



Corporate and Continuing Education

Schedule of Courses

Fall Semester 2011

Corporate and Continuing Education Course Offerings

Occupational Training

“Workforce Preparedness for Today and Tomorrow”

“Hope, Opportunity and Jobs”

Occupational Training courses provide opportunities for citizens to prepare for new occupations or upgrade their knowledge and skill in their current employment. The opportunities are provided through single courses or a series of courses specifically designed for an occupation. The courses are offered in technical or vocational occupations and vary in length according to the complexity of the skill and the need of the employee or employer. Occupational courses can be developed upon request for a group or an employer and taught at a time and place convenient to those requesting instruction. Through these program areas, certification, recertification, and short-term skills training are provided.

A variety of courses are provided for the professional development of individuals who need additional skills, upgraded skills, or new skills in these areas. Although degrees are not awarded for completion of continuing education courses, certificates are provided and students may become certified or may be prepared for testing and certification, i.e. state certification or apprenticeship programs. Courses include, but are not limited to, the following:

Certification and Licensure

EPA Refrigerant Recovery/Recycling Certification

This 14-hour course is designed to aid technicians in preparing to take the CFC recovery/recycling certification examination. The certification examination will be offered as a part of this course and forwarded to the NC Board of Refrigeration Examiners.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AHR-3128	022	Sat	8:30am-4:30pm	12/10/11-12/17/11	H218	Fronius	\$66
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Escort Driver Certification

This 8-hour course satisfies the requirements set by the NCDOT to certify oversized - overweight load escort vehicle drivers. Defensive driving, escort driver requirements, skills training, and an examination are components of the course. The NCDOT will issue a certificate for those completing the course and scoring 75% or higher on the end of course examination.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AUT-3003	027	Sat	8:00am-5:00pm	8/13/11	H222	Moose	\$66
AUT-3003	028	Sat	8:00am-5:00pm	9/10/11	H222	Moose	\$66
AUT-3003 Canceled	029	Sat	8:00am-5:00pm	10/8/11	H222	Moose	\$66
AUT-3003	030	Sat	8:00am-5:00pm	11/19/11	H222	Moose	\$66
AUT-3003	031	Sat	8:00am-5:00pm	12/17/11	H222	Moose	\$66

Escort Driver Re-Certification

This 4-hour course satisfies the requirements set by the NCDOT to re-certify oversized - overweight load escort vehicle drivers.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AUT-7200	027	Sat	8:00am-12:00pm	8/13/11	H222	Moose	\$66
AUT-7200	028	Sat	8:00am-12:00pm	9/10/11	H222	Moose	\$66
AUT-7200 Canceled	029	Sat	8:00am-12:00pm	10/8/11	H222	Moose	\$66
AUT-7200	030	Sat	8:00am-12:00pm	11/05/11	H222	Moose	\$66
AUT-7200	031	Sat	8:00am-12:00pm	12/17/11	H222	Moose	\$66

Motor Vehicle Independent Dealer License-Renewal

The 6-hour training required for renewal of the motor vehicle independent dealer license is satisfied by successful completion of this course. A variety of topics are covered with a minimum of two hours of training being devoted to current Department of Motor Vehicles issues. Positive identification is required to receive credit for attending the course.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

AUT-3001	102	T	9:00am-3:30pm	10/06/11	TAP 107	Medford	\$66
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Watauga

AUT-3001 CANCELED	752	Th	9:00am-3:30pm	10/20/11	WCEC	Medford	\$66
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Manicurist

This 316-hour course is designed to prepare students to become a licensed manicurist in North Carolina. Topics studied during the course include professional image, manicuring and pedicuring, bacteriology, sanitation and disinfecting, nail product chemistry, anatomy and physiology, OSHA safety regulations, disorders of the nail, acrylic nails, nail wraps, gel nails, silk wraps, nail art, nail enhancements, nail piercing, nail jewelry and nail appliques. Upon successful completion of the course, the student will be eligible to sit for licensure through the North Carolina Board of Cosmetic Art Examiners.

Admission Requirements:

High School Diploma/GED

16-18 years of age - minor permission form required

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

*Caldwell

HRD-7057 Career Pathways	300	MTW	5:00pm-10:00pm	9/19/11-9/28/11	TBD	TBD	\$120
COS-3101	300	MTW 4 Sats	5:00-10:00pm	10/03/11-2/22/12	K013	TBD	\$176

HRD-7057 Career Pathways	300	MTW	5:00-10:00pm	3/5/12-3/14/12	TBD	TBD	\$120
COS-3101	300	MTW 4 Sats	5:00-10:00pm	3/19/12-8/7/12	K013	TBD	\$176

Cosmetology CEUs

Haircut Designs

This Hair Cut Designs course provides .4 CEUs to cosmetologists for credit toward license renewal through the North Carolina State Board of Cosmetic Art. Demonstration, lecture and detailed technical sheets are provided for three separate haircuts. Student participation includes: designing lines with head-form sheets, giving illustrations, and the use of window paning sheets for line and head-shape descriptions.

Caldwell

COS-7001	021	Sat	1:00-5:00pm	10/22/11	K008	Calloway	\$66
COS-7001		Mon	8:00-12:00pm		K008	Calloway	\$66
COS-7001		Mon	8:00-12:00pm		K008	Calloway	\$66

Notary Public Education

This 6-hour Notary Public course provides individuals the opportunity to become or renew their standing as a Notary with the state of North Carolina. The course of study meets the state guidelines for instruction.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

MLS-3874	307	T/Th	6:00-9:00pm	8/9/11-8/11/11	A208	Clement	\$66
MLS-3874	308	T/Th	6:00-9:00pm	9/13/11-9/15/11	A208	Clement	\$66
MLS-3874	309	M/W	6:00-9:00pm	10/17/11-10/19/11	A209	Clement	\$66
MLS-3874	310	T/Th	6:00-9:00pm	11/8/11-11/10/11	A208	Clement	\$66
MLS-3874 Canceled	311	T/Th	6:00-9:00pm	12/6/11-12/8/11	A208	Clement	\$66

Watauga

Canceled MLS-3874	857	T/Th	6:00-9:00pm	8/16/11-8/18/11	WOTF 101	Clement	\$66
MLS-3874	858	T/Th	6:00-9:00pm	9/20/11-9/22/11	WHS 1122	Clement	\$66
MLS-3874	859	T/Th	6:00-9:00pm	10/18/11-10/20/11	WHS 1122	Clement	\$66
MLS-3874	860	T/Th	6:00-9:00pm	11/15/11-11/17/11	WHS 1122	Clement	\$65
MLS-3874	861	T/Th	6:00-9:00pm	12/13/11-12/15/11	WHS	Clement	\$65

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OBD Emission Control Inspection

This 8-hour course is designed to prepare auto technicians and service personnel to become OBD emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV - Enforcement Selection - for OBD emission inspectors. Upon completion, a student should have knowledge of the rules, regulations and procedures for OBD emission inspections, is able to inspect a vehicle properly and is prepared to sit for the state certification exam.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AUT-3129	107	T	8:00am-5:00pm	8/16/11	TAPS	Eldreth	\$66
AUT-3129	108	T	8:00am-5:00pm	9/20/11	TAPS	Eldreth	\$66
AUT-3129	109	T	8:00am-5:00pm	10/18/11	TAPS	Eldreth	\$66
AUT-3129	110	T	8:00am-5:00pm	11/15/11	TAPS	Eldreth	\$66
AUT-3129	111	T	8:00am-5:00pm	12/20/11	TAPS	Eldreth	\$66

OBD Emission Control Inspection Recert

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AUT-7300	307	Th	6:00-10:00pm	8/18/11	H308	Eldreth	\$66
AUT-7300	308	Th	6:00-10:00pm	9/22/11	H308	Eldreth	\$66
AUT-7300	310	Th	6:00-10:00pm	10/20/11	H308	Eldreth	\$66
AUT-7300	311	Th	6:00-10:00pm	11/17/11	H308	Eldreth	\$66
AUT-7300	312	Th	6:00-10:00pm	12/22/11	H308	Eldreth	\$66

Vehicle Safety Inspection Course

This 8-hour course of instruction is offered for certification or renewal as a North Carolina Vehicle Safety Inspector. Individuals meeting the state requirements and successfully completing the end of course test will be designated as a North Carolina Safety Inspector.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

AUT-7301	107	T	8:00am-5:00pm	8/9/11	TAPS	Eldreth	\$66
AUT-7301	108	T	8:00am-5:00pm	9/13/11	TAPS	Eldreth	\$66
AUT-7301	109	T	8:00am-5:00pm	10/11/11	TAPS	Eldreth	\$66
AUT-7301	110	T	8:00am-5:00pm	11/08/11	TAPS	Eldreth	\$66
AUT-7301	111	T	8:00am-5:00pm	12/13/11	TAPS	Eldreth	\$66

Automobile

Auto Restoration

This course is designed to prepare the student for entry level positions in the Auto Body Repair Field. Students will be taught how to identify and describe the current types of body/frame construction; identify and describe the individual components of both conventional and unitized construction; evaluate vehicle damage through proper application of measuring and gauging equipment and sequencing techniques; identify and differentiate between the types of equipment available for making effective frame and underbody repairs; and return vehicle to pre-accident condition. Upon completion, students will have the knowledge base to perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas.

AUT-7110		T/TH	12:05-4:05		TAPS	Porter	\$176.00
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Collision Repair

AUT-7102	100	M/W	8:00am-11:30	8/24/11-12/14/11	TAPS	Porter	\$176.00
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Auto Detailing

This course covers 5 major areas of auto detailing: exterior, interior, engine, trunk, and special problems. Core topics include: washing, buffing, painting, detailing, chemical equipment/accessories, auto restoration, marketing strategies, and entrepreneurial skills. Skills taught in this course are applicable to the detailing of motor vehicles such as cars, boats, motorcycles, and RV's.

AUT-3110		S	8:00am-3:00pm		TAPS	Porter	\$176.00
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Teacher Assistant Institute

This Teacher Assistant Institute meets the "No Child Left Behind" Act qualifications and is designed to meet the needs of current and prospective paraprofessionals. Note: Additional courses may be approved. Requirements for the Teacher Assistant Institute are:

- WorkKeys assessments in Math, Reading, and Writing
- 96 hours of approved continuing education courses

Courses include, but are not limited to:

Creating the Inclusive Classroom: Strategies for Success	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Grammar Refresher	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Guiding Kids to the Internet	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Integrating Technology in the Classroom	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Interpersonal Communication	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Keys to Effective Communication	W	ed2go.com/cccti		\$65

			8/17, 9/21, 10/19, 11/9, 12/14	
PowerPoint in the Classroom	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Solving Classroom Discipline Problems	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
The Classroom Computer	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
The Creative Classroom	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65
Using the Internet in the Classroom	W	ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	\$65

WorkKeys

Caldwell - Call 828-759-4680 for additional information.

