



# **Corporate and Continuing Education**

## **Schedule of Courses**

### **Summer Semester 2012**

# 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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

AHR-3128		Sat	8:30am-4:30pm		H222	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

AUT-3003	025	Sat	8:00am-5:00pm	06/09/12	H222	Moose	\$66
AUT-3003	026	Sat	8:00am-5:00pm	07/14/12	H222	Moose	\$66
AUT-3003	027	Sat	8:00am-5:00pm	08/11/12	H222	Moose	\$66

AUT-3003	028	Sat	8:00am-5:00pm	09/15/12	H222	Moose	\$66
AUT-3003	029	Sat	8:00am-5:00pm	10/13/12	H222	Moose	\$66
AUT-3003	030	Sat	8:00am-5:00pm	11/17/12	H222	Moose	\$66
AUT-3003	031	Sat	8:00am-5:00pm	12/15/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

AUT-7200	025	Sat	8:00am-12:00pm	06/09/12	H222	Moose	\$66
AUT-7200	026	Sat	8:00am-12:00pm	07/14/12	H222	Moose	\$66
AUT-7200	027	Sat	8:00am-12:00pm	08/11/12	H222	Moose	\$66
AUT-7200	028	Sat	8:00am-12:00pm	09/15/12	H222	Moose	\$66
AUT-7200	029	Sat	8:00am-12:00pm	10/13/12	H222	Moose	\$66
AUT-7200	030	Sat	8:00am-12:00pm	11/17/12	H222	Moose	\$66
AUT-7200	031	Sat	8:00am-12:00pm	12/15/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

AUT-3001		Th	9:00am-3:30pm	TBD	TAP 107	Medford	\$66
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### Watauga

AUT-3001		Th	9:00am-4:00pm		WCEC 102	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

**Caldwell**

HRD-7057 Career Pathways	300	MTW	5:00-10:00pm	04/2/12-4/16/12	MW-H218 T-H211	Connor	\$120
COS-3101	300	MTW 4 Sats	5:00-10:00pm	4/17/12-9/19/12	K013	Schoenen	\$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		Sat	1:00-5:00pm		K008	Calloway	\$66
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**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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

MLS-3874		TTh	6:00-9:00pm	6/12/12-6/14/12	A208	Clement	\$66
MLS-3874		TTh	6:00-9:00pm	7/10/12-7/12/12	A208	Clement	\$66
MLS-3874		TTh	6:00-9:00pm	8/14/12-8/16/12	A208	Clement	\$66

**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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

AUT-3129	105	T	8:00am-5:00pm	06/19/12	TAPS	Eldreth	\$66
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AUT-3129	106	T	8:00am-5:00pm	07/17/12	TAPS	Eldreth	\$66
AUT-3129	107	T	8:00am-5:00pm	08/21/12	TAPS	Eldreth	\$66
AUT-3129	108	T	8:00am-5:00pm	09/18/12	TAPS	Eldreth	\$66
AUT-3129	109	T	8:00am-5:00pm	10/16/12	TAPS	Eldreth	\$66
AUT-3129	110	T	8:00am-5:00pm	11/20/12	TAPS	Eldreth	\$66
AUT-3129	111	T	8:00am-5:00pm	12/18/12	TAPS	Eldreth	\$66

### **OBD Emission Control Inspection Recert**

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

AUT-7300	304	Th	6:00-10:00pm	5/17/12	H308	Eldreth	\$66
AUT-7300	305	Th	6:00-10:00pm	06/21/12	H308	Eldreth	\$66
AUT-7300	306	Th	6:00-10:00pm	07/19/12	H308	Eldreth	\$66
AUT-7300	307	Th	6:00-10:00pm	08/23/12	H308	Eldreth	\$66
AUT-7300	308	Th	6:00-10:00pm	09/20/12	H308	Eldreth	\$66
AUT-7300	309	Th	6:00-10:00pm	10/18/12	H308	Eldreth	\$66
AUT-7300	110A	Th	1:00-5:00pm	11/20/12	H308	Eldreth	\$66
AUT-7300	311	Th	6:00-10:00pm	12/20/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

AUT-7301	105	T	8:00am-5:00pm	06/12/12	TAPS	Eldreth	\$66
AUT-7301	106	T	8:00am-5:00pm	07/10/12	TAPS	Eldreth	\$66
AUT-7301	107	T	8:00am-5:00pm	08/14/12	TAPS	Eldreth	\$66
AUT-7301	108	T	8:00am-5:00pm	09/11/12	TAPS	Eldreth	\$66
AUT-7301	109	T	8:00am-5:00pm	10/09/12	TAPS	Eldreth	\$66
AUT-7301	110	T	8:00am-5:00pm	11/13/12	TAPS	Eldreth	\$66
AUT-7301	111	T	8:00am-5:00pm	12/11/12	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		TTh	12:05-4:05pm		TAPS	Porter	\$176.00
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### **Auto Restoration II**

AUT-7103	101	MW	8:00-12:00	05/21/12-07/30/12	TAPS	Porter	\$176.00
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### **Collision Repair**

AUT-7102	100	S	8:00-5:00	05/19/12-08/04/12	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	5/16, 6/20, 7/18, 8/15	\$65
Grammar Refresher	W	ed2go.com/cccti		\$65

				5/16, 6/20, 7/18, 8/15	
Guiding Kids to the Internet	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
Integrating Technology in the Classroom	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
Interpersonal Communication	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
Keys to Effective Communication	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
PowerPoint in the Classroom	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
Solving Classroom Discipline Problems	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
The Classroom Computer	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
The Creative Classroom	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65
Using the Internet in the Classroom	W	ed2go.com/cccti		5/16, 6/20, 7/18, 8/15	\$65

### WorkKeys

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

SEF 7038	304	W	9:00-12:30	5/23/12	H218	Dunlap	\$30
SEF 7038	305	W	9:00-12:30	6/13/12	H218	Dunlap	\$30
SEF 7038		W	9:00am-12:30pm	7/11/12	H218	Dunlap	\$30
SEF 7038		W	9:00am-12:30pm	8/8/12	H218	Dunlap	\$30

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

SEF-7038		F	9:00am–12:30pm	6/8/12	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	7/13/12	WCEC	Dunlap	\$30
SEF-7038		F	9:00am-12:30pm	8/10/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

Guiding Kids to the Internet	EDU 7016	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
Interpersonal Communication	COM 7400	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
Keys to Effective Communication	MLS 7600	W	Ed2go.com/cccti			

				5/16, 6/20, 7/18, 8/15	Online	\$65
Powerpoint in the Classroom	CAS 7573	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
Solving Classroom Discipline Problems	EDU 7027	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
Solving Classroom Discipline Problems II	EDU 7098	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
The Classroom Computer	CAS 7548	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
The Creative Classroom	EDU 7042	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65
Using the Internet in the Classroom	EDU 7051	W	Ed2go.com/cccti	5/16, 6/20, 7/18, 8/15	Online	\$65

