLASS: GARDENING GLOVES AND WATER TO DRINK.

Sewing
THE ART OF QUILTING
HMK8397
HOURS: 18.0
$145

Quilt classes are the new quilting bee! Quilts today are fashionable and sought after upscale decor and a recognized art form. Small quilt squares can be used as wall hangings and larger quilts as wall murals in designer homes. Increase your overall understanding of quilting terms and processes as you build upon your quilting skills. Traditional as well as contemporary approaches to quilting will be explored. Beginning students will finish one quilt block, which can then be turned into a pillow, a quillow (quilt in a pillow), a small wall hanging or the beginning of a larger quilt. Work will be done by hand and on college-provided sewing machines. Both beginners and established quilters are welcome in this class!

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED IN THE FIRST CLASS.

INTRODUCTION TO SEWING
HMK8757
HOURS: 18.0
$155

Discover the pleasures of sewing in this introductory class where you will learn all about fabrics, patterns and the supplies needed to begin sewing, including needles! We provide the machines to get you started.

STUDENTS RESPONSIBLE FOR PURCHASING SUPPLIES. A SUPPLY LIST PROVIDED FIRST NIGHT OF CLASS.
Motorcycle

**Motorcycle BASIC RIDER COURSE - DEALER EXPERIENCE**

**MIC8750**  HOURS: 20.0  $250

Learn to ride at BMW-Ducati-Triumph Motorcycles of Charlotte. In addition to basic motorcycle safety instruction this course includes tours of the facility, a demonstration of a variety of motorcycles, demonstration of safety equipment and a lower student-teacher ratio. Also, you can take advantage of special student discounts. This introductory course consists of class work and riding exercises on motorcycles that are provided to the student. Upon satisfactory completion of this course you will receive a waiver for the skills portion of the N.C. DMV license test. Must be at least 16 years old. Please note that if you are under 18, a parental waiver must be signed. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

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<td>01(Motorcycles of Charlotte) Off Campus</td>
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<td>06(Motorcycles of Charlotte) Off Campus</td>
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<td>W</td>
<td>6-9 p.m.</td>
<td>11/4-11/8</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>SSU</td>
<td>SSU</td>
<td>7:30 a.m.-5 p.m.</td>
<td>11/4-11/8</td>
<td></td>
</tr>
<tr>
<td>07(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>11/18-11/22</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>SSU</td>
<td>SSU</td>
<td>7:30 a.m.-5 p.m.</td>
<td>11/18-11/22</td>
<td></td>
</tr>
<tr>
<td>08(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>W</td>
<td>6-9 p.m.</td>
<td>12/2-12/6</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>SSU</td>
<td>SSU</td>
<td>7:30 a.m.-5 p.m.</td>
<td>12/2-12/6</td>
<td></td>
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</tbody>
</table>

1 hour lunch on Saturday and Sunday.

**Motorcycle RETURNING RIDER BASIC RIDER COURSE-DEALER EXPERIENCE**

**MIC8759**  HOURS: 9.0  $160

Rediscover the thrill of the open road at BMW-Ducati-Triumph Motorcycles of Charlotte. This intermediate course is designed for those who have previous experience with riding motorcycles, but desire a refresher in basic riding skills. In addition to motorcycle safety instruction this course includes tours of the facility, inspection of a variety of motorcycles, demonstration of safety equipment and a lower student-teacher ratio. Also, you can take advantage of special student discounts. This course consists of class work and riding exercises on motorcycles provided by the college. Upon satisfactory completion of this course you will receive a waiver for the skills portion of the N.C. DMV license test. Must be at least 16 years old. Please note that if you are under 18, a parental waiver must be signed. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

**THIS COURSE IS FOR THOSE WITH PREVIOUS MOTORCYCLE RIDING EXPERIENCE. THERE IS A BASIC SKILLS VERIFICATION AT THE OPENING OF CLASS. IF YOU DO NOT SHOW AN ADEQUATE LEVEL OF MOTORCYCLE ACQUEN, YOU INSTRUCTOR RESERVES THE RIGHT TO DENY YOU THIS COURSE.**

<table>
<thead>
<tr>
<th>SEC LOCATION</th>
<th>LOCATION</th>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>01(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>F</td>
<td>7:30 a.m.-5 p.m.</td>
<td>9/18-9/28</td>
<td>SS</td>
</tr>
<tr>
<td>02(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>F</td>
<td>7:30 a.m.-5 p.m.</td>
<td>10/16-10/26</td>
<td>SS</td>
</tr>
<tr>
<td>03(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>F</td>
<td>7:30 a.m.-5 p.m.</td>
<td>11/6-11/16</td>
<td>SS</td>
</tr>
</tbody>
</table>

30 minute lunch.

