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*Register now!*
Audio Engineering

view Audio Engineering program

Audio Engineering 1

AAC8002  HOURS: 32.0  COST: $150.00

This course introduces the recording studio, the music industry and the fundamentals of analog and digital audio. Topics focus on the foundations of modern recording including the study of sound and hearing; recording consoles; signal flow; principles of signal processing; reverberation, delay, equalization, and other effects; a study of microphones and techniques; and an introduction to recording production and techniques. Classes are lectures with in-class demonstration and hands-on training. Upon completion, students should have a fundamental understanding of recording equipment, music industry and its relationship to musician, audio engineer and producer.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) Sloan Morgan 211  M  03:45P-05:45P  1/19-5/11  SS
Class will not meet on 1/20 and 3/9.
02 (Central Campus) Sloan Morgan 211  M  06:30P-08:30P  1/19-5/11  SS
Class will not meet on 1/20 and 3/9.

Audio Engineering 1B

AAC8102  HOURS: 32.0  COST: $150.00

This class provides the student with the information necessary to succeed in the audio engineering field. Building on the fundamentals learned in Audio Engineering 1, the Audio Engineering 1B class provides a more in-depth study of the topics from the Audio Engineering 1 class and bridges the gap between the Audio Engineering 1 and Audio Engineering 2.

Prerequisite: AAC 8002 Audio Engineering 1 Please contact Customer Service at 704-330-4239 to register for this class.  Textbook required

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) Sloan Morgan 209  T  06:00P-08:00P  1/14-5/5  SS
Class will not meet on 3/10. Prerequisite: AAC 8002 Audio Engineering 1.

Audio Engineering 2

AAC8003  HOURS: 32.0  COST: $200.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) Sloan Morgan 203A W  06:00P-08:00P  1/15-5/6  SS
Class will not meet on 3/11. Prerequisite: AAC 8002 Audio Engineering 1.

Audio Engineering 3 Techniques

AAC8005  HOURS: 32.0  COST: $200.00

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

Students should bring own headphones. Prerequisite: AAC 8002 Audio Engineering 1 Please contact Customer Service at 704-330-4239 to register for this class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) Sloan Morgan 208  W  03:30P-05:30P  1/15-5/6  SS
Class will not meet 3/11.
02 (Central Campus) Sloan Morgan 208W06:00P-08:00P  1/15-5/6SS
Class will not meet 3/11.

Register now!
Creating Solution Requirements
BAP7008  HOURS: 16.0  COST: $595.00

Learn the best methods to facilitate communication among stakeholders, bridging the communications gap between the business and technology. Learn analysis methods to make the necessary transition from business requirements to functional specifications. Eligible for 14 CDUs (IIBA) and 14 PDUs (PMI) and is required for the PMI - Professional in Business Analysis Plus Certificate Program.

This course is required for Professional in Business Analysis Plus Certificate Program.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2130  MT 06:00P-10:00P 4/20-4/25 SS
(Harris Campus) Harris 2 Building 2130  S 08:00A-05:00P 4/20-4/25

Human Resources

SHRM-CP and SHRM-SCP Preparation
BUX7930  HOURS: 40.0  COST: $945.00

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: http://certification.shrm.org/.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2136  T 06:00P-09:00P 2/4-2/10 SS
Class is 6:30pm on 2/11 in room 2127

Fundamentals of Human Resources Management
BUX8006  HOURS: 15.0  COST: $209.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2101  MW 06:00P-09:00P 1/22-2/10 SS
Class will not meet 2/5
02 (Levine Campus) TTH 06:00P-09:00P 2/4-2/18 SS

Basic Employment Law for Human Resources
BUX8007  HOURS: 15.0  COST: $209.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2101  MW 06:00P-09:00P 2/9-3/23 SS
02 (Levine Campus) TTH 06:00P-09:00P 3/27-4/12 SS

Human Resources - Benefits Administration
BUX8011  HOURS: 15.0  COST: $209.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2130  MW 06:00P-09:00P 3/9-3/23 SS
02 (Levine Campus) T 06:00P-10:00P 3/24-4/7 SS
Class will not meet 3/26

Human Resources - Employee Relations
BUX8012  HOURS: 15.0  COST: $209.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2130  MW 06:00P-09:00P 3/25-4/15 SS
Class will not meet 4/8,4/13
02 (Levine Campus) TBA 06:00P-09:00P 4/14-4/23 SS

Effective Recruitment and Selection
BUX8010  HOURS: 15.0  COST: $209.00

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.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2101  MW 06:00P-09:00P 4/20-5/4 SS
02 (Levine Campus) TTH 06:00P-10:00P 4/28-5/12 SS
Class will not meet 5/7

Additional Courses

Respectful Relationships: Harassment and Response Training
BUX8000  HOURS: 4.0  COST: $79.00

An introduction, understanding, and awareness of what violates a Respectful Relationship, legally, professionally, and personally. Participants will gain awareness and learn what constitutes harassment from multiple perspectives and how to navigate, prevent, and promote an environment that fosters respectful relationships and what to do. Course by Kantola Productions.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2101 M 05:30P-09:30P 2/17-2/17 SS

Influence - A Proactive and Positive Approach to Employee Engagement
BUX8021  HOURS: 4.0  COST: $79.00

Actively identify, enrich, and cultivate influential characteristics to foster and promote employee and self-engagement, productivity, and success. Gain personal and professional awareness and learn specific steps to recognize what influence is and how to enhance specific characteristics that promote and foster influence. This class will help you meet your goals in your personal and professional life.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harris Campus) Harris 2 Building 2101 M 05:30P-09:30P 5/11-5/11 SS
Lean and Six Sigma

**Lean Six Sigma Green Belt Certification**

**BUS7430**  **HOURS: 46.0**  **COST: $1495.00**

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

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**Lean Six Sigma Black Belt Certification**

**BUS7435**  **HOURS: 100.0**  **COST: $2995.00**

Prepare to provide an organization with the expertise of a certified Lean Six Sigma Black Belt. Course content is built on the American Society for Quality's Body of Knowledge and can assist students in preparing for ASQ certification exam. Black belts lead cross-functional teams to carry out improvement projects, implement tools of Six Sigma and provide statistical expertise for project teams.

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Marketing

**Digital Marketing Certificate Program**

**SBX7021**  **HOURS: 331.5**  **COST: $2250.00**

Facebook and Central Piedmont are partners in developing and offering this non-credit Digital Marketing Certificate program. In the six-month course, entry-level job seekers and experienced professionals alike will gain and expand their understanding of core concepts including market positioning, brand positioning, targeting and segmentation, and marketing channels and metrics. With this high-demand set of skills, this innovative course (offered by blending online and in-person sessions) will have you set to kick start your journey into careers that require new technology skills in digital marketing.

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Class will meet via WebEx on March 4 from 6:00-7:30pm.

Project Management

**Certified Scrum Master Training**

**PMP7500**  **HOURS: 16.0**  **COST: $1195.00**

This course is a fast-paced introduction to Scrum, the most popular of all agile systems. Learn why agile methods produce benefits such as better customer satisfaction, visibility, quality, morale and how to achieve agility with the Scrum framework.

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Ongoing Professional Education

**PMI Agile Certified Practitioner (PMI-ACP) Exam Preparation Workshop**

**PMP7100**  **HOURS: 16.0**  **COST: $595.00**

This course prepares participants to take the PMI-ACP Certification exam using a highly focused approach - that is you learn more of what you need to know and do in order to pass the exam rather than what you need to know to be an agile project manager. Here we make the same assumption as the PMI-ACP exam itself, that participants already have the required Agile project experience.

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**Training From the Back of the Room**

**PMP7200**  **HOURS: 16.0**  **COST: $795.00**

If you train, coach, lead meetings or facilitate groups, take your training and presentation skills to an advanced level, regardless of the complexity of topics, size of the group, or level of learners. Discover six powerful learning principles based on the best of brain science, then apply these principles every time you train, teach, coach, or present to others. TBR is an accelerated learning model that goes hand-in-hand with agile values and principles. During this dynamic two-day trainer/presenter program, you will learn and apply the 4Cs instructional design ‘map’ (Connection, Concept, Concrete Practice, Conclusion) then practice using the content you typically present.

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**Anatomy of a Team Leader**

**BUS8600**  **HOURS: 44.0**  **COST: $1095.00**

Are you a new people leader or soon to become one? Ease the transition from teammate to people leader and its associated anxieties by learning about yourself and others, as well as practicing personal communication techniques, making sound business decisions, employing effective business strategies, and driving team and corporate change. Lead, coach, set goals, review results and execute strategy confidently from your first day at the helm of your team. Experience, simulate and practice your new skills with other emerging leaders in the classroom - before you grab the wheel!

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**Project Manager Plus (PMP) Certificate**

**Project Planning and Control**

**BAP7006**  **HOURS: 24.0**  **COST: $795.00**

Learn processes, tools, and techniques used to initiate, plan, execute, monitor & 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). This course is required for both Project Management and PMI-Professional in Business Analysis Plus Certificate Programs.

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Register now!
Using Microsoft Project for Effective Project Management

PMP7002  HOURS: 16.0  COST: $595.00

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).

Leading the Way in Stakeholder Management

PMP7022  HOURS: 16.0  COST: $595.00

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 Project Management and PMI Professional in Business Analysis Plus Certificate Programs.

PMP/CAPM Exam Prep

PMP7003  HOURS: 24.0  COST: $795.00

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 the Project Management Plus Exam Certificate Program.

QuickBooks

Basic Accounting With QuickBooks

SBX7439  HOURS: 6.0  COST: $99.00

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  COST: $169.00

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

QuickBooks Level 2

SBX7460  HOURS: 12.0  COST: $169.00

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.

A Guide to Agile Projects

PMP7008  HOURS: 16.0  COST: $595.00

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

Spring 2020
**QuickBooks Certified User: Exam Review and Certification Test**

**SBX7480**  
**HOURS:** 3.0  
**COST:** $210.00

Stand out from the crowd as a QuickBooks Certfied user. The exam prep will provide you with a review if you have completed QuickBooks Levels 1 and 2 and will prepare you for success on the exam. The exam validates your knowledge of QuickBooks Pro financial software, and if you score 80 percent or above, you will earn the industry recognized 'QuickBooks Certified User' designation. The credential is ideal to add to your resume or to gain instant credibility as a bookkeeper, office manager or business owner. Prerequisite: Students seeking to sit for the examination are required to have completed SBX7440 and SBX7460.

**One additional hour required for exam.**

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Exams are administered by CPCC's Testing Center on Central Campus. Test dates must be scheduled during the time period of 3/27-4/24.

**Job Costing and Estimating with QuickBooks®**

**SBX7489**  
**HOURS:** 6.0  
**COST:** $119.00

Accurate job costing is one of the most critical tasks for managing job-based businesses like construction companies, professional services firms and even not-for-profits. Many owners put it off because it seems too complicated or time-consuming. Discover how to use QuickBooks as a powerful job costing tool to help your business grow and prosper.

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**Small Business**

**Empower U: Entrepreneurial Mindset**

**SBX7019**  
**HOURS:** 26.0  
**COST:** $279.00

Entrepreneurship is more than starting a business. It's a mindset that can change the way you work and live. Discover the framework for thinking and acting that successful entrepreneurs rely on and learn how to empower yourself as a hopeful entrepreneur, business owner or employee. During the program, you will master the entrepreneurial mindset and develop critical thinking, communication, and problem-solving skills. This course will utilize the Ice House content and curriculum developed by the Entrepreneurial Learning Initiative in partnership with the Ewing Marion Kauffman Foundation.

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**From Grant Seeking to Grant Writing**

**SBX7468**  
**HOURS:** 10.0  
**COST:** $149.00

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

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**Federal Contracting 101**

**SBX7490**  
**HOURS:** 8.0  
**COST:** $199.00

The federal government is the biggest customer in the world. Whether you are taking your first steps or looking to expand your footprint, you cannot afford to overlook the federal government. Using a structured approach, our expert will guide you through the ins and outs of federal contracting. Get the inside scoop on what is important and what works in the bidding process. Gather the knowledge to develop a successful marketing and sales plan to make you one step closer to winning that contract.

**Food Trucks 101: Starting a Mobile Food Business**

**SBX7903**  
**HOURS:** 13.5  
**COST:** $199.00

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  
**COST:** $159.00

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.

**Using Social Media in Business**

**SBX8223**  
**HOURS:** 24.0  
**COST:** $159.00

Gain a solid foundation and thorough understanding of what social media is and how you can use it to grow your business. Master a simple process for making social media work for you. Learn about the five most popular social media platforms: Facebook, Twitter, LinkedIn, Pinterest, and Google+.

**How to Start a Nonprofit**

**SBX8224**  
**HOURS:** 24.0  
**COST:** $169.00

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

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Register now!
Construction and Welding
view Construction and Welding program

Carpentry

Introduction to Furniture/Cabinet Making

CAB8300  HOURS: 49.0  COST: $125.00

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.

Required: student accident insurance, technology fee, lab fee.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) Harper IV 120  TTH  06:00P-09:30P  1/21-3/5  OE
Class will meet in Harper IV carpentry lab room 120.
02 (Harper Campus) Harper IV 120  TTH  06:00P-09:30P  3/24-5/7  OE
Class will meet in Harper IV carpentry lab room 120.

Introduction to Carpentry

CIX7000  HOURS: 49.0  COST: $125.00

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. 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: CIX7006 Carpentry II and CAB8300 Furniture/Cabinet Making.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) Harper IV 120  MW  06:00P-09:30P  1/21-3/5  OE
Class will NOT meet 1/20. Class will meet in room 367 on Jan 13, 15 and 22. All other classes will meet in Harper IV carpentry lab room 120.
02 (Harper Campus) Harper IV 120  MW  06:00P-09:30P  3/24-5/7  OE
Class will meet in room 367 on 3/16, 3/18, 3/23. All other classes will meet in Harper IV carpentry lab room 120.

Carpentry II

CIX7006  HOURS: 112.0  COST: $180.00

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 subflooring; ROs; 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.

Required: student accident insurance, technology fee, lab fee.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 364  TTH  06:00P-09:30P  1/21-5/7  OE
Class will meet in Harper 1, Room 367 on 1/21,23,1/28 and 1/30. The remaining classes will meet in Harper 1 carpentry lab room 370.