## **Human Resources Development—Career Pathways Courses**

### **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		T/Th	6:00-9:30pm	5/22/12-6/28/12	TBD	TBD	\$120
HRD 7040		F	8:30am-5:00pm	6/1/12-6/29/12	TBD	TBD	\$120
HRD 7040		M-F	9:00am-1:00pm	7/9/12-7/20/12	TBD	TBD	\$120
HRD 7040		M/W	6:00-9:30 pm	7/9/12-8/13/12	TBD	TBD	\$120

#### **Boone Campus**

HRD 7040		M	5:30-8:30pm		WCEC	Crump	\$120
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## **Human Resources Development—Computer Courses**

### **Computers for Work**

This course is designed to help students become familiar with today's technology. The student will learn to navigate the Windows operating system to perform daily tasks. This course will cover the difference between hardware and software. There will be an introduction to the Internet and each student will have the opportunity to set and maintain an e-mail account. The impact that social media has had on society will also be covered along with the do's and don'ts of publishing personal information online.

#### **Hudson Campus**

HRD 7051		M-F	8:00am-12:00pm	4/23/12-5/4/12	H211	Rhuberg	\$120
HRD 7051		M	5:30-8:30pm	5/7/12-8/6/12	H211	TBD	\$120
HRD 7051		M-F	8:00am-12:00pm	5/21/12-6/1/12	H211	Rhuberg	\$120
HRD 7051		M-F	8:00am-12:00pm	6/18/12-6/29/12	H211	Rhuberg	\$120

HRD 7051		M-F	8:00am-12:00pm	7/16/12-7/27/12	H211	Rhuberg	\$120
HRD 7051		W	6:00-9:00pm	8/8/12-10/31/12	H211	TBD	\$120
HRD 7051		M-F	8:00am-12:00pm	8/13/12-8/24/12	H211	Rhuberg	\$120
HRD 7051		M-F	8:00am-12:00pm	9/10/12-9/21/12	H211	Rhuberg	\$120

### Boone Campus

HRD 7051	850	T	5:30-8:30pm	4/10/12-7/3/12	WCEC 110	Richardson	\$120
HRD 7051	851	Th	5:30-8:30pm	6/21/12-9/13/12	WCEC 110	Richardson	\$120

### Creating Documents for Your Job Search

This course is designed to help the student make software programs work for them. Students will learn the difference between different types of software and will learn basic navigation tools to help make them more successful in their job search. Students will work to create a professional looking resume and budget.

### Hudson Campus

HRD 7079	102	M-F	8:00am-12:00pm	5/7/12-5/18/12	H211	Rhuberg	\$120
HRD 7079		W	6:00-9:00pm	5/9/12-8/1/12	H211	TBD	\$120
HRD 7079		M-F	8:00am-12:00pm	6/4/12-6/15/12	H211	Rhuberg	\$120
HRD 7079		M-F	8:00am-12:00pm	7/2/12-7/13/12	H211	Rhuberg	\$120
HRD 7079		M	5:30-8:30pm	8/6/12-11/5/12	H211	TBD	\$120
HRD 7079		M-F	8:00am-12:00pm	7/30/12-8/10/12	H211	Rhuberg	\$120
HRD 7079		M-F	8:00am-12:00pm	8/27/12-9/7/12	H211	Rhuberg	\$120
HRD 7079		M-F	8:00am-12:00pm	9/24/12-10/5/12	H211	Rhuberg	\$120

HRD 7079	850	M	5:30-8:30pm	4/16/12-7/9/12	WCEC 110	Richardson	\$65
HRD 7079	851	W	5:30-8:30pm	5/16/12-8/8/12	WCEC 110	Richardson	\$120
HRD 7079	852	T	5:30-8:30pm	7/10/12-10/2/12	WCEC 110	Richardson	\$120
HRD 7079	853	Th	5:30-8:30pm	9/20/12-12/20/12	WCEC 110	Richardson	\$120

## Human Resources Development—Employability Skills

### 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		TTh	8:00am-8:00pm	5/15/12-8/14/12	H215	various	\$175
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### **Watauga Campus**

HRD 7218		MW	2:00-5:00pm	5/15/12-8/14/12	WCEC	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		TTh	8:00am-8:00pm	5/15/12-8/14/12	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		TTh	8:00am-8:00pm	5/15/12-8/14/12	H215	various	\$175
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## **Human Resources Development—Workshops**

### **Interview Skills**

#### **ESC Office**

HRD 7204		T	12:30-2:30pm	Every other Tuesday	ESC	Brooks	\$65
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### **Resume and Application Tips**

#### **ESC Office**

HRD 7046		T	12:30-2:30pm	Every other Tuesday	ESC	Brooks	\$65
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## **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.

#### VMwareAcademy

CAS-7022		M	Internet		F215	Stulginskies	
CAS-7022		T	Internet		F215	Stulginskies	

#### Introduction toVMware

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

CSP-7192		WThF	8:00-5:00pm		F215	Stulginskies/Duncan	
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#### VMware Install and Configure V5

CSP-7229		Online	DL		DL	Stulginskies/Duncan	
CSP-7229		Online	DL		DL	Stulginskies/Duncan	

#### VMware Sphere Whats New V5

CSP-7230	500	Online	DL		DL	Stulginskies/Duncan	
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#### VMware View 5 Virtual Desktop Environment

CSP-7231	500	Online	DL	04/16/12-05/17/12	DL	Stulginskies/Duncan	\$1000.00
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#### VMware Infrastructure Part 3- Beyond the Fundamentals

CSP-7191		ThF	8:00-5:00pm		F215	Stulginskies/Duncan	
CSP-7191		ThF	8:00-5:00pm		F215	Stulginskies/Duncan	

### Fire, Rescue, EMS

#### EMT-Basic

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

#### Caldwell

EMS-3044	300	TTh	6:00-10:00pm				
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		Sat	8:00-5:00pm	1/10/12-5/31/12	D105	Crouch	\$176
EMS-3044		MWF	8:30am-12:30pm		D105	Coffey	\$176
EMS-3044		MWF	1:00-5:00pm		D105	Coffey	\$176

### Watauga

EMS 3044	850	TTh 1 <sup>st</sup> /3 <sup>rd</sup> W	6:00pm-10:00pm 6:00pm-10:00pm	1/17-5/26/12	Watauga Medics		\$175
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### 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](http://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 9:00am-6:00pm		Todd VFD	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Paramedic Semester I

### Caldwell

EMS-7301	100	TTh	8:30am-5:30pm	2/23/12-7/12/12	D105	Roper	\$176
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**Watauga**