You’re invited

We invite you to the new CPCC Ballantyne Center. Check out courses with this symbol or visit us in person at 11430 North Community House Rd.

How to get a CPCC Student Login

Many courses require a CPCC student login for access before class begins. To create or look up your login, visit www.cpcc.edu. Under “Online Services,” click on “CPCC Login.”

**Motorcycle: BASIC RIDER COURSE**

**MIC8780**  HOURS: 20.0  $205

This weekend course is specifically designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of experienced riders. Course consists of class work and riding exercises on motorcycles provided by the college. Upon satisfactory completion of this course you will receive a waiver for the skills portion of the N.C. DMV license test. Must be at least 16 years old. Please note that if you are under 18, a parental waiver must be signed. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

**WEEKDAY MOTORCYCLE: BASIC RIDER COURSE**

**MIC8785**  HOURS: 20.0  $205

This weekday course is specifically designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of experienced riders. Course consists of class work and riding exercises on motorcycles provided by the college. Upon satisfactory completion of this course you will receive a waiver for the skills portion of the N.C. DMV license test. Must be at least 16 years old. Please note that if you are under 18, a parental waiver must be signed. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

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<tr>
<th>SEC LOCATION</th>
<th>LOCATION</th>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>01(Motorcycles of Charlotte) Off Campus</td>
<td>Off Campus</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>8/17-8/18</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>MT</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>9/10-9/11</td>
<td>SS</td>
</tr>
<tr>
<td>02(Motorcycles of Charlotte) Off Campus</td>
<td>MT</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>9/29-9/30</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>MT</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>10/12-10/13</td>
<td>SS</td>
</tr>
<tr>
<td>03(Motorcycles of Charlotte) Off Campus</td>
<td>MT</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>11/5-11/6</td>
<td>SS</td>
</tr>
<tr>
<td>(Motorcycles of Charlotte) Off Campus</td>
<td>MT</td>
<td>MT</td>
<td>7:30 a.m.-6 p.m.</td>
<td>11/16-11/17</td>
<td>SS</td>
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</table>

30 minute lunch.
MOTORCYCLE: BASIC RIDER COURSE 2 (FORMERLY CALLED EXPERIENCED RIDER COURSE)
MIC8795 HOURS: 8.0 $95

The Basic Rider Course - License Waiver Preparation Course is designed for motorcycle riders who are already licensed or have a NC permit and wish to obtain full NC licensure. This one day course covers street riding strategies and reinforces important information about traction, cornering and counter-steering. Students must provide a safe, street-ready two wheeled motorcycle. Riders must provide proof of insurance in class. Students looking to obtain a waiver for the skills portion of the NC DMV license test must pass a written and riding skills test. Must be at least 16 years old. Please note that if you are under 18, a parental waiver must be signed. If for any reason a student cannot successfully complete this class, he or she will need to re-register at their own expense.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1234 M 3:30-4:30 p.m. 9/25-10/1 SS
1 hour lunch.

PERSONAL SAFETY STRATEGIES FOR COLLEGE BOUND STUDENTS
SLF7007 HOURS: 7.5 $85

Let our seasoned, personal protection expert guide prospective college students through defensive strategies designed to help safely navigate those precious college years. Prepare for a journey filled with new experiences and new surroundings. As a college student, you will be living, studying and navigating new campuses, especially after hours. Equipping yourself with easy-to-apply defensive tactics in addition to personal awareness, assertiveness and verbal confrontational skills will be as important as any college orientation. Approach the college experience knowing you have the knowledge and skills acquired through this hands-on approach to personal safety. *Please note: Current high school students, 16-18, need to complete a concurrent enrollment form. Contact the Corporate and Continuing Education Customer Service area for the form prior to enrolling.

WEAR COMFORTABLE CLOTHES AND SHOES TO CLASS, ALLOWING FOR EASE OF MOVEMENT.

Recreation and Health

HAWAIIAN HULA DANCE FITNESS
REC8080 HOURS: 8.0 $60

Hawaiian Hula Dance Fitness is a fun, new and exciting dance workout. It provides a “total body workout” in 60 minutes. Hot Hula Fitness isolates your larger muscle groups, increasing strength and definition to your core with specific emphasis on the abs, glutes, quads and arms. Inspired by the dances of the Pacific Islands, this class incorporates easy to perform dance movements set to the sounds of traditional Polynesian drum beats fused with funky Reggae music, resulting in a modern, hip fitness workout. All ages and fitness levels will enjoy Hawaiian Hula Dance Fitness.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2215 T 9 a.m.-12:30 p.m. 10/26-10/28 SS

Students should dress comfortably for physical activity.

