Project management adds to your toolkit
p. 8

A big life step?
Questions to ask
p. 31

Jay Rader, FMP, CDM, CFPP, dietary manager student
Read his story on the inside cover.
Making it Count

If you’re investing your time and money in more education, make it count. Often, that means knowing what career is waiting for you at the other end. At CPCC, we can help.

We study occupations and job projections, plus work with employers to capture the relevant, real-world job skills and applications in demand. Look for that information on Career Hub, our online portal, at www.cpcc.edu/careerhub.

Project management, for example, is one of the top credentials now being advertised in Charlotte area job postings. Could that certificate get you an interview or advance your career? Learn more on page 8.

We also know the value of going back to school is far more than a job skill. You’ll be better informed about a career field, as well as spark your creativity. What’s more, taking a course lets you grow and practice what 93 percent of employers say is more important than a degree: demonstrated capacity to think critically, communicate clearly and solve complex problems.*

Ready to start? We hope you’ll decide that a course or certificate program is right for you. Choose from hundreds of options, plus online courses, beginning this spring.

*Association of American Colleges and Universities

When Jay Rader had to meet new state certification standards for his job, he turned to CPCC. “I was the oldest guy in the class,” jokes Rader, who recently earned his Certified Dietary Manager (CDM) credential. With the support of his current employer, the Indiana native and college graduate took his certification class at the Harris Campus.

He praised the instructors and the campus learning environment. But getting his certification to continue working as a director of healthcare food services was not the only benefit. “I enjoyed my experience,” Rader says.

“My classmates were terrific, and I had fun getting to know each of them. I made some great friends through this experience.”

While calling the new friendships the most rewarding aspect of going back to school, he says the biggest challenge for him was committing the time to attend class. Still, his advice? “Do it!”

Is it time to add to your credentials? Like Rader, consider some important life and career questions on page 31. Find information about the Certified Dietary Manager program on page 26.

For more information about Certified Dietary Manager, visit www.cpcc.edu and search "certified dietary manager"
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## You're invited

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

AUDIO ENGINEERING 1
AAC8002  HOURS: 32.0  $120
This course introduces the recording studio, the music industry and the fundamentals of analog and digital audio. Class topics center around the theoretical foundations of modern recording including the study of: sound and hearing; recording consoles; design, function and signal flow; principles of signal processing: reverberation, delay, equalization, compression and other effects; a study of microphones and techniques; and an introduction to music production and recording techniques. Class meetings consist of lecture sessions combined with in-class demonstration and some hands-on training in the studio. Upon completion, students should have a fundamental understanding of recording equipment, the music industry and its relationship to musician, audio engineer and producer.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus)  Sloan Morgan 211  M  3:45-5:45 p.m.  1/11-5/9  SS
Class will not meet on 1/18,3/7.

AUDIO ENGINEERING 2
AAC8003  HOURS: 53.0  $150
This course continues the study and application of recording techniques begun in Audio Engineering 1. Emphasis is placed on multi track recording and mix-down, microphone placement and patch bay function. Upon completion, students should be able to create projects demonstrating proficiency in the skills and use of the equipment studied.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
02 (Central Campus)  Sloan Morgan 208  W  6-8 p.m.  1/13-5/7  SS
Will not meet 3/9. Meets four Saturdays during the semester, 9 a.m. - 5 p.m.

AUDIO ENGINEERING 3 TECHNIQUES
AAC8005  HOURS: 32.0  $120
This course introduces students to digital workstations in the recording studio. Utilizing Pro Tools, Cubase X, Nuendo or Wavelab, students will input audio into the computer and edit, mix and complete an audio CD recording.

STUDENTS SHOULD BRING THEIR OWN HEADPHONES TO CLASS.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
02 (Central Campus)  Sloan Morgan 208  W  6-8 p.m.  1/13-5/7  SS
Class will not meet 3/9.

VIDEO EDITING I (FINAL CUT PRO)
AAC8010  HOURS: 28.0  $150
This course will provide a basic working knowledge for editing digital media using Final Cut Pro X.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus)  Ctr for Arts Tech 102  T  6-8 p.m.  1/26-5/3  SS
Class will not meet on 3/8.

VIDEO EDITING II (FINAL CUT PRO)
AAC8012  HOURS: 28.0  $150
This course will provide an intermediate working knowledge for editing digital media using Final Cut Pro X.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Central Campus)  Ctr for Arts Tech 102  T  3-5 p.m.  1/26-5/3  SS
Class will not meet on 3/8.
CERTIFIED INTERNAL AUDITOR (CIA) EXAM PREP - PART 3
INTERNAL AUDIT KNOWLEDGE
ACC7203 HOURS: 30.0 $850

Prepare for part three of the Certified Internal Auditor Exam, using The Institute of Internal Auditors CIA Learning System. Exam topics include: governance and business ethics; risk management; organizational structure, including business processes and risks; communication; management and leadership principles; information technology and business continuity; financial management; and the global business environment. Additional study time outside of class is necessary to prepare for the exam.

CASH FLOW ANALYSIS
ACC7001 HOURS: 6.0 $129

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

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

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

PROFESSIONAL BOOKKEEPER CERTIFICATE
BKC8030 HOURS: 60.0 $750

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

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

CHARTERED TAX PROFESSIONAL
TAX7100 HOURS: 180.0 $2400

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

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

BASIC ACCOUNTING WITH QUICKBOOKS
SBX7439 HOURS: 6.0 $99

Build a solid foundation by learning the fundamentals of accounting and how it relates within QuickBooks. Understand the chart of accounts and what happens when bills, checks and invoices are entered. No accounting knowledge or QuickBooks experience is required. Basic computer skills are required.

QUICKBOOKS LEVEL 1
SBX7440 HOURS: 12.0 $169

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

Why get a credential?
- Validate your skills and knowledge
- Enhance your credibility in the industry
- Support your professional development
- Demonstrate commitment to your field
To learn more, visit www.cpcc.edu/certifications.
**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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**QuickBooks Certified User: Exam Review and Certification Test**

**SBX7480**

**HOURS:** 3.0  
**$210**

Stand out from the crowd as a QuickBooks Certified User. The exam prep will provide you with a review if you have completed QuickBooks Levels I and II and will prepare you for success on the exam. The exam validates your knowledge of QuickBooks Pro financial software and if you score 80 percent or above, you will earn the industry recognized “QuickBooks Certified User” designation. The credential is ideal to add to your 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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**Budgeting and Forecasting**

**SBX7466**

**HOURS:** 6.0  
**$99**

Lay the groundwork for successful operation by understanding business budgeting and how decisions affect your bottom line. Learn how to develop your own realistic cash forecasts and see how they can be used to anticipate problems. Budgeting and forecasting are key tools that can help grow your business, increase sales, control expenses and improve cash flow.

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**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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**Financial Services Professional Certificate**

**FIN7500**

**HOURS:** 60.0  
**$180**

If you enjoy building relationships with your customers and finding the right solutions for their financial needs, a career in the financial services industry might be right for you. CPCC’s Financial Services Professional Certificate will give you basic knowledge and skills to advance your position in this versatile industry. Today’s one-stop-shopping demands a comprehensive approach. Examine the key areas of banking, insurance, investments, retirement, loans and credit and real estate. In this course you will discover a vast range of financial services positions to help you map out your career path.

**Purchase textbook from bookstore prior to start of class.**

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**CFP® Certification Education**

**Investment Planning**

**CFE8003**

**HOURS:** 39.0  
**$600**

Discover the principles of investments and the various tools used in financial planning. Using this knowledge, you will be able to choose the appropriate investments to maximize your client’s financial portfolio. Your client assessment will include tax considerations, economic factors, valuation methods, asset allocation techniques and performance evaluation.

**Purchase textbook prior to start of class.**

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**Income Tax Planning**

**CFE8004**

**HOURS:** 39.0  
**$600**

Examine the federal income tax system and how it relates to individuals and their financial planning. Discover how various incomes, deductions, tax credits, capital gains and losses, life insurance and annuities and taxation of business entities can all affect your client’s portfolio.

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**Mortgage Banking**

**20-Hour Safe Comprehensive Origination Essentials**

**MTG7200**

**HOURS:** 20.0  
**$225**

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

**100 percent attendance required. Textbook included in tuition.**

### SEC LOCATION DAY(S) TIME DATES REFUND

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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 federal 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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**New address or phone?**

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

Call 704.778.3006 or go to www.cpcc.edu and:

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

Customer Service: 704.778.3006
20-HOUR SAFE COMPREHENSIVE ORIGINATION ESSENTIALS WEBINAR
MTG8200
HOURS: 20.0
$325

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 (3) hours of training on federal law, three (3) hours of ethical training (includes fraud, consumer protection and fair lending issues), two (2) hours of training on non-traditional mortgage products and twelve (12) hours of additional instruction on mortgage origination.

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

SEC LOCATION DAY(S) TIME DATES REFUND
81(Internet) Online Course W 6-10 p.m. 4/27-4/27 SS

4-HOUR NC SAFE: NORTH CAROLINA ORIGINATION ESSENTIALS WEBINAR
MTG8204
HOURS: 4.0
$189

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
81(Internet) Online Course W 6-10 p.m. 4/27-4/27 SS

JAMES R. WORRELL SR.
FINANCIAL SERVICES INSTITUTE

NEW! Financial Services Professional Certificate

Learn the basics of the financial services industry and map out your career. In our comprehensive 60-hour course, you’ll examine the key areas of banking, insurance, investments, loans and credit, retirement and real estate.

www.cpcc.edu/financeprofessional

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

Personal Finance

INTRODUCTION TO STOCK OPTIONS
ECO8051
HOURS: 24.0
$149

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 1/13-3/4 SS

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

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 2/10-4/1 SS

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

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

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 - 3/16-5/6 SS

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.

PURCHASE $25 WORKBOOK IN CLASS. CASH OR CHECK ACCEPTED. COUPLES MAY SHARE A WORKBOOK.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Ballantyne) Ballantyne Center 106 T 6:30-9:30 p.m. 1/26-2/2 SS
02(Ballantyne) Ballantyne Center 106 TH 6:30-9:30 p.m. 2/2-2/11 SS
03(Levine Campus) TBA T 6:30-9:30 p.m. 3/8-3/15 SS
04(Levine Campus) TBA TH 6:30-9 p.m. 3/17-3/24 SS
## Business Processes

### Business Analysis

**DATA GATHERING AND REQUIREMENTS ELICITATION**

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<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>BAP7007</td>
<td>16.0</td>
<td>$595</td>
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</tbody>
</table>

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 PDUs (PMI) and 14 CDUs (IIBA).

**PMI-PBA EXAM PREPARATION**

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<tr>
<th>Course Code</th>
<th>Hours</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>BAP7003</td>
<td>24.0</td>
<td>$795</td>
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</table>

The PMI-PBA Certification attests to knowledge and practice of standardized, formal and successful project management protocols with an emphasis on business analysis. Become a double threat sitting for PMI-PBA Certification and demonstrating a thorough understanding of project management best practices with an emphasis on determining and managing business needs. 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 PDUs (PMI).

**PROJECT PLANNING AND CONTROL**

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BAP7006</td>
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<td>$2995</td>
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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 PDUs (PMI).

### Lean and Six Sigma

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS7430</td>
<td>46.0</td>
<td>$1395</td>
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</table>

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 and classroom education. Lean Six Sigma project is required to demonstrate the methodology acquired from the course.

**LEAN SIX SIGMA BLACK BELT CERTIFICATION**

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<th>Course Code</th>
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<tbody>
<tr>
<td>BUS7435</td>
<td>100.0</td>
<td>$2995</td>
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Prepare to provide an organization with expertise of a certified Six Sigma Black Belt. Content is built around 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.

### Project Management

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<th>Course Code</th>
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<tbody>
<tr>
<td>BUS7006</td>
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<td>$795</td>
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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, schedule, budget, communications, risk and change between client/end users and all team members (internal and external). Eligible for 24 PDUs (PMI).

**BUSINESS ANALYSIS**

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**BUSINESS ANALYSIS**

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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. Explore how to prepare functional specifications, analyzing scope limits and differentiating between wants/needs in order to allow business sponsors to assess and determine project priorities. Eligible for 16 PDUs (PMI) and 14 CDUs (IIBA).

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

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<tr>
<th>SEC</th>
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<td>3/22-4/9</td>
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<td>03</td>
<td>Ballantyne Center 109</td>
<td>THF</td>
<td>8 a.m.-5 p.m.</td>
<td>4/19-4/21</td>
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<td>04</td>
<td>Harris Campus</td>
<td>Harris 2 2132</td>
<td>WTH</td>
<td>8 a.m.-5 p.m.</td>
<td>5/4-5/6</td>
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</table>

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.**

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<td>WTH</td>
<td>8 a.m.-5 p.m.</td>
<td>5/11-5/12</td>
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</table>

USING MICROSOFT PROJECT FOR EFFECTIVE PROJECT MANAGEMENT

**PMP7002**

**HOURS: 16.0**

$595

Learn the ins and outs of using Microsoft Project while reinforcing scheduling principles used to plan, organize, track and control projects. Explore how scheduling, estimating/cost and managing resources must align to achieve project success. This course is eligible for 16 PDUs (PMI). Prerequisites: Project Planning and Control (BAP-7006) and a basic understanding of Microsoft applications.

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

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<td>8 a.m.-5 p.m.</td>
<td>5/11-5/12</td>
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</table>

PMP/CAPM EXAM PREP

**PMP7003**

**HOURS: 24.0**

$795

Prepare to become certified by PMI, the global leader in project management best practices. The PMP Certification attests to knowledge and practice of standardized, formal and successful project management protocols. The CAPM Certification applies to those who do not have practical experience, but want to demonstrate their understanding of best practices. This course uses a highly focused approach of content and exam application to prepare participants to take either exam. Eligible for 24 PDUs (PMI).

**THIS COURSE IS REQUIRED FOR PROJECT MANAGEMENT PLUS CERTIFICATE PROGRAM.**

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<td>3/22-4/9</td>
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<td>8 a.m.-5 p.m.</td>
<td>5/4-5/6</td>
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PROJECT RISK MANAGEMENT

**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).

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</table>

PROJECT SCHEDULE MANAGEMENT

**PMP7014**

**HOURS: 8.0**

$229

Success means producing quality deliverables within budgetary constraints and delivered ON TIME! Learn a systematic approach for estimating, building and implementing the project schedule following the Time Management Knowledge Area of the PMBOK (Project Management Body of Knowledge). Prepares participants for developing realistic project schedules, while providing the added benefit of following the PMI way. Eligible for 7 PDUs (PMI).

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<td>3/8-3/9</td>
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Communication

PUNCTUATION AND GRAMMAR

**OSC7017**

**HOURS: 12.0**

$120

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

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

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<td>TBA</td>
<td>6-9 p.m.</td>
<td>3/7-3/16</td>
<td>SS</td>
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</table>

BUSINESS WRITING

**OSC7018**

**HOURS: 12.0**

$120

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

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

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</table>

For more writing classes, see p. 40.
Project Management Plus Certificate

Determining scope, planning activities, managing risk, negotiating conflict, communicating with stakeholders – so much can go wrong. Learn how to get it all right. Our five-part comprehensive certificate gives you the practical, real-world skills to effectively manage your projects, plus advance your career by earning top professional credentials.