EMS-7301	750	MW	9:00am-5:30pm	2/22/12-7/11/12	WCEC 109	Roper	\$176
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**Paramedic Semester II**

**Caldwell**

EMS-7302	100	TTh	8:30am-5:30pm	7/17/12-11/29/12	D105	Roper	\$181
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**Watauga**

EMS-7302	750	MW	9:00am-5:30pm	7/16/12-11/28/12	WCEC	Roper	\$176
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**CPR and CPR/First Aid**

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**CPR**

SEF-7037	301	W	6:00-10:00pm	04/18/12	D105	Coffey	\$54
SEF-7037	302	W	6:00-10:00pm	05/16/12	D105	Coffey	\$54
SEF-7037	303	W	6:00-10:00pm	06/20/12	D105	Coffey	\$54

**CPR/First Aid**

SAF-3021				TBD			\$120
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**Health Services**

**MESSAGE 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.

<b>Beginning Fall of 2012</b>	<b>Call for an application packet 828-726-2242</b>
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HRD-7056 Career Pathways		WThF	9:00am-2:00pm	<b>Beginning Fall 2012</b>	H 208	TBD	\$120
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**Massage Therapy I *Day***

HEA-7010		WThF	9:00am-2:00pm	<b>Beginning Fall 2012</b>	H208	Benson	\$176
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**Massage Therapy II *Day***

HEA-7011		WThF	9:00am-2:00pm		H208	Benson	\$176
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**Massage Therapy III *Day***

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	5:00-10:00pm	8/6/12-8/8/12	H 208	TBD	\$120
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**Massage Therapy I *Evening***

HEA-7010		MTW	5:00-10:00pm	<b>Beginning Fall 2012</b>	H208	Benson	\$176
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**Massage Therapy II *Evening***

HEA-7011		MTW	5:00-9:00pm		H208	Benson	\$176
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**Massage Therapy III *Evening***

HEA-7012	300	MTW	5:00-10:00pm	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

PHM-4100		TThF	5:00-10:00pm				
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					H221	Smith	\$121
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### Watauga

PHM 4100		MTW	10:00am-3:00pm		WCEC 105	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

Career Pathways ONLINE HRD 7058		F	8:00am-4:30pm		TBD	Dunlap	\$120
HYBRID NUR 3240	500	F	8:00am-4:30pm	2/3/12-6/15/12	H219	TBD	\$176
Career Pathways HRD 7058		M-Th	12:00-3:00pm		H221	Whitener Dunlap	\$120
NUR 3240	105	M-Th	12:00-3:00pm	2/13/12-5/22/12	H221	TBD	\$176
Career Pathways HRD 7058	400	M-Th	8:00am-12:00pm		H218	Whitener Dunlap	\$120
NUR 3240	401	M-Th	8:00am-12:00pm	3/12/12-05/21/12	H219	Suddreth	\$176
Career Pathways HRD 7058		M-Th	5:00pm-9:00pm		H218 H211	Crump Dunlap	\$120
NUR 3240	301	M-Th	5:00pm-9:00pm	3/12/12-05/21/12	H219	Church	\$176

Career Pathways HRD-7058	401	MW	1:00pm-5:00pm		H218	Whitener Dunlap	\$120
NUR 3240	404	MW	1:00pm-5:00pm	3/26/12-8/22/12	H219	Smith	\$176
Career Pathways HRD-7058		M-Th	8:00am-12:00pm		H218	Whitener	\$120
NUR 3240	406	M-Th	8:00am-12:00pm	3/12/12-5/21/12	H221	Smith	\$176
Career Pathways HRD 7058	105	M-Th	8:30am-12:30pm	5/14/12-5/30/12	H218	Whitener	\$120
NUR 3240	113	M-Th	8:00am-12:00pm	5/31/12-8/15/12	H219	Suddreth	\$176
Career Pathways HRD-7058 <b>FULL</b>	406	M-Th	8:30am-12:30pm	5/14/12-5/30/12	H218	Whitener	\$120
NUR 3240 <b>FULL</b>	408	M-Th	8:00am-12:00pm	5/31/12-8/15/12	H221	Smith	\$176
HRD-7058 Career Pathways <b>FULL</b>	408	M-TH	1:00pm-5:00pm	5/14/12-5/30/12	TBD	TBD	\$120
NUR 3240 <b>FULL</b>	410	M-TH	1:00pm-5:00pm	5/31/12-8/15/12	TBD	TBD	\$176
HRD 7058 Career Pathways	301	M-TH	5:00pm-9:00pm	5/14/12-5/30/12	TBD	TBD	\$120
NUR 3240	302	M-TH	5:00pm-9:00pm	5/31/12-8/15/12	H219	Church	\$176
HRD 7058 Career Pathways	107	MW	1:00pm-5:00pm	7/23/12-8/22/12	H219	TBD	\$120
NUR 3240	109	MW	1:00pm-5:00pm	9/5/12-2/6/13	H219	Smith	\$176

HRD 7058 Career Pathways	109	M-TH	8:00am-12:00pm	8/13/12-8/28/12	TBD	TBD	\$120
NUR 3240	111	M-TH	8:00am-12:00pm	9/4/12-11/13/12	TBD	Suddreth	\$176
HRD 7058 Career Pathways	110	M-TH	8:00am-12:00pm	8/13/12-8/28/12	TBD	TBD	\$120
NUR 3240	112	M-TH	8:00am-12:00pm	9/4/12-11/13/12	TBD	Smith	\$176
HRD 7058 Career Pathways	302	M-TH	5:00pm-9:00pm	8/13/12-8/28/12	TBD	TBD	\$120
NUR 3240	303	M-TH	5:00pm-9:00pm	9/4/12-11/13/12	H219	Church	\$176

### Watauga

Career Pathways 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	Dean	\$176
Career Pathways HRD 7058	751	MTWTh	12:00pm-4:00pm	5/7/12-5/22/12	WCEC 109	TBD	\$120
NUR 3240	752	MTWTh	12:00pm-4:00pm	5/23/12-8/8/12	WCEC 102	Dean	\$176
Career Pathways HRD 7058	854	TWTh	5:30pm-9:30pm	7/31/12-8/21/12	WCEC 109	TBD	\$120
NUR 3240	852	TWTh	5:30pm-9:30pm	8/22/12-11/21/12	WCEC	Dean	\$176
HRD 7058	752	MTWTh	12:00pm-4:00pm	8/13/12-8/28/12	WCEC 109	TBD	\$120
NUR 3240	753	MTWTh	12:00pm-4:00pm	9/4/12-11/13/12	WCEC 102	Dean	\$176
HRD 7058	855	TWTh	5:30pm-9:30pm	11/27/12-12/18/12	WCEC 109	TBD	\$120
NUR 3240	850	TWTh	5:30pm-9:30pm	1/2/13-4/3/13	WCEC 102	Dean	\$176

