How long to get my certification?
inside back cover

Invest in your CFP® education
p. 6-7

Ballantyne Center student learns QuickBooks®
inside front cover

Candy Benish, business owner and QuickBooks® student

2016 Fall SCHEDULE

CORPORATE AND CONTINUING EDUCATION
Candy Benish speaks of one regret, “I wish I had taken this class sooner. It would have saved me a lot of time and effort, not to mention money.”

After running her own Charlotte-based small business for three years, Benish recently took a QuickBooks® class at the CPCC Ballantyne Center. Learning QuickBooks, she said, has helped develop her own bookkeeping skills. Instead of a wait on a helpdesk support line for an online subscription to QuickBooks, she now puts that time into growing her business, Results Massage & Bodywork, LLC. Benish has since discontinued the QuickBooks software subscription service and can reinvest the savings back into her business.

“CPCC helped me meet my goals by offering a simple, no nonsense course,” Benish said. She credits QuickBooks instructor Christine Carlini, CPA, as being knowledgeable, with an effective, uncomplicated teaching style. The course, materials and instructor gave her a clear understanding of her additional job as a bookkeeper in her business. “My record keeping is now seamless and stress free,” she said after completing the popular QuickBooks course presented by the CPCC Small Business Center.

While happy with the results, Benish said returning to school was not an easy task. As a hardworking licensed massage therapist, she said finding time was the most challenging aspect. The option of morning classes at the new Ballantyne Center - located just a few minutes from her home - made it easier for her to carve out time. “The building is safe, clean and beautiful,” she said, adding that it has abundant parking and a kitchen with amenities. Located in the heart of Ballantyne, the center opened last summer to provide convenient, professional continuing education classes for South Charlotte.

To learn more about the Ballantyne Center, visit cpcc.edu/campuses/ballantyne.
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### Registration Tips
- Registration begins July 7.
- Register early to reserve a seat.
- Review refund policies.
- Be ready to pay for classes when you register.
- Call to register or to ask questions: 704.778.3006
- Reach us by email: ccecustomerservice@cpcc.edu
- Full details on page 54.
Audio and Video Engineering

**AUDIO ENGINEERING 1**

**AAC8002**

**HOURS: 32.0**

This course introduces the recording studio, the music industry and the fundamentals of analog and digital audio. Topics focus on 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 lectures 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.

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**AUDIO ENGINEERING 2**

**AAC8003**

**HOURS: 60.0**

This course continues the study and application of recording techniques from Audio Engineering 1. Emphasis is 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.

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**AUDIO ENGINEERING 3 TECHNIQUES**

**AAC8005**

**HOURS: 32.0**

This course introduces digital work stations in the recording studio. Students will use Pro Tools, Cubase X, Nuendo or Wavelab to input audio into the computer and edit, mix and complete an audio CD recording.

**STUDENTS SHOULD BRING OWN HEADPHONES.**

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**THE ART OF PRODUCTION I**

**AAC8004**

**HOURS: 42.0**

This course is designed to develop film/video production assistants and specialists for broad production, film and video production and entertainment technologies. Course has hands-on training for beginning and intermediate production specialists.

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**VIDEO EDITING I (FINAL CUT PRO)**

**AAC8010**

**HOURS: 28.0**

Learn the basics for editing digital media using Final Cut Pro X.

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**VIDEO EDITING II (FINAL CUT PRO)**

**AAC8012**

**HOURS: 28.0**

Gain intermediate working knowledge for editing digital media using Final Cut Pro X.

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Banking and Financial Services

**Accounting and QuickBooks®**

**CASH FLOW ANALYSIS**

**ACC7001**

**HOURS: 6.0**

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.

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**ACCOUNTING FUNDAMENTALS**

**ACC7007**

**HOURS: 24.0**

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.

**CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE.**

**REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

**SEC   | LOCATION          | DAY(S)  | TIME            | DATES | REFUND |
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**ACCOUNTING FUNDAMENTALS II**

**ACC7008**

**HOURS: 24.0**

This course builds on content from Accounting Fundamentals to provide you with an understanding of corporate accounting practices. Explore topics including special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings and various financial reports for corporations.

**CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE.**

**REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

**SEC   | LOCATION          | DAY(S)  | TIME            | DATES | REFUND |
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**PROFESSIONAL BOOKKEEPER CERTIFICATE**

**BKC8030**

**HOURS: 60.0**

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.

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

**PREREQUISITE: BASIC ACCOUNTING KNOWLEDGE.**

**SEC   | LOCATION          | DAY(S)  | TIME            | DATES | REFUND |
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Information or fees may change after we print the schedule. For the latest on classes, call 704.778.3006

Customer Service: 704.778.3006

Registration options: Visit CPCC campuses, go online or call Customer Service.
NEW! Financial Data Analyst Certificate

This two-course, 160-hour certificate combines finance with technology to cover the methods and tools of successful financial analysts and managers. If you are now working in corporate finance, investments, consulting or banking, you will gain the career essentials to compete in Charlotte’s high-growth FinTech industry.

- Taught by industry experts
- Career coaching
- Guest speakers
- Networking opportunities

Financial Data Analyst, Master Series Part I
September 10 – December 10
Convenient evening and weekend schedule

Financial Data Analyst, Master Series Part II
Coming spring 2017

“Since the ability to analyze and manipulate large volumes of data is increasingly an integral part of being a finance professional.”
- Russ Heydorn, Senior Financial Analyst, FP & A, with Scottish Re Life Corp

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.

USES QUICKBOOKS 2015.

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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.

USES QUICKBOOKS 2015. TEXTBOOK REQUIRED. PREREQUISITE: BASIC ACCOUNTING KNOWLEDGE.

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<td>MW</td>
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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.

USES QUICKBOOKS 2015. TEXTBOOK REQUIRED. PREREQUISITES: SBX7440 OR EQUIVALENT EXPERIENCE.

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<td>8 a.m.-noon</td>
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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 1 and 2 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 résumé 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 REQUIRED FOR EXAM.

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Exams are administered by CPCC’s Testing center on Central Campus. Please schedule a test date/time during the period of 10/19-11/15.

FUNDAMENTALS OF ACCOUNTING FOR NON-FINANCIAL MANAGERS
ACC7003
HOURS: 21.0
$189

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.

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This is a live webinar.

A $12 CAPS Fee is required per class for courses meeting on college campuses.
See page 54 for Fees and Refund Policies.
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.

TEXTBOOK REQUIRED.

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CFA LEVEL I - REVIEW COURSE
CFE7001 HOURS: 42.0 $799

The Chartered Financial Analyst (CFA) credential is the most respected and recognized investment management designation in the world. Attaining the CFA charter provides you with a career advantage and shows that you have mastered a broad range of practical portfolio management and advanced investment analysis skills. CFA Level I is the first of a 3-part exam series. Our CFA Level I Instructor-led review will cover the key points of the curriculum as well as walk you through demonstrations and problems to help you prepare, practice, and perform effectively on your exam.

FINANCIAL DATA ANALYST, MASTER SERIES PART I
MSF7101 HOURS: 80.0 $1325

The Financial Data Analyst Master Series offers in-depth training in analytical methods and tools used by financial analysts and managers in a variety of settings. If you are currently working in a corporate finance department, an investment company, a consulting firm or a financial services institution, this comprehensive course will equip you with the skills needed to compete in today's FinTech industry. Recommend a degree in finance, business, or related field plus working knowledge of Excel. Part I of a two part series.

CPC LOGIN AND TEXTBOOK REQUIRED.

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Mortgage Banking

20-HOUR SAFE COMPREHENSIVE ORIGINATION ESSENTIALS
MTG7204 HOURS: 20.0 $225

This course is approved by the Nationwide Mortgage Licensing System (NMLO) 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.

100 PERCENT ATTENDANCE REQUIRED. TEXTBOOK INCLUDED IN TUITION.

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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.

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<td>01(Harris Campus) Harris 2 2136</td>
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<td>6-9 p.m.</td>
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Mortgage Banking

20-HOUR SAFE COMPREHENSIVE ORIGINATION ESSENTIALS WEBINAR
MTG8200 HOURS: 20.0 $225

This course meets the federal mortgage loan originator pre-licensing education requirement and prepares students to take the federal licensing exam component. Attendees interact with the material through both the presentation and live streaming broadcast of the instructor. The course is presented as a live webinar (classroom equivalent) format. The 20-hour course should provide the loan originator with the ability to take a thorough, high-quality loan application and explain required disclosures to applicants. Students will learn essential terms, concepts and math utilized in the mortgage industry. The course will also stress the importance of compliance with federal laws and ethical standards. This course includes three hours of training on federal law, three hours of ethical training (includes fraud, consumer protection and fair lending issues), two of training on non-traditional mortgage products and twelve hours of additional instruction on mortgage origination.

100 PERCENT ATTENDANCE REQUIRED. TEXTBOOK INCLUDED IN TUITION. THIS COURSE IS A LIVE SYNCHRONIZED WEBCAST.

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4-HOUR NC SAFE: NORTH CAROLINA ORIGINATION ESSENTIALS
MTG7204 HOURS: 4.0 $89

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.

100 PERCENT ATTENDANCE REQUIRED. TEXTBOOK INCLUDED IN TUITION.

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CFP® Certification Education

FUNDAMENTALS OF FINANCIAL PLANNING
CFE8001 HOURS: 39.0 $600

Get a comprehensive overview of the financial planning process. Understand the roles and responsibilities of a financial planner and gain the analytical skills to aid in fiduciary decision-making. You will learn communication techniques, risk tolerance, time-value-of-money, regulatory issues and various financial planning applications.

TEXTBOOK REQUIRED.

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INSURANCE PLANNING
CFE8002 HOURS: 33.0 $600

Understand the importance of insurance when it comes to financial planning. In this course, you will grasp basic concepts in risk management and the various types of insurance, such as property, casualty, life, health, disability and long-term care.

TEXTBOOK REQUIRED.

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Customer Service: 704.778.3006
## Corporate and Continuing Education - Job and Career Enhancement - Fall 2016

### 4-HOUR NC SAFE: NORTH CAROLINA ORIGINATION ESSENTIALS WEBINAR

**MTG8204**

**HOURS:** 4.0  
**$89**

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: 2016 REPORTING, REFERRALS AND REQUIREMENTS

**MTG7226**  
**HOURS:** 8.0  
**$125**

This year's CE course will focus on current HMDA requirements and the changes under the new HMDA Rule. RESPA Section 8 including examples of violations, the new FNMA Home Ready mortgage program and NC SAFE Act updates.

### CERTIFIED MORTGAGE LENDING SPECIALIST

**MTG7600**  
**HOURS:** 60.0  
**$325**

Discover the myriad of career options in today’s mortgage banking industry. Our comprehensive online Certificate program will set you apart and give you the skills that are required by today's lending institutions. Mortgage Lending Specialists must be knowledgeable in all aspects of mortgage loan financing. You will learn the entire loan process, from assessing clients’ needs, understanding credit and collecting data, to mortgage underwriting and closing the loan. In addition, students will learn about the secondary mortgage market, loan servicing and the regulatory compliance associated with each phase of the loan process.

### 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.

### STOCKS, BONDS AND INVESTING: OH MY!

**ECO8052**

**HOURS:** 24.0  
**$149**

Join us for this online course in the basics of stocks, bonds, finance and investing. Learn about the stock markets, 401k plans and preparing for retirement to make your own investment decisions easier. You’ll leave this course with a comprehensive and thorough education in personal finance and investment.

### THE ANALYSIS AND VALUATION OF STOCKS

**ECO8053**

**HOURS:** 24.0  
**$149**

This comprehensive course uses everyday language to provide you with conventional and advanced techniques in researching and valuing stocks. Learn to read financial statements and calculate financial ratios. Perform industrial comparisons, value stocks and conduct economic and industrial research.

### RETIREMENT PLANNING TODAY

**ECO8025**

**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.

### KEYS TO SUCCESSFUL MONEY MANAGEMENT

**EDG8000**

**HOURS:** 24.0  
**$149**

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. Become comfortable with the broad array of investment choices available to you right now and discover the best ways to acquire and accumulate both cash and real property.

### New address or phone?

For important news and announcements about your classes, update your contact information today.

Call 704.778.3006 or go to cpcc.edu and:

1. Click MyCollege.
2. Log in with your CPCC ID.
3. Click Continuing Education.
4. Click Address Change (update your address, phone numbers and email).

---

A $12 CAPS Fee is required per class for courses meeting on college campuses.

See page 54 for Fees and Refund Policies.

cpcc.edu/cce
CFP® certification
Invest in yourself and your career

Earning a certification means investing in yourself and your career. The CFP® certification is a smart move whether you’re already in financial services or want to change careers. It’s also smart for your business or employer. In fact, industry research\(^1\) shows significant benefits, including:

- **26%**
  CFP® professionals earn 26 percent more in compensation than other financial advisors, adjusted for years of experience.

- **40%**
  Practices with CFP® professionals generate 40 percent more revenue and are generally more productive than other firms.

- **53%**
  Practices with CFP® professionals attract 53 percent more ultra-high-net-worth and high-net-worth clients than companies without CFP® professionals.

CPCC’s CFP® Certification Education Program is registered with the Certified Financial Planner Board of Standards, Inc., which awards the CFP® Certified Financial Planner and CFP marks to individuals who meet initial requirements, known as the four “Es.”

- **Education** – bachelor’s degree + a certificate program
- **Examination** – pass the CFP® Certification Examination
- **Experience** – 3-5 years of work experience either before or after completing the education requirements
- **Ethics** – comply with the CFP Board’s Code of Ethics and Professional Responsibility

**Your path for success**

For CPCC certification, you must pass all seven courses. You may enroll in these courses while working toward CFP® Certification requirements. For details, visit cfp.net.

Scholarships or financial help, including Veterans Affairs (VA) may be available. Contact the Financial Services Institute at 704.330.4681 for information.

---

1Commissioned study by the Certified Financial Planner Board of Standards, Inc.

**Who should attend?**

Professionals who hold a bachelor’s degree from an accredited college or university and are practicing in the financial services industry, including:

- Investment advisors
- Bankers
- Stockbrokers
- Accountants
- Tax managers
- Insurance professionals
- Employee benefits professionals
- Risk management professionals
- Lawyers
Seven courses meet your education requirement

Satisfy your education requirement with CPCC’s recurring program of seven courses. Sessions are held two nights a week during a one-year period. You’ll find flexible enrollment, industry professional instructors and convenient payment per course.

<table>
<thead>
<tr>
<th>Fundamentals of Financial Planning</th>
<th>Begin with an overall understanding of financial planning, including the responsibilities of a financial planner, analytical skills, communication skills, risk tolerance and regulatory issues. (39 hours)</th>
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<tbody>
<tr>
<td>Fundamentals of Insurance Planning</td>
<td>Study insurance needs, including risk management, industry operations and regulation, as well as social insurance - life, medical, disability, long-term care, personal property and liability. (33 hours)</td>
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<tr>
<td>Investment Planning</td>
<td>Learn about investments and tools that maximize your client’s portfolio. You’ll cover client assessment, including tax considerations, economic factors, valuation, asset allocation and performance. (39 hours)</td>
</tr>
<tr>
<td>Income Tax Planning</td>
<td>Cover the federal income tax system and its impact. Topics include deductions, tax credits, capital gains and losses, life insurance and annuities, and taxation of business. (39 hours)</td>
</tr>
<tr>
<td>Retirement Planning</td>
<td>Help clients design retirement plans for a business or an individual. Evaluate qualified plans, non-qualified plans and IRAs. (39 hours)</td>
</tr>
<tr>
<td>Estate Planning</td>
<td>Understand estate and gift tax planning, including the nature, valuation, transfer, administration and taxation of property. Also, learn to develop a personalized estate plan. (39 hours)</td>
</tr>
<tr>
<td>Financial Plan Development Course</td>
<td>Approved by the CFP Board of Standards, Inc., this capstone course satisfies the Financial Plan Development Course requirement. Apply the knowledge and skills from the full program toward your preparation, implementation and delivery of a financial plan. (45 hours)</td>
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ACT NOW!
Free Information Session
THURSDAY, AUGUST 4
CPCC Harris Campus
Reserve a seat by calling 704.330.4681.

cpcc.edu CFP Search

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PLANNER™ and CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.
Learn about Business Analysis certificates at cpcc.edu

Business Processes

Business Analysis

DATA GATHERING AND REQUIREMENTS ELICITATION
BAP7007 HOURS: 16.0 $595

Learn techniques for gathering information about project requirements, assumptions and constraints and communicating that information to project stakeholders. An essential skill for business analysts, systems analysts, developers, liaisons, project managers and project team members. Topics include interviewing, requirements workshops, document analysis, observation and questionnaires. Learn how to locate errors during implementation, programming and testing phases. Save time and money with more effective quality systems being developed. This class is for those business analysts, liaisons, project leaders, support and testing teams who want to ensure the system developed meets agreed upon business requirements. Eligible for 14 PDU’s (PMI) and 14 CDUs (IIBA).

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

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<td>11/14-11/22</td>
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CREATING FUNCTIONAL SPECIFICATIONS
BAP7008 HOURS: 16.0 $595

Learn the best methods to facilitate communication among stakeholders, bridging the communications gap between the business and technology. Learn analysis methods to make the necessary transition from business requirements to functional specifications. Eligible for 14 CDUs (IIBA) and 14 PDU’s (PMI).

THIS COURSE IS REQUIRED FOR PROFESSIONAL IN BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAM.

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<td>10/17-10/25</td>
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PMI-PBA EXAM PREPARATION
BAP7003 HOURS: 24.0 $795

The PMI-PBA Certification attests to knowledge and practice of standardized, formal and successful project management protocols with an emphasis on business analysis. Become PMI-PBA Certified and demonstrate a thorough understanding of project management best practices with an emphasis on determining and managing business requirements. This course uses a highly focused approach of content and exam application to prepare students to take the PMI-PBA Certification exam. Eligible for 24 PDU’s (PMI).

THIS COURSE IS REQUIRED FOR PMI-PROFESSIONAL IN BUSINESS ANALYSIS PLUS CERTIFICATE PROGRAM.

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Speed up your search
When you see this image:

(cpcc.edu)

type the search term(s) you see in the box into the search box in the upper right corner of cpcc.edu.

Let’s face it, all projects have risk. Even the best project managers will experience uncertainty that can threaten a project’s success. Join us to learn a six-step process to help you identify and manage risk in your next project.