Taught by industry experts, the courses and exam prep training align with the Project Management Institute (PMI®) best practices for successful project management as demonstrated in the Project Management Body of Knowledge (PMBOK®) Guide. Designed for anyone leading projects or managing parts of projects, courses cover industry standards that include Project Planning and Control, Determining Business Requirements, Stakeholder Management, plus powerful hands-on management applications of Microsoft Project.

The certificate requires five courses (total 96 hours) and provides tools you can start using immediately on the job while preparing for exams that earn PMI credentials. Students may also take any of the courses individually for professional development without working toward a certificate.

**Five courses** (all required for certificate):
- Project Planning and Control (BAP 7006)
- Determining Business Requirements (BAP 7005)
- Leading the Way in Stakeholder Management (PMP 7022)
- Using Microsoft Project for Effective Project Management (PMP 7002)
- PMP/CAPM Exam Prep (PMP 7003)

For course descriptions and PDUs available, visit our website.

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**Key Outcomes**

- Effectively lead and manage projects using the knowledge, tools and strategies aligned with the PMI PMBOK® Guide
- Learn to deliver projects in scope, on time and on budget
- Understand how to manage and leverage stakeholders from senior executives and junior team members to clients and vendors
- Prepare to sit for Project Management Professional (PMP®) or Certified Associate in Project Management (CAPM®) exams
- Gain skills to build your résumé and add value to your organization

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

Customer Service: 704.778.3006
Learn more
Questions? Attend one of our free information sessions where you can meet with instructors and staff as we discuss content, sequences, certifications and tips on success in project management. Call 704.330.4657 for upcoming dates and times.

One-day Courses
Do you already have a PMI certification and are looking to maintain your credential? Take any of our project management courses independently to grow your knowledge while earning PDU credits, or register for any of the following one-day seminars:

Project Schedule Management (PMP 7014)
Project Risk Management (PMP 7005)

Provider information
Classes are offered in partnership with Total Educations System, a Registered Education Provider (R.E.P) with PMI (Global R.E.P 1270 and Endorsed Education Provider E112).

Flexible
Five required courses, each with PDU credits and available as stand-alone courses.
Group training available.
Call today!

Related offerings
- Professional in Business Analysis Plus Certificate
- Business Analysis + Data Analytics with SQL Server
- Six Sigma Certifications
- Lean

New! Project Management is now available in the CPCC Ballantyne Center.

Did you know? According to recent labor market data, Project Management Professional (PMP®) ranks consistently high in actual job postings across the IT and management sectors in the Charlotte area.

Burning Glass/Labor Insight, Six-month period ending Sept. 30, 2015, for the Charlotte-Gastonia-Rock Hill, NC-SC (MSA).

www.cpcc.edu/project management
704.330.4657
Conflict Management
CERTIFIED MEDIATOR AND ARBITRATOR
GAT8048  HOURS: 200.0  $3795

Learn how to effectively help others negotiate and collaborate through difficult disputes. This program provides InAccord training on the Conflict Analysis model for both mediation and arbitration practice, in addition to practice opportunities where you can apply your new skills in simulated role plays.

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

For additional writing classes, see p. 40.

Computer and Information Technology

Basic Computer Skills
INTRO TO COMPUTERS AND KEYBOARDING
DPX7000  HOURS: 16.0  $344

New to computers? Well, this course has been designed for you! It is the first step to working on a PC and using the Windows 7 operating system. You will learn how to maneuver in Windows, access and run programs, files and folders you use regularly. In this course, you will learn the basics so you can make the most of this operating system for both work and fun. Offered in partnership with ed2go.

MICROSOFT OFFICE 2013 BOOT CAMP
BTC8010  HOURS: 30.0  $645

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

INTRODUCTION TO WINDOWS 8
ETG8061  HOURS: 24.0  $150

Welcome to the world of Microsoft Windows 8. It’s a robust, powerful operating system that gives you an efficient way to manage all the apps, programs, files and folders you use regularly. In this course, you will learn the basics so you can make the most of this operating system for both work and fun. Offered in partnership with ed2go.

BASIC BLUEPRINT READING FOR CAD
CAD7006  HOURS: 12.0  $298

Blueprint Reading and Sketching helps CAD students achieve a strong level of competency in reading and sketching technical drawings. You will learn the basic principles, concepts, ANSI and SI Metric drafting symbols and standards, terminology, manufacturing process notes and other related technical information contained on a mechanical or CAD drawing.

COURSES ARE AVAILABLE AT THE LEVINE CAMPUS, MEADOWLARK CAMPUS, AND ONLINE. CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

EFFECTIVE BUSINESS WRITING
OSC7026  HOURS: 24.0  $135

Don’t let small gaps in your business writing skills prevent you from reaching your full potential!! It doesn’t matter whether you’re a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas.

Writing and Journalism
TECHNICAL WRITING
GAT8027  HOURS: 80.0  $1895

Develop your technical writing skills to become a greater asset in any administrative or management role. While there are no specific prerequisites for the course, you should have a good grasp of the English language, grammar and punctuation. You should also be comfortable using email and the Internet.

CERTIFIED MEDIATOR AND CONFLICT RESOLUTION SPECIALIST
GAT8049  HOURS: 200.0  $3795

Learn how to effectively help others negotiate and collaborate through the most difficult disputes with training in the InAccord Conflict Analysis model for mediation including applied practice with simulated role plays. The course concludes with instruction on Workplace Conflict Resolution to prepare you to mediate the most common workplace disputes.

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

Contact Customer Service at 704-778-3006.
AUTOCAD
CAD7012
HOURS: 40.0 $1143

AutoCAD is a marketable 2D design skill that is in high demand. Your drawings can be used as blueprints to construct products and structures, machinery, toys, microchips, plumbing and electrical systems. This course is focused on 2D drawings.

PREREQUISITE: CAD-7006 BLUEPRINT READING. CAD-7012 IS REQUIRED FOR THE AUTOCAD CERTIFICATE. MUST REGISTER NO LATER THAN TWO WEEKS PRIOR TO CLASS TO ALLOW FOR ORDERING BOOKS. TEXTBOOK PROVIDED IN CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2108 MW 6-10 p.m. 2/15-3/16 SS

AUTOCAD ADVANCED
CAD7007
HOURS: 24.0 $746

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

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2108 MW 6-10 p.m. 2/28-3/16 SS

AUTOCAD 3D DRAWING AND MODELING
CAD7104
HOURS: 24.0 $746

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 2108 MW 6-10 p.m. 4/18-5/4 SS

COMPUTER TECHNOLOGY INSTITUTE

Top 4 Tech Trends
The job market remains hot for programmers and projects managers. These bankable tech skills are in high demand, even as the pace of job growth is slowing. Check out CPCC’s Computer Technology Institute courses in the top four areas:

- Programming/application development
- Infrastructure – IT Project Management
- Infrastructure – Technical Support
- Web development

www.cpcc.edu/computertraining

REVIT ARCHITECTURE CERTIFICATE
CAD7201
HOURS: 40.0 $1143

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harris Campus) Harris 2 2123 TTH 6-9 p.m. 1/26-2/18 SS

Data Management and Analytics

POWER BI INTRO (B)
DPT7151
HOURS: 24.0 $636

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.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXCEL ADVANCE (DPT-8035).

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Ballantyne) Ballantyne Center 109 TTH 6-9 p.m. 3/8-4/7 SS

POWER BI ADVANCED (B)
DPT7162
HOURS: 24.0 $636

Learn how you can manage any data, anywhere and any time with Microsoft’s new Power BI cloud-based business analytics service tool. This course provides an overview of advanced topics related to the Power BI platform, with emphasis on robust patterns, optimizations and best practices to enable scalable, cloud based business intelligence solutions.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: POWER BI INTRO (DPT-7151).

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Ballantyne) Ballantyne Center 109 TTH 6-9 p.m. 3/8-4/7 SS

DATABASE ADMINISTRATION FUNDAMENTALS
MTA7200
HOURS: 24.0 $736

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

CPCC LOGIN AND TEXTBOOK REQUIRED. VIRTUAL LAB AND MEASURE UP ARE INCLUDED IN CLASS TUITION. THIS COURSE IS REQUIRED FOR THE DATA ANALYTICS WITH SQL SERVER CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Ballantyne) Ballantyne Center 109 MW 6-9 p.m. 1/25-2/17 SS

BEGINNING T-SQL WITH MICROSOFT SQL SERVER (B)
DPT8132
HOURS: 30.0 $795

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.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: MTA-7200 DATABASE FUNDAMENTALS. THIS COURSE IS REQUIRED FOR THE DATA ANALYTICS WITH SQL SERVER CERTIFICATE.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Ballantyne) Ballantyne Center 109 MW 6-9 p.m. 2/2-3/30 SS

www.cpcc.edu/computertraining

A $12 CAPS Fee is required per class for courses meeting on college campuses. See page 54 for Fees and Refund Policies.
ADMINISTERING SQL SERVER
DPT8137 HOURS: 56.0 $1484
This is an intermediate level course for those individuals who want to gain the knowledge and skills to administrate a Microsoft SQL Server database. In this course you will learn how to use SQL Server features and tools to maintain a database. The target audience is individuals who want to apply to a SQL Database Administrator role or developers that need to deliver content from SQL databases.
CPCC LOGIN AND TEXTBOOK, KNOWLEDGE OF DATABASES AND QUERYING REQUIRED. RECOMMENDED CLASSES MTA-7200 DATABASE ADMIN FUNDAMENTALS AND DPT-8132 BEGINNING T-SQL.

IMPLEMENTING ETL PROCESSES WITH SQL SERVER (B) INTEGRATION SERVICES (SSIS)
DPT8143 HOURS: 30.0 $795
The complexity and importance of the data integration system, or ETL, in a data warehouse project is often underestimated and the consequences of poorly implemented ETL processes inevitably lead to high maintenance cost, low reliability and even failure of the project. This course is designed to provide a strong foundation of data warehousing, data integration and SSIS skills required to load data in a data warehouse.
PREREQUISITE: DPT-8132 BEGINNING T-SQL. THIS COURSE IS REQUIRED FOR THE BUSINESS INTELLIGENCE ARCHITECT CERTIFICATE. PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

INTRODUCTION TO ORACLE
ETG8027 HOURS: 24.0 $195
Learn how to use the Oracle database management system to plan, organize and manage your data. Introduction to Oracle gives you a practical hands-on approach to relational databases concepts and Oracle's database management system. This course will introduce you to the Structured Query Language (SQL), Oracle's SQL*Plus and other valuable tools used to develop, manage and reference an Oracle database. Offered in partnership with ed2go.
CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

Digital Media and Photography

DIGITAL PHOTOGRAPHER CERTIFICATE
MMG7942 HOURS: 56.0 $1204
Whether you like taking pictures for fun or thinking about starting your own photography business, this certificate is for you! In this program, you will start with the basics of photography and quickly move to mastering the skills of people, movement and flash. You will learn how to use Adobe Photoshop and Light Room in post-production processing.
CPCC LOGIN AND TEXTBOOK REQUIRED. STUDENT SHOULD BRING DIGITAL SLR CAMERA. CLASS TAUGHT ON APPLE IMAC.

UNDERSTANDING THE DIGITAL SLR CAMERA
MMG7948 HOURS: 14.0 $301
This is the first class in a series of four in the Digital Photography series. Completing all four classes in the series earns the student the Digital Photography Certificate. This class will instruct the student on the basics of photography using a digital camera. The class will have field work.
CPCC LOGIN AND TEXTBOOK REQUIRED. STUDENT SHOULD BRING DIGITAL SLR CAMERA WITH FLASH. CLASS TAUGHT ON APPLE IMAC.

BASIC FLASH PHOTOGRAPHY
MMG7906 HOURS: 7.0 $151
Flash photography isn’t just a back-up for shooting in low-light conditions. It’s an art form in itself which you can learn in this class. This class covers everything you need to know about flash photography so you can create beautifully lit and well-crafted images in any shooting situation.
PREREQUISITE: MMG-7948 UNDERSTANDING THE DIGITAL SLR CAMERA. MUST BRING A DIGITAL SLR CAMERA AND FLASH THAT FITS ON THE CAMERA'S HOT SHOE.

Contact Customer Service: 704.778.3006
This course teaches a workflow solution for digital photographers, learn how to manage large volumes of digital photographs, work in a non-destructive environment to allow for experimentation and perform sophisticated image processing tasks to easily produce great pictures and polished presentations for both Web and print.

ADobe Lightroom 6/CC
Mmg7937
HOURS: 14.0
$301

TRAVel photography for the digital Photographer
Tvl7901
HOURS: 24.0
$149

Enjoy travel, as well as the joy in capturing images to share from your adventures. This course covers the special needs and techniques digital photographers need to capture the variety of scenes around the world. We’ll focus on specific tips for digital photographers and how to use both traditional techniques; as well as, those unique to digital equipment.

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

Infrastructure

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

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

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

MICROSOFT CERTIFIED SOLUTIONS ASSOCIATE (MCSA): SQL SERVER 2012
ETG8098
HOURS: 360.0
$2744

The Microsoft Certified Solutions Associate (MCSA): SQL Server 2012 program will teach you how to create database objects, like tables and design views. Learn the steps involved in installing, managing, monitoring and maintaining SQL servers. You will also explore maintenance and management of the SQL server network and application.

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

SYSTEMS SECURITY CERTIFIED PRACTITIONER (SSCP)
TRAINING
ETG8072
HOURS: 75.0
$1969

Systems Security Certified Practitioner (SSCP) is a premier security certification offered by ISC(2). This is an ideal program for those seeking the SSCP certification or preparing to find a position as a network administrator or a security administrator. This program is focused on several domains, including access controls, administration, auditing and monitoring, risk, response and recovery, cryptography, data communication and malicious code/malware. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS. THERE ARE NO PREREQUISITES FOR THIS COURSE, BUT BASIC COMPUTER KNOWLEDGE IS RECOMMENDED. STUDENTS WITH NO PRIOR COMPUTING KNOWLEDGE SHOULD TAKE COMPTIA A+ FIRST.
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; making working with data easy.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**ANALYZE WITH VLOOKUP**

**DPT7890**  
**HOURS: 4.0**  
$86

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 see how easy it is to create summary cross-totals by simply clicking and dragging.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**ANALYZE WITH PIVOT TABLES**

**DPT7891**  
**HOURS: 4.0**  
$86

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.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**EXCEL AUTOMATION TOOLS**

**DPT7892**  
**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 to enhance your work tools, such as the Text function suite, Date and Time.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**EXCEL POWER FORMULAS**

**DPT7893**  
**HOURS: 4.0**  
$86

Excel macros. Everybody wants to learn them! In this workshop, you will learn what macros are, how to access them, a tiny bit of programming theory (just so you have a clue as to what’s going on) 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.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**EXCEL MACROS**

**EXCEL DASHBOARDS**

**DPT7895**  
**HOURS: 4.0**  
$86

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.

**PREREQUISITE:** EXCEL BASIC (DPT-8014)

**EXCEL DASHBOARDS**

**EXCEL BASIC**

**DPT8014**  
**HOURS: 12.0**  
$258

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 map to the Excel certification exam.