HRD 7058	753	MTWTh	12:00pm-4:00pm	11/5/12-11/21/12	WCEC 109	TBD	\$120
NUR 3240	750	MTWTh	12:00pm-4:00pm	11/26/12-2/13/13	WCEC 102	Dean	\$176
HRD 7058	850	TWTh	5:30pm-9:30pm	3/19/13-4/9/13	WCEC 109	TBD	\$120
NUR 3240	851	TWTh	5:30pm-9:30pm	4/10/13-7/11/13	WCEC 102	Dean	\$176

### Health Skills Lab

### Health Skills Lab

HRD-7033		F	9:00am-2:00pm		H219	Suddreth	\$65
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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

Career Pathways HRD 7063	300	MW	5:00-9:00pm	12/5/11-1/4/12	H221	Connor	\$120
Class/Lab NUR 7000	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
Career Pathways HRD 7063	301	MW	5:00pm-9:00pm	6/11/12-7/18/12	TBD	TBD	\$120
Class/Lab NUR 7000	301	MW	5:00pm-9:00pm	7/23/12-10/17/12	H221	Wilcox	\$176

Clinical NUR 7001	301	MW	5:00pm-9:00pm	10/22/12-1/23/13	H221	Wilcox	\$176
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### Watauga

Career Pathways HRD 7063		TTh	5:30-9:30pm		WCEC	TBD	\$120
Class/Lab 7000		TTh	5:30-9:30pm		WCEC	TBD	\$176
Clinical NUR-7001		TTh	5:30-9:30pm		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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

NUR-3242		M-F	1:00-5:00pm		H210	Suddreth	\$66
NUR-3242		M-F	5:00-9:00pm		H221	Suddreth	\$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**

Career Pathways HRD-7059	300	TTh	5:30-8:30pm	12/6/11-1/12/12	H221	Brooks	\$120
PHM-3250	300	TTh	5:30-8:30pm	1/17/12-5/17/12	H218	Zeiger	\$176

Career Pathways HRD-7059	301	TTh	5:30-8:30pm	4/24/12-5/31/12	H210	TBD	\$120
PHM-3250	301	TTh	5:30-8:30pm	6/5/12-10/11/12	H218	Zeiger	\$176
Career Pathways HRD-7059	100	MW	9:00am-12:00pm	6/4/12-7/18/12	TBD	TBD	\$120
PHM-3250	100	MW	9:00am-12:00pm	7/23/12-11/28/12	H210	Eisenhour	\$176
Career Pathways HRD-7059	300	TTH	5:30-8:30pm	1/8/13-2/14/13	TBD	TBD	\$120
PHM-3250	300	TTH	5:30-8:30pm	2/19/13-6/20/13	H210	Zeiger	\$176

**Watauga**

Career Pathways HRD 7059		TTh	9:00am-12:00pm		WCEC	TBD	\$120
PHM 3250		TTh	9:00am-12:00am		WCEC	TBD	\$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**

Career Pathways HRD-7060	300	MW	5:00-9:00pm	1/23/12-2/15/12	H210	TBD	\$120
Class/Lab MLA-7000	301	MW	5:00-9:00pm	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

Career Pathways HRD-7060	100	TTh	1:00pm-5:00pm	3/13/12-4/12/12	H210	TBD	\$120
Class/Lab MLA-7000	100	TTh	1:00pm-5:00pm	4/24/12-8/9/12	H210	Smith	\$176
Clinical MLA-7001	100	Varies M-Sun	Varies 7:00am-9:00pm	8/10/12-9/16/12	H210	Middleton	\$121

Career Pathways HRD-7060	301	MW	5:00pm-9:00pm	6/4/12-7/11/12	TBD	TBD	\$120
Class/Lab MLA-7000	302	MW	5:00pm-9:00pm	7/16/12-10/29/12	H210	Smith	\$176
Clinical MLA-7001	304	Varies M-Sun	Varies 7:00am-9:00pm	10/31/12-12/9/12	H210	Middleton	\$121

Career Pathways HRD-7060	303	MW	5:00pm-9:00pm	10/8/12-11/7/12	TBD	TBD	\$120
Class/Lab MLA-7000	303	MW	5:00pm-9:00pm	11/19/12-3/13/13	H210	Smith	\$176
Clinical MLA-7001	300	Varies M-Sun	Varies 7:00am-9:00pm	3/15/13-4/21/13	H210	Middleton	\$121

**Watauga**

Career Pathways HRD-7060	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-Sum	7:00am-9:00pm	5/24/12-7/8/12	WCEC	Middleton	\$121
Career Pathways HRD 7060	851	MW	5:30pm-9:30pm	4/30/12-6/4/12	WCEC	WCEC 112	\$120
Class/Lab MLA-7000	852	MW	5:30pm-9:30pm	6/6/12-9/26/12	WCEC	Calhoun 105	\$176
Clinical MLA-7001	852	Varies M-Sum	7:00am-9:00pm	9/27/12-11/4/12	WCEC	Middleton	\$121
HRD 7060 Career Pathways	853	MW	5:30pm-9:30pm	9/10/12-10/10/12	WCEC 109	WCEC	\$120
Class/Lab MLA-7000	850	MW	5:30pm-9:30pm	10/15/12-2/11/13	WCEC 105	Calhoun	\$176
Clinical MLA-7001	850	Varies M-Sum	7:00am-9:00pm	2/14/13-3/24/13	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)**

COS-7000	102	W	2:00-10:00pm	5/9/12	F319	Annas	\$66
COS-7000	103	T	2:00-10:00pm	6/5/12	F319	Annas	\$66
COS-7000	104	M	2:00-10:00pm	7/9/12	F319	Annas	\$66

## **Marketing**

### **Call Center Institute**

This course is designed to provide basic, entry-level skills in customer service for a variety of service-related industries. The objective of the program is for students to understand, possess and apply basic concepts that can include but are not limited to competencies such as telephone etiquette, office safety and etiquette, job readiness skills, keyboarding, teamwork, problem solving, attitude and self-esteem, time management, and written and oral communication.

