



History, Heroes, and a Hometown Feeling

*Fayetteville Technical
Community College*

**CONTINUING
EDUCATION**

FALL 2009 • SCHEDULE OF CLASSES

REGISTRATION BEGINS AUGUST 17

FTCC

Continuing Education

GREETINGS:

Welcome to Continuing Education at Fayetteville Technical Community College!

Continuing Ed classes are designed to meet the special interests of our community members and, as you can see from this schedule, the classes reflect a wide range of areas—everything from Digital Photography to Welding Technology! Our goal is for your experience to be enjoyable, to meet occupational or licensure requirements, and to be personally rewarding. The professional and dedicated faculty and staff of FTCC are here to support you. Please call on us for help, to answer a question, or to provide suggestions or feedback as we strive to better serve you.

Thank you for your interest in FTCC's Fall Continuing Education programs, and best wishes to you for success with your class selections!

Sincerely,



Larry Keen, President

The layout of the schedule has been designed to make it easy for you to find the courses that interest you. It is divided into two sections; Career/Job Training and Personal Interest. We have also included an alphabetical listing of all courses on pages 3-6.

THERE ARE THREE WAYS TO REGISTER:
WALK-IN • MAIL-IN • IN-CLASS

You will find complete registration information including a mail-in data form on the back cover.

OFFICE HOURS

MONDAY-FRIDAY 8:00 am-5:00 pm

REGISTRATION/RECORDS OFFICE
NEILL A. CURRIE BUILDING • HULL ROAD

For registration information please call:

678-8386

For information on classes at the
Center for Business and Industry, please call 678-8494

FOR FURTHER INFORMATION PLEASE CONTACT:

Adult High School/GED Programs (Carrie Heffney)	678-8459
Associate Vice-President/Cont. Ed (Joe Mullis)	678-8224
Basic Skills Programs (Carrie Heffney)	678-8465
Business/Governmental Training (Sharmon Herring)	678-8230
Community Services/Extension Education (Sheridan Turpin)	678-8431/8309
Compensatory Education (Carrie Heffney)	678-8297
Emergency Medical Services (Penny McConley)	678-8432
Emergency Services Training/Spring Lake (Penny McConley)	436-4480
Fire/Rescue Training (Penny McConley)	678-8251/8469
Human Resources Development Program (Carrie Heffney)	678-8297
Industrial Training (Robbie Johnson)	678-8415
Law Enforcement Training (Penny McConley)	678-8429
Occupational Ext. Ed/Ft. Bragg (Richard Rice)	678-1090
Online Courses (Sheridan Turpin)	678-8446
Registration/Records	678-8386
Small Business Center	678-8462/8496

Fayetteville Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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Holidays: September 7, November 26 & 27
(Main Campus, Ft. Bragg, High Schools)

October 12 (Ft. Bragg only)
November 11
(High Schools, Ft. Bragg)

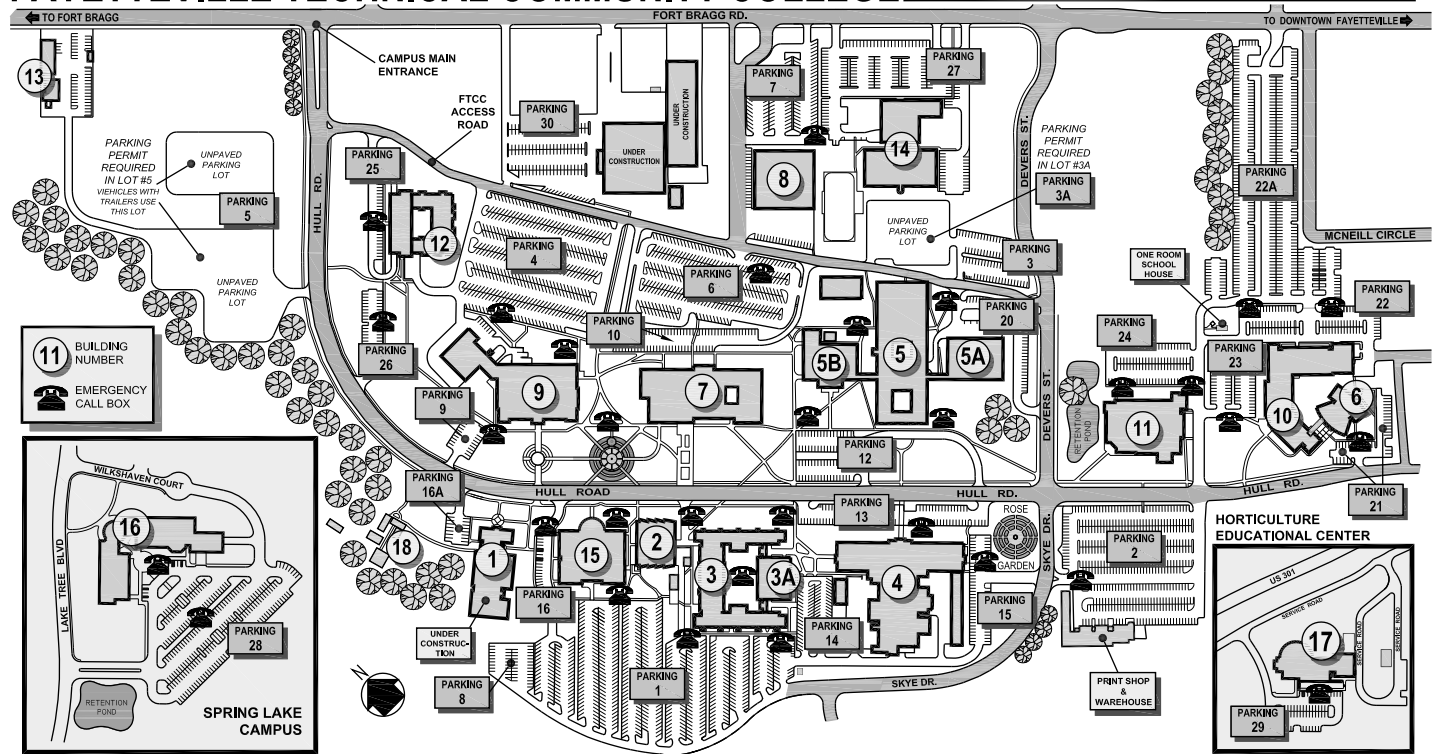
Please visit FTCC's Continuing Education
Home Page at:
<http://www.faytechcc.edu/edprog/coned/welcome.htm>

KEY TO READING THE SCHEDULE

Course Title	MOTORCYCLE REPAIR AND MAINTENANCE	Fee	\$120
Course Description	Join us and learn how to do basic (and some advanced) service work on motorcycles. You will learn proper terminology, how to diagnose problems, replace faulty parts, and know if a shop is taking advantage of you. Instruction will include the theory and operation of fuel (fuel injection and carburetors), electrical, brakes, engine, suspension, and drive train. This is a hands-on course taught by an experienced motorcycle mechanic in a clean, smoke-free motorcycle shop with motorcycles to work on. Each class will be geared to the specific needs of those attending. A textbook is recommended to get full benefit of the course. The text will be discussed at the first class meeting.		
Instructor	Instructor: Patrick Morrison		
Meeting Day(s)	Th	6:00-10:00 pm	Oct 01-Dec 10
	Meeting Time	Dates	Hours
			40 hrs
			90479
			Request Code
			The Cycle Shop
			Location

Teachers! FTCC offers a number of interesting Continuing Education courses designed to help you maintain or renew your **NC Teaching Certificate.**

See pages 54 & 55 for more information on these low-cost courses.



1. THOMAS R. MCLEAN ADMINISTRATION BUILDING
⇒ President - Rm. 1
⇒ Cashier, Student Accts. - Rm. 107 & 109
2. PAUL H. THOMPSON LIBRARY
⇒ Library Reference - Rm. 104
⇒ Library - Second Floor
3. CUMBERLAND HALL
3A. AUDITORIUM
4. LAFAYETTE HALL
⇒ Facility Services - Rm. 100A
⇒ Rose Garden Reservations - Rm. 100A
5. HORACE SISK BUILDING
⇒ Evening Office, Curriculum - Rm. 610F
- 5A. CULINARY DINING - Rm. 700
5B. GYMNASIUM - Rm. 801

6. NEILL CURRIE BUILDING
⇒ Continuing Education Registration
⇒ i3D Learning & Discovery Center - Rm. 7A
7. TONY RAND STUDENT CENTER
⇒ Admissions - Rm. 118
⇒ Registrar Office - Rm. 114
⇒ Financial Aid Office - Rm. 137
⇒ VA Office - Rm. 119
⇒ Counseling Services
⇒ Security - Rm. 132
⇒ Multipurpose Rooms - Rms. 9 & 11
8. CENTER FOR BUSINESS & INDUSTRY
⇒ Industry Training - Rm. 104
⇒ Business Training - Rm. 106
⇒ Small Business Center - Rm. 135

9. ADVANCED TECHNOLOGY CENTER
⇒ Computer Lab - Rm. 104
10. CONTINUING EDUCATION CENTER
⇒ Assessment Testing - Rm. 149
⇒ Adult Basic Education - Rm. 201A
⇒ Adult High School Diploma - Rm. 203A
⇒ GED Testing - Rm. 205
11. HEALTH TECHNOLOGIES CENTER
⇒ Dental Clinic - Rm. 102
12. EARLY CHILDHOOD EDUCATION CENTER
⇒ Day Care Center - Ground Floor
13. AUTO BODY SHOP COMPLEX
14. SALON & SPA SERVICES EDUCATIONAL CENTER

15. HARRY F. SHAW VIRTUAL COLLEGE CENTER
⇒ NC Information Highway Classroom - Rm. 101
⇒ Institutional Advancement - Rm. 102
⇒ Audio Visual Check Out - Room 123
⇒ Success Center - Rm. 232
16. SPRING LAKE CAMPUS
⇒ Admissions & Registrar - Rm. 101
⇒ Counseling Services - Rm. 101
⇒ NC Information Highway Classroom - Rm. 119
⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121
17. HORTICULTURE EDUCATIONAL CENTER
⇒ Multipurpose Room - Rm. 102
18. ART DEPARTMENT (TEMPORARY LOCATION)

REV.02/09

LOCATION INDEX

Academy of Nail Technology & Esthetics
1309 Morganton Rd • Fayetteville
678-8366/484-4900

Cycle Shop, The
104 S. Second Street • Spring Lake
678-8431

Loving Stitches
7076 Ramsey Street • Fayetteville
678-8243/630-3912

Cape Fear Botanical Garden
536 N. Eastern Boulevard • Fayetteville
678-8243

Douglas Byrd High School
1624 Ireland Drive • Fayetteville
678-8431

Regency Academy
108 N. Main Street • Spring Lake
678-8496/497-1088

Center for Business and Industry (CBI)
2723 Fort Bragg Road • Fayetteville
678-8494

Fayetteville Cumberland Recreation Center
(previously Blue Street Senior Citizens Center)
739 Blue Street • Fayetteville
678-8243/433-1574

Seventy-First High School
6764 Raeford Road • Fayetteville
678-8431

Continuing Education Center (CEC)
FTCC Main Campus
Hull Road • Fayetteville
678-8386

Ft. Bragg Soldier Development Center (FB SDC)
Armistead Street (Building 2-1728)
Ft. Bragg • 678-1090

Spring Lake Campus
171 Laketree Boulevard • Spring Lake
678-8386

Crafts, Frames & Things
108 Owen Drive • Fayetteville
678-8243

Horticulture Educational Center
670 N. Eastern Boulevard • Fayetteville
678-8243/678-0065

Spring Lake Recreation Center
245 Ruth Street • Spring Lake
678-8243

John D. Fuller, Sr. Recreational/Athletic Complex
6627 Old Bunce Road • Fayetteville
678-8243

Sycamore Tree Senior Center
5511 West Patterson St. • Hope Mills
678-8243/424-1727

Some continuing education classes are also offered at other locations.



FTCC's Spring Lake Campus

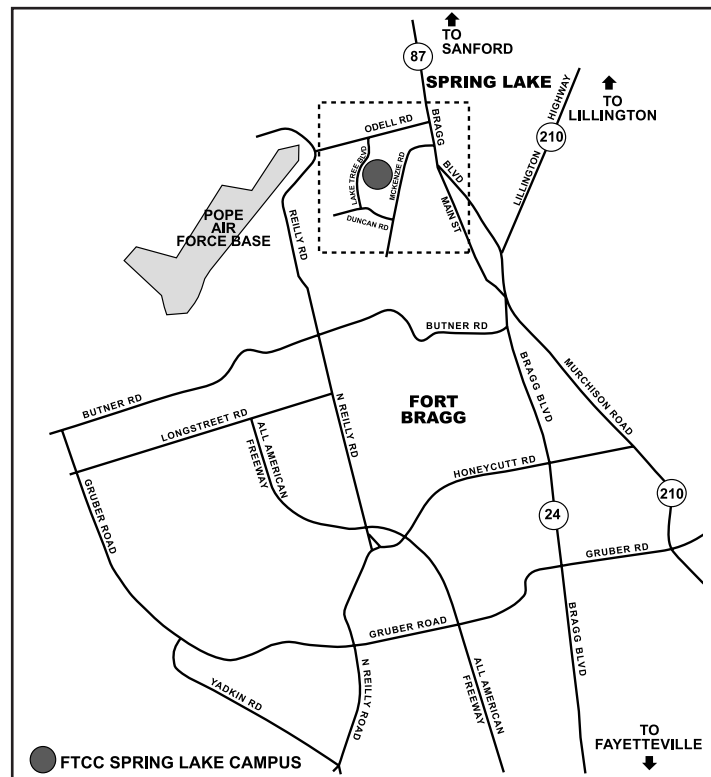
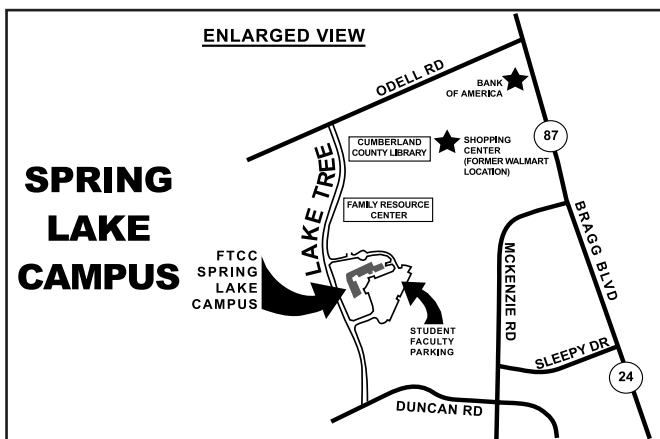
Laketree Boulevard (beside Spring Lake Family Resources Center) housing college credit and continuing education courses

The following continuing education courses are scheduled for Fall term on the Spring Lake Campus:

Please check the alphabetical course index on page 3-5 to locate course description and schedule.

- **ACLS (Advanced Cardiac Life Support) Provider Class**
- **Certified Nursing Assistant II**
- **CompTIA A+ Essentials**
- **CompTIA Network+**
- **CompTIA Security+**
- **Computing 2007**
- **EMT—Basic (National Registry)**
- **EMT—Basic Refresher (National Registry)**
- **EMT—Intermediate—Paramedic Initial**
- **Medical Responder (State of NC)**
- **Microsoft Access 2007**
- **Microsoft Excel 2007**
- **Microsoft Expression Web**
- **Microsoft PowerPoint 2007**
- **Microsoft Word 2007**
- **Registered Medical Assistant I**
- **Spanish (Beginning)**
- **Welding Technology (Industrial)**
- **Welding Technology (MIG, TIG, Stick & Oxyacetylene)**

For more information, please call 678-8386.



CAREER/JOB TRAINING

The courses included in this section will provide you with training to upgrade your work skills or qualifications and assist you in preparing for a new career.

ANIMAL SCIENCE

PET GROOMING (BEGINNING)

Fee: \$65

This program is designed for students who would like to work for a professional pet groomer at entry-level position. Students will concentrate on basic pet grooming for dogs. This will include brushing, drying, nail clipping, ear cleaning, preparatory clipping, and basic finishing techniques. Students will be responsible for their equipment and supplies. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS RECOMMENDED.**

Instructor: Mary Parker

T&Th 9:00-12:00 N Sep 15-Oct 08 24 hrs 33230 CBI

T&Th 6:00-9:00 pm Sep 15-Oct 08 24 hrs 33231 CBI

VETERINARY OFFICE ASSISTANT PART I

Fee: \$65

This course will prepare you for entry-level employment as an office assistant in a veterinary clinic. You will learn basic office procedures, client relations, animal behavior, breed temperament, obedience and restraint techniques, animal disease and disorders, how to administer medication, and medical treatments. **PRE-REGISTRATION IS RECOMMENDED; CLASS SIZE IS LIMITED.**

Instructors: Erryn Shannon/Jutta King

M&W 6:00-9:00 pm Sep 14-Oct 07 24 hrs 33233 CBI

T&Th 9:00-12:00 N Sep 15-Oct 08 24 hrs 33232 CBI



VETERINARY OFFICE ASSISTANT PART II

Fee: \$65

Part II of the Veterinary Office Assistant training will offer the serious student more in-depth studies in animal behavior, basic CPR, medical treatment, and diseases. **PRE-REGISTRATION IS RECOMMENDED; CLASS SIZE IS LIMITED.**

Instructors: Erryn Shannon/Jutta King

M&W 6:00-9:00 pm Oct 26-Nov 18 24 hrs 33234 CBI

T&Th 9:00-12:00 N Oct 27-Nov 19 24 hrs 33235 CBI

AUTOMOTIVE/MOTORCYCLE

AUTO DEALER'S TRAINING

Fee: \$75

All auto dealers (under the age of 65) are required to attend this training in order to renew their license. The law requires that the person whose name is on your auto dealer's license must attend this training, although it would be helpful for anyone working in independent auto sales to attend. Failure to attend and complete this six-hour requirement will result in a revocation of your dealer license. The intent of this training is to provide annual updates to all independent dealers on contemporary issues. At the conclusion of this class, you will receive a certificate of completion. In addition, the names of those who complete the class, the dealer's name, dealership name and address, and the dealer's license number will be sent to DMV for their database. **PRE-REGISTRATION IS REQUIRED.**

This is a self-supporting class; fee-exempt status does not apply.

Instructor: Dennis Mauk

T 8:30 am-3:30 pm Oct 13 6 hrs 94136 FTCC/CEC 118

AUTOMOTIVE AIR CONDITIONING/ HEATING SYSTEMS CERTIFICATION

Fee: \$120

Technicians who repair or service HFC-134a MVACs must be trained and certified by an EPA-approved organization. Service shops must certify to EPA that they have acquired and are properly using approved refrigerant recovery equipment, and that each person using the equipment has been properly trained and certified. This course will teach the student basic skills and procedures to troubleshoot and repair automotive air conditioning and heating systems. At the end of the course, an auto certification examination will be administered to meet current EPA requirements to legally purchase refrigerant gases. ***This course provides hands-on training.***

Instructor: Joe Lalla

M&W 6:00-8:30 pm Sep 14-Nov 18 50 hrs 62148 CBI 120

AUTOMOTIVE ELECTRICAL/ ELECTRONIC SYSTEMS

Fee: \$120

This course is designed to teach the fundamentals of electricity and Ohm's law as it applies to automotive systems and prepares individuals for entry-level positions in the automotive industry. Topics include principles of electricity, types of circuits, circuit devices and symbols, circuit test equipment and hookup, and fundamentals of batteries, starters, charging, and lighting systems. Operation and troubleshooting of headlight, stoplight, turn signal circuits, printed circuit boards, accessory systems, and an overview of On Board Diagnosis OBD I and OBD II systems with an emphasis on correct diagnosis of circuits using retrieved data trouble codes will also be covered.

Instructor: Kenneth Harding

T&Th 6:00-8:30 pm Sep 15-Nov 19 50 hrs 62147 CBI 120

LOAD ESCORT VEHICLE OPERATOR CERTIFICATION

Fee: \$50

The North Carolina Department of Transportation requires that certified vehicle escort drivers accompany the movement of oversize/overweight loads on the NC highway system. To become certified, you must meet the following requirements: 1) certified by another state's approved program, or 2) a North Carolina law enforcement officer, or 3) a person who meets one of the following requirements: a) at least 21 years of age, or b) at least 18 years of age with a Class A commercial driver's license; 4) possesses a valid driver's license without restrictions other than for use of corrective lenses and has a driving history without conviction of driving while impaired or reckless driving in the previous 12 months; 5) has successfully completed an NCDOT oversize-overweight escort vehicle operator course with certification exam score of at least 75 percent (75%) correct and has received consequent certification by the Department. Certification is valid for four years. Complete information is available at: www.ncdot.org/~osowpermits or by calling 1-888-221-8166. ***This is a self-supporting class; fee-exempt status does not apply.*** **PRE-REGISTRATION IS REQUIRED.**

Instructor: Johnny Surles

Th 1:00-9:00 pm Oct 22 8 hrs 62149 CBI 129

LOAD ESCORT VEHICLE OPERATOR RECERTIFICATION

Fee: \$50

This course has been designed for those seeking renewal of their NC Load Escort Vehicle Operator's Permit. The NCDOT requires that operators be certified every four years. Vehicle escort drivers accompany the movement of oversize/overweight loads over the North Carolina highway system. This course meets the NCDOT requirement for permit renewal certification. ***This is a self-supporting class; fee-exempt status does not apply.*** **PRE-REGISTRATION IS REQUIRED.**

Instructor: Johnny Surles

Th 8:00-12:00 N Oct 22 4 hrs 62150 CBI 129

MOTORCYCLE REPAIR AND MAINTENANCE

Fee: \$120

Join us and learn how to do basic (and some advanced) service work on motorcycles. You will learn proper terminology, how to diagnose problems, replace faulty parts, and know if a shop is taking advantage of you. Instruction will include the theory and operation of fuel (fuel injection and carburetors), electrical, brakes, engine, suspension, and drive train. This is a hands-on course taught by an experienced motorcycle mechanic in a clean, smoke-free motorcycle shop with motorcycles to work on. Each class will be geared to the specific needs of those attending. A textbook is recommended to get full benefit of the course. The text will be discussed at the first class meeting.

Instructor: Patrick Morrison

Th 6:00-10:00 pm Oct 01-Dec 10 40 hrs 90479 The Cycle Shop



SMALL GAS ENGINE REPAIR (BEGINNING)**Fee: \$120**

Learn to troubleshoot, service, repair, and rebuild various types of small engines. The basic operating theory of two- and four-cycle engines, ignition systems, and fuel systems will be discussed. This course will prepare you for the unlimited opportunities available in the small engine mechanic industry. **NOTE:** Students will need to purchase hand tools.

Instructor: Willie Simpson

Sat 9 am-1 pm Sep 19-Dec 12 48 hrs 90480 FTCC/CEC 151

SMALL GAS ENGINE REPAIR (INTERMEDIATE)**Fee: \$120**

This course is designed for students interested in employment in the small gas engine repair field. It will include shop practices and safety, engine fundamentals, engine service, repair of lawn and garden equipment, outboard motor service, and other small utility engines.

NOTE: Students will need to purchase hand tools.**PREREQUISITE:** completion of Small Gas Engine Repair (Beginning) course or equivalent experience

Instructor: Willie Simpson

M 6:00-10:00 pm Sep 14-Nov 30 48 hrs 90481 FTCC/CEC 151

BUILDING/CONSTRUCTION**BASIC ELECTRICAL WIRING (RESIDENTIAL)****Fee: \$120**

This course will provide an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. While electrical fundamentals such as Ohm's law will be examined, emphasis will be placed on the design and installation of residential electrical systems. Topics will include an overview of home electrical systems, circuit design, electrical tools and test equipment, cable and wire types, calculation of circuit capacity, mapping and tracing circuits, troubleshooting, and electrical inspections. ***This course provides hands-on training.***

Instructor: Carol Replinger

M&W 6:00-9:00 pm Sep 21-Oct 21 30 hrs 62145 CBI 128

M&W 6:00-9:00 pm Nov 02-Dec 07 30 hrs 62146 CBI 128

BASIC RESIDENTIAL PLUMBING**Fee: \$120**

This course provides students a foundation of knowledge to compete for entry-level positions within the residential plumbing industry as plumber's helpers and assistants. Students will be taught plumbing terminology, measuring, cutting, and soldering copper pipe and fittings, cutting and joining plastic piping, and the correct use of select plumbing tools. This course will also cover location and repair of leaks, galvanized pipe, gas pipe, steel fittings, pipe support brackets and hangers, unclogging drains, toilets, and sinks, and the setting of select plumbing fixtures. This course is appropriate for those seeking employment opportunities in the plumbing career field and residential property owners. ***This course provides hands-on training.***

Instructor: Bill Rinehart

M-F 8:30 am-3:30 pm Sep 21-Sep 25 30 hrs 62140 CBI 125

M-F 8:30 am-3:30 pm Nov 16-Nov 20 30 hrs 62141 CBI 125

BASIC RESIDENTIAL WOOD FRAME CONSTRUCTION**Fee: \$120**

This course provides students a general knowledge of residential construction fundamentals, terminology, cutting techniques, tools, equipment, and materials used in wood frame building construction. Students will be taught carpentry framing skills, which include rough wall, floor, and roofing techniques. Instructional methods will include both classroom and hands-on shop instruction. This course is appropriate for those seeking entry-level positions in the residential construction industry and residential property owners. ***This course provides hands-on training.***

Instructor: Donald Kemp

Sat 9:00-12:00 N Sep 19-Nov 21 30 hrs 62143 CBI 120

**BLUEPRINT READING/COST ESTIMATION****Fee: \$175**

Are you building your own home or interested in becoming a general contractor? Are you having difficulty in reading and understanding the plans and drawings provided by designers, builders, and architects? Here is a course designed especially for you. The course will cover such information as symbols, abbreviations, and conventions. Sketching principles and practices in orthographic and pictorial form are also included. You will learn to effectively interpret, translate, and use materials in your construction projects. It will also cover the different methods of material take-off and cost estimation for residential and commercial construction. Emphasis will be to help the professional contractor as well as the individual who is preparing for the North Carolina Contractor's Examination.

Instructor: Gene Taylor

M&W 6:00-10:00 pm Sep 14-Nov 11 72 hrs 90482 FTCC/CEC 103

**CABINETRY WOODWORK STAINING AND PAINTING****Fee: \$120**

This course will focus on the development of skills necessary to finish wooden cabinets using stains and paints. Topics to be covered will include preparation of wooden surfaces, choosing a wood finish, stains and dyes, paints, filling nail holes, and application tools. ***This course provides hands-on training.***

Instructor: Boyd Sprague

Sat 8:30 am-12:30 pm Sep 19-Nov 21 40 hrs 62151 CBI 118

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL - PREPARATION UNIT 1**Fee: \$50**

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. It will also provide information on electrical installation requirements, grounded conductors identification and use, branch and feeder circuits, branch feeders and service calculations, and outside circuits. ***This is a self-supporting class; fee-exempt status does not apply. Note: Please bring calculator and current NEC book.***

Instructor: Frank Arnold

T&Th 5:30-9:30 pm Aug 25-Aug 27 8 hrs 61045 CBI 124

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL - PREPARATION UNIT 2**Fee: \$50**

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. This course will also provide the necessary information on wiring methods, materials, and equipment for general use. ***This is a self-supporting class; fee-exempt status does not apply. Note: Please bring calculator and current NEC book.***

Instructor: Frank Arnold

Sat 8 am-5 pm Sep 19 8 hrs 61102 CBI 134

Sat 8 am-5 pm Oct 24 8 hrs 61060 CBI 125

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL - PREPARATION UNIT 3**Fee: \$50**

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. This course will also provide information on the conductors, cabinets, boxes, enclosures, flexible cords and cables, switches, and wires used for general wiring. ***This is a self-supporting class; fee-exempt status does not apply. Note: Please bring calculator and current NEC book.***

Instructor: Frank Arnold

T&Th 5:30-9:30 pm Nov 17-Nov 19 8 hrs 61061 CBI

Sat 8 am-5 pm Dec 12 8 hrs 61103 CBI 134

GENERAL CONTRACTOR'S LICENSURE PREPARATION

Fee: \$175

This course examines the licensing process and reviews and explains pertinent information relating to the building trades for residential and general contractors. You will gain a general knowledge of contracting in areas including plan and specification reading, cost estimation, construction theory, and safety requirements. Information on books and building plans will be discussed at first class. Additional information on North Carolina's general contractor's licensing requirements is available on the North Carolina Licensing Board for General Contractors' website—http://www.ncibgc.net/pages/faq_txt.html

Instructor: Jerry Thompson

T&Th 6:00-10:00 pm Sep 15-Nov 12 72 hrs 90492 FTCC/CEC 133

HOME INSPECTOR'S LICENSURE PREPARATION

Fee: \$120

Prospective homebuyers are hiring home inspectors more and more often. They can report on the condition of a newly built or previously built home's major systems, components, and structure. If you feel that this is a career you might be interested in, this course will help you prepare. It is designed to meet the minimum standards of practice in order to pre-qualify for the Home Inspector's Licensing test as a licensed Home Inspector or a licensed Associate Home Inspector in accordance with the specifications as set forth by the Home Inspector's Licensure Board of the North Carolina State Department of Insurance.

Instructor: Jerry Thompson

M&W 6:00-9:00 pm Oct 05-Nov 11 36 hrs 90493 FTCC/CEC 133

MASONRY (INTRODUCTION)

Fee: \$120

This course will focus on the basic principles of masonry construction. Topics will include safety practices, blueprint reading, mixing mortar, and laying masonry block and brick construction. Upon completion, students will be able to demonstrate knowledge of basic masonry building techniques, basic tool use, identification of masonry materials, operate mortar mixing machinery, and construct basic masonry projects. ***This course provides hands-on training.***

Instructor: Derrell L. Carter

Sat 8:30 am-12:30 pm Sep 19-Nov 21 40 hrs 62142 CBI 111



PLUMBING, HEATING, & FUEL PIPING CONTRACTOR'S LICENSE RENEWAL COURSES

The North Carolina State Board of Examiners of Plumbing, Heating, & Fuel Piping Contractors has established continuing education requirements for contractor license holders pursuant to North Carolina General Statute Chapter 87-21. The continuing education requirements for contractors became effective 2003, requiring six hours of approved continuing education training each year for license renewal. These courses have been approved by the North Carolina State Board of Examiners of Plumbing, Heating, & Fuel Piping Contractors for continuing education credit. ***These are self-supporting classes; fee-exempt status does not apply.*** The two-hour classes are held on the following dates:

SATURDAY-NOVEMBER 14, 2009

FP, P, and H SERIES LICENSE TYPES

Instructor: Matthew Edwards

8:15-10:15 am NC Fuel Code Review Part I

10:30 am-12:30 pm NC Fuel Code Review Part II

1:30-3:30 pm NC Fuel Code Review Part III

Location: CBI 111

62105 2 hrs Fee: \$25

62106 2 hrs Fee: \$25

62107 2 hrs Fee: \$25

SATURDAY-DECEMBER 12, 2009

FP, P, and H SERIES LICENSE TYPES

Instructor: Bill Rinehart

8:15-10:15 am OSHA General Construction Safety Part I

10:30 am-12:30 pm OSHA General Construction Safety Part II

1:30-3:30 pm OSHA General Construction Safety Part III

Location: CBI 111

62108 2 hrs Fee: \$25

62109 2 hrs Fee: \$25

62110 2 hrs Fee: \$25

AC/HVAC/REFRIGERATION

CIRCUITS AND CONTROLS

Fee: \$120

This course provides a simple and accurate understanding of electrical energy fundamentals used in HVAC. Electrical circuit theory, electrical circuit components, wiring systems, and the troubleshooting of circuits and controls in heating and cooling equipment will be the focus of this course. ***This course provides hands-on training.***

Instructor: Hal Smith

M&W 6:00-8:30 pm Sep 21-Nov 30 50 hrs 62164 CBI 125

EPA REFRIGERANT RECOVERY/ RECYCLING CERTIFICATION

Fee: \$65

This course is designed to prepare technicians for the CFC Recovery/Recycling Certification examination given on the last class date. The course will include a core materials component for small appliance technicians. Further, the characteristics of refrigerants used for short-term, long-term, high, medium, and low-pressure applications will also be covered. **The NC State Board of Refrigeration charges \$25 for the exam that is given the last day of class.**

Instructor: Andrew Stewart

Sat 9 am-1 pm Sep 19-Oct 03 12 hrs 62161 CBI 124

Sat 9 am-1 pm Oct 31-Nov 14 12 hrs 62162 CBI 124

FUNDAMENTALS OF REFRIGERATION I

Fee: \$120

This course is designed for the person who is interested in learning the fundamentals of heating and air conditioning systems. Maintenance, repair, and basic installation will also be covered in this course.

Instructor: Wayne Autry

M&W 6:00-8:30 pm Sep 21-Nov 30 50 hrs 62165 CBI 124

HEAT PUMP TECHNOLOGY

Fee: \$120

This course is designed to provide a working knowledge and understanding of heat pump technology for those desiring employment in the field of heating, ventilation, and air conditioning as well as those already employed. This course will address laws of refrigeration, air properties, refrigerants and recovery techniques, pressure-temperature relationships, heat transfer, types of systems, basic controls, components, and troubleshooting techniques specifically focused toward heat pump technology. ***This course provides hands-on training.***

Instructor: Andrew Stewart

T&Th 6:00-8:30 pm Sep 22-Dec 01 50 hrs 62163 CBI 124

LAND BASED ELECTRICAL WIRING

Fee: \$175

This course will introduce students to Ohm's law, alternating current, power formula, series circuits, parallel circuits, use of electrical tools and equipment, wiring materials, size ampacities and uses, and many other special subjects. Preventive maintenance and electrical troubleshooting as well as National Electrical Code will also be covered. ***This course provides hands-on training.***

Instructor: Bill Rinehart

M-F 8:30 am-3:30 pm Oct 26-Nov 13 90 hrs 62144 CBI 125

MAJOR APPLIANCE INSTALLATION AND REPAIR

Fee: \$120

This course equips the individual with skills to compete for entry-level positions in the appliance repair and facility maintenance industry. Taught by an appliance repair company owner and technician, the course content will cover diagnosing system failures, troubleshooting component problems, and preventive maintenance on refrigerators, freezers, washers and dryers, and other appliances as time and interest allows. **CLASS SIZE IS LIMITED TO 12. This course provides hands-on training.**

Instructor: Matthew Edwards

Sat 8:30-12:00 N Sep 19-Nov 07 28 hrs 62152 CBI 129



NC DEPARTMENT OF INSURANCE CODE COURSES

For more information on the code courses and the state certification exam schedule, visit the NC Department of Insurance website at: www.ncdoi.com. You may purchase the textbooks for the code courses from the FTCC bookstore or from the Code Council Section, North Carolina Department of Insurance—please call (919) 661-5880 for information on purchasing textbooks from the Department of Insurance (allow three weeks for delivery). The textbook—*Legal Aspects of Building Code Enforcement in NC* is available from the FTCC bookstore or the Publications Office, Institute of Government—please call (919) 966-4119 for information on purchasing from the Institute of Government.