Carpentry Core Skills: Doors and Trim

CIX7503  HOURS: 24.0  COST: $70.00

The skill that every property manager must hone: hanging doors and changing handles and locksets. This class will lead you through carpentry methodology to help you master these skills. Primary emphasis will be placed on residential homes, with limited commercial applicability.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 370  S  08:00A-05:00P  2/1-2/15  OE
Class meets three consecutive Saturdays in Harper 1, Room 370. All tools and materials are provided.
02 (Harper Campus) 370  S  08:00A-05:00P  4/4-4/25  OE
Class will NOT meet April 11. All other classes will be held on Saturdays in Harper 1, room 370. All tools and materials are provided.

Basic Drywall Repair

CIX7613  HOURS: 24.0  COST: $70.00

Accidents happen. Take the frustration out of viewing walls with holes, dents, and general cosmetic imperfections. Bring value to property with these techniques and methodologies for repairing drywall.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 370  S  08:00A-05:00P  3/7-3/21  OE
Class meets three consecutive Saturdays in Harper 1, Room 370. All tools and materials are provided.

Licensing and Code Qualification

Blueprint Reading and Estimating

BPR7002  HOURS: 40.0  COST: $125.00

A course covering the fundamentals of reading and interpreting residential blueprints and estimating the quantities of materials and labor required to construct a house. Use of current technology (CADD and BIM) will be introduced and discussed.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 352L  MW  06:00P-08:30P  1/22-3/16  OE
Class will not meet on Mon, Jan 20. First day of class is Wed, Jan 22.

Home Construction Methods and Details

CAR7101  HOURS: 40.0  COST: $125.00

A course designed to assist the inexperienced builder to identify and evaluate information and procedures pertaining to home construction such as lot selection, site preparation, building codes, permits, and general cosmetic imperfections. Bring value to property with these techniques and methodologies for repairing drywall.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 352D  MW  06:00P-08:30P  3/23-5/13  OE

Residential Contractor's Exam Review

CAR7130  HOURS: 40.0  COST: $125.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 108  TTH  06:00P-08:30P  3/24-5/14  OE
Commercial Contractor's Exam Review  
CAR7131  HOURS: 40.0  COST: $125.00  
This course is a review of the laws, codes and procedures covered by the General Contractor's License Examination for commercial construction. This classification includes the construction of all commercial, industrial, institutional, multi-family and residential construction. The financial requirements for the Commercial/Building classification are the same for the Residential classification.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Harper Campus)  108  TTH  06:00P-08:30P  1/14-3/5  OE

Professional Home Inspectors Training  
CIX7013  HOURS: 125.0  COST: $1100.00  
This course provides students with the thorough academic preparation for becoming knowledgeable and competent home inspectors. Topics include: licensing law, building science fundamentals, principals of house construction and applicable building code history, an in-depth and on-going review of the Standards of Practice and Code of Ethics, a thorough study of all the systems of a house that must be inspected - structure, roof, exterior, interior, heating and cooling, electrical, plumbing, insulation and ventilation and appliances. Time will also be spent on developing report writing skills. The course is approved by the NC Home Inspector Licensure Board and meets their new standard for the classroom training required in preparation to sit for the licensing exam. It is also approved by the NC Residential Builders Commission as preparation for their exam.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Harper Campus)  352I  MW  06:00P-09:00P  1/13-4/29  SS
Class will NOT meet on Jan 20. Class meets on the following Saturdays: Jan 25; Feb 18; Mar 21 and Apr 18 from 8am-5pm. This class meets the in class requirements for NC home inspection licensure. It does NOT cover the 80 hours of field service training.

Code Qualification - Law and Administration  
COD7100  HOURS: 15.0  COST: $70.00  
The Law and Administration course is an overview of North Carolina's building regulation system and is designed for the education and training of building, electrical, mechanical, plumbing, and fire prevention code enforcement officials. Course participants will study the structure of the federal, state and local governments, the history of the North Carolina State Building Code, the General Statutes relating to the Code and to code enforcement, and the enforcement responsibilities of local inspection departments. Upon completion, course participants will understand the scope of code enforcement and will be able to describe the powers and responsibilities of inspectors. In addition, with the successful completion of the Law and Administration course and others specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the State examination for inspector certification.

One textbook fee is included as lab fee for this course. Students will receive the book on the first day of class. Students will need to purchase the North Carolina State Building Code Administrative Code and Policies 2012. To receive Firefighter waiver, proof of Firefighter status must be provided before registration. The waiver and additional information are available at: www.cpcce.edu/construction/crowder-construction-institute.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Harper Campus)  303  FS  08:00A-05:00P  2/28-2/29  OE
01  (Harper Campus)  303  FS  08:00A-05:00P  4/24-4/25  OE
Class will only meet one weekend.

Code Qualification - Building Level I  
COD7101  HOURS: 48.0  COST: $125.00  
The Building Level I course is designed for the education and training of the Building Level I code enforcement official who is responsible for inspecting residential and small commercial construction up to 20,000 square feet in size. Students will be required to purchase all textbooks in advance. Students may use CPCC schedule builder at www.cpcce.edu to learn which books are needed, the bookstore locations and hours. There is a waiver for paid firefighters. Proof of Firefighter status must be provided before registration. To obtain the waiver, call customer service at 704-330-4285, option 2.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Harper Campus)  352D  FSSU  08:00A-05:00P  1/10-1/26  OE
Class will not meet 1/17-1/19. Class will meet in computer lab for final test on 1/26 from 2-5pm.

Code Qualification - Building Level III  
COD7103  HOURS: 40.0  COST: $125.00  
The Building Level III course is designed for the education and training of the Building Level III code enforcement official who has the responsibility of inspecting all types of construction of unlimited size and is built upon information presented in the Building Level I and II Standard Inspection courses.

Students will be required to purchase all textbooks in advance. Students may use CPCC schedule builder at www.cpcce.edu to learn which books are needed, the bookstore locations and hours. To receive Firefighter waiver, proof of Firefighter status must be provided before registration. The waiver and additional information are available at: www.cpcce.edu/construction/crowder-construction-institute.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Merancas Campus)  Trans Sys 248  FSSU  08:00A-05:00P  3/6/3/22  OE
Class will not meet Fri-Sun, March 13-15 or Fri, March 20. Class will be held at CPCC Merancas Campus:11930 Verhoeff Dr., Huntersville, NC 28078. Class will meet in computer lab on the last day of class to take final exam on 3/22 from 2p-5p.

Code Qualification - Electrical Level I  
COD7104  HOURS: 40.0  COST: $125.00  
The Electrical Level I course is designed for the Electrical Level I code enforcement official who is responsible for inspecting residential and small commercial construction up to 20,000 square feet in size. Purchase textbook prior to class. Proof of firefighter status required upon registration to receive waiver. Waiver and additional information are available at: www.cpcce.edu/construction/crowder-construction-institute.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Cato Campus)  Cato Phase III 223  FSSU  08:00A-05:00P  2/7-2/23  OE
Class will not meet Feb 14-16 nor Feb 21. Class will be held at the CPCC Cato Campus:8120 Grier Road, Charlotte, NC 28215.

Code Qualification-Electrical Level III  
COD7106  HOURS: 32.0  COST: $125.00  
The Electrical Level III course is designed for the education and training of the Electrical Level III code enforcement official who is responsible for inspecting electrical installations in all types of construction of unlimited size. Purchase textbook prior to start of class. Proof of firefighter status required upon registration to receive waiver. Waiver and additional information are available at: www.cpcce.edu/construction/crowder-construction-institute.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Cato Campus)  Cato Phase III 223  SSU  08:00A-05:00P  4/4-4/19  OE
Class will not meet Sat and Sun, April 11-12. Class will be held at CPCC Cato Campus:8120 Grier Road, Charlotte, NC 28215.

Code Qualification - Mechanical Level I  
COD7107  HOURS: 32.0  COST: $125.00  
This course is designed for the education and training of the Mechanical Level I code enforcement official who has the responsibility of inspecting residential and small commercial mechanical installations in construction up to 20,000 square feet in size. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas Code of the North Carolina State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of the Mechanical Level I and the Law and Administration courses in conjunction with other education and experience requirements specified by the North Carolina Code Officials Qualification Board, course participants will be eligible to take the Mechanical Level I State examination for inspector certification.

Students will be required to purchase all textbooks in advance. Students may use CPCC schedule builder at www.cpcce.edu to learn which books are needed, the bookstore locations and hours. To receive Firefighter waiver, proof of Firefighter status must be provided before registration. The waiver and additional information are available at: www.cpcce.edu/construction/crowder-construction-institute.

SEC LOCATION  DAY(S)  TIME  DATES  REF  
01  (Harper Campus)  303  SSU  08:00A-05:00P  3/7-3/22  OE
Class will not meet 3/14 and 3/15.
Code Qualification-Mechanical Level III

COD7109  HOURS: 16.0  COST: $70.00

This course is designed for the education and training of the Mechanical Level III Code enforcement official who is responsible for inspecting mechanical installations in all types of construction of unlimited size and is built upon information presented in the Mechanical I and II Standard Inspection courses.

Purchase textbook prior to start of class. Proof of firefighter status required upon registration to receive waiver. Waiver and additional information are available at www.cpc.edu/construction/crowder-construction-institute.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Harper Campus) 303  | SSU  | 08:00A-05:00P  | 1/25-1/26  | OE
03 (Harper Campus) 323  | SSU  | 08:00A-05:00P  | 4/25-4/26  | OE

Code Qualification - Plumbing Level I

COD7110  HOURS: 32.0  COST: $125.00

The Plumbing Level I course is designed for the education and training of the Plumbing Level I code enforcement official who is responsible for inspecting residential and small commercial plumbing installations in construction up to 20,000 square feet in size.

Purchase textbook prior to start of class. Proof of firefighter status required upon registration to receive waiver. Waiver and additional information are available at www.cpc.edu/construction/crowder-construction-institute.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Harper Campus) 324  | SSU  | 08:00A-05:00P  | 3/7-3/22  | OE

Class does not meet 3/14-3/15.

Code Qualification - Plumbing Level III

COD7112  HOURS: 16.0  COST: $70.00

This course is designed for Plumbing level III code enforcement officials who are responsible for inspecting plumbing installations in construction of unlimited size.

Purchase textbook prior to start of class. Proof of firefighter status required upon registration to receive waiver. Waiver and additional information available at www.cpc.edu/construction/crowder-construction-institute.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Harper Campus) 324  | SSU  | 08:00A-05:00P  | 1/25-1/26  | OE
03 (Harper Campus) 324  | SSU  | 08:00A-05:00P  | 4/25-4/26  | OE

Class only meets one weekend.

Backflow Prevention Assembly and Tester Recertification

PLU7015  HOURS: 40.0  COST: $125.00

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

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Levine Campus) 1208  | F  | 08:00A-12:00P  | 1/2-1/3  | OE
01 (Levine Campus) 1208  | TH  | 08:00A-05:00P  | 1/2-1/3  | OE

Masonry

Introduction to Bricklaying

MAS7001  HOURS: 49.0  COST: $125.00

A course covering the fundamental techniques and practice in the building of brick walls, steps, corners, chimneys, and other brick structures. Emphasis is placed on the correct use of the mason's trowel, level, plum line and tape measure. Job safety and safe work habits will be covered.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Harper Campus) 364  | MW  | 06:00P-09:30P  | 1/22-3/9  | OE
02 (Harper Campus) 364  | MW  | 06:00P-09:30P  | 3/18-5/4  | OE

Plumbing

Backflow Prevention Assembly and Tester Recertification

PLU7016  HOURS: 12.0  COST: $70.00

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

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Levine Campus) 1208  | S  | 08:00A-05:00P  | 4/18-5/2  | OE

This class will take place at the Levine Campus in Matthews.

Plumbing 1-2-3

PLU7600  HOURS: 24.0  COST: $70.00

Put the yellow pages away; let us teach you how to tackle your own plumbing projects. This class will lead you through the basic plumbing methods, including the tools and materials used to install plumbing pipe work and plumbing fixtures. Primary emphasis will be placed on plumbing systems for residential homes.

Required: student accident insurance, technology fee, and lab fee.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Levine Campus) 1208  | S  | 08:00A-05:00P  | 1/14-5/14  | OE

This class meets one Saturday per month: 1/18, 2/8, 2/15, 3/4 and 5/9. Classes will use both a classroom and plumbing lab room 1208.

Residential/Commercial Plumbing Level 2

PLU8002  HOURS: 166.0  COST: $180.00

This course uses the NCCER training format and provides certificates of competency in plumbing level 2. The topics covered includes advanced math and reading drawings, installation of piping, fixtures, and valves, and basic electricity.

SEC LOCATION  |  DAY(S)  |  TIME  |  DATES  |  REF
---  | ---  | ---  | ---  | ---
01 (Levine Campus) 1208  | S  | 08:00A-05:00P  | 1/14-5/14  | OE
01 (Levine Campus) 1208  | TTH  | 06:00P-09:30P  | 1/14-5/14  | OE

This class meets one Saturday per month: 1/18, 2/8, 3/7, 4/4 and 5/9. Classes will use both a classroom and plumbing lab-room 1208.
Welding and Inspection

Level I & II Magnetic Particle Testing

NDX7011  HOURS: 24.0  COST: $695.00

The student will learn Magnetic particle inspection process methods for the detection of surface and sub-surface defects in ferrous materials. Course will describe the principles, limitations, and advantages of magnetic particle testing (MT). Students will learn about longitudinal and circular magnetism, direct and indirect magnetism, and utilize equipment with magnetism to inspect parts. Magnetic particle testing techniques including dry and wet medium, as well as visible and fluorescent particle techniques will be studied and applied. The courses will meet the training requirements of ASNT's SNT-TC-1A-2001 and CP-189-2001 Edition Levels I & II.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 363  MW  06:00P-09:00P  2/3 3/2  SS

Class will NOT meet Monday February 17th.

NDE Visual Testing, Level 1, 2

NDX8005  HOURS: 40.0  COST: $595.00

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-103-2011.