Project Risk Management
Starts October 31

With any project, your goal is to deliver on time, on budget and on schedule. Make that happen using this process to lower your risk in simple, matrix and cross-functional projects. You will use tools and techniques for a systematic approach. Eligible for 8 PDUs (PMI®)
Lean and Six Sigma

LEAN SIX SIGMA GREEN BELT CERTIFICATION
BUS7430 HOURS: 46.0 $1495

Become Green Belt Certified and have the skills to lead Lean Six Sigma project teams. Work with cross-functional teams to define and measure problems, analyze root causes, implement improvements and establish control. Course is comprised of two components, online learning and classroom education. Lean Six Sigma project is required to demonstrate the methodology acquired from the course.

LEARN SIX SIGMA BLACK BELT CERTIFICATION
BUS7435 HOURS: 100.0 $2995

Prepare to provide an organization with expertise of a certified Six Sigma Black Belt. Content is built on the American Society for Quality’s Body of Knowledge. Black Belts lead cross-functional teams to carry out improvement projects, implement tools of Six Sigma and provide statistical expertise for project teams. This course will prepare you for the ASQ certification exam.

PROGRAMS.

REQUIRED FOR BOTH PROJECT MANAGEMENT AND PMI-PBA CERTIFICATE PROGRAMS.

LEADING THE WAY IN STAKEHOLDER MANAGEMENT
PMP7022 HOURS: 16.0 $595

Increase your ability to identify and influence stakeholders at all levels. Identify root cause needs and leverage relationships from board room to team war room to maximize project success. Strategize team management as an integrated system to deliver a project on-scope, on-schedule and on-budget. Includes PMBOK principles and practical tools for success. Eligible for 16 PDUs (PMI).

THIS COURSE IS REQUIRED FOR BOTH THE PROJECT MANAGEMENT AND PMI-PBA CERTIFICATE PROGRAMS.

饯 01(Harris Campus) Harris 2 2132
MA 8 a.m.-5 p.m. MA 10/27-10/28 SS
01(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 11/7-11/15 SS
02(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 11/12-11/15 SS
03(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 11/22-12/1 SS
04(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 12/28-1/10 SS
05(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 12/29-1/13 SS

PROJECT MANAGEMENT

PROJECT PLANNING AND CONTROL
BAP7006 HOURS: 24.0 $795

Learn processes, tools and techniques used to initiate, plan, execute, monitor and control and close projects to ensure project quality from start to finish. Explore best practices for managing and controlling scope, budget, schedule, and risk to control project costs, schedule and scope. Learn a six step process for successful risk management that is effective on-schedule and on-budget. Includes PMBOK principles and practical tools for success. Eligible for 24 PDUs (PMI).

THIS COURSE IS REQUIRED FOR BOTH THE PROJECT MANAGEMENT AND PMI-PBA CERTIFICATE PROGRAMS.

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05(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 12/28-1/10 SS
06(Harris Campus) Harris 2 2132
TH 8 a.m.-5 p.m. TH 12/29-1/13 SS

DETERMINING BUSINESS REQUIREMENTS
BAP7005 HOURS: 16.0 $595

Learn how to develop a business case and business requirements documentation (BRD) via identifying, capturing and documents business needs. Learn about Project Management and PMI-PBA certificates at cpcc.edu/projectmanagement

LEARNING TO MANAGE PROJECT RISK
PMP7005 HOURS: 8.0 $229

Learn a six step process for successful risk management that is effective in simple, matrix and cross-functional projects. Introduces to tools and techniques for a systematic approach to project risk management. Eligible for 7 PDUs (PMI).

THIS COURSE IS REQUIRED FOR PROJECT MANAGEMENT PLUS CERTIFICATE PROGRAM.

饯 01(Harris Campus) Harris 2 2132
MA 8 a.m.-5 p.m. MA 10/31-11/7 SS

cpcc.edu/cce
A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 54 for Fees and Refund Policies.
MANAGING AGILE PROJECTS
PMP7008  HOURS: 16.0  $595

Agile projects cope with a business environment filled with constant change through enhanced communication, close collaboration between project stakeholders, iterative development, adaptive planning and teams that are largely self-organizing. This workshop enables participants to learn and practice agile project management methods and to adapt them to individual business environments. The best practices for adaptive planning, risk-driven development, communication and negotiation are covered in great detail. The skills needed to build and foster collaboration and accountability within cross-functional teams are stressed. Upon completion, participants involved in PMI and the PMP certification program are awarded 16 PDUs. Total Systems Education’s Global R.E.P. number is 1270. The course is also compliant with International Institute of Business Analysis (IIBA) BABOK Guide. The Endorsed Education Provider number for Total Systems Education is E112.

COMPTIA PROJECT+
DPT8311  HOURS: 44.0  $1166

IT Project Management careers are on the rise. Learn the project management process for deploying IT projects, including project initialization and setup, planning and scheduling, execution, control and closure. This course is required for the IT Project Management Certificate. Book required 978-0470585924 CompTIA Project + Study Guide Authorized Courseware: Exam PK0-003

CPCC LOGIN AND TEXTBOOK REQUIRED.

ITIL FOUNDATIONS
DPT8312  HOURS: 44.0  $1166

ITIL is a public framework that describes Best Practice in IT service management. It provides a framework for the governance of IT, the service wrap and focuses on the continual measurement and improvement of the quality of IT service delivered, from both a business and a customer perspective. This focus is a major factor in ITIL’s worldwide success and has contributed to its prolific usage and to the key benefits obtained by those organizations deploying the techniques and processes throughout their organizations. Book required 978-111942757 ITIL Foundation Exam Study Guide.

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

BUSINESS WRITING
OSC7018  HOURS: 12.0  $135

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

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

WRITE YOUR LIFE STORY
ENG7115  HOURS: 24.0  $149

If you’ve ever thought about writing your life story, now is the time. You will have the satisfaction of telling history your way. This course walks you step-by-step through the process of writing your life story. It’s fun. It’s exciting. It’s a story only you can tell.

THE CRAFT OF MAGAZINE WRITING
ENG7121  HOURS: 24.0  $149

Turn your dreams into bylines and help yourself to a bright future as a magazine writer. You’ll learn plenty of powerful brainstorming techniques designed to almost write every article for you.

Public Speaking
MASTERING PUBLIC SPEAKING
BUS8701  HOURS: 24.0  $149

Discover how to talk confidently and persuasively to both large audiences and small groups. Learn how to plan and deliver your presentations skillfully and how to manage one of the most common public speaking barriers-fear.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

Writing and Journalism
PUNCTUATION AND GRAMMAR
OSC7017  HOURS: 12.0  $135

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.

BUSINESS WRITING
OSC7026  HOURS: 24.0  $149

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.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

Communication
KEYS TO EFFECTIVE COMMUNICATION
BUS8700  HOURS: 24.0  $149

Become a great conversationalist by learning to use communication to build rapport and create environments of trust, warmth and respect. Become more confident, create a great first impression, get along well with others and create more and better personal and professional relationships.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.
Computer and Information Technology

AutoCAD

BASIC BLUEPRINT READING FOR CAD
CD7006 HOURS: 12.0 $418

Achieve competence in reading and interpreting industrial drawings. Learn the basic principles, concepts, ANSI and SI Metric drafting symbols and standards, terminology and other related technical information contained on a CAD drawing. This course is required for the AutoCAD Certificate. Textbook provided. Register no later than 14 days prior to class to allow for ordering textbook.

CPCC LOGIN REQUIRED. EARLY REGISTRATION REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2106 MW 6-10 p.m. 8/22-8/29 SS

AUTOCAD ADVANCED
CD7007 HOURS: 24.0 $761

Learn advanced techniques and greater proficiency in use of AutoCAD. 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: CD7006 BLUEPRINT READING. EARLY REGISTRATION REQUIRED. TEXTBOOK PROVIDED IN CLASS. EARLY REGISTRATION REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2106 MW 6-10 p.m. 9/7-10/12 SS

AUTOCAD 3D DRAWING AND MODELING
CD7104 HOURS: 24.0 $761

This course is designed for users who have a good working skill level in the AutoCAD software and proficient with the 2D commands. Expand your knowledge in the fundamentals of 3D and explore the main features of the advanced 3D modeling workspace. This course is required for the AutoCAD Certificate. Textbook provided in class. Register no later than 14 days prior to class to allow for ordering textbook.

CPCC LOGIN REQUIRED. EARLY REGISTRATION REQUIRED. PREREQUISITE: CD7007 ADVANCED AUTOCAD.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2106 MW 6-10 p.m. 11/14-12/27 SS

Class will not meet on 11/21 and 11/23.

Basic Computer Skills

INTRO TO COMPUTERS AND KEYBOARDING
DPX7000 HOURS: 16.0 $371

New to computers? This course has been designed for you! Register in this class to get more familiar with Windows 7 and improve your typing skills. This class will teach you how to find and run programs, organize your files and get more Internet and Security savvy. Plus you will begin to increase your typing speed using fun and interactive programs. Books required 978-0735626669 Windows 7 Plain and Simple and 978-054733199 Mastering Computer Typing.

CPCC LOGIN AND TEXTBOOKS REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course 10/12-12/2 SS
02 (Harris Campus) Harris 2 2121 F 9 a.m.-1 p.m. 9/9-9/30 SS

INTRODUCTION TO WINDOWS 10
ETG8152 HOURS: 24.0 $150

Gain the foundation you need to get started right away using Windows 10. Find your way around the operating system, get to know the expanded Start menu, desktop and system settings. From finding files and folders, to learning how to touch-type—that is, to type text you read on a computer screen without looking at your keyboard. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course 10/12-12/2 SS
02 (Internet) Online Course 12/14-1/3 SS

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 cpcc.edu/certifications.
Increase your value

Looking ahead in her career, CPCC student April Hairston took a big step by continuing her education while also working full-time. She said she had just one shot to convince her manager of the advantages of taking a course that would at times conflict with her normal work schedule.

So Hairston presented her manager with a compelling proposal that described the value more knowledge and skills would bring in her current role for her employer. As a result, her manager said yes, allowing Hairston to take the continuing education course as scheduled.

“I wanted to learn something new and cutting edge,” Hairston said. As a sales analyst with one of the nation’s top three banks, she wanted to enhance her skills by learning SAS programming. Although she graduated from college years ago, Hairston considers herself to be a lifelong learner. She said she welcomed the opportunity to learn new technology skills. With more than a decade in banking, along with financial sales experience, a business degree and experience in data analytics using Excel, Hairston said the CPCC course increased her value as a professional. It created new possibilities within her current sales analyst role while preparing her to advance her career.

Hairston called the SAS class awesome. It included speakers who presented how they use SAS programming in their business models. “Dr. Sharon Jones (the instructor) is unbelievable. She’s passionate about what she teaches every day.”

For more information about computer technology classes, visit cpcc.edu/computertraining.

Join us this fall for our NEW Financial Data Analyst Certificate, a two-part series designed for financial professionals.

Learn more on page 4.
MICROSOFT OFFICE 2013 BOOT CAMP
BTC8010 HOURS: 30.0 $695

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. In this hands-on class you will create documents (Word), spreadsheets (Excel) and presentations (PowerPoint) using MS Office 2013. Book required 978-1305409026 Microsoft Office 2013: Illustrated.

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Ballantyne) Ballantyne Center 110 TTH 8:30-10:30 a.m. 8/28-10/13 SS Class will not meet 9/1
02(Harris Campus) Harris 2 2121 F 9 a.m.-4 p.m. 10/20-11/18 SS

INTRODUCTION TO PC TROUBLESHOOTING
ETG8063 HOURS: 24.0 $175

Don’t spend your hard-earned cash on expensive PC repairs. The vast majority of the problems people experience with their computers are completely avoidable and most can be solved with nothing more than a few minutes of your time. This course takes you step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem and giving you the skills you need to solve them. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 10/12-12/2 SS

UNDERSTANDING THE CLOUD
ETG8112 HOURS: 24.0 $150

What is the cloud? If you have trouble answering this question, you’re not alone. In this course, we’ll explore how the cloud works, drives its incredible growth and how you can use cloud services. And don’t worry if you’re not tech savvy. We’ll relate the cloud to things you encounter every day, using practical, non-technical language.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 1/14-11/4 SS
G02(Internet) Online Course - 11/9-12/30 SS

DATA MANAGEMENT AND ANALYTICS

DATA ANALYSIS AND BUSINESS MODELING WITH EXCEL
DPT7150 HOURS: 30.0 $695

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. This course is required for the Excel Data Analyst Certificate. Book required 978-0735669130 Microsoft Excel 2013 Data Analysis and Business Modeling.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT 8035 ADVANCED EXCEL OR EQUIVALENT KNOWLEDGE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2121 MW 6-9 p.m. 10/24-11/30 SS Class will not meet on 11/21 and 11/23.

POWER BI INTRO
DPT7151 HOURS: 24.0 $716

If you are working on Six Sigma projects or analyzing data, then you are ready to create stunning reports and visualization with Microsoft’s NEW Power BI Desktop. This course will provide an overview of Power BI, a popular cloud based Business Intelligence platform for performing sophisticated data integration, modeling and reporting. Book required 978-1430264453 Beginning Power BI with Excel 2013.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXCEL ADVANCED (DPT-8035) OR EQUIVALENT KNOWLEDGE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Ballantyne) Ballantyne Center 109 TTH 8-9 a.m. 8/18-9/20 SS Class will not meet 8/25, 9/8

Learn the most sought after skill in today’s world of big data and analytics! Build a solid understanding of the concepts behind relational databases and the purpose of SQL. Begin with core relational database concepts and continue to reinforce those concepts with real-world T-SQL query applications. This class is ideal for BAs, software developers and entrepreneurs. In a world of data, learning SQL could be one of the best career decisions you ever made. Book required 978-0735666054 Training Kit (Exam 70-461) Querying MS SQL Server 2012.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: MTA-7200 DATABASE ADMINISTRATION FUNDAMENTALS.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2123 TTH 6-9 p.m. 8/30-9/22 SS Class will not meet 10/6 and 10/20.

TABLEAU ESSENTIALS
DPT7183 HOURS: 24.0 $716

Learn to create new data analysis and reporting with a product that makes databases and spreadsheets understandable to ordinary people. This class is designed as an introduction to Tableau that can help you see and understand your data to solve problems. Enjoy analyzing data faster and easier with the Tableau Software. Strong Excel skills are preferred; SQL recommended. Book required 978-119001195 Tableau Your Data.

CPCC LOGIN AND TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Ballantyne) Ballantyne Center 109 TTH 6-9 p.m. 11/8-12/19 SS Class will not meet 11/17, 11/24, 12/1

DATABASE ADMINISTRATION FUNDAMENTALS
MTA7200 HOURS: 24.0 $636

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. Book required 978-0470889169 Database Administration Fundamentals: Exam 98-364.

CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE DATA ANALYTICS WITH SQL SERVER CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2123 TTH 6-9 p.m. 8/28-9/22 SS

BEGINNING T-SQL WITH MICROSOFT SQL SERVER
DPT8132 HOURS: 30.0 $895

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ADVANCED SQL</td>
<td>3.0</td>
<td>$895</td>
<td>Expand your SQL knowledge and working with data. Focus on analysis of data by writing complex queries in SQL and translating business requirements into functional/data specifications for Business Intelligence solutions. Book required 978-0735666054 Training Kit (Exam 70-461) Querying Microsoft SQL Server 2012. CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8132 BEGINNING T-SQL.</td>
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<tr>
<td>SQL SERVER 2012 REPORTING SERVICES (SSRS)</td>
<td>3.0</td>
<td>$895</td>
<td>Learn how to report data faster, easier and more powerfully! Learn how to create reports and business intelligence (BI) solutions. This course targets business analysts and report designers. Book required 978-1118101117 Professional MS SQL Server 2012 Reporting Services. CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT-8162 ADVANCED SQL.</td>
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<tr>
<td>BUSINESS INTELLIGENCE AND DATA WAREHOUSE</td>
<td>1.0</td>
<td>$418</td>
<td>Discover the best practices to access and analyze data while gaining the confidence to dive right into your processes to improve and optimize business decisions and performance. This course provides the foundation that will allow you to understand data warehousing, BI processes and techniques and how to develop skills to consume and analyze data. The class will use available tools such as Power BI and Tableau Public. CPCC LOGIN REQUIRED.</td>
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<tr>
<td>BASE SAS PROGRAMMING</td>
<td>3.0</td>
<td>$928</td>
<td>Learn how to manage and manipulate data with the powerful software tool SAS. This course provides an introduction and application of how to write SAS programs. It is the entry point to learning SAS programming and provides the foundation to the multifaceted platform of SAS programming. Book Required #978-1607649243 SAS Certification Prep Guide: Base Programming for SAS 9, Third Edition.</td>
</tr>
<tr>
<td>ADVANCED SAS PROGRAMMING</td>
<td>2.0</td>
<td>$636</td>
<td>Take your Base SAS Programming knowledge to the next level in this course! This course looks at the components of Macros and SQL. It will highlight the components of the SAS macro facility and how to design, write and debug macro systems and introduces you how to process SAS data using Structured Query Language (SQL). Book required #978-1629593548. SAS Certification Prep Guide: Advanced Programming for SAS 9, Fourth Edition. CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: SAS 7100 (BASE SAS PROGRAMMING).</td>
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<tr>
<td>STATISTICS WITH THE POWER OF SAS</td>
<td>0.7</td>
<td>$175</td>
<td>Learn how to use your statistical knowledge with the powerful software SAS. This class covers basic statistical concepts that are critical for understanding and using statistical methods. This class explains what statistics is and why it is important to understand the characteristics of your data. Participants should have a basic understanding of the SAS programming language. Book required #978-1607648000 SAS Statistics by Example. CPCC LOGIN AND TEXTBOOK REQUIRED.</td>
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<tr>
<td>INTRODUCTION TO GOOGLE ANALYTICS</td>
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<td>Learn to use Google Analytics to make the most of your online traffic. You’ll see how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked and where they went when they left. CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.</td>
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<tr>
<td>MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA):</td>
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<td>This program will prepare you for database administration and development, learning the standards set forth to manage SQL Server 2012. Create database objects, constraints and alter DML triggers while learning to query and modify data, as well as how to work with functions. To further your expertise, you will also explore troubleshooting and optimizing SQL Server 2012 and the steps to install, manage and maintain SQL servers. Upon completion of the program, you will be given vouchers to take three Microsoft certifying exams. CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.</td>
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<tr>
<td>IT Infrastructure</td>
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<td>COMPTIA A+ CERTIFICATION- PREP DPT7011 HOURS: 70.0 $1855 CompTIA A+ is a powerful credential that helps IT professionals worldwide ignite their IT career. It validates understanding of the most common hardware and software technologies in business and certifies the skills necessary to support complex IT infrastructures. Participants will gain hands-on experience in installing and maintain PCs, mobile devices, laptops, networks and operating systems; plus fundamentals of security and cloud computing. Book required 978-1-305-26643-8 A+ Guide to IT Technical Support, Ninth Edition. CPCC LOGIN AND TEXTBOOK REQUIRED.</td>
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Customer Service: 704.778.3006
CompTIA Network+ is an entry-level vendor neutral certification that validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless network. It is recommended for support specialists with 12 or more months of experience in the field. This class covers all the topics that map to the skills and knowledge required to take the CompTIA Network+ Certification exam. Book required 978-1119021247 CompTIA Network + Study Guide: Exam N10-006.