BUILDING STANDARD INSPECTION, LEVEL I Fee: \$120

This course is designed to help you gain a working knowledge of the NC State Building Code and will be of interest to building inspectors, contractors, and persons interested in learning the requirements for a home inspection business. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Building Code 2009, NC Administrative Code 2009, NC Accessibility Code 2009, and NC Residential Code 2009.*

Instructor: Jerry Thompson

F& 6:00-10:00 pm Sep 11-Sep 20 48 hrs 90483 FTCC/CEC 133
S&S 8 am-8 pm (Sat), 8 am-6 pm (Sun)

BUILDING STANDARD INSPECTION, LEVEL II Fee: \$120

This course will help you gain a working knowledge of the NC State Building Code as it applies to medium size and smaller building inspections. It is approved by the NC Department of Insurance for building inspectors desiring to take the Building Level II exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Building Code 2009, NC Administrative Code 2009, NC Accessibility Code 2009, and NC Residential Code 2009.*

Instructor: Jerry Thompson

F& 6:00-10:00 pm Oct 09-Oct 18 40 hrs 90484 FTCC/CEC 133
S&S 8 am-5 pm

BUILDING STANDARD INSPECTION, LEVEL III Fee: \$120

This course is designed for building inspectors who are responsible for inspecting unlimited size and area buildings. It is designed to cover height increase, area increase, unlimited area as well as accessibility, administration, and enforcement requirements. It is approved by the Department of Insurance for building inspectors desiring to take the Building Level III exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Building Code 2009, NC Administrative Code 2009, NC Accessibility Code 2009, and NC Residential Code 2009.*

Instructor: Jerry Thompson

F& 6:00-10:00 pm Nov 06-Nov 15 40 hrs 90485 FTCC/CEC 133
S&S 8 am-5 pm

ELECTRICAL STANDARD INSPECTION, LEVEL I Fee: \$120

This course is designed to help you gain a working knowledge of the NC State Electrical Code. It is approved by the NC Department of Insurance for electrical inspectors desiring to take the Standard Electrical, Level I exam. The material covered in this course should also help those preparing for the State Electrical Contracting exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *National Electrical Code 2008.* NOTE: you will need to bring a five-function calculator with a square root function to class.

Instructor: Jerry Thompson

F& 6:00-10:00 pm Sep 25-Oct 04 40 hrs 90486 FTCC/CEC 133
S&S 8 am-5 pm

ELECTRICAL STANDARD INSPECTION, LEVEL II Fee: \$120
This course is designed to help you gain a working knowledge of the NC State Electrical Code. It is approved by the NC Department of Insurance for electrical inspectors desiring to take the Standard Electrical, Level II exam. The material covered in this course should also help those preparing for the State Electrical Contracting exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *National Electrical Code 2008.* NOTE: you will need to bring a five-function calculator with a square root function to class.

Instructor: Jerry Thompson

S&S 8 am-4:30 pm Oct 24-Nov 01 30 hrs 90487 FTCC/CEC 133

ELECTRICAL STANDARD INSPECTION, LEVEL III Fee: \$120

Are you the person who has responsibility for inspecting all sizes and types of buildings and large construction projects? If so, then this course is for you. It is designed to prepare you for the NC Standard Inspection, Level III exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *National Electrical Code 2008.*

Instructor: Jerry Thompson

S&S 8 am-4:30 pm Dec 05-Dec 13 30 hrs 90488 FTCC/CEC 133

FIRE STANDARD INSPECTION, LEVEL I Fee: \$120

This course will help you gain a working knowledge of the NC State Fire Code as it applies to residential and small commercial inspections. It will also prepare you to take the NC Fire Standard Inspection, Level I exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Fire Prevention Code 2009.*

Instructor: Jeff Johnson

F& 6:00-10:00 pm Sep 18-Sep 27 40 hrs 90489 FTCC/CEC 131
S&S 8 am-5 pm

FIRE STANDARD INSPECTION, LEVEL II Fee: \$120

This course will help you gain a working knowledge of the NC State Fire Code as it applies to the inspection of buildings up to four stories high at 20,000 square feet per floor. It will also prepare you to take the NC Fire Standard Inspection, Level II exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Fire Prevention Code 2009.*

Instructor: Charlie Johnson

S&S 8 am-6 pm Oct 10-Oct 18 36 hrs 90490 FTCC/CEC 135

FIRE STANDARD INSPECTION, LEVEL III Fee: \$120

Are you the person who has the responsibility for inspecting all sizes and types of buildings and large construction projects? If so, then this course is for you. It is designed to prepare you for the NC Fire Standard Inspection, Level III exam. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Fire Prevention Code 2009.*

Instructor: Charlie Johnson

F,S,S 8 am-5 pm Nov 06-Nov 08 24 hrs 90491 FTCC/CEC 131

MECHANICAL STANDARD INSPECTION, LEVEL I Fee: \$120

This course will help you gain a working knowledge of the NC State Mechanical Code as it applies to residential and small commercial buildings. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Mechanical Code 2009 and NC Fuel Gas Code 2009.*

Instructor: Mike Thompson

S&S 8 am-5 pm Sep 12-Sep 20 32 hrs 90495 FTCC/CEC 135

MECHANICAL STANDARD INSPECTION, LEVEL II Fee: \$65

This course will help you gain a working knowledge of the NC State Mechanical Code as it applies to individuals having the responsibility of inspecting buildings up to four stories high at 20,000 square feet per floor. **PRE-REGISTRATION IS REQUIRED.** Textbook requirement: *NC Mechanical Code 2009 and NC Fuel Gas Code 2009.*

Instructor: Mike Thompson

F,S,S 8 am-5 pm Oct 09-Oct 11 24 hrs 90496 FTCC/CEC 131

MECHANICAL STANDARD INSPECTION, LEVEL III **Fee: \$65**
If you have the responsibility for inspecting all sizes and types of small and large construction projects, then this course is for you. It is designed to prepare you for the NC Standard Inspection, Level III exam. Topics will include duct systems, LP gas, ventilation, special venting, exhaust systems, and other areas as required by the state. **PRE-REGISTRATION IS REQUIRED. Textbook requirement: NC Mechanical Code 2009 and NC Fuel Gas Code 2009.**

Instructor: Mike Thompson

S&S 8 am-5 pm Oct 24-Oct 25 16 hrs 90497 FTCC/CEC 135

PLUMBING STANDARD INSPECTION, LEVEL I **Fee: \$120**

This course will help you gain a working knowledge of the NC State Plumbing Code. It is approved by the NC Department of Insurance for plumbing inspectors planning to take the Plumbing Standard Inspection, Level I exam. **PRE-REGISTRATION IS REQUIRED. Textbook requirement: NC Plumbing Code 2009.**

Instructor: Mike Thompson

S&S 8 am-5 pm Sep 26-Oct 04 32 hrs 90498 FTCC/CEC 135

PLUMBING STANDARD INSPECTION, LEVEL II **Fee: \$65**

This course will help you gain a working knowledge of the NC State Plumbing Code as it applies to individuals having the responsibility of inspecting buildings up to four stories high at 20,000 square feet per floor. It will also prepare you to take the Plumbing Standard Inspection, Level II exam. **PRE-REGISTRATION IS REQUIRED. Textbook requirement: NC Plumbing Code 2009.**

Instructor: Mike Thompson

F&T 6:00-10:00 pm Oct 16-Oct 18 24 hrs 90499 FTCC/CEC 131

S&S 8 am-7 pm

PLUMBING STANDARD INSPECTION, LEVEL III **Fee: \$65**

This course is designed to give you a thorough knowledge of the NC State Plumbing Code. It is approved by the NC Department of Insurance for plumbing inspectors desiring to take the Plumbing Standard Inspection, Level III exam. **PRE-REGISTRATION IS REQUIRED. Textbook requirement: NC Plumbing Code 2009.**

Instructor: Mike Thompson

S&S 8 am-5 pm Oct 31-Nov 01 16 hrs 90500 FTCC/CEC 135

BUSINESS

BARBER TRAINING

Fee: \$175x4*

This state board approved, two-part program consists of 1,528 hours of training for men and women interested in becoming entry-level barbers. Course topics include theory and lab experience to prepare for the NC State Board of Licensure examination. ***NOTE: Will register four times for a total fee of \$700. Please call 678-8366 for schedule information.**

ESTHETICIAN AND SKIN CARE

Fee: \$175

The 600-hour Esthetician program provides future skin care specialists with the practical skills and knowledge necessary to be successful in the salon/spa industry. Students will learn how to perform popular esthetic services such as facials, waxing, and body treatments. This program prepares the student for the North Carolina State Cosmetic Arts Licensing Exam. **Please call 678-8366 for schedule information.**

LIBRARY TECHNICIAN AND PUBLIC SCHOOL MEDIA ASSISTANT TRAINING

Fee: \$65

Do you love books? If you think you might like working in a library, this course is your first step in preparing for a career as a library technician. The primary duties of this job include assisting library customers and carrying out library procedures. You will be introduced to cataloging, the Dewey Decimal System, the public library automation system, circulation, public relations, and workplace etiquette. Successful completion of this course, plus keyboarding and computer skills will help to prepare you for possible employment in public libraries as well as private and public school media centers. Your instructor will help you determine any courses you might need to take to acquire a basic knowledge of computers.

Instructor: Jane Moran, MLS

Th 6:00-9:00 pm Sep 17-Nov 05 24 hrs 33236 CBI

PHR/SPHR CERTIFICATION **Fee: \$175**
Nail care is one of the hottest specialties in the beauty profession today! This state approved nail technology course develops skills in all facets of manicuring, pedicuring, nail extensions, and artificial nails. Students will be responsible for the additional cost of textbook and manicurist kit. **Please call 678-8366 for more information.**

PHR/SPHR CERTIFICATION PREPARATION COURSE

Fee: \$120

PHR/SPHR certification is a must for serious human resource professionals. In large businesses and organizations, the role of the Human Resource Department has grown tremendously. Specialized professional training is essential for those practicing in the field to keep pace with changes. The Certification in Human Resource Management is based on the SHRM Learning System developed by the Society for Human Resource Management. This course will provide training in the key areas of human resource management and prepare you to take the professional certification exam. **Study materials are an additional fee (approximately \$500) and must be prepaid through the FTCC bookstore. Fee does not include cost of exam.**

Instructor: Bambi Bellflowers

T&Th 6:00-9:00 pm Oct 06-Nov 19 42 hrs 33237 CBI

SOCIAL SERVICES CAREERS

Fee: \$65

Looking for a new job in a fast-paced work environment that offers opportunities to enhance the lives of families? Individuals interested in a career in this challenging and rewarding field of human services now have an exciting training opportunity available through CC Dept of Social Services and FTCC. Content includes: an introduction to social services, the role of federal and state government, eligibility criteria, state policies, terminology, financial computations, and agency visitation.

Instructor: Betty Beasley

T&Th 6:00-9:00 pm Sep 22-Oct 15 24 hrs 33238 CBI

AMERICAN MANAGEMENT ASSOCIATION

COMMUNICATION SKILLS FOR MANAGERS **Fee: \$175***

The fact is, if you can't manage to communicate clearly, you simply can't manage! This course will teach you how to communicate clearly and precisely by improving your writing, reading, speaking, and listening skills. You'll never again have



to worry that something you said or wrote will be misunderstood! ***Make check payable to: Fayetteville-Cumberland County Chamber of Commerce (\$65 registration and \$105 AMA textbook and materials.)**

Instructor: Barbara Armstrong White

Th 6:00-9:00 pm Sep 17-Oct 29 21 hrs 30281 CBI 134

FUNDAMENTALS OF HUMAN RESOURCES **Fee: \$175***

This course focuses on how to write job descriptions and specifications, recruit and hire the best people, assemble competitive salary and benefit packages, interpret law and ethical issues in Human Resources Management, and foster positive employee relations. ***Make check payable to: Fayetteville-Cumberland County Chamber of Commerce (\$65 registration and \$105 AMA textbook and materials.)**

Instructor: Bambi Bellflowers

T 6:00-9:00 pm Sep 15-Oct 27 21 hrs 30282 CBI 134

NOTE: YOU MAY REGISTER USING YOUR CREDIT CARD (VISA OR MASTERCARD) — WALK-IN AT THE NEILL A. CURRIE CENTER FOR CONTINUING EDUCATION ONLY.

BANK/CREDIT UNION TELLER TRAINING**Fee: \$65**

This course will enable the student to gain the knowledge and skills necessary to become employed as an entry-level teller or a customer service representative. Topics to be covered are banking history, teller operations, customer relations, security, credit applications, credit ratings, and collecting accounts.



Instructor: Phyllis Sneed

T&Th 6:00-9:00 pm Sep 15-Oct 08 24 hrs 33239 CBI 127

MORTGAGE LOAN PROCESSING**Fee: \$65**

Looking for financial rewards and the potential for speedy advancement? Prepare yourself for a rewarding career in the mortgage loan processing industry. The course provides training in loan packaging, loan programs and processing, interest rates, and underwriting guidelines.

Instructor: George Winder

M&W 6:00-9:00 pm Sep 14-Oct 07 24 hrs 33266 CBI 127

NOTARY PUBLIC**E-NOTARY PUBLIC****Fee: \$50**

This course is required for anyone interested in registering as an **Electronic** Notary Public for the first time. All students must be currently commissioned as a Notary Public in North Carolina to attend this class. **Note: The current edition of the E-Notary Manual is required for admittance to the class and can be purchased at the FTCC bookstore.** It is strongly recommended that you study the guidebook prior to class attendance to be better prepared for the state examination given at the end of the class. Valid state or federal picture identification is required at the class meeting. **This is a self-supporting class; fee-exempt status does not apply.**

PREREQUISITE: must provide current Notary Public Commission number and picture identification

Instructor: Michael J. Brown

Th 1:00-5:00 pm Oct 08 4 hrs 30283 CBI 111

NOTARY PUBLIC**Fee: \$50**

This course is required for anyone interested in becoming a Notary Public for the first time. It is recommended for all notaries as a refresher course. **Note: The current edition of The Notary Public Guide Book for North Carolina is required for admittance to the class and can be purchased at the FTCC bookstore.** It is strongly recommended that you study the guidebook prior to class attendance to be better prepared for the state examination given at the end of the class. NCGS 10B-5(b) provides the following requirements to be commissioned as a Notary Public in NC: 1) Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes; 2) Reside or have a regular place of work or business in this State; 3) Reside legally in the United States; 4) Speak, read, and write the English language; 5) Possess a high school diploma or equivalent; 6) Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar; 7) Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public; 8) Submit an application containing no significant misstatement or omission of fact; and 9) Obtain the recommendation of one publicly elected official in North Carolina and submit the recommendation with the application. **This is a self-supporting class; fee-exempt status does not apply.**

PREREQUISITE: must present a state or federal picture identification for admission to class

Instructor: Mike Brown

W	9 am-5 pm	Sep 09	7 hrs	30284 CBI 111
W&Th	6:00-9:30 pm	Sep 09-Sep 10	7 hrs	30290 CBI 111
Th	9 am-5 pm	Sep 24	7 hrs	30285 CBI 111
W	9 am-5 pm	Oct 07	7 hrs	30286 CBI 111
W&Th	6:00-9:30 pm	Oct 07-Oct 08	7 hrs	30291 CBI 111
M	9 am-5 pm	Oct 22	7 hrs	30287 CBI 111
W	9 am-5 pm	Nov 04	7 hrs	30288 CBI 111
W&Th	6:00-9:30 pm	Nov 04-Nov 05	7 hrs	30292 CBI 111
W	9 am-5 pm	Dec 02	7 hrs	30289 CBI 111
W&Th	6:00-9:30 pm	Dec 02-Dec 03	7 hrs	30293 CBI 111

Note: Pre-registration is required prior to 12:00 noon on the day before the class.

COMPREHENSIVE BOOKKEEPING AND COMPUTERIZED ACCOUNTING**Fee: \$175**

A comprehensive course covering the fundamentals of bookkeeping to include debits and credits, keeping journals and ledgers, preparing balance sheets and income statements, reconciliations, and payroll. Bookkeeping fundamentals will then be applied to the computerized accounting system using QuickBooks Pro, Microsoft Excel, 10-key adding machine, and basic windows functions will also be covered. Call 678-8366 for textbook requirement. **PRE-REGISTRATION IS STRONGLY RECOMMENDED; CLASS SIZE IS LIMITED.**

Instructor: Brenda Powell

M-F 8:30 am-12:30 pm Sep 14-Nov 06 160 hrs 33240 CBI

INCOME TAX PREPARATION**Fee: \$120**

This course will give you a solid foundation in individual tax preparation, enabling you to complete all standard returns. With this knowledge you can earn extra money as a tax professional. Course focuses on federal income tax returns and use of new forms. **Call for textbook requirement.**

Instructor: Liberty Tax Service/Angela Perrier

T&Th 6:00-9:00 pm Oct 13-Nov 19 36 hrs 33241 CBI

**KEYBOARDING AND OFFICE ESSENTIALS****Fee: \$175**

Learn, refresh, or improve your keyboarding skills with personalized keyboarding drills and timed writings, while learning the basics of word processing. Students will then expand that knowledge into the ability to create professional correspondence and other business documents with the Microsoft Office 2007 programs: Word, Excel, and PowerPoint. Other course topics include: communication skills, time management, and public relations. **CLASS SIZE IS LIMITED BECAUSE OF THE NUMBER OF AVAILABLE COMPUTERS; PRE-REGISTRATION IS STRONGLY RECOMMENDED.**

Instructor: Boni Mays

M-F 8:30 am-12:30 pm Aug 31-Oct 23 156 hrs 30295 CBI 123

M-F 8:30 am-12:30 pm Oct 26-Dec 17 148 hrs 30297 CBI 123

Instructor: Sheila Goins

M-Th 6:00-9:00 pm Sep 14-Dec 10 150 hrs 30296 CBI 123

TAX PREPARATION, FUNDAMENTALS OF**Fee: \$175**

Prepare for employment in tax preparation. This comprehensive course will provide a foundation for understanding personal income tax issues and prepare you to master situations from the simplest, most basic tax return to complicated personal and business tax matters. Topics include tax laws, rental income and deductions, special tax savings, withholding and estimated taxes, and business deductions available to employees. Completion of this course could lead to a career in professional tax preparation. **Call for textbook requirement.**

Instructor: H&R Block

M&Th 6:00-9:00 pm Sep 14-Nov 23 63 hrs 33242 CBI

SMALL BUSINESS CENTER**ABCs OF STARTING A SMALL BUSINESS****Fee: FREE**

Okay, so you want to start your own business. Attend this seminar to learn the basics and learn more about free resources that can assist you in helping make your small business become a reality. This course will provide insight on understanding the current economy and your local competition and how that may affect your business decision. Learn about strategic business planning, and decide how to structure your business legally.

Instructor: Don Spry, SBA

W 6:00-9:00 pm Sep 02 3 hrs 35316 CBI 129

NEW **ACCESS TO CAPITAL HOW TO FINANCE YOUR SMALL BUSINESS**

Gaining access to capital has become a primary concern for most small businesses. Are banks lending? What are they looking for? How do you qualify for a small business loan? Access to capital is one of the pillars of success for small businesses. This seminar will provide key perspectives on the requirements to obtain a small business loan. It will also provide the ABCs of lending programs available through the US Small Business Administration.

Instructor: Don Spry, SBA

W 10 am-1 pm Sep 16 3 hrs 35317 CBI 129

Fee: **FREE**



BUSINESS PLAN I

Fee: **FREE**

Lenders know that without a business plan they cannot make a valid judgment concerning your business idea. This seminar will provide you with in-depth information on all components of a business plan. It will cover executive summary, mission statements, key factors of success, company structure, products and services, SWOT analysis, and management personnel.

Instructor: Women's Business Center of Fayetteville

M 6:00-9:00 pm Oct 05 3 hrs 35318 CBI 129

BUSINESS PLAN II

Fee: **FREE**

This seminar will cover all information related to marketing and financial projections such as market analysis, competition, marketing strategy, messaging, and marketing mix. It will also cover financial projections such as start-up cost, cash flow, projected income, balance sheet, and breakeven point.

Instructor: Women's Business Center of Fayetteville

M 6:00-9:00 pm Oct 12 3 hrs 35319 CBI 129

BUSINESS START-UP BASIC

Fee: **FREE**

Get an overview of what it takes to start a business and what challenges small business owners face. Learn about the basics of ownership structure, business plan, market research, competition analysis and financial plan, and much more.

Instructor: Women's Business Center of Fayetteville

M 10 am-1 pm Oct 19 3 hrs 35320 Main Library

NEW **CREDIT 101: IS YOUR BUSINESS BANKABLE AND LENDABLE?**

Fee: **FREE**

How is your credit? Do you know your credit score? Can you get a loan if and when you need one? Are you bankable and lendable? Are you protected from identity theft? Find out how to protect your valuable credit rating and put it to use as a key asset within your small business.

Instructor: Don Spry, SBA

M 6:00-9:00 pm Nov 02 3 hrs 35321 CBI 129

CREDIT FRAUD AND ID THEFT

Fee: **FREE**

Participants will learn how to prevent identify theft and credit fraud through monitoring of their credit reports, destruction of all documents with personal identification; what actions need to be taken if fraud is suspected; and how to protect yourself from theft and fraud.

Instructor: Cynthia Williams

W 10:00-12:00 N Oct 14 2 hrs 35322 CBI 129

NEW **CROWDS, CUSTOMERS, AND STAYING SANE**

Fee: **FREE**

The pre-holiday season is inherently stressful. Budgets are stretched and customers have to be creative. Whether service or product, learn how to handle the push and pull of serving the many and staying grounded for the one....YOU.

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Nov 05 3 hrs 35323 CBI 129



NEW **DIFFICULT PEOPLE, AND TEMPERING CUSTOMER CHALLENGED SITUATIONS**

Fee: **FREE**

Service with a smile is sometimes difficult. Maintaining composure when faced with dissatisfied people with angry tones is troubling. Regaining a sense of calm after a difficult and ballistic outburst is at its best draining. Learn how to embrace customized strategies and behaviors that diffuse, relax, and allow you to release.

Instructor: Barbara Armstrong White

F 1:00-4:00 pm Oct 16 3 hrs 35324 Dept. of Social Services

FINANCING YOUR SMALL BUSINESS

Fee: **FREE**

This workshop gives participants an overview of the lending process. Discussion will cover what lenders look for and expect in regard to your personal credit, cash flow coverage, collateral requirements, capital injection, and character.

Instructor: Women's Business Center of Fayetteville

W 10 am-1 pm Oct 21 3 hrs 35325 Main Library

NEW **HEAR! SEE! SAY! COMMUNICATION SKILLS THAT FAR EXCEED CUSTOMER EXPECTATIONS**

Fee: **FREE**

Learn how to develop a communication strategy that focuses on the customer AND produces measurable results. Experience and embrace customer friendly behavior and signals that say... your patronage is valued!

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Sep 03 3 hrs 35326 CBI 129

INTRODUCTION TO SPENDING PLANS

Fee: **FREE**

This seminar covers how to budget, how to track expenses, cash flow, and related topics. It is geared toward clients with little or no experience in budgeting.

Instructor: Cynthia Williams

W 6:00-8:00 pm Nov 04 2 hrs 35328 CBI 129

W 10:00-12:00 N Dec 02 2 hrs 35329 CBI 129

NEW **IT'S A PRICING GAME-HOW DO I PRICE MY PRODUCT?**

Fee: **FREE**

Regardless of the type of business you have, pricing is crucial. Don't cheat your customers or your business by pricing yourself out of the game. It's easier than you think. A few simple strategies will have you right in line with the competition and generating profits as well.

Instructor: Mona Powell

T 10:00-12:00 N Sep 15 2 hrs 35330 CBI 129

MARKETING ON A SHOESTRING BUDGET

Fee: **FREE**

Learn innovative ways to market and advertise your business effectively on a limited budget. Understand key points of an effective website, networking, getting the most for your money with radio/print advertising, and using word-of-mouth to your advantage. Find out how to be visible and branded in the community whether you are a start up or existing business. You will also get to know low-cost alternatives for designing logos, brochures, and business cards.

Instructor: Fred Benson

T 10 am-1 pm Oct 20 3 hrs 35331 CBI 129

Instructor: Women's Center of Fayetteville

T 10 am-1 pm Nov 10 3 hrs 35332 East Regional Library

T 10 am-1 pm Dec 08 3 hrs 35333 Hope Mills Library

PROTECTING YOUR PRODUCT AND YOUR INVESTMENT

Fee: **FREE**

Now that you have a product, how do you protect it before you show it to the world? Do you need a copyright, trademark, or patent? Learn the differences and be ahead of the game to protect your business investment.

Instructor: Mona Powell

T 10:00-12:00 N Sep 22 2 hrs 35327 Cliffdale Library

QUICKBOOKS EASY STEP

Fee: \$65

This class is designed to introduce owners of small businesses to QuickBooks bookkeeping software. You will become familiar with the day-to-day tools needed in order to manage revenue and expenses and be able to measure the profitability of your business. Participants will learn how to set up a chart of accounts, reconcile checking accounts, create and print invoices, manage their business using financial statements and trend analysis, and generate reports. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMEND;**

Instructor: Patricia Lee

M-Th 4:00-9:00 pm Sep 21-Sep 24 20 hrs 35334 CBI 108

M-Th 4:00-9:00 pm Oct 26-Oct 29 20 hrs 35335 CBI 108

RETIRE EARLY WITH TAX-FREE INCOME

Fee: FREE

You will not want to miss this workshop! Discover the secrets of the Tax Reform Act of 1986. This concept works for all ages and income levels and does not involve buying or selling property. Your IRAs, 401-Ks, TSAs, Roth IRAs, and pension won't do it. Your municipal bonds, mutual funds, CDs, and corporate bonds won't do it. Attend this seminar and learn how to pick your retirement age with no IRS penalties.

Instructor: Warren Hahn

W 6:00-8:00 pm Sep 23 2 hrs 35336 CBI 129

W 6:00-8:00 pm Oct 28 2 hrs 35337 CBI 129

W 6:00-8:00 pm Nov 04 2 hrs 35338 CBI 129



THINGS TO CONSIDER BEFORE TURNING MY CRAFT INTO A BUSINESS

Fee: FREE

Handmade items can be an easy sell, and everyone wants something unique. Learn a few steps that can make or break you in this business. When it's handcrafted, you need to protect your investment and show it well. But, before you begin, there are a few key things you need to consider. Attend this seminar and learn what they are.

Instructor: Mona Powell

T 10:00-12:00 N Sep 08 2 hrs 35345 Cliffdale Library

37 BIGGEST MISTAKES MADE BY SMALL BUSINESS OWNERS

Fee: FREE

Learning what NOT to do can be more valuable than knowing what you can do. Knowing the common mistakes that 90% of small business owners make can help to get and keep you on the right track. So before you drain your marketing budget, and give up on the business, learn how to stay away from the danger zones while marketing.

Instructor: Mona Powell

T 10:00-12:00 N Sep 29 2 hrs 35348 Cliffdale Library

UNWRAPPING THE SPIRIT OF CUSTOMER SERVICE

Fee: FREE

Get ready for the "Holidaze Razzle Dazzle" with Barbara and her enthusiastic motivational training designed to revive attitudes, tolerance, and traffic. End results? Stellar sales volume and satisfied customers.

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Dec 03 3 hrs 35346 CBI 129

WHEN IT GET'S SCARY:

CREATING A VIOLENCE PROTECTION PLAN

Fee: FREE

Sometimes people who are under extreme pressure react in extreme ways. Creating a violence protection plan BEFORE things get scary may prevent bad things from happening to good people.

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Oct 01 3 hrs 35340 CBI

SMALL BUSINESS CENTER ONLINE COURSES

Register for these courses and others at www.LearnFTCC.com

CREATING A SUCCESSFUL BUSINESS PLAN

Fee: \$65

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of a business plan and emerge with your first draft in hand.

Instructor: Carol Parenzan Smalley (Ed2Go)

Optional Optional Oct 21-Nov 27 24 hrs 94926 online

Optional Optional Nov 11-Dec 18 24 hrs 94927 online

Optional Optional Dec 09-Jan 15 24 hrs 94928 online

SALES-FOR PEOPLE WHO DON'T LIKE TO SELL

Fee: FREE

Does it seem like selling is so hard to do? Every person is a sales person, whether they realize it or not. Attend this seminar and learn what sales really are, why it's important in your business, and how to benefit from this newfound desire to sell. Come and get good tips on how to sell your product or service. Jim has 25 years experience in sales/sales management and training and customer service.

Instructor: Jim Joyce, President of Sales Partners, Inc.

M 6:00-9:00 pm Oct 21 3 hrs 35339 CBI 129

2ND ANNUAL WOMEN IN BUSINESS EXPO

Fee: FREE

Did you know that 85% of small businesses are owned by women? Attend this expo and meet successful small business owners. Come, hear and learn their stories of the challenges and the success that come with owning a business. Small business owners will showcase their products and service. You will find a wide variety of business types from direct selling and retail, to service industries. YOU ARE INVITED-so call in and pre-register for this exciting event! **PRE-REGISTRATION IS REQUIRED THROUGH THE SMALL BUSINESS CENTER.**

(Vendor registrations, call or e-mail the Women's Center of Fayetteville at: www.wcofinfo@wcof.org or (910) 323-3377).

Sponsored by FTCC Small Business Center, Women's Center of Fayetteville, and Cumberland County Public Library.

Instructor: Women's Center of Fayetteville

Th 10 am-2 pm Oct 22 4 hrs 35347 Tony Rand Center

SELLING TO THE FEDERAL GOVERNMENT

Fee: FREE

This seminar will give you the tools to pursue work with the Federal government. Topics to be discussed are methods of procurement, socio-economic small business programs for which you may qualify, registration and codes required to work with the government, matchforce, identifying business opportunities, and how to read a synopsis.

Instructor: Linn Owen

W 6:00-9:00 pm Sep 09 3 hrs 35341 CBI 129

W 10 am-1 pm Nov 18 3 hrs 35342 CBI 129

TAKING YOUR BUSINESS TO THE NEXT LEVEL

Fee: FREE

This seminar is for business owners who have been in business for at least 12 months. It covers topics on how to grow and maintain your customer base, how to sell your product or service, operation of your business, effective networking, and time management.

Instructor: Jason Owens

M 6:00-9:00 pm Sep 21 3 hrs 35343 CBI 129

MARKETING YOUR BUSINESS ON THE INTERNET

Fee: \$65

Find out how to market your business on the Internet from an e-commerce expert, even if you have little or no money to spend. In this practical, hands-on course, you'll learn little-understood secrets about the types of businesses that thrive on the Web. Then, you'll discover proven methods that will help you establish an Internet presence and build an online brand identity.

Instructor: Dr. Patricia C. Franks (Ed2Go)

Optional	Optional	Oct 21-Nov 27	24 hrs	94010 online
Optional	Optional	Nov 11-Dec 18	24 hrs	94011 online
Optional	Optional	Dec 09-Jan 15	24 hrs	94012 online

START YOUR OWN SMALL BUSINESS

Fee: \$65

Learn how to take your dream of starting a business and put it into action. In this class, you'll learn everything you need to know about starting a business. You'll begin by discovering the tricks to picking the right opportunity for you. Next, you'll learn how to develop proven marketing techniques to easily build sales.

Instructor: Kris Solie-Johnson (ED2Go)

Optional	Optional	Oct 21-Nov 27	24 hrs	94119 online
Optional	Optional	Nov 11-Dec 18	24 hrs	94120 online
Optional	Optional	Dec 09-Jan 15	24 hrs	94121 online

SUPERVISION AND MANAGEMENT

*COUNSELING SKILLS & HUMAN RELATIONS Fee: \$175

Achieving organizational goals depends on bringing together the individual skills and varied interests of your workers to create an effective team. Counseling skills and human relations provide greater potential for success. Topics covered include: characteristics of effective counseling, methods and strategies of counseling, interviewing skills, relationship dynamics, defense mechanisms, and group interactions.

***This course is fee-exempt for active duty personnel; it is also open to family members, civilian workers, and anyone wanting to improve their skills and abilities in this area at the listed price.**

Instructor: TBA

M-F	1:30-5:30 pm	Oct 05-Oct 23	56 hrs	49168 FB SDC 304
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*MAINTENANCE MANAGEMENT

Fee: \$175

This course provides students with the in-depth knowledge needed to effectively manage the logistical aspects and maintenance resources within an organization. Subjects focus on the management principles necessary to analyze problem areas, organize available resources, and develop efficient work plans. Instruction is geared to maintenance personnel and supervisors responsible for maintenance and logistical activities at all levels. ***This course is fee-exempt for active duty personnel; it is also open to family members, civilian workers, and anyone wanting to improve their skills and abilities in this area at the listed price.**

Instructor: Ralph Lipscomb

M-F	9 am-1 pm	Aug 24-Sep 11	56 hrs	49169 FB SDC B01
M-F	9 am-1 pm	Sep 14-Oct 02	60 hrs	49170 FB SDC B01
M-F	9 am-1 pm	Oct 05-Oct 23	56 hrs	49171 FB SDC B01
M-F	9 am-1 pm	Oct 26-Nov 13	56 hrs	49172 FB SDC B01
M-F	9 am-1 pm	Nov 16-Dec 11	60 hrs	49173 FB SDC B01

NOTE: for courses with a single asterisk (*) before the title or schedule, registration fees for active-duty Army personnel are paid by the Army Education Center.