MKT-7400	300	M-Th	6:00-9:00pm	4/23/12-7/19/12	H310	Willis	\$176
MKT-7400	301	M-Th	5:30-9:30	06/11/12-08/02/12	H310	Willis	\$176
MKT-7400	100	M-Th	8:00-12:00	06/11/12-08/02/12	H310	Willis	\$176

## **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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

### **Ground School for Pilots**

AER-3103		W	6:00-10:00pm		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	TTh	5:00-9:00pm	05/15/12-09/18/12	J220	Pendley	\$176
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### **Small Engine Repair Level 1**

*Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

### **Caldwell**

AUT-3200	301	TTh	6:00-9:00pm	06/05/12-08/02/12	B114	Smith	\$121
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**Boone**

AUT-3200	850	TTh	5:30-8:30pm	7/10/12-8/30/12	WOTF 102	TBD	\$121
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**Small Engine Repair Level 2**

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

AUT-7400	301	MW	5:30-8:30pm		B114	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**

Electrical Lineman I ELS-7001	102	MTW	8:00am-5:00pm	5/21/12-7/2/12	B114	Varies	\$176
Electrical Lineman II ELS-7002		MTW	8:00am-5:00pm		B114	Mikael	\$176

**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](http://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	301	MW	5:00-9:00pm	05/16/12-08/15/12	J244	Worley	\$176
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**Level II**

CAB-7000	301	MW	5:00-9:00pm	05/16/12-08/15/12	J244	Worley	\$176
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**Level III *Not Offering at this Time***

CAB-7001		MW	5:00-9:00pm		J244	Worley	\$176
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**Level IV**

CAB-7002	301	MW	5:00-9:00pm	05/16/12-8/15/12	J244	Worley	\$176
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**Weatherization****Caldwell****Level I**

CAR-7201	301	TTh	5:30-9:00pm	05/22/12-08/14/12	B114	TBD	\$176
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**Level II *Not Offering at this Time***

CAR-7202	301	TTh	5:30-9:00pm	05/22/12-08/14/12	B114	TBD	\$176
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**Level III *Not Offering at this Time***

CAR-7203		TTh	5:30-9:00pm		B114	TBD	\$176
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**Watauga**

CAR 7201	851	TTH	5:00pm-9:00pm	5/22/12-8/14/12	WOTF 101	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		TTh	5:30-8:30pm		J136	Coffey	\$176
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**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	301	M-Th	4:00-6:00pm	05/16/12-08/15/12	J121	Fronius	\$176
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**Level II *Not Offering at this Time***

PLU-7002		M-Th	4:00-6:00pm		J121	Fronius	\$176
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**Level III *Not Offering at this Time***

PLU-7003		M-Th	4:00-6:00pm		J121	Fronius	\$176
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**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		TTh	6:00-9:00pm		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
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**Level II *Not Offering at This Time***

ELC-7002		M-Th	4:00-6:00pm		H215 J103	Chapman	\$176
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**Level III *Not Offering at This Time***

ELC-7003		M-Th	4:00-6:00pm		H215 J103	Chapman	\$176
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**Level IV *Not Offering at This Time***

ELC-7004		M-Th	4:00-6:00pm		J240	TBD	\$176
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**HVAC  
Caldwell  
Level I**

AHR-7101	301	TTh	5:30-9:00pm	05/22/12-08/14/12	J236	Coffey	\$176
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**Level II**

AHR-7102	301	TTh	5:30-9:00pm	05/22/12-08/14/12	J236	Fronius	\$176
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**Level III**

AHR-7103	301	TTh	6:00-10:00pm	05/22/12-08/14/12	J236	Fronius	\$176
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**Watauga  
Level I**

AHR 7101	851	TTh	5:00pm-9:00pm	5/22/12-8/14/12	TBD	TBD	\$176
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**Level IV *Not Offering at This Time***

AHR-7104		TTh	6:00-10:00pm		J232	Fronius	\$176
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### 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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

#### Caldwell

CAR-3118	301	TTh	6:30-9:30	05/29/12-08/09/12	H311	Shelton	\$176
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#### Watauga

CAR-3118	850	MW	6:00-9:00pm	5/30/12-8/13/12	WOTF 103	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](http://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](http://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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

#### Caldwell

Basic WLD-3106	303	TTh	5:00-9:00pm	05/22/12-08/14/12	B120	Hudson	\$176
MIG WLD-7003	303	TTh	5:00-9:00pm	05/22/12-08/14/12	B120	Hudson	\$176
TIG WLD-7002	303	TTh	5:00-9:00pm	05/22/12-08/14/12	B120	Hudson	\$176

Pipe WLD-7001	303	TTh	5:00-9:00pm	05/22/12-08/14/12	B120	Hudson	\$176
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### Watauga

Basic WLD-3106	851	TTh	5:00-9:00pm	5/22/12-8/16/12	WHS 1202	Ward	\$175
TIG WLD-7002	851	TTh	5:00-9:00pm	5/22/12-8/16/12	WHS 1202	Ward	\$175
MIG WLD-7003	851	TTh	5:00-9:00pm	5/22/12-8/16/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

HRD-7040		MW	6:00-9:00pm		H311	Connor	\$120
TEX-3117	300	MW	5:30-9:30pm	03/19/12-06/25/12	J211	Smith	\$176

## 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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

EGY-7200		M-F	5:00-9:00pm		B114	Holman	\$121
EGY-7200		M-F	8:00-12:00pm		TBD	Holman	\$121

### Watauga

EGY 7200		M-F	5:00pm-9:00pm		WOTF 101	Coffey	\$121
EGY 7200		M-F	8:00am-12:00pm		WOTF 101	Holman	\$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		F	1:00-6:00pm		TBD	Holman Coffey	\$401
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CSP-7208		F	1:00-6:00pm		TBD	Holman Coffey	\$401
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**Watauga**

CSP-7208		F	1:00-6:00pm		WOTF	TBD	\$401
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**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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

SEF-7210		FS	8:00am-5:00pm		TBD	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

EGY-7300		MW	5:00-9:00pm	05/29/12-08/09/12	J103	Coffey	\$176
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**Watauga**

EGY 7300	851	MW	6:00-9:00pm	5/30/12-8/13/12	WOTF 101	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](http://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](http://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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

EGY-7015		TTh	5:30-8:30pm		B114	Coffey	\$121
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**Blower Door and Duct Blaster Basics**

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

EGY-7202		MW	6:00-9:00pm	06/04/12-06/27/12	H211	Coffey	\$66
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**Watauga**

EGY 7202	850	MW	6:00-9:00pm	6/4/12-6/27/12	WOTF 102	Zimmerman	\$66
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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](http://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](http://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](http://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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

**Caldwell**

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**Watauga**

EGY 7016		TTh	5:00pm-9:00pm		WOTF	Coffey	\$176
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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?
- 

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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		ThF	8:00am-5:00pm			Andrews	\$1000.00
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## Personal Enrichment for Kids

### Super Summer Camp Classes for Kids

**Kids in the Kitchen**

**Baking Magic**

Learn the science behind the magic of yummy baked goods and pastries. Students will prepare and enjoy cupcakes, puff-pastries, tarts and more! Plus, students will finish the week with their own ‘specialty’ cake.