**PREREQUISITE:** EXPERIENCE WITH WINDOWS.

**CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: EXPERIENCE WITH WINDOWS.**

**EXCEL INTERMEDIATE**

**DPT8015**  
**HOURS: 12.0**  
$258

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

**PREREQUISITE:** EXPERIENCE WITH WINDOWS.

**CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT 8014 EXCEL BASIC.**

**EXCEL ADVANCED**

**DPT8035**  
**HOURS: 12.0**  
$258

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.

**PREREQUISITE:** EXPERIENCE WITH WINDOWS.

**CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: DPT 8015 EXCEL INTERMEDIATE. THIS COURSE IS REQUIRED FOR THE MASTER EXCEL CERTIFICATION.**

**WORD BASIC**

**DPT8009**  
**HOURS: 12.0**  
$258

This course is designed to reinforce workplace skills. Learn to create and edit professional-looking documents for a variety of purposes and situations. This is the first course out of 3 that map to the Word certification exam.

**PREREQUISITE:** EXPERIENCED WITH WINDOWS. THIS COURSE IS REQUIRED FOR THE MASTER WORD CERTIFICATE.
### Programming and App Development

**Core Java Series - Fundamental**

**DPT7510**  
**HOURS:** 24.0  
**$676**

Introduction hands-on programming course using Java language. First of three courses in the Core Java Programming Certificate. Fast paced class using the development of a real world project per module, which culminates in a capstone final project. Covers concepts like IDE, data types, OOP, decision structures and loops, exception handling, data structures and I/O.

**Core Java Series - Object Oriented**

**DPT7511**  
**HOURS:** 24.0  
**$676**

This hands-on course provides a comprehensive guide to object-oriented programming using Java language. In this second of three courses in the Core Java Programming Certificate, you will continue building a real world application adding fundamental object-oriented programming concepts. The course explains constructors, overloading, aggregation, inheritance, polymorphism, abstract classes, cast and interfaces. You will start working with design patterns and test driven development.

**Core Java Series - Java Advanced**

**DPT7512**  
**HOURS:** 24.0  
**$676**

This hands-on course provides a comprehensive guide to advanced Java concepts. This is the third and last course in the Core Java Programming Certificate. In the last part of the course, you will finish building a real world application adding more advanced concepts like: working with Lists, Sets, Maps, Generics, Serialization, Inner Classes, JDBC, Java Annotations, JSON, JUnit, Data Connectivity and Concurrent Programming. This module will give you the comprehensive knowledge that will lead you to a prosperous career as a Java Developer.

**Java Web Services with REST**

**DPT7513**  
**HOURS:** 30.0  
**$845**

REST Architecture has emerged as a proven way of building web services. Services built with this model are light weight, highly scalable, maintainable and well suited for building web services in the Software as a Service (SaaS) model; and ready to be deployed on the Cloud. In this class the participants have the opportunity to create a comprehensive project that will integrate all of the concepts covered in class.

### Word Intermediate

**DPT8010**  
**HOURS:** 12.0  
**$258**

In course 2 of the Word trilogy, you will learn how to add customized lists, tables, charts and graphics to Word documents. In addition, students will learn how to create macros and other personalized efficiency tools as well as how to perform mail merges.

**Word Advanced**

**DPT8030**  
**HOURS:** 12.0  
**$258**

In this course, you will work on real-world problems like the ones you will encounter in the work environment. Learn how to browse, sort and find information, plus access and share documents from anywhere. This is the last course that maps to the Word certification exam.

**Access Basic**

**DPT8019**  
**HOURS:** 12.0  
**$258**

Learn to capture, manage and report data in a professional way! In this course you will learn the foundation of designing and building a database, exploring concepts and modifying objects. This is the first course out of 3 that map to the Access certification exam.

**Access Intermediate**

**DPT8039**  
**HOURS:** 12.0  
**$258**

Increase your knowledge of Access and learn the reasons to use Access with Excel to manage your tabular data. In this course, you will work with Access tables, relationships, queries, forms and reports and understand how to maintain data consistency, customize database components and share Access data with other applications. This is the second course out of 3 that map to the Access certification exam.

**Access Advanced**

**DPT8040**  
**HOURS:** 12.0  
**$258**

Learn to select and arrange data from your database and present it using reports. Manage and format the detailed elements as well as the overall layout of your reports, to create reports that are clearly laid out and useful for interpreting your results. This is the third course out of 3 that map to the Access certification exam.

**SharePoint End User**

**DPT8129**  
**HOURS:** 14.0  
**$324**

In this class you will get fast answers on how to make SharePoint a more productive tool for your organization. This class covers all the essential tasks you need to know to take advantage of the many productivity and efficiency benefits that SharePoint 2013 offers.
Balance your life
Find ways to achieve work and life balance with personal enrichment courses. See page 40.

MTA CERTIFICATION: SOFTWARE DEVELOPMENT FUNDAMENTALS
MTA7300
HOURS: 24.0  $776

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.

CPCC LOGIN AND TEXTBOOK REQUIRED. VIRTUAL LAB AND MEASURE UP ARE INCLUDED IN CLASS TUITION. THIS COURSE IS REQUIRED FOR THE PROGRAMMING FUNDAMENTALS WITH C#/.NET CERTIFICATE.

BEGINNING OBJECT-ORIENTED PROGRAMMING WITH C#
DPT7630
HOURS: 30.0  $845

This course is designed to introduce beginners to object-oriented programming (OOP) using C# to demonstrate the core constructs of this programming framework. Students will use real-world situations and discover how to create, test and deliver programs using classes, arrays, collections and all the elements of OOP.

PREREQUISITE: SOFTWARE FUNDAMENTALS (MTA-7300). THIS COURSE IS REQUIRED FOR THE PROGRAMMING IN C# CERTIFICATE. PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

WEB DESIGN AND DEVELOPMENT

PRINCIPLES OF WEB DESIGN
WEB7200
HOURS: 64.0  $1376

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.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.
RESPONSIVE WEB DESIGN
ETG8118 HOURS: 24.0 $225

Learn to design and build fully responsive websites optimized for smartphones, tablets and laptop/desktop viewing environments. Cover how to identify and address every aspect from scaling elements and adjusting page layout, to adapting color schemes and implementing accessible forms. You’ll master how to use HTML5 to media queries in CSS3 to adapt content to fit your user’s viewport and see how jQuery Mobile can help you to design mobile sites.

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

WEB APPLICATION DEVELOPER
ETG8073 HOURS: 360.0 $3000

Whether you’re new to Web development or want to enhance your skills, this program will give you the knowledge you need to create dynamic database-driven websites using the latest technologies. You’ll master basic HTML (the core technology behind almost all websites), learn CSS for designing pages and discover how to make your pages more dynamic with JavaScript. Offered in partnership with ed2go.

CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS. THERE ARE NO SPECIFIC PREREQUISITES FOR THIS PROGRAM, BUT STUDENTS SHOULD BE FAIRLY KNOWLEDGEABLE ABOUT COMPUTERS AND INTERNET USAGE AND WILL NEED AN INTERNET CONNECTION.

DESIGN A POWERFUL BUSINESS WEBSITE WITH WORDPRESS
SBX7327 HOURS: 10.0 $149

If you have always wanted your own business website, it doesn’t get any easier than this. This interactive course will guide you through setting up your own website using WordPress. Learn how to customize the look and feel of the site, add widgets, drive traffic and more.

Construction and Sustainability

Carpentry

INTRODUCTION TO FURNITURE/CABINET MAKING
CAB8300 HOURS: 49.0 $125

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

PREREQUISITE: CIX 7000 OR CIX 7020

INTERMEDIATE FURNITURE/CABINET MAKING
CAB8400 HOURS: 49.0 $125

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

PREREQUISITES: CIX 7000 AND CAB 8300.

INTRODUCTION TO CARPENTRY
CIX7000 HOURS: 120.0 $125

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

Carpentry II

CIX7006 HOURS: 112.0 $180

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

PREREQUISITE: CIX 7000 OR CIX 7020

Licensing and Code Qualification

RESIDENTIAL BLUEPRINT READING AND ESTIMATING
BPR7002 HOURS: 40.0 $125

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

Speed up your search

When you see this image: www.cpcc.edu type the search term(s) you see in the box into the search box in the upper right corner of www.cpcc.edu.

www.cpcc.edu/cce
A course designed to assist the inexperienced builder to identify and evaluate information and procedures pertaining to home construction such as lot surveys, drainage, excavation and foundation construction, foundation wall, floor, wall and roof framing; appraising prefabricated walls and roof trusses, various types of duct work, heating and plumbing rough-in and electrical wiring; comparing and selecting exterior wall coverings, plumbing-lighting-electrical fixtures and devices and hardware; and evaluating the application of the construction materials and techniques.

**Residential Contractor’s Exam Review**

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<td><strong>Commercial Contractor’s Exam Review</strong></td>
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**Residential/Commercial Plumbing Level 2**

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**INTRODUCTION TO BRICKLAYING**

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**Demand is building**

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

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

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

www.cpcc.edu  Crowder Construction Institute  Search

Customer Service: 704.778.3006
Residential/Commercial Plumbing Level 2B
PLU8003 HOURS: 80.0 $180
This course uses the NCCER training format and provides certificates of competency in basic plumbing knowledge. The topics covered include drawings, distribution systems, drains, waste, vents, insulation and piping.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1208 MW 6-10 p.m. 3/21-5/11 OE

Sustainability
Senior Certified Sustainability Professional
GAT8039 HOURS: 110.0 $2795
Learn to establish yourself as a sustainable business professional. Take responsibility for coordinating an enterprise’s sustainability strategy across multiple functional areas, including sales, marketing, communications, new product development, global supply chain, operations and corporate social responsibility.

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 - 2/9-2/9 SS
Certified Indoor Environmentalist Prep
GAT8043 HOURS: 32.0 $1195
Learn how to create healthy homes and buildings by preventing, diagnosing and resolving indoor environmental problems.

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 - 3/8-3/8 SS
Principles of Green Buildings
GAT8044 HOURS: 30.0 $1195
Learn the science behind the concept of house-as-a-system by going through all of the major sub-systems that affect the way the entire structure system performs.

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 - 4/12-7/12 SS
Building Analyst Quick Start
GAT8047 HOURS: 60.0 $1695
Developed in partnership with nationally recognized building science experts, this course gives you the principles of green buildings - from insulation to indoor air quality - as well as how to perform comprehensive building assessments.

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 - 2/9-8/9 SS

Entrepreneurship and Small Business
Business Startup Boot Camp Certificate Program
SBX7487 HOURS: 36.0 $349
Get up and running fast with this intensive certificate program designed to train and to guide you on the path toward business success. Using the flipped classroom approach, you will have access to online video lectures, discussion forums and activities that will help you to develop your business concept and evaluate the feasibility of your idea. In-class sessions will provide powerful peer exchanges and instructor feedback that will help you develop a viable business model and a strategy for success.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Hall 212 T 6-9 p.m. 2/9-3/22 SS

Charlotte’s rental market is booming and so is the need for skills in basic plumbing, carpentry and drywall repair.

CPCC’s Crowder Construction Institute has introduced two programs to meet the current and future demand for qualified maintenance and plumbing personnel.

- General Apartment and Rental Maintenance Certificate
- Plumbing Pre-apprenticeship

Wanted: qualified maintenance and plumbing personnel
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. Fortunately, 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 101: STARTING A MOBILE FOOD BUSINESS
SBX7903 HOURS: 10.5 $199

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

START YOUR OWN CONSULTING PRACTICE
SBX8103 HOURS: 24.0 $149

Explore the complete process of starting and operating a consulting practice. You’ll begin with surveys and assessments designed to pinpoint the best services to offer, then move into the start-up process, including licensing and legalities. Next, you’ll do a business plan that details finances, pricing policies, contracting and marketing. Other topics include record-keeping and taxes. An online discussion area lets you exchange ideas and resources.

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. Offered in partnership with ed2go.

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

If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You’ll learn how to start your own arts and crafts business from a professional artist. You’ll discover how to find your niche within your chosen craft and how to create your own unique business identity. You’ll also see what makes marketing in the arts and crafts business different from marketing in most other enterprises and you’ll find a sales approach that meshes with your personality and preserves your creative integrity.

START YOUR OWN GIFT BASKET BUSINESS
HOS7900 HOURS: 24.0 $149

Take your first step toward a career as a gift basket designer as you learn the basics on starting a gift basket business and running it successfully.

RETAIL CUSTOMER SERVICE SKILLS TRAINING
GAT8040 HOURS: 120.0 $1195

This program prepares students with the skills and knowledge needed for successful careers in retail. Prepare for your career in retail, learn about providing excellent customer service and personal management skills to be effective in the workplace.
Free seminars for small business success

Small Business Resources
1/13 • W • 10 a.m. - noon • Online
5/2 • M • 6:30 - 8:30 p.m. • Central Campus

Tax Information for Small Business DOR Seminar
1/14 • TH • 9 - 11 a.m. • Central Campus
5/12 • TH • 6 - 8 p.m. • Central Campus

Basics of Bookkeeping
1/20 • W • 6:30 - 8:30 p.m. • Central Campus
4/19 • T • 6:30 - 8:30 p.m. • Central Campus

Doing Business with Mecklenburg County
1/21 • TH • 6:30 - 8:30 p.m. • Central Campus

Global Business Planning: Steps to Starting a Global Business
1/25 • M • 6:30 - 8:30 p.m. • Central Campus

How to Start a Business
1/26 • T • 6:30 - 8:30 p.m. • Central Campus
3/10 • TH • 6 - 8 p.m. • Online
5/10 • T • 6:30 - 8:30 p.m. • Central Campus

Which Certifications Are Right for Your Business?
1/27 • W • 6 - 8 p.m. • Online
5/4 • W • 9 - 11 a.m. • Central Campus

Financing Your Small Business
2/11 • TH • 6 - 8 p.m. • Online
3/29 • T • 6:30 - 8:30 p.m. • Central Campus

Your Small Business Taxes
2/16 • T • 6:30 - 8:30 p.m. • Central Campus
4/7 • TH • 6 - 8 p.m. • Online

Capital Access for Small Business in Partnership with Mecklenburg County MWSBE
2/17 • W • 9 - 11 a.m. • Central Campus
4/5 • T • 6:30 - 8:30 p.m. • Central Campus

Finding and Choosing Foreign Markets
2/22 • M • 6:30 - 8:30 p.m. • Central Campus

How to Find Your Customers
2/25 • TH • 6 - 8 p.m. • Online
3/15 • T • 6:30 - 8:30 p.m. • Central Campus

Marketing Your Business
3/1 • T • 6:30 - 8:30 p.m. • Central Campus
4/21 • TH • 6 - 8 p.m. • Online

Intermodal Hub: What Can It Do for My Business?
3/21 • M • 6:30 - 8:30 p.m. • Central Campus

How to Write a Business Plan
3/24 • TH • 6 - 8 p.m. • Online
4/12 • T • 6:30 - 8:30 p.m. • Central Campus

Self-employment: Franchising as an Option
3/31 • TH • 6:30 - 8:30 p.m. • Central Campus

To reserve your seat today, visit www.cpcc.edu/sbc/register.
Corporate and Continuing Education - Job and Career Enhancement - Spring 2016

NON-PROFIT MANAGEMENT
SBX8118 HOURS: 300.0 $2599

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising and become acquainted with the budgeting process. To enroll, you should have basic keyboarding and computer skills, be comfortable navigating the Internet and using email and have an understanding of a word-processing program (Microsoft Word is recommended).