SEC LOCATION  DAY(S)  TIME  DATES  REF
80 (Internet)  Online Course  1/13-3/6  SS
81 (Internet)  Online Course  3/16-5/8  SS

Introduction to NDE

NDX8012  HOURS: 40.0  COST: $495.00

This course will help build a stronger Non-Destructive Examination (NDE) team by ensuring everyone has the same foundation. NDE uses group analysis techniques used to determine the structural integrity of a component without damaging or impairing the serviceability of the part or system. Because NDE does not require the destruction or often the dis-assembly of a system, it is a highly-valuable technique 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. When 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 who wants to learn about NDE.

SEC LOCATION  DAY(S)  TIME  DATES  REF
80 (Internet)  Online Course  1/13-3/6  SS
81 (Internet)  Online Course  3/16-5/8  SS

Spring 2020

Ultrasonic Testing - Level I

WLX7013  HOURS: 40.0  COST: $1249.00

This short course covers the principles of ultrasonics and meets the training requirements as defined in ASNT-TC-1A and CP-105 for UT Level I. The participant will be capable of performing straight and dual element calibrations, following basic instructions to perform laminar scans and blind sample assessment utilizing both techniques. A basic introduction to angle beam examination is included. Practical aspects of the method are emphasized, as approximately one half the time is allocated for practical applications. Objectives: To learn the theory of ultrasonics, its terminology and techniques, be capable of setting up and conducting a basic ultrasonic inspection, and meet training requirements for certification as Ultrasonic Level I per ASNT's SNT-TC-1A and CP-105. Student Accident Insurance is required to attend this class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 362  MW  06:00P-09:20P  1/27-3/4  SS

Ultrasonic Testing Level II

WLX7014  HOURS: 40.0  COST: $1249.00

This short course reviews the principles of ultrasonics and meets the training requirements as defined in ASNT's SNT-TC-1A and CP-105 for UT Level II. The participant will review techniques for straight and dual element examinations and will gain a solid understanding of practical angle beam examinations using digital flaw detectors. Weld examination, as applied to flawed samples, is the primary focus of the course applying ASME and AWS codes to assess weld condition. Practical aspects of the method are emphasized, as approximately one half the time is allocated for practical applications.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) 362  MW  06:00P-09:20P  3/16-4/22  SS

AWS Welding Certification - Single Position Plate

WLX7121  HOURS: 6.0  COST: $495.00

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

Personal Protection Equipment required. Email will be sent prior to class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus) Harper IV 130B  F  08:00A-03:00P  3/1-1/31  SS
Email will be sent prior to class to confirm test details.
02 (Harper Campus) Harper IV 130B  F  08:00A-03:00P  2/28-2/28  SS
Email will be sent prior to class to confirm test details.
03 (Harper Campus) Harper IV 130B  S  08:00A-03:00P  3/21-3/21  SS
Email will be sent prior to class to confirm test details.
04 (Harper Campus) Harper IV 130B  S  08:00A-03:00P  4/25-4/25  SS
Email will be sent prior to class to confirm test details.

Register now!
AWS Welding Certification - Multiple Position Plate

WLX7122  **HOURS: 6.0**  **COST: $595.00**

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

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (Harper Campus) Harper IV 130C  F  08:00A-03:00P  1/31-1/31 SS

**Email will be sent prior to class to confirm test details.**

02 (Harper Campus) Harper IV 130C  F  08:00A-03:00P  2/28-2/28 SS

**Email will be sent prior to class to confirm test details.**

03 (Harper Campus) Harper IV 130  S  08:00A-03:00P  3/21-3/21 SS

**Email will be sent prior to class to confirm test details.**

04 (Harper Campus) Harper IV 130  S  08:00A-03:00P  4/25-4/25 SS

**Email will be sent prior to class to confirm test details.**

AWS Welding Certification - Pipe Test

WLX7123  **HOURS: 6.0**  **COST: $695.00**

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 (2inch or 6inch) and led by one of our AWS Certified Welding Inspectors. Testers will be responsible for their own appropriate welding gear (hand tools, grinder, etc.) and safety gear (mask, gloves, etc.).

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
02 (Harper Campus) Harper IV 130  F  08:00A-03:00P  2/28-2/28 SS

**Email will be sent prior to class to confirm test details.**

03 (Harper Campus) Harper IV 130D  F  08:00A-03:00P  3/21-3/21 SS

**Email will be sent prior to class to confirm test details.**

04 (Harper Campus) Harper IV 130  S  08:00A-03:00P  4/25-4/25 SS

**Email will be sent prior to class to confirm test details.**

**Cosmetology**

view Cosmetology program

Natural Hair Care Certification

COS7010  **HOURS: 320.0**  **COST: $180.00**

This course prepares students for the Natural Hair Care Braiding License Exam. This course covers beginner level general sciences and practices specific to infection control, sanitation, bacteriology, first aid, shampooing, draping, anatomy, disorders of the hair and scalp, and client consultation. This course also covers advanced level applications specific to styles and techniques of natural hair styling, including twisting, wrapping, extending, locking, blow-drying and hot ironing; and business management and professional ethics and other related topics.

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (City View) City View Center 107A  MTWTH  04:00P-09:00P  1/13-5/4  OE

**Financial Services**

view Financial Services program

**Accounting**

Professional Bookkeeper Certificate

BKC8030  **HOURS: 60.0**  **COST: $750.00**

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 is completed. Purchase textbook prior to start of class. Required: Basic accounting knowledge.

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (Harris Campus) Harris 2 213B  MW  06:00P-09:00P  2/3-4/8 SS

**Appraisal**

The Uniform Standards of Professional Appraisal Practice (USPAP)

APP7144  **HOURS: 16.0**  **COST: $325.00**

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.

**Textbook required.**

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (Harris Campus) Harris 2 2101  T  05:30P-09:30P  4/7-4/21 SS
(Harris Campus) Harris 2 2101  TTH  06:00P-09:00P  4/7-4/21

Basic Appraisal Principles

APP7201  **HOURS: 30.0**  **COST: $820.00**

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

**Textbook required.**

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (Harris Campus) Harris 2 2136  TTH  06:00P-09:00P  1/14-2/13 SS

Basic Appraisal Procedures

APP7202  **HOURS: 30.0**  **COST: $820.00**

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

**Textbook required.**

**SEC LOCATION**  **DAY(S)**  **TIME**  **DATES**  **REF**
01 (Harris Campus) Harris 2 2101  TTH  06:00P-09:00P  2/25-3/26 SS
### Supervisory Appraiser / Trainee Appraiser

**APP7206**  
**HOURS:** 4.0  
**COST:** $65.00  
This four-hour course will address the national minimum requirements, responsibilities, and expectations for Trainee Appraisers and Supervisory Appraisers as set by the Appraiser Qualifications Board.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Harris Campus) Harris 2 2101  
TH  
05:30P-09:30P  
4/23-4/23  
SS

### Banking and Mortgage Lending

#### Banking

**Banking Services Certificate (Includes Notary Public)**  
**CBX8030**  
**HOURS:** 54.0  
**COST:** $180.00  
This Banking Services Certificate provides the essential knowledge needed to start or advance your career in retail banking. The course includes fundamental banking concepts and principles, the basics of how banks operate as service providers and businesses, their obligation to operate in a safe and sound manner and manage risk, and the responsibilities of bank employees in a customer-focused financial services environment. The Notary section of this course covers the statutes that regulate the acts of NC notaries. The purpose is for applicants to become qualified candidates for the highly in-demand Notary Public commission.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Harris Campus) Harris 2 2138  
TTH  
06:00P-09:00P  
2/4-4/2  
OE

#### Mortgage Lending

**20-hour SAFE Comprehensive Mortgage Origination Essentials**  
**MTG7200**  
**HOURS:** 20.0  
**COST:** $325.00  
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.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Cato Campus) Cato Phase III 223  
F  
08:30A-12:30P  
1/10-1/24  
SS  
02 (Levine Campus) TBA  
F  
08:30A-05:30P  
1/10-1/24  
SS  
02 (Levine Campus) TBA  
S  
08:30A-12:30P  
4/18-5/2  
SS  
02 (Levine Campus) TBA  
S  
08:30A-05:30P  
4/18-5/2  
SS

**4-Hour NC SAFE: North Carolina Mortgage Origination Essentials**  
**MTG7204**  
**HOURS:** 4.0  
**COST:** $119.00  
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.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Cato Campus) Cato Phase III 223  
F  
01:30P-05:30P  
1/24-1/24  
SS  
02 (Levine Campus) TBA  
F  
01:30P-05:30P  
1/24-1/24  
SS  
02 (Levine Campus) TBA  
S  
01:30P-05:30P  
5/25-5/2  
SS

### 24 Hour NC SAFE Comprehensive Mortgage Origination Essentials (WEBINAR)

**MTG8224**  
**HOURS:** 24.0  
**COST:** $449.00  
Part 1 - This course meets the federal mortgage loan originator pre-licensing education requirement and prepares students to take the federal licensing exam component. Attenders interact with materials through presentation and live streaming broadcast of the instructor. The course is presented as a live webinar (classroom equivalent) format. The course teaches the loan originator how 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. This course includes three hours of training on federal law, three hours of ethical training, two hours of training on non-traditional mortgage products, and twelve hours of additional instruction on mortgage origination. Part 2 - 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.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
00 (Internet)  
Online Course  
06:30P-09:30P  
4/20-5/13  
SS

### CFP Certification Education Program

#### CFP - Fundamentals of Financial Planning

**CFE8001**  
**HOURS:** 39.0  
**COST:** $600.00  
Get a comprehensive overview of the financial planning process. Understand the roles and responsibilities of a financial planner and gain the analytical skills to aid in fiduciary decision-making. You will learn communication techniques, risk tolerance, time-value-of-money, regulatory issues and various financial planning applications.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Harris Campus) Harris 1 Building 2103  
TTH  
06:00P-09:00P  
1/21-3/3  
SS

#### CFP - Insurance Planning

**CFE8002**  
**HOURS:** 33.0  
**COST:** $600.00  
Understand the importance of insurance when it comes to financial planning. In this course, you will grasp basic concepts in risk management and the various types of insurance, such as property, casualty, life, health, disability and long-term care.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Harris Campus) Harris 1 Building 2103  
TTH  
06:00P-09:00P  
3/17-4/21  
SS

#### CFP - Investment Planning

**CFE8003**  
**HOURS:** 39.0  
**COST:** $600.00  
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.  

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Harris Campus) Harris 2 Building 2130  
W  
06:00P-09:00P  
5/11-6/29  
SS

---

Register now!
CFP - Financial Plan Development Course

CFE8007 HOURS: 45.0 COST: $800.00

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

**FINANCE**

Local Government Finance

FIN7900 HOURS: 48.0 COST: $125.00

This course is a basic overview of local government finance in North Carolina. It is not a debt and credit accounting course nor does it assume you have formal accounting education or experience. You will learn the basic job functions that are typically housed in the finance department, with attention to those found in smaller governments. This course will also link those functions to the requirements for all local governments found in the NC General Statutes, primarily the Local Government and Fiscal Control Act (G. S. 159 Article 3).

Class fully online. Students need access to a current version of Adobe Reader and Microsoft Excel. CPCC login required.

**FIN8000** HOURS: 30.0 COST: $399.00

Delving deep into financial analysis helps businesses understand current and past performance, predict future performance and make smarter overall decisions. This course helps you master the fundamentals of finance using Excel using common built-in functions, charts and other useful tools. Increase your financial skills by creating and understanding financial statements, performance evaluations, forecasting, valuation, capital budgeting and modern portfolio theory. An educational background in finance or accounting, plus intermediate Excel knowledge, is highly recommended. Textbook required.

Insurance

N.C. Property Insurance Agent (Pre-licensing)

INX7501 HOURS: 24.0 COST: $70.00

This course is approved by the North Carolina Department of Insurance (NCDOL) for individuals seeking a Property Insurance agent license, and recommended for those seeking an adjuster 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.

**N.C. Life Insurance Agent (Pre-licensing)**

INX7503 HOURS: 24.0 COST: $70.00

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

**Notary Public**

Notary Public I

BUS7116 HOURS: 6.5 COST: $115.00

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

Register now!
Notary Continued...

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<thead>
<tr>
<th>Course Code</th>
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<tr>
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<td>(Levine Campus) TBA</td>
<td>8:30-4:00P</td>
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<td>31</td>
<td>(Central Campus) Hall 215</td>
<td>8:30-4:00P</td>
<td>5/8/5</td>
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<td>32</td>
<td>(Merancas Campus) Trans Sys 250</td>
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<td>5/9/5</td>
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<tr>
<td>33</td>
<td>(Harper Campus) Harper IV 431</td>
<td>8:30-4:00P</td>
<td>5/13/5</td>
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Electronic Notary Certification

**BUS7117**  **HOURS: 3.0**  **COST: $67.00**

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

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<td>03</td>
<td>(Levine Campus) TBA</td>
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<td>04</td>
<td>(Harris Campus) Harris 2 2101</td>
<td>6:00P-9:00P</td>
<td>5/12-5/12</td>
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Property Management

**Certified Manager of Community Associations (CMCA)**

**PMG8000**  **HOURS: 24.0**  **COST: $599.00**

With more than 68 million Americans and millions of others worldwide living in homeowners associations, condominium communities, and co-ops, there is a critical need for well-trained and educated community managers to oversee these properties. Successful completion of this course is the first step in obtaining a professional designation in community association management awarded by the Community Association Institute (CAI). Topics to be covered include: legal basics, budgeting, collecting overdue assessments, audits, taxes, investments, contracting, risk management and insurance issues, leadership and ethics.

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<td>2/24-3/10</td>
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Property Management

**PMG8010**  **HOURS: 24.0**  **COST: $249.00**

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.

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<th>Course Code</th>
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<td>9:00A-1:00P</td>
<td>2/12-2/28</td>
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Real Estate

**Commercial and Investment Real Estate: Tools of the Trade**

**REX7244**  **HOURS: 4.0**  **COST: $39.00**

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 NCOREC.

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**License and Continuing Education (CE)**

**Broker Relationships and Responsibilities (Post-licensing #301)**

**REX7107**  **HOURS: 3.0**  **COST: $199.00**

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 Post Licensing must be completed within the prescribed period of time after initial licensure.