COMMUNICATION-ORAL AND WRITTEN

*EFFECTIVE WRITING TECHNIQUES

Fee: \$175

This course is designed to enhance the written communication skills of civilian and military mid-level supervisors. Topics covered are sentence and paragraph structure, formatting correspondence, and clarity. Expository, persuasive, and narrative writing are also covered along with conciseness and professional tone. ***This course is fee-exempt for active duty personnel; it is also open to family members, civilian workers, and anyone wanting to improve their skills and abilities in this area at the listed price.**

Instructor: TBA

M-F	9 am-1 pm	Sep 14-Oct 02	60 hrs	49174 FB SDC 304
M-F	9 am-1 pm	Nov 16-Dec 11	60 hrs	49175 FB SDC 304

COMMUNICATIONS

CATV COMMUNICATIONS/CABLING

Fee: \$175

Gain the skills necessary for high-paying positions in this area and throughout the US. This eleven-week course will provide students with the technical skills used to construct, design, troubleshoot, and maintain CATV-Systems. Upon successful completion of this course, students will be provided with job placement assistance. **Students are required to purchase accident insurance in the amount of \$2 which is payable at the time of registration. OSHA approved climbing boots are required; approximate cost is \$120.** For more information, call Mike Gaster, 678-0081.

Instructor: Mike Gaster

M-F	7 am-3:30 pm	Sep 28-Dec 08	400 hrs	61104 CBI 128
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COMPUTER EDUCATION

AUTOCAD 2010 (INTERMEDIATE)

Fee: \$120

The North Carolina Board of Examiners for Engineers and Surveyors has established a requirement of 15 professional development hours (PDH) for yearly renewal of license holders pursuant to Title 21, NCAC Chapter 56. The AutoCAD Introduction and Intermediate courses each carry 3.0 continuing education units (CEUs). One CEU equals 10 PDH. Either course will satisfy the yearly PDH required for license holders. This course is a continuation of AutoCAD 2010 (Introduction). Additional basic commands will be introduced as well as more advanced commands. Students will be taught how to customize drawing commands to suit individual preferences. A heavy emphasis will be placed on the completion of at least two projects. **This course provides hands-on training.**

PREREQUISITE: AutoCAD (Introduction) or at least three months' experience using AutoCAD

Instructor: George Burkett

Th	6:00-9:00 pm	Sep 17-Nov 19	30 hrs	62167 FTCC/ATC
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AUTOCAD 2010 (INTRODUCTION)

Fee: \$120

If your work depends on drawings or sketches to convey information or ideas, this course is for you! Engineers, architects, draftsmen, designers, advertisers, or anyone interested in acquiring skills in CADD (Computer Aided Design and Drafting) will benefit from this course. Because AutoCAD accounts for over 50% of the CADD systems in use, your mastery of AutoCAD can provide excellent career opportunities or enhance your current skills. Instruction will provide mastery of the pull-down menus, basic commands, and the ability to complete 2-D drawings. **Please note:** no prior knowledge of AutoCAD is needed, but satisfactory completion of an Intro to Computers or basic computer knowledge is necessary. **This course provides hands-on training.**

Instructor: George Burkett

T	6:00-9:00 pm	Sep 15-Nov 17	30 hrs	62166 FTCC/ATC
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COMPUTING 2007

Fee: \$120

Learn how to use your computer effectively. This course is an in-depth look at Windows Vista. Develop the skills to run multiple applications, transfer information between applications, and manage files, directories and disk space. This is an excellent first class for anyone new to computing.

Instructor: Boni Mays

M-F 1:30-5:00 pm Aug 24-Sep 04 35 hrs 49176 Spring Lake Campus 207
M-F 1:30-5:00 pm Nov 16-Dec 04 42 hrs 49177 Spring Lake Campus 207



FREE COMPUTER HELP: HOW TO USE

Fee: \$50

Free help with your computer problems is available. The problem is how to find it and how to use it. Join us and learn how to find good, free help, as well as how to make the most of it. Learning how to take care of your own computers is definitely a bargain. Get started with this brief introduction! ***This is a self-supporting class; fee-exempt status does not apply.***

Instructor: Roger Britt

T&Th 8:00-12:00 N Sep 29-Oct 01 8 hrs 30306 CBI 108B

HOW TO USE COMPUTER ACCESSORIES Fee: \$120 (33 hrs)

\$65 (24 hrs)

Most computers have optical drives, USB ports, and video cameras now. These devices often come without any training materials. This course covers using optical drives, USB devices, as well as scanners, camera, and microphones. **NOT FOR PEOPLE NEW TO WINDOWS.**



PREREQUISITE: at least six months' experience using a modern desktop computer with Microsoft Windows

Instructor: Linda Johnson

W 6:00-9:00 pm Sep 09-Nov 18 33 hrs 30330 CBI 123

Instructor: Roger Britt

M-Th 1:00-4:00 pm Nov 13-Dec 10 24 hrs 30304 CBI 123

INTRODUCTION TO PCs

Fee: \$65

This quick course will give you an overview of what the world of personal computers is all about. Designed to help you overcome your fear of those expensive and seemingly complicated machines, this course will introduce you to computer terminology, hardware, Windows, and the types of basic programs that will probably come installed on any computer you buy these days. This is a course for computer beginners. Please take Introduction to Windows or Windows for Absolute Beginners before taking this class.

Instructor: Roger Britt

M-Th 1:00-4:00 pm Oct 05-Oct 15 24 hrs 30301 CBI 123

INTRODUCTION TO THE INTERNET

Fee: \$65

You've heard everyone talking about "surfing the Internet" and you feel a little left out. Well, here's your chance to catch up in a class. It's fun and a lot easier than you think. The Internet has a wealth of information on health care issues, personal and home safety, making travel arrangements, and keeping in touch with your children and grandchildren, among others. This course will teach you about Internet connections and providers, what a "search engine" is, and what in the world a URL is. You'll learn how to send and read e mail and how to locate and participate in chatrooms with others who share similar interests. Come join us and expand your computer knowledge. **Students must have some experience on computers and using the mouse.** If you are new to computers, we suggest you begin with the PCs (Introduction) or the Windows courses.



Instructor: Roger Britt

M-Th 1:00-4:00 pm Oct 19-Oct 29 24 hrs 30303 CBI 123

PARKING:

Students enrolled in continuing education classes will need a temporary parking decal to park on the main campus. These temporary passes are **free** and are available from the Registration and Records Office in the Neill Currie Building for students who pre-register. The pass should be placed on the dashboard of the vehicle. Designated parking for students includes spaces with white lines.

WINDOWS 7

Fee: \$65

This class covers the very basic skills in Microsoft Windows. This will meet the need of people who want only to be familiar with "the bare essentials." The students will learn to use a mouse, the basics of how to work in a Graphical User Interface (GUI) environment, and the basics of how to use programs that are part of Windows. Topics will include using and maintaining files, understanding "Properties," simple troubleshooting, using accessories, and using programs inside Windows. Special emphasis will be placed on file maintenance, such as how to find lost files and how to perform simple computer housekeeping. This course is suitable for beginners to learn for any version of Windows. Although this is a course for beginners, **you must have a working knowledge of a typewriter keyboard and minimal typing skills.**

Instructor: Roger Britt

M-Th 1:00-4:00 pm Sep 21-Oct 01 24 hrs 30300 CBI 123

MICROSOFT ACCESS 2007

Fee: \$120

Students in this class will learn to create fully automated databases. Emphasis is placed on data integrity and accessibility; working with the design of tables and forms to reduce the possibility of error in data input/editing and the design of queries and reports to produce desired output.

Instructor: Boni Mays

M-F 1:30-5:00 pm Oct 19-Oct 30 35 hrs 49178 Spring Lake Campus 207

MICROSOFT EXCEL (INTRODUCTION)

Fee: \$120

Designed to cover the function and concepts of this popular Microsoft spreadsheet program, this course will help students learn to take advantage of its many capabilities. Emphasis is placed on understanding spreadsheet concepts, building and formatting spreadsheets, using functions, charting, managing data, and creating reports. The class uses Excel 2003, and the classwork will also apply to earlier versions of Excel. **NOT FOR PEOPLE NEW TO WINDOWS.**

PREREQUISITE: at least three months' experience using Windows or a full course in Windows

Instructor: TBA

W 6:00-9:00 pm Sep 09-Nov 18 33 hrs 30331 CBI 110

MICROSOFT EXCEL QUICK START

Fee: \$50

Learn the basics of putting numbers and data to work for you. Simple layout is covered, along with day-to-day formulas for tracking your information. The emphasis is on ease, accuracy, and speed! The class uses Excel 2003, and the classwork will also apply to earlier versions of Excel. **MUST HAVE A WORKING KNOWLEDGE OF WINDOWS. CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Roger Britt

T&Th 8:00-12:00 N Sep 15-Sep 17 8 hrs 30341 CBI 108B

T&Th 8:00-12:00 N Oct 06-Oct 08 8 hrs 30342 CBI 108B

T&Th 8:00-12:00 N Oct 20-Oct 22 8 hrs 30333 CBI 108B

MICROSOFT EXCEL 2007

Fee: \$120

Microsoft Excel 2007 is the powerful and popular spreadsheet offered in Microsoft Office 2007. This powerful spreadsheet is Microsoft's flagship spreadsheet. This course will cover using Excel 2007 to set up spreadsheets, graphs, and simple databases. Special emphasis will be on routine number manipulation and on using the newer possibilities in Excel 2007. **NOT FOR PEOPLE NEW TO MICROSOFT OFFICE.**

PREREQUISITE: at least six months' experience using Microsoft Office

Instructor: Ella Wise

T 6:00-9:00 pm Sep 08-Nov 17 33 hrs 30332 CBI 123

Instructor: Boni Mays

M-F 1:30-5:00 pm Sep 21-Oct 02 35 hrs 49179 Spring Lake Campus 207

**CONTINUING EDUCATION CLASSES BEGIN IN
DIFFERENT WEEKS AND MONTHS. CHECK START
DATES TO BE SURE YOU WON'T MISS A COURSE.**

MICROSOFT POWERPOINT WEB **Fee: \$120**
 Learn to create and edit web pages, as well as the use of additional tools for managing a web site. Learn to effectively use lists, tables, graphics, and forms in a professional overall web design. Students will design a web site of their own as a portion of this class.
 Instructor: Boni Mays
 M-F 1:30-5:00 pm Nov 02-Nov 13 35 hrs 49180 Spring Lake Campus 207

MICROSOFT OFFICE 2007: WHAT'S IT ALL ABOUT **Fee: \$120**
 This latest version of Microsoft's popular suite of programs is a major choice for business and personal users. This powerful combination offers Excel (spreadsheet), Word (word processor), PowerPoint (presentations), and Access (database). This course will give an overview of these four units. It will also introduce some of the ways of using the programs in unison. The class uses Office 2007, and the classwork will briefly cover conversions from earlier versions of Office. **DOES NOT COVER OUTLOOK OR WEB PUBLISHING. NOT FOR PEOPLE NEW TO WINDOWS.**
PREREQUISITE: at least three months' experience using Windows or a full course in Windows
 Instructor: Mary Porter
 W 6:00-9:00 pm Sep 09-Nov 18 33 hrs 30334 CBI 108B

MICROSOFT POWERPOINT (INTRODUCTION) **Fee: \$120**
 PowerPoint is a very powerful program used to create slide show presentations. If you want to learn just the very basics so you can begin work, this is the class for you. It will cover how to create simple day-to-day presentations, the typical kind used for work and school. Topics will include creating a slide show using ready-made templates as well as creating from scratch, putting graphics and sounds into your shows, and making your shows run themselves-just the basics. **NOT FOR PEOPLE NEW TO WINDOWS.**
PREREQUISITE: at least three months' experience using Windows or a full course in Windows
 Instructor: Ella Wise
 Th 6:00-9:00 pm Sep 10-Nov 16 33 hrs 30335 CBI 123

MICROSOFT POWERPOINT QUICK START **Fee: \$50**
 PowerPoint is the industry standard for presentations. Learn the basics of creating a simple presentation, using graphics and information from other programs, and simple layout for effective shows! The class uses PowerPoint 2003, and the classwork will also apply to earlier versions of PowerPoint. **MUST HAVE A WORKING KNOWLEDGE OF WINDOWS. CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED. This is a self-supporting class; fee-exempt status does not apply.**
 Instructor: Roger Britt
 T&Th 1:00-5:00 pm Sep 15-Sep 17 8 hrs 30343 CBI 108B
 T&Th 8:00-12:00 N Oct 27-Oct 29 8 hrs 30336 CBI 108B

MICROSOFT POWERPOINT 2007 **Fee: \$120**
 Microsoft PowerPoint is the leading presentation graphics program for creating slides and multimedia shows that can be shared by means of computers, overhead projectors, or the Web. Learn how to create customized, professional presentations and handouts for your audience.
 Instructor: Boni Mays
 M-F 1:30-5:00 pm Oct 05-Oct 16 35 hrs 49181 Spring Lake Campus 207

MICROSOFT WORD QUICK START **Fee: \$50**
 Learn the basics of setting up documents, formatting, editing, correcting, using shortcuts, and performing routine work quickly. The class emphasizes shortcuts for ease and speed. The class uses Word 2003, and the classwork will also apply to earlier versions of Word. **MUST HAVE A WORKING KNOWLEDGE OF WINDOWS. CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED. This is a self-supporting class; fee-exempt status does not apply.**
 Instructor: Roger Britt
 T&Th 8:00-12:00 N Sep 22-Sep 24 8 hrs 30344 CBI 108B

MICROSOFT WORD 2007 **Fee: \$120**
 Learn to create, edit, format, and print documents using this popular word processing application. As well as covering the basics of word processing, this class will introduce the student to tables, graphics, form letters, and how best to work with large documents. The class uses Word 2007. The major changes from Word 2003 to Word 2007 will also be introduced. This course covers topics at the beginning level.
 Instructor: Boni Mays
 M-F 1:30-5:00 pm Sep 08-Sep 18 31.5 hrs 49182 Spring Lake Campus 207
 M-F 1:30-5:00 pm Dec 07-Dec 17 31.5 hrs 49183 Spring Lake Campus 207
 Instructor: TBA
 M 6:00-9:00 pm Sep 14-Nov 30 33 hrs 30340 CBI 110

MODERN OFFICE SOFTWARE (WINDOWS, WORD, AND EXCEL) **Fee: FREE***
 Need a job? Working in today's business environment requires up-to-date computer skills. This course will enhance your skills in using Windows, computer word processing, and developing spreadsheets using Windows, Microsoft Word, and Excel. The employment process explores résumé writing, interviewing techniques, employee/employer expectations, and professional image. These valuable skills will give unemployed adults the "competitive edge" in their job search. The class uses Office 2003, and the classwork will also apply to earlier versions of Office. (*Students will receive the full Continuing Education Scholarship resulting in no tuition cost for the student.) **Basic keyboarding skills required. Call 678-8230 for registration information.**
 Instructor: Roger Britt
 M-F 8:30 am-5 pm Oct 26-Nov 20 150 hrs 30299 CBI 108B

PCs AND MICROSOFT (INTRODUCTION) **Fee: \$175**
 Designed for the inexperienced computer user, this beginner's course will acquaint you with not only the basic parts of the computer and computer terminology "computerese" but will help you become familiar with the basic Microsoft products so popular on home and office computers: DOS, Windows, and Microsoft Office. If you're afraid of computers but know that you don't want to be left behind in the age of automation, this course is for you. Although this is a course for beginners, you must have a working knowledge of a typewriter keyboard and minimal typing skills.
 Instructor: Mary Porter
 T&Th 6:00-9:00 pm Sep 08-Nov 19 66 hrs 30337 CBI 108B



WHAT HAPPENED TO MY COMPUTER? **Fee: \$50**
 Your computer has really slowed down. Strange programs show up on your menus. The computer does things you didn't tell it to do. And just where are those weird popups coming from? This course briefly covers a variety of problems that can affect your computer and how to deal with them. Learn to tell when you can fix something yourself and when to seek a professional! **NOT FOR ABSOLUTE BEGINNERS. CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED. DOES NOT COVER WINDOWS VISTA. This is a self-supporting class; fee-exempt status does not apply.**
 Instructor: Roger Britt
 T&Th 8:00-12:00 N Dec 08-Dec 10 8 hrs 30338 CBI 108B

WINDOWS FOR ABSOLUTE BEGINNERS **Fee: \$120**
 Now you have access to a computer and you know where the "on" switch is, but not much else. This course gives people with no computer experience the very basic skills needed to make the most effective use of simple Windows functions and prepare to move on to the next level. Class is taught in Windows XP
 Instructor: Ella Wise
 M 6:00-9:00 pm Sep 14-Nov 30 33 hrs 30339 CBI 108B

CERTIFICATION PROGRAMS

COMPTIA COMPUTER TECHNICIAN SUPPORT PROGRAMS

The Computing Technology Industry Association (Comp TIA) created the A+ Certification to address the need for an entry-level vendor-neutral technician certification. The A+ Certification is a good foundation for any IT worker's career, and many employers are now requiring a minimum of this certification. The A+ Certification is achieved by passing two exams. All candidates must take the CompTIA A+ Essential (220-601) exam and one of the following: A+ IT Technician (220-602), or A+ Remote Support Technician (220-603), or A+ Depot Technician (22-604). The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment. The last three exam options give individuals the ability to grow their careers in a certain job area, and employers the flexibility to choose the exam combination that best fits their needs. CompTIA has recently updated the objectives for the A+ exams to keep current with the technology and the computing industry. FTCC offers courses to help the student acquire the knowledge and skill necessary to prepare for these new exams. A+ is the recommended starting point for most IT certification paths.

COMPTIA A+ ESSENTIALS

Fee: \$175

CompTIA A+ Essentials validates knowledge of basic computer hardware and operating systems, covering skills such as installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance, with additional elements of security and soft skills. The Essentials Exam validates the basic skills needed by any entry-level service technician regardless of job environment. This course prepares students to acquire the knowledge and skills necessary to pass this exam. **CLASS SIZE IS STRICTLY LIMITED TO 15. Textbook requirement: Christopher A. Crayton, The A+ Exams Guide Second Edition** is available at bookstores for \$39.99 and must be purchased prior to the second class meeting. **PRE-REGISTRATION IS REQUIRED.**

Instructor: Rusty Pylate

T&Th 6:00-9:00 pm Sep 15-Nov 19 60 hrs 62169 Spring Lake Campus 209

COMPTIA NETWORK+

Fee: \$120

CompTIA Network+ validates the knowledge and skills of networking professionals. It is an international, vendor-neutral certification that recognizes a technician's ability to describe the features and functions of networking components and to install, configure, and troubleshoot basic networking hardware, protocols and services. The demand for skilled network support professionals continues to grow, and CompTIA Network+ is a valuable credential to help start or enhance a networking career. Many IT certifications integrate CompTIA Network+ into their curriculums. Microsoft added CompTIA Network+ into their Microsoft Certified Systems Administrator (MCSA) program, and other corporations such as Novell, Cisco, HP, Lotus and 3Com also recognize CompTIA Network+ as part of their certification tracks. This course prepares students to acquire the knowledge and skills necessary to pass this exam. **CLASS SIZE IS STRICTLY LIMITED TO 15. Textbook requirement: Mike Meyers, Network+ Passport Certification textbook** is available at the FTCC bookstore for \$30.50 and must be purchased prior to the second class meeting. **PRE-REGISTRATION IS REQUIRED.**

Instructor: William Van Ewert

M 8:30-11:30 am Sep 21-Nov 30 33 hrs 62168 Spring Lake Campus 209

COMPTIA SECURITY+

Fee: \$120

This course will provide a solid theoretical foundation through practical application, as well as real-world examples for understanding computer security. Security in computer operating systems, networks, and data will be covered with emphasis on encryption, password revealers, prefix dialers, cookies, ICQ, and online security. This course prepares students to acquire the knowledge and skills necessary to pass this exam. **PRE-REGISTRATION IS REQUIRED.**

Instructor: William Van Ewert

W 8:30-11:30 am Sep 23-Dec 09 33 hrs 62170 Spring Lake Campus 209

SIMULATION AND GAMING DEVELOPMENT

13D NEXT STEP BEYOND

GAMING AND SIMULATION

Fee: \$175

The video game industry is maturing and expanding at an incredible rate. Companies are looking for a new generation of video game developers to fill this rapidly growing industry. If you are a working professional in a field such as engineering, architecture, medical, education, construction, marketing, or graphic design, step into the future at FTCC for training in Interactive 3D Technology. This twelve-week course will give you an overview of the tools of the trade, drafting, 3D modeling, graphics, and 3D programming. In a final project, you will put it all together. Upon completion of the course, you will have three months of access to the i3D computer software. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS ENCOURAGED.**

Instructor: Mika'il Bey

F& 6:00-9:00 pm Sep 12-Dec 05 72 hrs 94148 FTCC/VCC 213

Sat 9:00-12:00 N

EMERGENCY SERVICES TRAINING

ACLS (ADVANCED CARDIAC LIFE SUPPORT) PROVIDER CLASS

Fee: \$65

This course is for emergency services personnel and hospital providers who are required to be certified in ACLS. This is a two-day course. **To be eligible for a certification, it is the student's responsibility to purchase the appropriate text and complete the pre-test prior to class. PRE-REGISTRATION IS REQUIRED. For more information, please call 678-7368.**

Instructor: Lucinda Mains

Th&F 8 am-5 pm Sep 17-Sep 18 16 hrs 56585 Spring Lake Campus 111

BASIC ANATOMY & PHYSIOLOGY ONLINE

Fee: \$175

This course provides a basic study of the structure and function of the human body. In addition to the basic study of the body systems, students will be introduced to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. **PRE-REGISTRATION IS REQUIRED. This course is required for completion of the Emergency Medical Technician - Paramedic Initial. For more information, please call 678-7368.**

Instructor: Cathy Baxley

optional optional Sep 21-Nov 30 80 hrs 56586 Online

REFUNDS

The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges, Raleigh on October 15, 1993. The full refund policy is listed in the NC Administrative Code 23NCAC.2D.0203 (d) Brief Statement of Policy:

1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meeting.
3. No refunds will be given after 10 percent of class meetings.

CERTIFIED NURSING ASSISTANT I**Fee: \$175**

This course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging including mental, social, and physical needs of the elderly, patients rights, nutrition management, diseases/disorders, and human body structure and function, etc. The course includes class, laboratory, and clinical learning experience. Students must be able to read and communicate in English. The course requires the student to comply with FTCC Immunization policy. This policy states that the student must have a Hepatitis B vaccination, a Varicella vaccination, and an MMR vaccination or proof thereof. Students must also obtain TB screening. Shot records are due one week prior to beginning clinical. The equipment that must be purchased by the student is a stethoscope, a gait belt, a watch with a second hand, a blood pressure cuff, white uniform(s), white shoes, and students may wish to purchase a white, short style lab coat. All equipment must be purchased prior to the first lab session. **Students will need to obtain CPR. CPR is required at registration. CPR must be the American Heart Association's Healthcare Provider CPR. PRE-REGISTRATION IS REQUIRED. Liability and accident insurance fees of \$10 are due on the day of registration. Must have a picture I.D., social security card, and proof of high school diploma or GED and the above noted CPR when registering for class. Failure to have these four items will prevent you from registering for a class. For further information please call 678-8470.**

NOTE: failure to attend the first class may result in your slot being filled on the second day of class. After successful completion of this course the student may apply to sit for state testing.

CERTIFIED NURSING ASSISTANT II**Fee: \$175**

The Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II with the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. Prior to clinical, students must show proof of having current Hepatitis B vaccination, Varicella vaccination, MMR vaccination, and TB screening. Students must have a stethoscope, blood pressure cuff, gait belt, watch with a second hand, and bandage scissors to participate in lab sessions. Uniforms, which must be purchased and worn in clinical sessions, are to be white with white leather shoes. Students may wish to purchase a white, short style lab coat. **Must have a picture I.D., social security card, CPR card (must be the American Heart Association's Healthcare Provider CPR and cannot expire during class dates), proof of high school diploma or GED, and proof of up-to-date listing on the NC Nurse Aide I Registry when registering for class. Failure to have all five of the mentioned documents will prevent you from registering. Liability and accident insurance fees of \$10 are due on the date of registration. During each day the students will have a one-hour lunch break. PRE-REGISTRATION IS REQUIRED.**

PREREQUISITES: high school diploma or GED, current listing on North Carolina Registry as a Nursing Assistant I, and CPR (neither your NAI listing or CPR can expire during the time you are in class)

Instructor: Linda Beaudreau, RN

M-Th 8 am-3 pm Oct 05-Nov 30 192 hrs 57083 Spring Lake Campus 201

Instructor: Flora Pemberton, RN

M-Th 4:00-10:00 pm Oct 05-Nov 30 192 hrs 57084 Spring Lake Campus 201

NOTE: failure to attend first class may result in your slot being filled on the second day of class.

Holidays: September 7, November 26 & 27
(Main Campus, Ft. Bragg, High Schools)
October 12 (Ft. Bragg only)
November 11 (High Schools, Ft. Bragg)

CPR-HEALTHCARE PROVIDER**Fee: \$335**

This eight-hour class is recommended for anyone who works in a healthcare setting (RNs, EMTs, CNAs, etc.) or anyone aspiring to serve as a BLS instructor. **Must purchase *Fundamentals of BLS for Healthcare Providers* book prior to the class. The book is available at the FTCC bookstore. PRE-REGISTRATION IS REQUIRED. This is a self-supporting class; fee-exempt status does not apply. For registration information, please call 678-7368.**

Instructor: TBA

F	8 am-5 pm	Sep 11	8 hrs	56587 FTCC/CEC 117
F	8 am-5 pm	Sep 25	8 hrs	56588 FTCC/CEC 117
F	8 am-5 pm	Oct 09	8 hrs	56589 FTCC/CEC 117
F	8 am-5 pm	Oct 23	8 hrs	56590 FTCC/CEC 117
F	8 am-5 pm	Nov 06	8 hrs	56591 FTCC/CEC 117
F	8 am-5 pm	Nov 20	8 hrs	56592 FTCC/CEC 117

**EMT-BASIC (NATIONAL REGISTRY)****Fee: \$175**

This course provides training in the first phase of the EMT career structure. Exceeds National Registry standards for EMT certification. **Liability and accident insurance fees of \$10 are due on the day of registration. PRE-REGISTRATION IS REQUIRED. For information, please call 678-7368.**

Instructor: Melinda Britt

M-Th 8 am-5 pm Sep 21-Nov 16 264 hrs 56593 FTCC/CEC 135

Instructor: Lucinda Mains

M-Th 8 am-5 pm Oct 05-Dec 01 264 hrs 56595 Spring Lake Campus 111

Instructor: Kathleen McLaurin

M-Th 8 am-5 pm Oct 19-Dec 15 264 hrs 56594 FTCC/CEC 117

EMT-BASIC REFRESHER (NATIONAL REGISTRY)**Fee: \$65**

This course provides training instruction and review for those needing continuing education hours and/or needing to take the National Registry Basic Exam. The review will be 24 hours of didactic with classroom practical skills and Technical Scope of Practice Performance Evaluation. **PRE-REGISTRATION IS REQUIRED. For information, please call 678-7368.**

Instructor: Lucinda Mains

T-Th 8 am-5 pm Dec 08-Dec 10 24 hrs 56601 Spring Lake Campus 111

EMT-BASIC (STATE OF NC)**Fee: \$175**

This course provides training in the first phase of the EMT career structure. Liability and accident insurance fees of \$10 are due on the day of registration. **PRE-REGISTRATION IS REQUIRED. For information, please call 678-7368.**

Instructor: Ronnie Willet

M&Th 6:00-10:00 pm Aug 17-Dec 17 203 hrs 56596 FTCC/CEC 117

EMT-INTERMEDIATE - PARAMEDIC INITIAL**Fee: \$175**

This course is offered after the completion of the Basic Emergency Medical Technician certification. Students will be trained in the use of advanced airway devices, intravenous lines, pharmacology, cardiovascular systems, principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. **PRE-REGISTRATION IS REQUIRED. CURRENT EMT-BASIC CERTIFICATION, AND HRD ASSESSMENT TESTING COMPLETED PRIOR TO COMPLETION OF CLASS.** Once enrolled in the class, re-enrollment will be in the 16th and 32nd weeks of the class. Liability and accident insurance fees of \$10 are due on the day of registration. **For more information, please call 678-7368.**

PREREQUISITE: current EMT-Basic Certification

Instructor: Joyce Pettengill

M,W,Th 8 am-5 pm Aug 31-Apr 01 1315 hrs 56532 Spring Lake Campus 109



MEDICAL RESPONDER (STATE OF NC) **Fee: \$175**
 This course provides training in the first phase of the EMT career structure. **PRE-REGISTRATION IS REQUIRED. For information, please call 678-7368.**

Instructor: Melinda Britt
 M&W 6:00-10:00 pm Aug 24-Oct 28 80 hrs 56599 FTCC/CEC 135
 M-F 8 am-5 pm Nov 30-Dec 11 80 hrs 56600 FTCC/CEC 135
 Instructor: Lucinda Mains
 M&W 8 am-5pm Aug 31-Sep 30 80 hrs 56598 Spring Lake Campus 111

FITNESS INSTRUCTOR CERTIFICATION TRAINING

PERSONAL TRAINER CERTIFICATION

Fee: \$375

This course is designed to offer you the opportunity to learn and test for national certification through both classroom and hands-on training. It will prepare you to work with clients on a one-on-one basis, focusing on exercise, nutrition, and lifestyle changes. Topics covered will include the basics of anatomy, physiology, nutritional guidelines, and exercise training and methodology. You will also learn the theory and application of program design as well as client and business legalities. You will also be introduced to and participate in CrossFit methodologies and protocols. Please dress comfortably—there will be hands-on application throughout the course. Includes International Fitness Association (IFA) certification exam. Manual is included in registration fee. After you pre-register, please contact Designs in Fitness online at: www.designsinfitness.net **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED ONE WEEK BEFORE START DATE.**

Instructor: John Velandra
 F& 5:30-7:00 pm Sep 25-Oct 04 25.5 hrs 90502 FTCC/CEC 123
 S&S 8 am-5 pm (Sat), 1:00-5:00 pm (Sun)



FLORAL DESIGN

FLORAL DESIGN (INTRODUCTION)

Fee: \$120

An introductory course designed to provide foundational training in floral design through lecture, demonstration, and hands-on practice. Instruction includes principles and elements of floral design, designing for occasion and location, how to cut and wire fresh flowers, and how to make bows. Design work includes bud vases, symmetrical, asymmetrical, novelty, vertical, horizontal, and crescent arrangements. This is a beginner level course. **Students will be required to provide hand-tools and supplies.**

Instructor: Kitty Jordan
 T 6:00-9:00 pm Sep 15-Nov 03 30 hrs 33243 CBI

FOREIGN LANGUAGE

ARABIC (BEGINNING)

Fee: \$120

"The need for Arabic linguists has never been greater," according to Professor of Arabic Language, Karin Ryding of Georgetown University. With Arabic the native language of over 200 million people living in 20 different countries, it is essential that more Americans develop and maintain linguistic and cultural expertise in order to build a better understanding of the Arab world. While there are many Arabic dialects, including Classical Arabic, this course will concentrate on a widely spoken, adapted dialect known as Modern Standard Arabic, which is used most often in books, newspapers, on television and radio, in political speeches, and in conversation between educated Arabs from different countries. Once you have learned standard Arabic, it is relatively easy to adapt to a local dialect later.

Instructor: Georgette Leffew
 T&Th 6:00-9:00 pm Sep 15-Oct 22 36 hrs 90503 FTCC/CEC 112

SPANISH (BEGINNING) **Fee: \$120**
 Students who have completed the beginning and intermediate level Spanish courses or have previous experience in Spanish will benefit from this course. You will join others who are on a similar level of ability and build your reading, writing, and conversational skills. Take this opportunity to improve your ability to communicate with your Spanish-speaking employees, co-workers, and friends.

Instructor: Diana Saenz
 M&W 6:30-9:30 pm Sep 14-Nov 04 48 hrs 90528 Seventy-First High

SPANISH (BEGINNING)

Fee: \$120

As a beginning student in this course in basic Spanish, you will study grammar, conversation, and culture. It is designed for those who have Spanish-speaking customers or employees or anticipate doing business with Hispanics. North Carolina and Cumberland County in particular has an ever-increasing population of Hispanic residents, and this course will provide you with an opportunity to learn basic conversational skills and gain a better understanding of Hispanic culture. Topics covered will include the alphabet and pronunciation, key words, phrases, and basic conversation. If you own or manage a retail clothing or grocery store or restaurant; work in an employment agency, administer social services; or work in manufacturing, construction, or farming, it will be to your advantage to enroll in this course. Trying to communicate with others who do not speak your language may be difficult but not impossible, and any improvement in your skills should pay off with increased business and a greater appreciation for another culture. This course should also be of interest to those who anticipate traveling to or living in Latin America or Spain.

Instructor: Diana Saenz
 Sat 9 am-1 pm Sep 12-Nov 21 44 hrs 90506 FTCC/CEC 105
 Instructor: Ivelisse Cordero
 M&W 6:30-9:30 pm Sep 14-Nov 04 48 hrs 90504 Seventy-First High
 Instructor: Pilar Medina
 T&Th 6:00-9:00 pm Sep 15-Nov 05 48 hrs 90505 Spring Lake Campus 106
 Instructor: TBA
 T&Th 6:30-9:30 pm Sep 15-Nov 05 48 hrs 90507 Douglas Byrd High

SPANISH (INTERMEDIATE)

Fee: \$120

This is a continuation of beginning Spanish with emphasis placed on grammar and conversation. If you have taken beginning Spanish or have some background in the Spanish language, you should be comfortable with the content and pace of this class. Emphasis will be on building conversational skills to increase your ability to speak with Hispanic employees, co-workers, and friends.

Instructor: Ivelisse Cordero
 Sat 9 am-1 pm Sep 12-Nov 21 44 hrs 90509 FTCC/CEC 103
 Instructor: TBA
 T&Th 6:30-9:30 pm Sep 15-Nov 05 48 hrs 90508 Douglas Byrd High

HEALTHCARE/MEDICAL OFFICE TRAINING

HEALTHCARE ACTIVITY DIRECTORS TRAINING COURSE FOR NURSING HOMES & DOMICILIARY HOMES

Fee: \$175

This course is designed to provide basic training to individuals desiring to become an Activity Director in health care related settings. Activity Directors for Adult Care Homes are required by the NC Division of Facility Services to complete a minimum of 50 hours in an approved Activity Director course. Activity Directors for nursing facilities are required to complete the 50-hour basic course with an additional minimum of ten hours of documentation including the assessment and care planning process.