CSP-7197	100	M-F	1:00-4:00	6/25/12-6/29/12	K 119	Chef Ray	\$60
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**Chocolates and Candies**

CSP-7220	100	M-F	1:00-4:00pm	7/16/12-7/20/12	K 119	Chef Ray	\$60
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**Pizza! Pizza!**

Pizza du jour. Make and enjoy a different pizza every day including calzones, gourmet and dessert pizzas. An exciting dough tossing contest will top off the week.

CSP-7200	100	M-F	1:00-4:00pm	8/06/12-8/10/12	K 119	Chef Ray	\$60
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## Extreme Super Summer

**Power Cheer**

**Cheerleading/Dance**

Students will be taught an age appropriate dance, cheer, and chant. The class will work on tumbling as well as stunting. Students will also do several team building/cheerleading activities, which will work to build self-confidence. The class will be high energy and lots of fun. Cheerleaders need to dress in gym shorts or pants, t-shirt, and tennis shoes. Hair needs to be put up off their shoulders. No jewelry is allowed! Students need to bring a bottle of water with their name on it.

**Gymnastics/Dance**

Like to dance? Want to learn some new moves? This course is designed to allow students to learn to express themselves through movement. They will learn many different dance styles within the classroom and will have time to share ideas and be creative in coming up with their own dance routine. Students will need to wear comfortable clothing that allows easy movement. They will also need tennis shoes and socks. Students should bring a water bottle with their name on it.

<b>Ages 5-7</b> CSP 7219	100	M-F	8:00-12:00	6/18/12-6/22/12	GYM	Beane/Baker	\$60
<b>Ages 8 &amp; up</b>	101	M-F	8:00-12:00				

CSP 7219				6/18/12-6/22/12	GYM	Beane/Baker	\$60
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### Step Ahead Fitness-

#### Basketball Camp

Love Basketball? Want to learn more? Come and have fun this summer learning basketball fundamentals such as ball handling skills, passing, dribbling, shooting and team play. Bring your friends and make it a group effort. Students need to bring gym clothes, tennis shoes and a water bottle with their name on it.

#### Kickin' Martial Arts

This course will introduce students to the basic movements within marital arts. Several styles and techniques will be covered to help students get an idea of the many different disciplines that are taught. Students will need to dress in casual gym clothes and have socks available. Students will need to bring a water bottle with their name on it.

<b>Ages 5-7</b> CSP 7187	100	M-F	8:00-12:00	6/25/12-6/29/12	GYM	Caldwell/Hurst	\$60
<b>Ages 8 &amp; up</b> CSP 7187	101	M-F	8:00-12:00	6/25/12-6/29/12	GYM	Caldwell/Hurst	\$60

### You've Got Talent

Interested in Theaters? Come design costumes and props and learn how scripts and characters are developed.

<b>Ages 5-7</b> CSP 7216	100	M-F	8:00-12:00	7/9/12-7/13/12	Theater	Baker	\$60
<b>Ages 8 &amp; up</b> CSP 7216	101	M-F	8:00-12:00	7/9/12-7/13/12	Theater	Baker	\$60

### Speed Camp-

#### Aerodynamics

Like airplanes? Want to build a helicopter? Come learn how to build and fly different types of model airplanes. Students will learn different ways to achieve top flight speed and time. Each student will have a model to take home with them.

#### Pinewood Derby

Want to race a car? Want to build that car with your own hands? This course is designed to allow students to build their own pinewood derby car and to prepare for a race on the final day. Each student will take their car home with them.

<b>Ages 5-7</b> CSP 7188	100	M-F	8:00-12:00	7/16/12-7/20/12	TBD	Beane/Caldwell	\$60
<b>Ages 8 &amp; up</b> CSP 7188	101	M-F	8:00-12:00	7/16/12-7/20/12	TBD	Beane/Caldwell	\$60

### Art Expo

#### Pottery

Like making things with your hands? Come experience the world of pottery. Students will have the chance to learn with hands-on experience the art of creating many different types of pottery. All of the pieces that are created within the classroom will be displayed at a gallery opening at the college on the last day. Students will be able to take their projects home at the end of the week.

#### Art: A Little Bit of Everything

Want to create something? Like to use your imagination? Come and allow your imagination to soar. This course will introduce students to many different types of art and allow many great hands-on projects. Students will be able to showcase their projects in an open gallery at the college on the last day of class.

<b>Ages 5-7</b> CSP 7184	100	M-F	8:00-12:00	7/23/12-7/27/12	TBD	Childers	\$60
<b>Ages 8 &amp; up</b>	101	M-F	8:00-12:00				

CSP 7184				7/23/12-7/27/12	TBD	Baker	\$60
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**Science Adventures-  
Mad Scientist!**

Step into a lab full of fun and discover your inner mad scientist! Whether you are a chemist, a physicist or an engineer, during Science Adventures Camp you will have a wild and wacky time exploring different types of science.

**Dinosaur Discovery**

It's a prehistoric pandemonium! Learn all about dinosaurs—their history, where they lived, what they ate and why they aren't around anymore. From T.Rex to raptors to triceratops, come have some prehistoric fun with dinos! Plus, make a fossil cast to take home!

<b>Ages 5-7</b> CSP 7217	100	M-F	8:00-12:00	7/30/12-8/3/12	TBD	Branch	\$60
<b>Ages 8 &amp; up</b> CSP 7217	101	M-F	8:00-12:00	7/30/12-8/3/12	TBD	Branch	\$60

## Personal Enrichment

### 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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

**Caldwell**

CSP-7213		M	6:00-10:00pm			K. Willis	\$100
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### Basic Gun Care

*Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

CSP-7234		M	5:30-9:30		Off Campus	Coffey	\$50
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### Basic Fly Tying

*Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

**Caldwell**

CSP-7235		T	5:30-9:30		TBD	TBD	\$50
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**Watauga**

CSP 7235	851	T	5:30-9:30pm	6/5/12-6/26/12	TBD	TBD	\$51
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### Beekeeping

*Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)*

**Watauga**

CSP 7209		TTh	6:00-8:00pm		WC103	Dunlap	\$16
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## Lampworking (Beadmaking)

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

Caldwell \*\*\*Registration fee includes the beginner's kit.

CSP-7238	300	TTh	6:00-9:00pm	5/29/12-6/14/12	S Bldg	Newman	\$190
CSP-7238		TTh	6:00-9:00pm	6/19/12-7/12/12	S Bldg	Newman	\$190

## ZUMBA

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

Caldwell

CSP-7205		MW	6:30-7:30pm	6/4/12-6/27/12	E125	Niederha mmer	\$25
CSP-7205		TTh	12:00-1:00pm	6/5/12-6/28/12	E125	Niederha mmer	\$25

## Online Courses

**Ed2Go classes begin on the following dates for Summer semester:**

**5/16, 6/20, 7/18, 8/15**

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](http://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.