SEF 7038	310	W	2:00-5:30	09/14/11	H-218	Glenn	\$30
SEF 7038	311	W	2:00-5:30	10/19/11	H-218	Glenn	\$30
SEF 7038	312	W	2:00-5:30	11/16/11	H-218	Glenn	\$30
SEF 7038	313	W	2:00-5:30	12/14/11	H-218	Glenn	\$30
SEF 7038		W	2:00-5:30		H-218	Glenn	\$30

Watauga – Call 828-759-4680 for additional information.

SEF-7038		F	9:00am–12:30pm	8/19/11	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	9/16/11	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	10/7/11	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	11/18/11	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	12/9/11	WCEC	Dunlap	\$30

Teacher Renewal

All courses listed under the Teacher Renewal section may be taken for teacher renewal credit. If you are currently teaching, you must obtain approval through your local education agency (LEA). If you are not currently teaching, the course must be related to your area of certification. If you have additional questions regarding teacher renewal credit, you may check with the Department of Public Instruction (DPI). All Ed2Go courses may be approved for teacher renewal credit based upon the same criteria listed above.

**All beginning computer classes of 10 or more hours are approved for Teacher Renewal Credit.*

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Guiding Kids to the Internet	EDU 7016	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Interpersonal Communication	COM 7400	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Keys to Effective Communication	MLS 7600	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Powerpoint in the Classroom	CAS 7573	W	Ed2go.com/cccti			

				8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Solving Classroom Discipline Problems	EDU 7027	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Solving Classroom Discipline Problems II	EDU 7098	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
The Classroom Computer	CAS 7548	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
The Creative Classroom	EDU 7042	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65
Using the Internet in the Classroom	EDU 7051	W	Ed2go.com/cccti	8/17, 9/21, 10/19, 11/9, 12/14	Online	\$65

Human Resources Development—Computer Courses

Computers for Work

This course is ideal for the student who has never used a computer. The student will learn to navigate the Windows operating system to perform daily tasks. Students need to have basic keyboarding skills.

Hudson Campus

HRD-7051	302	T	6:00-9:00pm	6/14/11-8/16/11	H211	Duncan	\$120
HRD-7051	109	M-F	9:00am-12:00pm	8/22/11-9/2/11	H211	Bennick	\$120
HRD-7051	304	T	6:00-9:00pm	9/6/11-11/8/11	H211	Duncan	\$120
HRD-7051	110	M-F	8:00am-12:00pm	10/3/11-10/14/11	H211	Bennick	\$120
HRD-7051	111	M-F	8:00am-12:00pm	11/21/11-12/02/11	H211	Bennick	\$120

ESC Office (Must Sign-up at the ESC office 828-757-5622)

HRD-7051	112	M/W	1:00-4:00pm	8/29/11-10/3/11	ESC	Bennick	\$120
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Boone Campus

HRD-7051	852	TH	5:30pm-7:30pm	7/7/11 – 9/22/11	WCEC 110	Hardin	\$120
Canceled Hospitality House HRD-7051	853	W	5:30pm-8:30pm	9/28/11-12/21/11	WCEC 110	Crump	\$120
HRD 7051	851	T/Th	5:30pm-8:30pm	11/29/11-1/5/12	WCEC 110	TBD	\$120

Excel for Work

Students will learn the basics of the most widely used spreadsheet software program offered by Microsoft. This class emphasizes the use of Microsoft Excel to create a personal budget. Students will be taken from the beginning steps of creating a spreadsheet to being able to insert table, graphs, and formulas. Once the course is completed, students will be able to use Microsoft Excel to create professional reports for most work environments.

Hudson Campus

HRD-7053	108	M-F	9:00am-12:00pm	8/8/11-8/19/11	H211	Bennick	\$120
HRD-7053	303	W	5:30-8:30pm	8/24/11-10/12/11	H211	McKinney	\$120

HRD-7053	109	M-F	8:00am-12:00pm	9/19/11-9/30/11	H211	Bennick	\$120
HRD-7053	110	M-F	8:00am-12:00pm	10/31/11-11/11/11	H211	Bennick	\$120
HRD-7053	111	M-F	8:00am-12:30pm	12/14/11-12/22/11	H211	Bennick	\$120

ESC Office (Must Sign-up at the ESC office 828-757-5622)

HRD-7053	104	M/W	1:00-4:00pm	11/21/11-12/21/11	ESC	Bennick	\$120
HRD-7053		T/Th	1:00-4:00pm	11/22/11-12/27/11	ESC	Bennick	\$120

Watauga Campus

HRD 7053	850	T/Th	5:30pm-8:30pm	2/14/12-3/15/12	WCEC 110	TBD	\$120
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Introduction to Office 2010

Hudson Campus

HRD-7067	100	M-F	1:00-4:00pm	10/3/11-10/7/11	H211	Bennick	\$65
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Introduction to Windows 7

Hudson Campus

HRD-7068	100	M-F	1:00-4:00pm	9/19/11-9/23/11	H211	Bennick	\$65
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PowerPoint for Work

Learn the basics of the most widely used presentation software program offered by Microsoft. This class emphasizes the use of Microsoft PowerPoint to create a winning presentation for any job interview.

Hudson Campus

HRD-7054	303	M	6:00-9:00pm	8/22/11-10/31/11	H215	TBD	\$120
HRD-7054	304	Th	6:00-9:00pm	9/1/11-11/3/11	H211	TBD	\$120
HRD-7054	100	M-F	1:00-4:00pm	10/17/11-10/21/11	H211	Bennick	\$65

Word for Work

Learn the basics of the most widely used word processing software program offered by Microsoft. This class emphasizes the use of Microsoft Word to create professional documents that are used in today's workforce.

Hudson Campus

HRD 7052	303	Th	6:00-9:00pm	8/25/11-10/27/11	TBD	Bennick	\$120
HRD 7052	110	M-F	8:00am-12:00pm	9/6/11-9/16/11	H211	Bennick	\$120
HRD 7052	111	M-F	8:00am-12:00pm	10/17/11-10/28/11	H211	Bennick	\$120
HRD 7052	112	M-F	8:00am-12:30pm	12/5/11-12/13/11	H211	Bennick	\$120

ESC Office (Must Sign-up at the ESC office 828-757-5622)

HRD-7052	115	M/W	1:00-4:00pm	10/10/11-11/9/11	ESC	Bennick	\$120
HRD-7052	116	T/Th	1:00-4:00pm	10/11/11-11/10/11	ESC	Bennick	\$120

Boone Campus

Canceled HRD 7052	853	M	5:30pm-7:30pm	9/26/11-12/19/11	WCEC 110	TBD	\$120
HRD 7052	850	TTh	5:30pm-8:30pm	1/10/11-2/9/11	WCEC 110	TBD	\$120

Human Resources Development—Career Pathways Courses**Introduction to Technical Careers**

HRD 7069	100	M/W	2:00-5:00 pm	11/28/11-2/6/12	H215	Brooks	\$175
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Introduction to Healthcare Careers

HRD 7070	100	M/W	2:00-5:00 pm	11/28/11-2/6/12	H215	Brooks	\$175
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Human Resources Development—Employability Skills**Career Pathways - Employment Connections**

This course is designed for anyone who would like an edge in the workforce. Students will learn about current trends in job search, resume writing and interviewing. They will also cover many topics that relate to the workforce including communication skills, conflict resolution and time management.

Hudson Campus

HRD 7040	300	M	5:30-8:30pm	8/15/11-10/24/11	Goodwill	TBD	\$120
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Boone Campus

Canceled Hospitality House HRD 7040	850	M	5:30pm-8:30pm	9/26/11-12/19/11	WCEC	Crump	\$120
HRD 7040	851	MW	5:30pm-8:30pm	11/21/11-12/21/11	WCEC	Crump	\$120

Career ReadyLab (Students MUST register in JobLink)

This lab is open to students who would like to work on their KeyTrain scores, update or create a professional resume, look for possible job postings or just touch up on their computer skills. There is an instructor available at all times to answer questions or concerns.

Hudson Campus

HRD-7218	301	T/Th	8:00am-8:00pm	8/16/11-12/22/11	H215	various	\$175
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Economic Budgeting (Students MUST register in JobLink)

This course is designed to give students a better understanding of economic influences and to help them make smart financial decisions for their future. Students will work through a series of projects on the Career Ready 101 software.

Hudson Campus

HRD-7502	303	T/Th	8:00am-8:00pm	8/16/11-12/22/11	H215	various	\$65
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Keyboarding Lab (Students MUST register in JobLink)

The keyboarding lab is open to students who want to increase their skills on the computer and keyboard. Mavis Beacon is used in the lab to help students become more proficient in the touch typing method.

Hudson Campus

HRD 7217	301	T/Th	8:00am-8:00pm	8/16/11-12/22/11	H215	various	\$175
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CRC Online Lab**Caldwell**

HRD 7062	500	M-Su		8/15/11-12/31/11	on-line	Dunlap	\$175
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CRC Online Lab**Watauga**

HRD 7062	750	M-Su		8/15/11-12/31/11	on-line	Dunlap	\$175
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Human Resources Development—Workshops**Interview Skills****ESC Office**

HRD 7204		T	3:00-5:00pm	8/9/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	8/23/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	9/6/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	9/20/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	10/4/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	10/18/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	11/1/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	11/15/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	11/29/11	ESC	Connor	\$65
HRD 7204		T	3:00-5:00pm	12/13/11	ESC	Connor	\$65

Resume and Application Tips**ESC Office**

HRD 7046		T	3:00-5:00pm	8/16/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	8/30/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	9/13/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	9/27/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	10/11/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	10/25/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	11/8/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	11/22/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	12/6/11	ESC	Connor	\$65
HRD 7046		T	3:00-5:00pm	12/20/11	ESC	Connor	\$65

Computer Courses

Computer Skills 102

Want to refresh your computer skills? Forgotten some shortcuts or tricks of the trade? Come join us for tips and tricks on what's new and hot plus some of the basics.

Hudson Campus

CAS 7208	300	Th	6:00-9:00pm	7/21/11-9/8/11	TBD	Duncan	\$66
CAS 7208	100	T/Th	10:00am-12:00pm	8/23/11-9/29/11	TBD	Willis	\$66

VMware Academy

CCC&TI is pleased to introduce training in VMware, and is one of the few colleges and universities in the world to teach virtualization on VMware software. This new type of "cloud computing" allows one server to host multiple virtual computers. The new technology translates to a more efficient use of resources to businesses in cost savings, personal time and equipment. Students will gain hands-on skills that will give them an edge in this revolution in the IT field.

Virtualization is a proven software technology that is rapidly transforming the IT landscape and fundamentally changing the way that people compute. Today's powerful x86 computer hardware was designed to run a single operating system and a single application. This leaves most machines vastly underutilized. Virtualization lets you run multiple machines on a single physical machine, sharing the resources of a server cluster across multiple environments. Different virtual machines can run different operating systems and multiple applications on the same physical computer.