Instructor: Kim Bazemore, CTRS
 T&Th 6:00-9:00 pm Sep 15-Nov 19 60 hrs 33244 CBI

MEDICATION AIDE REGISTRY

Fee: \$65

This course is designed to meet the training requirements for becoming qualified to pass out medications in skilled nursing facilities. The course covers the six rights of medication administration for non-licensed personnel. Upon completion, the student should be prepared to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry. **Textbook requirement:** *Medication Administration Training Course Student Manual*.

Instructor: Marian Jordan, BSN

T&W 6:00-9:00 pm Sep 15-Oct 07 24 hrs 33245 FTCC/HTC

T&W 6:00-9:00 pm Oct 27-Nov 18 24 hrs 33246 FTCC/HTC



MEDICAL OFFICE ASSISTANT TRAINING

ADVANCED CODING FOR HOSPITALS AND PHYSICIANS' OFFICES

Fee: \$120

This is a career-training course designed to increase the skills and knowledge of medical office personnel who have completed the introductory coding course and require more extensive coding procedure training for job advancement. This course is also a great preparation for the Coding Certification Exam. **ENROLLMENT IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED.** **Textbook requirement:** *CPC Coding Exam Review*.

PREREQUISITE: Medical Terminology and ICD-9/CPT Coding

Instructor: Sheryl Casey

T&Th 5:45-9:15 pm Sep 15-Oct 29 49 hrs 33247 CBI

ASSISTING IN THE PHARMACY

Fee: \$65

This is an overview to prepare students to work together with pharmacists and pharmacy technicians in community and institutional settings. The course will include the duties and responsibilities of a non-registered technical pharmacy assistant, prescription processing, patient confidentiality, inventory control, drug categories and classifications, terminology, workplace safety, and sterile and contamination procedures. **Textbook requirement:** *Assisting in the Pharmacy*.

Instructor: Margaret Knox-Oats, PTCB

T&Th 6:00-9:00 pm Sep 08-Oct 01 24 hrs 33248 FTCC/HTC

T&Th 6:00-9:00 pm Oct 20-Nov 12 24 hrs 33249 FTCC/HTC



CHIROPRACTIC ASSISTANT

Fee: \$120

Chiropractic physicians need a specialized support staff to run an efficient medical office. This course prepares students for a career in the expanding field of chiropractic healthcare. The student will receive an overview of the administrative front office duties, the philosophy of chiropractic and patient education issues, legal aspects of chiropractic care, and "back office skills," which includes massage basics, vital signs, CPR, anatomy and physiology, chiropractic terminology, history, and philosophy. **PRE-REGISTRATION IS RECOMMENDED.**

Instructor: Michelle Davison

M&W 6:30-9:30 pm Sep 14-Nov 04 48 hrs 33250 FTCC/HTC

EKG TECHNICIAN

Fee: \$120

This comprehensive 48-hour course is designed to prepare the students to become EKG Technicians. The course is approved by and follows the requirements of the American Society of Phlebotomy Technician (ASPT), the national certification agency. Students will learn anatomy and physiology of the heart, heart disease processes, medical ethics, legal aspects of patient contact, and function and use of the EKG machine.

PREREQUISITE: health occupation graduate (such as CNA) and high school diploma

Instructor: Cathy Hester, ASPT Certified Instructor, MT (MBI)

T&Th 5:30-9:30 pm Sep 15-Oct 22 48 hrs 33251 CBI

ICD-9/CPT CODING

Fee: \$120

An integral part of many medical office assistants' duties involves the use of ICD-9 and CPT coding: patient records, patient billing, insurance claim preparation, and insurance claim processing. Although ICD-9 and CPT codes are touched on in other courses in this program, this course will give an in-depth understanding of the coding process and will serve as a refresher course for currently employed medical assistants and record clerks. **ENROLLMENT IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED.** **Textbook requirement:** *Step-By-Step Medical Coding 2009 With Workbook*.

PREREQUISITE: Medical Terminology

Instructor: Sheryl Casey

M&W 5:45-9:15 pm Sep 14-Oct 28 49 hrs 33252 CBI 126



ICD-9/CPT CODING REVIEW

Fee: \$65

A course designed for anyone who would like to improve their coding skills to get back into the medical office, add to your coding knowledge, or for someone who is preparing for a coding certification exam. This is an intensive, fast moving review (not for the novice), that will enhance your coding skills.

Instructor: Sheryl Casey

M&W 5:30-8:30 pm Nov 16-Dec 14 24 hrs 33253 CBI

INSURANCE PROCEDURES FOR THE MEDICAL OFFICE

Fee: \$120

Employees in today's medical offices communicate with many insurance companies that have many different rules and practices regarding insurance claims. Electronic versions of medical records are also increasingly important. This course is designed to instruct students in all types of medical insurance, the use of computerized office administration for retrieving and editing patient accounts, posting codes, posting insurance payment and adjustment, and generating insurance claims. Call 678-8366 for textbook information. **PRE-REGISTRATION IS REQUIRED.**

Instructor: Nina Watson

M&W 5:45-9:15 pm Sep 14-Oct 14 35 hrs 33254 FTCC/CEC 108

MAMMOGRAPHY INITIAL TRAINING SEMINAR

Fee: \$120

This seminar is designed for ARRT registered radiology technologists, or those who are registry eligible. It is designed to meet the Mammography Quality Standards Act (MQSA) didactic requirements for initial training in mammography. Seminar topics include breast anatomy and physiology, positioning and compression, quality assurance/quality control techniques, imaging of patients with breast implants, patient education and assessment, and MQSA.

Instructors: Michelle Walden/Cheryl Wilderman

M-Th 8:30 am-4:30 pm Nov 02-Nov 05 28 hrs 33255 FTCC/HTC 231



MEDICAL OFFICE ESSENTIALS

Fee: \$175

Looking for a career in the medical field? First, you need to learn the basics! This course covers the essential information you need to be successful in working in a medical office. The topics include: medical terminology, ICD-9/CPT Coding and Medical Office Management. **Textbooks required.**

Instructor: Vicki McCormich

M-F 8:30 am-3:30 pm Aug 31-Oct 16 204 hrs 30308 CBI 126



MEDICAL OFFICE ESSENTIALS II

Fee: \$175

Enhance your skills and gain the "competitive edge" as a medical office employee. This course includes the following topics: Advanced Coding, Understanding Health Insurance, Uniform Billing, the Medical Manager software program, Medical Law, Liability and Ethics, and Health Assessment. **ENROLLMENT IS LIMITED; PRE-REGISTRATION IS REQUIRED.** **Textbooks required.**

PREREQUISITES: Medical Terminology, ICD-9/CPT Coding, basic computer skills, and keyboarding skills

Instructor: Vicki McCormich

M-F 8:30 am-3:30 pm Oct 19-Dec 17 246 hrs 30309 CBI 126

OPTICAL OFFICE MANAGEMENT

Fee: \$65

Train for a rewarding career in medical office management. Gain the skills and knowledge necessary to work in a medical office. This course includes business office management, records management, billing principles, ICD-9/CPT coding, public relations, and the employment process.



Textbook requirement: Medical Office Procedures.

Instructor: Linda Crocker

T&Th 6:00-9:00 pm Sep 08-Oct 01 24 hrs 33256 FTCC/HTC

T&Th 6:00-9:00 pm Oct 27-Nov 19 24 hrs 33257 FTCC/HTC

MEDICAL TERMINOLOGY

Fee: \$120

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This course will prepare you with the terminology background necessary for future courses on medical office procedures that are part of the medical office assistant training program. In addition to medical terminology, you will gain a basic knowledge of human anatomy and physiology. **BECAUSE OF THE POPULARITY OF THIS COURSE, PRE-REGISTRATION IS STRONGLY RECOMMENDED.** Textbook requirement: *Language of Medicine.*

Instructor: Sharon Sherman

T&Th 6:00-9:00 pm Sep 08-Oct 29 48 hrs 33258 FTCC/HTC

MEDICAL TERMINOLOGY REVIEW

Fee: \$65

If you are a student re-entering a health career program, such as medical assisting, or returning to a medical career after an extended absence, a volunteer for the Red Cross or a Hospice, a health information tech or manager, or other health related jobs, this class is designed to meet your needs to refresh and review medical terminology.

Instructor: Sharon Sherman

T&Th 6:00-9:00 pm Nov 24-Dec 17 24 hrs 33259 FTCC/HTC

MEDICAL TRANSCRIPTION

Fee: \$120

One of the most important duties of a front office medical assistant is the transcribing of the physicians dictated notes, memoranda, and letters. In this course, you will work with Dictaphones and desktop computers to develop transcription skills. **ENROLLMENT IS LIMITED TO 12; PRE-REGISTRATION IS REQUIRED.**

PREREQUISITES: Medical Terminology, at least three months' experience using Microsoft Word, and basic typing skills (35 wpm)

Instructor: Sharon Sherman

M&W 6:00-9:00 pm Sep 14-Nov 04 48 hrs 33260 CBI 121

MEDICAL TRANSCRIPTIONIST PROGRAM

Fee: \$175

This program includes instruction in the areas of anatomy and physiology, medical terminology, drug nomenclature, keyboarding, and transcription skills. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS STRONGLY RECOMMENDED.** Textbook requirement: *The Elements of Medical Terminology.*

PREREQUISITES: computer experience using Microsoft Word and 45 wpm typing speed

Instructor: Deborah Gause

M F 9:00-12:00 N Aug 31-Nov 20 177 hrs 30305 CBI 121

A WORD ABOUT WAITING...

Have you ever signed up for a class only to find it cancelled? Have you later discovered a friend who wanted to take it, too, but hadn't registered? Or maybe you've planned to take a class and arrived the first session to find it cancelled for lack of enrollment. Well, here are two ways to help keep your selected class on the schedule.

- Register early -- do it today! Each class has a minimum required enrollment. Once that number is reached, the class is a "go".
- If you find a class you like, encourage a friend to join you. Sometimes two or three people make the difference between "Go" or "Cancel."

So, the word about waiting is DON'T! Register NOW.



OPTOMETRIC ASSISTANT

Fee: \$120

This course is designed to provide participants with an understanding of the fundamentals of optometric assisting. It provides participants with an in-depth knowledge of various equipment, procedures, and techniques needed to function smoothly and efficiently in an optometric practice.

Instructor: Dr. Barbara Cimpa, OD

T&Th 6:00-9:00 pm Sep 15-Nov 11 48 hrs 33261 FTCC/HTC

REGISTERED MEDICAL ASSISTANT I

Fee: \$175

The RMA program is a two-part course for serious students interested in becoming a multi-skilled back office registered medical assistant.

Textbook required. Class will be offered on demand; please call 678-8366 for more information.

PREREQUISITES: CNA I or CNA II certification, Medical Terminology, or a health occupation graduate

Instructor: Debra Baker, RMA

M-Th 8:30 am-1:30 pm Oct 12-Mar 03 360 hrs 33262 Spring Lake Campus 108

MEDICAL ONLINE TRAINING

FTCC in partnership with Career Step is proud to offer online medical training classes through continuing education. If you are interested in a course, we encourage you to visit our Med Online website www.FTCCMedOnline.com.

If you need to register in person or by mail, please include a physical street address, e-mail address, and telephone number on your registration data form. For more information, please contact Sydney Darden at 910.678.0033 or dardens@faytechcc.edu.

Deadline to register will be 5:00 pm a week before the start date of a course. We encourage you to register online using your Visa or MasterCard at our FTCC Med Online website: www.FTCCMedOnline.com.

NOTE: Once a course begins, a student may access his or her course 24 hours a day, seven days a week. Internet access and an e-mail address are required for the FTCC Med Online courses. Additional technical requirements are listed on the FTCC Med Online website. Instructional and technical support is provided by Career Step.

ONLINE MEDICAL CODING & BILLING PART I

Fee: \$175

Learn from home at the convenience of your computer! This 16-week course teaches the process of assigning formal, standardized codes to diagnoses and procedures performed or identified by physicians. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by third party payers (i.e. insurance companies) for payment. Students will learn elements of medical terminology, confidentiality and ethics, healthcare structure and organization, anatomy, diagnostic coding with ICD-9-CM, and healthcare reimbursement. Reference books, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and a one year help hotline are included in this course offered by FTCC in partnership with Career Step. **PRE-REGISTRATION IS REQUIRED BY 5:00 PM A WEEK BEFORE CLASS START DATE.**

Instructor: Career Step

Optional	Optional	Sep 02-Dec 22	314 hrs	30313	online
Optional	Optional	Oct 07-Jan 26	314 hrs	30317	online
Optional	Optional	Nov 04-Feb 23	314 hrs	30321	online
Optional	Optional	Dec 02-Mar 23	314 hrs	30325	online

ONLINE MEDICAL BILLING PART II Fee: \$175

Complete the medical coding program! The second part of this program is a 16-week course that teaches the process of assigning formal, standardized codes to diagnoses and procedures performed or identified by physicians. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by third party payers (i.e. insurance companies) for payment. Students will learn elements of medical terminology, confidentiality and ethics, healthcare structure and organization, anatomy, diagnostic coding with ICD-9-CM, and healthcare reimbursement. Reference books, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and a one year help hotline are included in this course offered by FTCC in partnership with Career Step. **PRE-REGISTRATION IS REQUIRED BY 5:00 PM A WEEK BEFORE CLASS START DATE.**

PREREQUISITE: successful completion of Online Medical Coding & Billing Part I

Instructor: Career Step

Optional	Optional	Sep 02-Dec 22	326 hrs	30315	online
Optional	Optional	Oct 07-Jan 26	326 hrs	30319	online
Optional	Optional	Nov 04-Feb 23	326 hrs	30323	online
Optional	Optional	Dec 02-Mar 23	326 hrs	30327	online

ONLINE MEDICAL TRANSCRIPTION PART I Fee: \$175

Learn at home at the convenience of your computer! This 16-week course teaches the student to transfer audio-recorded dictation into hard copy medical documents. These medical documents are used by physicians, medical personnel, and courts of law on a daily basis. The course provides basic skills in keyboarding, grammar, medical terminology, anatomy, and transcription. Reference books, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and a one year help hotline are included in this course offered by FTCC in partnership with Career Step. **PRE-REGISTRATION IS REQUIRED BY 5:00 PM A WEEK BEFORE CLASS START DATE.**

Instructor: Career Step

Optional	Optional	Sep 02-Dec 22	361 hrs	30312	online
Optional	Optional	Oct 07-Jan 26	361 hrs	30316	online
Optional	Optional	Nov 04-Feb 23	361 hrs	30320	online
Optional	Optional	Dec 02-Mar 23	361 hrs	30324	online

ONLINE MEDICAL TRANSCRIPTION PART II Fee: \$175

Complete the medical transcription program! The second part of this program is a 16-week course designed to teach the student to transfer audio-recorded dictation into hard copy medical documents. These medical documents are used by physicians, medical personnel, and courts of law on a daily basis. The course provides basic skills in keyboarding, grammar, medical terminology, anatomy, and transcription. Reference books, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and a one year help hotline are included in this course offered by FTCC in partnership with Career Step. **PRE-REGISTRATION IS REQUIRED BY 5:00 PM A WEEK BEFORE CLASS START DATE.**

PREREQUISITE: successful completion of Online Medical Transcription Part I

Instructor: Career Step

Optional	Optional	Sep 02-Dec 22	283 hrs	30314	online
Optional	Optional	Oct 07-Jan 26	283 hrs	30318	online
Optional	Optional	Nov 04-Feb 23	283 hrs	30322	online
Optional	Optional	Dec 02-Mar 23	283 hrs	30326	online

OCCUPATIONAL COURSE REPEAT POLICY

North Carolina legislation states that Community Colleges may permit a student to repeat a course more than once if that student demonstrates that the repetition is required by standards governing the certificate or licensing program in which the student is enrolled. The policy applies to occupational courses ONLY. A predetermined rate of approximately \$6.00 per scheduled hour would be charged to those individuals who had taken an occupational extension course more than twice and were not otherwise exempt.

SUBSTANCE ABUSE COUNSELING**FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS (PART I)****Fee: \$120**

This course is designed to introduce you to the field of chemical dependency with an overview of the counseling concepts and processes involved. Studies will include a historical perspective, the addictive process, classifications and effects of drugs, the state certification process, and substance abuse prevention strategies. **Textbook requirement: Chemical Dependency Counseling (A Practical Guide), 3rd Edition.**

Instructor: Elizabeth Ramos

T&Th 6:30-9:30 pm Sep 15-Nov 05 48 hrs 90510 Douglas Byrd High

FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS (PART II)**Fee: \$120**

This course builds on those skills developed in Part I and includes fundamental counseling skills and relapse prevention. **Textbook requirement: Chemical Dependency Counseling (A Practical Guide), 3rd Edition.**

PREREQUISITE: Fundamental Skills for Substance Abuse Counselors (Part I)

Instructor: Kenneth Long

T&Th 6:00-10:00 pm Sep 15-Oct 22 48 hrs 90511 FTCC/CEC 127

PHYSIOLOGY, ANATOMY, AND PHARMACOLOGY OF SUBSTANCE ABUSE Fee: \$120

This course is being offered at the request of those completing the substance abuse fundamental skills courses. It will continue your training to become a certified substance abuse counselor or provide additional information to those already employed as substance abuse counselors. Instruction will include the varied roles drugs play in contemporary society including the historical context of drug use, misuse, and addiction. Instruction will also include an overview of cell permeability and human neuronal physiology, as well as information on how the human brain's reward system functions. Your instructor will provide information on the pharmacology of the classes of psychoactive substances and on tolerance, withdrawal, and protocol for detoxification from each. **Textbook requirement: Uppers, Downers, All Arounders: Physical and Mental Effects of Psychoactive Drugs, 6th edition.**

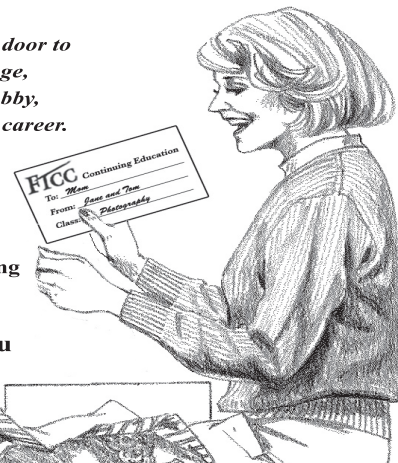
Instructor: Kenneth Long

T&Th 6:00-10:00 pm Oct 27-Dec 08 48 hrs 90513 FTCC/CEC 127

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or even starting a new career.*

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or for a complete listing
of available classes
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www.faytechcc.edu



HOSPITALITY SERVICES-- HOTEL/RESTAURANT

CAKE DECORATING FOR PROFESSIONALS Fee: \$120

This course is designed to teach the fundamentals of cake decorating. It will cover the practical and speedy techniques that are needed to meet the demands of decorators employed in bakeries, grocery stores, restaurants, resorts, and those who are self-employed as cake decorators. Instruction includes piping, borders, flowers, writing, and color flow designs. You will also learn butter cream designs that can be done quickly directly on the cake top or placed on the cake directly after piping. You will learn to make lots of items from royal icing that can be dried and used later. You will also learn how to construct a wedding cake and other special occasion cakes. An equipment list will be available at the first class.

Instructor: Hope James

W 6:00-10:00 pm Sep 16-Dec 09 48 hrs 90515 FTCC/CEC 146

SANITATION FOR FOOD SERVICE Fee: \$50

This course is designed to teach proper food service sanitation practices relating to food storage, food preparation, equipment cleaning, sanitary facilities, and personal hygiene. ***This is a self-supporting class; fee-exempt status does not apply.***

Instructor: Ronald Hill

T&Th 9:00-11:00 am Sep 01-Sep 10 8 hrs 30269 CBI 111

T&Th 9:00-11:00 am Oct 06-Oct 15 8 hrs 30270 CBI 111

T&Th 9:00-11:00 am Nov 10-Nov 19 8 hrs 30271 CBI 111

T&Th 9:00-11:00 am Dec 01-Dec 10 8 hrs 30272 CBI 111

Instructor: Charlisa Davis

T&Th 6:00-8:00 pm Sep 01-Sep 10 8 hrs 30275 CBI 111

T&Th 6:00-8:00 pm Oct 06-Oct 15 8 hrs 30276 CBI 111

T&Th 6:00-8:00 pm Nov 10-Nov 19 8 hrs 30277 CBI 111

T&Th 6:00-8:00 pm Dec 01-Dec 10 8 hrs 30278 CBI 111

NOTE: Pre-registration is required prior to 12:00 noon on the day before the first class meeting

SERVSAFE FOOD SAFETY TRAINING Fee: \$65

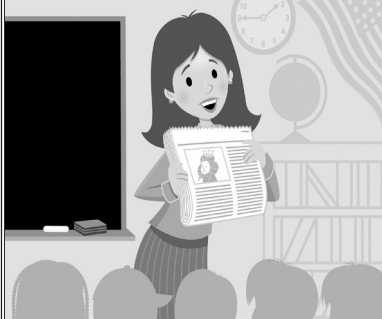
The restaurant and food service industry's pre-eminent food safety training, the ServSafe program is recognized and accepted by more federal, state, and local jurisdictions than any other food safety program. It prepares the industry to prevent food-borne illness, reduce liability risks, lower insurance costs, and improve food quality. Effective training means your entire operation will be more efficient, profitable, and have a better understanding of health department inspections. ServSafe certification allows two points to be added to your sanitation inspections. **Textbook requirement: ServSafe Course Book With Exam.**

Instructor: Ted Oelfke

T&Th 5:00-10:00 pm Sep 08-Sep 17 20 hrs 33263 CBI

M&W 5:00-10:00 pm Oct 12-Oct 21 20 hrs 33264 CBI

M&W 5:00-10:00 pm Nov 09-Nov 18 20 hrs 33265 CBI



Teachers! FTCC offers a number of interesting Continuing Education courses designed to help you maintain or renew your NC Teaching Certificate.

See pages 54 & 55 for more information on these low cost courses.

HUMAN RESOURCES DEVELOPMENT

The HRD program provides skill assessment services, career exploration, professional interviewing, job application training, and résumé writing for the job seeker and career changer to prepare them for the changing workforce. All classes are free to qualified adults. Qualified adults are those individuals who are unemployed, underemployed, or working part-time. For additional information, please contact 678-8495.

CAREER PLANNING AND EMPLOYMENT SEMINAR (C.A.P.E.S.)

Fee: FREE

This course is an introduction to the process of personal goal and career decision-making, educational planning, and job searching techniques. Topics include: analyzing personal career interests, values and aptitudes, surveying and researching career fields with related educational and training requirements, practicing the decision-making process, and basic job search skills such as completing applications, writing letters of application, developing and using résumés effectively, organizing a professional portfolio, and improving interviewing expertise. ****This course is free to qualified adults.***

Instructor: Gwen McNeill

M-F 8:30 am-4 pm Aug 31-Sep 25 96 hrs 80724 FTCC/CEC 108

M-F 8:30 am-4 pm Sept 28-Oct 23 96 hrs 80725 FTCC/CEC 108

M-F 8:30 am-4 pm Oct 26-Nov 20 96 hrs 80726 FTCC/CEC 108

M-F 8:30 am-4 pm Nov 23-Dec 16 96 hrs 80727 FTCC/CEC 108

COMPUTERS FOR THE COMPLETE BEGINNER Fee: FREE

This course is designed for the novice and the complete non-user. It will introduce computers through hands-on training. Topics covered include computer terminology, keyboard recognition, basic mouse applications, and development of computer skills that are important for success in the world of work. ****This course is free to qualified adults.***



Instructor: Lauroselle Johnson

M-Th 1:00-4:00 pm Aug 17-Aug 27 24 hrs FTCC/CEC 257

M-Th 1:00-4:00 pm Sept 21-Oct 01 24 hrs FTCC/CEC 257

M-Th 1:00-4:00 pm Oct 19-Oct 29 24 hrs FTCC/CEC 257

M-Th 1:00-4:00 pm Nov 09-Nov 19 24 hrs FTCC/CEC 257

M-Th 1:00-4:00 pm Dec 07-Dec 16 24 hrs FTCC/CEC 257

INTERVIEWING, RÉSUMÉS, AND APPLICATIONS Fee: FREE

This course is designed to assist you in filling out applications properly, writing an effective résumé that will highlight your skills, and prepare you to become competent in any interview situation. It also covers skills assessment, career exploration, and job search strategies. ***A new class starts every Monday.***

Instructor: Amy Cain

M-Th 8:30 am-12:30 pm Aug-Dec (Weekly) 16 hrs Employment Security Comm.

INDUSTRIAL TRAINING

FORKLIFT OPERATOR SAFETY COURSE

Fee: \$65

This course is designed for inexperienced operators or operators who haven't driven for some time. The fundamentals of forklift operation will be covered in detail as well as safety concerns. This course meets the requirements for OSHA Standard 29 CFR 1910.178(1). Students will gain experience in operating a lift by negotiating an obstacle course, stacking pallets, and performing other tasks. **CLASS IS LIMITED TO 12 STUDENTS.**



Instructor: Joe Rogers

Sat 8 am-5 pm Sep 19-Oct 03 24 hrs 62159 CBI 122

Sat 8 am-5 pm Oct 24-Nov 07 24 hrs 62160 CBI 122

NFPA 70E STANDARD FOR ELECTRICAL SAFETY IN THE WORKPLACE

Fee: \$50

This course provides students with information on electrical standards for safety within the workplace established by the National Fire Protection Association. Emphasis will be placed on wiring and safety regulations as they apply to low and medium voltage equipment as well as Arch Flash and Blast Hazards. **These are self-supporting classes; fee-exempt status does not apply.**

Instructor: Bill Rinehart

F	8 am-2 pm	Oct 09	6 hrs	62157 CBI 124
F	8 am-2 pm	Dec 04	6 hrs	62158 CBI 124

OSHA 10-HOUR GENERAL INDUSTRY COURSE

Fee: \$65

This is a comprehensive course designed to prepare persons responsible for plant safety in the event of an OSHA inspection. This course is recognized by the US Department of Labor and taught by an authorized OSHA Construction Safety Outreach instructor. It addresses safety management, hazard recognition, inspection process, required safety programs, and areas of general industry most often cited. The course will include: inspections, citation and penalties, material handling, electrical, welding, means of egress, walking and working surfaces, hazardous materials, personal protective equipment, machine safeguarding, and communications. Students who pass the written exam receive Certificates of Completion from the Federal OSHA. This course is appropriate for safety and human resource professionals, line supervisors, managers and safety committee representatives, or those who have a need for a deeper understanding of current OSHA standards for their company or plant. **PRE-REGISTRATION IS ENCOURAGED.**

Instructor: Luther Oxendine

Sat	8 am-6:30 pm	Oct 24	10 hrs	62156 CBI 134
Sat	8 am-6:30 pm	Dec 05	10 hrs	62155 CBI 134

OSHA 30-HOUR CONSTRUCTION SAFETY COURSE

Fee: \$120

This course provides students with a foundational knowledge of OSHA policies, procedures, and standards for the construction industry as well as safety and health principles. This course is recognized by the US Department of Labor and taught by an authorized OSHA Construction Safety Outreach instructor. Students who pass the written exam receive Certificates of Completion from Federal OSHA. This course is appropriate for construction workers, site foremen, safety managers and professionals, and those who have a need for a deeper understanding of current OSHA standards for their company. **PRE-REGISTRATION IS ENCOURAGED.**

Instructor: Bill Rinehart

M-F	8:30 am-3:30 pm	Oct 19-Oct 23	30 hrs	62153 CBI 125
M-F	8:30 am-3:30 pm	Dec 07-Dec 11	30 hrs	62154 CBI 125

WASTEWATER PLANT OPERATIONS:

INTERMEDIATE LEVEL (GRADES III & IV)

Fee: \$175

This course presents information and data pertinent to the more advanced operations of wastewater treatment facilities. Materials presented in this course are used to prepare participants for the Grades III and IV certification examination for wastewater plant operators.

Instructor: Robert Geddie

T&Th	6:00-9:00 pm	Sep 15-Dec 15	78 hrs	61105 CBI 128
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WELDING TECHNOLOGY (INDUSTRIAL)

Fee: \$175

Designed to acquaint the student with the safety procedures and practices as well as the practical work in oxyacetylene welding and cutting, this course will focus on the fundamentals and procedures used in oxyacetylene welding and cutting, plasma cutting, electric arc welding (stick), and an introduction to inert gas welding – mig and tig.

Instructor: Terry Packer

T&Th	6:00-9:00 pm	Sep 15-Nov 19	60 hrs	61106 Spring Lake Campus 125
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WELDING TECHNOLOGY (MIG, TIG, STICK & OXYACETYLENE)

Fee: \$175

This course is designed to teach you or your apprentices the welding techniques and manipulative skills required for each welding process. Train on state-of-the-art welding and cutting machines. Welding technique is stressed above welding theory as the students must be able to meet the welding performance demands of industry. This course is performance and safety oriented.

Instructor: Terry Packer

M-F	9 am-5 pm	Sep 28-Nov 06	225 hrs	61107 Spring Lake Campus 125
M-F	9 am-5 pm	Nov 09-Dec 17	202 hrs	61108 Spring Lake Campus 125



INFORMATION TECHNOLOGY

INTRODUCTION TO CAREERS

IN INFORMATION TECHNOLOGY

Fee: \$120

Computer technology is showing up in everything from automobiles to home appliances, from telephones to televisions, and the lines that separate these machines are fading. This digital convergence is rapidly—and radically—altering the world in which we live. This course will assist students in assessing interests and strengths within the field of Information Technology and will provide them with an understanding of how it affects their business or industry and help them successfully adapt to change and prepare for advancement in their chosen field. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS ENCOURAGED.**

Instructor: Mika'il Bey

T&Th	6:00-9:00 pm	Sep 08-Oct 29	48 hrs	94149 FTCC/CEC 257
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ONLINE COURSES

FTCC is proud to offer online continuing education courses. Below is a partial list of our most popular courses. If you are interested in a course that is not listed, we encourage you to visit the website www.ed2go.com/ftcc for a complete list of courses and descriptions.

If you need to register in person or through the mail, please put your e-mail address on your registration data form. Or, you can e-mail Kristin Jones at: sharpkr@faytechcc.edu for instructions. Deadline for registration is 12:00 N on the day the course begins.

WE ENCOURAGE YOU TO REGISTER ONLINE USING YOUR VISA OR MASTERCARD AT OUR FTCC CONTINUING EDUCATION ONLINE WEB SITE: <http://www.LearnFTCC.com>

REQUIREMENTS FOR ALL ONLINE COURSES: Internet access, e-mail, and either Netscape or Internet Explorer Web Browser. Additional requirements are listed under each course.

NOTE: Lessons are posted online on Wednesdays and Fridays, but you do not need to be online on a particular day or time during the course. You may complete your lessons any time before the ending date of the course. In order to pass the course, you must complete and pass the quiz at the end of each lesson before the ending date of the course.

NOTE: You may register online for online courses using your credit card (Visa or MasterCard) at our FTCC Continuing Education online website: <http://www.learnftcc.com>

ONLINE BUSINESS COURSES

A TO Z GRANTWRITING

Fee: \$65

A to Z Grantwriting is an invigorating and informative seminar specially created for executive directors, organizers, board members, community volunteers, development officers, and individuals who want to gain a "bird's-eye" view of the grantwriting process and learn how to: research and develop mutually beneficial relationships with potential funding sources; organize a grantwriting campaign and keep track of all funding sources, requests, and donations; prepare complete proposal packages; dissolve crisis management; and submit one hundred proposals a year in ten hours a week.

Instructor: Linda Vallejo (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94886 online
optional	optional	Oct 21-Nov 27	24 hrs	94887 online
optional	optional	Nov 11-Dec 18	24 hrs	94888 online
optional	optional	Dec 09-Jan 15	24 hrs	94889 online

ACCOUNTING FUNDAMENTALS I

Fee: \$65

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

Instructor: Charlene Messier (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94894 online
optional	optional	Oct 21-Nov 27	24 hrs	94895 online
optional	optional	Nov 11-Dec 18	24 hrs	94896 online
optional	optional	Dec 09-Jan 15	24 hrs	94897 online

ACCOUNTING FUNDAMENTALS II

Fee: \$65

While it is true that accounting professionals are scarce, those with corporate accounting experience are even more rare. This course will build on the knowledge you gained in our Accounting Fundamentals course to provide you with a solid understanding of corporate accounting practices. You'll be able to analyze transactions and prepare various corporate financial reports. You'll also gain practical experience working with dividends, plant assets, depreciation, accrued revenue and expenses, retained earnings, stockholders' equity, and more.

PREREQUISITE: completion of Accounting Fundamentals I

Instructor: Charlene Messier (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94898 online
optional	optional	Oct 21-Nov 27	24 hrs	94899 online
optional	optional	Nov 11-Dec 18	24 hrs	94900 online
optional	optional	Dec 09-Jan 15	24 hrs	94901 online

REFUNDS

The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges, Raleigh on October 15, 1993. The full refund policy is listed in the NC Administrative Code 23NCAC.2D.0203 (d) Brief Statement of Policy:

1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meeting.
3. No refunds will be given after 10 percent of class meetings.

Please visit FTCC's Continuing Education

Home Page at:

<http://www.faytechcc.edu/edprog/coned/welcome.htm>

Fee: \$65
Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how economic forecasting and the world economy affect an enterprise; understand the basics of accounting including the general ledger, the accounting equation, key accounting terms, and the types of accounting; and learn how balance sheets, income statements, cash flow management, and financial controls help keep your organization moving in a positive direction. This course may help you prepare for the internationally recognized Certified Professional Secretary® (CPS®) and the Certified Administrative Professional® (CAP®) exam offered by the International Association of Administrative Professionals® (IAAP®). Note: This course is not affiliated with, nor has it been endorsed by, the International Association of Administrative Professionals® (IAAP®).

PREREQUISITE: completion of Becky and Tony Swaim's Administrative Assistant Fundamentals course (or equivalent experience). Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser

Instructors: Becky Swaim/Tony Swaim (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94902 online
optional	optional	Oct 21-Nov 27	24 hrs	94903 online
optional	optional	Nov 11-Dec 18	24 hrs	94904 online
optional	optional	Dec 09-Jan 15	24 hrs	94905 online

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

Fee: \$65

Rapid growth in health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine.