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 #98-366. Book required 978-0470901830 Networking Fundamentals: Exam 98-366.

This training program will equip you with the skills needed to understand and execute cloud computing in a Microsoft Private Cloud environment. Learn methodologies required to securely deploy, manage and maintain cloud technologies specific to Microsoft technologies and also encompasses the skills needed to deploy, manage and maintain Windows Server 2012 environments.

Cisco CCNA certification training teaches you about routed and switched LAN emulation networks made up of Cisco equipment. This will give you the essential knowledge to install, configure and operate a small enterprise branch network, including basic network security. Upon completion of the program, you will be given vouchers to take the CCNA certifying exams.

A $12 CAPS Fee is required per class for courses meeting on college campuses.

See page 54 for Fees and Refund Policies.
Productivity Tools

EXCEL BASIC
DPT8014 HOURS: 12.0 $278

Learn the most sought after Business Productivity tool used by companies today! Begin with the basic operations of Excel which include understanding key concepts, working in the Excel Window and navigating through Office Backstage. This is the first course out of 3 that maps to the Excel MOS certification exam. Book required 978-0470133088 Microsoft Excel 2013 (Exam 77-420).

CPCG LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXPERIENCE WITH WINDOWS.

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EXCEL INTERMEDIATE
DPT8015 HOURS: 12.0 $278

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 maps to the Excel certification exam. This course is required for the Master Excel Certificate. Book required 978-0470133088 Microsoft Excel 2013 (Exam 77-420).

CPCG LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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EXCEL ADVANCED
DPT8035 HOURS: 12.0 $278

In this course, you will become more efficient and productive with securing and sharing workbooks and creating Pivot Tables and charts. This is the final course that maps to the Excel certification exam. This course includes all of the advanced features that will enhance your work tools, such as the text function suite, date and time functions, etc. This is the final course that maps to the Excel MOS certification exam. Book required 978-0470133088 Microsoft Excel 2013 (Exam 77-420).

CPCG LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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ANALYZE WITH VLOOKUP
DPT7890 HOURS: 4.0 $93

VLOOKUP is one of Excel’s most useful functions and it’s also one of the least understood. In this workshop you will learn how VLOOKUP works with database tables, or more simply, lists of things in an Excel worksheet. Use VLOOKUP to match two lists and quickly find the data you want which will make working with data easy.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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ANALYZE WITH PIVOT TABLES
DPT7891 HOURS: 4.0 $93

Don’t be tortured by bad data any longer! In this workshop, you will learn the ins and outs of Pivot Tables, how to connect your pivot table to multiple data sources and how easy it is to create summary cross-totals by simply clicking and dragging.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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EXCEL AUTOMATION TOOLS
DPT7782 HOURS: 4.0 $93

You use Excel 40 hours a week, but do you really know how to unleash the power of Excel? In this workshop, you will learn some automation tools that can make your work easier to do and enhance what you do. Work with Named Ranges, Tables, Slicers and Nested Formulas to see how data can be manipulated and massaged in Excel.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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EXCEL POWER FORMULAS
DPT7893 HOURS: 4.0 $93

Use Excel Power Formulas to get the job done in a better and improved way! In this workshop, you will learn a wide variety of excel formulas which will enhance your work tools, such as the text function suite, date and time.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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EXCEL MACROS
DPT7894 HOURS: 4.0 $93

In this workshop, you will learn what macros are, how to access them, some programming theory and how to record macros. Stop doing time consuming tasks where you do the same thing over and over, instead learn how to create macros to automate your common tasks.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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EXCEL DASHBOARDS
DPT7895 HOURS: 4.0 $93

Data is boring unless you know how to make it pop and come alive for the stakeholders. In this workshop, you will learn how to turn your data and pivot tables into interactive dashboards that show the key data you need others to see.

CPCG LOGIN REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.

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ADMINISTRATIVE PROFESSIONAL WITH MICROSOFT OFFICE 2013 MASTER
ETG8137 HOURS: 445.0 $2500

Get the training to become an administrative professional and prepare to become a certified Microsoft Office 2013 Master at the same time. The online Microsoft Office 2013 Master training will teach you how to use the entire suite of programs: Word, Excel, Outlook and PowerPoint, while preparing you for certification.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

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Programming and Web Development

**CORE JAVA**
DPT7510  **HOURS: 60.0**  **$1790**

Quickly develop useful programs while learning the basic principles of object-oriented programming. In this fast-paced class you will develop skills critical for ongoing programming success while working with meaningful real-world exercises. Working knowledge of programming recommended. This course is required for the Core Java Programming Certificate. Book required 978-1285856919 Java Programming, 8th Edition.

**SOFTWARE DEVELOPMENT FUNDAMENTALS**
MTA7300  **HOURS: 24.0**  **$716**

Have you considered adding programming skills to your toolbox? This course is designed as a starting place to build a career in Windows or Web App development. Begin learning object-oriented programming today. Maps to Microsoft Technology Associate exam #98-361. Book required 978-0470889114 Software Development Fundamentals: Exam 98-361.

**BEGINNING OBJECT-ORIENTED PROGRAMMING WITH C#**
DPT7630  **HOURS: 30.0**  **$895**

Quickly develop useful programs while learning the basic principles of object-oriented programming (OOP) using C# to demonstrate the core constructs of this programming framework. Use real-world situations and discover how to create, test and deliver programs using classes, arrays, collections and all the elements of OOP. This course is required for the Programming Fundamentals with C#/.NET Certificate. Book required 978-1118336922 Beginning Object-Oriented Programming with C#.

**BEGINNING NODE.JS**
DPT7630  **HOURS: 30.0**  **$895**

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.

**ASP.NET MVC 5**
WEB7225  **HOURS: 42.0**  **$1253**

ASP.NET MVC gives you a powerful, patterns-based way to build dynamic data-driven websites, with full control over markup for enjoyable, agile development. This class will introduce you step-by-step into the techniques of building a web application using the MVC (model-view-controller) design pattern, with plenty of practical exercises to illustrate the concepts for creating sophisticated applications that use the latest web standards. The class will also introduce you to single page web application (SPA) development using ASP.NET and web API on the server with a client side AngularJS/HTML/CSS frontend. Book required 978-1118784753 Professional ASP.NET MVC 5.
PRINCIPLES OF WEB DESIGN  
WEB7200  HOURS: 64.0  $1696
This course will guide you through the entire website creation process, while developing and enhancing your Adobe, HTML, CSS and visual design skills along the way. You will plan site layout and navigation; progress to Web typography, colors and images. You will learn the basics of branding, how to register your domain name and security issues with a focus on mobile and responsive web design. Book required 978-1285852645 Principles of Web Design.
CPCC LOGIN AND TEXTBOOK REQUIRED. THIS COURSE IS REQUIRED FOR THE Web MARKETING AND DESIGN CERTIFICATE.

RESPONSIVE WEB DESIGN  
ETG8118  HOURS: 24.0  $225
Design and build fully responsive websites optimized for smartphones, tablets and laptop/desktop viewing environments. Identify and address every aspect from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. Master how to use HTML5 linked to media queries in CSS3 to adapt content to fit your user’s viewport and see how jQuery Mobile can help you design mobile sites.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

CREATING WEB PAGES  
ETG8017  HOURS: 24.0  $225
Create and post your own website on the Internet using HTML in this extensive, hands-on workshop. From learning fundamentals of web design, you’ll then plan the content, structure and layout of your website, create pages of neatly formatted text, build links between the pages and to the outside world, add color, backgrounds, graphics and tables. You’ll also learn critical and timely information on securing the best possible location in search engine listings. Offered in partnership with ed2go.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

ADVANCED WEB PAGES  
ETG8018  HOURS: 24.0  $225
Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. In these lessons, you’ll learn to write HTML code for page content and CSS code for page styling. You’ll master cutting-edge techniques that take advantage of HTML5 and CSS3, the latest versions of the languages used to create modern websites. Whether you’re a beginner or an experienced Web designer wanting to update and enhance your skills, this course is perfect for you. In just a few weeks, you’ll be designing state-of-the-art websites that offer all the sophisticated elements that today’s users expect. Offered in partnership with ed2go.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

CREATING 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.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

INTRODUCTION TO CSS3 AND HTML5  
ETG8021  HOURS: 24.0  $225
Learn how to create state-of-the-art websites using modern CSS3 and HTML5 techniques. These powerful languages make it easier for you to build and manage large websites, plus give you more precise control over the appearance of every page you build. This course will provide you with the foundation you’ll need to master two critical and fast-growing new Web languages.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

INTERMEDIATE CSS3 AND HTML5  
ETG8022  HOURS: 24.0  $225
Create professional-quality websites with streamlined code that adapts to a variety of devices, screen resolutions, Web browsers and user needs. Learn the methods the pros use and discover the secrets to ensuring you keep total creative control over every aspect of a site. Master specific techniques and learn code to create responsive layouts that scale well to all screen sizes and devices.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

ADVANCED CSS3 AND HTML5  
ETG8110  HOURS: 24.0  $225
The latest versions of HTML and CSS have redefined how Web pages are created. So if you’re going to design Web pages, you need to know how to work with both. This course will teach you how to take advantage of HTML5 semantic tags that make page design far more intuitive, faster and easier compared to older versions of HTML. And you’ll learn to use HTML5 to create basic mobile pages and apps. You’ll also learn to wield new CSS3 features essential for fast-loading, exciting, interactive websites, especially mobile sites. In short, you’ll leave this course with valuable skills essential to creating modern websites.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

At your service
For your learning needs, call 704.778.3006 or email CCECustomerService@cpcc.edu.

Customer Service: 704.778.3006
MOBILE AND DESKTOP WEB DEVELOPER
ETG8048  HOURS: 460.0  $3892

Expand your career possibilities by learning Web development in this online program. Build dynamic websites and play a key role in increasing client-interaction for any company or business. Create your own websites and work with clients or improve existing websites to increase their functionality and make them more complex or user-friendly. Knowing both desktop and mobile development technologies will increase your job possibilities exponentially, especially with the increasing use of Smartphones and mobile devices.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
Q01 (Internet)  Online Course  -  11/8-11/8  SS

Construction and Sustainability

Plumbing
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.
SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Levine Campus)  Levine 1234  F  8 a.m.-noon  10/20-10/21  OE
1 hr lunch on Thursday
(Levine Campus)  Levine 1234  TH  8 a.m.-5 p.m.  10/20-10/21
1 hr lunch on Thursday
06 (Levine Campus)  Levine 1225  T  8 a.m.-5 p.m.  12/6-12/7  OE
1 hr lunch on Tuesday
(Levine Campus)  Levine 1225  W  8 a.m.-noon  12/6-12/7
1 hr lunch on Tuesday

Cosmetology

NATURAL HAIR CARE CERTIFICATION, PART 1
COS7004  HOURS: 160.0  $375

This is the first of two courses toward preparation for the Natural Hair Care Braiding License Exam. 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.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (City View)  City View Center 107A  MTWTH  4-9 p.m.  8/15-10/12  SS
Class will not meet 9/5, 10/10, 10/11

NATURAL HAIR CARE CERTIFICATION, PART 2
COS7005  HOURS: 160.0  $375

This is the second of two courses towards preparation for the Natural Hair Care Braiding License Exam. This course covers advanced level applications specific to styles and techniques of natural hair styling, including twisting, wrapping, extending, locking, blow drying and hot ironing; business management and professional ethics; and other related topics.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01 (City View)  City View Center 107A  MTWTH  4-9 p.m.  10/13-12/8  SS
Class will not meet 11/24

Construction is thriving in Charlotte thanks to a record-breaking boom in apartment building, plus a hot market for retirement communities.

More units mean more need for those in maintenance occupations. The rise is likely about 300 new support jobs in 2016, according to the Greater Charlotte Apartment Association. To prepare, CPCC and the association have teamed up to present a new General Rental and Apartment Maintenance Certificate.

Required courses:
Non-credit
Carpentry Core Skills: Doors and Trim
Basic Plumbing
Basic Drywall

Credit
Introduction to Electrical
Introduction to Air Conditioning, Heating and Refrigeration
Refrigerant Certification
Basic Customer Service

Are you ready to get a job or advance in this field? Our unique program blends credit and non-credit courses to cover basic carpentry, plumbing, electrical and HVAC skills. Our courses are also open to homeowners, so you can maintain your own rentals.

Ready to learn more? Contact the Crowder Construction Institute at jasmine.hines@cpcc.edu.
Entrepreneurship and Small Business

Start Up

LAUNCHING A STARTUP VENTURE

SBX7777

HOURS: 40.0

$399

Overwhelmed in starting your business? Get ready to jump-start your launch in this unique course filled with online lessons from nationally known entrepreneurs. Use this real world experience and rules of the road to learn the valuable tips and advice and avoid the most common mistakes. We’ll walk you through a practical business model and startup blueprint that lets you seize opportunities and use proven steps to execute a successful startup.

SOUP TO NUTS STRATEGY FOR STARTING A SUCCESSFUL FOOD BUSINESS

SBX7901

HOURS: 10.0

$149

Are you ready to bring your recipes to market? Demand is booming, up more than 18 percent in three years as consumers seek out the quality and taste of artisan products. Fortunatley, North Carolina food entrepreneurs no longer need to rent expensive commercial space. Cottage food laws allow you to create a small food business in your own kitchen. In this class, you’ll learn the intricacies of the laws and create a winning recipe for a successful food business.

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.

FREE SEMINARS FOR SMALL BUSINESS SUCCESS

How to Start a Business
8/16 • T • 6:30 – 8:30 p.m. • Central Campus
9/28 • W • 11 a.m. – 1 p.m. • Online
12/7 • W • 6 – 8 p.m. • Online

Business Model Canvas
8/24 • W • 6 – 8 p.m. • Online

Financing Your Small Business
8/30 • T • 6:30 – 8:30 p.m. • Central Campus
10/12 • W • 6 – 8 p.m. • Online

Small Business Resources
9/7 • W • 6 – 8 p.m. • Online

How to Write a Business Plan
9/13 • T • 6:30 – 8:30 p.m. • Central Campus
11/9 • W • 6 – 8 p.m. • Online

How to Find Customers
9/14 • W • 6 – 8 p.m. • Online

Which Certifications are Right for Your Business
9/21 • W • 6 – 8 p.m. • Online

Basics of Bookkeeping
10/3 • M • 6:30 – 8:30 p.m. • Central Campus
11/30 • W • 6 – 8 p.m. • Online

Marketing Your Business
10/5 • W • 6 – 8 p.m. • Online

Your Small Business Taxes
10/18 • T • 6:30 – 8:30 p.m. • Central Campus

Patents, Trademarks and Trade Secrets
11/2 • W • 6 – 8 p.m. • Online

Tax Information for Small Businesses
10/25 • T • 6:30 – 8:30 p.m. • Central Campus
11/17 • TH • 6 – 8 p.m. • Central Campus

Choosing Your Legal Structure
11/15 • T • 6:30 – 8:30 p.m. • Central Campus

How to Do Business with Mecklenburg County
11/16 • W • 6 – 8 p.m. • Central Campus

To reserve your seat today, visit cpcc.edu/sbc/register.
LEARN TO BUY AND SELL ON EBAY  
SBX8142  
HOURS: 24.0  $149

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

START YOUR OWN ARTS AND CRAFTS BUSINESS  
SBX8148  
HOURS: 24.0  $149

Learn how to start your own arts and crafts business from a professional artist. Discover how to find your niche within your chosen craft and how to create your own unique business identity. Recognize what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach that meshes with your personality and preserves your creative integrity.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

HOW TO START A NONPROFIT  
SBX8224  
HOURS: 24.0  $149

Learn to select a board of directors, write bylaws, craft a mission statement, obtain tax-exempt status, develop a budget, create a marketing plan, explore fundraising options and more. By the time you fish this course you will be well-prepared to meet the challenge of starting and operating a successful nonprofit.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

CREATING A SUCCESSFUL BUSINESS PLAN  
SBX8227  
HOURS: 24.0  $199

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. Discover all of the major components of writing a business plan and emerge with your first draft in hand.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

OPENING A SMALL FAMILY CARE HOME  
LL17990  
HOURS: 25.0  $299

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.

MATERIALS PROVIDED IN CLASS.

International Trade

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.

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 cpcc.edu. Under “Online Services,” click on “CPCC Login.”

cpcc.edu/cce  
A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 54 for Fees and Refund Policies.
CERTIFIED CUSTOMS SPECIALIST (CCS) CERTIFICATION PROGRAM
INT8004 HOURS: 185.0 $899

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.

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Non-Profits

FROM GRANT SEEKING TO GRANT WRITING
SBX7468 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.

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ADVANCED GRANT PROPOSAL WRITING
SBX8225 HOURS: 24.0 $199

Learn what to do and what not to do on your cover sheet, narrative, background page and your stakeholder and third-party evaluation plan. Discover the quickest and most efficient ways to gather the information you’ll need to develop your proposal’s attachments, including information on your organization’s structure, administration and finances.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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INTRODUCTION TO NONPROFIT MANAGEMENT
SBX8226 HOURS: 24.0 $149

Understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. Learn skills and develop strategies that will take your organization to new heights of prosperity and productivity.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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Design your own T-shirt

Our fun, one-day class shows you how to take an image from the computer to printed product. Whether beginner or novice, our small class size means extra hands-on time for learning about print variable properties and press color matching.

T-shirt Design and Printing meets Friday or Saturday. Bring your friends!

cpcc.edu T-shirt design Search

Graphic Design, Printing, and Photography

BASIC COMIC BOOK CREATION: CREATING COMIC BOOKS AND GRAPHIC NOVELS
GRX7000 HOURS: 12.0 $249

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 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.