CCC&TI: A Proven Leader in Information Technology

CCC&TI has long been at the forefront of the IT field and teaching new and exciting technology. A CISCO Academy has been established on campus for over 12 years now. We have been teaching virtualization and cloud computing through VMware for over 3 years. Not only do we teach virtualization, we also implement it. Our campus infrastructure

fully integrates VMware technology therefore making it more secure, efficient, and manageable.

VMwareAcadamy

CAS-7022	505	MTWTH	Internet	10/24/11-11/17/11	F215	Stulginskies	\$175.00
CAS-7022		T	Internet		F215	Stulginskies	\$175.00

Introduction toVMware

SBC-7218		M	1:00-5:00		F215	Stulginskies/Duncan	\$0
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VMware Overview

CSP-7192		WThF	8:00-5:00		F215	Stulginskies/Duncan	\$501.00
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VMare Infrastructure Part 1

CSP-7189		WThF	8:00-5:00		F215	Stulginskies/Duncan	\$501.00
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VMare Infrastructure Part 2

CSP-7190		WThF	8:00-5:00		F215	Stulginskies/Duncan	\$501.00
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VMare Infrastructure Part 3- Beyond the Fundamentals

CSP-7191		ThF	8:00-5:00		F215	Stulginskies/Duncan	\$501.00
CSP-7191		ThF	8:00-5:00		F215	Stulginskies/Duncan	\$501.00

Fire, Rescue, EMS

EMT-Basic

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EMS-3044	301	TTH Sat	6:00-10:00pm 8:00-5:00pm	8/18/11-12/20/11	D105	Coffey	\$176
EMS-3044	102	MWF	8:30-12:30pm	8/22/11-12/7/11	D105	Coffey	\$176
EMS-3044	103	MWF	1:00-5:00pm	8/22/11-12/7/11	D105	Crouch	\$176

Watauga

EMS 3044	854	TT S	6:00pm-10:00pm 8:00am-5:00pm	8/16/11-12/15-11	BRFD	Sudderth	\$175
EMS 3044	855	TTh 1 st /3 rd W	6:00pm-10:00pm 6:00pm-10:00pm	8/9/11-12/21/11	Watauga Medics	Harmon	\$175

EMT-Intermediate

This course prepares the EMT to perform skills such as intravenous medication administration, inhalation medication administration, use of blind insertion airway devices and subcutaneous injection.

Prerequisites:

- Successful completion of the EMT Basic course
- High School Diploma/GED
- Placement test. A reading, math and English test is required for entrance into the course. Test is waived if the student shows proof of a post-secondary degree.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EMS-3045		TTh	8:00am-5:00pm		TBD	TBD	\$175
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Watauga

EMS-3045		TTh Sat	6:00pm-10:00pm 8:00am-5:00pm		TBD	Harmon	\$175
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Basic Anatomy & Physiology

***Pre-requisite for EMT-Paramedic**

Caldwell

EMS-3000		TTh	8:30am-5:30pm		D105	Roper	\$176
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Watauga

EMS-3000		MW	9:00am-5:30pm		WCEC	Roper	\$176
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EMT-Paramedic

This course prepares the EMT to perform skills such as endotracheal intubation, use of drugs for pain, and manual defibrillation.

Prerequisites:

- Successful completion of the EMT Basic course
- High School Diploma/GED
- Placement test. A reading, math and English test is required for entrance into the course. Test is waived if the student shows proof of a post-secondary degree.

Co-Requisites:

- Successful completion of the Basic Anatomy & Physiology course.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Paramedic Semester I

Caldwell

EMS-7301		TTh	8:30am-5:30pm		D105	Roper	\$176
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Watauga

EMS-7301		MW	9:00am-5:30pm		WCEC 109	Roper	\$176
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Paramedic Semester II

Caldwell

EMS-7302	100	TTh	8:30am-5:30pm	7/12/11-11/22/11	D105	Roper	\$176
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Watauga

EMS-7302	750	MW	9:00am-5:30pm	7/11/11-11/21/11	WCEC	Roper	\$176
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CPR and CPR/First Aid

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

CPR

SEF-7037	306				D105	Coffey	\$54
SEF-7037	308	M	6:00-10:00pm	12/19/11	D105	Coffey	\$54

CPR/First Aid

SAF-3021							\$120
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Health Services**MASSAGE THERAPY**

This program is a three (3) course series divided into three semesters. Career Pathways is a required pre-requisite which provides students necessary skills and knowledge as they prepare to become a marketable, successful Massage Therapist. 100% attendance is required for this component.

The entire curriculum is designed to prepare the student for the certification examination required for the North Carolina licensure application process. Through class work and practical "hands-on" training, students obtain a solid foundation for professional practice as an entry level Massage Therapist. Upon successful completion of the course, the student is eligible to sit for the certification exam and apply for state licensure in North Carolina.

Beginning Fall of 2011	Call for an application packet 828-726-2242
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HRD-7056 Career Pathways 2012CE2	100	WTHF	9:00am-2:00pm	8/31/11-9/2/11 8/8/12-8/10/12	H 208	TBD	\$120
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Massage Therapy I

HEA-7010	100	WTHF	9:00am-2:00pm	9/7/11-12/15/11	H208	Benson	\$176
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Massage Therapy II

HEA-7011	100	WTHF	9:00am-2:00pm	1/11/12-4/20/12	H208	Benson	\$176
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Massage Therapy III

HEA-7012	100	WTHF	9:00am-2:00pm	5/2/12-8/03/12	H208	Benson	\$176
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HRD-7056 Career Pathways 2012CE2	300	MTW	5:00pm-10:00pm	9/19/11-9/21/11 8/6/12-8/8/12	H 208	TBD	\$120
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Massage Therapy I

HEA-7010	300	MTW	5:00pm-10:00pm	9/26/11-12/21/11	H208	Benson	\$176
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Massage Therapy II

HEA-7011	300	MTW	5:00pm-9:00pm	1/9/12-4/18/12	H208	Benson	\$176
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Massage Therapy III

HEA-7012	300	MTW	5:00pm-10:00pm	4/30/12-8/1/12	H208	Benson	\$176
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Medication Aide

This 29-hour course is designed to prepare non-licensed personnel with the skills required by the North Carolina Board of Nursing to practice as a Medication Aide in long-term care/skilled nursing facilities within the state of North Carolina.

Course topics include:

- Safe and accurate administration of medications via the following routes: oral, eye, ear, nasal, topical, inhalant, nebulizer, vaginal, and rectal.
- Medical asepsis, hand hygiene, terminology, and legal implications. Students are not taught IM, IV, subcutaneous injections, or administration of meds via G-tubes.

Upon successful completion, students are eligible to sit for the state examination in order to become listed on the North Carolina Medication Aide registry.

Admission Requirements:

- High school diploma or GED
- Must be 18 years of age
- Must be currently listed as a Nurse Aide I in North Carolina

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

PHM 4100	302	MWF	5:00pm-10:00pm	10/3/11-10/14/11	H210	Smith	\$121
PHM-4100	303	MWF	5:00pm-10:00pm	12/5/11-12/16/11	H210	Smith	\$121

Watauga

PHM 4100	751	MTW	10:00am-3:00pm	10/10/11-10/19/11	WCEC	Middleton	\$121
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Nurse Aide Level I

This course prepares students to provide personal care and perform basic nursing skills for the elderly and other adults. Career Pathways is a required pre-requisite which provides students necessary skills and knowledge as they prepare to become a marketable, successful Nurse Aide. 100% attendance is required for this component.

Course topics include safety, restorative care, personal and functional diseases/disorders, communication, patient's rights, nutrition management and elimination. In addition, CPR instruction, competency and certification are included in the course curriculum. Students are required to successfully complete all segments of the course including classroom, lab, and clinical hours in order to receive a certificate of course completion.

The student must also successfully pass a two-part written and skills state administered examination, in order to satisfy requirements imposed by the Division of Health Service Regulation to become listed as a Nurse Aide I in North Carolina. Upon successfully completing both course work and state exam, the student will then be listed with the Division of Health Service Regulation.

Caldwell

HRD-7058 Career Pathways	401	M-Th	8:00am-12:00pm	6/20/11-6/30/11	H-219	TBD	\$120
NUR-3240	402	M-Th	8:00am-12:00pm	7/11/11-9/19/11	H219	Hartley	\$176
HRD-7058 Career Pathways	301	M-Th	5:00pm-9:00pm	6/20/11-6/30/11	H-219	TBD	\$120
NUR-3240	302	M-Th	5:00pm-9:00pm	7/11/11-9/19/11	H219	TBD	\$176
NUR-3240	501	FSSU	8:00am-12:00pm	8/26/11-12/09/11	H219	Stevens	\$176
NUR-3240	502	FSSU	1:00am-5:00pm	8/26/11-12/09/11	H219	Stevens	\$176
HRD-7058 Career Pathways	402	M-Th	8:00am-12:00pm	9/12/11-9/22/11	H-218	TBD	\$120
NUR-3240	403	M-Th	8:00am-12:00pm	9/26/11-12/5/11	H219	Suddreth	\$176
HRD-7058 Career Pathways	302	M-Th	5:00pm-9:00pm	9/12/11-9/22/11	H310	TBD	\$120
NUR-3240	303	M-Th	5:00pm-9:00pm	9/26/11-12/5/11	H219	Church	\$176
HRD-7058 Career Pathways	403	M-Th	8:00am-12:00pm	11/28/11-12/08/11	TBD	TBD	\$120
NUR-3240	400	M-Th	8:00am-12:00pm	12/12/11-03/05/11	H219	Suddreth	\$176
HRD-7058 Career Pathways	304	M-Th	5:00pm-9:00pm	11/28/11-12/08/11	H218	TBD	\$120
NUR-3240	300	M-Th	5:00pm-9:00pm	12/12/11-03/5/12	H219	Church	\$176
HRD-7058 Career Pathways	104	M-Th	1:00pm-5:00pm	11/28/11-12/08/11	H211	TBD	\$120
NUR-3240	102	M-Th	1:00pm-5:00pm	12/12/11-03/5/12	H219	TBD	\$176
HRD-7058 Career Pathways ONLINE	500	F	8:00am-4:30pm	1/6/12-1/27/12	H211	TBD	\$120
NUR-3240 HYBRID	500	F	8:00am-4:30pm	2/3/12-6/15/12	H219	TBD	\$176