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<td>(Cato Campus) Cato Phase III 117</td>
<td>9:00A-5:00P</td>
<td>2/8-2/29</td>
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</table>

**Contracts and Closing (Post-licensing #302)**

**REX7108**  **HOURS: 3.0**  **COST: $199.00**

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 Post Licensing must be completed within the prescribed period of time after initial licensure.

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**NC Laws, Rules and Legal Concepts (Post-licensing #303)**

**REX7109**  **HOURS: 3.0**  **COST: $199.00**

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 Post Licensing must be completed within the prescribed period of time after initial licensure.

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<td>(Cato Campus) Cato Phase III 117</td>
<td>5:30P-9:30P</td>
<td>3/4/4/1</td>
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</table>

**Mandatory Real Estate Update (CE)**

**REX7213**  **HOURS: 4.0**  **COST: $39.00**

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

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<th>Course Code</th>
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<td>(Cato Campus) Cato Phase III 117</td>
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**Broker-In-Charge Update Course (BICUP)**

**REX7240**  **HOURS: 4.0**  **COST: $39.00**

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.

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<th>Course Code</th>
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<td>(Cato Campus) Cato Phase III 117</td>
<td>8:00A-12:00P</td>
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</table>
Real Estate Broker Pre-licensing

REX7600  HOURS: 80.0  COST: $180.00

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 on the computer.

CPCC login setup required. Email will be sent prior to class. Class will NOT meet February 17th.

Graphic Design, Printing, and Photography

view Graphic Design, Printing, and Photography program

Adobe Creative Suite

Beginner Adobe Illustrator

PRX7063  HOURS: 12.0  COST: $195.00

Are you a graphic designer/artist, or just want to learn more techniques in Adobe Illustrator? This course was designed by our graphics staff to provide tools and useful command shortcuts necessary for creating vector art and designs. This course will give you intermediate skills with creating grids, interface, and pen tool manipulation used in Adobe Illustrator. Taught on a Mac.

Intermediate Adobe Illustrator

PRX7064  HOURS: 12.0  COST: $195.00

Are you a graphic designer/artist, or just want to learn more techniques in Adobe Illustrator? This course was designed by our graphics staff to provide tools and useful command shortcuts necessary for creating vector art and designs. This course will give you intermediate skills with creating grids, interface, and pen tool manipulation used in Adobe Illustrator. Taught on a Mac.

Register now!

Beginner Adobe InDesign

PRX7073  HOURS: 12.0  COST: $195.00

Are you a graphic designer/artist, or want to design static and electronic documents? If so, this beginners Adobe InDesign course is for you! Designed by our creative graphics staff to provide tools and useful command shortcuts necessary for creating prepress production and electronic publications. This course will help you become more familiar with basic grid manipulation, style sheets, and master page set ups for successful results in Adobe InDesign. Taught on a Mac.

Intermediate Adobe InDesign

PRX7074  HOURS: 12.0  COST: $195.00

Are you a graphic designer/artist, or want to design static and electronic documents? If so, this beginners Adobe InDesign course is for you! Designed by our creative graphics staff to provide tools and useful command shortcuts necessary for creating prepress production and electronic publications. This course will help you become more familiar with basic grid manipulation, style sheets, and master page set ups for successful results in Adobe InDesign. Taught on a Mac.

Beginner Photoshop

PRX7053  HOURS: 12.0  COST: $195.00

If you are looking for a solid foundation in image manipulation, the beginner Photoshop class is for you. Designed by our graphics faculty to provide a beginner with the core tools necessary to get the most out of Photoshop, including color changes, retouching, and image assembly. This course will help you become more familiar with the interface and terminology, and learn the basic skills needed to successfully work, learn, and grow in Photoshop. Taught on a Mac.

Photography

Available Light Portrait Photography

MMG7710  HOURS: 3.5  COST: $99.00

This course is for photographers who want to improve their portrait photography without having to go into a studio. Covered will be the classic poses and lighting patterns using ambient light and flash. The flash portion will include the use of both the built-in popup flash on the digital camera and the optional flash that fits on the hot shoe of the digital camera. This course will be a ‘hands-on’ course as the participants will act as both the photographer and the model.

Basic Flash Photography

MMG7712  HOURS: 3.5  COST: $99.00

The basic flash photography course will teach the participant how to use both the built-in popup flash on the digital camera and the optional flash that fits on the hot shoe on the camera. Included will be instruction on both auto (TTL) and manual flash. Topics covered will be flash as a main light source, fill flash, creating shadows, eliminating shadows and freezing motion with the flash. While this is not a ‘studio’ flash course, also included will be the use of diffusers and reflectors in creating the perfect flash image.
Macro and Close-up Photography

MMG7714  HOURS: 3.5  COST: $99.00

Macro and close-up photography is about making big images out of small things. The course will include the use of different equipment including different kinds of lenses that can be used to create macro images as well as other equipment that can be used to create macro images.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  2111  M  08:30A-12:00P  2/24-2/24  SS

Basic Photoshop for Photographers

MMG7715  HOURS: 7.0  COST: $159.00

As Photoshop® has moved away from the photographer towards the illustrator, graphic artist and web designer and photographers gravitate to Lightroom® and similar programs, there is still a need for Photoshop® in post-production in photography. This course will cover the basic tools and procedures in Photoshop® that are needed by photographers. Images will be provided on which the participants can work along with the instructor or they can bring their own images on which to work. The course is taught on a Mac but participants can bring their own laptops.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  2111  W  08:30A-04:30P  2/26-2/26  SS

Lightroom Classic CC

MMG7937  HOURS: 14.0  COST: $329.00

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. This class is taught on an Apple iMac.

CPCC login and textbook required.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  2111  MW  08:30A-04:30P  4/20-4/22  SS

Digital Photographer Certificate

MMG7942  HOURS: 56.0  COST: $1249.00

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

CPCC login required. Textbook will be provided. Student must bring a digital SLR camera to class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  2111  MW  08:30A-04:30P  3/24-3/15  SS

Understanding the Digital SLR Camera

MMG7948H  OOURS: 14.0  COST: $329.00

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

CPCC login required. Textbook provided. Student must bring a digital SLR camera to class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  2111  S  08:30A-04:30P  3/14-3/21  SS

Printing

T-Shirt Design and Printing

PRX7032H  OOURS: 8.0  COST: $179.00

This screen printing overview class is designed for anyone who wants to learn more about the Screen Printing process. Our Graphic 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 course for both the beginner and the novice or anyone wanting to learn more.

Required: student accident insurance.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Harper Campus)  305  S  08:00A-05:00P  1/25-1/25  SS
02 (Harper Campus)  305  S  08:00A-05:00P  2/22-2/22  SS
03 (Harper Campus)  305  S  08:00A-05:00P  3/21-3/21  SS
04 (Harper Campus)  305  S  08:00A-05:00P  4/25-4/25  SS

Healthcare

Aging Studies

Assisted Living Administrator Training

GEX7016H  OOURS: 195.0  COST: $180.00

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 120 hours of preceptorship. The coursework includes resource management, management of environmental services, finance, food services, marketing, budgeting and resident care. Preceptorships are on site at approved assisted living communities. Admittance into this class is contingent on an application process.

120 hours of a preceptorship must be completed by end of the semester with a state approved preceptor in an assisted living community. 56 hours online and 39 hours classroom instruction. Class meets in class on selected Saturdays. First class meeting will be on a Thursday night for a one time computer session. All other classes meet on selected Saturdays.

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01 (Levine Campus)  Online Course  1/16-5/2  OE
02 (Levine Campus)  2203  S  08:30A-02:30P  1/16-5/2  OE
03 (Levine Campus)  2203  TH  06:00P-09:00P  1/16-5/2  OE

There is an application process for this class. Selected students will be registered upon acceptance.

Activity Director-MEPAP 2nd Edition Basic Training Course

OAP7006  HOURS: 180.0  COST: $180.00

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.

30 hours Online; 90 hours of preceptorship. Textbook for class is 'Activities Keep Me Going and Going By Miller and Peckham.' Course is online with optional Monday night chats held from 7 - 8pm. There will also be 90-hours for the practicum (preceptorship). Class will meet in person from 9am-12pm on Saturday, January 18, 2019.

Register now!
Allied Health

EKG Technician

HEA7315  HOURS: 112.0  COST: $180.00

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.

Permission required to register.

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Phlebotomy Training Experience

MLA7001  HOURS: 219.0  COST: $180.00

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.

Required: Proof of high school/GED completion. Department permission required.

Required: Can test out of this course. Textbook required.

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Online Courses

Certificate of Mindfulness

EDG8015  HOURS: 8.0  COST: $95.00

Mindfulness is a state of active, open attention on the present moment. When you are mindful, you observe your thoughts and feelings without judging them. Examine the many benefits of mindfulness for both your personal and professional life. Explore a variety of widely-recognized healing interventions that incorporate mindfulness, including Mindfulness-Based Stress Reduction and Mindfulness-Based Cognitive Therapy.

Contact Customer Service at 704.330.6228 for access to course. To review computer requirements visit ed2go.com/cpcc.

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Exploring Medical Language

HEA7254  HOURS: 96.0  COST: $180.00

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

Textbook required.

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Medical Reimbursement Specialist

HEA7270  HOURS: 90.0  COST: $180.00

Students will learn basic ICD-10-CM and CPT coding skills. Students will gain knowledge of Medicare, Medicaid, Managed Care, insurance terminology, billing and reimbursement skills. Must complete HEA 7254 and HEA 7625 or their equivalents. Department permission needed.

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Advanced Coding

HEA7313  HOURS: 70.0  COST: $180.00

This course is a continuation of basic and intermediate coding. It will provide in-depth coverage of ICD-10-CM and CPT coding. Must pass HEA 7270 first. Department permission required.

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Medical Keyboarding

HEA7625  HOURS: 60.0  COST: $180.00

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

Can test out of this course. Textbook required.

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Become a Veterinary Assistant

GAT8050  HOURS: 24.0  COST: $179.00

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. What vaccinations do cats and dogs really need and how often should they be given? What is the best way to control fleas? What do you do if your dog has a cut? What is the best way to deal with an emergency situation involving a pet? This course will answer all these questions and more. Special lessons will target specific aspects of veterinary assistant duties. You'll also understand the hazards of working in a veterinary setting so that you can protect yourself from x-ray exposure, infections carried by animals, and potential damage from teeth and claws. Even if you are already employed in a veterinary hospital, you will find this course invaluable in helping you understand the reasoning behind decisions and recommendations made by veterinarians. And if you're a pet owner, this course will help you better assess the quality of veterinary care your pets receive.

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

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Hospitality

**Fundamentals of Cake Decorating and Design**

HOS8301  **HOURS: 64.0**  **COST: $180.00**

This course is designed to provide students with the fundamentals to operate a cake decorating and design business. Topics to include: food safety and sanitation, food cost controls, basic understanding of inventory control procedures which include stocking and/or organizing food storage and marketing concepts. Required course for HOS 8302. Textbooks and test voucher required.

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This class is a pre-requisite for HOS8302. ServSafe Manager 7th ed. with online exam voucher required.

Cake Decorating and Design

HOS8302  **HOURS: 160.0**  **COST: $180.00**

Through hands-on baking and pastry chef demonstrations, you will learn the principles and practices of cake decorating and design. Topics to include: identification of baking ingredients, methods, techniques and formulas. The students will have a final practical exam, a cake project in which students can invite family to view and taste their masterpieces. Textbook, culinary uniform and baking tool kit required.

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Pre-req HOS8301. Textbooks, baking tool kit, and uniforms required. No class: 5/19, 5/20, 5/21, 6/30, 7/1, 7/2.

**Information Technology**

AutoCAD

**Basic Blueprint Reading for CAD**

CAD7006  **HOURS: 12.0**  **COST: $399.00**

Achieve competence in reading and interpreting industrial drawings. Learn the basic principles, concepts, ANSI and SI Metric drafting symbols and standards, terminology, and other related technical information contained on a CAD drawing. This course is required for the AutoCAD certificate. CPCC login and early registration required. Textbook provided.

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AutoCAD Basic

CAD7012  **HOURS: 40.0**  **COST: $1299.00**

AutoCAD is a computer-aided design software program used in many industries, including architecture, engineering, construction and interior design. Increase your marketability and productivity in manufacturing and design, replacing the need for manual drawings. Create 2D drawings using visualization and technical documentation. This course is required for the AutoCAD certificate. CPCC login and early registration required. Textbook provided. Required: CAD-7006 or equivalent knowledge.

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**AutoCAD Advanced**

CAD7103  **HOURS: 24.0**  **COST: $799.00**

Learn advanced techniques and greater proficiency in your use of AutoCAD software. 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. CPCC login and early registration required. Textbook provided. Required: CAD 7012 or equivalent knowledge.

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**AutoCAD 3D Drawing and Modeling**

CAD7104  **HOURS: 24.0**  **COST: $799.00**

This course is designed for users who have a good working skill level in the AutoCAD software and proficient with the 2D commands. Expand your knowledge in the fundamentals of 3D and explore the main features of the advanced 3D modeling work space. This course is required for the AutoCAD certificate. CPCC login and early registration required. Textbook provided. Required. CAD 7013 or equivalent knowledge.

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**Revit Architecture Certificate**

CAD7201  **HOURS: 40.0**  **COST: $1299.00**

The Autodesk Revit software is a powerful Building Information Modeling (BIM) program that works the way architects think. Learn the design process through the use of a central 3D model, where changes made in one view update across all views and on the printable sheets. An understanding of architectural terminology is an asset.

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**Basic Computer Skills**

Intro to Computers and Keyboarding

DPX7000  **HOURS: 16.0**  **COST: $349.00**

New to computers? This course has been designed for you! You will learn how to get started with Windows 10 and manage your files in a non-threatening environment, while mastering computer typing.

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Microsoft Office Boot Camp

BTC8010  **HOURS: 30.0**  **COST: $649.00**

Are you ready to re-enter the job market and need to update your skills? Employers consider this an ideal course for new employees or employees interested in gaining new skills for promotion. In this hands-on class you will create documents with Word, spreadsheets with Excel, and presentations with PowerPoint using MS Office 2016/365.