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1 hr lunch

BASIC INKING OF COMIC BOOKS
GRX7001 HOURS: 8.0 $165

Comic book inking and realistic ink drawing involve different but overlapping skill sets. Explore ways in which the tools and techniques of ink draftingmanship can be put into the service of comic storytelling. Emphasis will be on building skills, value organization and designing an orderly reading experience. Through exercises in line sensitivity, contrast, “noodling” and correcting and through visual narrative projects, students will learn to effectively cartoon in ink.

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

Customer Service: 704.778.3006
In this course you will focus on the use of color as applied through digital media. Color is a powerful form of expression that artists and designers use to create their works. Understanding color is an important tool that will help you develop your design skills.

This course will cover the basics of color theory, includinghue, saturation, and intensity. You will also learn about color schemes, such as complementary, analogous, and monochromatic, and how to use them to create visually appealing designs.

The course will include hands-on exercises and projects that will give you the opportunity to apply what you have learned. You will also have the chance to explore different applications and techniques, such as pantone color, spot color, and CMYK color.

This course is suitable for students with no prior experience in color theory. It is recommended that you have a basic understanding of graphic design principles, as this knowledge will be useful in understanding and applying color theory.

**Course Requirements:**
- Access to a computer and internet connection.
- Basic design software and tools.
- Access to a color palette or software to experiment with color.

**Course Objectives:**
- Understand the fundamentals of color theory.
- Develop skills in creating visually appealing designs.
- Explore different applications and techniques of color.

**Target Audience:**
- Designers
- Business owners
- Students

**Course Duration:**
- 12 weeks

**Course Schedule:**
- Weekly sessions
- Interactive discussions
- Hands-on exercises

**Assessment:**
- Participation in class discussions
- Completion of assignments
- Final project

**Course Instructor:**
- [Instructor Name]

**Course Registration:**
- Register online
- Contact: [Contact Information]

**Course Fee:**
- $12 CAPS Fee is required per class for courses meeting on college campuses.

**Contact:**
- Corporate and Continuing Education
- [Campus Location]
- [Contact Information]

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**Basics of Digital Coloring for Comic Books**

**GRX7002**

**HOURS:** 8.0  
**$165**

**Introduction to CorelDRAW X5**

**PRX7095**

**HOURS:** 24.0  
**$149**

Even if you can’t draw a straight line, this software program helps you draw with confidence as you create professional newsletters, greeting cards, web graphics and logos. You’ll learn how to turn plain photographs into art as you cover line and shape tools, color fills, layers, text tools, page layout, templates and import and export functions. Plus, discover how to apply special effects including shadows, transparencies, 3D, PowerClips and more for extraordinary results. The focus is on CorelDRAW X5, but support provided for CorelDRAW X6 or CorelDRAW X7.

**Adobe Creative Suite**

**Photoshop 1 (Mac)**

**PRX7053**

**HOURS:** 12.0  
**$195**

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.

**Photoshop 2 (Mac)**

**PRX7054**

**HOURS:** 12.0  
**$225**

Designed by our graphics staff to take an intermediate user and provide them with tools and tricks necessary to learn and grow in Photoshop. This course will give you advanced skills with the interface, terminology and tools and enhance concepts taught in Photoshop 1 (Mac). Taught on a Mac.

**Introduction to Photoshop CC**

**PRX7055**

**HOURS:** 24.0  
**$149**

Artists, photographers, designers and hobbyists all rely on Adobe Photoshop for image creation and editing. Discover the fastest and most effective ways to use Photoshop while accessing it from the Creative Cloud (CC), even if you’ve never used a computer graphics program before!

**Contact Customer Service at 704.778.3006 for access to course. To review computer requirements visit ed2go.com/cpcc.**

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**Corporate and Continuing Education - Job and Career Enhancement - Fall 2016**

**Basics of Digital Coloring for Comic Books**

**GRX7002**

**HOURS:** 8.0  
**$165**

In this course you will focus on the use of color as applied through digital media. Color is a powerful form of expression that artists and designers use to create their works. Understanding color is an important tool that will help you develop your design skills.

This course will cover the basics of color theory, including hue, saturation, and intensity. You will also learn about color schemes, such as complementary, analogous, and monochromatic, and how to use them to create visually appealing designs.

The course will include hands-on exercises and projects that will give you the opportunity to apply what you have learned. You will also have the chance to explore different applications and techniques, such as pantone color, spot color, and CMYK color.

This course is suitable for students with no prior experience in color theory. It is recommended that you have a basic understanding of graphic design principles, as this knowledge will be useful in understanding and applying color theory.

**Course Requirements:**
- Access to a computer and internet connection.
- Basic design software and tools.
- Access to a color palette or software to experiment with color.

**Course Objectives:**
- Understand the fundamentals of color theory.
- Develop skills in creating visually appealing designs.
- Explore different applications and techniques of color.

**Target Audience:**
- Designers
- Business owners
- Students

**Course Duration:**
- 12 weeks

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- Weekly sessions
- Interactive discussions
- Hands-on exercises

**Assessment:**
- Participation in class discussions
- Completion of assignments
- Final project

**Course Instructor:**
- [Instructor Name]

**Course Registration:**
- Register online
- Contact: [Contact Information]

**Course Fee:**
- $12 CAPS Fee is required per class for courses meeting on college campuses.

**Contact:**
- Corporate and Continuing Education
- [Campus Location]
- [Contact Information]
INTERMEDIATE PHOTOSHOP CC
PRX7056  HOURS: 24.0  $225

Master the techniques of non-destructive editing to re-edit, re-use and change projects long after they were originally created. Create reusable templates, learn how to save every pixel in your original image and use Smart Objects to crop or resize an image and get it back to its original size. Whether you want to use Photoshop to edit photos, design scrapbook pages, or do original artwork, this class will give you the building blocks you need.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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ILLUSTRATOR 1 (MAC)
PRX7063  HOURS: 12.0  $195

Are you a graphic designer or graphic artist or just want to add vector art to your skills? If so, this beginner Illustrator class is for you. Designed by our graphics staff to take a beginner and provide them with the tools and tricks necessary to manipulate and create vector art. 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.

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ILLUSTRATOR 2 (MAC)
PRX7064  HOURS: 12.0  $225

This class was designed by our graphics staff to take an intermediate user and provide them with the tools and tricks necessary to learn and grow in Illustrator. This course will give you advanced skills with the interface, terminology and tools used in Illustrator and will enhance concepts taught in Illustrator 1 (Mac). Taught on a Mac.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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INDESIGN 1 (MAC)
PRX7073  HOURS: 12.0  $195

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.

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INDESIGN 2
PRX7074  HOURS: 12.0  $225

If you are a graphic designer or prepress production wanting to take your InDesign skills to the next level, this class is for you! Designed by our graphics staff, this course provides students with the tools and tricks necessary to create print and electronic publications. This course will help you become more familiar with master pages, type adjustments and complex graphics.

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INTRODUCTION TO INDESIGN CC
PRX7075  HOURS: 24.0  $149

Learn to produce professional quality documents with the industry-standard desktop publishing software available through the Creative Cloud. Sample files give you downloaded graphics, images, fonts and more to complete projects. You’ll be ready to design your own letterhead, business cards, brochures, forms, interactive PDF files, eBooks and more. The course is applicable to any version of InDesign CS4 or newer.

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INTERMEDIATE INDESIGN CC
PRX7077  HOURS: 24.0  $225

Discover how to use program features to produce professional brochures, forms and documents and produce publications for different page sizes and devices. By the time you finish the course, you’ll not only be comfortable designing and planning your own workflows and templates, you’ll also know the most efficient and effective ways to take your InDesign publications to the next level.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

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MASTERING PHOTOSHOP LAYERS
MMG7701  HOURS: 7.0  $162

If you want to use Photoshop to manipulate, combine and correct images, this course is for you. The best way of getting the most out of Photoshop is understanding how to create and manipulate different types of layers. Learn how to composite pictures, make non-destructive adjustments and corrections and blend images to create amazing effects. THIS CLASS WILL BE TAUGHT ON A PC.

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MASTERING PHOTOSHOP SELECTION TOOLS
MMG7702  HOURS: 7.0  $162

A selection isolates one or more parts of your image. By selecting specific areas, you can edit and apply effects and filters to portions of your image; while leaving the rest of your canvas is left unaffected. There are a wide variety of selection tools in Photoshop, so which one do you use? It all depends of the kind of object you want to select, but we will tell you more during the class. THIS CLASS WILL BE TAUGHT ON A PC.

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IMAGE CORRECTION IN PHOTOSHOP
MMG7705  HOURS: 7.0  $162

If you need to correct dull photos in Photoshop, this is the class for you. Bring to class those photographs that are lacking in contrast, have a color cast, are scanned from film, or you captured in haze or fog. During this class you will refine and enhance your photographs using Adjustment layers, selection tools, and hue/saturation. You will learn to alter brightness, contrast, hue, saturation and more to complete projects. This class will give you the skills you need to make the adjustments to your image. THIS CLASS WILL BE TAUGHT ON A PC.

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Sometimes we have a precious moment in our lives captured in the wrong way. In this class you will use Photoshop to enhance and retouch your precious, yet less-than-perfect images to become precious and perfect. Learn the various Photoshop retouching tools and when to use each. Remove freckles, telephone lines and old flames. Bring a batch of your own photographs to retouch and fall in love with them all over again.

**THIS CLASS WILL BE TAUGHT ON A PC.**

### MMG7707
**HOURS: 7.0**  **$162**

### BEAUTIFUL PORTRAITS IN PHOTOSHOP
There is a fine line between lustrous smoothness and the dreaded plastic look. An overly airbrushed image makes subjects appear more like children’s dolls than real people and robs them of their humanity. In this class you will work with your own portraits and use Photoshop techniques to: balance skin tones, remove wrinkles (and pounds!) and soften features while still retaining a natural look.

**THIS CLASS WILL BE TAUGHT ON A PC.**

### MMG7709
**HOURS: 7.0**  **$162**

### RESTORING OLD PHOTOGRAPHS IN PHOTOSHOP
Before photos existed as JPGS and were stored on the cloud, they were subject to all types of time ravages; they were faded, scratched, worn, torn and even written on. In this class you can use Photoshop to breathe life back into your old family memories and keep them alive for future generations. Gather your most beloved photographs and bring back old times in this fun class.

**THIS CLASS WILL BE TAUGHT ON A PC.**

### MMG7713
**HOURS: 7.0**  **$162**

### PHOTOSHOP BOOT CAMP
Learn the industry standard tool for creating rich imagery for a variety of applications including video, print and the web in this comprehensive Photoshop Bootcamp training. The instructor will show you step-by-step how Professional Graphic Designers use Photoshop on a range of different photo editing jobs. No prior experience of Photoshop is needed, because this course is a complete foundation that starts at a beginning level and progresses to an intermediate level of mastery to perfect photo manipulation. This training is ideal for designers, marketers and anyone who is pursuing a career in graphic design. Book required 978-0113924442 Adobe Photoshop CC Classroom in a Book.

### CPCC LOGIN AND BASIC COMPUTER SKILLS ON WINDOWS OR MAC IS REQUIRED. PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

### MMG7835
**HOURS: 28.0**  **$649**

### Digital Photography

#### DIGITAL PHOTOGRAPHER CERTIFICATE
**MMG7942**  **HOURS: 56.0**  **$1327**

Discover how to take incredible pictures with your digital camera from beginning to end. This certificate covers all the fundamentals of good digital photography including: how to use ISO, aperture and shutter speed functions in your camera, how to master movement and depth of field, tips and tricks for flash and portrait photography, as well as post production with Adobe Lightroom CS6. If you are considering photography as a hobby or thinking about a career in photography, this certificate is for you!

### UNDERSTANDING THE DIGITAL SLR CAMERA
**MMG7948**  **HOURS: 14.0**  **$334**

Digital Photography technology is continually changing, however the principles behind good photography do not. Learn how to use your digital camera to take beautiful pictures by using the fundamental concepts of light, composition, ISO, aperture and shutter speed. This class is for the photography aficionado that wants to take the perfect shot in-camera and reduce editing.

### PRINCIPLES OF PHOTOGRAPHIC COMPOSITION
**MMG7901**  **HOURS: 14.0**  **$334**

In photography, it’s not just what you shoot that counts - the way that you shoot it is crucial, too. Poor photo composition can make a fantastic subject dull, but a well-set scene can create a wonderful image from the most ordinary of situations. This class covers the best photo composition 'rules' and tips and shows you how to capture amazing images. This class will have field work. Textbook provided in MMG-7948 is required and supplied as needed.

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**Balance your life**
Find fun ways to achieve work and life balance. See personal enrichment courses on page 45.
**Photographing People**

MMG7902  
**HOURS:** 14.0  
**$334**

Photographing people can be a very intimidating and daunting task, not only the pressure as your subject is often awaiting to see the final results; but there are also many elements to consider when you are focusing on people. One of the best ways to improve your photography is to learn from the professionals. In this class you will get some tips to get you thinking like a pro and into the correct mindset to take some amazing portraits. This class will have field work. Textbook provided in MMG-7948 is required and supplied as needed.

**CPCC Login Required: MMG-7948 (Understanding the Digital SLR Camera) is recommended. Participant must bring a Digital SLR Camera and Textbook from MMG-7948 to Class. This class will be on a MAC.**

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**Basic Flash Photography**

MMG7906  
**HOURS:** 7.0  
**$162**

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. 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. No book required.

**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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**Health and Human Services**

**Medical Math**

EDG8003  
**HOURS:** 24.0  
**$149**

Gain the medical math skills you need for anything from calculating dosages to using scientific formulas. Whatever medical field you’re in, the hands-on activities in this class will help you perform day-to-day math tasks quickly and easily.

**Prerequisite: MMG-7948 Understanding the Digital SLR Camera. Must bring a Digital SLR Camera and Textbook from MMG-7948 to Class.**

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**Introduction to Biology**

BIO7000  
**HOURS:** 24.0  
**$90**

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 will prepare you for more advanced courses in human anatomy and physiology.

**Contact Customer Service at 704.778.3006 for Access to Course. To Review Computer Requirements Visit Ed2go.com/cpcc.**

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**Human Anatomy and Physiology**

BIO7002  
**HOURS:** 24.0  
**$90**

Discover the nature of matter and review the principles of chemistry that are important to human physiology while placing emphasis on the organization of the human body and the differences between nonliving matter and living organisms. Learn about cell anatomy and physiology, principles of genetics, skeletal and muscular systems, circulatory and respiratory systems, the endocrine system and functions of the different organ systems. By the end of this course, you’ll have a greater appreciation and understanding of the human body.

**Contact Customer Service at 704.778.3006 for Access to Course. To Review Computer Requirements Visit Ed2go.com/cpcc.**

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**Personal Trainer National Certification**

WIT7000  
**HOURS:** 36.0  
**$850**

Become a Certified Personal Trainer in this comprehensive challenging course offered over 5 or 8 week sessions with the National Exam held the 6th or 9th weeks, respectively. The 62-hour program includes 16 hours of lecture, 16 hours of hands on practical training and a 30-hour internship. Key topics include biomechanics, exercise physiology, fitness testing and equipment usage and health assessment. CPR/AED is needed to receive the certificate.

**Purschase Textbook Prior to Start of Class.**

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**Aging Studies**

**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.

**60 Hours Online and 60 Hours Preceptorship**

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**Assisted Living Administrator Information Session**

Join us for a FREE information session!

Thursday, October 20  
6:30 – 8:30 p.m.  
Levine Campus Auditorium

Learn more and register on our website.

cpcc.edu  
Assisted Living Administrator  
Search
Allied Health

EXPLOREING MEDICAL LANGUAGE
HEA7254  HOURS: 90.0  $180

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

TEXTBOOK REQUIRED.

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Class will not meet 9/5

MEDICAL REIMBURSEMENT SPECIALIST
HEA7270  HOURS: 90.0  $180

Students will learn basic ICD-10-CM and CPT coding skills coding skills. Students will gain knowledge of Medicare, Medicaid, Managed Care, insurance terminology, billing and reimbursement skills.

TEXTBOOK REQUIRED.

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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.

TEXTBOOK REQUIRED.

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EKG TECHNICIAN
HEA7315  HOURS: 112.0  $180

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.

EFFECTIVE SPRING 2016 PERMISSION REQUIRED TO REGISTER.

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<td>8/16-12/6 OE</td>
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Class will not meet 11/24

MEDICAL TRANSCRIPTIONIST
HEA7401  HOURS: 136.0  $180

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

TEXTBOOK REQUIRED. FOOT PEDAL AND HEADSET REQUIRED.

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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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Hospitality and Food Services

Catering and Event Planning

BASICS OF CATERING AND EVENT MANAGEMENT
CUL7500  HOURS: 38.0  $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. Catering handbook required.

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

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Textbook required.

DIETARY MANAGER

FOOD SYSTEMS MANAGEMENT
HEA7317  HOURS: 120.0  $180

This comprehensive course addresses food service delivery systems and detailed management information from menus through recipes, forecasting, purchasing, inventory management, budgets, cost control, quality management, employee safety and more. As a certified dietary manager an essential role is human resources, which includes staffing, scheduling, motivation, performance review, training, goals and objectives and communication. This course has been approved by the Association of Nutrition and Foodservice Professionals. 70 hours classroom/50-hour preceptorship.

50 HOURS PRECEPTORSHIP WITH AN APPROVED PRECEPTOR. HOURS MUST BE COMPLETED BY LAST DAY OF CLASS. BACKGROUND CHECK AND HEALTH SCREENING REQUIRED BY PRECEPTOR AND MUST BE COMPLETED PRIOR TO STARTING PRECEPTORSHIP. TEXTBOOK REQUIRED. AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

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How’s $37,800 a year to start?

Charlotte’s food service managers are doing well. Most have less than a four-year degree and start out making $37,800. With experience, they can earn between $57,600 (the industry average) and $67,500.*

Food Systems Management

This 120-hour course is approved by the Association of Nutrition and Foodservice Professionals (ANFP) and prepares you for the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) accreditation.  


HOUSEKEEPING CERTIFICATE PROGRAM

HOS7500  HOURS: 115.0  $180

This comprehensive pre-employment skills training program provides individuals with the skills necessary to obtain employment in the hospitality industry as a Room Attendant. The training program is supported by Charlotte Area Hotel Association, the Westin Charlotte and Central Piedmont Community College. The training program and the relationships with the Greater Charlotte Hospitality Employers network will place graduates in luxury hotels in the Charlotte area that provide quality career hospitality jobs. Training topics include: customer service, hotel branding, maintaining a comfortable and tidy environment and housekeeping skills. The 115 contact hours include 40 hours of job shadowing at an area sponsored hotel.