HRD-7058 Career Pathways	100	M-Th	8:00am-12:00pm	2/27/12-3/08/12	TBD	TBD	\$120
NUR-3240	101	M-Th	8:00am-12:00pm	3/12/12-05/21/12	H219	Church	\$176
HRD-7058 Career Pathways	101	M/W	1:00pm-5:00pm	2/27/12-3/21/12	TBD	TBD	\$120
NUR-3240	104	M/W	1:00pm-5:00pm	3/26/12-08/22/12	H219	TBD	\$176
HRD-7058 Career Pathways	102	T/Th	1:00pm-5:00pm	2/28/12-3/22/12	TBD	TBD	\$120
NUR-3240	103	T/Th	1:00pm-5:00pm	3/27/12-08/16/12	H219	TBD	\$176
HRD-7058 Career Pathways	300	M-Th	5:00pm-9:00pm	2/27/12-3/08/12	TBD	TBD	\$120
NUR-3240	301	M-Th	5:00pm-9:00pm	3/12/12-05/21/12	H219	TBD	\$176

Watauga

HRD 7058 Career Pathways	752	MTWTh	10:am-2:00pm	6/13/11-6/23/11	WCEC	TBD	\$121
NUR 3240	752	MTWTh	10:00pm-2:00pm	6/27/11-9/12/11	WCEC	Smith	\$176
FULL HRD 7058 Career Pathways	852	TWTh	5:30pm-9:30pm	8/30/11-9/14/11	WCEC	TBD	\$120
FULL NUR-3240	852	TWTh	5:30pm-9:30pm	9/15/11-12/20/11	WCEC	TBD	\$176
FULL HRD 7058 Career Pathways	753	MTWTh	10:00am-2:00pm	8/29/11-9/12/11	WCEC	TBD	\$120
FULL NUR 3240	753	MTWTh	10:00pm-2:00pm	9/13/11-11/29/11	WCEC	TBD	\$176
HRD 7058 Career Pathways	754	MTWTh	10:00am-2:00pm	11/14/11-11/28/11	WCEC	TBD	\$120
NUR 3240	750	MTWTh	10:00pm-2:00pm	11/30/11-2/22/12	WCEC	TBD	\$176
HRD 7058 Career Pathways	850	TWTh	5:30pm-9:30pm	1/10/12-1/25/12	WCEC	TBD	\$120
NUR 3240	850	TWTh	5:30pm-9:30pm	1/26/12-4/26/12	WCEC	TBD	\$176

HRD 7058 Career Pathways	750	TWTh	10:00pm– 2:00pm	2/20/12-3/1/12	WCEC	TBD	\$120
NUR 3240	751	TWTh	10:00pm– 2:00pm	3/5/11-5/14/11	WCEC	TBD	\$176
HRD 7058	851	TWTh	5:30pm-9:30pm	4/24/12-5/9/12	WCEC	TBD	\$120
NUR 3240	851	TWTh	5:30pm-9:30pm	5/10/12-8/16/12	WCEC	TBD	\$176

Health Skills Lab

HRD-7033	103	F	10:00am-12:00pm	7/22/11-9/16/11	H219	Hartley	\$66
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Nurse Aide Level II

Nurse Aide II is a two-part course with a required pre-requisite course, Career Pathways, which provides necessary employability skills such as resume writing, interview preparation and the Career Readiness Certificate. 100% attendance is required for this component. Registration fee may be waived for Career Pathways depending upon employment status.

Segment I is comprised of 100 hours of classroom/lab instruction, demonstration and return demonstration with primary focus upon infection control, oropharyngeal/nasopharyngeal suctioning, established tracheostomy care, wound care, enteral nutrition, observation and maintenance of oxygen therapy, colostomy care, and urinary catheterization.

Segment II incorporates 92 hours of clinical learning experience in various healthcare settings. Students are required to demonstrate proficiency of learned skills and knowledge through direct patient care and interaction with health care team members. Following clinical, students who successfully pass the competency examination may apply for listing with the North Carolina Board of Nursing as a Nurse Aide II.

Caldwell

Class/Lab NUR-7000	300	MW	5:00-9:00pm	4/11/11-8/15/11	H221	Wilcox	\$176
Clinical NUR-7001	301	MW	5:00-9:00pm	8/22/11-11/09/11	H221	Wilcox	\$176

HRD-7063 Career Pathways 2012CE1	300	MW	5:00pm-9:00pm	12/5/11-1/4/12	H221	Middleton	\$120
Class/Lab NUR-7000 2012CE1	300	MW	5:00-9:00pm	1/9/12-4/4/12	H221	Wilcox	\$176
Clinical NUR-7001	300	MW	5:00-9:00pm	4/11/12-7/2/12	H221	Wilcox	\$176

Watauga

HRD 7063 Career Pathway	850	TTH	5:30pm-9:30pm	6/14/11-6/23/11 10/6/11-10/18/11	WCEC	TBD	\$120
Class/Lab 7000	850	TTh	5:30pm-9:30pm	6/28/11-10/4/11	WCEC	TBD	\$176
Clinical NUR-7001	851	T/Th	5:30pm-9:30pm	10/20/11-1/17/12	WCEC	TBD	\$176

Nurse Aide Refresher

This 20-hour course is designed as a refresher for individuals whose Nurse Aide I listing has expired within the previous two years. It also allows out of state individuals the opportunity for initial listing in North Carolina.

Basic Nurse Aide I knowledge of personal care and nursing assistant skills are reviewed and students are allowed to practice in a lab setting during this course. The North Carolina Nurse Aide I Candidate Handbook is provided as the basis for this comprehensive review. Upon successful completion, the student will be better prepared to apply for and successfully pass the two-part written and skills examination required by North Carolina for relisting.

Admission Requirements:

- Proof of completion of a minimum 75-hour state approved Nurse Aide I course within the past two years

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

NUR-3242 Canceled	302	M-F	5:00-9:00pm	9/26/11-9/30/11	TBD	TBD	\$66
NUR-3242	303	M-F	5:00-9:00pm	11/28/11-12/2/11	H221	TBD	\$66

Health Assessment Review

Caldwell

NUR-7401		W	6:00-9:00pm		H218	TBD	\$66
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Watauga

NUR-7401		F	11:00am-2:00pm		WCEC	TBD	\$65
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Pharmacy Technician

This course is designed to train individuals to work under the supervision of a pharmacist in a variety of settings. Classroom and clinical instruction provides the student with basic essential knowledge and skills required to work as a technician in hospital and/or community pharmacies.

Topics in this course include: reading and interpretation of prescriptions, computer entry, drug classification, federal and state laws and regulations, medical terminology, calculations, drug dosage and activity, drug routes and forms, compounding, and preparation of IV admixtures. Upon successful completion, the student will be equipped with a basic understanding of pharmacy practice and be eligible to sit for the national certification exam administered by the Pharmacy Technician Certification Board.

Career Pathways, is required as a pre-requisite to Pharmacy Technician, which provides necessary employability skills such as resume writing, interview preparation and the

Career Readiness Certificate. 100% attendance is required for completion. Registration fee may be waived for Career Pathways depending upon employment status.

Admission Requirements:

- 18 years of age
- High School Diploma or GED
- Reading Placement Test
- Math Placement Test
- Successful completion of Career Pathways

Caldwell

HRD 7059 Career Pathways	400	M/W	9:00am-12:00pm	5/02/11-6/06/11	H210	TBD	\$120
PHM 3250	401	MW	9:00am-12:00pm	6/13/11-10/19/11	H210	Eisenhour	\$176
HRD 7059 Career Pathways	300	TTh	5:30pm-8:30pm	7/12/11-8/11/11	H218	TBD	\$120
PHM 3250	301	TTh	5:30pm-8:30pm	8/16/11-12/20/11	H218	Zeiger	\$176
HRD-7059 Career Pathways	300	TTh	5:30pm-8:30pm	12/6/11-1/12/12	TBD	TBD	\$120
PHM-3250	300	TTh	5:30pm-8:30pm	1/17/12-5/17/12	H218	Zeiger	\$176

Watauga

HRD 7059 Career Pathways	751	TTH	9:00am-12:00pm	5/24/11-6/23/11	WCEC	TBD	\$120
PHM 3250	751	TTh	9:00am-12:00am	6/28/11-11/3/11	WCEC	Eisenhour	\$176

Phlebotomy

Phlebotomy is a two-part course with a required pre-requisite course, Career Pathways, which provides necessary employability skills such as resume writing, interview preparation and the Career Readiness Certificate. 100% attendance is required for this component. Registration fee may be waived for Career Pathways depending upon employment status.

Phlebotomy, Part I, teaches the student to draw blood specimens from patients/clients for analysis. Coursework includes 120 hours of classroom instruction with extensive lab practice. Instructor demonstration of proper blood collection techniques and student return demonstration are key components of this course. Course topics include: interpersonal communication skills, proper selection of venipuncture sites, care of blood specimens, data entry, record keeping, equipment use and maintenance.

Part II, requires the student attend a consecutive 44-hour clinical rotation in an assigned facility, wherein the student will demonstrate proficiency of acquired knowledge and skills in blood collection. The student will be eligible to sit for a national certification examination upon successful completion of all course components.

Admission requirements:

- High school diploma or GED
- Must be 18 years of age
- Reading Placement Test

- Successful completion of Career Pathways course

Caldwell

HRD-7060 Career Pathways	300	TTh	5:00pm-9:00pm	6/07/11-6/30/11	TBD	H218	\$120
Class/Lab MLA-7000	302	TTh	5:00pm-9:00pm	7/12/11-10/20/11	H210	Smith	\$176
Clinical MLA-7001	302	Varies M-Sun	Varies 7:00am-9:00pm	10/23/11-12/11/11	H210	Middleton	\$121
HRD-7060 Career Pathways	301	TTh	5:00pm-9:00pm	9/27/11-10/20/11	H311	TBD	\$120
Class/Lab MLA-7000	300	TTh	5:00pm-9:00pm	10/25/11-2/14/12	H210	Smith	\$176
Clinical MLA-7001	303	Varies M-Sun	Varies 7:00am-9:00pm	2/17/12-4/01/12	H210	Middleton	\$121

HRD-7060 Career Pathways	300	MW	5:00pm-9:00pm	1/23/12-2/15/12	H210	TBD	\$120
Class/Lab MLA-7000	301	MW	5:00pm-9:00pm	2/20/12-6/6/12	H210	Smith	\$176
Clinical MLA-7001	300	Varies M-Sun	Varies 7:00am-9:00pm	6/8/12-7/22/12	H210	Middleton	\$121

Watauga

HRD-7060 Career Pathways		MW	5:30pm-9:30pm	5/9/11-6/6/11	WCEC	TBD	\$120
Class/Lab MLA-7000	852	MW	5:30pm-9:30pm	6/8/11-9/28/11	WCEC	Cox	\$176
Clinical MLA-7001	853	Varies M-Sun	7:00am-9:00pm	9/29/11-11/13/11	WCEC	Middleton	\$121
HRD 7060 Career Pathways	853	MW	5:30pm-9:30pm	9/12/11-10/5/11	WCEC	TBD	\$120
Class/Lab MLA-7000	850	MW	5:30pm-9:30pm	10/10/11-1/30/12	WCEC	TBD	\$176
Clinical MLA-7001	850	Varies M-Sun	7:00am-9:00pm	2/3/12-3/18/12	WCEC	Middleton	\$121
HRD 7060 Career Pathways	850	MW	5:30pm-9:30pm	1/9/12-2/6/12	WCEC	TBD	\$120
Class/Lab MLA-7000	850	MW	5:30pm-9:30pm	2/8/12-5/23/12	WCEC	TBD	\$176
Clinical MLA-7001	850	Varies M-Sun	7:00am-9:00pm	5/24/12-7/8/12	WCEC	Middleton	\$121

Tanning Facility Operator Training

This eight-hour course instructs the student on the proper and safe way to operate a tanning bed as required January 1, 1993 by the North Carolina Division of Radiation Protection. Students must be 18 years of age to be certified.