Share your success!
Tell us how CPCC helped you reach your business or career goals. Who knows, maybe we’ll feature you on our website or in upcoming publications. Email mysuccess@cpcc.edu.

www.cpcc.edu/cce

Like and follow CPCC on social media.
**MINDFUL HEALTH WORKSHOP**  
**REC8220**  
**HOURS:** 4.0  
**$25**

Leave your everyday stress at the door and join us as we work to rediscover peace, health, happiness and sleep all in a nurturing, compassionate and comfortable environment. This course will introduce you to a variety of relaxation techniques including meditation and laughter yoga; each designed to calm your mind, soothe your body and renew your spirit.

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<tr>
<th>SEC</th>
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<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Central Campus</td>
<td>Worrell 2114</td>
<td>TTH</td>
<td>6:30-8:30 p.m.</td>
<td>8/18-8/20</td>
</tr>
<tr>
<td>02</td>
<td>Central Campus</td>
<td>Worrell 2114</td>
<td>MW</td>
<td>6:30-8:30 p.m.</td>
<td>11/9-11/11</td>
</tr>
</tbody>
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**YOGA FOR BEGINNERS**  
**REC8301**  
**HOURS:** 12.0  
**$75**

Learn the tradition of yoga. For 5,000 years yoga has been used to enhance one’s physical and mental well-being. This course introduces the basic discipline of yoga. Topics include proper breathing techniques, relaxation and correct body positions.

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<th>SEC</th>
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<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Levine Campus</td>
<td>Levine 1418</td>
<td>T</td>
<td>7:30-9:30 p.m.</td>
<td>8/25-10/27</td>
</tr>
</tbody>
</table>

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**INTERMEDIATE YOGA**  
**REC8302**  
**HOURS:** 16.0  
**$80**

Expand on the basic principles of Yoga! Emphasis will be placed on deepening breathing techniques, relaxation, posture and mental concentration and power flow.

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<th>SEC</th>
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<th>DAY(S)</th>
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</thead>
<tbody>
<tr>
<td>02</td>
<td>Levine Campus</td>
<td>Levine 1200</td>
<td>TH</td>
<td>7:30-9:30 p.m.</td>
<td>9/10-10/29</td>
</tr>
<tr>
<td>01</td>
<td>Central Campus</td>
<td>Worrell 2150</td>
<td>TH</td>
<td>7:15-9:15 p.m.</td>
<td>9/24-11/12</td>
</tr>
</tbody>
</table>

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**SPORTS AND FITNESS**

**TENNIS FOR BEGINNERS**  
**REC8305**  
**HOURS:** 12.0  
**$90**

Tennis is an affordable outdoor activity that can provide a lifetime of enjoyment. Students will learn the fundamentals of the game, enabling them to enjoy recreational tennis. This class will review tennis rules, etiquette, court play and the basic strokes: forehand, backhand, serve, volley, overhead, dropshot and lob.

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<thead>
<tr>
<th>SEC</th>
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<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Mason Wallace Park</td>
<td>Off Campus</td>
<td>S</td>
<td>9-11 a.m.</td>
<td>8/22-10/3</td>
</tr>
</tbody>
</table>

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**ADVANCED TENNIS FOR BEGINNERS**  
**REC8306**  
**HOURS:** 12.0  
**$100**

Take the skills learned in Tennis for Beginners to the next level! This course will refine your strokes, teach advanced serves and develop the basic discipline of tennis. Topics include proper grip, alignment and power swings for the long and short game.

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<thead>
<tr>
<th>SEC</th>
<th>LOCATION</th>
<th>DAY(S)</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Mason Wallace Park</td>
<td>Off Campus</td>
<td>S</td>
<td>11:15 a.m.-11:15 p.m.</td>
<td>8/22-10/3</td>
</tr>
</tbody>
</table>

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**GOLF FOR BEGINNERS**  
**REC8401**  
**HOURS:** 12.0  
**$79**

Golf is one of the most popular recreational pastimes, played for business and pleasure. This course emphasizes the fundamentals needed to practice and play the game of golf. Topics include the proper grips, alignment, stance and swings for the long and short game.