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Data Analytics

Excel Basic

DPT8014  HOURS: 12.0  COST: $329.00

CPCC login and textbook required. Required: DPX 7000 or equivalent knowledge. Learn the most about business productivity tools used by companies today! Begin with the basic operations of Excel which include understanding key concepts, working with the ribbon, backstage as well as basic formulas and functions.

Excel Intermediate

DPT8015  HOURS: 12.0  COST: $329.00

In this course, you will work on real-world problems like the ones you encounter in the work environment. Learn how to format and manage worksheets, and create ranges to manipulate your data with macros and functions. Create analytical and financial reports and begin building a workbook cross-referencing multiple worksheets. This is the second course out of 3 that maps to the MOS Excel certification exam.

Excel Advanced

DPT8035  HOURS: 12.0  COST: $329.00

In this course, you really see the power of Excel at work and become more efficient and productive crunching numbers with VLOOKUPS, pivot tables and charts. In this class you will also learn how to secure and share your workbooks, and do a final project to prep for your MOS. This is the final course that maps to the MOS Excel certification exam.

Excel VLOOKUP

DPT7890  HOURS: 4.0  COST: $109.00

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

Excel Pivot Tables

DPT7891  HOURS: 4.0  COST: $109.00

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

Excel Macros In Depth

DPT7897  HOURS: 8.0  COST: $219.00

In this workshop you will learn to create, run, and debug macros. Stop doing time-consuming tasks where you do the same thing over and over, instead learn how to create macros to automate those repetitive tasks. Participants will also learn how to use Visual Basic for Applications (VBA), add macros to the Excel toolbar, and share macros with other users.

Database Fundamentals

DAT7711  HOURS: 24.0  COST: $599.00

CPCC login required. 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, and how to create database objects and manipulate data. Maps to Microsoft Technology Associate exam #98-364.

Introduction to Statistics and Analytics

DAT7713  HOURS: 18.0  COST: $499.00

CPCC login required. Advanced Excel skills required. Understanding the various statistical techniques to analyze data is the foundation to any business intelligence solution. When statistical principles are correctly applied, statistical analyses tend to produce accurate results. In this class, you will use Excel with practice files, templates, data sets, and sample models to apply statistical techniques used in finance, marketing, quality, science and any other industry that uses data.

Querying SQL

DAT7723  HOURS: 36.0  COST: $949.00

Learning SQL can be one of the greatest career decisions you make. Between the potential salary, no longer relying on others to give you information, and being able to ask any question about your business, learning SQL enables you to do so much more than you have done previously. Simply put, SQL is the language you use to interact with a database and is the most sought after skill set regardless of your role.

Developing SQL

DAT7724  HOURS: 36.0  COST: $949.00

This class is intended for individuals who have completed Querying SQL and who are ready to move beyond the fundamentals of querying and advance their skills in programmability, data definition (DDL) and performance tuning.
Data Visualization and Storytelling

DAT7730  HOURS: 30.0  COST: $849.00

CPCC login and textbook required. Required: DAT-7711  In today’s world, data is omnipresent and most organizations are presented with billions of data points every morning. Good analysis parses these numerical outputs into an understanding of the organization or process and turns the raw numbers into a story about the performance. The challenge is to interpret and communicate these stories correctly. This course provides the fundamentals on how to design visualizations properly as well as provide techniques on how to communicate the analysis effectively. With data visualization you can help your business partners, peers, and managers make informed decisions with a blend of dimensions, color, and visual masterpieces. The class will use available tools such as Excel, Power BI, and Tableau.

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UX/UI Design Fundamentals

PRG7913  HOURS: 24.0  COST: $599.00

The term “User Experience” has broad implications and no clear definition as it applies to today’s job market. In this class we will cover the fundamentals of user experience design, what it means to be a UX designer, as well as the difference between UX and UI. We will discuss and study key UX concepts and look at the stages of UX design. We will touch on other skills expected from UX designers in the workforce and view examples of portfolios.

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IT Infrastructure Support

CompTIA A+

ITS7511  HOURS: 70.0  COST: $1599.00

CPCC login and textbook required. CompTIA A+ is a powerful credential that helps professionals ignite their IT career. In this class, you will learn the hardware operating system, virtualization, mobile device management and hardware troubleshooting skills that support technicians should know.

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Class will meet Saturdays 2/1, 2/15, 2/29, 3/14, 9AM - 12PM with a 1 hour lunch.

Java Core Programming

PRG7923  HOURS: 60.0  COST: $1999.00

Better than boot camp - our Java Core Programming class provides you the introductory skills used in developing desktop, web (LinkedIn), and mobile applications (Android). This class covers all the fundamentals of Java Programming in preparation for the Oracle Certified Associate, Java SE 7 Programmer (IZ0-803). This course is required for the Java Core Programming certificate.

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Web Development Fundamentals

PRG7925  HOURS: 36.0  COST: $799.00

If you want to become a web developer, navigating the many development technologies may be confusing. You will learn the main components in writing your first line of code, HTML/CSS, as well as principles of web design, best practices of user experience (UX), application program interfaces (APIs), and database interaction. This class will also cover responsive design using Bootstrap and an introduction to JavaScript.

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| (Harris Campus) 11 2107 | TH | 06:30P-09:30P | 2/6-2/29 | SS |

Class will meet 9AM- 4PM on 2/8, 2/15, 2/22, 2/29.

JavaScript Base Programming

PRG7926  HOURS: 60.0  COST: $1999.00

CPCC login and textbook required. Recommended prerequisites PRG-7911 and PRG-7925. JavaScript’s ease of use, cross-platform compatibility and free coding tools makes it a great choice for new programmers. JS is used to code applications for the browser, desktop, phone or tablet, using native JavaScript coding, or through frameworks that are built on top of the core language. This class will teach you a strong foundation in syntax, functions and features of JavaScript, and introduce some of its most popular libraries while working on a Node.JS server. From here you will be ready to move up to frameworks like Angular, and React.

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| (Harris Campus) 11 2107 | SS | 09:00A-04:00P | 2/6-2/29 | SS |

Class will meet Saturday 3/21, 4/4, 4/18, 5/2, 5/16 from 9AM to 4PM.

Programming and Web Development

Programming Fundamentals

PRG7911  HOURS: 18.0  COST: $499.00

CPCC login required. Get started with programming by understanding the fundamentals of all object-oriented programming languages. This class is designed to help you determine if software development is a good career path for you, and help you understand how software applications are created, deployed, and maintained.

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Register now!
Online Courses
6-Week Courses

Keyboarding
ETG8060  HOURS: 24.0  COST: $149.00
Learn touch-typing or improve your existing typing skills. Use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type—that is, to type text you read from a printed page or a computer screen without looking at your keyboard. A Microsoft Windows-based PC, Windows 1000, XP, Windows 7, Windows 8, or Windows 10 operating system is required. This course is not suitable for Macintosh users.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Blogg ing and Podcasting for Beginners
ETG8062  HOURS: 24.0  COST: $149.00
If you’re thinking of starting a blog or just beginning one, this course is for you. Perhaps you’d like to try out podcasting too. You can, and it’s easy. In this course, you’ll learn how to create, manage and promote your own blog and audio and video podcast using tools that you already have on your computer—no paid software or equipment is needed. Offered in partnership with ed2go.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to Windows 10
ETG8152  HOURS: 24.0  COST: $149.00
Gain the foundation you need to get started right away using Windows 10. Find your way around the operating system, get to know the expanded Start menu, desktop, and system settings. From finding files and folders, to organizing and editing photos, to managing files on external drives, you’ll learn everything you need to know about getting the most from this operating system.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to Microsoft Word 2016
ETG8181  HOURS: 24.0  COST: $149.00
In this course, you’ll gain the foundational skills you need to make the most of Microsoft Word. Learn how to add and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and format your text. You’ll also see how to save, retrieve, copy, organize, and print your documents. Learn dozens of ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to Microsoft PowerPoint 2016
ETG8185  HOURS: 24.0  COST: $149.00
Learn how to use Microsoft PowerPoint 2016 to create professional-quality slide presentations that grab and hold your audience’s attention from start to finish. Start by learning how to plan and create dazzling slide presentations using a variety of slide and layout masters that make global changes to your presentation in a snap. You’ll also see how to embellish your slides with pictures, shapes, WordArt, and SmartArt, as well as multimedia effects such as animations, slide transitions, audio, video, and text and object hyperlinks. Whether you’re a beginner or an experienced user, these lessons will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to Oracle
ETG8027  HOURS: 24.0  COST: $149.00
Learn how to use the Oracle database management system to plan, organize and manage your data. Experience a hands-on approach to relational database concepts. 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.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to SQL
ETG8041  HOURS: 24.0  COST: $149.00
Learn the key concepts of Structured Query Language (SQL) and gain a solid working knowledge of this powerful and universal database programming language. You’ll learn the basic structure of relational databases, how to read and write simple and complex SQL statements, and advanced data manipulation techniques. Offered in partnership with ed2go.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Introduction to Google Analytics
ETG8070  HOURS: 24.0  COST: $149.00
Learn to use Google Analytics to make the most of your online traffic. You’ll see how you can track not just the traffic to all of your online content, but also determine which content is the most appealing, where your visitors came from, what devices they used, how long they stayed, which links they clicked, and where they went when they left.
Contact Customer Service at 704.330.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

Register now!

22  Continuing Education
Understanding the Cloud

ETG8112  HOURS: 24.0  COST: $149.00

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

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

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  2/12-4/3  SS

6 to 12—Month Courses

CompTIA A+ Certification Training Vouchers Included

ETG8109  HOURS: 290.0  COST: $2204.00

Learn the essential skills needed to start a career working within the IT industry. CompTIA A+ Certification is vendor neutral and internationally recognized, giving you a competitive advantage no matter what company you're working in and what hardware you're working with. Upon completion of the program, you will be given vouchers to take two CompTIA certification exams. (CompTIA 220-901 and 220-902)

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  2/11-8/11  SS

CompTIA Network+ Certification Training (Voucher Included)

ETG8080  HOURS: 110.0  COST: $1814.00

Prepare for a career as a network technician and become qualified to take the CompTIA Network+ certification exam (N10-006). CompTIA's Network+ certification is vendor-neutral and will give you the skills you need to manage, maintain, troubleshoot, install and configure basic network infrastructure. Master basic networking concepts and gain a fundamental knowledge of network design, security, cloud computing, forensics, advanced IP addressing concepts, and routing and switching. After completing the program, you're encouraged to set up your own exam dates and times at a testing center close to you. An exam voucher is included in the cost of tuition.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  4/14-10/14  SS

CompTIA Security+ Certification Training (Voucher Included)

ETG8046  HOURS: 80.0  COST: $1814.00

Gain the skills you need to be a security professional and prepare yourself to take the CompTIA Security+ certification exam as you master the basics of system security, network infrastructure, access control and organizational security. Become proficient in basic security concepts such as attacks and mitigation, security applications, risk assessment, disaster recovery and incident response, cloud computing, mobile devices, BYOD and SCADA, in addition to vulnerability assessment. At least two years of technical networking experience with an emphasis on security and the CompTIA Network+ certification are recommended. After completing the program, you're encouraged to set up your own exam dates and times at a testing center close to you. An exam voucher is included in the cost of tuition.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  2/11-8/11  SS

CompTIA Cloud+ Certification Training (Voucher Included)

ETG8149  HOURS: 75.0  COST: $1814.00

CompTIA Cloud+ Certification Training equips you with the skills needed to understand and execute an Infrastructure as a Service (IaaS) cloud computing model. It covers standard methodologies required to securely implement and maintain cloud technologies.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  3/17-9/17  SS

Microsoft Certified Solutions Associate (MCSA): Server 2012 (Voucher Included)

ETG8099  HOURS: 230.0  COST: $2854.00

In the Microsoft Certified Solutions Associate (MCSA): Windows Server 2012 program, you will master installation of Server 2012 and configuring roles and features. You will also learn about Hyper-V and deploy and configure core network services like DHCP, DNS and IP Addresses. Explore advanced file services, Dynamic Access Control and optimizing storage. Manage business continuity, disaster recovery and network services, and explore advanced active directory infrastructure objects like forests, domains, trusts and sites.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  4/14-4/14  SS

SSCP Systems Security Certified Practitioner (Voucher Included)

ETG8072  HOURS: 80.0  COST: $1944.00

Systems Security Certified Practitioner (SSCP) is a premier security certification offered by ISC(2), ideal for those wanting to begin or advance a career in computer networking or security. This program will prepare you for this industry recognized certification, as well as a career in the information technology sector. Upon completion of the program, you will be given vouchers to take the Systems Security Certified Practitioner (SSCP) exam.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  4/14-10/14  SS

Certified Information Systems Security Professional (CISSP)

ETG8196  HOURS: 150.0  COST: $2204.00

The CISSP Certification Training program is an engaging, fully online program, that provides in-depth instruction in key areas related to information/cyber security. Designed by industry professionals, this program provides approximately 150 hours of instruction. You will experience a wide range of learning activities, including streaming video lectures, multiple assignments and hands-on lab exercises, guided readings, and multiple assessments. Along the way, you will have access to a team of well-qualified individuals for assistance, questions about the materials, and guidance through the program. This is an advanced level program. Students should have a base knowledge or certification in SSCP. If students wish to take the course without the foundational topics of SSCP, the student is expected to supplement course materials with outside resources. For certification through ISC(2), an individual must have a minimum of five-years of paid, full-time work experience in two of the eight domains of CISSP. A one-year experience waiver can be used in place of a four-year college degree or equivalent through an (ISC)2 approved list. Once a person passes the (ISC)2 vendor exam, an endorsement is also required. This endorsement form must be signed by two (ISC)2 professional who are active members and can verify your professional experience.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

SEC LOCATION  DAYS(DAY(S)  TIME  DATES  REF
G01(Internet)  Online Course  3/17-9/17  SS

Register now!
Python Developer

ETG8175  HOURS: 155.0  COST: $1164.00

Whether you're new to programming or just want to learn a new language, this in-depth program will teach you the ins and outs of Python programming. Learn how Python works and what it's good for, and gain an understanding of Python's place in the wider programming world. Learn more advanced methods and how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. This program is entirely online and is completed at your own pace.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

Management for IT Professionals

ETG8007  HOURS: 390.0  COST: $2464.00

The Management for IT Professionals Online Training Program is particularly well suited for anyone in IT who has recently assumed management responsibilities, anyone who is managing IT professionals, or anyone who wants an introductory perspective on some of the unique issues facing the management of IT professionals. This program explores the developmental process and how to be successful in it. Since most business organizations are social systems, the Management for IT Professionals Online Training Program will also focus on organizational culture and how it influences the way people work, so as to maximize the long-term health of the organization and its people. This program delivers leadership skills, business practices, budgeting strategies, communication skills, and more, with the goal of helping you run your IT department better than ever before. Offered in partnership with ed2go. There are no specific prerequisites for this program. However, basic computer skills, the ability to navigate the Internet, and an email account are all required. This class is for you if you're currently working in, or planning on working in, any area of information technology that requires managerial responsibilities.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

ITIL Foundation (Voucher Included)

ETG8204  HOURS: 20.0  COST: $904.00

ITIL was created as a set of best practices to ensure IT services are aligned to the needs of the business and support its core processes. It demonstrates how to use IT as a way to improve, transform, and grow the business, as well as create a more efficient working environment with contingencies in place. The Foundation level will offer you a general understanding of the key elements, the concepts and terminology of the ITIL lifecycle, including how each stage links to one another and their wider contribution to service management. The ITIL Foundation is a popular qualification sought by employers in IT Service Management, as ITIL is one of the most popular frameworks. This online course will provide you with all that you need to pass the ITIL Foundation certification, including videos, PDF study guides, quizzes, and a practice exam. Upon completion of the program, you will be given a voucher to take the ITIL Foundation Certification exam.