## Caldwell Small Business Seminars

### How to Start a Business

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

SBC-7026		T	6:00-8:00pm		H128	TBD	\$0
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### How to Write a Business Plan

SBC-7009		T	6:00-8:00pm		H128	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### How to Finance Your Business

SBC-7006		T	6:00-8:00pm		H128	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### How to Market Your Small Business

SBC-7031		T	6:00-8:00pm		H128	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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!

SBC-7239		Th	2:00-5:00pm		H133	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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!

SBC-7240		Th	4:00-6:00pm		TBD	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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.

SBC-7241		Th	4:00-6:00pm		TBD	TBD	\$0
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Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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.

SBC-7232		Th	4:00-6:00pm		H133	TBD	\$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.

SBC-7228		Th	9:00am-12:00pm		H307	TBD	\$0
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### Social Media for Small Business

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

SBC-7237		Th	4:00-6:00pm		H133	TBD	\$0
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### Getting Started With QuickBooks

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		Th	3:30-6:30pm		H211	TBD	\$0
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### Using the USPS for Business and Ebay

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](http://www.usps.com/growyourbusinessdays).

SBC-7235		T	12:30-1:30pm		H133	TBD	\$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.

SBC-7229		T	6:00-9:00pm		H133	TBD	\$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.

SBC-7220			6:00-10:00pm		H211	TBD	\$0
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## Watauga Small Business Seminars

### Green Valuation Specialist

SBC 7231		ThF	8:30am-5:00pm		WOTF 101	TBD	\$0
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### How to Start a Small Business

SBC 7026		W	4:30-6:30pm		WCEC 112	TBD	\$0
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### Exploring Marketing Strategies

SBC 7031		W	10:00am-12:00pm		WCEC 112	TBD	\$0
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### Sustaining Business Success

SBC 7234		W	12:00-2:00pm		Watauga County Library	TBD	\$0
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### Crafting a Marketing Message

SBC 7233		W	10:00am-12:00pm		Watauga		
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					County Library	TBD	\$0
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**Using the USPS for Busienss & E-Bay**

SBC 7235		T	9:00-10:00am		WCEC	TBD	\$0
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**Small Business Communication Strategy**

SBC 7140		W	10:00am-12:00pm		WCEC	TBD	\$0
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**Social Media for Small Business**

SBC 7237		W	12:00-2:00pm		WCEC	TBD	\$0
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**Legal Issues for Green Business**

SBC 7236		W	4:00-6:00pm		Watauga County Library	TBD	\$0
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**HR Challenges**

		W	12:00-2:00pm	5/30/12	Watauga County Library	Asher	\$0
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**How to Write a Business Plan**

SBC 7009		W	9:00-11:00am		Watauga County Library	TBD	\$0
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**Financial Partnering for Small Business**

SBC 7034		W	12:00-2:00pm		Watauga County Library	TBD	\$0
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**Trickle Down Economics: Values of Plumbing Audits**

SBC 7236		T	4:30-5:30pm	5/8/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

CSP-7149	025	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	4/6/12-4/8/12	J210	Various	\$175
CSP-7149	026	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	4/13/12-4/15/12	J210	Various	\$175
CSP-7149	027	F Sat & Sat	6:00-10:00pm 8:00am-5:00pm	4/20, 4/21 & 4/28/12	J210	Various	\$175
CSP-7149	029	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	5/4/12-5/6/12	J210	Various	\$175
CSP-7149	032	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	5/25/12-5/27/12	J210	Various	\$175
CSP-7149	033	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	6/1/12-6/3/12	J210	Various	\$175
CSP-7149	034	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	6/8/12-6/10/12	J210	Various	\$175
CSP-7149	035	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	6/15/12-6/17/12	J210	Various	\$175
CSP-7149	036	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	6/22/12-6/24/12	J210	Various	\$175
CSP-7149	037	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	6/29/12-7/1/12	J210	Various	\$175
CSP-7149	038	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	7/6/12-7/8/12	J210	Various	\$175
CSP-7149	039	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	7/13/12-7/15/12	J210	Various	\$175
CSP-7149	040	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/3/12-8/5/12	J210	Various	\$175
CSP-7149	041	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/10/12-8/12/12	J210	Various	\$175
CSP-7149	042	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	8/24/12-8/26/12	J210	Various	\$175
CSP-7149	043	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/7/12-9/9/12	J210	Various	\$175
CSP-7149	044	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	9/21/12-9/23/12	J210	Various	\$175
CSP-7149	045	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/12/12-10/14/12	J210	Various	\$175
CSP-7149	046	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/19/12-10/21/12	J210	Various	\$175
CSP-7149	047	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	10/26/12-10/28/12	J210	Various	\$175
CSP-7149	048	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	11/9/12-11/11/12	J210	Various	\$175
CSP-7149	049	F Sat & Sun	6:00-10:00pm 8:00am-5:00pm	11/23/12-11/25/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)**

#### Caldwell

##### Experienced Rider Course for Drivers Only

CSP-7151	020	Sun	8:00am-5:00pm	4/22/12	J210	Various	\$71
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##### Passenger/ExpMotorcycleRider

CSP-7182	020	Sun	8:00am-5:00pm	4/22/12	J210	Various	\$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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)**

### Advanced Rider Course- Sport Bike Techniques

#### Caldwell

CSP-7175	020	Sun	8:00am-6:00pm	4/29/12	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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)**

#### Caldwell

CSP-7148	319	Th	6:00-10:00pm	5/17/12	H318	Moose	\$51
CSP-7148	320	Th	6:00-10:00pm	5/24/12	H318	Moose	\$51
CSP-7148	321	Th	6:00-10:00pm	5/31/12	H318	Moose	\$51
CSP-7148	322	Th	6:00-10:00pm	6/7/12	H318	Moose	\$51
CSP-7148	323	Th	6:00-10:00pm	6/14/12	H318	Moose	\$51
CSP-7148	324	Th	6:00-10:00pm	6/21/12	H318	Moose	\$51
CSP-7148	325	Th	6:00-10:00pm	6/28/12	H318	Moose	\$51
CSP-7148	325 A	Th	6:00-10:00pm	7/5/12	H318	Moose	\$51
CSP-7148	326	Th	6:00-10:00pm	7/12/12	H318	Moose	\$51
CSP-7148	327	Th	6:00-10:00pm	7/19/12	H318	Moose	\$51
CSP-7148	328	Th	6:00-10:00pm	7/26/12	H318	Moose	\$51
CSP-7148	329	Th	6:00-10:00pm	8/2/12	H318	Moose	\$51
CSP-7148	330	Th	6:00-10:00pm	8/9/12	H318	Moose	\$51
CSP-7148	331	Th	6:00-10:00pm	8/16/12	H318	Moose	\$51