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<th>SEC</th>
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<th>DAY(S)</th>
<th>TIME</th>
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<th>REFUND</th>
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</thead>
<tbody>
<tr>
<td>02</td>
<td>Golf Village</td>
<td>Off Campus</td>
<td>W</td>
<td>6:30-8:30 p.m.</td>
<td>9/2-10/14</td>
</tr>
</tbody>
</table>

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**INTERMEDIATE GOLF**  
**REC8402**  
**HOURS:** 12.0  
**$89**

Are you ready for the next level? This course is designed to advance your fundamental golf skills. Topics include long and short game refinement and introduction to course management. Extra fees, approximately $6 each class for range balls, are charged for this course and are to be paid at the facility. Students need to bring their own clubs.

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<tr>
<th>SEC</th>
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<th>DATES</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Northstone C. Club</td>
<td>Off Campus</td>
<td>SU</td>
<td>4-6 p.m.</td>
<td>9/13-10/18</td>
</tr>
</tbody>
</table>

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**WOMEN ARE GOLFERS TOO**  
**REC8405**  
**HOURS:** 12.0  
**$79**

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, approximately $6 each class for range balls, are charged for this course and are to be paid at the facility. Students need to bring their own clubs.

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<tr>
<th>SEC</th>
<th>LOCATION</th>
<th>DAY(S)</th>
<th>TIME</th>
<th>DATES</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Northstone C. Club</td>
<td>Off Campus</td>
<td>TH</td>
<td>5:30-7:30 p.m.</td>
<td>9/17-10/22</td>
</tr>
</tbody>
</table>

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**KAYAKING FOR BEGINNERS**  
**REC8460**  
**HOURS:** 14.0  
**$129**

From local reservoirs, to a mountain rapid or the sea, kayaking is a great way to explore the outdoors. This course is taught at one of our local lakes and is designed to teach the basic skills of flat water kayaking. Topics include forward and reverse strokes, sweeps and self-rescue skills. Sea kayakers welcome in this course. Dress to get wet!

$25 RENTAL FEE IS INCLUDED IN THE COST OF THE CLASS.

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<th>SEC</th>
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<tbody>
<tr>
<td>01</td>
<td>Latta Plantation Park</td>
<td>Off Campus</td>
<td>S</td>
<td>8 a.m.-4 p.m.</td>
<td>9/12-9/13</td>
</tr>
</tbody>
</table>

1 hour lunch. Students are advised to bring water bottle and bag lunch.

Follow us on social media. Visit www.cpcc.edu/social.

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**Corporate and Continuing Education - Personal Enrichment - Fall 2015**

Registration options: Visit CPCC campuses, go online or call Customer Service.  
Customer Service: 704.330.4223
INTRODUCTION TO SAILING FOR WOMEN
SAL7000 HOURS: 3.0 $100

Sailing is the perfect sport for women who enjoy water sports and recreational activities. During a three-hour sail on Lake Norman, students will learn about the basics of sailing while also being introduced to important safety skills, the influence of the weather and the physics behind making the boat go. Students will participate as a crew member with two other like-minded women.

PLEASE ENSURE YOUR CONTACT INFORMATION IS CORRECT IN THE CPCC SYSTEM SO THAT WE MAY CONTACT YOU PRIOR TO CLASS WITH VITAL INFORMATION ABOUT THE COURSE OF INSTRUCTION.

PERSONAL TRAINER NATIONAL CERTIFICATION
WIT7000 HOURS: 36.0 $785

Come join this fun profession and be a part of what Fortune Magazine and ABCnews.com states as the 4th hottest job in the U.S. at a national average of $34 an hour. Employers like 24 Hour Fitness, LA Fitness and Gold’s Gyms are just a few of the club groups that seek out our graduates. Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught in two versions: a 5-week period for those who want to complete the class in a shorter process with the National Exam being held on the 6th week OR a 8-week period for better retention and skill competency followed by the National Exam, held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship that networks many graduates right into a job. The course prepares you for success with key topics that include biomechanics, exercise physiology, fitness testing and equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook available in CPCC bookstore.

To learn more and find your WTVI PBS Charlotte channel, visit PBScharlotte.org.
3 ways to register

PHONE REGISTRATION: 704.330.4223
Hours: Monday through Thursday, 8 a.m. to 6 p.m.
and Friday, 8 a.m. to 5 p.m.
*See below for information on summer hours.

ONLINE REGISTRATION: www.cpcc.edu/cce/register-now
Please remember to pay online after you have registered for
your courses to secure your seat. We accept Visa, MasterCard,
Discover and American Express.