Contact Customer Service at 704.330.4223 for access to the course and computer requirements.

Languages and Culture

view Languages and Culture program

French

Beginning French I

LAN7301  HOURS: 30.0  COST: $155.00

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.

Textbook required.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Myers Park High School)  M  07:00P-09:00P  1/27-5/11  SS
Class will not meet 4/13

German

Beginning German I

LAN7305  HOURS: 30.0  COST: $155.00

This entry level course is geared towards those students who have not yet had any instruction in German. This is a lifesaver course for students planning a trip to a German speaking country with an emphasis on real life situations.

There will be an emphasis on grammatical construction.

Textbook required.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Myers Park High School)  W  07:00P-09:00P  1/22-5/6  SS
Class will not meet 4/15

Italian

Beginning Italian I

LAN7315  HOURS: 30.0  COST: $155.00

This course is designed to provide the student with the basic capabilities to communicate in an Italian-speaking environment.

Textbook required.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Myers Park High School)  M  07:00P-09:00P  1/27-5/11  SS
Class will not meet 4/13

Beginning Italian II

LAN7316  HOURS: 30.0  COST: $155.00

Course will be a continuation of Beginning Italian I. Course will begin with a thorough review of the basics to ensure a good foundation, and each week new areas of conversation will be included. Strong emphasis on conversation abilities.

Textbook required.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Myers Park High School)  W  07:00P-09:00P  1/22-5/6  SS
Class will not meet 4/15
### Spanish

#### Beginning Spanish I

**LAN7309** **HOURS: 30.0** **COST: $155.00**

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.

**Textbook required.**

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#### Beginning Spanish II

**LAN7310** **HOURS: 30.0** **COST: $155.00**

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.

**Textbook required.**

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#### Beginning Spanish III

**LAN7311H** **OURS: 30.0** **COST: $155.00**

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.

**Textbook required.**

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### Intermediate Spanish

**LAN7030** **HOURS: 30.0** **COST: $155.00**

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.

**Textbook required.**

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### International Learning

#### TOEFL Preparation I

**EFL8050** **HOURS: 15.0** **COST: $125.00**

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. This course is helpful for non-native English speakers who plan to take the TOEFL exam or who want to improve their academic English reading, writing, listening, speaking, and grammar skills.

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#### TOEFL Preparation II

**EFL8051** **HOURS: 15.0** **COST: $125.00**

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. This course is helpful for non-native English speakers who plan to take the TOEFL exam or who want to improve their academic English reading, writing, listening, speaking, and grammar skills. Students do NOT need to take TOEFL Preparation I before taking this class.

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### Public Safety

**view Public Safety program**

### EMT Courses

#### Emergency Medical Technician Basic

**EMT7306** **HOURS: 240.0** **COST: $180.00**

This course is designed to instruct a student to the level of Emergency Medical Technician, who serves as a vital link in the chain of the health care team. The majority of prehospital care will be provided by the EMT. This includes all the skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

All prospective students must have college level English and Math or complete the Placement Test -Basic Math and English Evaluation. Students who score below a 12th grade level in English or Math are referred to the College and Career Readiness Program for assistance prior to enrolling in the EMT program. Students who enroll in class will be required to demonstrate lifting skills up to 155 and 250 lbs., with assistance. Skill performance requires extensive bending, stretching, kneeling, stooping, balance and crawling. State OEMS requires that all EMTs are a High School Graduate, hold a GED or completion of an adult English literacy exam of at least 10th grade level. Students who are less than 18 years of age may take the NC State EMT Exam, however the EMT credential will not be issued until the student reaches 18 years of age. Dual enrollment forms are required from students who are concurrently enrolled in high school or who have not completed high school or have a GED. In order to register email David.Bailey@cpcc.edu for details.

<table>
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<tr>
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<tr>
<td>This class will include forty eight (48) hours of field internship with a local EMS provider. This course requires permission to register. Email <a href="mailto:David.Bailey@cpcc.edu">David.Bailey@cpcc.edu</a> for details</td>
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<td>This class will include forty eight (48) hours of field internship with a local EMS provider. This course requires permission to register</td>
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**Register now!**
EMT7307  HOURS: 80.0  COST: $180.00

The course will provide a review of the following modules contained in the initial EMT course: 1. Preparatory  2. Airway  3. Patient assessment  4. Medical / behavioral  5. Trauma  6. Obstetrics, infants and children  All students must have a current North Carolina EMT certification or the certification cannot be expired for more than four years. You cannot register online; you must call 704.330.4223 option 2 to register.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Merancas Campus)  Online Course  1/28/3-10  OE
01 (Merancas Campus)  Belk 119  T  06:00P-10:00P  1/28/3-10

Student must have a current NC EMT or National Registry EMT Certification or may not have been expired for greater than 2 years. Students that have successfully completed the EMT course, but were not able to successfully pass the NC State EMT exam may take this course. The on-line component of this class will begin on January 28, 2020. Live classes run every Tuesday night beginning on February 4, 2019 from 6pm to10pm in room CJ119 To register, call Customer Service at 704.330.4223.

Teacher Education

view Teacher Education program

Substitute Training: Becoming an Effective Substitute Teacher

EDU7001  HOURS: 20.0  COST: $95.00

This course prepares students for K-12 substitute teaching. Over three weeks, approximately 7 hours per week, students engage in online content and submit assignments on topics including working in a school setting, planning classroom management, and explaining instructional strategies. All assignments are submitted via Blackboard. For assistance with Blackboard contact CPCCTech Support Desk at 704.330.5000 or visit a local CPCC campus.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01  (Online)  Online Course  1/5/3-9  SS

Certificates will be sent to CPCC Student email address upon successful completion of the course.

Teaching Smarter with SMART Boards

EDU7501  HOURS: 24.0  COST: $110.00

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

Contact Customer Service at 704.380.4223 for access to course. To review computer requirements visit ed2go.com/cpcc.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Internet)  Online Course  1/15-3/6  SS

Common Core Standards for English Language Arts K-5

EDU7504  HOURS: 24.0  COST: $110.00

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

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Internet)  Online Course  2/12-4/3  SS

Spring 2020

Singapore Math: Number Sense and Computational Strategies

EDU7512  HOURS: 24.0  COST: $110.00

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

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Internet)  Online Course  1/15-3/6  SS

Transportation, Distribution, and Logistics

view Transportation, Distribution, and Logistics program

Auto Dealer and Inspection

N.C. Independent Dealer Initial

AUX7561  HOURS: 12.0  COST: $200.00

This 12-hour class meets all of the requirements for becoming an independent automobile dealer in the state of North Carolina. NOTE: If you have been convicted of a felony, the state of NC may not allow you to obtain a license to sell vehicles. Please review the NC Motor Vehicle Minimum Dealer License Requirements (www.ncdot.gov) before registering for this course.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus)  Joe Hendrick 1120  FS  08:00A-03:00P  4/24  SS
02 (Levine Campus)  Joe Hendrick 1120  FS  08:00A-03:00P  4/20  SS
03 (Levine Campus)  Joe Hendrick 1120  FS  08:00A-03:00P  3/27  SS
04 (Levine Campus)  Joe Hendrick 1120  FS  08:00A-03:00P  3/16  SS
05 (Levine Campus)  Joe Hendrick 1120  FS  08:00A-03:00P  2/28  SS

Vehicle Emissions Inspection OBD II Recertification

AUX8423  HOURS: 8.0  COST: $80.00

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  REF
01 (Merancas Campus)  Trans Sys 102  F  08:00A-05:00P  1/17-1/18  SS
02 (Merancas Campus)  Trans Sys 102  T  08:00A-05:00P  1/21-1/21  SS
03 (Levine Campus)  Joe Hendrick 1120  F  08:00A-05:00P  1/31-1/31  SS
04 (Merancas Campus)  Trans Sys 102  F  08:00A-05:00P  2/14-2/14  SS
05 (Merancas Campus)  Trans Sys 102  M  08:00A-05:00P  2/17-2/17  SS
06 (Levine Campus)  Joe Hendrick 1120  M  08:00A-05:00P  2/24-2/24  SS
07 (Levine Campus)  Joe Hendrick 1120  F  08:00A-05:00P  2/28-3/28  SS
08 (Levine Campus)  Joe Hendrick 1120  F  08:00A-05:00P  3/16-3/16  SS
11 (Merancas Campus)  Trans Sys 102  F  08:00A-05:00P  3/27-3/27  SS
10 (Merancas Campus)  Trans Sys 102  M  08:00A-05:00P  3/30-3/30  SS
13 (Merancas Campus)  Trans Sys 102  TH  08:00A-05:00P  4/9-4/9  SS
12 (Merancas Campus)  Trans Sys 102  M  08:00A-05:00P  4/13-4/13  SS
14 (Levine Campus)  Joe Hendrick 1120  M  08:00A-05:00P  4/20-4/20  SS
15 (Levine Campus)  Joe Hendrick 1120  F  08:00A-05:00P  4/24-4/24  SS
16 (Levine Campus)  Joe Hendrick 1120  T  08:00A-05:00P  5/5-5/5  SS
NCSI Safety Recertification
AUX8425  HOURS: 8.0  COST: $70.00
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.

Forklift Certification Training
AUX7500  HOURS: 4.0  COST: $130.00
This class prepares students to be OSHA certified in the safe operation of sit-down counterbalanced lift trucks. Topics include lift truck fundamentals, stability, balance and capacity, preoperational inspection, general rules of the road, safe handling techniques, refusing gasoline, diesel and LP lift trucks and battery charging and changing. Students will receive a certificate of completion upon passing the course.

Vehicle Emissions Inspection OBD II Inspection
AUX8823  HOURS: 8.0  COST: $80.00
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.

Supply Chain Management
CPIM Part 1 Exam Preparation
APX7800  HOURS: 24.0  COST: $995.00
This course prepares participants to take the CPIM Part 1 exam. It focuses on universally recognized entry-level supply chain concepts.

APICS Certified in Logistics, Transportation and Distribution Exam Prep
APX8001  HOURS: 40.0  COST: $1795.00
The CLTD designation is designed for professionals who want to increase or validate their knowledge and expertise in the field of logistics, transportation and distribution. Earning the CLTD credential demonstrates your mastery of a broad range of topics and day-to-day functions of logistics, distribution, and transportation, making you more valuable and competitive in today's global economy. CLTD Learning System is provided in class.

N.C. Safety Inspection Initial Inspection
AUX8825  HOURS: 8.0  COST: $70.00
This course trains technicians to inspect vehicles registered in North Carolina on rules and regulations requiring safety inspection. DMV certifications will be processed upon full-tuition payment.

Personal Enrichment
view Personal Enrichment program

Arts

Dance

Broadway Dance - TAP
AAC8000  HOURS: 35.0  COST: $175.00
Learn the fundamentals of elementary tap dance with emphasis on sounds, rhythms, terminology and body placement. Successful students will show significant progress in elementary tap skills.
Adult Ballet

AAC8070  HOURS: 42.0  COST: $185.00

This course emphasizes the utilization of ballet technique specifically for adult students, of mixed levels. Students will work directly with the ballet instructor to learn the rubric and implementation of classical ballet technique for the classroom.

Basic Oil Painting Techniques

AVO8500  HOURS: 23.0  COST: $179.00

Expand your creative talents as you enter the classical world of oil painting in this introductory class. You will learn much about method, technical skills, concepts, and context of painting with oils while creating still life and portrait paintings. Instructor critique will be invaluable as your skills progress.

Intermediate Painting Techniques

AVO8746  HOURS: 21.0  COST: $179.00

Do you know the basics of oil painting, but are you ready to explore more advanced techniques? Under the guidance of our experienced studio artist, you will learn about color mixing, oil painting application, and how to work with the design concepts of space, composition and color.

Urban Sketching with Ink and Watercolor

AVO8658  HOURS: 33.0  COST: $199.00

Learn to really see what's right in front of you as you learn the art of quick sketching in your journal using ink and watercolors. This is one of the best ways to remember a trip or outing, whether you're in your home town or traveling to exciting world-wide destinations. With our gifted instructor, you'll work on campus and at other nearby locations. Beginners welcome! Meetings in classroom and at local sites. Students will need paper, pen, ink, and basic watercolor supplies.

Exploring Painting Media

AAC8027  HOURS: 48.75  COST: $180.00

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

Drawing and Painting

Basic Watercolor Techniques

AVO8730  HOURS: 29.0  COST: $189.00

Remember your first painted masterpiece for the refrigerator? Who'd guess you could use those same paints to create such beauty as an adult? Awaken your creative spirit under the guidance of our popular instructor as you learn to use watercolors, one of the most expressive paint mediums. Learn about paints, brushes and palettes, washes, glazing and more while experimenting with the design concepts of space, composition and color. All skill levels welcome.