Admission Requirements:

- Must be 18 years of age

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

COS-7000	104	Th	2:00-10:00pm	9/8/11	F319	Annas	\$66
COS-7000	105	Th	2:00-10:00pm	11/17/11	F319	Annas	\$66

Vocational and Technical Services

Aviation Courses

The 48-hour Ground School for Pilots is designed for the prospective pilot. The 48-hour Instrument Rating School is designed for the advanced pilot. Both schools are offered for private pilot certification and pilot instrument rating.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Ground School for Pilots

AER-3103 Cancelled	302	T	6:00-10:00pm	9/6/11-11/22/11	TAPS	Powell	\$121
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BioWork

Prepare to work as an entry-level process technician for a biotechnology, pharmaceutical, or chemical manufacturing company. Units included in this course are introduction to bioprocessing, safety, quality, measuring variables, transforming materials, process machinery and controls, sterile processes, growing living cells, and marketing the smart worker. The program is for individuals with a minimum of a high school education and basic computer literacy. Required: testing for reading and math competency. Exemption from reading and math testing MAY be granted upon presentation of proof of associate or bachelor's degree from a U.S. college or university at the information session.

ISC-3200	300	M-Th	6:00-9:00pm	06/13/11-08/25/11	J220	Pendley	\$176
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Small Engine Repair Level 1

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

AUT-3200	301	TTH	5:30-9:00pm	10/04/11-11/17/11	J 221	Smith	\$121
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Small Engine Repair Level 2

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

AUT 7400 CANCELED	300	TTh	5:30-8:30pm	09/20/11-11/10/11	TBD	Smith	\$121
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Electrical Lineman Institute

The Lineman course prepares students for a career as an apprentice for a Journeyman Lineman. In this program, you will develop the knowledge and skills to install, operate, maintain, and repair indoor and outdoor residential, commercial, and industrial electrical systems, and associated power transmission lines. You will study basic circuits, wiring practice, A.C. and D.C. controls, safety procedures, and learn about the power lines which carry electricity from the source to its destination. You will learn how to use hand and electric tools, and how to read and interpret blueprints and other written and graphic instructions. Your work will combine classroom courses with laboratory hours which offer

practical, hands-on training. If you enjoy traveling, working outdoors, and working with electrical equipment, then this training program may be for you. A lineman is required to travel extensively and work in emergency restorations during times of bad weather. Students must possess the physical ability to climb to heights in excess of 50 feet.

Caldwell

HRD 7066 Career Path. for Linemen	100	MTW	8:00-5:00	7/18/11-7/25/11	TBD	Roper	\$120
*TRA 7004 Class B CDL	100	MTW	8:00-5:00	7/26/11-8/16/11	TBD	TBD	\$176
*Students must have Silver CRC and completed HRD 7066.							
**ELS 3018 Elect. Line. Training	100	MTW	8:00-5:00	8/17/11-11/2/11	TBD	Micheals	\$176
**Students must have Silver CRC, Class B CDL, completed HRD-7066, and have a High School Diploma or GED.							

HRD-7066 Career Path. for Linemen	101	M-F	8:00-5:15	10/17/11-10/20/11	TBD	Roper	\$120
*TRA-7004 Class B CDL	101	M-F	8:00-5:15	10/20/11 - 11/2/11	TBD	TBD	\$176
*Students must have Silver CRC and completed HRD-7066.							
**ELS-3018 Elect. Line. Training	101	M-F	8:00-5:15	11/3/11 - 12/22/11	TBD	Micheals	\$176
**Students must have Silver CRC, Class B CDL, completed HRD-7066, and have a High School Diploma or GED.							

Construction Trades

Courses are taught using a competency-based curriculum which allows students to work at their own pace as suits their needs and/or abilities. Currently, four disciplines are offered and include:

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Cabinetmaking

This course is designed to teach the fundamental techniques of cabinetmaking. Course topics include the proper selection of woods, building materials, tools, finishes, installation and labor costs. Participants will plan, blueprint, and build cabinets suitable for kitchen or bath.

Caldwell

Level I

CAB-3100	304	MW	5:00-9:00pm	08/22/11-12/12/11	J244	Worley	\$176

Level II

CAB-7000	304	MW	5:00-9:00pm	08/22/11-12/12/11	J244	Worley	\$176

Level III

CAB-7001	304	MW	5:00-9:00pm	08/22/11-12/12/11	J244	Worley	\$176

Level IV

CAB-7002	304	MW	5:00-9:00pm	08/22/11-12/12/11	J244	Worley	\$176

Weatherization

Caldwell

Level I

CAR-7201	302	TTH	5:30-8:30pm	08/23/11-12/13/11	J136	TBD	\$176

Level II

CAR-7202	300	TTH	5:30-8:30	08/23/11-12/13/11	B114	TBD	\$176
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**Carpentry
Caldwell****Level I *Not Offering at this Time***

CAR-7205		TTh	5:30-8:30pm		J136	Coffey	\$176
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Level II *Not Offering at this Time*

CAR-7206	301	TTh	5:30-8:30pm		J136	Coffey	\$176
CAR-7206							

Level III *Not Offering at this Time*

CAR-7207		TTh	4:00-8:00pm			Coffey	\$176
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Level IV *Not Offering at this Time*

CAR-7208		TTh	4:00-8:00pm		J136	Coffey	\$176
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**Plumbing
Caldwell****Level I**

PLU-7001	302	M-Th	4:00-6:00pm	08/22/11-12/13/11	J121	Fronius	\$176

Level II

PLU-7002	302	M-Th	4:00-6:00pm	08/22/11-12/13/11	J121	Fronius	\$176

Level III

PLU-7003	302	M-Th	4:00-6:00	08/22/11-12/13/11	J121	Fronius	\$176
PLU-7003							

Level IV *Not Offering at this Time*

PLU-7004		MW	6:00-10:00pm	TBD	J121	Fronius	\$176
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Electrical
Caldwell
Basic Residential Wiring

ELC-7005 - Canceled	300	T/TH	6:00-9:00pm	08/30/11-12/20/11	G106	Chapman	\$176
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Level I Not Offering at This Time

ELC-7001		M-Th	2:00-4:00pm		H311	TBD	\$176
ELC-7001							

Level II Not Offering at This Time

ELC-7002		M-Th	4:00-6:00pm		H215 J103	Chapman	\$176
ELC-7002							

Level III Not Offering at This Time

ELC-7003		M-Th	4:00-6:00pm		H215 J103	Chapman	\$176
ELC-7003							

Level IV Not Offering at This Time

ELC-7004		M-Th	4:00-6:00pm		J240	TBD	\$176
ELC-7004							

HVAC
Caldwell

Level I

AHR-7101	301	MW	5:30-8:30	08/22/11-12/12/11	B114	Coffey	
							\$176

Level III

AHR-7103	301	MW	6:00-10:00pm		J236	Fronius	\$176

Level IV

AHR-7104	302	TTh	6:00-10:00pm	08/23/11-12/13/11	J232	Fronius	\$176

General Contractor's License Preparation

This course prepares students for the General Contractor's licensing examination. Emphasis on blueprints, laws and regulations, employment security laws of NC, and workers' compensation. Upon successful completion of the course, students are eligible to sit for the NC Contractor's licensing examination.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CAR-3118		TTh	7:00-10:00pm		H311	Shelton	\$176
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Watauga

CAR-3118		MW	6:00-9:00pm		WOTF 101	TBD	\$176
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National Electric Code License Preparation

This course is designed to prepare the student for the Electrical Contractor's Licensing examination. Students examine all aspects of the electrical code and are assessed to evaluate competency during the class.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Watauga

ELC-3100		TTh	6:00-9:00pm	TBD	WOTF	Hodges	\$176
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Plumbing Contractor's License Exam Preparation

This 36-hour review course is designed to prepare the student to sit for the NC Plumbing Contractor's exam. This course is a study of the plumbing code minimum requirements and principles involved in the designing of the plumbing system. Students must meet the State minimum experience requirement in order to take the state certification examination.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

				TBD			\$121
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Welding

These courses are designed to provide the beginner and professional the opportunity to gain or develop skills. MIG, TIG, stick, pipe, and basic welding offer the beginner or professional the opportunity to develop skills that may qualify them for promotion or certification.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

Basic WLD-3106	303	MW	6:00-9:00pm	08/22/11-12/12/11	B120	Hudson	\$176
MIG WLD-7003	303	MW	6:00-9:00pm	08/22/11-12/12/11	B120	Hudson	\$176
TIG WLD-7002	302	MW	6:00-9:00pm	08/22/11-12/12/11	B120	Hudson	\$176
Pipe WLD-7001	303	MW	6:00-9:00pm	08/22/11-12/12/11	B120	TBD	\$176

Watauga

Basic WLD-3106	851	TTh	6:00-9:00pm	5/24/11-8/18/11	WHS 1202	Ward	\$175
Basic WLD-3106	852	TTh	6:00pm-9:00pm	8/23/11-12/13/11	WHS 1202	Ward	\$175
TIG WLD-7002	851	TTh	6:00-9:00pm	5/24/11-8/18/11	WHS 1202	Ward	\$175
TIG WLD-7002	852	TTh	6:00-9:00pm	8/23/11-12/13/11	WHS 1202	Ward	\$175
MIG WLD-7003	851	TTh	6:00-9:00pm	5/24/11-8/18/11	WHS 1202	Ward	\$175
MIG WLD-7003	852	TTh	6:00-9:00pm	8/23/11-12/13/11	WHS 1202	Ward	\$175

Upholstery Institute

These courses are designed to provide the knowledge and skills necessary to become an entry-level upholsterer. In addition, students will learn the soft skills needed for employment. Both courses include core skill training in upholstery manufacturing concepts tools and safety and soft skills training in employability skills, communication, problem solving, and critical thinking.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

TEX-3117	301	MTW	5:00-9:00	10/24/11-12/21/11	J211	Smith	\$176
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Institute of Sustainable Technology

BPI-Building Analyst Prep

This course examines the critical performance factors of buildings that impact health, safety, comfort, energy efficiency and durability. Topics include an overview of the technology; examples of typical installations and their defects; procedures for performing audits, and guidelines for analyzing potential retrofits. Upon completion, students will have a base knowledge to become a home energy rater. This course will review the education and skills requirement to sit for national certification exams such as Energy Star, Building Performance Institute (BPI) Building Certification Model, and the RESNET Home Energy Rating Standards.