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

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.

MAKING YOUR GRANT BUDGET WORK
SBX7482 HOURS: 6.0 $99

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

Graphic Design and Printing

BASIC COMIC BOOK CREATION CREATING COMIC BOOKS AND GRAPHIC NOVELS
GRX7000 HOURS: 14.0 $279

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

BASIC INKING OF COMIC BOOKS
GRX7001 HOURS: 9.0 $140

Comic book inking and realistic ink drawing involve different but overlapping skill sets. This course will explore ways in which the tools and techniques of ink draftsmanship can be put into the service of comic storytelling. Emphasis will be on building skills, value organization and techniques of ink draftsmanship can be put into the service of comic storytelling.

Adobe Creative Suite

PHOTOSHOP 1 (MAC)
PRX7053 HOURS: 14.0 $225

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.

Register and pay early to guarantee your seat!
PHOTOSHOP 2
MMG7955
HOURS: 14.0
$301

Expand your Photoshop skills into more advance techniques. In this course you will work with vector graphics, advanced compositing, adding artwork, managing layers, manipulating 3D objects and printing and pretending consistent color. This class uses CS6.

CPCC LOGIN AND TEXTBOOK REQUIRED. PREREQUISITE: MMG-7950

PHOTOSHOP 1
G01 (Internet) Online Course
- 1/13-3/4 SS
G02 (Internet) Online Course
- 2/10-4/1 SS
G03 (Internet) Online Course
- 3/16-5/6 SS
G04 (Internet) Online Course
- 4/13-6/3 SS

INTRODUCTION TO PHOTOGRAPHY
PRX7055
HOURS: 24.0
$150

Photoshop is the world’s most popular photo-editing program. 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 from an expert and former columnist for Photoshop User magazine (who has been nominated twice for the Photoshop Hall of Fame). You’ll learn how to use Photoshop while accessing it from the Creative Cloud (CC). The course provides detailed, step-by-step instructions that you’ll have no trouble following—even if you’ve never used a computer graphics program before! And you’ll have a lot of fun doing it.

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

PHOTOSHOP COMPLETE
MMG8350
HOURS: 30.0
$645

This class is for creative professionals seeking the fastest, easiest and most comprehensive way to learn Adobe Photoshop CC. This is a hybrid offering (classroom and online), that will help you gain the skills and discipline needed to create your unique digital world. This course covers topics including the basics, editing images, painting, drawing vectors, PS for printing and web, working with video and 3D Objects.

CPCC LOGIN IS REQUIRED. PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

ILLUSTRATOR 1 (MAC)
PRX7063
HOURS: 14.0
$225

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.

ILLUSTRATOR 2
MMG7941
HOURS: 14.0
$301

Geared toward graphic designers who are ready to learn more advanced topics in Adobe Illustrator. Learn tips and techniques for working with blends, both shape and color, creating gradients and compiling your own custom color palettes. Learn how to design your own symbols, patterns and brushes and save them for later use. Finally learn how to apply more styles and effects and explore spot colors and printing options for your best outcomes.

PREREQUISITE: ILLUSTRATOR 1 OR EQUIVALENT KNOWLEDGE. PURCHASE TEXTBOOK ONLINE FROM COLLEGE BOOKSTORE PRIOR TO START OF CLASS.

PRINTING

DESIGN AND CREATE YOUR OWN STICKERS
PRX7012
HOURS: 8.0
$225

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

STUDENT ACCIDENT INSURANCE REQUIRED.

T-SHIRT DESIGN AND PRINTING
PRX7032
HOURS: 8.0
$225

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

STUDENT ACCIDENT INSURANCE REQUIRED.
Health and Human Services

ACTIVITY DIRECTOR-MEPAP 2ND EDITION BASIC TRAINING COURSE
OAP7006 HOURS: 180.0 $180

This activity training course qualifies activity directors to work in assisted living communities and nursing homes according to state regulations. It encourages activity directors to aspire to certification with the National Certification Council for Activity Professionals. Topics include recognizing the needs of older adults as they age, activity assessments, interdisciplinary team planning, goal setting for residents, documentation in the health record, resources, volunteer management and regulations and requirements that impact delivery of activities in long-term care settings.

WEEKEND TRADITIONAL CLASS MEETINGS ARE MANDATORY. 90-HOUR PRECEPTORSHIP IS REQUIRED. TEXTBOOK FOR COURSE IS ACTIVITIES KEEP ME GOING AND GOING BY MILLER AND PECKHAM.

Aging Studies

ASSISTED LIVING ADMINISTRATOR TRAINING
GEX7016 HOURS: 215.0 $180

This course trains individuals to be assisted living administrators. The course meets the state requirement with 75 hours of online and in-class coursework and 140 hours of preceptorship. The coursework includes resource management, management of environmental services, finance, food services, marketing, budgeting and resident care. Preceptors are on site at approved assisted living communities.

140 HOURS OF AN INTERNSHIP, HERE CALLED A PRECEPTORSHIP, MUST BE COMPLETED BY END OF THE SEMESTER WITH A STATE APPROVED PRECEPTOR IN AN ASSISTED LIVING COMMUNITY. 36 HOURS OF THE COURSE IS ONLINE AND 39 HOURS IS CLASSROOM INSTRUCTION. CLASS MEETS FACE TO FACE.

MEDICATION TECHNICIAN
LLI7107 HOURS: 18.0 $99

Learn to be a medication technician. Under the supervision of a general duty nurse, this professional administers prescribed medications to patients and maintains related medical records. The medication technician also verifies the identity of the patient receiving medication and records the name of the drug, the dosage and the time of administration.

ONLINE AGING STUDIES CERTIFICATE
LLI7999 HOURS: 25.0 $225

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

ALLIED HEALTH

EXPLORING 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.

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.
 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.

SEC LOCATION DAY(S) TIME DATES REFUND
80(Internet) Online Course - 1/25-4/25 OE

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Belk 2100 TTH 9:30-9 p.m. 1/19-5/5 OE

HOSPITAL NURSING UNIT SECRETARY
HEA7320 HOURS: 164.0 $180

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

PREREQUISITE/CO-REQUISITE: HEA7625. KEYBOARDING SPEED OF 35 WPM REQUIRED. TEXTBOOKS INCLUDED. MEDICAL TERMINOLOGY INCLUDED IN CLASS. PERMISSION REQUIRED TO REGISTER.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Belk 2100 TTH 9 a.m.-noon 1/19-4/28 OE

MEDICAL KEYBOARDING
HEA7625 HOURS: 60.0 $180

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

TEXTBOOK REQUIRED.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Belk 2100 W 5:30-8:30 p.m. 1/20-4/13 OE
80(Internet) Online Course - 1/25-4/18 OE

PHLEBOTOMY TRAINING EXPERIENCE
MLA7001 HOURS: 171.0 $180

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

REQUISITE/CO-REQUISITE: PLA7625. KEYBOARDING SPEED OF 35 WPM REQUIRED. TEXTBOOKS INCLUDED. MEDICAL TERMINOLOGY INCLUDED IN CLASS. PERMISSION REQUIRED TO REGISTER.

SEC LOCATION DAY(S) TIME DATES REFUND
02(Central Campus) Belk 2108 TTH 6-9 p.m. 1/19-5/5 OE

PHARMACY TECHNICIAN
PHX7960 HOURS: 90.0 $180

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

PREREQUISITE/CO-REQUISITE: HEA7625 OR KEYBOARDING AT 35 WPM. REQUIRED: TEXTBOOK REQUIRED. PERMISSION REQUIRED TO REGISTER.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Belk 2108 MW 1:30-4:30 p.m. 1/20-5/2 OE
02(Central Campus) Belk 2108 MW 5:30-8:30 p.m. 1/20-5/2 OE
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 THE LAST DAY OF CLASS. THEY ARE SCHEDULED INDIVIDUALLY BY THE PRECEPTOR AND EACH STUDENT. BACKGROUND CHECK AND HEALTH SCREENING IS REQUIRED BY PRECEPTOR FACILITIES.**

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**SERVSAFE ESSENTIALS**  

**CUL8600**  
**HOURS: 16.0**  
$198

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

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

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Human Resources and Payroll

**SHRM-CP AND SHRM-SCP PREPARATION**

**BUX7930**  
**HOURS: 36.0**  
$805

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.

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**FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT**

**BUX8006**  
**HOURS: 15.0**  
$199

This Fundamentals course, as part of the HR Certificate Program, is recommended to be taken first. It provides participants with a basic understanding of the HR functions, such as Law, Benefits, Employee Relations, Benefits and Recruitment. It links the HR program with the organization’s mission, vision, culture and business objectives.

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**BASIC EMPLOYMENT LAW FOR HUMAN RESOURCES**

**BUX8007**  
**HOURS: 15.0**  
$199

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.

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**HUMAN RESOURCES - BENEFITS ADMINISTRATION**

**BUX8011**  
**HOURS: 15.0**  
$199

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.

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**HUMAN RESOURCES - EMPLOYEE RELATIONS**

**BUX8012**  
**HOURS: 15.0**  
$199

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/EQ program with the organization’s mission, vision, culture and objectives.

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**EFFECTIVE RECRUITMENT AND SELECTION**

**BUX8010**  
**HOURS: 15.0**  
$199

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.

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**THE FIRST TIME SUPERVISOR: STRATEGIES FOR A SUCCESSFUL TRANSITION**

**BUX8040**  
**HOURS: 1.25**  
$89

First time supervisor - webinar strategies for successful transition covers critical factors of self-assessment, through critical success skills, pros and cons in different environments and concludes with eight critical success factors that every manager needs. Provide your email upon registration so we may send you the webinar link prior to the start date.

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**DRIVING COMPANY PERFORMANCE THROUGH EMPLOYEE ENGAGEMENT**

**BUX8041**  
**HOURS: 1.25**  
$89

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

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**DOCUMENT RETENTION AND DESTRUCTION FOR HR PROFESSIONALS**

**BUX8042**  
**HOURS: 1.25**  
$89

Handling/keeping the proper procedures to follow to document employees in the workplace is a key skill needed by HR professionals. This webinar will cover the concepts/issues surrounding proper employee documentation and when to legally dispose it. Please provide your email upon registration so we can send you the link to the webinar prior to the start date.

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


**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 suggested prerequisite to PayTrain Mastery. Successful completion of this course in no way guarantees passing score on exam. 


**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
---|---|---|---|---|---
01 (Harris Campus) Harris 2 2127 | M/W/T/H | 6-9 p.m. | 2/11-3/22 | SS

**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. 


**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
---|---|---|---|---|---
01 (Harris Campus) Harris 2 2127 | M/W/T/H | 6-9 p.m. | 2/29-3/24 | SS

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6 ways to get your company to send you to class

1. Ask. Show enthusiasm for improving your skills.
2. Show the course schedule. Bring it into the office or email the link. www.cpcc.edu/cce/courseschedule
3. Stress the benefits. More training will increase your value.
4. Emphasize convenience. Why go out of town for training?
5. Compare the value. Get affordable, top quality training at CPCC.
6. Use direct billing. CPCC can bill your employer directly. Email corporate.learning@cpcc.edu to request a form.

For group training needs, call 704.330.4660.
We’ll set up a class to meet your needs.

---

**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 N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Property Insurance Agent Exam. Students seeking an Agent license must attend 100 percent of the classes.

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

**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
---|---|---|---|---|---
01 (Harris Campus) Harris 2 2126 | F | 5:30-9:30 p.m. | 1/22-1/30 | OE
1 hour lunch on 1/23, 1/30.
02 (Harris Campus) Harris 2 2126 | S | 8:30 a.m.-5:50 p.m. | 1/22-1/30 | OE
1 hour lunch on 1/23, 1/30.

**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.**

**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
---|---|---|---|---|---
01 (Harris Campus) Harris 2 2126 | F | 5:30-9:30 p.m. | 2/15-2/17 | OE
1 hour lunch on 2/16, 2/23.
02 (Levine Campus) TBA | MTW | 8:30 a.m.-5:30 p.m. | 2/15-2/17 | OE
1 hour lunch

**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 and recommended for those seeking an adjuster 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.**

**SEC** | **LOCATION** | **DAY(S)** | **TIME** | **DATES** | **REFUND**
---|---|---|---|---|---
01 (Harris Campus) Harris 2 2126 | F | 5:30-9:30 p.m. | 3/21-3/24 | OE
1 hour lunch
02 (Ballantyne) Ballantyne Center 108 | MTW | 9 a.m.-4 p.m. | 3/21-3/24 | OE
1 hour lunch

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So many choices
Explore jobs in demand for the Charlotte area using CPCC’s Career Hub. www.cpcc.edu/careerhub

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www.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.
A passion for teaching

Kelly Webb has a passion for teaching and it shows. “I try to keep my approach lighthearted and use a lot of humor,” says Webb, who teaches Spanish part-time. Since she’s not a native speaker, she says she understands her students’ fears and challenges. “It’s okay to make mistakes,” she says. “There are many funny moments in my classes.” She tells students that the goal is not perfection, but rather to communicate and to be understood.

Teaching for more than a decade, Kelly has a bachelor’s degree in Spanish from Winthrop University and is a Command Spanish® Certified Instructor. She says she loves teaching at CPCC.

Her advice for adults going back to school? “Give it a try!” Students can meet their needs for work, travel or otherwise in a comfortable, relaxed atmosphere, she says, adding that grades are based on attendance and participation.

“I love seeing light bulbs go off over people’s heads when I know they understand, when someone is able to communicate in Spanish like they would in English, I know I’ve done my job well,” Kelly says. “I hope that my passion for teaching and speaking Spanish rubs off on my students.”

“I feel that anyone can learn a language with a little positive encouragement, some hard work and a sense of humor.”

For more information about foreign language classes, visit www.cpcc.edu
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 (NCDDOI) 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>01</td>
<td>(Cato Campus) Cato 142</td>
<td>M 5:30-9:00 p.m.</td>
<td>4/8-4/16</td>
<td>1 hour lunch on 4/9,4/16.</td>
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<td>(Cato Campus) Cato 142</td>
<td>F 5:30-9:00 p.m.</td>
<td>4/8-4/16</td>
<td>1 hour lunch on 4/9,4/16.</td>
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N.C. PERSONAL LINES AGENT (PRE-LICENSING) (B)
INX7505 HOURS: 24.0 $70

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

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<td>01</td>
<td>(Baillantyne) Baillantyne Center 106</td>
<td>M 8:30 a.m.-12:30 p.m.</td>
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<td>1 hour lunch</td>
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International Business

CERTIFIED EXPORT SPECIALIST (CES) CERTIFICATION PROGRAM
INT8003 HOURS: 127.0 $899

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

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

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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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Languages and Culture

Foreign Languages

BEGINNING FRENCH I LAN7301 HOURS: 30.0 $135

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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BEGINNING FRENCH II LAN7302 HOURS: 30.0 $135

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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BEGINNING GERMAN I LAN7305 HOURS: 30.0 $135

This entry-level course is geared toward those students who have not yet had any instruction in German. This is a life saver 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 $135

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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BEGINNING SPANISH I (B) LAN7309 HOURS: 30.0 $135

This course is designed for students with little or no exposure to the Spanish language. Students will be introduced to fundamental vocabulary, grammar, speaking skills and cultural traits that will allow them to communicate through written and oral exercises.