Basic Watercolor Techniques - I & II

AVO8568  HOURS: 33.0  COST: $199.00

In this expanded class, you'll gain the global skill of drawing, developing your confidence and ability to work in any medium with any subject. Drawing is your gateway to all the visual arts. In this class, focus on four basic skills: Sighting (seeing and drawing angles and proportions), Shape, Shading, and Perspective. Follow step-by-step demonstrations, learning to draw various subjects and building skill as you go. Once you've learned these, you'll put them together and draw accurately. You'll forever see and experience the world as an artist.

Intermediate Painting Techniques

AVO8746  HOURS: 21.0  COST: $179.00

Do you know the basics of oil painting, but need help starting or completing a project? Under the guidance of our experienced studio artist, gain insight into painting techniques such as mix painting, color, texture, tone, space and picture composition. Feedback and suggestions for your individual growth will be given as you work on these techniques at your own pace. Watercolor, acrylic or oil may be used.

Basic Watercolor Techniques

AVO8730  HOURS: 29.0  COST: $189.00

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Urban Sketching with Ink and Watercolor

AVO8658  HOURS: 12.0  COST: $139.00

Learn to really see what's right in front of you as you learn the art of quick sketching in your journal using ink and watercolors. This is one of the best ways to remember a trip or outing, whether you're in your home town or traveling to exciting world-wide destinations. With our gifted instructor, you'll work on campus and at other nearby locations. Beginners welcome! Meetings in classroom and at local sites. Students must bring paper, pen, ink and basic watercolor supplies.

Basics of Colored Pencil Drawing

AVO8657  HOURS: 21.0  COST: $159.00

You won't believe the wonders you can create from vibrant and beautiful colored pencils! Under the guidance of our gifted instructor, gain a solid foundation through step-by-step demonstrations to achieve exciting results. Build skills as you learn drawing strokes, techniques of layering, blending, burnishing, under-painting and an understanding of why your results occur. Your comprehension of light, color and shading will expand as you complete simple still life paintings. Returning students receive guidance while completing class assigned paintings or their own projects.

Register now!
Mixed Media

Stained Glass Workshop
AVO8720  HOURS: 24.0  COST: $159.00

Have you visited majestic cathedrals and been in awe of the stained glass windows? Through the ages, artists have enriched the world with the creation of stained glass, an art form known for its stunning beauty and unique symbolic importance. Carry on this artistic tradition in a class designed for all skill levels. Beginners learn to cut, foil and solder, while exploring patina, symbolic importance. Carry on this artistic tradition in a class designed for all skill levels. Beginners learn to cut, foil and solder, while exploring patina, symbolic importance. Students rent tools in class for $25. Students purchase supplies; list provided in first class.

Textbook required. Purchase textbook prior to start of class.

Music

Piano for Beginners
AAC8018  HOURS: 16.0  COST: $90.00

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 had learned to play the piano when I was a kid.” It's truly never too late to learn a new talent and it is fun too.

Textbook required. Purchase textbook prior to start of class.

Piano for Beginners Level 2
AAC8019  HOURS: 16.0  COST: $90.00

If you have taken AAC8018, Piano for Beginners, and you're ready to learn more, this class is for you! This class will help to further develop piano playing skills.

Prerequisite: AAC8018 Piano for Beginners or instructor permission. Textbook required. Purchase textbook prior to start of class.

Big Band Jazz

AAC8088  HOURS: 29.0  COST: $5.00

This course introduces the origins and musical components of Jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the Jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. Student accident insurance required. Instructor permission required to register. Students should bring their own instrument/voice, manuscript, pencil, and audio device to listen to assigned repertoire on and off campus. Music scores will be provided.

Automotive

Auto Body Restoration
AUX9300  HOURS: 528.0  COST: $180.00

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

Basic Small Engine Repair
AUX7403  HOURS: 24.0  COST: $70.00

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

Basic Small Engine Overhaul
AUX7404  HOURS: 24.0  COST: $70.00

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

Charlotte Cooks

Basic Chinese Cooking
CKG7000  HOURS: 12.0  COST: $165.00

Join Hong Kong native Alice Jenks while she creates a selection of popular dishes that include: dumplings, sweet and sour chicken, fried rice, stir fried beef and much more! You will also enjoy a class field trip to an Asian market and dim sum restaurant.

Knife Skills
CKG7102  HOURS: 3.0  COST: $75.00

Learn the safe and correct usage of a variety of kitchen knives. Become skilled holding a chef knife properly, making basic knife cuts following guidelines and instruction. Put yourself in our capable hands and effortlessly start using your knives. Hands-on class. Optional Knife Kit available for purchase.

Boot Camps

Culinary Boot Camp
CKG7300  HOURS: 40.0  COST: $709.00

This dynamic 10-hour hands-on cooking and chef demonstrations course, focuses on knife skills, kitchen terminology, stocks, sauces, and method cooking. Optional: purchase professional knife kit prior to the start of class from Charlotte Cooks website.
**Floral Certificate Part 3: Master Floral Designs**

**AVO8574**  
**HOURS:** 15.0  
**COST:** $155.00

As your floral arranging skills grow, you’ll blossom in this class that focuses on form, color and space usage in more intricate floral designs. Using fresh flowers, move to the next level as you build designs that go beyond the basics. Basic flower arranging skills are helpful, but not required. This class is the THIRD in our 5-part series leading to the Floral Design Certificate.

Students purchase flowers and floral supplies for each class; list provided in first class. **Prerequisite:** Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Video taping in this class is not allowed.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Central Campus) Overcash 155  
T  
09:30A-12:00P  
3/24-5/5  
SS  
Class will not meet on 4/14.

02 (Central Campus) Overcash 155  
T  
06:00P-08:30P  
3/24-5/5  
SS  
Class will not meet on 4/14.

**Baking and Pastery Boot Camp**

**CKG8300**  
**HOURS:** 40.0  
**COST:** $709.00

Whether you're an amateur who has never felt comfortable baking or a seasoned baker, our dynamic 40-hour course is for you. Through hands-on baking and pastery demonstrations, you will learn the science behind baking, terminology and equipment that will make baking fun and creative. Optional: professional baking tool kit available for sale from the Charlotte Cooks website.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Central Campus) Culinary Arts 210  
S  
09:00A-03:00P  
2/8-3/21  
SS  
Class will meet from 9am-2:30pm on 2/29 and 3/7 and from 9am-2pm on 3/14.

**Cake Decorating Package**

**CKG8360**  
**HOURS:** 40.0  
**COST:** $143.00

The cake decorating package is the combination of three classes: "Decorating Basics," "Flowers and Cake Design" and "Fondant and Gum Paste." Learn more for less!

A supply list will be emailed prior to start of class.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
40 (Levine Campus) 1218  
TH  
06:30P-08:30P  
2/6-4/23  
SS

**Home and Outdoors**

**Floral Design**

**Floral Certificate Part 1: Basic Floral Designs**

**AVO8573**  
**HOURS:** 15.0  
**COST:** $155.00

Express your creativity in the popular art of floral design! Learn principles of basic floral arranging/design while creating beautiful arrangements. Under the guidance of our expert instructor, learn to properly condition fresh flowers, use floral foam, tape and wire. This hands-on course is designed for beginners, but is open to all skill levels. This class is the FIRST in our 5-part series leading to the Floral Design Certificate.

Students purchase flowers and floral supplies for each class; list provided in first class. **Prerequisite:** AVO 8573 (Central Campus) Overcash 155  
T  
09:30A-12:00P  
3/24-5/5  
SS  
Class will not meet on 4/14.

02 (Central Campus) Overcash 155  
T  
06:00P-08:30P  
3/24-5/5  
SS  
Class will not meet on 4/14.


**AVO8602**  
**HOURS:** 15.0  
**COST:** $155.00

In this exciting and information-packed class, you will expand on skills learned in Basic Floral Designs. You'll learn vital skills as you delve more deeply into the use of color, texture, mechanics and containers that are used in the art of floral design. This class is the SECOND in our 5-part series leading to the Floral Design Certificate. **Note:** Intermediate Floral and Master Floral classes can be attended in either order. Students are responsible for purchasing basic supplies for class each week.

Students purchase flowers and floral supplies for each class; list provided in first class. **Prerequisite:** Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Video taping in this class is not allowed.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Central Campus) Overcash 155  
W  
09:30A-12:00P  
3/25  
SS  
Class will meet on 2/11.

02 (Central Campus) Overcash 155  
W  
06:00P-08:30P  
3/25  
SS  
Class will not meet on 2/11.

**Floral Certificate Part 4: Wedding Flowers**

**AVO8575**  
**HOURS:** 15.0  
**COST:** $155.00

Enter the beautiful world of wedding flowers as you focus on bridal bouquets, corsages, boutonnieres and altar arrangements. Basic Floral Designs (AVO 8573) is a prerequisite for this class. This class is one in our 5-part series leading to the Floral Design Certificate.

Students purchase flowers and floral supplies for each class; list provided in first class. **Prerequisite:** Basic Floral Designs (AVO 8573) is a prerequisite for this class. Students must update email address for vital pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Video taping in this class is not allowed.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Central Campus) Overcash 155  
W  
06:00P-08:30P  
1/29-3/11  
SS  
Class will not meet on 2/12.

**Floral Certificate Part 5: Sympathy Flowers**

**AVO8710**  
**HOURS:** 15.0  
**COST:** $155.00

As you focus on the art of floral tributes, you will learn to create expressions of sympathy ranging from fruit/plant baskets, wreaths, crosses or hearts on casels to various types and sizes of casket sprays. Basic Floral Design (AVO 8573) is a prerequisite for this class. This class is one in our 5-part series leading to the Floral Design Certificate.

Students purchase flowers and floral supplies for each class; list provided in first class. **Prerequisite:** Basic Floral Designs (AVO 8573) is a prerequisite for this class. Students must update email address for pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Video taping in this class is not allowed.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
01 (Central Campus) Overcash 155  
W  
09:30A-12:00P  
1/29-3/11  
SS  
Class will not meet on 2/12.

**Interior Design**

**Colors, Finishes and Windows for Your Home**

**DES8101**  
**HOURS:** 16.0  
**COST:** $149.00

Color adds vibrancy and joy to our lives! Learn to create beautiful interiors for your home or office by exploring color theory and its psychology. Our practicing interior design instructor will lead you through hands-on opportunities to apply these concepts as you create your own color board displaying interior finishes in paint, fabrics, flooring, wall-covering and window treatments. This course is required for the Interior Design Certificate for Your Home Certificate.

Students purchase supplies; list provided in first class. **Prerequisite:** Interior Design for Your Home Certificate.

**SEC LOCATION**  
**DAY(S)**  
**TIME**  
**DATES**  
**REF**  
40 (Levine Campus) 1320  
M  
06:00P-09:00P  
2/3-3/9  
SS  
Class will meet 6-8 PM on 2/3 and 2/24.

Register now!
Furniture: Mix and Match for Your Signature Style

DES8103  HOURS: 8.0  COST: $99.00

Learn to develop a signature style for your home. Explore both contemporary and traditional styles of décor, combining what best fits your lifestyle, aspirations, and expresses your personal taste. Develop an understanding of quality in home furnishings, and learn to shop like a pro. We will include a field trip to a furniture store as part of the learning experience. This course is required for the Interior Design for Your Home Certificate. Class includes a field trip.

Art, Accessories, and Outdoor Spaces for Your Home

DES8104  HOURS: 10.0  COST: $99.00

Accessories and artwork are the finishing touches that add personality and pizzazz to your home! Our expert interior design instructor will guide you as you learn to select, frame and display artwork/accessories and use nature to enhance your home, inside and out. Enjoy a field trip to expand your learning experience! This course is required for the Interior Design for Your Home Certificate.

Introduction to Home Staging

DES8106  HOURS: 6.0  COST: $79.00

In today’s sophisticated market, it has become almost standard practice to stage a home before it’s listed for sale. If you’re a homeowner trying to sell your own house or a real estate professional looking to increase sales, this 3-part class focuses on simple changes that make a home stand out. In this class, learn how to declutter and edit your belongings to highlight the architecture, arrange your furniture to show off the square footage of your rooms, update your own house or a real estate professional looking to increase sales, this 3-part class focuses on simple changes that make a home stand out. In this class, learn how to declutter and edit your belongings to highlight the architecture, arrange your furniture to show off the square footage of your rooms, update your home design projects or garment making. This class (or equivalent skills) is required for entry into HMK 8751 (Sewing II) and the Alterations Certificate Series.

The Art of Decluttering: Clutter Intervention

DES8108  HOURS: 8.0  COST: $99.00

The popular Marie Kondo show, Tidying Up demonstrates the universal problem we all face: clutter! Despite our fascination with home décor, clutter stands in our way, causing stress and disorganization. Learning principles of good organization in the classroom, students will choose areas of their homes to declutter, taking before and after photos/videos to share with the class. Students will become “clutter buddies” to each other, mutually serving as a support and encouragement through the decluttering process. If you’re ready to tackle the mess and change your life for the better, join us for this transformational adventure.

Sewing

Learn to Use Your Own Sewing Machine

HMK8779  HOURS: 8.0  COST: $59.00

Do you have a sewing machine with many great features but find you’re limited to just a couple simple functions because it’s overwhelming to learn to use? Bring it to this class and learn to comfortably operate and maintain your machine! Understand the importance of the manual and learn to use various feet, stitches and fabric as you complete a small project. Class size is very limited to allow personal attention from our experienced instructor. Note: Specialty machines (sergers, overlock, etc.) are NOT covered in this class.

The Art of Quilting

HMK8397  HOURS: 20.0  COST: $159.00

With the popularity of Farmhouse décor, fashionable quilts are often used as decorative art, traditionally on beds or as murals in designer homes. Increase your understanding of quilting terms and processes as you build skills, exploring traditional and contemporary approaches to quilting. Beginning students complete a quilt block to be turned into a pillow, small wall hanging or part of a larger quilt; experienced quilters receive expert help with a current project. Work will be done by hand and on our sewing machines. All skill levels welcome!