Must also register for exam class required for certification.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7200	306	M-F	5:00-9:00pm	09/12/11-09/22/11	B114	Holman	\$121
EGY-7200	307	M-F	5:00-10:00 5:00-9:00	11/07/11-11/11/11 11/14/11-11/17/11	B114	Holman	\$121

Watauga

EGY 7200	757	M-F	8:00am-12:00pm	8/8/11-8/19/11	WOTF	TBD	\$121
EGY 7200	851	M-Th F	5:00pm-9:00pm	12/05/11-11/16/11	WOTF	TBD	\$121

BPI-Building Analyst Exam

This course provides individuals who have taken the Building Performance Institute Building Analyst course the opportunity to take a test for certification through BPI.

Caldwell

CSP-7208	105	F	1:00pm-6:00pm	8/19/11	H215	Holman Coffey	\$301
CSP-7208		F	1:00-6:00pm		H215	Holman Coffey	\$301
CSP-7208		F	1:00-6:00pm		H215	Holman Coffey	\$301

Watauga

CSP-7208	757	F	1:00pm-6:00pm	8/19/11	WOTF	TBD	\$301
CSP-7208	758	F	8:00am-5:00pm	12/16/11	WOTF	TBD	\$401

LEED Green Associate Exam Prep

The LEED Green Associate exam prep course prepares professionals who want to demonstrate green building expertise in non-technical fields of practice. LEED Green Associate denotes a basic knowledge of green design, construction, and operations. LEED Green Associate is a great introduction to green building - it is professional level and covers all of the most important aspects of green building and sustainable design.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

SEF-7210		FS	8:00-5:00		CIV/215	Brigham	\$200
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Solar Thermal Installation

This course provides instruction on the basics of installing code compliant solar hot water systems. Students will learn practical design criteria, installation guidelines, safety issues, maintenance, construction skills, applied math skills and legal considerations of solar hot water heating systems. Upon completion students will have the knowledge base for an entry level position with a dealer/installer, or other photovoltaic industry company.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7300	300	MW	5:00-9:00pm	10/31/11-12/19/11	B114	TBD	\$176
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Watauga

EGY 7300 CANCEL	852	MW	5:00pm-9:00pm	10/31/11-12/19/11	WOTF	TBD	\$176
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Green Business Plan - Small Business

This course addresses simple methods to reduce energy consumption, reduce waste and improve the bottom-line by becoming more environmentally conscious in the small business work environment. Students learn about aspects of "Going Green" they might not have considered before such as the importance of local sourcing and how it impacts small businesses and the environment. Course addresses areas to include self-analysis of business in energy use or carbon footprint, water reduction methods, energy efficiency, green transportation, supporting local business and heritage, and how to effectively market your business once you adopt these sustainable methods. This course is offered online.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7000			On line	Upon Demand			
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Sustainable Business Systems

Co-requisite for Level I Trades

Students will study the development which ensures the well-being of the human race by understanding and integrating a triple bottom line of social development, economic development, and environmental conservation and protection as the foundation of sustainability. Students will learn about the history, methods, vocabulary and real world practices associated with sustainable development.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7401		TTh	3:30-5:30pm		H311	Griffith	\$66
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Intro to Renewable Energy

In this course, students learn about renewable energy sources such as photovoltaic, solar thermal, wind, micro-hydro, geothermal, and bio-fuels. Each class is geared toward a specific renewable energy source. The classes give students an in-depth look at how each of the energy sources can benefit students and/or their clients.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7015		TTh	5:30-8:30pm		B114	Coffey	\$121
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Emerging Trends in High Performance Building

Co-requisite for Level III Trades

This course is for those who want to learn more about high performance building. The course covers air and heat flow, proper insulating techniques, moisture control, and crawl spaces. Students also learn about testing methods using instruments such as the blower door, duct blaster, thermal cameras, and carbon monoxide testers. The students learn how to become a Certified Green builder and explore different building programs that fit any building trade.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

EGY-7002		MW	3:30-5:30pm		H311	Holman	\$66
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Introduction to Building Science

Co-requisite with Level II Trades

This course provides students with the skills necessary to create an indoor environment that is healthy, comfortable, durable, and energy efficient. Students gain an understanding of the complex relationships between occupant, building, machines, and nature. Students acquire a basic understanding of how to achieve a better building envelope for either residential or commercial applications.

Register at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

		TTh	3:30-5:30pm		H311	Holman	\$66
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Building Operators Certificate (BOC)

Students are provided information and an understanding of energy efficiency guidelines for building operators (e.g., maintenance personnel at hospitals, schools, industrial sites or other large scale utility customers). This training and certification program for building operators is nationally recognized.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

		T	8:00am-5:00pm	TBD	Civic Center		TBD
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Fundamentals of Photovoltaic Technology

This course provides an in-depth view into the technology, applications, and considerations associated with photovoltaic systems. Learn about site assessment, placement, installation, wiring, safety and other key aspects of PV technology. Students are prepared to sit for the NABCEP certification exam upon completion of this course.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

				TBD			
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Green Small Business Seminars

No cost Green Small Business Seminars include, but are not limited to:

- Tax Benefits for Going Green
- Green Certifications
- Renewable Energy: Is it Right for Me?
- Green Updates for Your Home
- Want to Start Your Very Own Green Business?
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Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

				TBD			
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CSR Practitioner

This uniquely certified workshop enables professionals to gain a professional certification as CSR Practitioners, and making a substantial difference by integrating sustainability into their practice and organizations. CSE trainings are recognized internationally and are approved by the Institute of Environmental Management and Assessment (IEMA). Having been recognized in high esteem in both content and delivery, trainings serve as a stepping stone for organizations wishing to progressively improve the tools, standards and techniques they use for integrating CSR strategies and programs across operations and departments. Trainings also prepare experienced professionals to introduce high level methodologies and techniques for embedding social, environmental and economic criteria within their areas of practice. At present, more than 200 CSR Practitioners in 5 continents and over 25 countries are certified under the CSE.

Caldwell

SEF-7208		Th/F	8:00-5:00		Civic Cen.-215A	Andrews	\$1000.00
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Personal Enrichment

Ladies Self Defense

This sculpture course shows students the artistic side of sustainability. Students learn how to communicate a message of sustainability through artistic expressions with varied media, many of which can be gathered as recyclable/reusable items.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7228 Cancelled	300	T	6:30-7:30 pm	Cancelled 9/6/11-10/11/11	E-120	McNeely	\$41
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Legal Ease

Legal Ease offers practical, foundational knowledge of the law to help participants through common issues with minimal difficulty.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7226		T/Th	6:00-8:00 pm	8/16/11-9/15/11	TBD	Brooks-Gordon	\$55
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SCULPTING ART

Junk to Funk - Sculpting with Recycled Materials

This sculpture course shows students the artistic side of sustainability. Students learn how to communicate a message of sustainability through artistic expressions with varied media, many of which can be gathered as recyclable/reusable items.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7213	300	M	6:00-10:00	05/23/11-06/27/11	Old Lenoir High School	K. Willis	\$100
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ZUMBA

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Watauga

CSP 7205	850	Th	5:30pm-6:30pm	09/08/11-09/29/11	WHS 1120	G. Reid	\$25
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Online Courses

Ed2Go classes begin on the following dates for Fall semester:

8/17, 9/21, 10/19, 11/9, 12/14

Corporate and Continuing Education currently has 200+ Ed2Go online courses available ranging from computer application to personal enrichment. Courses begin each month. Registration is required one week prior to the beginning of the course. For details and complete course listing, visit www.ed2go.com/cccti.

Minimum Requirements

- Basic familiarity with computer use and operations
- Access to the Internet
- E-mail account
- Current antivirus software, updated frequently
- Netscape Navigator or Internet Explorer

Minimum Hardware Requirements:

PC	MacIntosh
486/75MHz processor	75MHz processor
16 MB memory	16 MB Memory
28.8K modem	28.8K modem
Windows 98 or above	Mac OS 7.5
CD-ROM drive	CD-ROM drive

Small Business Center **“The First Step to Your Business Success”**

The Small Business Center is designed to meet the training needs of the area's small business owners, managers, and other personnel, as well as entrepreneurs planning to start a small business. Training sessions are offered as workshops, seminars, and short-term courses. The Small Business Center also offers confidential business counseling at no cost and has a resource center with publications and other research materials to help with small business research and problem solving. To schedule an appointment with the Small Business Center, please call 828-726-2242.

Small Business Start-up Series: Consists of a series of five seminars. The seminars are How to Start a Business, How to Write a Business Plan, Financing a Small Business, Record Keeping, and Marketing a Small Business. Participants will gain the fundamental knowledge of how to get started with their very own business venture.

HOW TO WRITE A BUSINESS PLAN

Caldwell

SBC-7009	101	Th	9:00-12:00pm	10/13/11	H128	Waechter	\$0
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HOW TO FINANCE A BUSINESS

Caldwell

SBC-7006	100	Th	2:00-4:00	11/10/11	H128	Waechter	\$0
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Understanding Sustainable Business Systems

It requires a team effort to make a business sustainable. Business leaders must first learn the new lingo in business sustainability. In this seminar, you and your team will learn how the organization can discard old linear thinking and start on a systematic path to “going green”. You will learn about opportunities to establish a corporate social responsibility program (CSR), LEED Certifications, life-cycle assessments and design, renewable energy, virtualization of data servers, lean practices, and how energy management affects maintenance and operations. If your company is considering a move to greener future, this is the class for you. Call the Small Business Center for consultation on who should be on the team so you can bring the whole crew.

Caldwell

SBC-7244	100	F	2:00-5:00	12/02/11	H133	Waechter	\$0
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Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Business Ideas for the Holidays

The holidays are the big moment for small businesses to thrive every year. Black Friday, Cyber Monday, and all the post-holiday hoorah are perfect times for launching new products, developing innovative marketing techniques, and finding new ways to connect with your customers. This session will involve activities designed to stimulate creativity so your business can make this holiday season a success!

Caldwell

SBC-7239	100	Th	2:00-5:00pm	10/20/11	H133	Waechter	\$0
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Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Cutting Costs through Energy Management

Wasting energy is wasting money. Come learn about everything from programmable thermostats to performance contracting. We will cover basic ways to cut energy use in the business environment and also look at some of the advance methods for small to medium industry to do the same. Remember, saving money on energy goes straight to the bottom line!

Caldwell

SBC-7240	300	Th	4:00-6:00	11/17/11	Caldwell Green Comm.	Waechter	\$0
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Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Smartphone Savvy for Business Professionals

Learn how to maximize your new technology to more efficiently manage your time, your employees, and your finances right in the palm of your hand. As an extra benefit, you can come to this session to learn how to develop sales strategies around smartphone technology. Bring your phone, or if you haven't bought one just yet, this session will show you what to look for in choosing your next phone.