IN PERSON: Visit any CPCC campus registration center.
For locations, visit www.cpcc.edu/cce or call 704.330.4223.

REGISTRATION INFORMATION:
• Register beginning July 8 or any
time during the term.
• Enrollment on a first-come basis;
register early.
• Courses and fees are subject to
change without notice and prior to
schedule printing.
• Payment must accompany registration.
• Students must be at least 16 years of age.
• N.C. residency is not required.
• No application or transcripts are
required.

refunds

SELF-SUPPORTING CLASSES (SS):
100 percent for withdrawals prior to the first day of class and
for classes cancelled by the college

OCCUPATIONAL EXTENSION CLASSES (OE):
100 percent for withdrawals prior to the first day of class and for
classes cancelled by the college; 75 percent for withdrawals on or
after the first day and through the 10 percent point of the class

fees & parking

CAPS: A $12 Campus Access, Parking and Security fee
is required for continuing education courses that meet on
campuses. Decals are required only on the Central Campus and
will be distributed from the instructor at the first class meeting.

TECHNOLOGY: A $5 technology fee is charged for each
Occupational Extension (OE) course.

LABS: Some courses charge a $21 lab fee.

INSURANCE: Some courses may require you to purchase
insurance. Payment is required upon registration.

other information

BOOKSTORE: Barnes & Noble bookstores allow you to
shop online, walk-in to campus locations during regular hours
or purchase books the first night of class up to 30 minutes
ahead of the start time. Visit www.cpcc.edu/bookstore or call
the Central Campus bookstore at 704.330.6649.

ID CARDS: Student IDs are not required, but necessary to
use the libraries, testing center and other facilities.

OFF-CAMPUS LOCATIONS: To find locations not on
campus, visit services.cpcc.edu/offcampusdir or call 704.330.4223.

DISABILITY SERVICES: For academic accommodations
and auxiliary aids/assistive technology as provided under
the American Disabilities Act and Section 504 of the
Rehabilitation Act of 1973, contact 704.330.6621 or
visit www.cpcc.edu/disabilities.

SUMMER HOURS: Please note: May 11 – July 19,
CPCC will operate on a four-day work week. Offices and
Customer Service will be open 7:30 a.m. to 6 p.m., Monday
through Thursday. Select locations will be open Friday
through Sunday for scheduled classes, events and performances
only.
They are: Overcash Building, Belk Building, the Culinary
Arts Center, Pease Auditorium and the scene shop in the
Center for Arts Technology Building on Central Campus;
Harper Campus; Hendrick Center on Levine Campus; Harris
Conference Center; WTVI PBS Charlotte; and the City View
Center for Cosmetology. The Salon Clinic will also remain
open for salon services.

LOGIN: Many courses require students have a CPCC login.
Find out when registering if a CPCC login is required for your
class. Visit www.cpcc.edu and click on CPCC Login to establish
an account. For questions, call 704.330.4223.

Customer Service: 704.330.4223

Registration options: Visit CPCC campuses, go online
or call Customer Service.
New! Career Hub presents resources for the Charlotte job market

Whether you are starting out or moving ahead, knowing the local job market is the best first step.

Why? Because the more you understand career choices, the skills you’ll need and who’s hiring in Charlotte, the better positioned you’ll be when job hunting.

Career Hub is CPCC’s new website designed to help make the most of your time as you explore everything related to careers. You’ll find:

• Top careers and employment trends in our region
• CPCC degrees and credentials for given occupations
• Local wages and job growth projections
• Where to find local job postings
• Tips on writing a résumé, interviewing and more

Visit the site today! www.cpcc.edu/careerhub
Preparing for your career and professional success is easier than ever thanks to the new Ballantyne Center. Located in the Gibson Building on North Community House Road, you’ll find modern classrooms, computer labs and helpful staff.

Our first courses will target in-demand skills and certifications, and offer flexible formats and evening schedules. These courses are open-entry, short-term and focused on your specific goals, including industry certifications.

Look for this symbol throughout the schedule for upcoming classes at the center.

For Ballantyne employers, we bring added resources for group training and to support your ongoing learning. With the latest technology and top instructors, CPCC will design and deliver training that produces results. So, whether you are a startup or have corporate operations, call on CPCC’s Ballantyne Center.

www.cpcc.edu/campuses/ballantyne
Plan a better future

Start today in any of CPCC’s non-degree classes to help reach your career and personal goals.

Na’Shota Lytle, BankTeller student
Read her story on page 3.