Instructors: Becky Swaim/Tony Swaim (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94906 online
optional	optional	Oct 21-Nov 27	24 hrs	94907 online
optional	optional	Nov 11-Dec 18	24 hrs	94908 online
optional	optional	Dec 09-Jan 15	24 hrs	94909 online



LEARN TO BUY AND SELL ON EBAY

Fee: \$65

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home, selling your products on the Internet, or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You'll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You'll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you're a buyer, you'll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Instructors: Kara Gordon/Shirley Muse (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94994 online
optional	optional	Oct 21-Nov 27	24 hrs	94995 online
optional	optional	Nov 11-Dec 18	24 hrs	94996 online
optional	optional	Dec 09-Jan 15	24 hrs	94997 online

**CONTINUING EDUCATION CLASSES BEGIN
IN DIFFERENT WEEKS AND MONTHS.
CHECK START DATES TO BE SURE YOU
WON'T MISS A COURSE.**

PROJECT MANAGEMENT FUNDAMENTALS**Fee: \$65**

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

Instructor: Tony Swaim (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94074	online
optional	optional	Oct 21-Nov 27	24 hrs	94075	online
optional	optional	Nov 11-Dec 18	24 hrs	94076	online
optional	optional	Dec 09-Jan 15	24 hrs	94077	online

REAL ESTATE INVESTING**Fee: \$75**

Stock Market got you down? Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal. **This is a self-supporting course; fee-exempt status does not apply.**

Instructor: Josh Fuhrer (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94090	online
optional	optional	Oct 21-Nov 27	24 hrs	94091	online
optional	optional	Nov 11-Dec 18	24 hrs	94092	online
optional	optional	Dec 09-Jan 15	24 hrs	94093	online

START AND OPERATE YOUR OWN HOME-BASED BUSINESS**Fee: \$65**

Home-based businesses are the hottest business trend of the decade. Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless. Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics, and more. Learn how to develop the entrepreneurial qualities--motivation, discipline, and creativity--that you will need to succeed. This course is a great way to start your own business or enhance the one you already have.

Instructor: Helene K. Liatos (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94114	online
optional	optional	Oct 21-Nov 27	24 hrs	94115	online
optional	optional	Nov 11-Dec 18	24 hrs	94116	online
optional	optional	Dec 09-Jan 15	24 hrs	94117	online

SUPERVISION AND MANAGEMENT FUNDAMENTALS**Fee: \$65**

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you'll learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively.

Instructor: Patricia Addesso (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94122	online
optional	optional	Oct 21-Nov 27	24 hrs	94123	online
optional	optional	Nov 11-Dec 18	24 hrs	94124	online
optional	optional	Dec 09-Jan 15	24 hrs	94125	online

OTHER ONLINE BUSINESS COURSES ARE AVAILABLE SUCH AS:

**BUILDING AN ETHICAL BUSINESS
DEALING WITH DIFFICULT PEOPLE
EMPLOYMENT LAW FUNDAMENTALS
PROFESSIONAL SALES SKILLS
PURCHASING APPLICATIONS
PURCHASING FUNDAMENTALS**

REAL ESTATE LAW

**START YOUR OWN CONSULTING PRACTICE
STOCKS, BONDS, AND INVESTING OH, MY!
TOTAL QUALITY FUNDAMENTALS: SIX SIGMA
AND MORE!**

Register for these courses and others at www.LearnFTCC.com**ONLINE COMPUTER TRAINING****A+ CERTIFICATION (BASIC)****Fee: \$65****(First course in the series)**

Now is the time to roll up your sleeves and dive inside the personal computer. This course teaches you about the hardware common to virtually every personal computer including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, floppy drives, and hard drives. You'll learn how things work, how to configure everything, and how to troubleshoot in real-world environments. This course will give you the knowledge upon which you'll base the rest of your A+ Certification studies and will help you take that first step to becoming an excellent PC hardware technician.

REQUIREMENTS: a PC that you can take apart and reassemble. This can be anything from an old Intel 286 to a newer 486 or beyond. Because of the dangers of electrostatic discharge to the machine, we do not require or advise you to tear apart your own primary computer.

PREREQUISITES: a solid conceptual and practical knowledge of Windows 95 or 98 and preferably some experience with DOS and Windows 3.x

Instructor: Scott Jernigan (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94890	online
optional	optional	Oct 21-Nov 27	24 hrs	94891	online
optional	optional	Nov 11-Dec 18	24 hrs	94892	online
optional	optional	Dec 09-Jan 15	24 hrs	94893	online

COMPUTER SKILLS FOR THE WORKPLACE**Fee: \$65**

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the functions and features of modern computer components. Any job candidate who already possesses these skills will stand above those who do not. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace. You will learn how to implement the powers of modern office software to work faster and more efficiently. The course will focus on the practical application of software most common to the workplace. When you finish this course, you will have learned why employers consider technological literacy so critical to the success of any organization.

REQUIREMENTS: Microsoft Windows 95 or newer and Microsoft Office

Instructor: Dave Paquin (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94922	online
optional	optional	Oct 21-Nov 27	24 hrs	94923	online
optional	optional	Nov 11-Dec 18	24 hrs	94924	online
optional	optional	Dec 09-Jan 15	24 hrs	94925	online

CREATING WEB PAGES II

Fee: \$65

Every site you see on the Internet's World Wide Web is made up of Web pages created with the Hypertext Markup Language (HTML). The Internet's rapid growth has created an urgent demand for Web page designers skilled in the use of HTML. In this unique six week online workshop, you'll learn how to create sensational Web sites complete with text, graphics (both static and animated), color, backgrounds, tables, lists, four types of links, hot buttons, and tables. In the process, you'll also learn about time saving authoring programs, how to select a Web hosting service, how to upload your Web site to a Web server, securing the best possible position in search engine listings, and powerful no cost or low cost Web marketing strategies.

Instructor: Craig Power (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94930	online
optional	optional	Oct 21-Nov 27	24 hrs	94931	online
optional	optional	Nov 11-Dec 18	24 hrs	94932	online
optional	optional	Dec 09-Jan 15	24 hrs	94933	online

CREATING WEB PAGES II

Fee: \$65

Are you using HTML to its fullest potential? In this practical, project-oriented course, you'll discover how you can use tables to create fresh, innovative, and unconventional arrangements of text, colors, and graphics. You'll become skilled at incorporating audio into your site. In addition, you'll find out how frames can improve site navigation and turn otherwise drab pages into stunning works of art. Find out how to make your site more interactive through the use of forms and learn how formatting your pages with cascading style sheets can literally save you hours of time and effort.

PREREQUISITE: successful completion of Creating Web Pages or equivalent experience

Instructor: Craig Power (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94934	online
optional	optional	Oct 21-Nov 27	24 hrs	94935	online
optional	optional	Nov 11-Dec 18	24 hrs	94936	online
optional	optional	Dec 09-Jan 15	24 hrs	94937	online

MICROSOFT EXCEL 2003 (INTERMEDIATE)

Fee: \$65

Have you been using Excel 2003 to its fullest potential? Learn how to work faster and more productively. Discover how the Pivot Table and AutoFilter can help you rapidly create reports and analyses. Learn advanced graphing techniques and how to use functions to get Excel 2003 to perform complex math, make decisions, and look up values in a table.

REQUIREMENTS: Microsoft Windows XP or 2000, Microsoft Excel 2003, or Microsoft Office 2003 (Student and Teacher Edition, Standard Edition, Small Business Edition, or Professional Edition are all acceptable)

PREREQUISITE: completion of Microsoft Excel (Introduction) or equivalent experience

Instructor: Craig Power (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94022	online
optional	optional	Oct 21-Nov 27	24 hrs	94023	online
optional	optional	Nov 11-Dec 18	24 hrs	94024	online
optional	optional	Dec 09-Jan 15	24 hrs	94025	online

MICROSOFT WORD 2007 (INTRODUCTION)

Fee: \$65

Learn to use the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through, and edit text, move words from one part of your document to another, work on two or more documents simultaneously, change the size or appearance of text, change margins and tab settings, automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus, and save, retrieve, copy, organize, and print your documents.

REQUIREMENTS: Microsoft Windows Vista or XP, Microsoft Word 2007 or Microsoft Word Home and Student Edition 2007 or Microsoft Office 2007 or Microsoft Office Home and Student Edition 2007; Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser

Instructor: Craig Power (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94042	online
optional	optional	Oct 21-Nov 27	24 hrs	94043	online
optional	optional	Nov 11-Dec 18	24 hrs	94044	online
optional	optional	Dec 09-Jan 15	24 hrs	94045	online

PC SECURITY (INTRODUCTION)

Fee: \$65

What you don't know about PC security really can hurt you! Learn why you're at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. You'll learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks.

REQUIREMENTS: a familiarity with general PC terminology, an understanding of Windows, and an ability to locate programs and change settings (or completion of Introduction to Windows XP)

Instructor: Debbie Mahler (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94058	online
optional	optional	Oct 21-Nov 27	24 hrs	94059	online
optional	optional	Nov 11-Dec 18	24 hrs	94060	online
optional	optional	Dec 09-Jan 15	24 hrs	94061	online

PC TROUBLESHOOTING (INTRODUCTION)

Fee: \$75

You don't need to spend your hard earned cash on expensive PC repairs. The vast majority of the problems people experience with their computers are completely avoidable, and most can be solved with nothing more than a few minutes of your time. Introduction to PC Troubleshooting takes you step-by-step through the typical hardware and operating system problems encountered by technicians and teaches troubleshooting techniques to master the basics. The course launches into some of the more advanced and nasty problems that crop up in the PC, teaching you how to diagnose and fix those problems as well. Finally, Introduction to PC Troubleshooting shows you how to maintain and optimize a Windows PC. ***This is a self-supporting course; fee-exempt status does not apply.***

Instructor: Scott Jernigan (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94062	online
optional	optional	Oct 21-Nov 27	24 hrs	94063	online
optional	optional	Nov 11-Dec 18	24 hrs	94064	online
optional	optional	Dec 09-Jan 15	24 hrs	94065	online

QUICKBOOKS 2008 (INTRODUCTION)

Fee: \$65

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

REQUIREMENTS: QuickBooks Pro 2008 or QuickBooks Premier Edition 2008 (please be sure to install this software on your computer before the course begins); Microsoft Windows Vista or XP; Internet access; e-mail; and the Microsoft Internet Explorer or Mozilla Firefox Web browser. This course is not suitable for Macintosh users, nor for users of QuickBooks Online or QuickBooks SimpleStart

Instructor: Craig Power (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94082	online
optional	optional	Oct 21-Nov 27	24 hrs	94083	online
optional	optional	Nov 11-Dec 18	24 hrs	94084	online
optional	optional	Dec 09-Jan 15	24 hrs	94085	online

WINDOWS VISTA (INTRODUCTION)

Fee: \$65

Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

REQUIREMENTS: Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise edition (software must be installed and fully operational before the course begins)

Instructor: Alan Simpson (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94126	online
optional	optional	Oct 21-Nov 27	24 hrs	94127	online
optional	optional	Nov 11-Dec 18	24 hrs	94128	online
optional	optional	Dec 09-Jan 15	24 hrs	94129	online

WINDOWS XP (INTRODUCTION) **Fee: \$65**
Whether you're new to Windows or an experienced PC aficionado, there's a lot to learn in the all new Windows XP. This course covers all the basic skills and concepts needed to use a computer. This course will teach you how to work with text, pictures, photos, sound, music, DVD, interactive TV, and video; create shortcuts, customize the interface, take full advantage of the Internet, and even build your own local area network (LAN). You'll even learn how Windows XP supports the new Microsoft NET strategy and XML--a new language that's poised to revolutionize the way we use our computers.

REQUIREMENTS: a computer equipped with a copy of Windows XP
Instructor: Alan Simpson (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94130	online
optional	optional	Oct 21-Nov 27	24 hrs	94131	online
optional	optional	Nov 11-Dec 18	24 hrs	94132	online
optional	optional	Dec 09-Jan 15	24 hrs	94133	online

OTHER ONLINE COMPUTER COURSES ARE AVAILABLE SUCH AS:

COMPTIA SECURITY+ CERTIFICATION PREPARATION
INTRODUCTION TO CSS AND XHTML
INTRODUCTION TO THE INTERNET
KEYBOARDING
MICROSOFT ACCESS 2003 (INTRODUCTION)
MICROSOFT FRONTPAGE 2003 (INTRODUCTION)
MICROSOFT POWERPOINT 2003 (INTRODUCTION)
MICROSOFT PUBLISHER 2003 (INTRODUCTION)
MICROSOFT VISIO 2007 (INTRODUCTION)
NETWORKING (INTERMEDIATE)
QUICKBOOKS 2008 (INTRODUCTION)
SQL (INTRODUCTION)

Register for these courses and others at www.LearnFTCC.com

ONLINE HEALTH CARE

NEW **BECOME A PHYSICAL THERAPY AIDE** **Fee: \$65**
Prepare for a rewarding career as a valued member of the physical therapy team while learning all about the human body, specific disorders, and the way physical therapists treat these disorders. You'll get training in physical therapy terminology and communication skills. And by the end of the course, you'll know the legal and ethical issues that are becoming increasingly important for every physical therapy aide to understand.

Instructor: Holly Trimble (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94914	online
optional	optional	Oct 21-Nov 27	24 hrs	94915	online
optional	optional	Nov 11-Dec 18	24 hrs	94916	online
optional	optional	Dec 09-Jan 15	24 hrs	94917	online

NEW **BECOME AN OPTICAL ASSISTANT** **Fee: \$65**
If you think you'd like to become an optical assistant, this is the course for you! You'll get a comprehensive look into the world of optical assisting--a world that's getting more exciting all the time. You'll see how rewarding it can be to help people solve their vision problems. And you'll find out how varied the field of optometry is becoming as we explore the skills it requires and the different settings to which this new career might lead you.

Instructor: Beverly Smith (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94918	online
optional	optional	Oct 21-Nov 27	24 hrs	94919	online
optional	optional	Nov 11-Dec 18	24 hrs	94920	online
optional	optional	Dec 09-Jan 15	24 hrs	94921	online

HUMAN ANATOMY AND PHYSIOLOGY **Fee: \$65**
This six-week online course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We'll place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We'll also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You'll also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next.

Instructor: Holly Trimble (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94978	online
optional	optional	Oct 21-Nov 27	24 hrs	94979	online
optional	optional	Nov 11-Dec 18	24 hrs	94980	online
optional	optional	Dec 09-Jan 15	24 hrs	94981	online

ONLINE LANGUAGE

SPEED SPANISH

Fee: \$65

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish. ¡Qué Bueno!

Instructor: Dan Mikels (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94106	online
optional	optional	Oct 21-Nov 27	24 hrs	94107	online
optional	optional	Nov 11-Dec 18	24 hrs	94108	online
optional	optional	Dec 09-Jan 15	24 hrs	94109	online

SPEED SPANISH II

Fee: \$65

Have you ever seen a non-native speaking Spanish fluently? Were you impressed? Would you like to become more conversational and more comfortable in Spanish-speaking situations? Now you can. Our Speed Spanish courses are unlike any other Spanish courses you may have taken. You'll see words, hear them pronounced properly, and have plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences. Enroll in Speed Spanish II, and you'll see an immediate improvement in your Spanish fluency from the very first lesson.

PREREQUISITE: completion of Speed Spanish I or equivalent experience

Instructor: Dan Mikels (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94110	online
optional	optional	Oct 21-Nov 27	24 hrs	94111	online
optional	optional	Nov 11-Dec 18	24 hrs	94112	online
optional	optional	Dec 09-Jan 15	24 hrs	94113	online

OTHER ONLINE LANGUAGE COURSES ARE AVAILABLE SUCH AS:

BRAILLE TRANSCRIPTION (INTRODUCTION)
SPEED SPANISH III

Register for these courses and others at www.LearnFTCC.com

OCCUPATIONAL COURSE REPEAT POLICY

North Carolina legislation states that Community Colleges may permit a student to repeat a course more than once if that student demonstrates that the repetition is required by standards governing the certificate or licensing program in which the student is enrolled. The policy applies to occupational courses ONLY. A predetermined rate of approximately \$6.00 per scheduled hour would be charged to those individuals who had taken an occupational extension course more than twice and were not otherwise exempt.

ONLINE MEDICAL OFFICE TRAINING

MEDICAL TERMINOLOGY:

A WORD ASSOCIATION APPROACH

Fee: \$65

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, meaning of the root, and an example of non-medical everyday usage are provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information are provided in regards to each term. Root terms are combined with prefixes and suffixes as students' learning will culminate in the interpretation of several paragraphs of medical notes.

Instructor: Douglas Best (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94014	online
optional	optional	Oct 21-Nov 27	24 hrs	94015	online
optional	optional	Nov 11-Dec 18	24 hrs	94016	online
optional	optional	Dec 09-Jan 15	24 hrs	94017	online

ONLINE PERSONAL DEVELOPMENT

HOMESCHOOL WITH SUCCESS

Fee: \$65

Discover what you need to know to homeschool your children successfully. You'll find out how to research legal requirements, choose the best curriculum, organize your school day, provide great socialization opportunities, and make the most of raising your children. When you finish this course, you'll have lots of information and guidance to plot your homeschooling course for years to come!

REQUIREMENTS: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at: <http://www.adobe.com/downloads> by clicking Get Adobe Flash Player and Get Adobe Reader).

Instructor: Beverly Schulz (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94974	online
optional	optional	Oct 21-Nov 27	24 hrs	94975	online
optional	optional	Nov 11-Dec 18	24 hrs	94976	online
optional	optional	Dec 09-Jan 15	24 hrs	94977	online

ONLINE TEACHER TRAINING

Through these online courses, teachers may earn 2.4 CEUs while learning in the comfort of their own home.

MICROSOFT EXCEL (2007) IN THE CLASSROOM

Fee: \$65

Learn the basics of Microsoft Excel 2007 in this professional development course for teachers, and get the training every teacher needs for using and teaching this powerful program effectively in the classroom. This unique online workshop is packed full of tips, shortcuts, and lesson plan ideas. First, we'll cover all the important Excel fundamentals: using tabs, formatting cells and worksheets, inserting formulas for addition, subtraction, multiplication, and division, and creating colorful charts and graphs. Then we'll move on to more advanced Excel features such as sorting and analyzing student test data for differentiated instruction, writing powerful mathematical formulas, and using Excel to automatically calculate student averages and other statistics. You'll finish the course by creating a customizable grade book that you can use in your own classroom.

Instructor: Robin Sellers (Ed2Go)

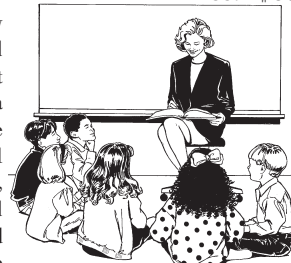
optional	optional	Sep 16-Oct 23	24 hrs	94030	online
optional	optional	Oct 21-Nov 27	24 hrs	94031	online
optional	optional	Nov 11-Dec 18	24 hrs	94032	online
optional	optional	Dec 09-Jan 15	24 hrs	94033	online

READY, SET, READ!

Take this opportunity to find out how children really learn to read and write. This course will explore current research that cuts through the media messages about reading wars and the right way to teach children. You will learn by reading stories about children, doing interactive assignments, and exploring the latest in parent and childcare information. This course will help you understand how play can connect to literacy. In addition, you'll learn how a child becomes literate from the moment of birth. First, this course will investigate the many things a child's growing mind must do to make sense of the written word and create writing. From there, we will explore the development of reading and writing from infancy to the early school years. This course will help you gain confidence in your ability to guide a child's literacy development and take pleasure in seeing how even the littlest events can lead to really big steps in reading and writing success!

Instructor: Kris Wilson (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94086	online
optional	optional	Oct 21-Nov 27	24 hrs	94087	online
optional	optional	Nov 11-Dec 18	24 hrs	94088	online
optional	optional	Dec 09-Jan 15	24 hrs	94089	online



OTHER ONLINE TEACHER TRAINING COURSES ARE AVAILABLE SUCH AS:

CREATING THE INCLUSIVE CLASSROOM
ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD
GUIDING KIDS ON THE INTERNET
INTEGRATING TECHNOLOGY IN THE CLASSROOM
MICROSOFT POWERPOINT IN THE CLASSROOM
MICROSOFT WORD IN THE CLASSROOM
SOLVING CLASSROOM DISCIPLINE PROBLEMS
SURVIVAL KIT FOR NEW TEACHERS
THE CREATIVE CLASSROOM
USING THE INTERNET IN THE CLASSROOM

Register for these courses and others at www.LearnFTCC.com

ONLINE TEST PREPARATION

GRE PREPARATION I (VERBAL AND ANALYTICAL)

Fee: \$75

This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time-saving techniques for both the paper-based and computer administrations of the test. **Textbook requirement: *Practicing to Take the GRE General Test (tenth edition)*. Please note: this book is available at www.gre.org for \$21.00 plus shipping. This is a self-supporting course; fee-exempt status does not apply.**

Instructors: Scott Hatch/Lisa Hatch (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94966	online
optional	optional	Oct 21-Nov 27	24 hrs	94967	online
optional	optional	Nov 11-Dec 18	24 hrs	94968	online
optional	optional	Dec 09-Jan 15	24 hrs	94969	online

GRE PREPARATION II (QUANTITATIVE) Fee: \$75
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time-saving techniques for both the paper-based and computer administrations of the test. **Textbook requirement: *Practicing to Take the GRE General Test (tenth edition)*. Please note: this book is available at www.gre.org for \$21.00 plus shipping. This is a self-supporting course; fee-exempt status does not apply.**

Instructors: Scott Hatch/Lisa Hatch (Ed2Go)

optional	optional	Sep 16-Oct 23	24 hrs	94970	online
optional	optional	Oct 21-Nov 27	24 hrs	94971	online
optional	optional	Nov 11-Dec 18	24 hrs	94972	online
optional	optional	Dec 09-Jan 15	24 hrs	94973	online

OTHER ONLINE TEST PREPARATION COURSES ARE AVAILABLE SUCH AS:

**GMAT PREPARATION
LSAT PREPARATION PART I
LSAT PREPARATION PART II**

Register for these courses and others at www.LearnFTCC.com

SIGN LANGUAGE TRAINING

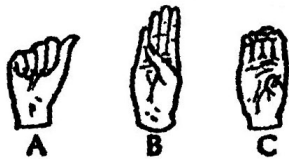
SIGN LANGUAGE I

Fee: \$120

Learn to communicate in the language of the deaf community using alphabet and up-to-date signs. In this course, you will acquire body language, facial expression, and movements for conceptual signs. These introductory sign language skills will begin the training for those who want to become sign language interpreters.

Instructor: Jillian Plumley

Sat	9 am-1 pm	Sep 12-Nov 21	44 hrs	90518	FTCC/CEC 112
Instructor:	Marin Bandel				
M&W	6:30-9:30 pm	Sep 14-Nov 04	48 hrs	90517	Seventy-First High



SIGN LANGUAGE II

Fee: \$120

This course is a continuation of Sign Language I designed to increase your knowledge with extensive sign and vocabulary usage. It will prepare you for further study in sign language.

Instructor: Marin Bandel

T&Th	6:30-9:30 pm	Sep 15-Nov 05	48 hrs	90519	Douglas Byrd High
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SIGN LANGUAGE III

Fee: \$120

This course is for the intermediate student with ASL structure and grammar introduced for the development of receptive signing skills. This introduction to interpreting methods and ethics will prepare you for advanced study in sign language.

Instructor: Jillian Plumley

M&W	6:00-9:00 pm	Sep 14-Nov 04	48 hrs	90520	FTCC/CEC 112
T&Th	9:00-12:00 N	Sep 15-Nov 05	48 hrs	90521	FTCC/CEC 131

SIGN LANGUAGE IV

Fee: \$120

Advanced students will continue with ASL structure and grammar with further study in idiom, interpreting methods, and ethics.

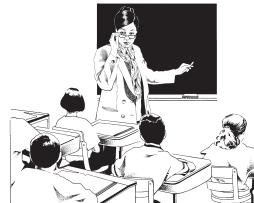
Instructor: Jillian Plumley

M&W	9:00-12:00 N	Sep 14-Nov 04	48 hrs	90522	FTCC/CEC 131
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TEACHER TRAINING

EFFECTIVE TEACHING TRAINING FOR SUBSTITUTES AND TEACHER ASSISTANTS Fee: \$120

Would you like to be a substitute or assistant in the public schools, but you've never had any training? This course will provide training in instructional feedback, presentation skills, learning expectations, monitoring students interactions, social interactions, time management, non-instructional duties, and evaluations. **PRE-REGISTRATION IS REQUIRED.**



Textbook requirement: *Effective Teaching Training* available for purchase at the FTCC bookstore (textbook cost is \$18.08).

Instructor: Willis McLeod

M-Th	8:30 am-4:30 pm	Aug 24-Aug 27	30 hrs	94140	Horticulture Ed Ctr 104
M-Th	8:30 am-4:30 pm	Nov 02-Nov 05	30 hrs	94154	Horticulture Ed Ctr 104

Instructor: Deborah Anderson

T&Th	6:30-9:30 pm	Sep 15-Oct 15	30 hrs	94139	Douglas Byrd High
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Instructor: Angela Fowler

Sat	9 am-4 pm	Sep 19-Oct 17	30 hrs	94141	FTCC/CEC 114
M&W	6:30-9:30 pm	Oct 19-Nov 23	30 hrs	94143	Seventy-First High

Instructor: Ander Dunham

M-Th	8:30 am-4:30 pm	Sep 21-Sep 24	30 hrs	94142	FTCC/CEC 133
M-Th	8:30 am-4:30 pm	Oct 12-Oct 15	30 hrs	94144	FTCC/CEC 133
M-Th	8:30 am-4:30 pm	Nov 16-Nov 19	30 hrs	94145	FTCC/CEC 133
M-Th	8:30 am-4:30 pm	Dec 07-Dec 10	30 hrs	94886	FTCC/CEC 133

LATERAL ENTRY/FIRST TIME TEACHER TRAINING

Fee: \$65

This course is designed for lateral entry teachers and those who are interested in more information on this path into the teaching profession. It will help inform and prepare both lateral entry and first year teachers to the workings of the public school system. Your instructor is a seasoned teacher/administrator who will provide an in-depth orientation to the sometimes overwhelming job of teaching and handling the "other" tasks assigned to you. Come and ask the questions you need answered and learn how to be a more successful teacher.

Instructor: Nancy Edwards

T	6:30-9:30 pm	Oct 06-Nov 24	24 hrs	94150	Douglas Byrd High
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PRAXIS (NATIONAL TEACHER EXAM (NTE) REVIEW)

Fee: \$65

This course is designed to help current and prospective teachers pass specific discipline areas on the PRAXIS (PRAXIS I and II, PLT, and PPST). You will practice taking the exam, which should reduce your test taking anxiety, and improve your test taking skills. Your instructor will help you with reading comprehension, and help you increase your reading speed, review areas where you feel weakest, and hopefully increase your comfort level before you take the national exam. As far as the professional knowledge section of the NTE, the class will be divided into small groups and address the specialty areas. Test taking tips will be given which should assist the student with all areas of the exam.

Instructor: Nancy Edwards

Th	6:00-9:00 pm	Aug 20-Oct 08	24 hrs	94160	FTCC/CEC 233
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A WORD ABOUT WAITING...

Have you ever signed up for a class only to find it cancelled? Have you later discovered a friend who wanted to take it, too, but hadn't registered? Or maybe you've planned to take a class and arrived the first session to find it cancelled for lack of enrollment. Well, here are two ways to help keep your selected class on the schedule.



- Register early -- do it today! Each class has a minimum required enrollment. Once that number is reached, the class is a "go".
- If you find a class you like, encourage a friend to join you. Sometimes two or three people make the difference between "Go" or "Cancel."

So, the word about waiting is DON'T! Register NOW.

WEDDING/EVENT PLANNING

According to the *Washington Post*, over two million weddings take place every year with an estimated retail sales of over \$30 billion. When you add meeting and special event planning to that number, you can see that these are multi-billion dollar industries. Does it sound like there may be a need for you to start your own business as a professional wedding planner/consultant or event planner? Completion of the three courses included in the wedding/event-planning program will help you prepare for employment in this area or to start your own business. It is suggested that you take the courses in sequence, but that is not a requirement. The instructor, Cassandra McMillion is a Certified Wedding Specialist through Weddings Beautiful and the National Bridal Association who has worked in the business since 1985. You will also hear success stories from guest speakers who have completed the program. The textbooks suggested for the courses are: *Wedding Planning*, by Elaine Parker; *Affairs of the Heart*, by Nancy Gluck; *Starting Your own Wedding Business* and *Starting Your own Event Planning Business*, both by Eileen Sandlin. All are available from Amazon.com

WEDDING/EVENT PLANNING (PART I)

Fee: \$120

With weddings becoming larger and more expensive, many couples are turning to the services of wedding planners for help. If you like working with people, are detail oriented, have good communication skills, and a lot of patience, this may be the ideal business for you. Whether you are interested in establishing a home-based business, working on a part-time basis, or beginning a new career, wedding and event planning may be exactly what you are looking for. You will learn about wedding history, etiquette, traditions, and how to coordinate and direct a wedding or event from beginning to end. From the initial meeting, you will learn how to work with wedding couples or companies planning meetings/conferences, establishing a budget, selecting sites, and vendors (caterers, florists, photographers). You will learn the importance of an "emergency kit," the bridal folder, hands-on practice for the actual wedding/event, and evaluating the final product. This course should be of interest to those who are considering a career in the wedding/event business or those who are already working in the services dealing with weddings/events, such as florists, caterers, event planning hobbyists, or other event/wedding services.

Instructor: Cassandra McMillion

T&Th 6:00-9:00 pm Sep 15-Oct 22 36 hrs 90526 FTCC/CEC 135

WEDDING/EVENT PLANNING (PART II)

Fee: \$120

Continue your training to become a wedding/event planner as you learn how to prepare business forms, choose a name for your business, determine office needs, and prepare a wedding/event planners notebook. You will learn about the various types of wedding ceremonies including directing weddings for different faiths. Your instructor will help you develop a philosophy of success that will prepare you to start an organized wedding/event planning business. There will be time in class for hands-on practice for the wedding/event.

Instructor: Cassandra McMillion

T&Th 6:00-9:00 pm Oct 27-Dec 08 36 hrs 90527 FTCC/CEC 135



PERSONAL INTEREST

Fayetteville Technical Community College has a genuine commitment to serving the educational needs of the entire community. The courses included in this section have been designed to encourage lifelong learning by providing you with a means to express your creative, cultural, civic, and leisure interests. These courses are self-supporting; no fee-exemptions apply.

ACADEMIC/TEST PREP

ACADEMY FOR CRIMINAL JUSTICE SCIENCES (ACJS) PREP COURSE

Fee: \$65

This course will be geared towards individuals who are involved in criminal justice and would like to improve their writing and communication skills within the field. Instruction will include how to effectively write reports and present information to local, state, and government officials. Upon completion of this course, you will have a theoretical knowledge of criminal justice and its various parts.

Instructor: James Williams

T 6:00-9:00 pm Sep 15-Nov 03 24 hrs 94134 FTCC/CEC 131

ALGEBRA REFRESHER

Fee: \$45

So you finished high school a few years ago and now you've decided to go back to school. The problem is you're not sure that you can handle the college-level algebra that will be required. This course is designed for people just like you—high school graduates who need to review basic algebra in order to increase their chance of success in a college-level classroom. It is a review of the basic concepts of algebra using formulas, exponents, signs, squares and square roots, equations, and inequalities.

Instructor: Emily Robinson

M 6:00-9:00 pm Aug 10-Oct 05 24 hrs 94135 FTCC/CEC 114

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) FORMATTING

Fee: \$65

This is an eight-week course in American Psychological Association (APA) formatting and writing. Students seeking to improve their formal written communications, advanced degrees, editing, or writing a thesis or dissertation will benefit from this instruction. **Textbook requirement: *Publication Manual of the American Psychological Association (Paperback)*.**

Instructor: Mary Ferguson

M 6:00-9:00 pm Sep 14-Nov 02 24 hrs 94152 FTCC/CEC 127

GRE PREPARATION

Fee: \$150

If you're ready to go for that advanced degree but have never taken the Graduate Record Exam, **PLEASE** prepare for it. No one should go into that exam cold, not knowing what it's all about. Your admission into advanced degree programs may well depend on your score on this exam. This course is designed to help you prepare for all parts of the general exam to include a review of mathematics, analogies, antonyms, closures, reading comprehension, and analytical reasoning. You will also learn useful test taking tips and hints to "beat the system" designed into the test. **NOTE:** text and CD-Rom included in fee.

Instructors: Carol Conklin

Sat 9 am-1 pm Oct 03-Nov 07 24 hrs 94146 FTCC/CEC 126

MATH REFRESHER

Fee: \$45

When you were in high school, did you avoid the "tough" math courses like algebra? Now you'd like to go to college. This course is designed for you, the high school graduate who needs review in basic math and pre-algebra in order to prepare for more advanced math such as algebra and college mathematics. You will review basic arithmetic operations with integers; addition, subtraction, multiplication, and division of fractions and decimals; percents; measurements; and word problems.

Instructor: Emily Robinson

W 6:00-9:00 pm Sep 30-Nov 18 24 hrs 94157 FTCC/CEC 114



PREPARATION FOR THE SAT

Fee: \$100

Get ready for the SAT—one of the most important exams you will ever take. This comprehensive preparation program is designed to help you meet the challenges of the exam format. You will receive a thorough overview of the SAT and become familiar with every question type that appears on the exam. The course will include both math and verbal skills: math practice and review of test questions including algebra, geometry, percentages, pictorials, quantitative comparisons; verbal—special attention to the critical reading section which includes single and paired passages, sentence completion, analogies, and vocabulary enhancement. The text includes in-class and home study materials. **NOTE:** text included in fee. You will need to bring a calculator to class. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS ENCOURAGED.**

Instructor: Carol Conklin

Sat 8 am-1 pm Nov 14-Dec 12 20 hrs 94161 FTCC/CEC 131

ART

AIRBRUSH PAINTING

Fee: \$75

Whether you want to learn airbrush painting for fine art, advertising design, or for custom painting of motorcycles, vans, or truck murals, this course will introduce you to the essential techniques and the wide range of airbrush applications. You will learn about equipment including maintenance, airbrush control, preparing your work surfaces, types of paint you will need based on your project, paint mixing, and how to design and layout your project. You will also learn how to do basic strokes, make stencils, do background washes, frisket, and freehand painting. If you are interested in doing custom automotive and motorcycle airbrushing or commercial illustration, your instructor will help you decide how to price your work. You will need to purchase supplies which will be discussed at the first class. Come have fun and learn from an instructor with lots of experience in commercial airbrushing.