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

BUX8006  HOURS: 15.0  $209

This Fundamentals course is the start of the HR Certificate Program. It covers basic HR functions, such as law, benefits, employee relations and recruitment. It links the HR program with the organization’s mission, vision, culture and business objectives.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 MW 6-10 p.m. 8/17-9/31 SS
02(Levine Campus) Levine 1225 TH 6-9 p.m. 8/25-9/8 SS

BASIC EMPLOYMENT LAW FOR HUMAN RESOURCES

BUX8007  HOURS: 15.0  $209

Employment Law, as part of the HR Certificate Program, will provide an understanding of the state/federal court structures and will survey a variety of state/federal employment laws. Students will review real-life applications of most of the laws and put their training to use in a mock sexual harassment trial.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 MW 6-10 p.m. 9/17-9/21 SS
02(Levine Campus) Levine 1225 TH 6-9 p.m. 9/13-9/27 SS

HUMAN RESOURCES - BENEFITS ADMINISTRATION

BUX8011  HOURS: 15.0  $209

This Benefits course, as part of the HR Certificate Program, will provide a basic understanding of laws/regulations affecting benefits administration and an overview of legally required and voluntary benefit programs. Participants will learn how to evaluate an organization’s benefits program in terms of meeting their organizational goals and needs of the employees.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 MW 6-9 p.m. 9/26-10/10 SS
02(Levine Campus) Levine 1225 TH 6-9 p.m. 10/18-11/1 SS

HUMAN RESOURCES - EMPLOYEE RELATIONS

BUX8012  HOURS: 15.0  $209

Employee Relations, as part of the HR Certificate Program, will provide a basic understanding of this function and how it is integrated into the organization, review laws prohibiting discrimination and identify barriers to performance management. Participants will learn to link the HR/ER program with the organization’s mission, vision, culture and objectives.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 MW 6-9 p.m. 10/17-11/2 SS
02(Levine Campus) Levine 1225 TH 6-9 p.m. 11/3-11/17 SS

Human Resources and Payroll

SHRM-CP AND SHRM-SCP PREPARATION

BUX7930  HOURS: 36.0  $895

Enrich your HR skills and competencies to succeed. This intensive SHRM-CP/SCP certification preparation is designed for individuals seeking credentials that HR professionals need, offered in partnership with Society of Human Resource Management; includes instruction and SHRM Learning System. Successful completion of this course in no way guarantees passing the exam. Eligibility requirements: certification.shrm.org/.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 TH 6-9 p.m. 9/15-12/15 SS

Share your success!

Tell us how CPCC helped you reach your goals. Who knows, we may feature you on our website or in upcoming publications. Email mysuccess@cpcc.edu.

Customer Service: 704.778.3006
EFFECTIVE RECRUITMENT AND SELECTION

BUX8010  HOURS: 15.0  $209

This Recruiting course, as part of the HR Certificate Program, 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.

PAYTRAIN FUNDAMENTALS

PPS7004  HOURS: 30.0  $795

PayTrain Fundamentals, ideal for new payroll professionals and/or those preparing for the Fundamentals of Payroll Certification (FPC) exam, developed by American Payroll Association, teaches payroll calculations/applications and basic knowledge/skills required to maintain payroll compliance and is a suggested prerequisite to PayTrain Mastery. Successful completion of this course in no way guarantees passing score on exam. Testing/eligibility requirements: americanpayroll.org.

PAYTRAIN MASTERY

PPS7005  HOURS: 36.0  $895

PayTrain Mastery, ideal for experienced payroll professionals seeking compliance training and/or Certified Payroll Professional (CPP) certification preparation, developed by the American Payroll Association, provides a solid understanding of advanced payroll topics necessary for payroll managers/supervisors. PayTrain Fundamentals is a suggested prerequisite. Successful completion of this course in no way guarantees passing score on exam. Testing/eligibility requirements: americanpayroll.org.

Insurance

N.C. PROPERTY INSURANCE AGENT (PRE-LICENSING)

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.

I want my SHRM® Certification

Earn the new standard in HR certification that is aligned to global business needs and linked to performance: SHRM Certified Professional (SHRM-CP®) and SHRM Senior Certified Professional (SHRM-SCP®). Expand your knowledge and practical, real-life competencies for an immediate impact on your job.

If you want someone to lead your SHRM-CP/SHRM-SCP exam preparation and answer your questions, we can help. CPCC’s course combines live instruction with the SHRM Learning System® for SHRM-CP/SHRM-SCP for more comprehensive learning and longer retention of information, all at a manageable pace to lead you to success on the exam.
5 reasons to invest in yourself

1. Potential for higher earnings
   Studies show that a higher level of education means higher earnings throughout your career. Further, many employers require specialized skills or credentials even before applying. These may be degrees, assessments, certificates, licensure or industry-based certifications.

2. Increased job security
   If layoffs occur, you want to be the one who holds critical job skills, plus the ability to learn and adapt to rapid changes in technology and processes. As an added plus, the employment rate is consistently lower for those with more education.

3. Job growth
   The more skills, ideas and knowledge you have, the more doors will open for you. This can pay off in immediate benefits on the job, including greater responsibility and an expanding professional network.

4. Career management
   You must take charge in planning and achieving your own fulfilling career. Investing in yourself by gaining expertise gives you the power and tools to create your own future.

5. Industry certifications
   Validate your skills, knowledge and abilities with in-demand, industry-recognized certifications. Not only will you earn credibility with your boss and among your peers, but you will also demonstrate a commitment to your field.
Do you know your next career move? Top skills and knowledge can help you get ahead in an existing job or land a new one. It’s time to invest in yourself and your career with today’s in-demand skills and certifications.

WHAT IS A CERTIFICATION?
A certification is a process that results in a credential. Earning a certification shows you have specific skills, knowledge and expertise. They are usually tied to established standards in an occupation, technology or industry. Often, certification leads to professional designations indicated by letters you may add to your name (ex: CPIM, SHRM).

HOW CAN I EARN A CERTIFICATION?
Generally, you need to pass a test to earn a certification. At CPCC, our third-party certification exams or exam preparation courses align with specific industry-based skills and knowledge. By studying and passing these certification exams, you validate your competence in professional standards and may seek a professional designation, or credential, awarded by a third-party organization. Some certifications require professional experience and ongoing eligibility or professional development.

WHY GET A CERTIFICATION?
Some employers require a certification or credential to apply for a job. Specialty certifications can help you advance in your career and give you an edge in the job market. Some employers may require workers to keep or obtain certain certifications. This can be true especially in healthcare or financial fields.

WHAT IS THE DIFFERENCE BETWEEN A CERTIFICATE AND A CERTIFICATION?
In CPCC’s Corporate and Continuing Education, a non-credit certificate is awarded based on an educational program. It is often open to newcomers and experienced professionals alike. However, a certification generally results from an exam process and is awarded by a third party. It typically requires some professional experience.

Your successful completion of a non-credit certificate course, or series of courses with a specific focus is different than a degree-granting or credit-based program.

To learn more, visit cpcc.edu/certifications.
N.C. CASUALTY INSURANCE AGENT (PRE-LICENSING)
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.

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<td>Harris 2 2124</td>
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<td>8:30 a.m.-5:30 p.m.</td>
<td>10/14-10/22</td>
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<td>02 (Ballantyne)</td>
<td>Ballantyne Center 107</td>
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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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<td>10/26-10/28</td>
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Languages and Culture

Foreign Languages

BEGINNING FRENCH I
LAN7301  HOURS: 30.0  $140
This first level French course will engage students with a unique integration of communicative building blocks and contemporary culture, providing the tools they need to build a solid foundation in introductory French.

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<td>7-9 p.m.</td>
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BEGINNING FRENCH II
LAN7302  HOURS: 30.0  $140
This second level of French will continue to engage students with additional and more complex communicative building blocks and cover additional aspects of the contemporary French culture by providing additional grammatical and conversational tools needed to strengthen the foundation learned in level I.

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<td>7-9 p.m.</td>
<td>8/24-12/7</td>
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BEGINNING GERMAN I
LAN7305  HOURS: 30.0  $140
This entry-level course is geared toward those students who have not yet had any instruction in German. This is a lifesaver course for students planning a trip to a German speaking country with an emphasis on real life situations. There will be an emphasis on grammatical construction.

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BEGINNING GERMAN II
LAN7306  HOURS: 30.0  $140
This course is designed to provide greater capabilities to communicate in a German-speaking environment. The course will build on the background and skills attained during Course I or during any other equivalent course or any real live experiences acquired during residence or work in a German-speaking environment.

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<tr>
<td>01 (Ballantyne)</td>
<td>Ballantyne Center 107</td>
<td>TH</td>
<td>7-9 p.m.</td>
<td>8/25-12/8</td>
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BEGINNING SPANISH I
LAN7309  HOURS: 30.0  $140
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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<td>8/22-12/12</td>
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<td>02 (Levine Campus)</td>
<td>Levine 1224</td>
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<td>7-9 p.m.</td>
<td>8/23-12/6</td>
<td>SS</td>
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<tr>
<td>03 (Ballantyne)</td>
<td>Ballantyne Center 106</td>
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<td>7-9 p.m.</td>
<td>8/23-12/6</td>
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<tr>
<td>04 (Myers Park High School)</td>
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<td>7-9 p.m.</td>
<td>8/24-12/7</td>
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BEGINNING SPANISH II
LAN7310  HOURS: 30.0  $140
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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<td>01 (Ballantyne)</td>
<td>Ballantyne Center 106</td>
<td>TH</td>
<td>7-9 p.m.</td>
<td>8/25-12/8</td>
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BEGINNING SPANISH III
LAN7311  HOURS: 30.0  $140
This course is the last in the Beginning Spanish series, designed for the student who has completed Beginning Spanish I and II, or has had moderate exposure to the Spanish language. This course builds on the skills developed in the first two courses.

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INTERMEDIATE SPANISH  
LAN7030  
HOURS: 30.0  $140  
Expand your Spanish skills 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 three beginning Spanish courses including additional vocabulary, cultural and geographical features of Spanish-speaking countries.

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Myers Park High School)  W  7-9 p.m.  8/24-12/7 SS

BEGINNING ITALIAN I  
LAN7315  
HOURS: 30.0  $140  
This course is designed to provide the student with the basic capabilities to communicate in an Italian-speaking environment.

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Myers Park High School)  W  7-9 p.m.  8/22-12/8 SS

BEGINNING ITALIAN II  
LAN7316  
HOURS: 30.0  $140  
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.

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Ballantyne) Ballantyne Center 107  T  7-9 p.m.  8/23-12/6 SS

INSTANT ITALIAN  
LAN8500  
HOURS: 24.0  $149  
Discover how to communicate in Italian in a wide variety of settings. Learn about the Italian language’s impact on the world, the Italian alphabet, phonetics and pronunciation, proper forms of address, expressions of courtesy and how to make introductions.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  11/9-12/30 SS

SPEED SPANISH  
SPA7500  
HOURS: 24.0  $149  
This course is designed for anyone who wants to learn Spanish pronto. You’ll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you’ll be able to go into any Spanish speaking situation and converse in Spanish.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  8/17-10/7 SS  
G02 (Internet) Online Course  -  9/14-11/4 SS

SPEED SPANISH II  
SPA7501  
HOURS: 24.0  $149  
See an immediate improvement in your Spanish fluency by enrolling in Speed Spanish II. You’ll see words, hear them pronounced properly and be granted plenty of opportunities to practice your pronunciation. Then, you’ll learn several clever recipes that you can use to glue the words together into sentences.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  10/12-12/2 SS  
G02 (Internet) Online Course  -  11/9-12/30 SS

SPEED SPANISH III  
SPA7502  
HOURS: 24.0  $149  
Master your ability to speak, understand and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. In this advanced-level course, you’ll learn the final six recipes that will serve as templates to help you create any Spanish sentence you want.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  10/12-12/2 SS  
G02 (Internet) Online Course  -  11/9-12/30 SS

International Learning

EASY ENGLISH 1  
ENG7101  
HOURS: 24.0  $149  
Do you need to learn English-and learn it fast? Start with the basics and build your skills step-by-step. Learn the English you need for real-life situations including shopping for clothes and food and job-hunting. Learn key words and phrases you can use at school or in social settings and you’ll know the right things to say in a medical emergency.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  8/17-10/7 SS  
G02 (Internet) Online Course  -  10/12-12/2 SS

EASY ENGLISH 2  
ENG7102  
HOURS: 24.0  $149  
Review some English basics and build grammar, vocabulary and writing skills step-by-step as you go through the course. Improve your listening skills through audio and video activities. By the time you’re done, you’ll have the skills you need to speak intermediate-level English with confidence.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  8/17-10/7 SS  
G02 (Internet) Online Course  -  10/12-12/2 SS

EASY ENGLISH 3  
ENG7103  
HOURS: 24.0  $149  
Review intermediate skills and build additional skills while learning key words and phrases you can use in everyday and emergency situations. Develop strategies for reading comprehension and improve your listening skills through audio and video activities.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND  
G01 (Internet) Online Course  -  8/17-10/7 SS  
G02 (Internet) Online Course  -  10/12-12/2 SS

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.

SEC LOCATION DAY(S) TIME DATES REFUND  
01 (Central Campus) Overcash Center 217  S  9-11:30 a.m.  9/10-10/15 SS

This course is helpful for non-native English speakers who plan to take the TOEFL exam or who want to improve their academic English reading, writing, listening, speaking and grammar skills.
**Register now at cpcc.edu/cce/itheknow.**

**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.

**CONVERSATIONS IN ENGLISH V**

**ESL7003**  
**HOURS: 20.0**  
$150  
This Adult ESL English language course is for adults who enjoy discussing issues. Topics that interest students and promote discussion, as well as topic-specific vocabulary provide a fun and relaxed learning environment. Class time includes brief reading and comprehension activities. 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.

**CONVERSATIONS IN ENGLISH VI**

**ESL7004**  
**HOURS: 20.0**  
$150  
This is a continuation of Conversations in English V. 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. The book for Conversations in English V will be used in this course.

**AMERICAN ENGLISH PRONUNCIATION**

**ESL7005**  
**HOURS: 30.0**  
$150  
English-language learners will target areas of their speech and comprehension to speak clearly and with efficiency, understand native English speakers better, practice conversational skills and improve interactions with others at work, at school and in real-life situations.

**Leadership and Management**

**MANAGING CUSTOMER SERVICE**

**BUS8501**  
**HOURS: 24.0**  
$149  
Discover the methods for bringing out the best in your team, measuring customer service and learning what you need to do to anticipate the needs of your reps and your customers. Unlock the power of leading by example and setting new trends for customer service in your growing business.

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT I**

**SBX8105**  
**HOURS: 24.0**  
$159  
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. Learn to make a successful transition from employee to manager and learn how to manage your time so that you can deal with the constant demands of a managerial job.

**FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II**

**SBX8106**  
**HOURS: 24.0**  
$159  
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.

**Marketing and Social Media**

**EFFECTIVE SELLING**

**SBX8114**  
**HOURS: 24.0**  
$159  
The goal of Effective Selling is not to teach you how to make a sale today, but to help you discover how you can easily convert a potential customer into a long-term asset. This course will help you lay the groundwork for repeat business and your future success. In sales, there are no quick fixes. However, with the knowledge, planning skills, communication techniques and understanding of human nature that you will gain from this course, your sales will grow as if by magic. Offered in partnership with ed2go.

**USING SOCIAL MEDIA IN BUSINESS**

**SBX8223**  
**HOURS: 24.0**  
$159  
Gain a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. Master a simple process for making social media work for you. Learn about the five most popular social media platforms - Facebook, Twitter, LinkedIn, Pinterest and Google+. Offered in partnership with ed2go.
INTERNET MARKETING FUNDAMENTALS
MMG7030
HOURS: 32.0
$848

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. Book required 978-1118243770 Web Marketing All-in-One For Dummies, 2nd Edition.

CPCC LOGIN AND TEXTBOOK REQUIRED PRIOR TO START OF CLASS. THIS CLASS IS REQUIRED FOR THE WEB MARKETING AND DESIGN CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Ballantyne) Ballantyne Center 109 MW 4:30 p.m. 11/7-12/7 SS
Class will not meet on 11/21 and 11/23.

OMCP® DIGITAL ANALYTICS AND CONVERSION PROFESSIONAL (VOUCHER INCLUDED)
ETG8100
HOURS: 200.0
$2245

Discover a comprehensive, cross-discipline approach to collecting and interpreting marketing data, with real-world examples of what works, what doesn’t and how to test your ideas. Develop a conversion optimization framework, as well as create segmented Web data in order to make business decisions based on numbers. This program will further your marketing career as an analytics and conversion focused digital marketer. Upon completion of your program, you’ll receive an exam voucher to take the Online Marketing Certified Professional (OMCP®) exam.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 11/8-12/18 SS

OMCP® SOCIAL AND MOBILE MARKETING PROFESSIONAL (VOUCHER INCLUDED)
ETG8101
HOURS: 190.0
$2245

Learn how to build mobile and social marketing campaigns from start to finish. You’ll master the different opportunities available, understand when to use the different channels and know the best way to reach people on the go. By the time you complete this program, you’ll be fully prepared to further your career as a social media and mobile marketing focused digital marketer. Upon completion of your program, you’ll receive an exam voucher to take the Online Marketing Certified Professional (OMCP®) exam.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

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

It’s never too late.
Register for Corporate and Continuing Education classes.

cpcc.edu/cce

OMCP® SEARCH MARKETING PROFESSIONAL (VOUCHER INCLUDED)
ETG8102
HOURS: 180.0
$2245

Learn how to write appealing content, understand the nuances of helping a site rank and develop a conversion optimization framework to turn visitors into customers. By the time you complete this program, you’ll be fully prepared to further your career as an SEO focused digital marketer. You will receive an OMCP® certification exam voucher upon enrollment. Only one voucher available per student.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.

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

Notary

NOTARY PUBLIC I
BUS7117
HOURS: 6.5
$115

This required course is a full introduction to the statutes that regulate the acts of NC notaries. The purpose is for applicants to become a qualified candidate for the Notary Public commission. Successful candidates must meet a minimum 80 percent exam score. Review textbook prior to start of class.