**Watauga**

CSP-7148	869	W	6:00-10:00pm	5/16/12	WCEC 109	Redmon	\$51
CSP-7148	870	W	6:00-10:00pm	5/23/12	WCEC 109	Redmon	\$51
CSP-7148	871	W	6:00-10:00pm	5/30/12	WCEC 109	Redmon	\$51
CSP-7148	872	W	6:00-10:00pm	6/6/12	WCEC 109	Redmon	\$51
CSP-7148	873	W	6:00-10:00pm	6/13/12	WCEC 109	Redmon	\$51
CSP-7148	874	W	6:00-10:00pm	6/20/12	WCEC 109	Redmon	\$51
CSP-7148	875	W	6:00-10:00pm	6/27/12	WCEC 109	Redmon	\$51
CSP-7148	876	W	6:00-10:00pm	7/11/12	WCEC 109	Redmon	\$51
CSP-7148	877	W	6:00-10:00pm	7/18/12	WCEC 109	Redmon	\$51
CSP-7148	878	W	6:00-10:00pm	7/25/12	WCEC 109	Redmon	\$51
CSP-7148	879	W	6:00-10:00pm	8/1/12	WCEC 109	Redmon	\$51
CSP-7148	880	W	6:00-10:00pm	8/8/12	WCEC 109	Redmon	\$51

CSP-7148	881	W	6:00-10:00pm	8/15/12	WCEC 109	Redmon	\$51
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### 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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

#### Caldwell

CSP-7147	319	W	6:00-10:00pm	5/16/12	H318	Moose	\$51
CSP-7147	320	W	6:00-10:00pm	5/23/12	H318	Moose	\$51
CSP-7147	321	W	6:00-10:00pm	5/30/12	H318	Moose	\$51
CSP-7147	322	W	6:00-10:00pm	6/6/12	H318	Moose	\$51
CSP-7147	323	W	6:00-10:00pm	6/13/12	H318	Moose	\$51
CSP-7147	324	W	6:00-10:00pm	6/20/12	H318	Moose	\$51
CSP-7147	325	W	6:00-10:00pm	6/27/12	H318	Moose	\$51
CSP-7147	326	W	6:00-10:00pm	7/11/12	H318	Moose	\$51
CSP-7147	327	W	6:00-10:00pm	7/18/12	H318	Moose	\$51
CSP-7147	328	W	6:00-10:00pm	7/25/12	H318	Moose	\$51
CSP-7147	329	W	6:00-10:00pm	8/1/12	H318	Moose	\$51
CSP-7147	330	W	6:00-10:00pm	8/8/12	H318	Moose	\$51
CSP-7147	331	W	6:00-10:00pm	8/15/12	H318	Moose	\$51

#### Watauga

CSP-7147	869	Th	6:00-10:00pm	5/17/12	WCEC	Bunnells	\$51
CSP-7147	870	Th	6:00-10:00pm	5/24/12	WCEC	Redmond	\$51
CSP-7147	871	Th	6:00-10:00pm	5/31/12	WCEC	Bunnells	\$51
CSP-7147	872	Th	6:00-10:00pm	6/7/12	WCEC	Redmond	\$51
CSP-7147	873	Th	6:00-10:00pm	6/14/12	WCEC	Bunnells	\$51
CSP-7147	874	Th	6:00-10:00pm	6/21/12	WCEC	Redmond	\$51
CSP-7147	875	Th	6:00-10:00pm	6/28/12	WCEC	Bunnells	\$51
CSP-7147	876	Th	6:00-10:00pm	7/5/12	WCEC	Redmond	\$51

CSP-7147	877	Th	6:00-10:00pm	7/12/12	WCEC	Bunnells	\$51
CSP-7147	878	Th	6:00-10:00pm	7/19/12	WCEC	Redmond	\$51
CSP-7147	879	Th	6:00-10:00pm	7/26/12	WCEC	Bunnells	\$51
CSP-7147	880	Th	6:00-10:00pm	8/2/12	WCEC	Redmond	\$51
CSP-7147	881	Th	6:00-10:00pm	8/9/12	WCEC	Bunnells	\$51
CSP-7147	882	Th	6:00-10:00pm	8/16/12	WCEC	Redmond	\$51

## Culinary Arts

### Knife Skills 101

Chef Ray's Cutlery Class

How to Choose, Use and not Abuse kitchen knives and utensils. Learn professional knife skills and techniques. From sharpening to basic knife cuts to more advanced garnishes and Chef "secrets". Each student will receive a paring knife to keep.

CSP 7221		T	5:30-9:30	6/5/12-6/26/12	K119	Chef Ray	\$60
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### Pasta Making

Come along and join in at the center table to learn how to prepare and cook some of your favorite pasta.

CSP 7222		T	5:30-9:30	7/24/12-8/14/12	K119	Chef Ray	\$80
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### Gluten Free Baking

This 4 week class introduces the student to wheatless/flourless baking.

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

CSP-		T	6:00-8:00pm	TBD	K Bldg kitchen	TBD	\$46
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### Mixology

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

#### Caldwell

HOS-3007		MW	6:00-9:00pm		H308	Teeters	\$121
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### Watauga – The Study of Mixing Beverages

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

HOS-7001		M	6:00-9:00pm		WCEC	TBD	\$120
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## Physical Fitness

### Introduction to Line Dancerize

Join internationally known instructor, Carolyn Robinson, for a fun class of Line Dancercize! Dance to all types of music including Motown, Oldies, Beach, Latin and Country. Learn new dances and new steps...exercising as you dance your way to great health!

CSP 7179		T	5:30-6:30pm	9/11/12-10/16/12	E125	Robinson	\$45
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# Taxidermy

## Introduction to Taxidermy

If you have ever wanted to learn how to mount that trophy buck, or if you have ever been curious as to the process the buck on the wall went through to get there, here is your chance. This taxidermy course will teach all techniques needed to get any game animal from the field to the wall, in a tasteful manner.

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

CSP-7232	302	T/Th	6:00-9:00pm	6/12/12-7/12/12	H310	Triplett	\$100
CSP-7232		T/Th	6:00-9:00pm	7/24/12-8/23/12	H310	Triplett	\$100

# Languages

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://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](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

COM 7003		T	6:00-8:00pm	5/29/12-8/14/12	TBD	TBD	\$66
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### Watauga

COM-7003	851	T	6:00-8:00pm	5/29/12-8/14/12	WCEC 109	Barber	\$66
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## Conversational Spanish I

Register on line at [www.cccti.edu/coned/Registration/RegistrationHome.htm](http://www.cccti.edu/coned/Registration/RegistrationHome.htm)

### Caldwell

FLI-7301	301	Th	6:00-8:00pm	5/31/12-8/16/12	H311	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](http://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](http://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.