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BEGINNING SPANISH II LAN7310 HOURS: 30.0 $135

This course is the second course in the series of three Beginning Spanish courses and is designed for the student who has completed Beginning Spanish I, or has had some exposure to the Spanish language. Focus will be placed on the continued development of speaking, listening and writing skills.

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BEGINNING SPANISH III  
LAN7311  
HOURS: 30.0  
$135  
This course is the 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.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Myers Park High School)  Off Campus  M  7-9 p.m.  1/25-5/2  SS

INTERMEDIATE SPANISH  
LAN7030  
HOURS: 30.0  
$135  
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)  Off Campus  W  7-9 p.m.  1/27-5/4  SS

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

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Myers Park High School)  Off Campus  M  7-9 p.m.  1/25-5/2  SS

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

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Myers Park High School)  Off Campus  W  7-9 p.m.  1/27-5/4  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.  1/30-3/3  SS

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.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Central Campus)  Overcash Center 217  S  9-11:30 a.m.  3/23-4/27  SS

IELTS PREPARATION I  
EFL8060  
HOURS: 15.0  
$125  
This course will provide instruction in academic skills for non-native speakers of English. Emphasis is placed on specific reading, writing, listening and speaking skills needed for the IELTS. The IELTS is the International English Language Testing System. Its purpose is to assess the English proficiency level of people who want to study or work in English-speaking environments.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Central Campus)  Kratt Hall 309  W  6-8:30 p.m.  2/3-3/16  SS

IELTS PREPARATION II  
EFL8061  
HOURS: 15.0  
$125  
This course will provide instruction in academic skills for non-native speakers of English. Emphasis is placed on specific reading, writing, listening and speaking skills needed for the IELTS. The IELTS is the International English Language Testing System. Its purpose is to assess the English proficiency level of people who want to study or work in English-speaking environments.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND  
01 (Central Campus)  Kratt Hall 309  W  6-8:30 p.m.  3/23-4/27  SS

Study Abroad 2016

Did you know CPCC offers study abroad programs for the community? Join us in 2016 and become a global citizen by studying abroad and learning about other cultures. Travel ranges from 10-28 days.

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More education requires you to take some big leaps. From adjusting your schedule to stepping outside of your comfort zone, how do you know when the time is right?

As you consider a major change in your life like going back to school, ask yourself:

1. What worries you about your current situation?
2. How has your current situation stopped you from doing what you want in life?
3. How would you like things to be different?
4. When else in your life have you made a similar change? What strategies did you use?
5. How important is this to you?

If going back to school seems right for you, consider CPCC. With many career paths and practical, real-world learning, you get variety and flexibility. So many options, including online learning, make it easier to change your schedule. And our experienced instructors can help you step out of your comfort zone.

Call us today to get started.
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www.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.
**Marketing and Sales**

**SMALL BUSINESS MARKETING ON A SHOESTRING**

**SBX8101**

**HOURS:** 24.0  

**$149**

Use the marketing tricks the big companies use, but skip the big dent in your wallet. As you build your own marketing plan step-by-step, you'll learn to attract your target audiences and keep repeat buyers, plus generate valuable referrals. With videos, spreadsheets and hands-on activities, you'll build your skills every lesson. Whether you're new to advertising or want a refresher, you'll leave with a personalized action plan to increase sales-all on a shoestring budget.

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

**INTERNET MARKETING FUNDAMENTALS**

**MMG7030**

**HOURS:** 32.0  

**$688**

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

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

**Notary**

**NOTARY PUBLIC I**

**BUS7116**

**HOURS:** 6.5  

**$115**

This required course is a thorough introduction to the statutes that regulate the acts of NC notaries. The purpose is to enable the applicant to become a qualified candidate for the Notary Public commission. Successful candidates must achieve a minimum 80 percent exam score.

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

**Real Estate and Appraisal**

**REAL ESTATE BROKER (PRE-LICENSING)**

**REX7500**

**HOURS:** 80.0  

**$180**

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

**PURCHASE TEXTBOOK AND OPTIONAL COURSE MATERIALS PRIOR TO START OF CLASS. Time and pass the course to receive a certificate of completion. Requires CPCC login prior to start of class.**

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**For additional small business classes, see p. 19.**

**PUBLIC SAFETY**

**EMERGENCY MEDICAL TECHNICIAN BASIC**

**EMT7300**

**HOURS:** 200.0  

**$180**

Prerequisite: Departmental permission required and entrance test or previous college course work. Test ACCUPLACER test administered in the Central High Testing Center on CPCC’s Central Campus, Levine Campus and at the Merancas Campus.
BROKER RELATIONSHIPS AND RESPONSIBILITIES
(POST-LICENSING #301)
REX7107
HOURS: 3.0
$149

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

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

REAL ESTATE INVESTING
REX7406
HOURS: 24.0
$149

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

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

PROPERTY MANAGEMENT
PMG8010
HOURS: 3.0
$169

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

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

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.

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.

PROPERTY MANAGEMENT AND MANAGING RISK
REX7242
HOURS: 4.0
$39

This course is an introduction to property management with a focus on practical advice of how to comply with regulations and avoid liability. The course features include Liability Alert features that offer suggestions for avoiding liability from owners and tenants, case studies and key terms. This course is approved by the NCREC for continued education (CE).

COMMERCIAL AND INVESTMENT REAL ESTATE: TOOLS OF THE TRADE
REX7244
HOURS: 4.0
$39

This course opens the door to commercial and investment real estate and offers invaluable information to everyone from beginning agents to experienced brokers. Learn how to evaluate commercial properties, calculate cash flows and negotiate capital gains taxes and 1031 exchanges. This course fulfills the annual CE requirement of the NCREC.

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.

BASIC APPRAISAL PROCEDURES
APP7202
HOURS: 30.0
$220

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

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.

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

This National Uniform Standards of Professional Appraisal Practice (USPAP) course fulfills the 15-hour requirement as established by the Appraiser Qualification Board (AQB) and The Appraisal Foundation. Those seeking to become a Registered Trainee must complete APP 7201 and APP 7202 prior to taking this course.
SUPervisory Appraiser / TraineE Appraiser
APP7206  HOURS: 4.0  $65
This four-hour course will address the national minimum requirements, responsibilities and expectations for Traine Appraisers and Supervisory Appraisers as set by the Appraiser Qualifications Board.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Harris Campus) Harris 2 2130  TH  5:30-9:30 p.m.  5/5-5/5  SS

National USPAP Update (7 Hour)
APP7145  HOURS: 7.0  $129
This 7-hour course focuses on the changes to the 2005 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It also addresses sections of USPAP that have not been changed but have been identified as problem areas. This course is intended to fulfill the 7-hour requirement as established by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation.

SEC LOCATION  DAY(S)  TIME  DATES  REFUND
01 (Harris Campus) Harris 2 2130  S  9 a.m.-5 p.m.  5/7-5/7  SS
1 hour lunch

Supply Chain, Transportation and Logistics

Freight Broker/Agent Training
GAT8024  HOURS: 150.0  $2295
Become a part of the exciting trucking, freight logistics and transportation industries as a licensed freight broker or as a freight broker agent. From licensing to operations, to sales and marketing, you’ll learn the basics of how to run a domestic freight brokerage or agency in the United States.

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  -  2/10-4/1  SS
G02 (Internet) Online Course  -  3/16-5/6  SS

Purchasing and Supply Chain Management
GAT8038  HOURS: 300.0  $2495
Learn the integrated approach to planning, acquisition, flow and distribution, from raw materials to finished products. Explore developing a corporate culture, working successfully with teams, developing and implementing successful people management strategies and workflow and performance management.

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  -  3/8-9/8  SS

Certified Green Supply Chain Professional
GAT8042  HOURS: 60.0  $1895
Prepare for a career in the green supply-chain management field or gain the edge to move forward in your career. Learn the essentials of green product standards and labeling, how to develop sustainability supplier programs, implement sustainable business practices, apply lean and green manufacturing strategies and integrate practices across the supply chain.

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  -  2/9-3/9  SS

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APICS

FAST TRACK: APICS BASICS OF SUPPLY CHAIN MANAGEMENT
APX7001 HOURS: 16.0 $535

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 1 2122 SSU 8 a.m.-5 p.m. 1/23-1/24 SS
1 hour lunch

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 2122 SSU 8 a.m.-5 p.m. 2/26-2/26 SS
1 hour lunch

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 1 2122 SSU 8 a.m.-5 p.m. 3/2/3-3/13 SS
1 hour lunch

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 1 2122 SSU 8 a.m.-5 p.m. 3/3-3/3 SS
1 hour lunch

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 1 2122 SSU 8 a.m.-5 p.m. 5/7-5/8 SS
1 hour lunch

APICS CERTIFIED SUPPLY CHAIN PROFESSIONAL EXAM PREP
SCP8000 HOURS: 32.0 $1795

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.

TUITION INCLUDES STUDY MATERIALS
SEC LOCATION DAY(S) TIME DATES REFUND
01(Harris Campus) Harris 2 2126 TH 5-8 p.m. 3/24,4/21,5/19 SS
(Harris Campus) Harris 2 2126 TH 5-8 p.m. 3/24,4/21,5/19 SS

Auto Dealer and Inspection

FORKLIFT CERTIFICATION TRAINING
AUX7500 HOURS: 4.0 $130

This class prepares students to be OSHA certified in the safe operation of sit-down and 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.

INSURANCE REQUIRED.
SEC LOCATION DAY(S) TIME DATES REFUND
01(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 1/11-1/11 SS
02(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 2/15-2/15 SS
03(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 3/14-3/14 SS
04(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 4/14-4/14 SS
05(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 5/9-5/9 SS

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. 126 M 8 a.m.-noon 5/3-5/4 SS
02(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 4/5-4/6 SS
03(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 3/3-3/3 SS
04(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 2/2-2/2 SS
05(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 1/7-1/7 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. PLEASE NOTE IF YOU HAVE BEEN CONVICTED OF A FELONY, THE STATE OF NC MAY NOT ALLOW YOU TO OBTAIN A LICENSE TO SELL VEHICLES.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 1/5-1/6 SS
02(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 4/11-4/11 SS
03(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 5/5-5/5 SS

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
01(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 3/3-3/3 SS
02(Merancas Campus) Trans. Sys. 126 M 8 a.m.-noon 5/5-5/5 SS

www.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.
NCSI SAFETY RECERTIFICATION

AUX8825 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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<td>04</td>
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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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<td>01</td>
<td>Levine Campus</td>
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<td>(Levine Campus)</td>
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Teacher Education

TEACHING SMARTER WITH SMART BOARDS

EDU7501 HOURS: 24.0 $95

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

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<td>3/16-5/6</td>
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<td>G03</td>
<td>(Internet) Online Course</td>
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<td>4/13-6/3</td>
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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. Offered in partnership with ed2go.

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

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

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

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Become an ESL instructor

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

www.cpcc.edu ESL training Search

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

Customer Service: 704.778.3006
GUIDED READING AND WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT
EDU7505 HOURS: 24.0 $95

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 2/10-4/1 SS
G02(Internet) Online Course - 3/16-5/6 SS
G03(Internet) Online Course - 4/13-6/3 SS

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

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 2/10-4/1 SS
G02(Internet) Online Course - 3/16-5/6 SS
G03(Internet) Online Course - 4/13-6/3 SS

HOMESCHOOL WITH SUCCESS
EDU7507 HOURS: 24.0 $95

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
37(Internet) Online Course - 1/25-3/4 SS
38(Internet) Online Course - 3/21-4/29 SS

DIFFERENTIATED INSTRUCTION IN THE CLASSROOM
EDU7508 HOURS: 24.0 $95

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

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

SEC LOCATION DAY(S) TIME DATES REFUND
G01(Internet) Online Course - 2/10-4/1 SS
G02(Internet) Online Course - 3/16-5/6 SS
G03(Internet) Online Course - 4/13-6/3 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.

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 - 2/10-4/1 SS
G02(Internet) Online Course - 3/16-5/6 SS
G03(Internet) Online Course - 4/13-6/3 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.

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 - 2/10-4/1 SS
G02(Internet) Online Course - 3/16-5/6 SS
G03(Internet) Online Course - 4/13-6/3 SS

ESL FAST-TRACK TEACHER TRAINING
TSL8500 HOURS: 30.0 $263

ESL Instructor Fast Track Training is a six to eight week, 30-hour, five-module, instructor-mediated, online training course for new ESL teachers or tutors who need to develop a theoretical and practical foundation for teaching English to adult immigrants from a variety of linguistic and educational backgrounds. Topics focus on core issues of adult learners, language learning in adulthood, teaching methods, lesson planning and reflecting teaching practices. Tuition is $263 plus an optional $35 for the course study guide. Participants receive 3 CEUs and a certificate upon completion.

TEXTBOOK MAY BE PURCHASED SEPARATELY.

Welding and Inspection
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

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

SEC LOCATION DAY(S) TIME DATES REFUND
80 (Internet) Online Course - 1/11-5/15 SS

INTRODUCTION TO NDE
NDX8012 HOURS: 40.0 $495

This course will help build a stronger Non-Destructive Examination (NDE) team by ensuring everyone has the same foundation. NDE uses group analysis techniques used to determine the structural integrity of a component without damaging or impairing the serviceability of the part or system. Because NDE does not require the destruction or 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.

SEC LOCATION DAY(S) TIME DATES REFUND
80 (Internet) Online Course - 1/11-5/15 SS

SKILLS PRACTICE FOR EXPERIENCED WELDERS
WLX7076 HOURS: 8.0 $185

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harper Campus) Harper 354 F 8 a.m.-5 p.m. 1/8-1/8 SS
02 (Harper Campus) Harper 354 F 8 a.m.-5 p.m. 2/12-2/12 SS
03 (Harper Campus) Harper 354 F 8 a.m.-5 p.m. 3/11-3/11 SS
04 (Harper Campus) Harper 354 F 8 a.m.-5 p.m. 4/8-4/8 SS
05 (Harper Campus) Harper 354 F 8 a.m.-5 p.m. 5/6-5/6 SS

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 1/15-1/15 SS
02 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 2/19-2/19 SS
03 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 3/13-3/13 SS
04 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 4/15-4/15 SS
05 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 5/13-5/13 SS

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, Ex: 3G and 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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 1/15-1/15 SS
02 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 2/19-2/19 SS
03 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 3/13-3/13 SS
04 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 4/15-4/15 SS
05 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 5/13-5/13 SS

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.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 1/15-1/15 SS
02 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 2/19-2/19 SS
03 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 3/13-3/13 SS
04 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 4/15-4/15 SS
05 (Harper Campus) Harper 354 F 8 a.m.-6 p.m. 5/13-5/13 SS

What is NDE?

Non-destructive examination (NDE) is a way of examining material without damaging it to find hidden indications of potential flaws.

With aging bridges, roadways, power plants and other infrastructure, more job opportunities exist for those trained to perform inspections.