MUST REGISTER TWO DAYS BEFORE START DATE. TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
02 (Ballantyne) Ballantyne Center 106 M 8:30 a.m.-4 p.m. 11/3-11/3 SS
03 (Harris Campus) TBA W 8:30 a.m.-4 p.m. 11/3-11/3 SS
04 (Harris Campus) Harris 2 2101 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
05 (Levine Campus) Levine 1225 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
06 (Harris Campus) TBA S 8:30 a.m.-4 p.m. 11/3-11/3 SS
07 (Merancas Campus) Cntr for Justice 131 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
08 (Harris Campus) Harris 2 2130 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
09 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
10 (Ballantyne) Ballantyne Center 106 M 8:30 a.m.-4 p.m. 11/3-11/3 SS
11 (Merancas Campus) Cntr for Justice 131 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
12 (Central Campus) Hall 215 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
13 (Harris Campus) TBA W 8:30 a.m.-4 p.m. 11/3-11/3 SS
14 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
15 (Cato Campus) Cato 231 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
16 (Harris Campus) Harris 2 2101 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
17 (Levine Campus) Levine 1225 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
18 (Merancas Campus) Cntr for Justice 133 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
19 (Ballantyne) Ballantyne Center 106 M 8:30 a.m.-4 p.m. 11/3-11/3 SS
20 (Harris Campus) TBA W 8:30 a.m.-4 p.m. 11/3-11/3 SS
21 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
22 (Cato Campus) Cato 231 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
23 (Harris Campus) Harris 2 2101 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
24 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
25 (Merancas Campus) Cntr for Justice 133 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
26 (Harris Campus) TBA W 8:30 a.m.-4 p.m. 11/3-11/3 SS
27 (Central Campus) Hall 215 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
28 (Levine Campus) Levine 1225 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
29 (Ballantyne) Ballantyne Center 106 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
30 (Ballantyne) Ballantyne Center 106 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
31 (Merancas Campus) Cntr for Justice 131 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
32 (Cato Campus) Cato 231 S 8:30 a.m.-4 p.m. 11/3-11/3 SS
33 (Levine Campus) Levine 1225 W 8:30 a.m.-4 p.m. 11/3-11/3 SS
34 (Harris Campus) TBA S 8:30 a.m.-4 p.m. 11/3-11/3 SS
35 (Levine Campus) Levine 1224 W 8:30 a.m.-4 p.m. 11/3-11/3 SS

ELECTRONIC NOTARY CERTIFICATION
BUS7117
HOURS: 3.0
$67

Participants must be a current NC notary public in order to qualify for this certification. This course instructs individuals in procedures required to exercise electronic notarial acts as set forth by the NC Secretary of State. The course will cover the NC Electronic Notary Act and electronic notary processes.

MATERIALS PROVIDED IN CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2130 S 9 a.m.-noon 11/2-11/2 SS
02 (Harris Campus) Harris 2 2130 W 9 a.m.-noon 11/2-11/2 SS
03 (Ballantyne) Ballantyne Center 107 M 9 a.m.-noon 11/2-11/2 SS
04 (Harris Campus) Harris 2 2101 M 9 a.m.-noon 11/2-11/2 SS

A $12 CAPS Fee is required per class for courses meeting on college campuses.
See page 54 for Fees and Refund Policies.
Corporate and Continuing Education - Job and Career Enhancement - Fall 2016

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 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
04(Merancas Campus) Cntr for Justice 119 MW 6-10 p.m. 8/1-12/12 OE
(Merancas Campus) Cntr for Justice 119 S 8 a.m.-5 p.m. 8/1-12/12
05(Levine Campus) Levine 1225 S 9 a.m.-5 p.m. 8/2-12/8 OE
(Levine Campus) Levine 1320 TTH 6-10 p.m. 8/2-12/8

Students will have one 12-hour rotation at local hospital emergency department and one 12-hour rotation local EMS unit.

EMT TECHNICAL SCOPE OF PRACTICE TESTING
EMT7309
HOURS: 2.0 $70

This course will be utilized to comply with the North Carolina Office of Emergency Medical Services mandate concerning an EMT’s required scope of practice evaluation. This evaluation must be conducted in the last year of an EMT’s certification prior to the state renewing an EMT’s credential.

SEC LOCATION DAY(S) TIME DATES REFUND
03(Internet) Online Course - 7/17-12/31 OE

Student must have a current NC EMT certification.

EMT PARAMEDIC REFRESHER
EMT7510
HOURS: 86.0 $180

This will be a hybrid class with 16 hours of traditional classroom delivery and 70 hours of online course delivery. The course follows the DOT-Paramedic refresher training program and the standards set forth by the North Carolina Office of EMS. It is designed to review the minimum standard knowledge and skills required to function at the paramedic level. The course will not substitute for an initial paramedic training program.

SEC LOCATION DAY(S) TIME DATES REFUND
02(Central Campus) Zeiss 0100 SSU 8 a.m.-5 p.m. 9/9-10/23 OE

All students must have a current Paramedic certification or their certification cannot be expired for more than 4 years. Students employed by EMS, Law Enforcement or Fire Departments that require them to maintain a Paramedic credential (in North Carolina), are fee exempt for this class. Out of state students must pay tuition.

Real Estate and Appraisal

REAL ESTATE BROKER (PRE-LICENSING)
REX7500
HOURS: 79.0 $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. Requires CPCC login prior to start of class.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Levine Campus) Levine 2214 S 8:30 a.m.-5 p.m. 8/20-11/12 SS
02(Harris Campus) Harris 2 2124 MW 5:30-9:30 p.m. 8/22-10/31 SS
04(Central Campus) Levine 4 2124 MW 5:30-9:30 p.m. 8/29-11/7 SS
03(Cato Campus) Cato 223 MWF 9 a.m.-1 p.m. 8/29-10/21 SS
05(Levine Campus) Levine 1225 TTH 9 a.m.-1 p.m. 8/30-11/15 SS
06(Ballantyne) Ballantyne Center 106 TTH 10 a.m.-2 p.m. 9/6-11/10 SS
07(Cato Campus) Cato 162 TTH 5:30-9:30 p.m. 9/16-11/15 SS
08(Harris Campus) Harris 2 2124 TTH 5:30-9:30 p.m. 9/27-12/8 SS
09(Levine Campus) Levine 1325 MW 5:30-9:30 p.m. 10/3-12/12 SS
10(Cato Campus) Cato 223 MWF 9 a.m.-4 p.m. 10/24-11/23 SS

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.

BROKER RELATIONSHIPS AND RESPONSIBILITIES (POST-LICENSING #301)
REX7107
HOURS: 30.0 $149

This course meets every session for four hours with the exception of the last day. On the last day of class, this class will meet for two hours.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Cato Campus) Cato 223 MWF 9 a.m.-1 p.m. 11/29-12/14 SS

MANDATORY REAL ESTATE UPDATE (CE)
REX7213
HOURS: 4.0 $39

This course fulfills the annual CE credit as mandated by the NCREC. The Commission changes the subject matter of this course each year.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Cato Campus) Cato 223 T 9 a.m.-1 p.m. 12/6-12/6 SS

BROKER-IN-CHARGE UPDATE COURSE (BICUP)
REX7240
HOURS: 4.0 $39

A broker-in-charge who desires to retain his or her broker-in-charge status shall complete in lieu of the General Update Course a Commission developed “Broker-In-Charge Update Course” (BICUP) consisting of four classroom hours of instruction. The BIC is still required to take a four-hour elective to renew their license.

RESIDENTIAL PROPERTY MANAGEMENT
PMG8040
HOURS: 39.0 $695

Considering a career as a Residential Property Manager? In this comprehensive course, you will learn all aspects of residential property management from A to Z including - human resource and relationship management, legal issues and risk management strategies, on-site maintenance management, property financial management and marketing and leasing strategies. This course satisfies the education requirement for national certification of the Accredited Residential Manager® (ARM) designation, administered by the Institute for Real Estate Management (IREM).

TEXTBOOK REQUIRED. OPTIONAL APPLICATION FEES TO IREM ARE NOT INCLUDED IN TUITION.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2130 W 6-9 p.m. 8/24-11/16 SS

REAL ESTATE INVESTING
REX7406
HOURS: 24.0 $149

Learn how to succeed in high and low markets, 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.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Internet) Online Course - 8/17-10/7 SS

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 2127 TTH 6-9 p.m. 8/16-9/15 SS
So many choices
Explore careers and jobs that are in demand using CPCG’s Career Hub. Visit cpcc.edu/careerhub

BASIC APPRAISAL PROCEDURES
APP7202 HOURS: 30.0 $220

Enhance your basic appraisal knowledge with the various approaches to property valuation through the 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 2127 TTH 6-9 p.m. 9/27-10/27 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 2130 TTH 6-9 p.m. 11/1-11/15 SS

THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)
APP7144 HOURS: 16.0 $225

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 2136 T 6-10 p.m. 11/29-12/13 SS
01 (Harris Campus) Harris 2 2130 TTH 6-9 p.m. 11/1-11/15 SS

Last class meets 6-10 p.m. All others 6-9 p.m. Purchase textbooks prior to start of class, 2016-2017 edition.

SUPERVISORY APPRAISER / TRAINEE APPRAISER
APP7206 HOURS: 4.0 $65

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2130 S 9 a.m.-1 p.m. 11/12-11/12 SS

NATIONAL USPAP UPDATE (7 HOUR)
APP7145 HOURS: 7.0 $149

This 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 seven-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 2101 S 9 a.m.-5 p.m. 12/2-12/3 SS

1 hour lunch

Special Topics
INDIVIDUAL EXCELLENCE
BUS8500 HOURS: 24.0 $149

Develop career-enhancing skills in a single course that covers twelve popular one-day seminar topics, including goal setting, time management and personal organization. Learn to improve your creative abilities, gain confidence with financial matters and how to minimize conflict in your life.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course - 8/17-10/7 SS
02 (Internet) Online Course - 10/12-12/2 SS

MATH REFRESHER
EDG8001 HOURS: 24.0 $149

Learn to use math to your advantage with practical exercises and information. Discover how to get a handle on your income and expenses, check your paystub, invoices and bank statements for errors and overcharges and calculate percentages including the proper amount to pay in tips, commissions, taxes and discounts.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course - 8/17-10/7 SS
02 (Internet) Online Course - 10/12-12/2 SS

GRAMMAR REFRESHER
EDG8002 HOURS: 24.0 $149

Gain confidence in your ability to produce clean, grammatically correct work. Explore the basics of English grammar, such as sentence structure and punctuation, as well as more sophisticated concepts, such as logic and clarity. Reacquaint yourself with old, forgotten rules, meet some new ones and discover your own grammatical strengths.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course - 8/17-10/7 SS
02 (Internet) Online Course - 10/12-12/2 SS

Career Planning
JUMP-START YOUR CAREER
BUS7550 HOURS: 24.0 $149

If you’ve been frustrated in your career or job search, LinkedIn is the solution you’re looking for. Whether you already have an account and you haven’t taken advantage of it yet, or you’re just beginning to think about signing up, this course will give you the knowledge you need to succeed with LinkedIn.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course - 9/14-11/4 SS

RESUME WRITING WORKSHOP
BUS8551 HOURS: 24.0 $149

Create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. Learn different resume formats and the advantages and disadvantages of each.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Internet) Online Course - 9/14-11/4 SS

A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 54 for Fees and Refund Policies.
Recycle
Please share this schedule.

HUMAN RESOURCES DEVELOPMENT EMPLOYABILITY SKILLS
HRD8102 HOURS: 30.0 $125
This course will cover developing a resume, interview preparation, submitting applications and job search strategies. Students will learn the components of an effective resume, including organization and formatting and how to customize their own resumes to convey greater confidence. Learners will also gain life skills and develop a positive self-concept that will enhance their employability and job performance, including the opportunity for a professional dress outfitting. All learners will also register for NC Works and can prepare and practice for the Career Readiness Certificate (CRC) using KeyTrain software.
YOU MAY ENROLL IN HRD CLASSES AT NO CHARGE IF YOU MEET ANY OF THE FOLLOWING CRITERIA: UNEMPLOYED, NOTIFIED OF A PENDING LAYOFF, ELIGIBLE FOR THE FEDERAL EITC, OR RECEIVING WAGES AT OR BELOW 200 PERCENT OF THE POVERTY LEVEL.

BEYOND THE RESUME - NETWORKING AND STANDING OUT
HRD8103 HOURS: 18.0 $70
This course focuses on the essentials of securing a job in today’s rapidly-changing market including updating resumes, professional networking, writing cover letters and marketing personal brands. Participants will identify their natural strengths and how they relate to career success, develop their personal brands and “elevator speeches” and learn how to ask and answer interview questions to get the job. Students will learn how to make sure their resume stands out and survives the competitive online sorting process to land in the employer’s hands. All learners will also register for NC Works and can prepare and practice for the Career Readiness Certificate (CRC) using KeyTrain software.
YOU MAY ENROLL IN HRD CLASSES AT NO CHARGE IF YOU MEET ANY OF THE FOLLOWING CRITERIA: UNEMPLOYED, NOTIFIED OF A PENDING LAYOFF, ELIGIBLE FOR THE FEDERAL EITC, OR RECEIVING WAGES AT OR BELOW 200 PERCENT OF THE POVERTY LEVEL.

TECHNOLOGY TOOLS TO IMPROVE JOB SEARCH
HRD8503 HOURS: 30.0 $125
Learn to use computer technology, the internet, Career Coach and email to identify career goals and search for jobs. Develop and market your personal brand to secure employment by locating and applying for multiple jobs using electronic search systems and social media sites like LinkedIn. Identify government, community and online employment resources including NC Works. Create forms and documents using Microsoft Office to track job applications, log resume distribution and utilize salary charts. Compose error-free resumes and cover letters while improving typing skills and complete online job applications and employer correspondence.
YOU MAY ENROLL IN HRD CLASSES AT NO CHARGE IF YOU MEET ANY OF THE FOLLOWING CRITERIA: UNEMPLOYED, NOTIFIED OF A PENDING LAYOFF, ELIGIBLE FOR THE FEDERAL EITC, OR RECEIVING WAGES AT OR BELOW 200 PERCENT OF THE POVERTY LEVEL.

HRD course registration
Individuals wishing to enroll in HRD classes may enroll by reporting to class on the first day of the scheduled class. No pre-registration is required, see cpcc.edu/ccr/hrd for more information.

HOW TO TAKE CHARGE OF YOUR CAREER PATH
RCS7000 HOURS: 30.0 $499
Are you thinking about changing professions but just aren’t sure where to start? Would you like to take your career to another level? Whether you seek new work challenges or are hoping to maximize your current job opportunities, this course will help you develop a focused approach to career management. Using assessments and research strategies, you will define your value to the work force, identify in-demand occupational alternatives and set realistic career objectives. You will also learn how to create personal branding tools (a marketing plan, a targeted resume and a winning LinkedIn profile) and successfully sell yourself in today’s competitive job market.

SUPPLY CHAIN, LOGISTICS AND TRANSPORTATION

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS
GAT8046 HOURS: 24.0 $225
Learn key concepts for success in supply chain management. Understand how to represent top management’s interests on the shop floor, know how to translate strategic planning, sales and operations planning and new product introduction into achievable, operational plans.

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.
FAST TRACK: APICS MASTER PLANNING OF RESOURCES
APX7101
HOURS: 16.0
$535
This course prepares individuals for certification in production and inventory management. Help organizations improve workplace performance in production and planning of resources.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 9/10-9/11 SS

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. 10/22-10/23 SS

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 of handling inventories.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 1 1222 SSU 8 a.m.-5 p.m. 11/19-11/20 SS

Global Logistics Center
Choose from our growing number of degree and non-degree programs that strengthen Charlotte in becoming a hub of global commerce.

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• Logistics and distribution management
• Supply chain management
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• Free business seminars
• Commercial truck driving
• Freight broker/agent

For a full listing of degree programs, certificates and courses, visit cpcc.edu/global.

Corporate and Continuing Education - Job and Career Enhancement - Fall 2016

FAST TRACK: APICS STRATEGIC MANAGEMENT OF RESOURCES
APX7501
HOURS: 16.0
$535
Explore 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. 12/10-12/11 SS

APICS CERTIFIED SUPPLY CHAIN PROFESSIONAL EXAM PREP
SCP8000
HOURS: 40.0
$1200
The Certified Supply Chain Professional program is designed for supply chain management and operations professionals. It takes a broad view, extending beyond internal operations encompassing the entire supply chain. The program provides knowledge needed to manage complete supply chain activities, from the supplier to end user.

APICS CSCP MATERIALS MUST BE PURCHASED IN ADVANCE BY THE STUDENT.

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) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 9/8-9/8 SS
02 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 10/6-10/6 SS
03 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 11/3-11/3 SS
04 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 12/8-12/8 SS

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. Note that 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) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 9/8-9/8 SS
02 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 10/6-10/6 SS
03 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 11/3-11/3 SS
04 (Merancas Campus) Trans Sys 102 TH 8:30 a.m.-3:30 p.m. 12/8-12/8 SS

VEHICLE EMISSIONS INSPECTION OBD II RECERTIFICATION
AUX8423
HOURS: 8.0
$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
02 (Merancas Campus) Trans Sys 126 TH 8 a.m.-5 p.m. 8/25-8/25 SS
04 (Merancas Campus) Trans Sys 126 M 8 a.m.-5 p.m. 9/29-9/29 SS
06 (Levine Campus) Hendrick Auto 1120 TH 8 a.m.-5 p.m. 9/9-9/9 SS
09 (Merancas Campus) Trans Sys 126 TH 8 a.m.-5 p.m. 9/9-9/9 SS
11 (Levine Campus) Hendrick Auto 1120 T 8 a.m.-5 p.m. 9/17-9/17 SS
13 (Levine Campus) Hendrick Auto 1120 TH 8 a.m.-5 p.m. 10/6-10/6 SS
16 (Merancas Campus) Trans Sys 126 TH 8 a.m.-5 p.m. 10/20-10/20 SS
18 (Merancas Campus) Trans Sys 126 W 8 a.m.-5 p.m. 10/26-10/26 SS
20 (Levine Campus) Hendrick Auto 1120 TH 8 a.m.-5 p.m. 11/3-11/3 SS
23 (Merancas Campus) Trans Sys 126 TH 8 a.m.-5 p.m. 11/17-11/17 SS
26 (Levine Campus) Hendrick Auto 1120 W 8 a.m.-5 p.m. 12/13-12/13 SS
28 (Levine Campus) Hendrick Auto 1120 M 8 a.m.-5 p.m. 12/5-12/5 SS
29 (Levine Campus) Hendrick Auto 1120 T 8 a.m.-5 p.m. 12/13-12/13 SS
32 (Merancas Campus) Trans Sys 126 M 8 a.m.-5 p.m. 12/12-12/12 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.