Caldwell

SBC-7241	300	Th	4:00-6:00	12/15/11	Caldwell COC	Willis	\$0
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Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Credit after the Great Recession

This seminar will provide small business owners with the critical knowledge about how to prepare documentation necessary to acquire financing in today's business climate.

Main topics will include:

1. What is a complete "Financial Package"
2. How to prepare a "Personal Financial Statement"
3. What role does a "Business Plan" play into loan requests

Additionally, information concerning credit counseling services available in our area will be provided. Information about deposit services for small businesses will be discussed as well.

Caldwell

SBC-7232		Th	4:00-6:00		H133	Waechter	\$0
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ABCs of Starting a Business

This seminar is designed to assist individuals in understanding the basic steps to starting and operating a small business. Topics to be covered include: understanding yourself, researching your market, defining your business structure, determining fees and licensing requirements, developing a marketing plan, pricing, bookkeeping and budgeting, preparing financial statements, components of a business plan, and implementing the plan.

Caldwell

SBC-7228		Th	9:00-12:00		H307	Tucker	\$0
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Social Media for Small Business**CALDWELL**

Learn the basics of this fast-growing segment of mass media, and how to apply its ever changing principles to your marketing plan.

Caldwell

SBC-7237	300	Th	4:00-6:00pm	8/18/11	H133	Waechter	\$0
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Getting Started With QuickBooks**CALDWELL**

This seminar will cover QuickBooks basic setup, writing checks/deposits, bank reconciliation, basic reports and back up and sharing files with your accountant.

SBC-7238	300	Th	3:30-6:30	9/15/11	H211	Hollars	\$0
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Using the USPS for Business and Ebay**CALDWELL**

Using the US Postal Service for businesses using Ebay. A complimentary DVD will be provided to participants. Reserve your seat by registering at

www.usps.com/growyourbusinessdays.

SBC-7235	100	T	12:30-1:30		8/23/11	H133	Waechter	\$0
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Mgmt Strategies for 1st Time Landlords

If so, this seminar will teach you the essentials that you should know before buying your first property. Taught by an experienced landlord, the course will help you complete a cash flow analysis, establish procedures for repair and maintenance, develop your leases and rental agreements, avoid legal trouble and effectively attract and select good tenants and terminate bad tenants. A sample lease agreement will be provided.

Caldwell

SBC-7229		T	6:00-9:00			H133	Tucker	\$0
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REAL ENTREPRENEURSHIP

The REAL Entrepreneurship course is designed to help participants develop skills, expand their knowledge, and create tangible products, including new enterprises. REAL Entrepreneurship gives participants opportunities to develop skills which increase their likelihood of success as entrepreneurs and which would better equip them for life and the world of work, regardless of their ultimate career choices.

Caldwell

SBC-7220			6:00-10:00			H211	Waechter	\$0
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WATAUGA SMALL BUSINESS CENTER

Green Valuation Specialist

Watauga

SBC 7231	751	TH/F	8:30am-5:00pm			WOTF 101	Waechter	\$0
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HOW TO START A BUSINESS

Watauga

SBC 7026		W	4:30pm-6:30pm			WCEC 112	Asher	\$0
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EXPLORING MARKETING STRATEGIES

Watauga

SBC 7031	750	W	10:00AM-12:00PM		WCEC 112	Asher	\$0
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SUSTAINING BUSINESS SUCCESS

Watauga

SBC 7234	751	W	12:00pm-2:00pm	9/28/11	Watauga County Library	Asher	\$0
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CRAFTING A MARKETING MESSAGE

Watauga

SBC 7233	750	W	10:00am-12:00pm		Watauga County Library	Asher	\$0
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USING THE USPS FOR BUSINESS & E-BAY

Watauga

SBC 7235	750	T	9:00am-10:00am	8/23/11	WCEC	Waechter	\$0
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SMALL BUSINESS COMMUNICATION STRATEGY

Watauga

SBC 7140	750	W	10:00am-12:00pm	8/24/11	WCEC	Asher	\$0
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SOCIAL MEDIA FOR SMALL BUSINESS

Watauga

SBC 7237	750	W	12:00pm-2:00PM	9/14/11	WCEC	Asher	\$0
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LEGAL ISSUES FOR GREEN BUSINESS

Watauga

SBC 7236	750	W	4:00pm-6:00PM	9/21/11	Watauga County Library	Asher	\$0
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HOW TO START A SMALL BUSINESS

Watauga

SBC 7026	751	W	4:00pm-6:00pm	10/12/11	Watauga County Library	Asher	\$0
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HOW TO WRITE A BUSINESS PLAN

Watauga

SBC 7009	751	W	9:00am-11:00am		Watauga County		
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				10/26/11	Library	Asher	\$0
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FINANCIAL PARTNERING FOR SMALL BUSINESS

Watauga

SBC 7034	750	W	12:00PM-2:00PM	11/16/11	Watauga County Library	Asher	\$0
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HOW TO START A SMALL BUSINESS

Watauga

SBC 7026	751	W	4:00pm-6:00pm	10/12/11	Watauga County Library	Asher	\$0
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General Interest

Basic Rider Course-Motorcycle

The Basic Rider Course (BRC) is designed for the student with little or no motorcycle riding experience. Upon successful completion of this 22 hour safety and street skills course, students will be given cards to take to their local DMV office. Upon successful completion of the written examination at the DMV office, students will receive a motorcycle endorsement on their driver's license. Motorcycles are provided by the college, however the student is responsible for the protective gear required to participate in this course. Classes are held March-November each year.

*Call 828-726-2242 for registration instructions and information.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7149	038	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/12/11-8/14/11	J210	Various	\$175
CSP-7149 Canceled	039	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/19/11-8/21/11	J210	Various	\$175
CSP-7149	040	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/26/11-8/28/11	J210	Various	\$175
CSP-7149	041	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/2/11-9/4/11	J210	Various	\$175
CSP-7149 Canceled	042	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/9/11-9/11/11	J210	Various	\$175
CSP-7149	043	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/16/11-9/18/11	J210	Various	\$175
CSP-7149 Canceled	044	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/23/11-9/25/11	J210	Various	\$175
CSP-7149 Canceled	045	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/30/11-10/2/11	J210	Various	\$175
CSP-7149	046	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/7/11-10/9/11	J210	Various	\$175
CSP-7149 Canceled	047	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/14/11-10/16/11	J210	Various	\$175

CSP-7149	048	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/21/11-10/23/11	J210	Various	\$175
CSP-7149	049	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/28/11-10/30/11	J210	Various	\$175
CSP-7149	050	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	11/4/11-11/6/11	J210	Various	\$175
CSP-7149	051	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	11/25/11-11/27/11	J210	Various	\$175

Experienced Motorcycle Safety Course

Offered on demand, the Experienced Rider Course (ERC) is an 8 hour course designed for riders who have successfully completed the BRC or who possess basic riding skills and who would like to sharpen their current riding safety skills. Passengers may participate for an additional fee. Students are required to bring their own motorcycle and protective riding gear.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

Experienced Rider Course for Drivers Only

CSP-7151		Sun	8:00am-5:00pm		J210		\$71
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Passenger/ExpMotorcycleRider

CSP-7182		Sun	8:00am-5:00pm		J210		\$26
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ARC Motorcycle – Sport Tech

The Advanced Rider Course –Sport Bike Techniques (ARC-ST) is a one-day course intended for motorcyclists who have completed the MSF Basic Rider Course or have a similar experience level.

The classroom segment focuses on the behavioral aspects of riding such as attitude and personal risk assessment, and includes discussions about braking proficiency, cornering techniques, traction management, and specific characteristics unique to sport bikes. The goal is to provide riders with a way to further develop personal riding strategies to minimize risk, with particular emphasis on the Search-Evaluate-Execute (SEESM) strategy used in all MSF curricula. A knowledge test is given at the end of the classroom portion.

The range session builds on these topics by providing riders the opportunity to develop and improve skills in braking, cornering and swerving. Included is a demonstration of the components of total stopping distance and practice in obstacle avoidance and evasive maneuvers.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Advanced Rider Course- Sport Bike Techniques

Caldwell

CSP-7175		Sun	8:00am-6:00pm		J210	TBD	\$71
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Alive at 25! Defensive Driving Course

This course goes hand in hand with the defensive driving program; however, this young driver intervention program zeroes in on drivers between the ages of 16 and 24 - the group most likely to be involved in fatal collisions. This highly interactive four-hour course teaches young drivers how to take control of situations by taking responsibility for their own driving behavior.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7148	331	Th	6:00-10:00pm	8/11/11	H318	Moose	\$51
CSP-7148	332	Th	6:00-10:00pm	8/18/11	H318	Moose	\$51
CSP-7148	333	Th	6:00-10:00pm	8/25/11	H318	Moose	\$51
CSP-7148	334	Th	6:00-10:00pm	9/1/11	H318	Moose	\$51
CSP-7148	335	Th	6:00-10:00pm	9/8/11	H318	Moose	\$51
CSP-7148	336	Th	6:00-10:00pm	9/15/11	H318	Moose	\$51
CSP-7148	337	Th	6:00-10:00pm	9/22/11	H318	Moose	\$51
CSP-7148	338	Th	6:00-10:00pm	9/29/11	H318	Moose	\$51
CSP-7148	339	Th	6:00-10:00pm	10/6/11	H318	Moose	\$51
CSP-7148	340	Th	6:00-10:00pm	10/13/11	H318	Moose	\$51
CSP-7148	341	Th	6:00-10:00pm	10/20/11	H318	Moose	\$51
CSP-7148	342	Th	6:00-10:00pm	10/27/11	H318	Moose	\$51
CSP-7148	343	Th	6:00-10:00pm	11/3/11	H318	Moose	\$51
CSP-7148	344	Th	6:00-10:00pm	11/10/11	H318	Moose	\$51
CSP-7148	345	Th	6:00-10:00pm	11/17/11	H318	Moose	\$51
CSP-7148	347	Th	6:00-10:00pm	12/1/11	H318	Moose	\$51
CSP-7148	348	Th	6:00-10:00pm	12/8/11	H318	Moose	\$51
CSP-7148	349	Th	6:00-10:00pm	12/15/11	H318	Moose	\$51
CSP-7148	350	Th	6:00-10:00pm	12/22/11	H318	Moose	\$51

Watauga

CSP-7148	881	W	6:00-10:00pm	8/10/11	WCEC	Redmon	\$51
CSP-7148	882	W	6:00-10:00pm	8/17/11	WCEC	Redmon	\$51
CSP-7148	883	W	6:00-10:00pm				