Introduction to Home Staging

DES8106  HOURS: 6.0  COST: $79.00

In today’s sophisticated market, it has become almost standard practice to stage a home before it’s listed for sale. If you’re a homeowner trying to sell your own house or a real estate professional looking to increase sales, this 3-part class focuses on simple changes that make a home stand out. In this class, learn how to declutter and edit your belongings to highlight the architecture, arrange your furniture to show off the square footage of your rooms, update your own house or a real estate professional looking to increase sales, this 3-part class focuses on simple changes that make a home stand out. In this class, learn how to declutter and edit your belongings to highlight the architecture, arrange your furniture to show off the square footage of your rooms, update your home design projects or garment making. This class (or equivalent skills) is required for entry into HMK 8751 (Sewing II) and the Alterations Certificate Series.

Sewing I

HMK8757  HOURS: 12.5  COST: $119.00

Can’t find a home decor item or garment in a specific fabric/design combination? Make it yourself! Join in the renewed enthusiasm for sewing as you learn basic skills on our machines in this intro class. Fabrics, patterns, tools and much more are covered, equipping you to apply your new skills to your home design projects or garment making. This class (or equivalent skills) is required for entry into HMK 8751 (Sewing II) and the Alterations Certificate Series.

Sewing II

HMK8751  HOURS: 12.5  COST: $119.00

Spark your joy of creative expression through the art of sewing! As you take your sewing skills to a higher level, you’ll gain confidence and versatility. Using our machines, review the basics, add proficiency to your skills and be ready to take on unique, personalized projects for your home or wardrobe. Enrollment requires co-registration or completion of HMK 8757 OR permission from Program Development. This class or equivalent skills is required for entry into the Alterations Certificate Series. Students purchase supplies, list provided in first class. Students purchase required book at CPCC bookstore or online prior to class: Singer New Sewing Essentials: Updated and Revised Edition-2008

The Art of Quilting

HMK8397  HOURS: 20.0  COST: $159.00

With the popularity of Farmhouse décor, fashionable quilts are often used as decorative art, traditionally on beds or as murals in designer homes. Increase your understanding of quilting terms and processes as you build skills, exploring traditional and contemporary approaches to quilting. Beginning students complete a quilt block to be turned into a pillow, small wall hanging or part of a larger quilt; experienced quilters receive expert help with a current project. Work will be done by hand and on our sewing machines. All skill levels welcome!

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Sewing III - Pattern Adjustment and Interpretation

SEW8103  HOURS: 12.5  COST: $119.00

Learn to produce professional results in your garment construction by understanding your pattern and making adjustments to it prior to cutting out the fabric. Our popular Professional Alterations instructor will teach you proper fitting techniques and tricks of the trade in this new class!

Students purchase supplies. Students who have not completed SEW 8751 must have Program Director's permission to enter this class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus) 01218  W  06:30P-09:00P  4/1-5/6  SS
Class will not meet on 4/15

Professional Alterations II

SEW8301  HOURS: 39.0  COST: $339.00

Upon completion of this second level course, students will be prepared to meet industry standards in the area of alterations. Working on our industrial quality machines, expand and increase your skills with step-by-step instructions based on the instructor's years of experience in high-end boutiques and department stores as well as in the management and ownership of tailoring shops. This course, along with Professional Alterations I, will prepare you for entry level employment in alterations shops, your own profitable home business, or a tailored wardrobe of your own. A CPCC certificate will be earned after completion of both Professional Alterations I and II.

Completion of SEW 8100 is REQUIRED for admission to this course. Students purchase supplies list provided in first class. Students purchase required textbook: Altering Men's Ready to Wear by Mary Roehr ISBN: 9780961922900. NOTE: These books are out of print and may need to be located and purchased on line at third party sellers if the CPCC bookstore is unable to obtain them. Please begin your search at the time you register for the class.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) 01218  W  06:30P-09:00P  2/3-5/4  SS
Class will not meet on 4/13.
02 (Central Campus) 01218  T  06:30P-09:00P  2/4-5/5  SS
Class will not meet 4/14

Personal Finance

Retirement Planning Today

ECO8205  HOURS: 6.0  COST: $25.00

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.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Levine Campus) TBA  TH  06:30P-09:30P  1/23-1/30  SS
02 (Levine Campus) TBA  T  06:30P-09:30P  1/28-2/4  SS

Recreation and Wellness

Fitness

Tai Chi for Health

LL17058  HOURS: 8.0  COST: $65.00

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

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) 01215  T  07:00P-08:00P  1/14-3/3  SS
02 (Levine Campus) 1418  T  07:00P-08:00P  3/17-5/5  SS

Personal Trainer National Certification

WT17000  HOURS: 36.0  COST: $855.00

Whether for a career move or for personal knowledge, earning two levels of national certification as a personal trainer will give you the expertise you need. This course offers candidates in-depth instruction and hands-on practice with a top veteran instructor. In 16 hours of lecture you will cover topics, including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Another 16 hours of hands-on practical training labs gives you role playing drills on exercises, presentation skills, and more. Your progress in the course is up to you. Level One Certification - Nationally Certified Personal Trainer: Successfully complete the written and practical exams. CPR/AED certification required. Level Two Certification - Nationally Certified Personal Trainer: Successfully complete your Level One exams followed by a 30-hour internship that will connect you to local employers and provide practice in a professional setting. Required Textbook: Fitness Professional's Handbook 7th Edition with Web Resources ISBN: 13-9781492529376. Purchase textbook prior to start of class. Students must be age 18 or older to receive certification.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Central Campus) 1215  W  07:00P-08:00P  1/14-3/3  SS
02 (Levine Campus) 1418  T  07:00P-08:00P  3/17-5/5  SS
Class will not meet 4/15

Sports

Golf for Beginners

REC8401  HOURS: 12.0  COST: $89.00

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. Weather conditions may cause schedule adjustments.

Students must bring their own clubs. Bucket of balls approx. $9. Be advised this class is weather dependent which may cause class schedule to flex.

SEC LOCATION  DAY(S)  TIME  DATES  REF
01 (Golf Village) 01215  S  09:00A-04:00P  2/8-3/21  SS
Class will not meet 3/14
02 (Golf Village) 1317  W  06:00P-09:00P  3/24-5/7  SS
Class will not meet 4/28, 4/30

Register now!
Free Small Business Center Seminars

Getting Started

How to Start A Business
1/07  6-8 p.m.  Central Campus/Online
3/17  6-8 p.m.  Central Campus/Online

Business Law for Entrepreneurs
1/9  6-8 p.m.  Central Campus/Online

Business Plan Basics
1/16  6-8 p.m.  Central Campus/Online

Starting A Cosmetology Business
2/13  4-6 p.m.  City View Center

Becoming an AirBnB Entrepreneur
2/20  6-8 p.m.  Central Campus/Online

Business Planning for Cosmetologists
2/20  4-6 p.m.  City View Center

Managing Salon Finances
2/27  4-6 p.m.  City View Center

Funding Your Business
3/10  6-8 p.m.  Central Campus/Online

Forecasting Your Revenue
3/12  6-8 p.m.  Central Campus/Online

WTF: What the Funnel
3/19  6-8 p.m.  Central Campus/Online

Pricing Strategies for Small Business Owners
3/24  6-8 p.m.  Central Campus/Online

Branding Your Business
4/16  6-8 p.m.  Central Campus/Online

Working the Business Model Canvas
5/7  6-9 p.m.  Central Campus

Government Contracting

Government Contracting 101
1/13  6-8 p.m.  Central Campus/Online

Responding to RFPs, RFQs and ITBs
1/22  6-8 p.m.  Central Campus/Online

Developing a Capability Statement
1/29  6-8 p.m.  Central Campus/Online

Doing Business with the City, County and Airport
2/5  6-8 p.m.  Central Campus/Online

Business Certifications
2/12  6-7:30 p.m.  Central Campus/Online

Proposal Writing 101
2/19  6-8 p.m.  Central Campus/Online

Growing and Managing

Risk Management: Get Real, Get Right, Get Results
1/14  6-8 p.m.  Central Campus/Online
4/14  2-4 p.m.  Central Campus/Online

Cracking the Code of Crisis Management
1/21  6-8 p.m.  Central Campus/Online
4/21  2-4 p.m.  Central Campus/Online

Emotional Intelligence 1
1/23  6-8:30 p.m.  Central Campus/Online
4/23  2-4:30 p.m.  Central Campus/Online

Business Preparedness: Expecting the Unexpected
1/28  6-8 p.m.  Central Campus/Online
4/28  2-4 p.m.  Central Campus/Online

Emotional Intelligence 2
1/30  6-8:30 p.m.  Central Campus/Online
4/30  2-4:30 p.m.  Central Campus/Online

Nonprofit Development

Nonprofit Organization Formation
4/6  2-4 p.m.  Central Campus/Online

Developing Nonprofit Programs
4/13  2-4 p.m.  Central Campus/Online

Improving Nonprofit Impact through Technology
4/20  2-4 p.m.  Central Campus/Online

Nonprofit Financial Basics
4/27  2-4 p.m.  Central Campus/Online

Register now!
Online Flex Start classes...
more choices than ever!

Banking and Financial Services
Accounting Fundamentals I
Accounting Fundamentals II

Communication
Grammar Refresher
Effective Business Writing
Fundamentals of Technical Writing

Computer and Information Technology
Basic Skills and Applications
Keyboarding
Introduction to Microsoft Excel 2016
Introduction to PowerPoint 2016
Introduction to Word 2016
Introduction to Windows 10

Data Analytics
Introduction to SQL
Introduction to Oracle
Introduction to Google Analytics

IT Infrastructure Support
Understanding the Cloud
CompTIA A+ Certification Training (6 months)

Programming and Web Development
Introduction to Python 3 Programming
Creating WordPress Websites
Introduction to CSS3 and HTML5

Entrepreneurship and Small Business
Start Your Own Consulting Practice
Creating a Successful Business Plan

Languages and Cultures
Speed Spanish
Spanish for Medical Professionals

Leadership and Management
Fundamentals of Supervision and Management I
Fundamentals of Supervision and Management II

Marketing and Social Media
Marketing Your Business on the Internet
Using Social Media in Business
Business and Marketing Writing

Real Estate and Appraisal
Real Estate Investing

Supply Chain, Transportation and Logistics
Distribution and Logistics Management
Freight Broker/Agent Training (6 months)

Teaching and Education
Classroom Computing
Creating a Classroom Website
Integrating Technology in the Classroom
Teaching Smarter with SMART Boards
Using the Internet in the Classroom

Languages
Spanish in the Classroom
Enhancing Language Development in Childhood

Mathematics
Teaching Math: Grades 4-6
Singapore Math: Number Sense and Computational Strategies
Singapore Math Strategies: Model Drawing for Grades 1-6

Reading and Writing
Common Core Standards for English Language Arts K-5
Guided Reading: Strategies for the Differentiated Classroom
Content Literacy: Grades 6-12
Response to Intervention: Reading Strategies that Work
Ready, Set, Read!
Teaching Writing: Grades K-3

Science
Teaching Science: Grades 4-6

Tools for Teachers
Understanding Adolescents
Teaching Students with Learning Disabilities
The Creative Classroom

Special Topics
Become a Veterinary Assistant I
Become a Veterinary Assistant II
Introduction to Statistics
Introduction to Chemistry
Wow, What a Great Event!

Personal Enrichment
Arts
Writing
Writing Essentials
Introduction to Screenwriting
Write Fiction Like a Pro
Creativity Training for Writers

Home and Outdoors
Introduction to Interior Design

Personal Finance and Investing
Stocks, Bonds, and Investing
Introduction to Stock Options
The Analysis and Valuation of Stocks

Recreation and Wellness
Introduction to Natural Health and Healing
Certificate in Mindfulness

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Here are our top 5 reasons to learn online:

1. Allows for flexibility to learn anytime and anywhere with 24/7 access.
2. Gives you the ability to network globally with students to share your questions, ideas and notes.
3. Helps you achieve your goals for each class by learning at your own pace.
4. Saves time and money on commuting.
5. Allows you to choose from a variety of popular courses with top instructors
3 Ways to Register

PHONE REGISTRATION: 704.330.4223
Hours: Monday through Thursday, 8 a.m. to 6 p.m.
and Friday, 8 a.m. to 5 p.m.

ONLINE REGISTRATION: cpcc.edu/continuing-education
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 Central Piedmont campus registration
center. For locations, visit cpcc.edu/continuing-education or
call 704.330.4223.

REGISTRATION INFORMATION
- Enrollment on a first-come basis; register early.
- Courses and fees are subject to change without notice.
- Payment must accompany registration.
- Students must be at least 16 years of age.
- N.C. residency is not required.
- No application or transcripts are required.

Refunds

SELF-SUPPORTING CLASSES (SS):
100% for withdrawals prior to the first day of class and for classes
cancelled by the college.

OCCUPATIONAL EXTENSION CLASSES (OE):
100% 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 (CAPS) 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 $27 lab fee.

INSURANCE: Some courses may require you to
purchase insurance. Payment is required upon registration.

*Fees may change after publication.

Other Information

BOOKSTORE: Find textbook information at
cpcc.bncollege.com or contact the bookstore on Central Campus by
calling 704.330.6649.
- Online: Visit cpcc.bncollege.com. On the “Textbooks” tab select
  “Find Textbooks.” Then select campus: “Corporate and Continuing
  Education.” Next, select from the drop downs the term, department,
course and section. Make selections and click “Find Materials.”
  With this course material and the cost, follow ordering and
  payment directions.
- In person: Visit the Central Campus bookstore for all textbooks.
  Alternate campus bookstores (Levine, Cato, Harper, Harris and
  Merancas) will only stock textbooks for the courses taught at the
  respective campus locations.

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

OFF-CAMPUS LOCATIONS:
Visit services.cpcc.edu/offcampusdir or call 704.330.4223.

DISABILITY SERVICES: For academic accommodations and
auxiliary aids/assistive technology as provided under the American
Disabilities Act and Section 504 of the Rehabilitation Act of 1973,
contact 704.330.6621 or visit cpcc.edu/disability-services.

CONTACT INFORMATION: Don’t forget! Call now to confirm or
update your contact information.

Login

LOGIN: Many courses require students have a Central Piedmont
login. Find out when registering if a login is required for your class.
Visit cpcclogin.cpcc.edu to establish an account. For questions, call
704.330.4223.