Get into this growing field with CPCC’s non-degree NDE classes, certificates, online training and two-year degree.

www.cpcc.edu NDE Search
Special Topics

INTRODUCTION TO BIOLOGY
BIO7000  \textbf{HOURS: 24.0}  \$90

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

\textbf{CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCCC.}

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G02 & (Internet) Online Course & - & 3/16-5/6 & SS \\
G03 & (Internet) Online Course & - & 4/13-6/3 & SS \\
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VETERINARY ASSISTANT
GAT8041  \textbf{HOURS: 170.0}  \$2295

Learn every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation and taking radiographs. Learn to interact professionally with clients to educate them about key topics in pet care, such as nutrition, vaccinations and administering medication.

\textbf{CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.}

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UNDERSTANDING AND USING DRONES: REGULATIONS, EQUIPMENT AND BUSINESS APPLICATIONS
SBX7998  \textbf{HOURS: 18.0}  \$849

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

\textbf{TUITION INCLUDES COURSE BOOK.}

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G01 & (Central Campus) Overcash Center 256 & TTH & 6-9 p.m. & 4/12-4/28 & SS \\
4/28 session meets in Worrell 1100 & & & & & \\
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TRAVEL AGENT TRAINING
TVL7900  \textbf{HOURS: 250.0}  \$1899

Begin your travel career by preparing for The Travel Institute (formerly ICTA) TAP Certification. You'll also learn the basics to operate a computer reservation system for airlines, travel agencies, cruise lines, hotels, or as a home-based agent. All materials included.

\textbf{CONTACT CUSTOMER SERVICE AT 704.778.3006 FOR ACCESS TO THE COURSE AND COMPUTER REQUIREMENTS.}

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G01 & (Internet) Online Course & - & 1/12-7/12 & SS \\
G02 & (Internet) Online Course & - & 3/8-9/8 & SS \\
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To learn more and find your WTVI PBS Charlotte channel, visit PBSCharlotte.org.

\textbf{CAROLINA IMPACT}

Tuesdays at 8 p.m.

Exploring the issues, people and places that impact your community.
## Creative Writing

### TELLING YOUR STORY - THE PERSONAL ESSAY AND THE ESSENCE OF MEMORIES

**JOU8115**  
**HOURS:** 12.0  
**$110**

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

**COURSE NOTE:** OBTAIN CPCC LOGIN PRIOR TO START OF CLASS.

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### CRAFTING THE PERSONAL ESSAY PART II - THE ESSENCE OF MEMORIES

**JOU8205**  
**HOURS:** 12.0  
**$110**

You’ve learned the basics of how to write a short essay about your life. Your story may have focused on a place you lived, a person, an experience, or even an object that was important to you. This is called the nonfiction essay. Now you want to write more. This class is writing intensive and is a continuation of the foundations learned in JOU 8204 or JOU 8115. You’ll complete two essays, one short and one long, as well as study published essays to understand what works and what doesn’t. You’ll receive feedback on your writing and provide feedback to others during class. Also included will be an advanced grammar and punctuation component, making sure your story doesn’t get tossed off an editor’s desk because of careless errors. You don’t have to be a published author to take this class, but you have to be committed to writing! All classes except the first have homework assignments.

**COURSE NOTE:** OBTAIN CPCC LOGIN PRIOR TO START OF CLASS.

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### GET FUNNY!

**SLF7301**  
**HOURS:** 24.0  
**$140**

Get people laughing and win friends with comedy. Your instructor, an experienced comedy writer and working actress, will guide you in sources and methods of creating humor, plus help you apply it to all aspects of your life. Punch up speeches, presentations and more, even mix laughter with learning in the classroom.

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

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### FREELANCE JOURNALISM: WRITING TO SELL

**JOU8150**  
**HOURS:** 12.0  
**$110**

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

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BEGINNER’S GUIDE TO GETTING PUBLISHED
JOU7005 HOURS: 24.0 $140
If your goal is to become a published freelance writer of fiction or nonfiction for books or magazines, this comprehensive course will help you guide your work directly into the hands of an editor and onto the shelves of your favorite stores. Taught by a successful journalist and author, this course will walk you through every step of the publishing process. What’s more, she’ll be standing by to answer your every question about important legal issues, including copyright, agents and the use of pseudonyms.

CONTACT CUSTOMER SERVICE AT 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 3/16-5/6 SS

PUBLISH AND SELL YOUR E-BOOKS
JOU7006 HOURS: 24.0 $140
It’s no secret that e-books now regularly outsell traditionally published books in online bookstores around the world. Learn step by step how to use free tools to turn your manuscript into a professionally published e-book ready for distribution. Or, if you don’t consider yourself a “techie,” this course will give you the information you need to select the right publishing services to help you as you convert your manuscript so you’re ready to sell it as an e-book. Whether you’re a first-timer or have already put out an e-book or two, this course puts you inside the publishing industry, sharing the tricks of the trade used by traditional publishers to make sure their books are in the best position to be found by readers.

CONTACT CUSTOMER SERVICE AT 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 4/13-6/3 SS

For additional writing classes, see p. 10.

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

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 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 2/10-4/1 SS

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 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 3/16-5/6 SS

MYSTERY WRITING
JOU8002 HOURS: 24.0 $140
Learn the difference between story and plot, experiment with various viewpoints and discuss more twists and turns to thrill your readers. Following each lesson, you’ll practice on your own story by writing complete scenes and learning the internal structure that makes every scene feel right. Packed with expert advice, you’ll be well on your way to complete scenes and learning the internal structure that makes every scene feel right. Packed with expert advice, you’ll be well on your way to

CONTACT CUSTOMER SERVICE AT 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 2/10-4/1 SS

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 704.778.3066 FOR ACCESS TO COURSE. TO REVIEW COMPUTER REQUIREMENTS VISIT ED2GO.COM/CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
G01 (Internet) Online Course - 2/10-4/1 SS

Dance
BROADWAY DANCE - TAP
AAC8000 HOURS: 35.0 $168
This course provides the fundamentals of elementary tap dance technique. Emphasis is placed on sounds, rhythms, terminology and body placement. Upon completion, students should be able to demonstrate significant progress in elementary tap skills.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Central Campus) Overcash Center 300 MW 5:30-6:45 p.m. 1/11-4/29 SS
Class will not meet on 1/18,3/7,3/9.

www.cpcc.edu/cce
### DANCE PERFORMANCE

**AVO8025**

**HOURS:** 42.0  
**$140**

This course will allow the student to maintain and improve ballet technique for a performance. Emphasis is placed on developing clarity and precision in rehearsals and performance. Upon completion, students should be able to perform before an audience.

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<tbody>
<tr>
<td>01(Central Campus)</td>
<td>Worrell 2156</td>
<td>MW</td>
<td>6:10-7:40 p.m.</td>
<td>1/11-4/25</td>
<td>SS</td>
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Class will not meet on 1/18,3/7,3/9.

### 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: Fox Trot, 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, INCLUDING CLOSED TOES.**

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<tr>
<td>01(Central Campus)</td>
<td>Worrell 2150</td>
<td>T</td>
<td>7-8:15 p.m.</td>
<td>3/15-5/3</td>
<td>SS</td>
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### LINE DANCING

**REC8217**

**HOURS:** 8.0  
**$80**

This easy and popular approach to dance is designed to combine exercise and fun. Learn the basic steps in line dancing such as “Boot Scootin’ Boogie,” the “Wobble,” “Cupid Shuffle,” the “Charleston Cowboy,” “Little Miss Honkie Tonk” and many more. 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 just the first three lessons, learn the basics of colored pencil drawing. Step-by-step, instructor lead demonstrations, make learning these techniques easy; along with-in-class practice. As a bonus, learn about color theory to make your work more engaging. Come a beginner - leave as an intermediate! For the more advanced student, learn multi-media techniques to, “step up,” your colored pencil work. Meet your goals in a supportive environment of fellow artists.

**STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.**

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<tr>
<td>01(Myers Park High School)</td>
<td>Off Campus</td>
<td>W</td>
<td>6:30-9:30 p.m.</td>
<td>2/1-3/7</td>
<td>SS</td>
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### Drawing and Painting

**EXPLORING PAINTING MEDIA

**AAC8027**

**HOURS:** 48.0  
**$150**

This course is for both beginner and advanced painters which focuses on developing a number of two dimensional media. Designed to prepare and enhance “Exploring Visual Art” summer class.

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<th>SEC</th>
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<tr>
<td>01(Central Campus)</td>
<td>Overcash Center 159</td>
<td>TTH</td>
<td>2-4 p.m.</td>
<td>1/26-4/26</td>
<td>SS</td>
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Class will not meet 3/6,3/10.

### BASIC DRAWING TECHNIQUES

**AVO8558**

**HOURS:** 17.5  
**$120**

Basic drawing skills are the building blocks of all artistic endeavors. Master basic drawing techniques and build confidence as you learn the fundamentals of drawing, such as shape, form, contrast, texture, light, direction, lines and shadows. Experiment with different tools and materials as you discover your own personal style.

**STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.**

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<tr>
<td>01(Central Campus)</td>
<td>Overcash Center 155</td>
<td>W</td>
<td>6:30-9 p.m.</td>
<td>1/20-3/2</td>
<td>SS</td>
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<tr>
<td>02(Harris Campus)</td>
<td>Harris 2 2138</td>
<td>M</td>
<td>6:30-9 p.m.</td>
<td>2/8-3/21</td>
<td>SS</td>
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### ILLUSTRATION DRAWINGS - FROM COMIC BOOKS TO CHILDREN’S BOOKS

**AVO8656**

**HOURS:** 20.0  
**$140**

Use your sense of humor and imagination as you learn the concepts of creative illustration and coloring for comic books or children’s books. Gain skills in drawing, layout and design techniques. Students will have the opportunity to share their work for feedback and connections via critiques to generate conversation and suggestions for improvement in class. This class will be taught step-by-step starting with simple line drawings; moving to more detailed subjects. The final goal of the class will be to create and illustrate a short comic book or a children’s story book, which can then possibly be printed as a small book. Please note: All references and drawings will be of non-violent images.

**STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.**

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<tr>
<td>01(Myers Park High School)</td>
<td>Off Campus</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>2/1-3/14</td>
<td>SS</td>
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First class meets 6-8 p.m. Remainder 6-9 p.m. Classes meeting at MPHS report to Student Services Bldg. for room assignments.

### BASIC WATERCOLOR TECHNIQUES

**AVO8730**

**HOURS:** 29.0  
**$170**

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

**STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.**

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<tr>
<td>01(Myers Park High School)</td>
<td>Off Campus</td>
<td>M</td>
<td>6-9 p.m.</td>
<td>2/6-4/18</td>
<td>SS</td>
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</table>

1st class meet 6-8 p.m. Remainder 6 - 9 p.m. No class 3/28. Classes meeting at MPHS report to Student Services Building for room assignments.

### INTRODUCTION TO STUDIO PAINTING TECHNIQUES

**AVO8746**

**HOURS:** 24.0  
**$150**

Want to learn, practice or perfect your personal painting style and technique while working in a studio setting? Under the guidance of an experienced studio artist, you will gain knowledge and insight into studio painting techniques such as paint mixing, color, texture, tone, space and picture composition. These techniques will be reviewed, critiqued and worked on an individual basis in class; including suggestions and guidance for improvement. Class will be open to both beginning studio painters and practicing artists. *Note: Please bring any current supplies the first day of class.

**STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.**

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<tr>
<td>01(Levine Campus)</td>
<td>Levine 1414</td>
<td>W</td>
<td>9:30 a.m.-12:30 p.m.</td>
<td>2/3-3/23</td>
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Students responsible for purchasing supplies. A supply list provided first night of class.

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For additional graphic design and printing classes, see p. 22.
BASIC ACRYLIC PAINTING TECHNIQUES
AVO8748 HOURS: 29.0 $170

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

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

Film Critique
FILM CRITIQUE AND ANALYSIS - UNDERSTANDING MOVIES - THE ART OF VIEWING FILMS
LLI7880 HOURS: 10.0 $85

Get more out of your movie watching experience! Learn to view films with a critical eye and gain an appreciation for the art of film making. This class will explore the concepts of film analysis and criticism with emphasis on style, form and function in the art of movie making. In-class discussions, critiques and dissections will focus on a film’s use of symbolism and imagery, mythology and legend as well as the foreshadowing motifs used in films. Plus, optional outside excursion once class ends for critical film viewing and analysis (this will be at the student’s own expense). Individual motion pictures may/may not be shown in their entirety. Objectionable material will not be shown.

Mixed Media
STAINED GLASS WORKSHOP
AVO8720 HOURS: 24.0 $150

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

STUDENTS WILL RENT TOOLS IN CLASS FOR $25.

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

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

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

Music
PIANO FOR BEGINNERS
AAC8018 HOURS: 16.0 $69

This adult education class is one geared toward learning to play the piano for the fun of it. There are lots of adults out there who say, “I wish I would have learned to play the piano when I was a kid.” It’s truly never too late to do a thing like that and it is fun too.

FOLK HARP ENSEMBLE II
AAC8024 HOURS: 18.0 $59

A vocal ensemble geared to training their voices for a cappella singing in such genres as: jazz, gospel, classical and folk music.

BASIC HARPSICLENT PIEDMONT CHORALE
AAC8733 HOURS: 24.0 $120

If you enjoy music and would like to know more about what makes it work, this is the course for you. You’ll gain a complete understanding of rhythm, melody and harmony and you’ll be able to recognize pitches on the musical staff and on the keyboard. Each lesson will build on previous lessons, while also introducing new musical concepts.

MUSIC MADE EASY
AVO7900 HOURS: 44.0 $59

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

www.cpcc.edu/cce
SONGWRITING MADE EASY
LIJ7904 HOURS: 12.0 $110

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

Automotive

BASIC SMALL ENGINES
AUX7003 HOURS: 24.0 $130

This class is designed to teach the basic skills needed to overhaul small engines such as those found in lawn mowers, weed eaters, chain saws and leaf blowers. Participants may bring their own small engines for class projects. This class is a prerequisite to AUX 7004 (Small Engine Overhaul).

AUTO BODY RESTORATION
AUX9300 HOURS: 128.0 $180

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

Charlotte Cooks

LUSCIOUS, LOW-FAT, LIGHTNING-QUICK MEALS
HOST7902 HOURS: 24.0 $149

Get in and out of the kitchen faster, plus trim fat from recipes without sacrificing flavor or texture. In this class, you’ll learn to prepare casseroles, crock-pot dishes, vegan dishes, oven-fried foods, meat-based meals and other nutritious and delicious entrees. Also, get a dietitian’s tips for shopping, menu planning, food prep and quicker cooking.

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 a home a Charlotte Cooks Guide to Wine and Food Pairing.

Bundled Charlotte Cooks classes save you money over individually-priced classes. Join us this spring for:

- Wine Package
- Entertain at Home Package
- Wilton Method Package
- Culinary Boot Camp
- Baking Boot Camp
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 easy 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’ll take home a Charlotte Cooks recipe booklet.