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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.

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N.C. SAFETY INSPECTION INITIAL INSPECTION  
AUX8825  
HOURS: 8.0  
$70  
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.

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Teaching and Education  
SUBSTITUTE TRAINING: BECOMING AN EFFECTIVE SUBSTITUTE TEACHER  
EDU7001  
HOURS: 20.0  
$95  
Provides skills and practices to work as a substitute teacher.

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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.

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SAP  
SAP ADMINISTRATION AND MANAGEMENT  
SAP8200  
HOURS: 8.0  
$239  
This course has been designed for project managers responsible for rolling out a SAP project or deployment.

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SAP SUPPLY CHAIN MANAGEMENT  
SAP8201  
HOURS: 40.0  
$1193  
This course follows the natural flow of a supply chain from demand management, production procurement, inventory management and shipping using SAP system.

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Remember your favorite substitute teacher?

Now, you can be one! This 20-hour course gives you the skills and practice you need. Learn to manage classrooms and use instructional techniques and other resources to work confidently in today’s schools.

Substitute Training: Becoming an Effective Substitute Teacher  
cpcc.edu/teacher-renewal
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.  

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Textbook required.

### STRATEGIES FOR STRUGGLING READERS  
**EDU7224**  
**HOURS: 30.0**  
**$125**

This course provides 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.  

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Textbook required.

### 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.  

**CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**  

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### 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.  

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### 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.  

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### COMMON CORE STANDARDS FOR ENGLISH LANGUAGE ARTS K-5  
**EDU7504**  
**HOURS: 24.0**  
**$95**

Discover the Common Core State Standards (CCSS) for English language arts and gain confidence in applying them to the K-5 classroom. Explore the basic elements of the standards—strands, anchor standards, and grade articulations—and see how they relate to each other. Identify the roles of technology, homework, curricula and assessments in the classroom and be inspired by easy-to-use, practical examples of CCSS-aligned lessons that you can use with your own students.  

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### 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. Study the reasons reading and writing are so difficult for students. With a framework in place, 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.  

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### TEACHING STUDENTS WITH AUTISM: STRATEGIES FOR SUCCESS  
**EDU7506**  
**HOURS: 24.0**  
**$95**

Reaching and teaching students with high-functioning autism and Asperger’s Syndrome 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. Discover the neurobiology behind these disorders and the way it affects students’ behavior, learning and thinking. Learn creative, easy, low-budget strategies to help these kids succeed in the classroom and beyond.  

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### HOMESCHOOL WITH SUCCESS  
**EDU7507**  
**HOURS: 24.0**  
**$95**

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 be able to plot your homeschooling course for years to come.  

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Online. On your own time.  
More choices than ever now available through online learning. Visit cpcc.edu/cce/online.
Differentially Instruction in the Classroom
EDU7508 HOURS: 24.0 $95

Differentially instruction (DI) is becoming a mainstay in classrooms across the country as educators are starting to see the ways that the traditional classroom settings limit their ability to reach diverse learners. Explore 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.

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SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 9/14-11/4 SS
G02(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Solving Classroom Discipline Problems II
EDU7509 HOURS: 24.0 $95

Learn to deal effectively with serious discipline problems and help even the most challenging students. You’ll discover a new six-step approach to solve severe and chronic problems, including bullying, fighting, using abusive language, stealing and refusing to work. Examples set in elementary, middle and high school classrooms help you see how to put the ideas to work in your own situations.

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SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 9/17-10/7 SS
G02(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Integrating Technology in the Classroom
EDU7510 HOURS: 24.0 $95

Study how to use tools including wikis, podcasts and blogs effectively for integrating technology into the classroom. You’ll cover ways to enhance your subject material with quick-and-easy, standards-based solutions for more interactive lesson plans.

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SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 9/17-10/7 SS
G02(Internet) Online Course - 9/14-11/4 SS
G03(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Enhancing Language Development in Childhood
EDU7511 HOURS: 24.0 $95

Discover how children learn to process language and how they become proficient speakers and thinkers in this fun and user-friendly course for parents, teachers and caregivers. Learn how to enrich your child’s life by stimulating his or her continued speech, brain and language development in an enjoyable, age-appropriate and natural way.

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G02(Internet) Online Course - 9/14-11/4 SS
G03(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Singapore Math: Number Sense and Computational Strategies
EDU7512 HOURS: 24.0 $95

Explore what Singapore Math is and how it has become such a powerful and highly regarded math curriculum. Discover how number sense and place value instruction are the basis for all Singapore Math while learning a variety of computational strategies to make addition, subtraction, multiplication and division a cinch.

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SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 9/17-10/7 SS
G02(Internet) Online Course - 9/14-11/4 SS
G03(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Guided Reading: Strategies for the Differentiated Classroom
EDU7513 HOURS: 24.0 $95

Differentiated instruction tactics will help you understand how your students learn so you can teach in a way that makes sense to them. The result is a classroom full of students who are able to negotiate increasingly challenging texts with unprecedented fluency.

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SEC LOCATION DAY(S) TIME DATES REFUND
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G02(Internet) Online Course - 9/14-11/4 SS
G03(Internet) Online Course - 10/12-12/2 SS
G04(Internet) Online Course - 11/9-12/30 SS

Nanny Training: Becoming an Effective Nanny
EDU8001 HOURS: 10.0 $50

CPCC’s nanny training prepares participants with the job skill sets based on recommended professional competencies.

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 11/15-11/19 SS

A $12 Campus, Access, Parking and Security Fee (CAPS Fee) is charged to the class that meets on campus. 30 minute lunch. Class ONLY meets 11/5 from 9 a.m. - 2:30 p.m. at the Harris Campus in Harris 1 Building room 1221.
**Creating Math Activities with Children's Books**

EDU8002  HOURS: 5.0  $25

This course prepares teachers in the early childhood classroom to use children’s books as a creative way to engage children with early math concepts. The course includes setting up a classroom environment for positive learning experiences, choosing children’s books and making math activities.

**Exploring the Reggio Emilia Approach to Early Childhood Education**

EDU8003  HOURS: 10.0  $30

Reggio Emilia is a city in Northern Italy which is internationally known for its approach to early childhood education. In this course, students will explore the philosophy and features of the Reggio Emilia approach to early childhood education through assigned readings, online discussions and a mandatory field trip.

**Textbook May Be Purchased Separately.**

**Welding and Inspection**

SKILLS PRACTICE FOR EXPERIENCED WELDERS

WLX7076  HOURS: 6.0  $225

Are you an experienced welder and need to practice your welding skills for an AWS test, interview or work? This is an opportunity to practice your skills under the supervision of a welding instructor for your upcoming test or interview in the welding lab. You will need to provide all personal protection equipment. Standard testing materials will be provided. This is practice only and no classroom instruction will be provided.

**Single Position Plate Test**

WLX7121  HOURS: 9.0  $450

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 lead 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.

**Multiple Position Plate Test**

WLX7122  HOURS: 9.0  $750

This class covers testing certification under the American Welding Society, AWS. This is a Multiple Position test, 1G, 2G, 3G, 4G, on carbon steel and lead 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.
SINGLE POSITION PIPE TEST  
WLX7123  
HOURS: 9.0  
$550

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 lead 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.

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1 hr lunch

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 and applications and will be able to define 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.

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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 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.

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NDE VISUAL TESTING, LEVEL 1, 2 PRACTICUM  
NDX7005  
HOURS: 8.0  
$695

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 online training (NDX-8005), 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.

PREREQUISITE: COMPLETED OR ENROLLED IN NDX 8005

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1 hr lunch

Learn any time, any place from our growing number of fully online courses. Expert instructors, many of whom are nationally known, will guide you in highly interactive courses. You get maximum flexibility and a huge selection of the courses you want.

Set your pace and choose courses and topics that will:

- build your career options
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- give you access to greater choices than ever
- let you experience returning to school
- teach you a new hobby or craft

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Don’t see a course you want? Let us know. We will help you search, or we may be able to add selections on demand. Remember, for success in online learning, you’ll need self-discipline, Internet skills and access to a computer.

Get started today!

cpcc.edu/cce/online

Customer Service: 704.778.3006
### Creative Writing

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

This comprehensive course will help you guide your work directly to 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. Have all of your questions answered about important legal issues, including copyright, agents and the use of pseudonyms.

**CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

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

Learn 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. Discover 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 704.778.3006 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 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

**WRITING YOUNG ADULT FICTION**  
**JOU7008**  
**HOURS: 24.0**  
**$140**  

Step-by-step, you’ll learn to plan your plot and bring characters to life as you master each element of writing young adult fiction. This six-week course has everything you need to create a polished manuscript and get your story in print.

**CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

### Research Methods for Writers

**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 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.**

**ADVANCED CREATIVE WRITING: CREATIVITY TAKEN TO THE NEXT LEVEL**  
**JOU8113**  
**HOURS: 15.0**  
**$139**  

Do you have a fiction or nonfiction story in the making? Are you feeling a bit uncertain about how to pull it together? Then this course is for you! You’ll examine the details of your creation and get tips on every facet of crafting a story, including structure, theme, motif, opening and more. With careful attention to detail your story will come alive. Learn how to create a page-turner that touches your reader’s heart. Class time will include lecture, discussion and writing exercises.

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

**THE EDITING AND REVISION PROCESS**  
**JOU8130**  
**HOURS: 8.0**  
**$79**  

Learn to submit well-edited manuscripts. This class zeroes in on how to structure and focus your writing, plus a review of the grammatical details necessary for successful submissions. Students are encouraged to bring in papers for in-class editing and review. Class is taught by a well-known local writer and editor.

**FREELANCE JOURNALISM: WRITING TO SELL**  
**JOU8150**  
**HOURS: 12.0**  
**$119**  

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 thoughtful, vibrant and well-constructed feature stories editors want.

**Picture perfect**  
Look for graphic design, digital photography, Adobe design tools and more beginning on page 22.
THE KEYS TO EFFECTIVE EDITING

JOU8401 HOURS: 24.0 $140

From the language of editing to grammar, punctuation and syntax to the all-important relationships between editor, author and publisher, every facet of editing will be explored in this copyeditor course. Online editing is gaining popularity; its complexities will be unraveled and its advantages and pitfalls explored.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

For more writing classes, see p. 10.

Dance

BROADWAY DANCE - TAP
AAC8000 HOURS: 35.0 $154

Learn the fundamentals of elementary tap dance with emphasis on sounds, rhythms, terminology and body placement. Successful students will show significant progress in elementary tap skills.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Overcash Center 300 MW 5:30-6:45 p.m. 8/22-11/30 SS
Class will not meet 9/5 and 10/10.

DANCE BASICS
REC8211 HOURS: 10.0 $110

Put your best foot forward as you dance the night away. Join us and learn four basic, beginning popular dances - the building blocks for all other dances. Whether you have an upcoming wedding, an important social engagement or just want to add some spice to your life, dancing helps you combine fun, fitness and social interaction for your leisure time. This class introduces: Foxtrot, Waltz, Cha-Cha and Swing. At the completion of the class, you will understand leading and following at a beginning level, giving you the confidence and skill for any social occasion. Best of all, no long term contracts or commitments in our classes: just fun!

STUDENTS SHOULD WEAR COMFORTABLE SHOES WITH LEATHER SOLES, ENROLL WITH A PARTNER, BUT REGISTER INDIVIDUALLY.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Worrell 2150 TH 7-8:15 p.m. 9/15-11/3 SS

CAROLINA SHAG
REC8955 HOURS: 10.05 $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.

STUDENTS SHOULD WEAR COMFORTABLE SHOES WITH LEATHER SOLES, ENROLL WITH A PARTNER, BUT REGISTER INDIVIDUALLY.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1418 M 7-8:30 p.m. 10/3-11/14 SS
(Levine Campus) Levine 1418 W 7-8:30 p.m. 10/3-11/14 SS
Class Trip on October 28th.

DANCE PERFORMANCE
AAC8025 HOURS: 42.0 $140

Learn to maintain and improve your ballet technique for a performance. Emphasis is on clarity and precision in rehearsals and performance. Upon completion, students should be able to perform before an audience.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Worrell 2156 MW 6-7:30 p.m. 8/17-11/23 SS

Drawing and Painting

EXPLORING PAINTING MEDIA
AAC8027 HOURS: 48.0 $150

Beginner and advanced painters will focus on developing a number of two-dimensional media. This is designed to prepare and enhance “Exploring Visual Art” summer class.

SEC LOCATION DAYS TIME DATES REFUND
01 (Central Campus) Overcash Center 159 T 12:45 p.m.-3:15 p.m. 8/25-10/18 SS
Class will not meet 10/11.
01 (Central Campus) Overcash Center 159 TTH 12:45 p.m.-4 p.m. 8/25-10/18 SS
Class will not meet 10/11.
02 (Central Campus) Overcash Center 154 T 12:45 p.m.-3:15 p.m. 10/20-12/13 SS
Class will not be held 11/24.
02 (Central Campus) Overcash Center 154 TTH 12:45 p.m.-4 p.m. 10/20-12/13 SS

BASIC DRAWING TECHNIQUES
AVO8558 HOURS: 17.5 $139

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.

STUDENT MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAYS TIME DATES REFUND
01 (Central Campus) Overcash Center 155 M 6:30-9:30 p.m. 10/10-11/21 SS

BASICS OF COLORED PENCIL DRAWING
AVO8657 HOURS: 21.0 $149

Be dazzled as you learn how easy it is to draw brilliant luminous flowers, sparkling highlights on fruit, transparent glass and other stunning effects via the medium of colored pencils. In the first three lessons, learn the basics of colored pencil drawing. Step-by-step, instructor lead demonstrations along with in-class practice, makes learning these techniques easy. Learn color theory, too, to make your work more engaging. Come a beginner - leave as an intermediate! Experienced students learn multi-media techniques to improve your colored pencil work.

STUDENT MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAYS TIME DATES REFUND
01 (Myers Park High School) M 6:30-9:30 p.m. 9/26-11/7 SS

BASIC WATERCOLOR TECHNIQUES
AVO8730 HOURS: 29.0 $189

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.

STUDENT MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAYS TIME DATES REFUND
01 (Myers Park High School) M 6:30-9:30 p.m. 9/19-11/21 SS

BASIC ACRYLIC PAINTING TECHNIQUES
AVO8748 HOURS: 29.0 $189

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 beginner to the more experienced painter.

STUDENT MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAYS TIME DATES REFUND
01 (Myers Park High School) W 6:30-9:30 p.m. 9/28-12/7 SS
Class meets 6:30-9:30 p.m. on 9/28 only. Class will not meet 11/23.
Mixed Media

STAINED GLASS WORKSHOP
AVO8720  HOURS: 24.0  $159

Through centuries, people have loved stained glass for 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 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.

STUDENTS WILL RENT TOOLS IN CLASS FOR $25.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Merancas Campus) Giles Building 110  TH  2-5 p.m.  9/15-11/3  SS
02(Merancas Campus) Giles Building 110  TH  6-9 p.m.  9/15-11/3  SS

Music

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

This introductory course provides the basic principles of playing folk harp.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Central Campus) Sloan Morgan 200  M  6:30-7:30 p.m.  9/12-10/17  SS
Class will not meet 10/10.

FOLK HARP ENSEMBLE
AAC8007  HOURS: 10.0  $138

Harp students will get an opportunity for learning new repertoire from traditional folk music idiom in a supportive ensemble environment.

PREREQUISITE: PREVIOUS HARP EXPERIENCE OR INSTRUCTOR PERMISSION.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Central Campus) Sloan Morgan 200  M  7:30-9:30 p.m.  9/12-10/17  SS
Class will not meet 10/10.

PIANO FOR BEGINNERS
AAC8018  HOURS: 16.0  $69

Wish you had learned to play the piano as a kid? In this class, adults can learn for the fun of it.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
02(Levine Campus) Levine 1210  S  noon-2 p.m.  9/3-10/22  SS

VOCAL ENSEMBLE
AVO8772  HOURS: 37.5  $59

Since 1977, the newly named Central Piedmont Community Chorus has served as an outlet for learning and performing various styles of music. No auditions are required for class participation as we share the fun of learning, a love for music and performing in local venues.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Merancas Campus) Cntr for Justice 131  S  7-9 p.m.  8/15-12/6  SS
(Merancas Campus) Cntr for Justice 131  S  9:30-11 a.m.  8/15-12/6
(Merancas Campus) Cntr for Justice 131  T  6:30-8:30 p.m.  8/15-12/6

Automotive

BASIC SMALL ENGINE REPAIR
AUX7403  HOURS: 24.0  $70

Learn to diagnose and repair 2- and 4-cycle engines, including those found in lawn mowers, weed eaters, chain saws and leaf blowers.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
03(Merancas Campus) Trans Sys 126  M  6-8 p.m.  9/12-10/17  OE

BASIC SMALL ENGINE OVERHAUL
AUX7404  HOURS: 24.0  $70

Learn to tear down and rebuild 2- and 4-cycle engines, including those found in lawn mowers, weed eaters, chain saws and leaf blowers.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
03(Merancas Campus) Trans Sys 126  M  6-10 p.m.  11/7-12/12  OE

AUTO BODY RESTORATION
AUX9300  HOURS: 128.0  $180

This course covers safety, tools and advanced body repair and restoration. Topics include shop safety, damage analyses, tools and equipment, advanced repair techniques and material selection.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Merancas Campus) Trans Sys 151  F  6-10 p.m.  8/18-12/10  OE

Charlotte Cooks

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 a 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.

BAKING TOOLS KIT AVAILABLE FOR PURCHASE. EMAIL CONFIRMATION WILL BE SENT WITH INFORMATION.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 210  S  9 a.m.-3 p.m.  9/17  SS
Class will not meet 9/29. Must purchase Wilton Method Book and Baking Kit available from craft stores.

WILTON DECORATING BASICS
CKG8315  HOURS: 8.0  $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. HANDS-ON CLASS. A SUPPLY LIST WILL BE EMAILED PRIOR TO START OF CLASS. PURCHASE WILTON METHOD BOOKS FROM ANY CRAFT STORE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
02(Levine Campus) Levine 1218  TH  6:30-8:30 p.m.  8/25-11/17  SS

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  DATES  REFUND
01(Central Campus) Van Every Culinary 210  S  9 a.m.-3 p.m.  9/17  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 a 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.