Instructor: J. D. Blanton

T 6:00-9:30 pm Sep 15-Nov 03 28 hrs 90450 FTCC/CEC 139

BEAUTY OF FLOWER PAINTING

Fee: \$45

There is something very satisfying and magical about painting a flower and preserving just what it was like forever. The thousands of varieties of beautiful flowers in a myriad of fabulous colors and shapes are inspiring for any artist. From huge original canvases to small flower prints, most people have at least one flower painting adorning the walls of their homes or offices. This course is for those who want to learn to paint in an easy to understand technique and capture that beauty on canvas with oil paints. No experience is needed. Please e-mail the instructor at: kim@joy2paint.com for a supply list.

Instructor: Kim Cowger

M 9:00-12:00 N Sep 14-Nov 02 24 hrs 90439 FTCC/CEC 139

W 6:00-9:30 pm Oct 28-Dec 09 21 hrs 90440 FTCC/CEC 139

DECORATIVE PAINTING TECHNIQUES

Fee: \$35

How many times have you walked through a store and seen beautifully hand-painted items and wondered, how did they do that? Now you can paint these for yourself or as gifts. This course offers a variety of ideas and techniques that you can apply to many different surfaces. You'll be able to create hand-painted decorative pieces for yourself, as gifts for all occasions, or you can use the painting techniques to give new life to vintage objects. Learn to express your creative abilities in decorative painting and have the satisfaction of knowing "I did that." No experience is required, just the desire to paint. Please e-mail instructor at: rpotter@nc.rr.com for supply list at least one week prior to class start date—put "One-Stroke" in the subject matter.

Instructor: Talmadge Potter

M 1:00-4:00 pm Sep 14-Oct 05 12 hrs 90445 FTCC/CEC 139

M 1:00-4:00 pm Oct 12-Nov 02 12 hrs 90446 FTCC/CEC 139

CARTOON PORTRAITS

Fee: \$45

Have you always been amazed watching the quick sketch artist at the fair or mall as they create caricatures or cartoon portraits? Well you can learn to do the same thing and take advantage of the numerous opportunities for earning extra money at parties, trade shows, vacation resorts, or shopping malls. Your instructor will share his many years of experience in fascinating crowds with his talent, some paper, and just a few markers. You will be taught how to take someone's recognizable features and exaggerate or selectively distort them. You will also learn how to add cartoon bodies with poses of sports, hobbies, and/or occupations and complete the entire drawing in as little as five to ten minutes.

Instructor: J. D. Blanton

T 6:00-9:30 pm Nov 10-Dec 15 21 hrs 90449 FTCC/CEC 139

DRAWING (INTERMEDIATE)

Fee: \$45

The intermediate drawing course is designed as an extension of the drawing experiences initiated in Drawing on the Right Side of the Brain. Through a variety of exercises, students will increase their knowledge of perspective, proportion, observation and representation of 3D forms, and the depiction of light, shadow, and texture. Shading, blending, and a combination of drawing media will be demonstrated as you work from nature, still life, and your own photographs. Instruction and practice in portrait and figure drawing will also be covered in class.

Instructor: Nancy Mabes

W 9:00-12:00 N Sep 16-Nov 04 24 hrs 90434 FTCC/CEC 139



DRAWING ON THE RIGHT SIDE OF THE BRAIN I

Fee: \$45

This drawing course is for anyone who has always wanted to learn how to draw but didn't think they could. In just a few short weeks you will be able to use the "right side" of your brain (your creative side) and see as an artist sees. As a result you will be able to draw any subject matter, including portraits and learn perspective and shading.

Instructor: Nancy Mabes

W 9 am-1 pm Nov 11-Dec 09 20 hrs 90433 FTCC/CEC 139

JEWELRY FABRICATION (ADVANCED)

Fee: \$75

This course is designed for the serious jewelry student and will build on the skill learned in the intermediate jewelry fabrication class. Specific techniques and projects will be chosen by the group on the first day of class but options may include: advanced stone setting, hollow-form construction including hollow beads, reticulation, and etching of metal. Consumable supplies and tools will be discussed at the first class. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

PREREQUISITE: completion of beginning and intermediate jewelry fabrication classes or equivalent skill set

Instructor: Erica Bailey

M 6:00-9:00 pm Sep 14-Nov 02 24 hrs 90421 FTCC/CEC 147

JEWELRY FABRICATION BEGINNING (PART I)

Fee: \$75

This class will introduce the fundamentals of jewelry fabrication and metal-smithing. We will cover a variety of techniques to include: sawing, soldering, texturing, forging, jump ring making, wire working, tempering and annealing. Part 1 of the jewelry fabrication beginning series will focus on earrings and chain making. We will do several projects-- saw and texture earrings, post earrings, unique wire earrings, wire-wrapped ring (a special extra project), soldered link bracelet, S-hook, toggle clasp, and the Egyptian spiral bracelet (I will also teach the Byzantine pattern if time allows). Some business topics will also be covered. Consumable supplies and tools will be discussed at the first class. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

Instructor: Erica Bailey

W 3:00-6:00 pm Sep 16-Nov 04 24 hrs 90420 FTCC/CEC 147

JEWELRY FABRICATION (PART II)**Fee: \$75**

This course will introduce the fundamentals of jewelry fabrication and metal-smithing. We will cover a variety of techniques to include: sawing, soldering, texturing, sweat soldering, filing, stone setting and finishing. Part II of the jewelry fabrication beginning series will focus on rings, pendants, and stone setting. We will do several projects—band ring, ring with stone, bezel set pendant, and prong setting. Some business topics will also be covered. Consumable supplies and tools will be discussed at the first class. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

PREREQUISITE: Jewelry Fabrication Beginning (Part I) or an equivalent skill set

Instructor: Erica Bailey

W 6:00-9:00 pm Sep 16-Nov 04 24 hrs 90422 FTCC/CEC 147

JEWELRY FABRICATION (INTERMEDIATE)**Fee: \$75**

This course is a continuation of the techniques learned in the Jewelry Fabrication Beginning series. Specific techniques and projects will be chosen by the group on the first day of class but options may include: hollow-form construction, reticulation, marriage of metal, chain making, low-tech casting, advanced stone setting, special projects, etc. Erica will also take recommendations from the students. Students should be comfortable with awing and soldering. Consumable supplies and tools will be discussed at the first class. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

Instructor: Erica Bailey

M 3:00-6:00 pm Sep 14-Nov 02 24 hrs 90423 FTCC/CEC 147

JOY OF PAINTING**Fee: \$45**

Who painted that? Now you can say "I DID." You can learn the exciting painting method used on PBS's Joy of Painting with Bob Ross. This course is taught by a Bob Ross trained and certified instructor. This is a method that is especially suited for people who have never painted before. You will need to purchase the Bob Ross Master Kit and a 16x20 canvas. Please visit the instructor's website at: www loafingartist.com

Instructor: Kim Cowger

W 9:00-12:00 N Sep 16-Nov 04 24 hrs 90438 Fay/Cumb Rec Ctr

W 6:00-9:30 pm Sep 16-Oct 21 21 hrs 90437 FTCC/CEC 139

LANDSCAPE PAINTING**Fee: \$65**

Both studio and on-location classes will be used to teach landscape painting in oil, watercolor, and pastel. The instructor will use demonstration, individual instruction, and group critiques to focus on techniques. Special emphasis will be placed on color theory and natural light depiction. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lyn Padrick

Th 1:00-4:00 pm Sep 17-Nov 05 24 hrs 90441 FTCC/CEC 139

MATting AND FRAMING (BEGINNING)**Fee: \$45**

This course will consist of instruction on decorative and conservation matting. Types and color of mat selection will be explained. Several examples on conservation and decorative matting will be demonstrated and practiced by the students. Selecting and fitting the frame and glass cutting will also be included. This course is designed for anyone who would like to be able to do their own matting and framing at home. Artists will especially benefit by being able to do their own matting and framing.

Instructor: Carolyn Culbreth

T 6:00-9:00 pm Sep 15-Nov 03 24 hrs 90426 FTCC/CEC 146

NOTE: Small children of students are not permitted to sit in on classes, labs, or in the libraries. Children are not to be left unattended anywhere on campus.

MATting AND FRAMING (INTERMEDIATE)**Fee: \$45**

Continue your matting and framing experience with new techniques introduced. You will learn new mat cutting and framing techniques including using double mats to add dimension to your artwork, creating incised mats or extending your artwork onto your mats, using fillets to accentuate your artwork, framing 3-dimensional objects, mounting in shadow boxes, and other matting and framing projects as requested by experienced students.

PREREQUISITE: completion of the beginning Matting and Framing course or equivalent experience

Instructor: Carolyn Culbreth

F 1:00-4:00 pm Sep 18-Nov 06 24 hrs 90427 FTCC/CEC 146

OIL PAINTING (BEGINNING)**Fee: \$45**

For centuries, oil painting has been a preferred medium for creative expression. This course is designed as an introduction to oil painting for the beginning painter. You will learn the basics of composition, color, and how to paint what you see! Through specific exercises, you will become familiar with setting up the palette, selecting appropriate surfaces to paint on (canvas, panels, etc.), choosing a subject, painting from life as well as photographs, making expressive brush strokes, and caring for studio materials and equipment. In addition to the basics, techniques such as glazing and scumbling will be explored. You will move at your own pace with much individual attention from the instructor. If you need a refresher course in oil painting or if you have never painted but always wanted to, this is the course for you!

Instructor: Nancy Mabes

Th 6:00-9:00 pm Sep 17-Nov 05 24 hrs 90431 FTCC/CEC 139

OIL PAINTING (INTERMEDIATE)**Fee: \$45**

This course is designed for students who have completed a beginning level oil painting course or have equivalent experience. For those who have not painted in a while, your instructor will review some of the basics and move into choosing subjects, setting up a still life, painting from life and photographs, and caring for materials, equipment, and finished paintings. You will progress at your own pace with much individual attention for each project.

Instructor: Nancy Mabes

F 9:00-12:00 N Sep 18-Nov 06 24 hrs 90432 FTCC/CEC 139

PET PORTRAITS IN PASTEL**Fee: \$45**

Capture the personality and character of your beloved pet, whether it is a cat, dog, horse or any other animal that you and your family cherish. Working from a photo of your pet, you will learn about composition, contrast, and background options. The choice of medium is pastel because of its unique ability to produce the textures and tones that will make your pet portrait truly lifelike. Pet portraits make wonderful gifts, and if you are interested, can easily provide you with an additional source of income. Supplies will be discussed at the first class—please bring photos of your pet(s) to the first class.

Instructor: J. D. Blanton

W 1:00-4:00 pm Sep 16-Nov 04 24 hrs 90447 FTCC/CEC 139

**POTTERY (BEGINNING)****Fee: \$45**

If you have always been fascinated watching potters and thought it looked like fun, come and learn just how much fun it really is. It isn't difficult to learn, it just takes patience and the willingness to get a little dirty. As a beginning student, you will learn basic throwing techniques with emphasis on making functional forms such as mugs, bowls, and vases. You will learn how to trim, decorate (if desired), and glaze your pieces. If you are interested, you can also work on hand-built pieces. Students will need to provide their own clay (available from FTCC bookstore). Glazes are provided.

Instructor: MyTrinh Dang

M 6:00-9:00 pm Oct 12-Nov 30 24 hrs 90428 FTCC/HS 627

POTTERY (BEGINNING/INTERMEDIATE)

Fee: \$45

Beginning students will be making clay objects with emphasis on the potter's wheel (will include types of clay, forming, decorating, and glaze preparation). Students at the intermediate level will work on the development of technique and form. You will also learn additional decorating techniques. Students will need to provide their own clay (available from FTCC bookstore). Glazes are provided.

Instructor: Jill Dieffenbach

Sat 9:00-12:00 N Sep 12-Oct 31 24 hrs 90430 FTCC/HS 627

POTTERY (INTERMEDIATE)

Fee: \$45

This course is being offered for those who have completed a beginning pottery class or have a little experience but haven't worked for a while. You will learn how to make more advanced forms, such as plates, pitchers, and teapots. You will also learn how to make handles and lids and add surface decoration to your pieces. Additional decorating techniques such as carving and impressing will be included. Students will need to provide their own clay (available from FTCC bookstore). Glazes are provided.

Instructor: MyTrinh Dang

W 6:00-9:00 pm Oct 14-Dec 09 24 hrs 90429 FTCC/HS 627



WATERCOLOR (ADVANCED)

Fee: \$65

A continuation of the techniques covered in Watercolor (Beginning) with emphasis on the further exploration of color. Will emphasize still life and landscape treatments. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lyn Padrick

Th 9:00-12:00 N Sep 17-Nov 05 24 hrs 90442 FTCC/CEC 139

WATERCOLOR (BEGINNING)

Fee: \$45

This is an introduction to watercolor from the planning stages to a completed painting. Students will learn about composition, principles of design, color harmony, and the inherent qualities of their materials. Demonstrations by instructor will include wet-in-wet, dry-brush, and how to get rid of mistakes in watercolor techniques. If you have always wanted to take watercolor but felt intimidated by the rumors that watercolor painting is difficult, this course is for you. It is an easy, step-by-step approach to this fascinating medium with astonishing results.

Instructor: Kathy Flood

T 9:00-12:00 N Sep 15-Nov 03 24 hrs 90435 FTCC/CEC 139

Instructor: Carol O'Sullivan

M 6:00-9:00 pm Sep 21-Nov 09 24 hrs 90530 FTCC/CEC 139

WATERCOLOR (INTERMEDIATE)

Fee: \$45

Open to all students who have had sufficient background in basic watercolor techniques and who want to add to their experience. This course will offer a closer look at what is involved in making an ordinary painting extraordinary, including how to plan a painting for exhibition or for competition; and how to solve the many technique-related problems which watercolor painting presents. The instructor will offer periodic critiques of your work in progress and existing portfolios.

Instructor: Kathy Flood

T 1:00-4:00 pm Sep 15-Nov 03 24 hrs 90436 FTCC/CEC 139

Instructor: Carol O'Sullivan

M 6:00-10:00 pm Nov 16-Dec 14 20 hrs 90531 FTCC/CEC 139

PARKING:

Students enrolled in continuing education classes will need a temporary parking decal to park on the main campus. These temporary passes are **free** and are available from the Registration and Records Office in the Neill Currie Building for students who pre-register. The pass should be placed on the dashboard of the vehicle. Designated parking for students includes spaces with white lines.

BOATING SAFETY

BOATING SKILLS AND SEAMANSHIP

Fee: \$30

There's more to boating than just putting your boat in the water. Join instructors from the US Coast Guard Auxiliary who will bring you the art of seamanship and teach you how to operate a boat in the safest possible manner. Topics covered include boat construction and nomenclature, boat handling, safety and legal requirements, navigation rules, basic sailing, trailering, and using the radiotelephone among others. Those completing the course will receive a certificate from the Coast Guard.

Instructor: USCG Auxiliary

T&Th 6:30-8:30 pm Sep 15-Oct 29 28 hrs 91180 Douglas Byrd High



COMMUNITY EMERGENCY RESPONSE TRAINING

CERT 317-COMMUNITY

EMERGENCY RESPONSE TRAINING

Fee: \$10

The Community Emergency Response Team (CERT) program is sponsored by the Department of Homeland Security and provides the basic training to help our citizens take care of themselves and then help others in their communities for the first three days following a disaster. This course consists of 22 hours of training in such areas as disaster preparedness, fire suppression, medical triage operations, search and rescue, disaster psychology, and terrorism. The course is designed to be of value to private citizens, businesses, churches, and schools that want the skills and knowledge required to prepare and respond to a disaster. After receiving this training, you will have a greater understanding of what you need to do to prepare yourself and your family for situations such as Hurricane Katrina or 9/11. For additional information, please contact the CERT Training Officer by e-mail at: training@certnc.com or visit: <http://www.CERTnc.com>. **PRE-REGISTRATION IS REQUIRED.**

Instructor: CERT team leaders

F& 7:00-10:00 pm Sep 11-Sep 19 22 hrs 90384 FTCC/CEC 233

Sat 8 am-5 pm

COOKING

INTERNATIONAL CUISINE

Fee: \$45

Treat your taste buds to a "stovetop" trip around the world. Each week we will immerse ourselves in the culture of a different region. Stops will include...Japan, Italy, France, Asia, Greece (as well as other Mediterranean regions), and the Middle East. Each night you will learn a new dish from a true native of each region. Who says dining at home is boring?

Instructors: Livia Funkhouser/Georgette Leffew/Amphithrite Manuel/Etsuko Martin/Mei Parker/Milagros Whitted

M 6:00-9:00 pm Sep 14-Oct 19 18 hrs 91085 FTCC/CEC 146

F 6:00-9:00 pm Oct 02-Nov 06 18 hrs 91086 FTCC/CEC 146



CRAFTS

ART OF BASKET WEAVING

Fee: \$45

Baskets have been created for thousands of years, in all parts of the world and out of every sort of material. Today, basket makers are keeping a wonderful tradition alive as well as creating new techniques. In this course you will gain knowledge of many different types of designs, materials, and techniques. You may choose to create several small or one large basket and be as traditional or adventurous as you want to be.

Instructor: Susan Chasalow

T 2:00-5:00 pm Sep 15-Nov 03 24 hrs 91089 FTCC/CEC 147

BASKETRY I

Fee: \$45

In this class you will learn how to create beautiful handmade baskets from a variety of materials. Basic basket forms will be covered in this course designed for beginners. You will also learn how to stain and finish your baskets.

Instructor: Gloria Langston

M 9:30-12:00 N Sep 14-Nov 02 20 hrs 91090 Sycamore Tree Sr Ctr

BASKETRY II

Fee: \$45

Basket weaving is a fun activity that gives you something to use for storage or just for decoration. This course covers a full range of weaving from the very simple to the complex depending on your desire and ability. You will weave special baskets to give as gifts or to beautify your home.

Instructor: Susan Chasalow

Th 6:00-9:00 pm Sep 17-Nov 05 24 hrs 91091 FTCC/CEC 147

BEADED JEWELRY (BEGINNING)

Fee: \$45

Learn to design and create fabulous and unique jewelry pieces to wear, sell, or give as gifts! This hands-on workshop will get your creative juices flowing. Projects include beautiful earrings, bracelets, necklaces, eyeglass chains, and bookmarks. Every item will be unique because they are fabricated from supplies of your choice. An experienced professional artist and instructor will motivate you to explore your "crafty side."

Instructor: Kathleen Reed

F 9:30 am-12:30 pm Sep 18-Nov 06 24 hrs 91092 FTCC/CEC 143

Sat 10 am-1 pm Sep 19-Nov 07 24 hrs 91093 FTCC/CEC 139



CARD MAKING WORKSHOP

Fee: \$25

Have you noticed the high prices of greeting cards in stores? Have you tried making them yourself but don't know where to begin? You've come to the right place! This is a sure way to save money and create beautifully handcrafted greeting cards for friends and family for all occasions! Emphasis will be placed on creating invitations, 3D/pop-up cards, and special occasion cards. You will walk away from this short one-day workshop knowing how to cut and fold paper to make the perfect shape, and construct beautifully designed cards. This class will take a one-hour lunch break. Please request a supply list by e-mailing the coordinator for this class at: [sleteam@faytechcc.edu](mailto:slateam@faytechcc.edu). **PRE-REGISTRATION IS REQUIRED.**

Instructor: Lisa Courter

Sat 10 am-6 pm Oct 10 7 hrs 91094 FTCC/CEC 217

CERAMIC ART

Fee: \$45

Come learn the ancient art of ceramics. In a relaxed classroom environment you will learn to clean greenware as well as several techniques of glazing, under glazing, and staining.

Instructor: Carole Halcomb

W 9:00-12:00 N Sep 16-Nov 04 24 hrs 91095 Spring Lake Rec Ctr



MOSAIC ART

Fee: \$45

Learn the ancient art of mosaics through the use of stained glass. In this class, you will learn a brief history of mosaic art. Emphasis will be placed on preparation using both direct and indirect methods. The projects are easy, festive, and durable. No two results will be exactly the same, so use your imagination when creating your distinctive mosaic piece of art. This course is designed for students of all skill levels.

Instructor: Mary Moore

Th 2:00-5:00 pm Oct 01-Nov 19 24 hrs 91101 FTCC/CEC 147

Holidays: September 7, November 26 & 27
(Main Campus, Ft. Bragg, High Schools)
October 12 (Ft. Bragg only)
November 11 (High Schools, Ft. Bragg)

PINE NEEDLE BASKETRY

Fee: \$45

Using the colors and textures of fall as your inspiration, you will learn how to create a coiled pine needle basket. Coiling is one of the oldest forms of art and has been used to produce pottery and basketry by many ancient cultures. Susan will show you how to collect, prepare, dye, and V-stitch pine needles into a basket. She will show you how to use natural as well as dyed pine needles as the core of your basket and teach you a variety of stitches that can be used to produce traditional or freeform baskets. You will also learn how to use natural materials such as pinecones, twigs, fabric, or beads to enhance your designs. No previous basket weaving experience is necessary. If you are an intermediate/advanced basket weaver, Susan can help you with more challenging projects.

Instructor: Susan Chasalow

Sat 1:00-4:00 pm Oct 03-Nov 21 24 hrs 91096 FTCC/CEC 127

PORCELAIN DOLLS

Fee: \$45

Porcelain dolls are among the most beautiful and enduring of all dolls. Whether you are a beginning or advanced doll maker, you will be right at home in this course. As a beginning student, you will learn to pour, clean, and paint the porcelain sections of the doll and to construct and fill the body (cloth). If you are more advanced, you can learn to produce jointed dolls, insert glass eyes, teeth, and wigs.

Instructor: Carole Halcomb

Th 1:00-4:00 pm Sep 17-Nov 05 24 hrs 91097 Spring Lake Rec Ctr



SOY CANDLE MAKING

Fee: \$45

Learn the history of soy candles and the benefits of 100% all natural soy versus paraffin wax. Students will learn basic candle safety, tips, and techniques for making a safer candle than what is typically for sale in the stores. Projects will include how to make a container candle, votives, tarts, tea lights, and massage candles using various skin-safe oils and scents. You will also learn how to make a highly scented wickless candle and how to make Judy's dipped Aroma Bears. You will receive a supply list on the first day of class. **NOTE:** The cost for supplies will be very minimal as the majority will be household items and recycled materials.

Instructor: Judy Colley

Th 6:00-9:00 pm Sep 17-Nov 05 24 hrs 91098 FTCC/CEC 146

Sat 1:00-4:00 pm Sep 19-Nov 07 24 hrs 91099 FTCC/CEC 146

STAINED GLASS I

Fee: \$45

Learn the ancient art of stained glass. Emphasis will be on learning how to choose color, cut glass, and work in both lead came and copper foil techniques. In learning to work with the brilliance of refracted light, you will develop a better understanding of design as it relates to glass, as well as a sensitivity to color. The course is designed for both beginning and intermediate students and progress will be at an individual pace.

Instructor: Mary Moore

T 6:00-9:00 pm Sep 15-Nov 03 24 hrs 91100 FTCC/CEC 147

CREATIVE WRITING

CREATIVE WRITING

Fee: \$45

Open up the world of creative writing and learn the techniques that can put you in print. In this course, you will experience the hands-on practice of learning to say what you want in the best, most efficient, and attractive way possible. You will be asked to keep a journal of your daily life, from which you can draw inspiration for "slice of life" writing as well as narrative stories. You will learn how to make a story come alive by using details and "what if" scenarios, how to interview effectively, and how to develop a character. There will be discussions on the art of criticism and how it helps, not hurts. You will learn the specifics of editing, manuscript preparation, querying, and submission of your writings. Emphasis will be on learning to develop your own voice or recognizable style. Don't put off your writing any longer, the world is waiting for that book you've been planning or that short story you've been meaning to write!

Instructor: Melissa Clement

M 6:00-9:00 pm Aug 10-Oct 05 24 hrs 94137 FTCC/CEC 105

DANCE

LATIN DANCING (BEGINNING)

Fee: \$30

Okay, enough of sitting in front of the TV or sitting in the corner at the nightclubs saying to yourself, "I wish I could move like that." This is your chance to learn Latin dancing. In this course, you will learn the basic steps of salsa, transitioning from one style to the next, dancing to different rhythms, and having fun at the same time. So, no more saying, "I can not, because you can."

Instructor: Rhonda Washington

Sat	10:00-11:30 am	Aug 15-Sep 12	6 hrs	94151 FTCC/HS Gym
Sat	10:00-11:30 am	Oct 31-Nov 21	6 hrs	94153 FTCC/HS Gym

LINE DANCE (BEGINNING)

Fee: \$30

Have you ever been in a nightclub watching people line dance and wished you could do it, too? This course will focus on dance floor etiquette, finding the beats in music, and basic line dancing steps. Meanwhile, you will be learning some fun line dances. Line dancing can be done to a wide variety of music from country to oldies to hip-hop! Join Renita to find out if line dancing is for you!



Instructor: Renita Vega

W	6:30-8:00 pm	Sep 23-Oct 14	6 hrs	94155 Seventy-First High
W	6:30-8:00 pm	Nov 18-Dec 16	6 hrs	94156 Seventy-First High

SHAG (BEGINNING)

Fee: \$30

Enroll now and learn the dance of the South-the Carolina Shag. Since it's beginning, in the late '30s and early '40s at the beaches in North and South Carolina, the shag has spread throughout the country. Shag dancers have appeared on television on such shows as So You Think You Can Dance and Dance Fever. There is even a movie about it. Shag dance clubs are springing up all across the nation and there are now Shag clubs in all 50 states. College students are forming shag clubs on campus. Children as young as eight, teenagers, middle-age adults, and seniors are all getting into Shaggin'. The dance is similar to hand dancing, touch dancing, or swing dancing. The steps are smooth and rhythmic allowing individual dancers to work in partnership with one another. This course will include shag steps including the Basic step, the Female Turn, the Male Turn, the Start, the Pull Through, the Side Pass, the Chase, and the Saddle Up. The class will begin with the basic shag step, then progress on to the other steps which will make you feel confident and at ease on the dance floor. **You don't need a partner.** Find out why the Shag IS the premier dance of North Carolina and has been designated the state dance of South Carolina. So, stop watching everyone else have fun...Let's Shag.

Instructor: Edward Bradley

M	6:30-8:00 pm	Sep 21-Oct 12	6 hrs	94163 Seventy-First High
M	6:30-8:00 pm	Nov 09-Nov 30	6 hrs	94164 Seventy-First High

FINANCIAL PLANNING

ESTATE PLANNING

Fee: \$20

Estate planning is a subject no one likes to think about, but one that requires thoughtful consideration. If you fail to plan for the settlement of your estate, the state subjects your assets to probate, a potentially time-consuming, expensive, and public procedure that could make an already difficult time impossible for your heirs. Fortunately, good estate planning can help out during your lifetime and help your family later. Join us! Topics will include wills, gifts, and joint ownership. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Lyndon Ramey

Th	1:30-4:30 pm	Sep 17	3 hrs	91102 FTCC/CEC 131
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FINANCIAL PEACE UNIVERSITY: WORKPLACE EDITION

Fee: FREE

Financial Peace Workplace Edition is a personal money management class that is held across the country. The class is taught by Dave Ramsey on DVD, followed by engaging workshop activities and discussions. Are you ready to help your friends, family, and yourself learn to save money and prepare for emergencies? Discover how to live debt-free and build wealth, fully fund retirement plans and avoid retirement loans, and truly enjoy life and work by removing the stress and fear of personal financial worries. It's time to change your behavior, take control of your money, and take your place on the road to financial peace! You may already be familiar with Dave Ramsey from his TV and radio shows and now is your opportunity to experience this life-changing program presented by a Dave Ramsey trained representative. **NOTE:** Attendees will be required to purchase the Dave Ramsey FPU packet which includes interactive DVDs--price \$153. If you would like to check out the contents of the FPU packet before making a decision to attend, you can do so at: www.DaveRamsey.com. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Trained Dave Ramsey Coordinator

M	6:00-8:00 pm	Sep 14-Nov 30	24 hrs	91103 FTCC/CEC 123
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MANDATORY RETIREMENT DISTRIBUTIONS AT AGE 70 1/2

Fee: \$20

It would be nice if you could let your retirement money continue to grow tax deferred indefinitely. However, the IRS has a limit on this benefit. In fact, at age 70½, you must begin taking annual withdrawals from your retirement accounts and pay taxes on the money withdrawn. If you don't you could incur a 50% penalty. Fortunately, you have some options when calculating your mandatory withdrawal amounts. Deciding which calculation to use is important because the choices you make now can affect how quickly your beneficiary(ies) will be required to take withdrawals and pay income taxes. This class can help you make the most of your mandatory retirement plan distributions. **PRE-REGISTRATION IS REQUIRED!**

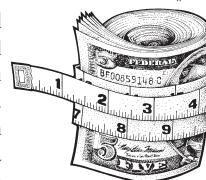
Instructor: Lyndon Ramey

Th	1:30-4:30 pm	Nov 05	3 hrs	91104 FTCC/CEC 131
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PLANNING YOUR FINANCIAL FUTURE WITH ANNUITIES

Fee: \$20

It's important for you to maintain your standard of living throughout your retirement years and make sure you won't outlive your nest egg. You can plan your financial future with annuities. Come and learn the difference between an immediate annuity, a fixed annuity, and a variable annuity. Your instructor will show you how you can participate in a rising market and provide the downside protection in a declining market. You will learn strategies that can help you protect your income, preserve your wealth, transfer your wealth to the next generation without the cost of probate, and provide you with an income stream throughout your retirement years. **PRE-REGISTRATION IS REQUIRED!**



Instructor: Lyndon Ramey

Th	1:30-4:30 pm	Oct 01	3 hrs	91105 FTCC/CEC 131
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REAL ESTATE BASICS FOR HOME BUYERS AND SELLERS

Fee: \$20

Real estate is an ever-changing market that every person should have a basic knowledge of. In this course, you will receive information on mortgages and credit scores, how to pick a realtor, the importance of a home inspection, comparable market analysis (CMA), and rentals and property management. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Mary McGriff

Th	6:00-9:00 pm	Sep 24	3 hrs	91106 FTCC/CEC 123
Sat	10 am-1 pm	Oct 17	3 hrs	91107 FTCC/CEC 217

TRUSTS

Fee: \$20

One person frequently holds the legal title to property, while another enjoys the rights to and the benefits of the same property. This relationship is generally described as a "trust." Trusts are widely employed in wills as a means of conserving property for the benefit of widows and children. They are also a frequently used method to avoid taxes by taking advantage of lower Federal tax rates upon gifts during lifetime than upon transfers at death. Your instructor will discuss the benefits and drawbacks of living trusts, revocable and irrevocable trusts, and insurance trusts. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Art Hooker

Th 6:00-9:00 pm Nov 05 3 hrs 91108 FTCC/CEC 233



WHAT WOMEN REALLY WANT

Fee: \$20

Women today want financial security and they need customized financial strategies for their specific situations. We've taken important steps to help women understand and strengthen their finances. We've developed efficient tools to more effectively manage their finances, and we're helping women address the financial challenges of specific life stages. This seminar will include the following topics, financial management, investments, life insurance, and retirement strategies. Your instructor is a nationally recognized financial planner. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Vinnie Venturella

T 6:00-9:00 pm Sep 22 3 hrs 91179 FTCC/CEC 118

FLORAL/GARDENING/ LANDSCAPING

BONSAI (BEGINNING)

Fee: \$35

This introductory Bonsai course is being offered for those who have no experience but are interested in learning this ancient horticultural art form. You will be taught the fundamentals of classical Bonsai art and the theory and techniques of selecting, potting, wiring, shaping, pruning, and maintaining your Bonsai throughout its life. The instructor will demonstrate, but there will also be hands-on time for you to work on your own Bonsai. By the end of the course you will have started a Bonsai using traditional Japanese and Chinese techniques that will be suitable for both indoor and outdoor cultivation. Your instructor is an experienced Bonsai grower. He has conducted numerous workshops introducing others to this living art form and is a member of the NC Bonsai Society. **NOTE:** You will need to purchase plants and containers-will be discussed at the first class. **Textbook requirement: *The Bonsai Specialist* by David Squire.**

Instructor: R. B. Goforth, Jr.

Th 6:30-9:00 pm Oct 29-Dec 03 12.5 hrs 91109 Horticulture Ed Ctr 109



FALL FLORAL

Fee: \$45

This fun course will include lecture, demonstration, and hands-on practice in the principles and elements of floral design. You will be taught designs for the fall holidays and events, and how to prepare dried and silk arrangements that will impress friends and family during their holiday visits. You will understand how color and texture affects your designs and how to choose containers and accessories appropriate for various arrangements. Please bring a vinyl table cover to class. **NOTE:** Students must purchase their own supplies.

Instructor: Mary Henderson

M 9:00-12:00 N Sep 14-Nov 02 24 hrs 91111 Fay/Cumb Rec Ctr

FLORAL DESIGN (BEGINNING)

Fee: \$45

This basic course will include lecture, demonstration, and hands-on practice in the principles and elements of floral design. You will be taught designs for special occasions or locations, how to cut and wire fresh flowers, as well as how to prepare dried and silk arrangements. You will understand how color and texture affects your designs and how to choose containers and accessories appropriate for various arrangements. Please bring a vinyl table cover to class.

Instructor: Mary Henderson

T 1:00-4:00 pm Sep 15-Nov 03 24 hrs 91112 Fay/Cumb Rec Ctr
W 6:00-9:00 pm Sep 16-Nov 04 24 hrs 91113 FTCC/CEC 105

PERFECTING YOUR PRUNING

Fee: \$20

Proper pruning is necessary to maintain a tree's shape and health. This is a hands-on workshop for the gardener who wants to know more about what, when, and how to prune ornamentals in their landscape. Bring your favorite pruning tool, gloves, long sleeve shirt, and hat. Safety glasses are recommended. Power tools and chain saws will not be used in this workshop and should not be brought to class.

Instructor: George Quigley

Sat 9:00-12:00 N Sep 26 3 hrs 91117 Cape Fear Botanical Garden

RAISED BED GARDENING

Fee: \$20

This class is for anyone who enjoys growing vegetables, but has only a limited space in which to do it. This easy-to-understand method will revolutionize the way you think about gardening. The instructor will discuss planning your garden, building boxes and structures, growing and harvesting, vertical gardening, extending the growing season, and special gardens and gardeners.

Instructor: George Quigley

Sat 9:00-11:00 am Oct 10 3 hrs 91118 Cape Fear Botanical Garden

SUCCESS WITH TREES

Fee: \$20

In this class, you will be assisted in selecting the proper tree for the space selected, correctly planting the tree, and necessary maintenance for a healthy, long-living tree. The instructor will discuss choosing a tree, types of trees, how to plant a tree, watering, mulching, fertilizing, stacking and guy wiring, wrapping and pruning, and the transplanting of trees.