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

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 218  S  9 a.m.-noon  2/6-2/27 SS

TAPAS - THE ULTIMATE SMALL BITES  
CKG7015  
HOURS: 2.0  
$28

Tapas are no longer just appetizers found in Spanish restaurants. With so many great dishes and flavors to choose from, people are “grazing” on meals made entirely of these delectable little dishes. Learn how to make an assortment of Tapas you can easily make for friends and family.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 220  S  9:30-11:30 a.m.  2/6-2/6 SS

ENTERTAIN AT HOME: A GUIDE TO THE SECRETS OF PARTY PLANNING  
CKG7360  
HOURS: 2.5  
$28

Does the urge to entertain family and friends overwhelm you? Our chef instructors will guide you on how to save time and prepare spectacular menus in advance for your party. Take the stress out of entertaining: have fun, relax and spend time with your guests.

A CONFIRMATION EMAIL WILL BE SENT PRIOR TO CLASS. CLASS INCLUDES RECIPES, SAMPLE TASTINGS AND DEMONSTRATION OF TECHNIQUES.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 221 W  6-8:30 p.m.  2/10-2/10 SS
02(Central Campus) Van Every Culinary 220 W  6-8:30 p.m.  3/9-3/9 SS
Menu: Easter Brunch
Menu: Spring Favorites
Menu: Tailgate Specialties

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!

PURCHASE KNIFE KIT PRIOR TO START OF CLASS FROM CCCC BOOK STORE.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 220  S  9 a.m.-1 p.m.  2/6-2/20 SS

WILTON METHOD PACKAGE  
CKG8360  
HOURS: 24.0  
$153

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  DAY(S)  TIME  DATES  REFUND
(Campus) Levine 1218  TH  6:30-8:30 p.m.  2/11-4/28 SS

FAST WEEKEND DINNERS  
CKG7135  
HOURS: 2.0  
$28

In a rush to get dinner on the table? Learn how to make fast, easy and delicious dinners made with five fresh ingredients. Great class for beginners in the kitchen, as well as, seasoned cooks looking for new dishes to serve. Create popular favorites from scratch in less time than it takes to reheat frozen dinners!

CLASS INCLUDES: RECIPES, SAMPLE TASTINGS AND DEMONSTRATION OF TECHNIQUES. AN EMAIL CONFIRMATION WILL BE SENT PRIOR TO THE START OF CLASS.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 220  S  10 a.m.-noon  2/13-2/13 SS
02(Central Campus) Van Every Culinary 218 W  6-8 p.m.  3/23-3/23 SS
03(Central Campus) Van Every Culinary 221 W  6-8 p.m.  4/20-4/20 SS

AMERICAN SUSHI  
CKG7025  
HOURS: 3.0  
$78

So you are thinking about making sushi or looking to improve your skills? Our chef instructor will show you the technique used to roll and prepare sushi. In this hands-on class, you will experiment with different types of vegetable sushi and garnishes to serve at a party, family dinner or just when you want to enjoy a quiet afternoon at home.

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

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 220  S  9 a.m.-noon  2/13-2/13 SS

KNIFE SKILLS  
CKG7102  
HOURS: 4.0  
$88

Join our Charlotte Cooks chef instructor to learn the safe and correct use of a variety of kitchen knives. You’ll learn to hold a knife properly and to make basic cuts following guidelines and instruction. Put yourself in our capable hands and start using your knives correctly.

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 221 S  9 a.m.-noon  2/13-2/13 SS

PIZZA, PIZZA AND MORE!  
CKG8325  
HOURS: 3.0  
$78

The key to preparing savory pizza pies starts with the pizza dough. Our Charlotte Cooks instructor will demonstrate the steps for mixing, rising and shaping the pizza dough. Once you try it, you’ll be hooked on this international favorite. Learn about the variety of sauces and toppings and how to oven bake or grill your pizzas. As an added bonus, you’ll also take home a Charlotte Cooks recipe booklet.

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

SEC  LOCATION  DAY(S)  TIME  DATES  REFUND
01(Central Campus) Van Every Culinary 210 W  6-9 p.m.  2/10-2/10 SS

www.cpc.edu/cce  
A $12 CAPS Fee is required per class for courses meeting on college campuses.  
See page 54 for Fees and Refund Policies.
**BAKING AND PAstry Boot Camp**

**CKG8300**  
**HOURS:** 40.0  
**$687**

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

**THE ART OF SAUSAGE-MAKING**

**CKG7605**  
**HOURS:** 4.0  
**$88**

What started out as ways of using and preserving all animal trimmings has turned into the art of sausage-making. Sausages are made by grinding raw meats mixed with fat, salt and seasonings. In this hands-on class, you will make a variety of sausages following guidelines by our certified culinary instructor. You will learn to: select the appropriate equipment; use proper temperatures for handling the equipment and meats; use casings to produce sausages of superior quality. As an added bonus, you will receive a Charlotte Cooks recipe booklet.

**FUNDAMENTALS OF CHEESE MAKING**

**CKG7115**  
**HOURS:** 9.0  
**$153**

Our chef instructor will show you how easy it is to make cheese. Each variety of cheese requires unique steps and the techniques are standard to most cheese production. So the next time you have guests to your house, arrange to serve your favorite homemade cheeses. Don’t wait to enroll, let us help you get the cheese ball rolling! As an added bonus, you will take home a Charlotte Cooks recipe booklet.

**FOR THE LOVE OF FRENCH PASTRIES**

**CKG8330**  
**HOURS:** 6.0  
**$123**

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

**TASTY FIRST BITES FROM AROUND THE WORLD**

**CKG8120**  
**HOURS:** 3.0  
**$78**

Whether you entertain two or twenty, you need a selection of easy and impressive small appetizers. Delicious appetizers can be served at a friendly informal gathering or they can be a “first course” for an evening of fine dining. Our Charlotte Cooks chef instructor will walk you through recipe preparation from a variety of world cuisines, prepared simply and using minimal ingredients. Come hungry and be prepared to create and enjoy appetizers that taste as delicious as they look! As a bonus, you will take home a Charlotte Cooks recipe booklet.

**INTRODUCTION TO GLUTEN-FREE BAKING**

**CKG8624**  
**HOURS:** 9.0  
**$153**

A growing number of people are being diagnosed with allergies to wheat flours. You will no longer have to imagine eating and enjoying delectable baked goods that will tempt the palate. Add to your pantry the alternative flours (rice, sorghum, soy and almond) used in gluten-free baking. Our Charlotte Cooks baking instructor will create a variety of gluten-free favorites such as pizza, cookies, brownies, cupcakes and more. As an added bonus, take home a Charlotte Cooks recipe booklet.

**THE CRAFT OF CRAFT BEER**

**BEV7001**  
**HOURS:** 6.0  
**$138**

Learn the basics of brewing your own all-grain beer. Ingredients, equipment, sanitation, process, fermentation and bottling will be covered. Students will also have to opportunity to sample a pre-made batch of the exact same beer that is being brewed. Included in class fees are first year membership fees in Carolina Brew Masters. Prerequisites: Must be 21 years of age.

**SOUPS, STOCKS AND MORE!**

**CKG7101**  
**HOURS:** 5.0  
**$88**

Soups and stocks are great to have on hand. They’re easy and inexpensive to create and make a real difference in your cooking. Let our Charlotte Cooks chef instructor teach you how to prepare your own by combining base flavors, selecting ingredients and simmering to reach the flavor and intensity you want. Stocks are essential for all home cooks so you can create great soups and sauce your main dishes. You’ll take home a Charlotte Cooks recipe booklet filled with recipes for a variety of hearty, delectable soups and stocks.
Learn to love native plants

Join us for Using Native and Non-Invasive Plants in Your Landscape Design and learn about the benefits of these plants to enhance your yard and attract birds, butterflies and beneficial insects.

www.cpcc.edu gardening and landscaping | Search

VIENNESE DESSERTS
CKG8329  HOURS: 4.0  $88

Southern Germany and its neighboring Austria serve many of the same Viennese pastries. Join our Charlotte Cooks pastry instructor for a fun hands-on class in our transformed Konditorei (German pastry shop).

Your day will be spent baking popular desserts such as: Linzertorte, Kirschtorte (Black Forest Cherry Cake), Streuselkuchen (Apple Streusel Cake) and many more popular Viennese desserts.

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

DELIGHTFUL SMALL DESSERTS
CKG8345  HOURS: 6.0  $123

Everyone loves “just a bite” of dessert, so learn how to create beautiful mini-treats that range from simple to sophisticated that will dazzle your friends and family! Our baking instructor will walk you through the techniques in this hands-on class experience as you learn how to make dainty miniature cakes, sweet or savory mini tarts, tiny whoopie pies, petite parfaits and the ever-popular cake-pops. Students will take home a Charlotte Cooks recipe book and a collection of delicious and delightfully small desserts.

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

THE ART OF GRILLING
CKG7060  HOURS: 5.0  $153

You will never overcook a steak again. In our most popular course, our Charlotte Cooks chef instructor will teach you the basics of grilling foods, including direct and indirect heat methods, choosing cuts of meat and adding marinades and flavor with a variety of spices. You’ll learn to select the proper equipment and fuels for your budget. We’ll introduce techniques as well as several delicious, easy-to-prepare recipes for year-round grilling. You’ll also take home a Charlotte Cooks booklet filled with grilling tips and recipes.

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

THE ART OF HOME CANNING
CKG8301  HOURS: 5.0  $88

During this tough economy, learn how to beat rising food prices by shopping at your local farmers’ market and then preserving your own food. You will learn how to use the fresh, locally grown produce to create your own healthy pantry by canning your own foods. See how easy and economical it is to preserve food which you’ll enjoy throughout the year. You will leave with instructions on methods of canning with easy-to-follow recipes and tasty treats.

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

BAKING BREAKFAST TREATS
CKG8301  HOURS: 5.0  $88

Why start your day with ordinary breakfast fare when you can supercharge your morning with delectable home-baked breakfast breads and pastries? Convenient and easy to make, these breakfast treats will quickly become family favorites. Join our Charlotte Cooks instructor for a hands-on experience in our bakeshop while you learn to prepare a variety of breakfast specialties that include fresh, baked muffins, scones, biscuits and pastries. As an added bonus, students will take home a Charlotte Cooks recipe book and a breakfast treats sampler.

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

Home and Outdoors

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

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

CLASS WILL INCLUDE OPTIONAL OUTSIDE FIELD TRIP AFTER CLASS ENDS.

See page 54 for Fees and Refund Policies.
Creative Interiors

FLORAL DESIGNS

AVO8573

HOURS: 18.0
$130

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

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
40 (Levine Campus) Levine 1414 M 6-9 p.m. 1/26-2/29 SS

WEDDING FLOWERS

AVO8575

HOURS: 18.0
$130

Planning a wedding? Learn floral design techniques and secrets to create your own arrangements. Focus will be on bridal bouquets, corsages, boutonnieres and altar arrangements. Basic flower arranging techniques are helpful, but not required. Suggested supplemental text: flower arranging - Step-By-Step Instructions For Everyday Designs - Teresa P. Lanker.

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
40 (Levine Campus) Levine 1414 M 6-9 p.m. 3/14-4/25 SS

SYMPATHY FLOWERS

AVO8710

HOURS: 18.0
$130

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

STUDENTS MUST PURCHASE OWN SUPPLIES. LIST PROVIDED FIRST CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
40 (Levine Campus) Levine 1218 T 9:30 a.m.-12:30 p.m. 2/9-3/15 SS

HOME DECORATING BASICS

HMK8300

HOURS: 18.0
$120

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

PURCHASE TEXTBOOK PRIOR TO CLASS AT LEVINE/CENTRAL CAMPUS BOOKSTORES OR ONLINE AT BARNES AND NOBLE CPCC.

SEC LOCATION DAY(S) TIME DATES REFUND
40 (Levine Campus) Levine 2202 M 6-9 p.m. 1/29-2/29 SS

BEYOND THE BASICS - DECORATING YOUR WAY - ARTS, ACCESSORIES AND COLOR

HMK8301

HOURS: 10.0
$85

Join CPCC to dig deeper and apply a heightened awareness to the basics of personal home decorating. Learn how to add warmth and drama to your rooms with window treatments and lighting. Create your own personal style with art, accessories and color. Learn the skill of “shopping out of the box.” Explore ways to create a welcoming exterior and how to bring the freshness of nature into your home.

RECOMMENDED: HMK 8300 HOME DECORATING BASICS OR PREVIOUS DECORATING EXPERIENCE.

SEC LOCATION DAY(S) TIME DATES REFUND
40 (Levine Campus) Levine 2202 M 6:30-8:30 p.m. 3/14-4/16 SS
No class 3/28. Outside field trip last class, Sat. 4/16. 10 a.m.-noon.

CERTIFIED RESIDENTIAL INTERIOR DESIGNER

GAT8034

HOURS: 120.0
$2295

Investigate the elements of interior design such as materials, color, textiles, lighting and accessories and discover how to combine these elements to create the type of atmosphere that your clients desire. This program will provide you with insight on running your own design business and teach you the fundamentals and ethical practices involved in becoming a residential interior designer.

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 - 2/9-8/9 SS

GARDENING and Landscaping

GARDENING FOR BUSY FAMILIES - RAISED BED GARDENING FOR THE SPRING AND SUMMER SEASONS

GDN7055

HOURS: 3.5
$35

Have you always dreamed of a backyard garden, but were concerned you did not have the time or space for one? In order to grow a successful garden in the greater Charlotte area you should begin the preliminary planning of your garden in March. And, did you know successful garden in the greater Charlotte area you should begin the preliminary planning of your garden in March. And, did you know you did not have the time or space for one? In order to grow a successful spring/summer garden is April 15? Join us as an organic gardening expert shares his innovative approaches to making backyard gardening easy with insider tips and techniques on site selection, design, proper seed, soil and plant selection and optimizing your growing space and production via raised bed gardening. Also, receive tips on how best to manage your garden, including: watering, weeding, managing the crops, harvesting, etc.

Suggested Supplemental Text: No Green Thumb Required! - Don Rosenberg.

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

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Cato Campus) Horticulture Center 112 T 8:30 a.m.-1 p.m. 3/19-3/19 SS
02 (Cato Campus) Horticulture Center 112 S 9:30 a.m.-1 p.m. 4/9-4/9 SS
HOR 112 is located at the back of the Cato Campus in the Horticulture Bldg.

Speed up your search

When you see this image: www.cpcc.edu Search
type the search term(s) you see in the box into the search box in the upper right corner of www.cpcc.edu.
### Grow Your Own Food for the Spring Season

**GDN8051**  
**HOURS:** 12.0  
**$95**

Enjoy this fun, lively outdoor class on how to grow your own bountiful home food garden in the Charlotte region in an environmentally friendly way, without dangerous chemicals. This informal six-session class will focus primarily on spring vegetables, along with flowers, herbs and selected fruit crops for the Carolina Piedmont. Hands-on classes in the garden teach you how to improve your soil, successfully transplant seedlings and sow seeds, manage your garden, harvest for top quality, make good compost and create a garden plan and calendar. The overall approach is ecological, but the class will incorporate elements of organic gardening as well. The objective is practical information you can use successfully in your own garden whatever approach you choose. Dress for gardening. Good things to bring to class: gardening gloves and water to drink.