				8/24/11	WCEC	Redmon	\$51
CSP-7148	884	W	6:00-10:00pm	8/31/11	WCEC	Redmon	\$51
CSP-7148	885	W	6:00-10:00pm	9/7/11	WCEC	Redmon	\$51
CSP-7148	886	W	6:00-10:00pm	9/14/11	WCEC	Redmon	\$51
CSP-7148	887	W	6:00-10:00pm	9/21/11	WCEC	Redmon	\$51
CSP-7148	888	W	6:00-10:00pm	9/28/11	WCEC	Redmon	\$51
CSP-7148	889	W	6:00-10:00pm	10/5/11	WCEC	Redmon	\$51
CSP-7148	890	W	6:00-10:00pm	10/12/11	WCEC	Redmon	\$51
CSP-7148	891	W	6:00-10:00pm	10/19/11	WCEC	Redmon	\$51
CSP-7148	892	W	6:00-10:00pm	10/26/11	WCEC	Redmon	\$51
CSP-7148	893	W	6:00-10:00pm	11/2/11	WCEC	Redmon	\$51
CSP-7148	894	W	6:00-10:00pm	11/9/11	WCEC	Redmon	\$51
CSP-7148 CANCELED	895	W	6:00-10:00pm	11/16/11	WCEC	Redmon	\$51
CSP-7148	896	W	6:00-10:00pm	11/23/11	WCEC	Redmon	\$51
CSP-7148	897	W	6:00-10:00pm	11/30/11	WCEC	Redmon	\$51
CSP-7148	898	W	6:00-10:00pm	12/7/11	WCEC	Redmon	\$51
CSP-7148	899	W	6:00-10:00pm	12/14/11	WCEC	Redmon	\$51
CSP-7148	900	W	6:00-10:00pm	12/21/11	WCEC	Redmon	\$51

Defensive Driving Course

You are NOT eligible for this course if you are age 24 and younger. See the Alive @ 25 course section above.

Those charged with certain traffic violations, such as speeding, unsafe movement, etc., in any county that recognizes the NC Safety and Health Council program, may have their charges reduced by the District Attorney by taking this 4-hour course. Violations will be reduced to improper equipment and points will not appear on your driver's license or your insurance. The course is offered weekly.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

CSP-7147	331	W	6:00-10:00pm	8/10/11	H318	Moose	\$51
CSP-7147	332	W	6:00-10:00pm	8/17/11	H318	Moose	\$51
CSP-7147	333	W	6:00-10:00pm	8/24/11	H318	Moose	\$51
CSP-7147	334	W	6:00-10:00pm	8/31/11	H318	Moose	\$51
CSP-7147	335	W	6:00-10:00pm				

				9/7/11	H318	Moose	\$51
CSP-7147	336	W	6:00-10:00pm	9/14/11	H318	Moose	\$51
CSP-7147	337	W	6:00-10:00pm	9/21/11	H318	Moose	\$51
CSP-7147	338	W	6:00-10:00pm	9/28/11	H318	Moose	\$51
CSP-7147	339	W	6:00-10:00pm	10/5/11	H318	Moose	\$51
CSP-7147	340	W	6:00-10:00pm	10/12/11	H318	Moose	\$51
CSP-7147	341	W	6:00-10:00pm	10/19/11	H318	Moose	\$51
CSP-7147 Canceled	342	W	6:00-10:00pm	10/26/11	H318	Moose	\$51
CSP-7147	343	W	6:00-10:00pm	11/2/11	H318	Moose	\$51
CSP-7147	344	W	6:00-10:00pm	11/9/11	H318	Moose	\$51
CSP-7147	345	W	6:00-10:00pm	11/16/11	H318	Moose	\$51
CSP-7147	346	W	6:00-10:00pm	11/23/11	H318	Moose	\$51
CSP-7147	348	W	6:00-10:00pm	12/7/11	H318	Moose	\$51
CSP-7147	349	W	6:00-10:00pm	12/14/11	H318	Moose	\$51
CSP-7147	350	W	6:00-10:00pm	12/21/11	H318	Moose	\$51

Watauga

CSP-7147	881	Th	6:00-10:00pm	8/11/11	WCEC	TBD	\$51
CSP-7147	882	Th	6:00-10:00pm	8/18/11	WCEC	TBD	\$51
CSP-7147	883	Th	6:00-10:00pm	8/25/11	WCEC	TBD	\$51
CSP-7147	884	Th	6:00-10:00pm	9/1/11	WCEC	TBD	\$51
CSP-7147	885	Th	6:00-10:00pm	9/8/11	WCEC	TBD	\$51
CSP-7147	886	Th	6:00-10:00pm	9/15/11	WCEC	TBD	\$51
CSP-7147	887	Th	6:00-10:00pm	9/22/11	WCEC	TBD	\$51
CSP-7147	888	Th	6:00-10:00pm	9/29/11	WCEC	TBD	\$51
CSP-7147	889	Th	6:00-10:00pm	10/6/11	WCEC	TBD	\$51
CSP-7147	890	Th	6:00-10:00pm	10/13/11	WCEC	TBD	\$51
CSP-7147	891	Th	6:00-10:00pm	10/20/11	WCEC	TBD	\$51
CSP-7147	892	Th	6:00-10:00pm	10/27/11	WCEC	TBD	\$51

CSP-7147	893	Th	6:00-10:00pm	11/3/11	WCEC	TBD	\$51
CSP-7147	894	Th	6:00-10:00pm	11/10/11	WCEC	TBD	\$51
CSP-7147	895	Th	6:00-10:00pm	11/17/11	WCEC	TBD	\$51
CSP-7147	896	Th	6:00-10:00pm	12/1/11	WCEC	TBD	\$51
CANCELED CSP 7147	897	Th	6:00-10:00pm	12/8/11	WCEC	TBD	\$51
CSP 7147	898	Th	6:00-10:00pm	12/15/11	WCEC	TBD	\$51
CSP 7147	899	Th	6:00-10:00pm	12/22/11	WCEC	TBD	\$51

Culinary Arts

Beginning Baking

This 4 week class introduces students to the world of decorating cakes and cookies as well as pies. Students must bring a 2 pound bag of powdered sugar and an un-iced round cake to first class session.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

CSP-7206		T	6:00-8:00pm		K bldg kitchen	Abbott	\$46
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Beginning Cake Decorating

This 4 week class introduces students to the world of decorating cakes. Students must bring a 2 pound bag of powdered sugar and an un-iced round cake to first class session.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

CSP-7211		T	6:00-8:00pm		K bldg kitchen	Abbott	\$46
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Advanced Baking

This 4 week class enhances the student knowledge through the use of advanced decorating techniques including fondant and marzipan. Students must bring a 2 pound bag of powdered sugar and an un-iced round cake to first class session.

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

CSP-7159		T	6:00-8:00pm		K bldg kitchen	Abbott	\$46
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Mixology

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

HOS-3007		M	6:00-10:00pm		K-119	Teeters	\$121
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Watauga – The Study of Mixing Beverages

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

HOS-7001		M	6:00-9:00pm		WCEC	TBD	\$120
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Languages

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Basic ESL I (Closed Class)

FLI-7203		Sa	9:00-11:00am		B134	Griffith Triplett	\$121
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Basic ESL II (Closed Class)

FLI-7204		Sa	11:15am-1:15pm		B134	Griffith Triplett	\$121
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Beginning Sign Language

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

COM 7003		T	6:00-8:00 pm	8/30/11-11/15/11	TBD	TBD	\$66
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Watauga

COM-7003	852	T	6:00-8:00pm	8/30/11-11/15/11	WCEC 112	Barber	\$66
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Sign Language II

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Watauga

COM 7004	850	T	6:00-8:00 pm	8/30/11-11/15/11	WCEC 112	Barber	\$66
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Conversational Spanish I

Register on line at www.cccti.edu/coned/Registration/RegistrationHome.htm

Caldwell

FLI-7301	301	Th	6:00-8:00pm	9/8/11-12/1/11	H310	Gould	\$66
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Watauga

FLI-7301	852	T	6:00-8:00pm	9/6/11-11/22/11	WCEC 112	Gould	\$66
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General Information

Corporate and Continuing Education courses are offered at all college facilities in both Caldwell and Watauga Counties. Courses are also held off site.

Admissions

Admission to open to individuals 18 years of age or individuals whose regular high school class has graduated. A Minor Permission Form is required for those between 16 and 18 years of age.

Fees

Registration fees are required for occupational training and self-supporting courses. Textbooks or special materials may be purchased from the campus bookstore. Occupational training courses are offered at no cost to North Carolina residents 65 year of age and older, for one course per semester only. Additional fees may be charged in certain courses.

To Enroll

Registration dates may be found in the front of the college catalog under Academic Calendar. Semester schedules are available on the college website at www.cccti.edu or a printed copy is available upon request to the Corporate and Continuing Education Department. The college reserves the right to cancel any course when insufficient numbers are registered. Applicants are admitted on a first come, first served basis. Students may

register any Tuesday from 8 am - 7 pm at the Corporate and Continuing Education Office on either campus and at the first class session if space is available. **Students may also register on line for certain courses. Visit the college website at www.cccti.edu.** Parking stickers and student ID's are available on regular registration days. See Academic Calendar for current registration dates and holidays.

Refund Policy

Students registered for an occupational training course who officially withdraw prior to the first day of class will be eligible for a 100 percent refund, if requested. Students who officially withdraw on the first day of class or by the 10 percent date of the class will be eligible for a 75 percent refund, if requested. (Students enrolled in a multi-entry/multi-exit class who officially withdraw on the first day of class or within 10 calendar days of the first class meeting are eligible for a 75 percent refund, if requested). Students registered for an occupational training course that is canceled for any reason by the vice-president will automatically be issued a 100 percent refund. To receive a refund, a student must complete and sign a continuing education drop/refund form and have the vice-president sign for the course(s) being dropped.

Course Repetition Policy - Occupational Extension

No occupational extension training course may be taken more than twice within a five-year period unless the student pays full cost of the course. The occupational extension repeat policy does not apply to students taking course(s) for certification, licensure, or recertification.

Attendance/Grading System

A course syllabus will be distributed by the instructor to include attendance policies at the beginning of each course. Students will be held responsible for understanding all attendance and classroom rules issued by the instructor. Numerical and/or letter grades will be given for occupational training classes requiring certification. All other continuing education grades will be recorded as follows:

A	Excellent	S	Satisfactory
B	Above Average	U	Unsatisfactory
C	Average	W	Withdrawn
D	Below Average		
F	Failing		

Student Records/Transcripts

Student records and transcripts can be reviewed by students for accuracy and may be picked up in person by presenting a signed request in the Student Services office. Certificates are given for the satisfactory completion of certain occupational training courses. CCC&TI adheres to the Family Privacy Rights Act and assures all students that their records will remain confidential. The college has the right to release information which may include the following:

- student's name
- date of birth
- address
- telephone number
- dates of attendance

Rules and Regulations

All the rules and regulations of the college under "Student Conduct and Responsibilities" will be adhered to by Corporate and Continuing Education students.