Instructor: George Quigley

Sat 9:00-11:00 am Nov 07 3 hrs 91119 Cape Fear Botanical Garden

URBAN GARDENER SERIES

This new series of courses is designed to be taken in sequence to build the urban gardener's skills and knowledge base. For students who are interested in specific instruction, each class is also designed to stand alone to develop skills necessary for specific class topics. PRE-REGISTRATION IS ENCOURAGED.



CREATING THEMED GARDENS FOR THE URBAN GARDENER

Fee: \$25

Creating isolated spots in your garden dedicated to specific themes can be an interesting way to individualize your landscape. Learn techniques for creating meditation gardens, butterfly gardens, and healing gardens that stimulate all of the senses. Special emphasis will be placed on design and plant selection.

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Sep 29 & Oct 06 6 hrs 91080 Horticulture Ed Ctr 104



MIXED PLANTINGS FOR THE URBAN GARDENER

Fee: \$35

Not sure how to effectively combine different types of plant material in the same bed? In this class, you will learn how to use annuals, perennials, woody ornamentals (both deciduous and evergreen), trees, and more to balance your landscape for year-round interest, color, form, and structure.

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Oct 27-Nov 17 12 hrs 91081 Horticulture Ed Ctr 104

NEW **ORGANIC GARDENING FOR THE URBAN GARDENER** **Fee: \$25**
 Interested in learning how to grow a pesticide free garden? The instructor will introduce the gardener to organic, botanical, and biological techniques to eliminate the use of pesticides. Emphasis will be placed on vegetable, herb, and rose gardens.
 Instructor: Dawn Adkins-Hurley
 T 6:00-9:00 pm Sep 22 3 hrs 91116 Horticulture Ed Ctr 104

SIMPLY CONTAINERS FOR THE URBAN GARDENER

Fee: \$25

Learn the basics of using containers as a way to extend your growing space. This is a hands-on course that will teach you how to plan, select, plant, and maintain your own container garden. The second class will be devoted to assembling your project.



Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Oct 13 & Oct 20 6 hrs 91110 Horticulture Ed Ctr 104

NEW **SIMPLY WREATHS FOR THE URBAN GARDENER** **Fee: \$25**

Learn the techniques for creating beautiful living wreaths using moss, wire forms, and plants such as ivy, succulents, creeping fig, or herbs. Wire formed wreaths may be purchased from the instructor the first night. The second night will be devoted to assembling your project. **NOTE:** There is a two-week gap between classes to allow materials to arrive.

Instructor: Dawn Adkins-Hurley

Th 6:00-9:00 pm Oct 22 & Nov 05 6 hrs 91115 Horticulture Ed Ctr 104

SITE ANALYSIS AND PREPARATION FOR THE URBAN GARDENER

Fee: \$35

The first steps in designing and planning for a new landscape installation or for renovating an older home. Landscape can be the most important in regards to the amount of money and time invested for the urban gardener. Detailed site analysis and proper site preparation will lay the foundation for establishing a landscape that will add to the value of your home and give you an enjoyable outdoor living environment.

Instructor: Dawn Adkins-Hurley

Th 6:00-9:00 pm Sep 24-Oct 15 12 hrs 91082 Horticulture Ed Ctr 109

FOREIGN LANGUAGE

GERMAN (BEGINNING)

Fee: \$45

Are you planning a trip or vacation to Germany or maybe you've received orders that include a change of station. In this course, you will learn the basics of the German language with emphasis on conversation, grammar, common phrases dealing with money, transportation, food and drinks, shopping, cultural activities and points of interest, and emergency care. We are also planning a field trip to a local German bakery where you will appreciate the colorful culture through tasting authentic cuisine. Whether you need to learn the language for business or pleasure, you will find this course helpful and enjoyable.

Instructor: Cassandra Overby

Th 5:00-8:00 pm Oct 01-Nov 19 24 hrs 91122 FTCC/CEC 131

A WORD ABOUT WAITING...

Have you ever signed up for a class only to find it cancelled? Have you later discovered a friend who wanted to take it, too, but hadn't registered? Or maybe you've planned to take a class and arrived the first session to find it cancelled for lack of enrollment. Well, here are two ways to help keep your selected class on the schedule.

- Register early -- do it today! Each class has a minimum required enrollment. Once that number is reached, the class is a "go".
- If you find a class you like, encourage a friend to join you. Sometimes two or three people make the difference between "Go" or "Cancel."



So, the word about waiting is DON'T! Register NOW.

GREEK (BEGINNING) **Fee: \$45**
 If you are considering traveling in Greece, knowledge of the Greek language is as important as your passport. With a little advance preparation, you'll be able to control unfamiliar situations, whether buying a ticket, ordering from a menu, or checking into a hotel. Through intensive practice and emphasis on vocabulary and conversation, plus a lot of information about the culture, you will have the skills needed for an exciting vacation.

Instructor: Amphitrite Manual

Th 6:30-9:30 pm Sep 17-Nov 05 24 hrs 91123 Douglas Byrd High

ITALIAN (BEGINNING)

Fee: \$45

Learn to speak Italian with Anna! This introductory course for beginning students of Italian will help you develop the four language skills; listening, speaking, reading, and writing. It will introduce basic vocabulary and grammar while providing opportunities for you to enhance your understanding and appreciation of the Italian culture and language. This lively course is designed to improve your language skills and further your knowledge of Italy. Perfect for vacations or business! Come join Anna, a native Italian, as she shares with you and helps increase your love of Italy!

Instructor: Anna White

T 6:30-9:30 pm Sep 15-Nov 03 24 hrs 91124 Douglas Byrd High

JAPANESE (BEGINNING/INTERMEDIATE)

Fee: \$45

A beginning course for those who expect to vacation in Japan or who anticipate doing business with the Japanese. It will begin with an introduction to Hiragana, both reading and writing. Conversational Japanese is included with instruction in the culture and emphasis on the customs of the Japanese.

Instructor: Etsuko Martin

M&W 6:30-9:30 pm Sep 14-Oct 07 24 hrs 91125 Seventy-First High

RUSSIAN (BEGINNING/INTERMEDIATE)

Fee: \$45

This is your opportunity to learn the beautiful Russian language and gain insight into contemporary Russian life. This practical introduction to the language will not focus on grammatical drills but will allow you to learn the alphabet and basic grammar through lecture, exercises and discussions on current events and cultural issues. By the end of the course you should be able to hold simple conversations and handle practical situations.

Instructor: Scott Marchant

Sat 9:30am-12:30 pm Sep 19-Nov 07 24 hrs 91127 FTCC/CEC 219

FURNITURE REFINISHING/UPHOLSTERY

FURNITURE REFINISHING

Fee: \$45

Learn the fine art of furniture refinishing. Will include instruction in stripping, surface preparation, staining, making minor repairs, and choosing the finish best suited for your projects. Bring a restoration project to class and turn it into a treasure. **ENROLLMENT IS LIMITED, PRE-REGISTRATION IS RECOMMENDED.**

Instructor: Marvin Cox

Th 6:00-9:00 pm Sep 17-Nov 05 24 hrs 90452 FTCC/CEC 151

Th 1:00-5:00 pm Oct 01-Nov 05 24 hrs 90453 FTCC/CEC 151

REFUNDS

The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges, Raleigh on October 15, 1993. The full refund policy is listed in the NC Administrative Code 23NCAC.2D.0203 (d) Brief Statement of Policy:

1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meeting.
3. No refunds will be given after 10 percent of class meetings.

FURNITURE UPHOLSTERY (BEGINNING)

Fee: \$50

Have you priced new furniture lately?! Grab that old worn out couch or chair and join us. Learn how to reupholster chairs, sofas, and other pieces of fine furniture. You will be taught how to sew cushions, skirts, and all covers for reupholstery; how to retie and tie springs; how to brace the frame; and how to secure the webbing. Also included will be fabric layout and cutting, some techniques of refinishing the legs, and fabric patterns and styles. Under your instructor's guidance, you will end up with a piece of furniture you'll be proud to have in your home. **ENROLLMENT IS LIMITED, PRE-REGISTRATION IS RECOMMENDED.**



Instructor: John Jones

Sat	9:00-12:00 N	Sep 12-Oct 31	24 hrs	90454 FTCC/CEC 150
M	6:00-9:30 pm	Sep 14-Oct 26	24.5 hrs	90456 FTCC/CEC 150
T	9:00-12:00 N	Sep 15-Nov 03	24 hrs	90455 FTCC/CEC 150

Instructor: Milagros Whitted

M	9 am-1 pm	Sep 14-Oct 19	24 hrs	90459 FTCC/CEC 150
W	9:00-12:00 N	Sep 16-Nov 04	24 hrs	90458 FTCC/CEC 150
Th	6:00-9:00 pm	Sep 17-Nov 05	24 hrs	90461 FTCC/CEC 150

FURNITURE UPHOLSTERY (INTERMEDIATE) Fee: \$50

This course is being offered at the request of those who have been taking furniture upholstery for a while and would like to expand their skills with new techniques. You will learn how to upholster difficult or odd shaped pieces of furniture including recliners, recover furniture with attached pillow backs or curved pieces, sew double welt trim, sew cushions with button tufting, attach skirts, and make arm covers. **ENROLLMENT IS LIMITED, PRE-REGISTRATION IS RECOMMENDED.**

PREREQUISITE: completion of beginning upholstery course or equivalent experience

Instructor: Milagros Whitted

M	9 am-1 pm	Oct 26-Nov 30	24 hrs	90460 FTCC/CEC 150
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Instructor: John Jones

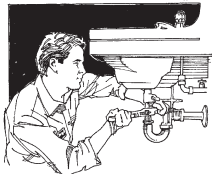
M	6:00-9:30 pm	Nov 02-Dec 14	24.5 hrs	90457 FTCC/CEC 150
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HOME IMPROVEMENT

MINOR HOME REPAIR (BEGINNING)

Fee: \$45

Learn how to do those simple home repairs without calling the plumber, electrician, or carpenter. You will learn how to repair or replace faucets, toilets, water, and drain lines, electrical receptacles, fuses, and circuit breakers. Save your small appliances by replacing plugs and cords. You will learn to replace door locks and hinges, repair holes in walls, and the proper tools to use in repair. Will include how to choose interior and exterior paint or wallpaper, prepare surfaces, and proper application.



Instructor: Willie Simpson

W	6:00-9:30 pm	Sep 16-Oct 28	21 hrs	90462 FTCC/CEC 151
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MINOR HOME REPAIR (INTERMEDIATE) Fee: \$45

This course is being offered at the request of those who have completed the beginning minor home repair course and would like to learn how to make additional repairs. You will learn what tools to use in making home repairs; how to replace faucets and make plumbing repairs to sinks and toilets; and how to make electrical repairs such as replacing fuses, light switches, and installing ceiling fans. You will also learn how to do basic carpentry repairs such as replacing window units and doors; replacing shingles to make roof repairs; maintaining the exterior of your home including installing gutters, soffit and fascia boards, replacing or installing siding; installing crown molding, chair rails, and baseboards; and installing counter tops and cabinets. Save money doing those home repairs yourself.

Instructor: Willie Simpson

W	6:00-9:30 pm	Nov 04-Dec 16	21 hrs	90465 FTCC/CEC 151
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SHABBY CHIC



In this time of financial turmoil and uncertainty, many of us are looking for ways to turn our homes into places of comfort where we can curl up and gather our families around us. Well this is your chance to learn how to decorate for comfort and save money at the same time. You may have heard the term "shabby chic," but aren't quite sure what it is. Taking a look back, the term was first used in the 1980s in *The World of Interiors* magazine and referred to the rumpled elegance and comfort found in English country homes. You can have that same look in your home by learning how to create one-of-a-kind treasures from "found" items. You will also learn how to take inexpensive new pieces and make them "shabbily" chic. Lyn will share ideas on where you can find those future treasures--flea markets, estate sales, antique stores, even the side of the road, and then she'll show you how to paint, distress, and decorate your finds. You'll learn how to take your painted furniture pieces and extend the shabby chic look with lacey linens, quilts, and soft pastels that create a feeling of warmth and age to your rooms. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lyn Padrick

T	5:00-7:30 pm	Sep 15-Nov 17	25 hrs	90466 FTCC/CEC 151
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MOTORCYCLE SAFETY

MOTORCYCLE: BASIC RIDER COURSE

Fee: \$120

Learn safe motorcycle riding under the direction of Motorcycle Safety Foundation certified instructors. This beginning course is designed for riders with little or no experience. Based on extensive data, research, and field tests, this course combines classroom and on-bike experience to give overall understanding of motorcycling and prepares the student with basic riding skills. Motorcycles are provided. You will need gloves, eye protection, long-sleeved clothing, long pants, and sturdy over-the-ankle leather footwear. Helmets will be provided, but you may bring your own. You must be able to ride a bicycle. For more information, please visit www.ncmotorcyclesafety.org. **BECAUSE CLASS SIZE IS LIMITED, PRE-REGISTRATION IS REQUIRED.** Students may purchase accident insurance to cover class activities for \$2 per term (available from the Continuing Education Records and Registration office). **NOTE: If you would like to preview the course workbook or print out a copy prior to coming to class, it can be found on the Motorcycle Safety Foundation's website at www.msf-usa.org. When you reach the main page, click on "Library/Safety Tips" and then scroll down to "Basic Rider Course Handbook." All classes meet: Fridays from 5:45-10:00 pm, Saturdays and Sundays from 8 am-6 pm.** Please call 678 8488 for class availability; for all other questions please call 678-8446.



Instructor: TBA

F,S,S (see above)	Sep 11-Sep 13	22 hrs	94540 FTCC/CEC 147
F,S,S (see above)	Sep 18-Sep 20	22 hrs	94541 FTCC/CEC 146
F,S,S (see above)	Sep 25-Sep 27	22 hrs	94542 FTCC/CEC 147
F,S,S (see above)	Oct 02-Oct 04	22 hrs	94543 FTCC/CEC 147
F,S,S (see above)	Oct 09-Oct 11	22 hrs	94544 FTCC/CEC 147
F,S,S (see above)	Oct 16-Oct 18	22 hrs	94545 FTCC/CEC 147
F,S,S (see above)	Oct 23-Oct 25	22 hrs	94546 FTCC/CEC 147
F,S,S (see above)	Nov 06-Nov 08	22 hrs	94548 FTCC/CEC 147
F,S,S (see above)	Nov 13-Nov 15	22 hrs	94549 FTCC/CEC 147
F,S,S (see above)	Dec 04-Dec 06	22 hrs	94551 FTCC/CEC 147
F,S,S (see above)	Dec 11-Dec 13	22 hrs	94552 FTCC/CEC 147

NOTE: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance at 5:45 pm when the first class begins. Failure to be on time may result in your slot being denied.

MOTORCYCLE: EXPERIENCED RIDER COURSE **Fee: \$60**
 This 11-hour course, designed for students with at least six months of riding experience, stresses both the mental and physical aspects of riding, gives specific information on how to lower the risks of riding, and provides training and practice in critical riding skills. **Required equipment includes long pants, eye protection, helmet, gloves, over-the-ankle leather footwear, and long-sleeved jacket.** You may use your own motorcycle or a borrowed one with written permission from the owner of the vehicle and you will need proof of insurance and a motorcycle endorsement on a valid driver's license. Each motorcycle must pass a "T-Clock" inspection by the instructor. **BECAUSE CLASS SIZE IS LIMITED, PRE-REGISTRATION IS REQUIRED. Students may purchase accident insurance to cover class activities for \$2 per term (available from the Continuing Education Records and Registration office).**

Instructors: Jeff Smith/Joe Talarico
 Sat 8 am-8 pm Oct 31 11 hrs 94547 FTCC/CEC 147

MUSIC

GUITAR (BEGINNING)

Fee: \$45

This is a course for the beginner who has never picked up a guitar or who can only strum a few chords. You will learn to read basic chord forms, simple melody lines, and musical notations. You'll soon be playing chord accompaniments to popular folk, rock, and country songs. Students will be expected to provide their own guitars. **NOTE:** This is a course for *acoustic* guitars only.

Instructor: Johnny Jackson

M 6:30-9:30 pm Sep 14-Nov 02 24 hrs 94121 Seventy-First High



PIANO (BEGINNING)

Fee: \$45

Do you ever wish you had learned to play the piano? Here's your chance. We will begin with a five finger position for each hand and gradually learn simple tunes with one hand and chords with the other. Each student's improvement will determine the eventual path of development. Knowledge of musical notation is a plus, but not a requirement. **NOTE:** Students will need to provide their own keyboard for this course.

Instructor: Louise Grijalva

Sat 9:00-12:00 N Sep 12-Oct 31 24 hrs 94158 FTCC/CEC 108

PIANO (INTERMEDIATE)

Fee: \$45

Continue your piano studies in this intermediate course. Based on your experience, you will study keyboard technique, repertoire, and music theory. Instruction will include a variety of solo and ensemble music from many styles and periods of piano literature. **NOTE:** Students will need to provide their own keyboard for this course.

PREREQUISITE: completion of Piano (Beginning) or equivalent experience

Instructor: Louise Grijalva

Sat 1:00-4:00 pm Sep 12-Oct 31 24 hrs 94159 FTCC/CEC 108

NEEDLECRAFTS AND SEWING

ALL ABOUT QUILTING

Fee: \$45

This class will teach you everything about quilting, from creating your own design to finishing with machine quilting. All level quilters are welcome and no quilting knowledge is required. Ask for a supply list at the time of registration, or e-mail the instructor at: iris@iquilt designs.com.

Instructor: Iris Noitalay

F 9 am-1 pm Sep 11-Oct 16 24 hrs 91159 FTCC/CEC 144



ALTERATIONS MADE EASY

Fee: \$45

Would you like to do your own alterations? This course is designed to teach you basic alteration techniques using only a hand-sew needle and thread--the oriental technique of making clothing "fit to a tee." The course includes fitting, measurement, hemming techniques, and much more.

Instructor: Etsuko Martin

T&Th 1:00-4:00 pm Sep 15-Oct 08 24 hrs 91160 Fay/Cumb Rec Ctr

CASUAL CLOTHES THAT FIT

Fee: \$45

This course is designed to teach you the techniques of fitting and pattern adjustment. Construction will be made easy to enable you to sew your fashion pants, blouses, dresses, skirts, and much more. You will be measured for trim fitting and given a supply list on the first day. Instruction is geared toward the experienced sewer. You will leave with new clothes ready to show off to friends and family!

Instructor: Kay Bryant

T 12:30-4:30 pm Sep 15-Oct 20 24 hrs 91134 FTCC/CEC 144

COSTUME MAKING

Fee: \$45

Whether it's dress-up with your children and grandchildren, or saving a little money on Halloween costumes, this course is for you! You will learn how to create the perfect dress-up clothes and costumes kids will love! Kareen will help you decide the amount of fabric you will need before you purchase it at the store. You may also bring your choice of embellishments for additional decoration. What a great way to save money and create lasting keepsakes for your children and grandchildren!

Instructor: Kareen Holster

M&W 5:30-8:30 pm Oct 05-Oct 28 24 hrs 91161 FTCC/CEC 144

CREATIVE QUILTING

Fee: \$45

Explore quilting in a different way. Designing, color selection, piecing, quilting, timesaving shortcuts, and finishing techniques are all part of this class. Work at your own pace and learn how to fine tune familiar techniques and explore the less common methods of contemporary quilt making.

Instructor: Annette Ornelas

W 9:30 am-12:30 pm Sep 16-Nov 11 24 hrs 91162 Loving Stitches

W 6:00-9:00 pm Sep 16-Nov 11 24 hrs 91139 Loving Stitches

DESIGNER SEWING

Fee: \$45

In this class, you will learn the latest tips and techniques the guide sheets leave out. You will learn to enhance the quality of your garments and advance your sewing skills. The class includes tailoring and making a versatile skirt pattern with a personal fit. Personal instruction is given to each project you select.

Instructor: Margaret Simmons

W 9:30 am-12:30 pm Sep 16-Nov 04 24 hrs 91136 FTCC/CEC 144

W 1:00-3:30 pm Sep 16-Nov 04 20 hrs 91135 FTCC/CEC 144

DRAPERY AND WINDOW TREATMENTS

Fee: \$45

Join Mila as you learn how to create swags, drapery panels, and beautiful cascades for any décor. With the availability of beautiful fabrics and a variety of hardware styles, it's not only practical to sew your own window treatments; it's also fun. Even more important, creating the right window treatment will enhance a room as well as reflect your own personal taste.

Instructor: Milagros Whitted

T 6:00-9:00 pm Sep 15-Nov 03 24 hrs 91141 FTCC/CEC 150

Th 9:00-12:00 N Sep 17-Nov 05 24 hrs 91142 FTCC/CEC 150

Sat 1:00-4:00 pm Sep 19-Nov 07 24 hrs 91163 FTCC/CEC 150

DRESS FORM

Fee: \$45

Students will make a dress form that will be an exact replica of their bodies from shoulders to crotch length. The form will be started over a man's snug fitting t-shirt covered with duct tape, then stuffed and inserted on a trimmed off hat rack. Students will work in pairs for this class.

Instructor: Kareen Holster

M 1:00-4:00 pm Oct 05-Nov 09 18 hrs 91164 FTCC/CEC 144

HEELOOM SOWING MACHINE (BEGINNING)**Fee: \$45**

Learn how to reproduce projects of the past. Instruction will include couching, faggoting, pin tucking, decorative edgings, wing needle designs, mock smocking, and lace insertion rousching.

Instructor: Karen Holster

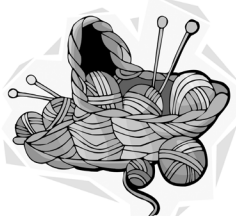
T 9 am-1 pm Oct 06-Nov 27 16 hrs 91166 Fay/Cumb Rec Ctr

HOLIDAY KNITTING AND CROCHETING**Fee: \$35**

Come join other knitting and crocheting students and create beautiful gifts for Christmas such as stockings, ornaments, baby blankets, and hats with matching scarves. Bring your favorite Christmas yarns, supplies, and patterns and let Beverly show you how to create beautiful items your family and friends will cherish for a lifetime. The count down to Christmas is on, so let's get started! **Please request a supply list at time of registration.**

Instructor: Beverly Brookhart

T 1:30-4:30 pm Nov 10-Dec 01 12 hrs 91167 FTCC/CEC 146

**INDUSTRIAL SEWING MACHINE OPERATOR****Fee: \$120**

If you are interested in seeking employment as an industrial sewing machine operator, this course will help you prepare. You will be taught how to operate high speed industrial sewing machines that are used in the production of clothing, parachutes, tents, boat sails, as well as furniture upholstery, drapery and bedding, and other heavy duty fabrics. While basic sewing skills is a plus, it is not necessary, as you will be given an introduction to the sewing machine and the function of the parts; care and maintenance of the machines; basic operating procedures including threading; stitching on heavyweight fabrics; sewing techniques used in apparel production; and quality control. Your instructor has many years experience working in the sewing industry including military contract work. **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Milagros Whitted

W 6:00-10:00 pm Sep 16-Dec 02 44 hrs 90501 FTCC/CEC 150

KNITTING AND CROCHETING (BEGINNING/INTERMEDIATE)**Fee: \$45**

This course is designed for individuals who have no experience in knitting or crocheting, or who have minimal skill levels. For those who are learning to knit, you will learn to cast-on, bind off, knit, purl, and increase and decrease stitches. For those who are learning to crochet, you will learn the basic stitches: slipstitch, chain stitch, single crochet, half-double crochet, double crochet, and treble crochet. Other stitches will be introduced as needed. You will learn to recognize symbols and read patterns. You will be able to make at least one item of your choice. Your instructor is a fiber artist and a Craft Yarn Council of America certified instructor. **Please request a supply list at time of registration.**

Instructor: Beverly Brookhart

T 5:30-8:30 pm Sep 15-Nov 03 24 hrs 91165 Crafts, Frames & Things

W 9:00-12:00 N Sep 16-Nov 04 24 hrs 91144 FTCC/CEC 146

KNITTING AND CROCHETING (INTERMEDIATE/ADVANCED)**Fee: \$45**

This course is designed for individuals who have mastered basic knitting and crocheting skills. Knitters will continue to learn stitch techniques as well as how to read directions and graphs. Each student will be given the opportunity to develop his or her own patterns. Knitting projects will also be of a more complex nature. Crocheters will increase their stitch capabilities, learn to read and follow more complex patterns, and will be exposed to the intricacies of crochet. Please request a supply list at time of registration.

Instructor: Beverly Brookhart

T 1:30-4:30 pm Sep 15-Nov 03 24 hrs 91168 FTCC/CEC 146

QUILTING 101 AND BEYOND**Fee: \$45**

Not enough time to hand-quilt? This is the class for you! You will learn how to pick designs for your own quilt. Everything from marking, stitching in the "Ditch", and free motion quilting will be explored in this class. By the time the class concludes, you will have a work of art to take home. Ask for a supply list at the time of registration, or e-mail the instructor at: iris@iqltdesigns.com.

Instructor: Iris Noitalay

F 2:00-6:00 pm Sep 11-Oct 16 24 hrs 91170 FTCC/CEC 144

QUILTING AND PIECING**Fee: \$45**

Beginning quilters--this class is designed especially for you! Learn easy quilting and piecing techniques for triangles, diamonds, curves, color selection, simple drafting, and much more. Will cover the whole spectrum of quilting--made easy.

Instructor: Annette Ornelas

M 9:30 am-12:30 pm Sep 14-Nov 16 24 hrs 91138 Loving Stitches

**QUILTING (BEGINNING)****Fee: \$45**

This is a course for new/first-time quilters. The focus is on machine quilting. We will construct and complete a "rail fence" quilt, approximately 42x42 in. In this class, you will learn how to use a rotary cutter, construct a quilt-top with strip piecing, sew the blocks together, arrange in a pattern, and add borders. A quilting design is then determined and all three layers of the quilt are stitched. After trimming, a binding is added to hold the layers together. Beverly is an avid quilter, who enjoys colorful quilts, simplifying patterns, machine quilting, and long-arm machine quilting. **It is important to obtain a supply list at time of registration.**

Instructor: Beverly Brookhart

W 1:30-4:30 pm Sep 16-Nov 04 24 hrs 91169 Fay/Cumb Rec Ctr

**QUILTING FROM START TO FINISH****Fee: \$45**

This class is for the wanna-be quilter. You will be introduced to quilting tools and patterns, and you will also learn how to use a sewing machine (available in classroom). The project for the class will be a lap quilt (approximately 48"x56"), and yes, you will be able to complete this quilt. So let's have some fun making your first quilt. E-mail Iris for the supply list at: iris@iqltdesigns.com

Instructor: Iris Noitalay

Th 5:00-9:00 pm Sep 10-Oct 15 24 hrs 91172 FTCC/CEC 144

**QUILTING FUN FOR THE HOLIDAYS****Fee: \$35**

Painting with fabric is as easy as 1-2-3! You will use freely cut pieces of fabric to create fast, fusible art for quilted or framed projects. During this class you will make two Christmas projects, such as a small Christmas tree wall hanging and a Christmas wreath wall hanging. This class is suitable for all levels of quilters. **Please request a supply list at time of registration.**

Instructor: Beverly Brookhart

T 9:00-12:00 N Nov 10-Dec 01 12 hrs 91173 Fay/Cumb Rec Ctr

**SEASONAL QUILTING****Fee: \$45**

Just in time for the holidays, pick your own seasonal project or select from one of Iris' designs prior to the first class, this will enable you to get the project done in time. For a project list and supplies, e-mail Iris at: iris@iqltdesigns.com

Instructor: Iris Noitalay

Sat 1:00-5:00 pm Sep 12-Oct 17 24 hrs 91171 FTCC/CEC 144

SEWING: A FRESH FINISH**Fee: \$45**

If you have unfinished sewing projects or would like to fine-tune your sewing skills, this is the class for you. Karen will work closely with you to ensure that you complete a long-term or short-term project that is on your "to do" list. Bring your preferred fabric and thread to match the project of your choice.

Instructor: Karen Holster

T 6:00-9:00 pm Oct 06-Nov 10 18 hrs 91128 FTCC/CEC 144

SEWING AND FITTING**Fee: \$45**

Whether you are just learning to sew or have some experience in sewing, the personalized instruction in this course will enable you to adjust a pattern to personal body measurements and produce garments you will be proud to wear. It is designed to cover any aspect of sewing you need, from pattern selection through pattern fitting and alteration to the production of a finished garment.

Instructor: Elma Smith

F 9:30 am-2 pm Sep 18-Oct 23 24 hrs 91178 Spring Lake Rec Ctr

SEWING AND SERGING**Fee: \$45**

This course is designed to show you how to thread and use the serger. You will do simple projects entirely on the serger and learn to use it with the sewing machine. In this class, you will make simple projects strictly for the home including pillow shams, placemats, napkins, and tablecloths, as well as seasonal projects. You will learn how to use your machine to cut, sew, and finish any project with ease. Basic sewing skills are recommended. If you have a serger, please bring it.

Instructor: Kareen Holster

Th 1:00-4:00 pm Oct 01-Nov 19 24 hrs 91174 FTCC/CEC 144

SEWING I**Fee: \$45**

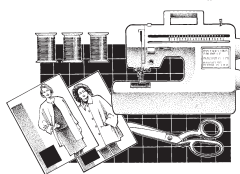
This basic sewing course will introduce you to sewing techniques, pattern and fabric selection, garment construction, and the use and care of your sewing machine. Although the course is designed for beginners, intermediate-level students will also benefit from this instruction.

Instructor: Gloria Langston

T 9:00-12:00 N Sep 15-Nov 03 24 hrs 91137 FTCC/CEC 144

Instructor: Kareen Holster

Th 9:00-12:00 N Oct 01-Nov 19 24 hrs 91132 FTCC/CEC 144

**SEWING II****Fee: \$45**

This intermediate-level course is designed for students who have completed Sewing I or have some previous sewing experience. All level serging students are welcome. Instruction will focus on working with more complex sewing techniques including necklines, facings, interfacing, inserting sleeves, cuffs, and collars. Sewing machines are provided or you may bring your own if you prefer.

Instructor: Etsuko Martin

M&W 10 am-1 pm Sep 14-Oct 07 24 hrs 91131 Fay/Cumb Rec Ctr

PERSONAL INTEREST/ VOLUNTEER TRAINING

MEDIATION TRAINING**Fee: \$75**

Mediation is a voluntary process for resolving disputes through compromise. Disputants meet in an informal, private setting with two mediators to discuss the issues and reach a mutually satisfactory agreement on what steps to take to settle the dispute. Mediators are volunteers who have completed training to include basic listening skills, building trust, reducing defensive responses, court procedures, and staying neutral. Won't you join the Cumberland County Dispute Resolution Center to help provide this valuable service to county residents who find themselves unable to resolve problems with family members, neighbors, landlords/tenants, customers/businesses, or claims over money or personal property.

Instructor: Tina Estle

Sat 8:30 am-5 pm Sep 26-Oct 10 22.5 hrs 91153 FTCC/CEC 218

Holidays: September 7, November 26 & 27
(Main Campus, Ft. Bragg, High Schools)
October 12 (Ft. Bragg only)
November 11 (High Schools, Ft. Bragg)

RAPE CRISIS VOLUNTEERS TRAINING**Fee: \$15**

This course is conducted by the Rape Crisis Volunteers of Cumberland County and is designed to increase awareness in the community of rape and its effects on the victim and society. You will learn special counseling techniques that are used to help rape victims. It will cover medical, law enforcement, and legal procedures and will include a tour of area hospitals.

Instructor: Rape Crisis Volunteers of Cumberland County

Sat 8 am-5 pm Oct 17 & Oct 24 16 hrs 91154 FTCC/CEC 220

REIKI (INTRODUCTION)**Fee: \$25**

Could you be a healer? Reiki is a gentle but profound healing technique that anyone can learn. Reiki heals the body, mind, and spirit and can be used many different ways by any person who wishes to use it. Join Fayetteville Reiki Master Teresa Del Guidice and other Fayetteville Reiki practitioners in exploring this amazing healing art. You will learn the history of Reiki and discover how creative your healing can be. Participants will be able to experience Reiki for themselves, if they wish to. Treat yourself to this very pleasant, uplifting, and relaxing learning experience. Even if you are already a Reiki practitioner, please come join us, the more the merrier!

Instructor: Teresa Del Guidice

T 1:00-5:00 pm Sep 15 4 hrs 91152 FTCC/CEC 133

SELF-HYPNOSIS**Fee: \$45**

Be your own hypnotist! Your instructor is a certified hypnotist who will guide you in a personalized self-hypnosis program in this fun, interactive class. You will gain a solid understanding of hypnosis, what it is, how it works, and how you can put it to work for you. Multiple self-hypnosis techniques will be taught along with tips and tricks to improve your results. You can simply learn to relax your body and your mind, or use this opportunity to enhance your life more than you ever dreamed possible. Join us for this exciting adventure in inner space.

Instructor: Teresa Del Guidice

T 6:30-9:30 pm Sep 15-Nov 03 24 hrs 91175 Douglas Byrd Univ

WEIGHT MANAGEMENT**Fee: \$45**

What if you could get the results of a gastric bypass without the surgery? Hypnosis works! This class will feature seven hypnosis sessions that will teach you how to eat less, feel more satisfied, improve your self-image, and overcome the obstacles that stand between you and your slim body. In just eight weeks, using whatever diet your doctor recommends, you can be well on your way to success. Others have done it and it is your turn! Please e-mail the instructor for the supply list at: tanfeliz@earthlink.net. **ENROLLMENT IS LIMITED; PRE-REGISTRATION IS REQUIRED ONE WEEK PRIOR TO START DATE.**

Instructor: Teresa Del Guidice

Sat 10 am-1 pm Sep 19-Nov 07 24 hrs 91151 FTCC/CEC 214

WHAT IT MEANS TO BE "GREEN"**Fee: \$20**

What's the buzz about everyone and everything "going green"? The truth is that by taking care of the earth today and living more sustainably, we are adding to the preservation of the earth for our grandchildren's future. In this course, you will learn the importance and lasting effects of recycling and careful use of our natural resources. Your instructor will give you tips on living lightly on earth and saving money at the same time. Before you know it, you will be sharing ideas on how to go green at home and work.