**First Class Meets at Cato Campus; the Rest Will Meet at Reedy Creek Community Garden.**

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<tr>
<td>01(Cato Campus) Horticulture Center 112</td>
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<td>HOR 112 is located at the back of Cato Campus in the Horticulture Bldg.</td>
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<td>02(Cato Campus) Horticulture Center 112</td>
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### Planning Your Own Home Landscape Design

**GDN7150**  
**HOURS:** 10.0  
**$85**

Expand on your existing landscape or plans developed in GDN 7050 in this level-two class that includes a field trip, on-site evaluations and a short video on landscape installation techniques. As a bonus, a randomly-selected student’s yard will be used for evaluation and design recommendations. Drafting techniques and design approaches will also be discussed.

**Students to provide their own drafting supplies.**

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<tr>
<td>40(Levine Campus) Levine 2215</td>
<td>TH</td>
<td>6:30-9 p.m.</td>
<td>3/17-4/7</td>
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### Using Native and Non-Invasive Plants in Your Landscape Design

**GDN8002**  
**HOURS:** 10.0  
**$85**

Ever wonder what to plant in your yard and where? Learn how to identify native, non-invasive and invasive plants and how each can impact the environment. Class will offer guidelines on selecting and using beneficial plants for the Carolina Piedmont to enhance your property, attract birds, butterflies and beneficial insects to your backyard “oasis.”

**Class time includes outside field trip.**

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<td>01(Cato Campus) Horticulture Center 112</td>
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<td>10 a.m.-noon</td>
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### Sewing

**THE ART OF QUILTING**  
**HMK6397**  
**HOURS:** 18.0  
**$145**

Quilt classes are the new quilting bee! Quilts today are fashionable and sought after upscale decor and a recognized art form. Small quilt squares can be used as wall hangings and larger quilts as wall murals in designer homes. Increase your overall understanding of quilting terms and processes as you build upon your quilting skills. Traditional as well as contemporary approaches to quilting will be explored. Beginning students will finish one quilt block, which can then be turned into a pillow, a 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.**

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<td>40(Levine Campus) Levine 1218</td>
<td>TH</td>
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<td>1/28-3/3</td>
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<tr>
<td>41(Levine Campus) Levine 1218</td>
<td>TH</td>
<td>9 a.m.-noon</td>
<td>3/17-4/21</td>
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### Introduction to Sewing

**HMK8757**  
**HOURS:** 17.5  
**$155**

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

**Students must purchase own supplies. List provided first class.**

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<td>41(Levine Campus) Levine 1218</td>
<td>W</td>
<td>6:30-8:30 p.m.</td>
<td>3/30-5/11</td>
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<td>43(Levine Campus) TBA</td>
<td>W</td>
<td>6:30-8:30 p.m.</td>
<td>3/30-5/11</td>
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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.

ONE HOUR LUNCH.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 1/9-1/10 SS
02 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 2/27-2/28 SS
03 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 3/18-3/18 SS
04 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 4/22-4/22 SS
05 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 5/13-5/13 SS
06 (Motorcycles of Charlotte) Off Campus SSU 7:30 a.m.-6:30 p.m. 6/6-6/6 SS

MOTORCYCLE: BASIC RIDER COURSE
MIC8780 HOURS: 18.0 $220

Designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of more experienced riders. Satisfactory completion of course provides a waiver for the skills portion of the N.C. DMV license test. Must be 16 years old.

ONE HOUR LUNCH. A VALID EMAIL ADDRESS MUST BE ON FILE TO RECEIVE ECOUSE INSTRUCTIONS FOR COMPLETION BEFORE FIRST DAY OF CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 1/15-1/15 SS
02 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 2/5-2/5 SS
03 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 3/11-3/11 SS
04 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 4/17-4/17 SS
05 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 5/13-5/13 SS
06 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 6/6-6/6 SS

WEEKDAY MOTORCYCLE: BASIC RIDER COURSE
MIC8785 HOURS: 18.0 $220

Designed for those with no motorcycle riding experience, yet advanced enough to increase knowledge and riding skills of more experienced riders. Satisfactory completion of course provides a waiver for the skills portion of the N.C. DMV license test. Must be 16 years old.

ONE HOUR LUNCH. A VALID EMAIL ADDRESS MUST BE ON FILE TO RECEIVE ECOUSE INSTRUCTIONS FOR COMPLETION BEFORE FIRST DAY OF CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 2/27-2/27 SS
02 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 3/28-3/28 SS
03 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 4/18-4/18 SS
04 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 5/18-5/18 SS
05 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 6/6-6/6 SS
06 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 7/7-7/7 SS
07 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 8/8-8/8 SS
08 (Levine Campus) Levine 1234 MT 7:30 a.m.-6:30 p.m. 9/9-9/9 SS

MIC8795 HOURS: 8.0 $95

Designed for licensed motorcyclists or those with NC permit. BRC2 covers street riding strategies and reinforces traction, cornering and counter-steering skills. Students must provide a safe, street-legal two-wheeled motorcycle. Proof of insurance required. Written and riding skills tests required for those seeking skills waiver for NC DMV license test. Must be 16 years old.

ONE HOUR LUNCH. A CURRENT EMAIL ADDRESS MUST BE ON FILE TO RECEIVE ECOUSE INSTRUCTIONS FOR COMPLETION BEFORE FIRST CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 1/15-1/15 SS
02 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 2/5-2/5 SS
03 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 3/11-3/11 SS
04 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 4/17-4/17 SS
05 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 5/13-5/13 SS
06 (Levine Campus) Levine 1234 F 7:30 a.m.-4:30 p.m. 6/6-6/6 SS

BASIC RIDER COURSE 2 SKILLS PRACTICE
MIC8796 HOURS: 6.0 $75

Practice and refine your basic riding skills with exercises and specific instruction to help you assess and improve your skills on your own motorcycle with practice and instruction from an experienced instructor. There is no skills test at the end of class. This class does not provide a license waiver.

DESIGNED FOR RIDERS WHO HAVE BASIC OPERATIONAL SKILLS TO MANEUVER THE MOTORCYCLE SUCH AS STARTING THE ENGINE, STARTING IN 1ST GEAR SMOOTHLY, CHANGE GEARS, TURN, BRAKE EFFECTIVELY AT A BASIC SKILL LEVEL AND THOSE WHO ARE ACTIVE RIDERS CURRENTLY. ONE HOUR LUNCH.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 1/15-1/15 SS
02 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 2/26-2/26 SS
03 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 3/11-3/11 SS
04 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 4/17-4/17 SS
05 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 5/13-5/13 SS
06 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 6/6-6/6 SS
07 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 7/7-7/7 SS
08 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 8/8-8/8 SS
09 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 9/9-9/9 SS
10 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 10/10-10/10 SS
11 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 11/11-11/11 SS
12 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 12/12-12/12 SS
13 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 13/13-13/13 SS
14 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 14/14-14/14 SS
15 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 15/15-15/15 SS
16 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 16/16-16/16 SS
17 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 17/17-17/17 SS
18 (Motorcycles of Charlotte) Off Campus F 9 a.m.-4 p.m. 18/18-18/18 SS

New address or phone?
For important news and announcements about your classes, update your contact information today.
Call 704.778.3006 or go to www.cpcc.edu and:
1. Click MyCollege.
2. Log in with your CPCC ID.
3. Click Continuing Education.
4. Click Address Change (where you can update your address, phone numbers and email).
Personal Safety

CONCEALED CARRY HANDGUN TRAINING
CCL7000
HOURS: 11.0
$120

This course will explain the aspects of the North Carolina Concealed Carry Handgun law as it applies to the rights of a citizen to carry a concealed handgun and to apply the fundamentals of safety and basic marksmanship. Along with classroom instruction, participants will be required to complete a shooting proficiency test. Successful completion of this course will provide the required training certificate needed to apply for a NC concealed carry permit from the local sheriff’s office in your county of residence. The class will consist of classroom instruction followed by live fire evolutions held at The Range at Lake Norman in Cornelius, NC. Tuition includes hearing protection, eye protection, class training materials and targets. Students must separately purchase ammunition upon arrival at The Range at Lake Norman for the live fire evolutions. Do NOT bring your personal ammunition. ALL firearms will be thoroughly inspected by your instructor prior to being fired. Students are required to wear closed toed shoes; long pants are recommended.

PREREQUISITE: BASIC HANDGUN HANDLING KNOWLEDGE. STUDENT ACCIDENT INSURANCE REQUIRED. BASIC HANDGUN HANDLING KNOWLEDGE IS REQUIRED AS THIS IS AN ADVANCED CLASS.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (The Range At Lake Norman) Levine 1200 T 6-30-7-30 p.m. 1/22-3/1 SS

Students should dress comfortably for exercise.

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.

STUDENT SHOULD BRING BLANKET OR TOWEL.

SEC LOCATION DAY(S) TIME DATES REFUND
01 (Levine Campus) Levine 1418 T 7-8 p.m. 1/26-3/15 SS

Students should dress comfortably for exercise and are responsible for bringing yoga mats and towel.

INTERMEDIATE YOGA
REC8302
HOURS: 12.0
$80

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

STUDENTS SHOULD BRING BLANKET OR TOWEL.

SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Campus 256 TH 7-8:30 p.m. 3/10-4/28 SS

Students should dress comfortably for exercise and are responsible for bringing yoga mats and towel.

CAROLINA SHAG
REC8955
HOURS: 10.5
$110

Born at the beach, Carolina Shag is the beloved dance of the Carolinas and a favorite at local clubs and parties. This fun-filled class gets you up to speed with the fundamental steps in Carolina Shag dancing: basic eight-count, start, turn, pivot, lean and boogie walk, crossover, sugar foot and belly roll. Learn why this dance has endured and is still a “staple” of the local dance scene.

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 1200 M 7-8 p.m. 1/26-3/15 SS

Students should dress comfortably for exercise.

HEALING TOUCH - LEVEL ONE
LL17920
HOURS: 18.0
$395

Healing touch is a gentle, complementary energy-based approach to health and healing with the goal of restoring harmony and balance to the human energy system. This is done through a heart-centered caring relationship and the use of contact/ non-contact touch. This can greatly assist the body and mind in the natural ability to heal. Healing Touch is an evidence based practice that offers continuing education for nurses, chaplains and massage therapists as well as a wonderful experience for anybody. Add this gift to your skills to help others as you deepen your personal and professional growth.


SEC LOCATION DAY(S) TIME DATES REFUND
01(Central Campus) Overcash Center 256 SSU 8 a.m.-6 p.m. 2/20-2/21 SS

1 hour lunch.

Sports and Fitness

FITNESS BUSINESS MANAGEMENT
GAT8029
HOURS: 200.0
$2795

Learn to implement a successful business system in private or commercial health clubs, medically-based fitness facilities, community wellness centers, personal training studios, physical therapy clinics, YMCAs, JCCs, college centers, recreational settings, or corporate fitness centers.

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

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

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.

Students must bring their own tennis rackets and should dress comfortably for exercise as well as bring a water bottle. Class will not meet on 3/26/16.

Advanced Tennis for Beginners

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

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.

Students must bring their own clubs. Bucket of balls approx. $6.

Intermediate Golf

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

Kayaking for Beginners

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!

Introduction to Sailing for Women

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

Personal Trainer National Certification

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 testing and equipment usage and health assessment. CPR/AED is needed to receive the certificate.

Special Topics

Retirement Living

Join the crowd. Don’t be the only person in your office or family that doesn’t know how to tee it up! Specifically designed for women to learn the fundamentals of golf including: grip, stance, posture, swing, rules and etiquette. Extra fees, approximately $6 each class for range balls, are charged for this course and are to be paid at the facility. Students need to bring their own clubs.

Women Are Golfers Too

Join us to explore options for a fulfilling retirement or semi-retirement. This class 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)

PURCHASE TEXTBOOK PRIOR TO START OF CLASS.

What’s Next, Retirement?

Join us to explore options for a fulfilling retirement or semi-retirement.
What’s holding you back?

If you already have a diploma or degree, even some relevant experience, what will set you apart in your job search?

Many challenging jobs require a credential — some evidence of skills and knowledge driven by industry-specific or licensing standards. Most certification courses are offered as non-degree classes through continuing education, which requires little if any prior education experience.

For additional information on a certificate, certification or exam prep, contact customer service or visit us online.

www.cpcc.edu/certifications
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:** [www.cpcc.edu/cce/register-now](http://www.cpcc.edu/cce/register-now)
Please remember to pay online after you have registered for
your courses to secure your seat. We accept Visa, MasterCard,
Discover and American Express.

**IN PERSON:** Visit any CPCC campus registration center.
For locations, visit [www.cpcc.edu/cce](http://www.cpcc.edu/cce) or call 704.778.3006.

**Registration Information:**
- Register beginning November 6 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.

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

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.

login

**Login:** Many courses require students have a CPCC login.
Find out when registering if a CPCC login is required for your
class. Visit [www.cpcc.edu](http://www.cpcc.edu) and click on CPCC Login to establish
an account. For questions, call 704.778.3006.

**Bookstore:** Barnes & Noble bookstores allow you to
shop online, walk-in to campus locations during regular hours
or purchase books the first night of class up to 30 minutes
ahead of the start time. Visit [www.cpcc.edu/bookstore](http://www.cpcc.edu/bookstore)
or call the Central Campus bookstore at 704.330.6649.

**ID Cards:** Student IDs are not required, but necessary to
use the libraries, testing center and other facilities.

**Off-Campus Locations:** To find locations not on
campus, visit [services.cpcc.edu/offcampusdir](http://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 [www.cpcc.edu/disabilities](http://www.cpcc.edu/disabilities).
New! Career Hub presents resources for the Charlotte job market

Whether you are starting out or moving ahead, knowing the local job market is the best first step.

Why? Because the more you understand career choices, the skills you’ll need and who’s hiring in Charlotte, the better positioned you’ll be when job hunting.

Career Hub is CPCC’s new website designed to help make the most of your time as you explore everything related to careers.

You’ll find:
- Top careers and employment trends in our region
- CPCC degrees and credentials for given occupations
- Local wages and job growth projections
- Where to find local job postings
- Tips on writing a résumé, interviewing and more

Visit the site today! www.cpcc.edu/careerhub

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 Verhoeff 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 for Cosmetology
   1609 Alleghany Street
   Charlotte, NC 28208
   704.330.5454

9. WTVI PBS Charlotte
   3242 Commonwealth Avenue
   Charlotte, NC 28205
   704.372.4423

www.cpcc.edu/careerhub

www.cpcc.edu/distance

A $12 CAPS Fee is required per class for courses meeting on college campuses.
See page 54 for Fees and Refund Policies.
Reggistration options: Visit CPCC campuses, go online or call Customer Service.
Preparing for your career and professional success is easier than ever thanks to the new Ballantyne Center. Located in the Gibson Building on North Community House Road, the center offers modern classrooms, computer labs and staff offices.

Continuing education courses at the center target in-demand skills and certifications with flexible formats and schedules. These courses are open-entry, short-term and help meet your specific goals, including industry-based credentials.

Look for this symbol throughout the schedule for classes offered at the center.

For Ballantyne employers, we bring added resources to serve group training needs and to support your ongoing learning. With the latest technology and top instructors, CPCC will design and deliver training that produces results. So, whether you are a startup or have corporate operations, call on CPCC’s Ballantyne Center.

LEARN MORE OR REGISTER TODAY.
www.cpcc.edu/campuses/ballantyne
REGISTRATION BEGINS

Nov. 6

Expand your horizons

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

Kelly Webb, Spanish instructor
Read her story on p. 28.