BAKING TOOL KIT AVAILABLE FOR PURCHASE. EMAIL CONFIRMATION WILL BE SENT WITH INFORMATION.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 210  S  9 a.m.-3 p.m.  9/17  SS
Class will not meet 9/29. Must purchase Wilton Method Book and Baking Kit available from craft stores.

WILTON DECORATING BASICS
CKG8315  HOURS: 8.0  $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. HANDS-ON CLASS. A SUPPLY LIST WILL BE EMAILED PRIOR TO START OF CLASS. PURCHASE WILTON METHOD BOOKS FROM ANY CRAFT STORE.

SEC  LOCATION  DAYS  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 210  S  9 a.m.-3 p.m.  9/17  SS

Baking tool kit available for purchase. An email confirmation will be sent with information.

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  DATES  REFUND
01(Central Campus) Van Every Culinary 210  S  9 a.m.-3 p.m.  9/17  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 a 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.

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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  DATES  REFUND
Planning for a group?

This is easy. Who doesn’t love to eat?
CPCC chefs invite everyone in your club or group into our state-of-the-art culinary center for a memorable team experience. You’ll bond together and stretch your communication skills in this fun, three-hour workshop catered to your tastes and goals.

Popular menus:
- A Taste of Italy
- Let’s Cook Southern, Y’all
- Wine Tasting
- Tasty First Bites from Around the World

Limited space. Book groups early!

For an exceptional team building experience, call 704.330.4660.

PIE FOR DINNER
CKG8201

Learn to make a variety of savory pies, tarts or galette for dinner.
Discover what works best in a chicken pot pie, shepherd’s pie and more.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 T 5:30-9:30 p.m. 11/1-11/1 SS

AN AMERICAN TRADITION: PIE BAKING MADE EASY
CKG8303

Don’t let a fear of pie crust keep you from enjoying this American tradition. Our Charlotte Cooks instructor will demonstrate simple ways to make a variety of pastry crusts. In this hands-on class, you will create sweet and savory pies and tarts filled with fruits, vegetables, cheese and custards. You’ll also take home a Charlotte Cooks™ booklet filled with class recipes and more.

HANDS-ON CLASS. 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 S 9 a.m.-1 p.m. 11/5-11/5 SS

CRONUT PACKAGE
CKG8450

Sign up for the Cronut Package and you will be enrolled in both courses: The Artisan Doughnut and Puff Pastry Made Easy.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 11/12 SS

THE ARTISAN DOUGHNUT
CKG8375

Doughnuts are delicious in any form: yeast or cake, glazed or plain. In this class, with our accomplished baking instructor, you will learn both yeast-risen and cake doughnut dough. Then you will learn how to create amazing doughnuts by adding flavors and textures.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 11/12-11/12 SS

PUFF Pastry Made Easy
CKG8365

Learn to make laminated, croissant and danish dough. This part-demo, part-hands on class will uncover the secrets of rich, flaky doughs to create classic pastries, croissants and pain au chocolate.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-2 p.m. 11/19-11/19 SS

THE COOKIE JAR
CKG8390

Enroll in the Cookie Jar Package and you will be enrolled in both Holiday Cookies and Cookie Decorating.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 12/3 SS

HOLIDAY COOKIES
CKG8307

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-1 p.m. 12/10 SS

COOKIE DECORATING
CKG8327

Classic sugar cookie and gingerbread dough made from scratch will be the foundation for decorating. Our experienced baking instructor will show you how to make dough, cut out shapes, bake and share tips for decorating cookies with royal icing.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Van Every Culinary 210 S 9 a.m.-noon 12/10-12/10 SS

For an exceptional team building experience, call 704.330.4660.
CULINARY BOOT CAMP
CKG7300 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!

ITALIAN COOKING PACKAGE
CKG7330 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!

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, granduotti, panna cotta and many more. Indulge yourself!

FISH AND SEAFOOD PACKAGE
CKG7390 HOURS: 8.0 $229

Sign up for the Fish and Seafood Package and you will be enrolled in both courses: Simple and Savory Fish and Seafood 101.

SEAFOOD 101
CKG7085 HOURS: 4.0 $153

Seafood is easy, versatile and makes a healthy meal option. Increase your seafood repertoire while learning seafood cooking techniques that you’ll return to again and again.

Get baking!

Join us this fall for a Charlotte Cooks class. Our popular Baking and Pastry Boot Camp is back on the menu, along with our new bundled classes: Pie Package, The Cookie Jar and Cronut Package.

Thank you for choosing CPCC!
**Creative Interiors**

**FLORAL DESIGNS**

**CKG7013**  
**HOURS:** 6.0  
**$123**

Korea’s inspiring food culture stimulates the palate with a fusion of flavors. Whether you consider yourself a beginner or an expert in the kitchen, you’ll enjoy this cooking class that is custom-made to everyone’s skill level. The signature dishes that you will prepare include Kimchi to Gimbal and Bulgogi to Japchae, along with several side dishes. The best part of the class is that you’ll get to feast on your finished accomplishments. A confirmation email will be sent prior to the start of class.

**ADVANCED FRENCH COOKING**

**CKG7032**  
**HOURS:** 12.0  
**$249**

Auguste Escoffier, “king of chefs and chef of kings,” was one of the finest practitioner-innovators ever to work in the great French “tradition culinaire.” Discover the classic techniques and foundation of French Cuisine.

**BASIC CHINESE COOKING**

**CKG7000**  
**HOURS:** 12.0  
**$153**

Hong Kong native Alice Jenks returns to the Charlotte Cooks™ kitchen by students’ popular request. Join Alice to learn how it is to prepare Chinese food. You’ll leave with the confidence to prepare a variety of popular dishes, including Sweet and Sour Chicken, Chinese Fried Rice, Chicken Lo Mein, Stir Fried Beef and much more! You will also enjoy a class field trip to an oriental market and Dim Sum Restaurant. As a bonus, you will take home a Charlotte Cooks™ recipe booklet. **DEMONSTRATION CLASS. EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.**

**SWEET AND SAVORY CREPES**

**CKG7031**  
**HOURS:** 3.0  
**$58**

Crepes, the French word for pancake, are light, paper-thin egg batter creations. They can be served plain, as a savory main course or a sweet dessert dish. In this class, you will prepare and feast on savory crepes filled with various meats, cheese or vegetables and at the end of class enjoy a variety of dessert crepes.

**WINE PACKAGE**

**WNE7040**  
**HOURS:** 10.0  
**$88**

Under the guidance of our wine instructor, join fellow wine enthusiasts as you embark on an adventure into the world of wine. Learn about wine through tastings from the world’s major white and red wine grapes. In this interactive course, you will discover which wines pair well with certain foods. Most important you will return home with the skills and confidence you need to purchase wine for your next party, dinner or for pure enjoyment. You will also take a field trip to a local wine merchant and take home a Charlotte Cooks™ Guide to Wine and Food Pairing.

**HOME DECORATING BASICS**

**HMK8300**  
**HOURS:** 18.0  
**$129**

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.

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**Never limit yourself. Keep learning.**

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

Check out these topics and more:

- arts
- golf
- creative writing
- tennis
- gardening

INTRODUCTION TO SEWING
HMK8757
HOURS: 17.5
$159

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

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

Motorcycle

Motorcycle Basic Rider Course - Dealer Experience
MIC8750
HOURS: 18.0
$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, 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 introductory course consists of class work and riding exercises on motorcycles that are provided during class. 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. The class is physically demanding and mentally fatiguing. If for any reason a student cannot successfully complete this class, he or she will need to re-register at his or her own expense.

Motorcycle Returning Rider Basic Rider Course - Dealer Experience
MIC8759
HOURS: 9.0
$170

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 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 18 years old. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

Gardening and Landscaping

PLANNING YOUR OWN HOME LANDSCAPE DESIGN
GDN7050
HOURS: 15.0
$129

What do you value most in a home landscape? Low-maintenance? Privacy? Play areas? Learn what questions to ask as you dig into the process of landscape design. This course will give you all the tools and confidence you need to plan your own home landscape, whether it’s designing a new landscape or reclaiming one that no longer suits you. Site analysis, basic design principles, drawing and layout, suggested plants and more in this informative class. *Please note: Suggested supply list will include drafting/architectural tools. Suggested Supplemental Texts: “Landscaping Plants of the Southeast” by Halfacre/Shawcroft; Southern Living Landscape Book - 2000 by Steve Bender.

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

Sewing

THE ART OF QUILTING
HMK8397
HOURS: 20.0
$159

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 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 MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

Motorcycle Returningly Rider Basic Rider Experience
MIC8759
HOURS: 9.0
$170

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 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 18 years old. If for any reason a student cannot successfully complete this class, they will need to re-register at their own expense.

PREREQUISITE: PREVIOUS MOTORCYCLE RIDING EXPERIENCE.
WEAR COMFORTABLE CLOTHES AND SHOES TO CLASS.

to increase your personal safety at home, work, school or on the street. Women who use multiple self-defense strategies are more than 80 percent more likely to escape an attack? In this seminar, learn simple techniques. Women: you don’t have to be athletic to protect yourself. Did you know?

**SELF-PROTECTION FOR WOMEN SEMINAR - ONE DAY SEMINAR**

**SLF7000**

**HOURS: 3.0**

**$49**

Women: you don’t have to be athletic to protect yourself. Did you know women who use multiple self-defense strategies are more than 80 percent more likely to escape an attack? In this seminar, learn simple techniques to increase your personal safety at home, work, school or on the street. Master self-defense techniques in combination with personal awareness, assertiveness and verbal confrontation skills to ward off an attacker.

**WEAR COMFORTABLE CLOTHES AND SHOES TO CLASS.**

**SEC **

**LOCATION**

**DAY(S)**

**TIME**

**DATES**

**REFUND**

01 (Levine Campus) Levine 1418 S 10 a.m.-1 p.m. 8/20-8/20 SS

**Personal Safety**

**Recreation and Health**

**TAI CHI FOR HEALTH**

**LL17058**

**HOURS: 6.0**

**$55**

Tai Chi has long been practiced for its many healthy benefits. It has been shown to improve strength, balance, coordination and circulation. Participants have used Tai Chi as part of their treatment for arthritis, joint stiffness, hypertension and diabetes. This beginner’s course will provide an introduction to the healthy experience of Tai Chi.

**CERTIFICATE IN MEDITATION**

**LL17500**

**HOURS: 8.0**

**$125**

Explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness. Gain an overview of the religious roots of meditation in Hinduism, Buddhism, Taoism, Judaism, Christianity and Sufism, as well as how these techniques can be used by any practitioner, regardless of faith or religious affiliation.

**CERTIFICATE IN SPIRITUALITY, HEALTH AND HEALING**

**LL17501**

**HOURS: 25.0**

**$249**

Spirituality, religion and culture play an important role in health and healing. To meet the needs of a spiritually and culturally diverse client population, today’s health care system is evolving in its approach. Enhance your professional marketability by recognizing the impact spiritual values and beliefs have on health and healing.

**CERTIFICATE IN FOOD, NUTRITION AND HEALTH**

**LL17502**

**HOURS: 16.0**

**$149**

Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health. Discover how food interacts with our bodies on multiple levels-physical, mental-emotional and spiritual-as well as how it balances the impact it has globally.

**HAWAIIAN HULA DANCE FITNESS**

**REC8080**

**HOURS: 8.0**

**$60**

Hawaiian Hula Dance Fitness is a fun, new and exciting dance workout providing 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. **STUDENTS SHOULD DRESS COMFORTABLE FOR PHYSICAL ACTIVITY.**

**Registration options:** Visit CPCC campuses, go online or call Customer Service.
YOGA FOR BEGINNERS
REC8301
HOURS: 8.0
$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.

PIY0: PILATES/YOGA FUSION
REC8320
HOURS: 8.0
$60

PiYo is a hybrid, athletic workout inspired by the mind/body practices of Yoga and strengthening/toning of Pilates. Included are the principles of sport stretch, flexibility and balance while offering stress reduction and improving one’s fitness level. Put it all together and enhance your well-being.

CERTIFICATE IN STRESS MANAGEMENT
REC8861
HOURS: 14.0
$140

Explore the physiological, social and psychological impacts of stress and study modalities to get stress under control. Examine the relationship between stress and health, nutrition and physical activity and discover how stress can develop in the workplace.

INTRODUCTION TO NATURAL HEALTH AND HEALING
REC8862
HOURS: 24.0
$140

Learn the various stages of health and illness and discover that true health means wholeness of the mind, body and spirit. You’ll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health.

GENEALOGY BASICS
HIS7141
HOURS: 24.0
$149

Understand the genealogy research process and the way we interpret the information we find. Discover where to look, who to contact and how to make your family history come alive.

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.

ADVANCED TENNIS FOR BEGINNERS
REC8306
HOURS: 12.0
$90

Take the skills learned in Tennis for Beginners to the next level! This course will refine your strokes, teach advanced serves and develop the strategy and place for singles and doubles play. Upon completion, students should be able to play competitive tennis. Pre-requisites: Tennis for Beginners (REC 8305)

GOLF FOR BEGINNERS
REC8401
HOURS: 12.0
$80

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.

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 INCLUDED IN TUITION.

Special Topics

ASSISTING AGING PARENTS
LL18000
HOURS: 24.0
$140

Learn what to expect, what to watch for, how to deal with physical and emotional challenges and where to find resources to help with aging parents. Understand the impact of retirement, learn how to choose emotional challenges and where to find resources to help with aging relationships.

See Personal Finance courses on p. 10.

cpcc.edu/cce

A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 54 for Fees and Refund Policies.
3 ways to register

PHONE REGISTRATION: 704.778.3006
Hours: Monday through Thursday, 8 a.m. to 6 p.m. and Friday, 8 a.m. to 5 p.m.

ONLINE REGISTRATION: 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 cpcc.edu/cce or call 704.778.3006.

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

Registration INFORMATION:
• Register beginning July 7 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: If required, purchase your books in advance. Barnes & Noble allows you to shop online or you may walk in to purchase them from the campus where your class is being held (except Ballantyne Center). Store location hours vary, with open hours on Central, Cato and Levine campuses being Monday through Thursday, 7:30 a.m. to 4:30 p.m. Closed on Friday for the summer semester.

Visit 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 704.778.3006.

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 cpcc.edu/disabilities.

SUMMER HOURS: Please note: May 9 - July 17, CPCC will operate on a four-day work week. Offices and Customer Service will be 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.

CONTACT INFORMATION: Don't forget! We need your latest contact information. Call now to update or confirm your record.

 LOGIN: Many courses require students have a CPCC login. Find out when registering if a CPCC login is required for your class. Visit cpcc.edu and click on CPCC Login to establish an account. For questions, call 704.778.3006.
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! cpcc.edu/careerhub

WE HAVE MECKLENBURG COUNTY COVERED

1. Cato Campus
   8120 Grier Road
   Charlotte, NC 28215
   704.330.4800

2. Central Campus
   1201 Elizabeth Avenue
   Charlotte, NC 28235
   704.330.2722

3. Harper Campus
   315 West Hebron Street
   Charlotte, NC 28273
   704.330.4400

4. Harris Campus
   3210 CPCC Harris Campus Drive
   Charlotte, NC 28208
   704.330.4601

5. Levine Campus
   2800 Campus Ridge Road
   Matthews, NC 28105
   704.330.4200

6. Merancas Campus
   11930 Verhoeft Drive
   Huntersville, NC 28078
   704.330.4100

7. Ballantyne Center
   Gibson Building
   11430 N. Community House Road
   Charlotte, NC 28277
   704.330.6156

8. City View Center
   1609 Alleghany Street
   Charlotte, NC 28208
   704.330.5454

9. WTVI PBS Charlotte
   3242 Commonwealth Avenue
   Charlotte, NC 28205
   704.330.5942

cpcc.edu/cce
Corporate and Continuing Education - Fall 2016
Campus Maps

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

Customer Service: 704.778.3006
# CPCC Non-Credit Certificates, Certifications and Exam Prep

by Average Completion Times

(Public, open enrollment, non-credit courses and programs*)

<table>
<thead>
<tr>
<th>1 month or less</th>
<th>4 months or less</th>
<th>8 months or less</th>
<th>12 months or less</th>
<th>15 months or less</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Some classes are one day)</td>
<td>(one semester)</td>
<td>(two semesters)</td>
<td>(three semesters)</td>
<td>(four semesters)</td>
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<tr>
<td>American Heart Association</td>
<td>Life Support Certifications</td>
<td>PMI-PBA Exam Prep</td>
<td>AutoCAD</td>
<td>CFP® Certification Education Program</td>
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<tr>
<td>First Aid/CPR/AED</td>
<td>(BLS, ACLS, PALS)</td>
<td>ServSafe Certification</td>
<td>Certified in Production and Inventory Management (APICS - CPIM)</td>
<td>NC Paramedic</td>
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<tr>
<td>Auto Dealer Licensure Training</td>
<td>Mortgage Loan Originator</td>
<td>NDE-VT (Non-destructive visual testing)</td>
<td>Data Analytics with Excel Certificate</td>
<td>CFP® Certification Education Program</td>
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<tr>
<td>Code Enforcement Official's Qualification</td>
<td>NC Vehicle Safety and Emissions Inspection</td>
<td>Welding Skills Prep and AWS Testing</td>
<td>Data Analytics with SQL Server Certificate</td>
<td>NC Paramedic</td>
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<tr>
<td>Digital Photographer Certificate</td>
<td>Notary Public and E-Notary</td>
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<td>EKG Technician (NHA-not required)</td>
<td>CFP® Certification Education Program</td>
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<tr>
<td>Forklift Certification</td>
<td>Personal Chef Certification</td>
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<td>CFP® Certification Education Program</td>
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<tr>
<td>Housekeeping Certificate</td>
<td>PMP-CAPM Exam Prep</td>
<td></td>
<td>Cake Design and Decorating Certificate</td>
<td>Adult High School Diploma</td>
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<td></td>
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<td>Certified in Production and Inventory Management (APICS - CPIM)</td>
<td>High School Equivalency Exam Prep (HiSET, GED)</td>
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<td>Data Analytics with Excel Certificate</td>
<td>National Career Readiness Certificate (CRC) and WorkKeys</td>
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<td>Data Analytics with SQL Server Certificate</td>
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</table>
REGISTRATION BEGINS

July 7

Make it count

Start today in any of CPCC’s non-degree classes to help reach your career and personal goals.

April Hairston, SAS programming student
Read her story on p. 12