Instructor: George Quigley

Th 6:00-8:00 pm Nov 05 & Nov 12 4 hrs 91120 Horticulture Ed Ctr 207

NOTE: Small children of students are not permitted to sit in on classes, labs, or in the libraries. Children are not to be left unattended anywhere on campus.

PHOTOGRAPHY

DIGITAL PHOTOGRAPHY (INTERMEDIATE)

Fee: \$50

This course has been developed to teach those with basic digital photography skills, the techniques of digital image manipulation. This additional training should increase your skills and confidence in your ability to produce high quality digital photographs, including manipulating your photos with PhotoShop and archiving your photos. You will learn how to crop and resize images; how to use photo-editing tools, such as clone, dodge and burn tool; how to adjust the tonal and color values in photos; how to work with layers and adjustment layers; as well as how to create special effects using filters and layer modes. You will also use the scanner to recreate your favorite photographs, learn different techniques on the scanner, and learn how to use it as a camera.

PREREQUISITE: completion of a beginning digital photography course or equivalent experience

Instructor: Jonathan Starling

Sat 9 am-1 pm Oct 24-Dec 05 24 hrs 90470 CBI 123

HOW TO ENTER PHOTOGRAPHY

EXHIBITS/COMPETITIONS

Fee: \$50

If you are interested in entering your photographs in competitions or exhibitions, this course will help you to choose and prepare your photos for submission. During the course, you will learn about photography composition and the rules and requirements for various contests and exhibits. Your instructor will discuss the importance of selecting the right frame, share matting ideas, and other hardware requirements for exhibition. He will also suggest other continuing education classes that you might want to consider taking to improve your chances of acceptance in juried competitions. You will need to bring an 8x10 photo, an 11x14 mat, and an 11x14 frame to class.

Instructor: James Frowner

M 1:00-4:00 pm Sep 14-Oct 12 15 hrs 90475 FTCC/CEC 143

PHOTOGRAPHY: HOLIDAY PROJECTS

Fee: \$50

This is your chance to use your photos for special projects. You will learn how to incorporate your photos in craft projects including placemats, hand-held fans, plates, clocks, Thanksgiving table decorations, and Christmas cards. You will need to bring 8x10 or larger photos, stock items from craft stores (will discuss supplies at first class), and your creativity. Designed for photographers of all levels.

Instructor: James Frowner

Sat 1:30-4:30 pm Oct 24-Nov 21 15 hrs 90477 CBI 123

PHOTOSHOP ELEMENTS (INTRODUCTION)

Fee: \$50

This course is designed for students who have a little digital experience and are ready to explore photo editing. You will be using Adobe Photoshop Elements 6 as your primary editing software. Discussion will include Adobe menu bar, tool box, options bar, and palettes. You will learn how to download and import your photos into Photoshop and make minor and major editing adjustments. You will also learn how to scan your traditional 35mm prints and convert them to a digital image and crop and edit your photos. You will need to bring digital photo images or photos and a blank CD-R to class.

Instructor: Jonathan Starling

Sat 9 am-1 pm Sep 12-Oct 17 24 hrs 90469 CBI 123

PORTRAIT PHOTOGRAPHY

Fee: \$50

In this course, you will explore the photographic techniques that will help you shoot better portraits. You will explore how to use available light, hot lights, and electronic flash to create portraits that capture the personality of the model.

Instructor: Jonathan Starling

W 6:00-9:00 pm Sep 16-Nov 04 24 hrs 90467 FTCC/CEC 143

BUILDING A PHOTOGRAPHIC PORTFOLIO

Fee: \$50

Photography is a powerful form of communication and working as a professional photographer can be one of the most exciting, challenging, and creative fields of employment. In this course, you will be introduced to different aspects of professional photography including portraiture, still life, advertising and product photography, architectural and industrial photography, résumé building, and producing photos for publication. You will learn how to balance live models with products, incorporate a theme, practice advanced lighting and exposure control, and create desire. Through specific assignments, you should develop your technical abilities and produce a potential employer or client. Designed for photographers at the intermediate to advanced level.

Instructor: James Frowner

Th 6:00-9:00 pm Sep 17-Oct 22 18 hrs 90473 FTCC/CEC 143

COLOR PRINTING: FILM BASED

Fee: \$35

This course is designed for intermediate to advanced photography students who want to print color negatives. You will learn how to work with different types of photographic papers, films, lithographic work, and burning in and dodging techniques. You will need to bring color photographic paper and color negatives to class.

Instructor: James Frowner

Th 6:00-9:00 pm Oct 29-Nov 19 12 hrs 90476 FTCC/CEC 143

DIGITAL PHOTO PRESENTATION

Fee: \$50

Learn how to tell a story with your photos. Although the course is designed with the intermediate to advanced wedding or event photographer in mind, it will be of interest to anyone who travels or takes photos of friends and family and would like to produce a slide show. Discussion will include the use of Roxio Easy CD Creator 5 and 6, 3-D Album CS, and Microsoft PowerPoint slide show. There will be instruction on various digital editing tools, planning layout methods, special effects, sound (MP3 music format), production, clip art, and using the presentation on web sites. You will need to bring a blank CD-RW or CD-R disk to class as well as a series of photos for presentations.

Instructor: James Frowner

Sat 1:30-4:30 pm Sep 12-Oct 17 18 hrs 90474 CBI 123

DIGITAL PHOTOGRAPHY FUNDAMENTALS

Fee: \$50

Would you like to have more control over your camera? Frustrated because you can't make your camera work for you? This class will expand your ability to use your SLR (single lens reflex) camera. You will gain an understanding of photographic terms, expressions, and techniques. This class will cover basic camera controls, setting your camera up for optimal quality, using your camera in a variety of situations, using various modes to capture photographs in various situations, and use of manual controls. We also cover art and composition as well as equipment selection. Not recommended for point and shoot cameras.

Instructor: Alphonso Peppers, Jr.

Sat 9:00-12:00 N Sep 12-Oct 31 24 hrs 90471 FTCC/CEC 143

Instructor: Johnny Horne

M 6:00-9:00 pm Sep 14-Nov 02 24 hrs 90478 FTCC/CEC 143

Instructor: Jonathan Starling

T 6:00-9:00 pm Sep 15-Nov 03 24 hrs 90472 FTCC/CEC 143

Th 1:00-4:00 pm Sep 17-Nov 05 24 hrs 90468 FTCC/CEC 143



NOTE: YOU MAY REGISTER USING YOUR CREDIT CARD (VISA OR MASTERCARD) — WALK-IN AT THE NEILL A. CURRIE CENTER FOR CONTINUING EDUCATION ONLY.

RECREATION

MARTIAL ARTS/SELF-DEFENSE

Fee: \$50

Youn Wha Ryu is a traditional and complex martial art system that surpasses simple "punching and kicking." Students will learn practical self-defense concepts focusing on increasing reaction, timing, speed, and full-body power. The comprehensive curriculum includes the most effective and efficient techniques of self-defense. The challenging and dynamic classes combine both aerobic and anaerobic activities and aid in the development of self-discipline, perseverance, balance, agility, coordination, flexibility, and total-body strengthening. **NOTE:** Wear comfortable and loose-fitting clothing. Shoes are optional.



Instructor: Robert Wood

M&W 6:30-7:30 pm Sep 14-Oct 21 12 hrs 91155 Seventy-First High

TAI CHI (ADVANCED)

Fee: \$50

Students will learn proper breathing techniques, movements of the form broken down step-by-step, and how to put the movements together in the form. Students may be taught the martial arts application of movements. The health benefits of Tai Chi will also be covered. **NOTE:** Wear comfortable and loose-fitting clothing. Shoes are optional.

Instructor: Katrina Wood

T&Th 7:00-8:00 pm Sep 15-Oct 22 12 hrs 91176 John D. Fuller, Sr Rec Ctr

**CONTINUING EDUCATION CLASSES
BEGIN IN DIFFERENT WEEKS AND
MONTHS. CHECK START DATES TO
BE SURE YOU WON'T MISS A COURSE.**

TAI CHI (BEGINNING)

Fee: \$50

Tai Chi is an internal Chinese martial art often practiced for its soft martial techniques, demonstration competitions, health improvement, and longevity. Students will be taught the Han Method Yang Style Tai Chi Chuan. Students will learn proper breathing techniques, movements of the form broken down step-by-step, and how to put the movements together in the form. Students may be taught the martial arts application of movements. The health benefits of Tai Chi will also be covered. **NOTE:** Wear comfortable and loose-fitting clothing. Shoes are optional.

Instructor: Katrina Wood

M&W 6:30-7:30 pm Sep 14-Oct 21 12 hrs 91156 Seventy-First High



TAI CHI (INTERMEDIATE)

Fee: \$50

This course is designed to teach the movements within Tai Chi exercise, and inform people of the benefits the mind and body may experience as a result of this exercise. Emphasis will be placed on Part 2 of the Han Method Yang Style Tai Chi Chuan. The class will continue with proper breathing exercises, basic practice of the movements in Part 2, practice of those movements in the form, and students will learn how to put Part 1 and Part 2 together. It is important that students already know the basics of the Tai Chi exercise. **NOTE:** Wear comfortable and loose-fitting clothing. Shoes are optional.

Instructor: Katrina Wood

T&Th 6:00-7:00 pm Sep 15-Oct 22 12 hrs 91157 John D. Fuller, Sr Rec Ctr

REFUNDS

The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges, Raleigh on October 15, 1993. The full refund policy is listed in the NC Administrative Code 23NCAC.2D.0203 (d) Brief Statement of Policy:

1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10 percent date of the class(es) meeting.
3. No refunds will be given after 10 percent of class meetings.



Customized Child Care Continuing Education



Attention Child Care Directors!

FTCC can develop customized training classes to meet the needs of your employees. Customized classes will train in a specific topic area you request, at your child care center or FTCC and at a time that is most convenient for your employees. Listed below are just a few of the areas we can customize for your child care center:

**Safety
Discipline
Arts and Crafts**

**Communication
Activity Planning
Classroom Management**

**Childhood Growth
and Development**

Location of Classes

These classes can be scheduled for convenience at your child care center or on FTCC's main campus.

Days and Times

The classes can be scheduled to meet mornings, afternoons, or evenings, Monday-Saturday to provide convenience for your employees.

Cost

Each class requires a registration fee of \$65 per student with a minimum class size of ten students. Several day care centers in a particular area may pool their employees to form the minimum class size.



**Schedule YOUR customized training class today!
call Sharmon Herring; Director of Business Services
(910) 678-8210 or (910) 678-8230**

Continuing Education Online Courses

- Various levels offered
- Business
- Computer Training
- Healthcare
- Language
- Medical Office Training
- Teacher Training
- Test Preparation
- Courses begin each month



Select your course, register online
Visa and MasterCard accepted

Deadline for registration is 12:00 N
on the day the courses begin.

Questions? Contact Kristin Jones at 678-8404

www.learnftcc.com



Human Resources Certification Preparation Course

PHR/SPHR Certification is a must for serious
Human Resources Professionals
Course is a 42-hour, fact-filled, fast paced program that
will expose you to the seven functional areas of the test

Course, Time, and Location

Tuesdays and Thursdays

October 06-November 19, 2009 - 6:00-9:00 pm

Center for Business and Industry

Targeted audience:

- *Anyone who will be sitting for the exam
- *Any HR person wanting an update or refresher
- *Any newcomer wanting a quick introduction

For more information call: Susan Reid, (910) 678-8496 or 678-8366

MOTORCYCLE SAFETY EDUCATION PROGRAM

INCLUDING

MOTORCYCLE: BASIC RIDER COURSE *designed for beginning riders*

Based on extensive data, research and field tests, this course combines classroom and on-bike experience to give you an overall understanding of motorcycling and prepares you with basic riding skills.

- Motorcycles will be provided. You will need leather gloves, eye protection, long sleeved clothing, long pants, and over-the-ankle leather footwear. Helmets will be provided, but you may bring your own. You must be able to ride a bicycle.
- Students may purchase accident insurance to cover class activities for \$2 per term (available from the Continuing Education Records and Registration office).

NOTE: BECAUSE CLASS SIZE IS LIMITED, PRE-REGISTRATION IS REQUIRED. The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance at 5:45 pm when the first class begins. Failure to be on time may result in your slot being denied.

EXPERIENCED RIDER COURSE (ERC) **DESIGNED FOR RIDERS WITH AT LEAST SIX MONTHS MOTORCYCLE RIDING EXPERIENCE**

This course stresses both the mental and physical aspects of riding, gives specific knowledge on how to lower the risks of riding, and provides training and practice in critical riding skills.

Required equipment includes long pants, eye protection, helmet, gloves, over-the-ankle footwear, and long-sleeved jacket. You may use your own motorcycle or a borrowed one with written permission from the owner of the vehicle, and will need proof of insurance and a motorcycle endorsement on a valid driver's license. Each motorcycle must pass a "T-Clock" inspection by the instructor.

These courses and instructors are certified by the Motorcycle Safety Foundation.



CLASS SCHEDULE ON PAGE 41&42

Admission is open to any adult 18 years of age or older. Sixteen- and seventeen-year-olds may register with a letter of approval from their principal and parents.

For class availability, call (910) 678-8279



AUTO DEALERS...

Fayetteville Technical Community College is offering the North Carolina required independent auto dealer's six-hour continuing education class to renew your auto dealer's license.

Course offered on the following date:
Tuesday—October 13

**8:30 am-3:30 pm • Continuing Education Ctr
Room 118 • Fee: \$75 per person
PRE-REGISTRATION IS REQUIRED**

You may register on the main campus at the Neill Currie Building; 8:00 am-5:00 pm, Monday-Friday

NOTE: for those taking the Auto Dealer's renewal course, photo identification is required at the time of registration and on the day of the class-attach copy of driver's license to registration form.



For additional information, please call (910) 678-8446.

Don't wait! You must attend a class to renew your dealer's license.

BOOKKEEPING TRAINING AND COMPUTERIZED ACCOUNTING

**COMPREHENSIVE Bookkeeping AND
COMPUTERIZED ACCOUNTING** **Fee: \$175**

A COMPREHENSIVE COURSE COVERING THE FUNDAMENTALS OF BOOKKEEPING TO INCLUDE DEBITS AND CREDITS, KEEPING JOURNALS AND LEDGERS, PREPARING BALANCE SHEETS AND INCOME STATEMENTS, RECONCILIATIONS, AND PAYROLL. Bookkeeping fundamentals will then be applied to THE COMPUTERIZED ACCOUNTING SYSTEM USING QuickBooks PRO AND Microsoft Excel, 10-key calculator, and basic windows functions in ACCOUNTING. Call 678-8366 FOR TEXTBOOK REQUIREMENT.

**PRE-REGISTRATION IS STRONGLY
RECOMMENDED; CLASS SIZE IS LIMITED.**

INSTRUCTOR: BRENDA POWELL

M-F 8:30 AM-12:30 PM Sep 14-Nov 06 160 HRS CBI



**Our Military Means Business
For Your Business.**

Get Connected At MatchForce.org

North Carolina's official, FREE website for Federal opportunities, employment, government purchase card and subcontracting.



North Carolina Military Business Center
Call or visit us today at 910-323-4587, or www.ncmbc.us.

*FTCC Small Business Center, The Women's Center of Fayetteville
and the Cumberland County Public Library present*

The 2nd Annual WOMEN IN BUSINESS EXPO

Celebrating Women's Small Business Month

Want to start a business, but do not know where to start?

Attend these workshops and Expo to learn more!

BUSINESS START-UP BASIC

An overview of what it takes to start a business

October 19, 2009 • 10:00 a.m. - 1:00 p.m.

Main Library, 300 Maiden Lane

MARKETING YOUR BUSINESS ON A SHOESTRING BUDGET

Learn innovative ways to market and advertise
your business effectively on a limited budget.

October 20, 2009 • 10:00 a.m. - 1:00 p.m.

FTCC Center for Business & Industry

FINANCING YOUR SMALL BUSINESS

Learn the process & requirements to obtaining a loan.

October 21, 2009 • 10:00 a.m. - 1:00 p.m.

Main Library, 300 Maiden Lane

Sponsored by

FTCC Center for Business and Industry • The Women's Center of Fayetteville
• Cumberland County Public Library



Women In Business Expo

Small businesses will showcase their products and services.

Hear stories from successful small business owners.

October 22, 2009 • 10 a.m. - 2 p.m.

FTCC Tony Rand Student Center

**For Expo Vendor Registration
call or email**

**The Women's Center
of Fayetteville
at 323-3377 or
wcofinfo@wco.org**

**Call today!
Space is limited!**

FTCC and Regency Academy

are co-sponsoring Barber Training

(a curriculum designed for State board licensing)

A two-part 1,528 hour program, that will train both men and women to become entry-level barbers. Barbers shampoo, cut, and style hair for men, women, and children, as well as trim and cut facial hair. Students gain theory and lab experience in scalp and hair care; safety and disinfection. Course covers business ethics and salon management, math, communications, and human relations.

This course is designed for students interested in becoming NC State Board licensed.



DATES, TIMES, AND LOCATION

Classes held Tuesday through Friday

Classroom Time

Tuesday - Friday 9:00 am - 5:00 pm

Salon Time

Saturday 9:00 am - 5:00 pm

Course Objectives:

- Prepare students to take and pass the written and practical sections of the NC State Barber Licensing Examination.
- Be able to shampoo, cut, style hair, and perform facial grooming for clients.
- Be able to meet industry standards for safety and disinfection as they perform barbering services.

Regency Academy • 108 N. Main St., Spring Lake, NC 28390

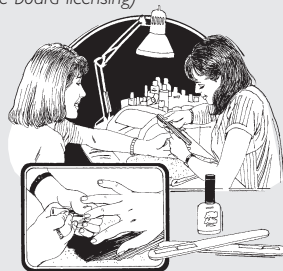
*Pre-registration is recommended, class size is limited. • **Students are required to purchase textbook and training kit. • Payment plan is available.

FTCC and Academy of Nail Technology & Esthetics

are co-sponsoring Manicuring and Nail Technology

(a curriculum designed for State board licensing)

DATES, TIMES, AND LOCATION
Classes held Monday through Thursday
New Classes Starting Every Monday
9:00 am - 2:00 pm
Evening Classes Available
5:00 - 10:00 pm



Nail care is one of the hottest specialties in the beauty profession today! The 300-hour state approved nail technology course develops skills in all facets of manicuring, pedicuring, nail extensions, and artificial nails, preparing students for a prosperous and successful career.

This course is designed for students interested in becoming NC State Board of Cosmetic Art licensed.

COURSE HIGHLIGHTS:

- Manicures
- Nail Wraps
- Pedicures
- Hand Massage
- Reflexology
- Nail Art
- Tips and Extensions
- Foot and Leg Massage
- Overlays/Acrylic and Gels
- Sculptured Nails

Academy of Nail Technology & Esthetics
1309 Morganton Road, Fayetteville, NC

*Pre-registration is recommended, class size is limited. • **Students are required to purchase textbook and training kit (\$600). • Payment plan is available.

COMPUTER CLASSES

AT CBI!



How to Use Computer Accessories

W • Sep 9-Nov 18 • 6:00-9:00 pm

Introduction to the Internet

M-Th • Oct 19-Oct 29 • 1:00-4:00 pm

Introduction to Windows

M-Th • Sep 21-Oct 01 • 1:00-4:00 pm

Introduction to PCs

M-Th • Oct 05-Oct 15 • 1:00-4:00 pm

M-Th • Dec 07-Dec 17 • 9:00-12:00 N

Center for Business and Industry

2723 Fort Bragg Road

Call 678-8230

Class size limited

pre-registration recommended



Improve Your Skills! Enhance Your Promotability!

KEYBOARDING AND OFFICE ESSENTIALS

Topics Include:

- Keyboarding Skills
- Intro to Microsoft Office 2007
- Creating Professional Correspondence and Business Documents
- Effective Leadership and Communication Skills
- Scheduling/Time and Task Management



CLASSES MEET

M-F	8:30 am-12:30 pm	Aug 31-Oct 23	30295
M-Th	6:00-9:00 pm	Sep 14-Dec 10	30296
M-F	8:30 am-12:30 pm	Oct 26-Dec 17	30297

Center for Business and Industry,
2723 Fort Bragg Road

\$175 Registration Fee • Class Size Limited
Pre-registration recommended

CALL TODAY! 678-8230

Business Services-Continuing Education

From Crafting...

To Business!



An Informative Series of FREE Workshops You Don't Want to Miss!

Things to Consider Before Turning My Craft into a Business

Tuesday, September 8, 2009 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

It's a Pricing Game: How Do I Price My Product?

Tuesday, September 15, 2009 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

Protecting Your Product and Investment

Tuesday, September 22, 2009 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

37 Biggest Mistakes Made By Small Business Owners

Tuesday, September 29, 2009 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

Sponsored by:
FTCC Small Business Center and
Cumberland County Public Library



**Registration is required
Space is limited.**

For more information,
contact Tamara Bryant
at 910.678.8462
or bryantt@faytechcc.edu

Looking for a Career in the Medical Field?

Gain the "competitive edge" with

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT

TOPICS INCLUDE:

- Medical Terminology
- ICD/9-CPT Coding
- Medical Office Management

M-F, 8:30 am-3:30 pm, August 31-October 16

ADMINISTRATIVE MEDICAL OFFICE ASSISTANT II

TOPICS INCLUDE:

- Advanced Coding
- Understanding Health Insurance
- Uniform Billing
- Medical Manager Software Program
- Medical Law, Liability and Ethics
- Health Assessment

(Prerequisites: Medical Terminology, ICD-9/CPT Coding, Basic Keyboarding and Computer Skills)

M-F, 8:30 am-3:30 pm, October 19-December 17

Registration Fee: \$175 per class • Instructor: Vicki McCormich
Textbooks are required for each class.

Center for Business and Industry, 2723 Fort Bragg Road
Class Size Limited—Register Today!
For more information call: 678-8230

Microsoft Quick Start

ONE DAY AND YOU'RE ON YOUR WAY!

Microsoft Excel Quick Start \$50

T&Th	8 am-12 N	Sep 15-17	30341
T&Th	8 am-12 N	Oct 06-08	30342
T&Th	8 am-12 N	Oct 20-22	30333

Learn the basics of putting numbers and data to work for you. Simple layout is covered, along with day-to-day formulas for tracking your information. The emphasis is on ease, accuracy, and speed!

Microsoft PowerPoint Quick Start \$50

T&Th	1 pm-5 pm	Sep 15-17	30343
T&Th	8 am-12 N	Oct 27-29	30336

PowerPoint is the industry standard for presentation, using graphics and information from other programs, and simple layout for effective shows!

Microsoft Word Quick Start \$50

T&Th	8 am-12 N	Sep 22-24	30344
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Learn the basics of setting up documents, formatting, editing, correcting, using shortcuts, and performing routine work quickly. The class emphasizes shortcuts for ease and speed.

What Happened to my Computer? \$50

T&Th	8 am-12 N	Dec 8-10	30338
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Learn to tell when you can fix something yourself and when to seek a professional! This course briefly covers a variety of problems that can affect your computer.

Free Computer Help: How to Use \$50

T&Th	8 am-12 N	Sep 29-Oct 01	30306
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Free help with your computer problems is available. The problem is how to find it and how to use it. Join us and learn how to find good, free help as well as how to make the most of it.

**For more information,
please call 678-8230**
Center for Business and Industry



**Certificate
in Management
Program**

FTCC and the Cumberland County Business Council in cooperation with the American Management Association Extension Institute (AMA) are co-sponsoring the nationally recognized Certificate in Management Program. The AMA, a leader in management education for over 70 years, provides this program to over 120 colleges and universities in the United States.

Individuals can receive a Certificate in Management upon successful completion of six courses of their choice. The three-hour classes meet one night per week for seven weeks.

This program is designed to meet the training needs for newly appointed supervisors, experienced managers without formal management training, as well as managers who wish to update their management skills. In addition to quality training, this program provides the opportunity to network with other professionals from a variety of organizations.

The following American Management Association courses will be offered during Fall term:

- **COMMUNICATION SKILLS FOR MANAGERS**
- **FUNDAMENTALS OF HUMAN RESOURCES**

**For more information contact
Sharmon Herring at 678-8210**

FTCC

**"A Partnership For Your
Professional Growth"**



FAYETTEVILLE-
CUMBERLAND COUNTY
CHAMBER of COMMERCE

Attention

Business and Industry Managers • Customized Computer Training • Take Control of Your Computer at Work and Home!!

- HOW?** Sharpen software skills: learn tips, tricks, traps, and treasures!
Work smarter and faster!
- WHO?** Employees who need computer skills.
- WHAT?** Customized computer training. Classes specifically tailored to fit your needs!
- WHEN?** Classes scheduled mornings, afternoons, or evenings, Monday-Saturday for your convenience.
- WHERE?** Center for Business and Industry, 2723 Fort Bragg Road or at your facility. We have five state-of-the-art labs seating 15 people each with their own station!
- WHY?** Trained employees work better - faster and easier!

Just how useful can this training be to you? Here is just some of what's being said:

...enjoyed the class and found I could use the info immediately on the job...

...hands-on experiences and examples were great, they get you to learn it as you go...

...instructions obtained have helped alleviate my fears of using computers...

...these are the best adult education classes I have ever attended...

**So get that competitive edge!!
Call Roger Britt • 678-8463**





LAW ENFORCEMENT TRAINING 2009 Calendar

BASIC GROUND DEFENSE I

Teresa Turner – LET Instructor

*(must attend both days)

September 10 & 11 8:00 am – 5:00 pm
December 1 & 2 8:00 am – 5:00 pm

BASIC GROUND DEFENSE II

Stacey Womer – LET Instructor

August 20 8:00 am – 5:00 pm

COLLAPSIBLE BATON II

Teresa Turner – LET Instructor

August 14 9:00 am – 4:00 pm
November 30 9:00 am – 4:00 pm

CPR REFRESHER

Teresa Turner – LET Instructor

September 21 8:00 – 12:00 N
October 14 1:00 – 5:00 pm
November 13 8:00 – 12:00 N

DOMESTIC VIOLENCE

Melody Farnham – LET Instructor

August 13 10:00 – 12:00 N
September 30 10:00 – 12:00 N
October 23 2:00 – 4:00 pm
November 20 10:00 am – 12:00 N

DRUG DIVERSION FOR INVESTIGATORS

Teresa Turner – LET Instructor

December 2 6:00 – 8:00 pm
December 8 8:00 – 10:00 am

DRUG DIVERSION FOR POLICE OFFICERS

Teresa Turner – LET Instructor

December 8 10:00 – 12:00 N
December 9 6:00 – 8:00 pm

FIRST LINE SUPERVISION

Larry Epler – LET Instructor

August 10 – 13 6:00 – 10:00 pm

GENERAL INSTRUCTOR CERTIFICATION TRAINING

Peppi Masa – School Director

September 16 – October 2 8:00 am – 5:00 pm
October 28 – November 13 8:00 am – 5:00 pm

GET SERIOUS & GET FIT

Teresa Turner – LET Instructor

August 10 8:00 – 12:00 N
September 30 6:00 – 10:00 pm
October 17 9:00 am – 1:00 pm
November 6 8:00 – 12:00 N

INVESTIGATING CHILD ABUSE

Melody Farnham – LET Instructor

October 30 8:00 am – 5:00 pm

JUVENILE MINORITY SENSITIVITY TRAINING

Melody Farnham – LET Instructor

August 13 8:00 – 10:00 am
September 30 10:00 – 12:00 N
October 23 12:00 – 2:00 pm
November 20 8:00 – 10:00 am

MANAGING THE PATROL FUNCTION

Larry Epler – LET Instructor

August 26 & 27 6:00 – 10:00 pm

POWERPOINT FOR LAW ENFORCEMENT

Teresa Turner – LET Instructor

*(must attend all days and must bring own laptop)
August 19, 20, 21 9:00 am – 4:00 pm

PROFESSIONAL COMMUNICATIONS & PUBLIC SPEAKING SKILLS FOR THE LEO

Larry Epler – LET Instructor

September 22 & 24 6:00 – 10:00 pm
October 20 & 22 6:00 – 10:00 pm
November 17 & 19 6:00 – 10:00 pm

RADAR OPERATOR CERTIFICATION

Peppi Masa – School Director

November 16 – 20 8:00 am – 5:00 pm

RADAR RE-CERTIFICATION

Peppi Masa – School Director

October 8 & 9 8:00 am – 5:00 pm

REPORT WRITING

Teresa Turner – LET Instructor

December 8 3:00 – 5:00 pm

SFST

Stacey Womer – LET Instructor

August 24-28 8:00 am – 5:00 pm

SFST REFRESHER

Stacey Womer – LET Instructor

November 16 8:00 am – 5:00 pm
December 4 8:00 am – 5:00 pm

SPONTANEOUS EDGE WEAPON DEFENSE INSTRUCTOR CLASS

Perry Harris – LET Instructor

August 28, 29 & 30 7:30 am – 5:30 pm

STRESS MANAGEMENT

Teresa Turner – LET Instructor

December 8 1:00 – 3:00 pm

SUICIDE BY COP

Larry Epler – LET Instructor

September 8 & 10 6:00 – 10:00 pm
October 6 & 8 6:00 – 10:00 pm
November 3 & 5 6:00 – 10:00 pm

TACTICAL HANDCUFFING

Teresa Turner – LET Instructor

October 21 8:00 – 10:00 am
November 6 8:00 – 10:00 am

WEAPON RETENTION & DISARMING

Teresa Turner – LET Instructor

October 21 10:00 – 12:00 N
November 6 10:00 – 12:00 N

For more information, contact Gail Staley, Program Coordinator
(910) 678-8429 • (910) 678-8381 • staleyg@faytechcc.edu
www.faytechcc.edu

Note: The State Board of Community Colleges has waived tuition and fees for Federal, State and Local criminal justice, firefighting, lifesaving and rescue personnel.

TEACHER RENEWAL COURSES

GREAT NEWS FOR N.C. Certified School Teachers*:

The **Success Center** at **FTCC** offers you the opportunity to earn Continuing Education **RENEWAL CREDITS FOR TEACHER CERTIFICATION**... in a relaxed and friendly setting, with:



(*Courses are designed for Certified School Teachers, but are great for Private and Home School Teachers, and Teacher's Assistants as well!)

- Interesting and helpful professional development courses
- *Individualized learning designed to meet your needs*
- Convenience of attendance (Monday–Thursday, 8:00 am–9:00 pm and Friday, 8:00 am–5:00 pm) with flexible scheduling
- *Pleasant surroundings in the Harry F. Shaw Virtual College Center*
- Courses ranging from 1 CEU to 5 CEUs/Teacher Renewal Credits
- *NEW courses being developed and added periodically*
- Interesting courses + Low fees = Great Value!

The following pages list the 35 courses currently available. Courses are listed by the number of CEUs/Teacher Renewal credits granted and then alphabetically:

1.0 unit of credit, 10 hours attendance required

- **NEW DEVELOPING WRITERS: A WORKSHOP FOR HIGH SCHOOL TEACHERS** (1 CEU)
- **EDUCATING TEACHERS FOR DIVERSITY** (1 CEU)
- **NEW ETHICS IN AMERICA (PART II)** (1 CEU)
- **HOW TO TEACH EUREKA! (MATH)** (1 CEU)
- **RESEARCH-BASED INSTRUCTION FOR READING** (1 CEU)
- **TEACHING MATH: NEW AND INNOVATIVE WAYS TO ENCOURAGE INDEPENDENT LEARNING** (1 CEU)
- **TEACHING READING: BEST PRACTICES AND EVIDENCE-BASED STRATEGIES** (1 CEU)
- **TEACHING READING IN THE CONTENT AREAS** (1 CEU)
- **TEACHING READING K-2: A LIBRARY OF CLASSROOM PRACTICES** (1 CEU)

1.5 units of credit, 15 hours attendance required

- **NEW EFFECTIVE CLASSROOM MANAGEMENT** (1 CEU)
- **TEACHING READING: STAGES & STRATEGIES** (1.5 CEUs)
- **TIPS FOR TEACHING STUDENTS WITH SPECIAL NEEDS** (1.5 CEUs)

2 units of credit, 20 hours attendance required

- **BECOMING AWARE OF CHILDREN WITH SPECIAL NEEDS** (2 CEUs) (Formerly, "Teaching Children with Special Needs")
- **DEVELOPING MINDS: TEACHING TEACHERS** (2 CEUs)
- **NEW LEARNING SCIENCE THROUGH INQUIRY** (2 CEUs)

2.5 units of credit, 25 hours attendance required

- **COMPUTER BASICS FOR EDUCATORS** (2.5 CEUs) (Now with updated computer software!)
- **DIFFERENTIATED INSTRUCTION: HOW TO REACH AND TEACH ALL** (2.5 CEUs)
- **SPEED READING: A MULTI-MEDIA APPROACH** (2.5 CEUs)
- **NEW TEACHING SCIENCE: REDISCOVERING BIOLOGY, REACTIONS IN CHEMISTRY, AND CAREERS IN THE SCIENCES** (2.5 CEUs)

3.0 units of credit, 30 hours attendance required

- THE AMERICAN CIVIL WAR (3 CEUs)
- CHILDHOOD: AN INCREDIBLE JOURNEY (3 CEUs)
- EFFECTIVE LISTENING AND SPEAKING (3 CEUs)
- EFFECTIVE STUDY SKILLS (3 CEUs)
- GREAT WORLD RELIGIONS: BELIEFS, PRACTICES, AND HISTORIES: PART II (3 CEUs)
- HUMOR IN THE CLASSROOM (3 CEUs)
- PROBLEM SOLVING IN SCHOOLS (3 CEUs)
- REVIEWING THE BASICS – AND THEN SOME (3 CEUs)
- SURVIVAL SPANISH PART 1 (3 CEUs)
- NEW SURVIVAL SPANISH PART 2 (3 CEUs)
- WINNING WITH DIFFICULT PERSONALITIES (3 CEUs)

4.0 units of credit, 40 hours attendance required

- GREAT WORLD RELIGIONS: BELIEFS, PRACTICES, AND HISTORIES: PART I (4 CEUs)
- THE HISTORY OF THE UNITED STATES: PART II (4 CEUs)

5.0 units of credit, 50 hours attendance required

- CLASSICS OF AMERICAN LITERATURE (5 CEUs)
- THE HISTORY OF THE UNITED STATES: PART I (5 CEUs)
- SMART TEACHERS/SMART STUDENTS (5 CEUs)

***Cost per Course: 1-24 hours =\$65;
25-50 hours =\$120**

Only one course may be taken at a time. Once you have completed one course, if sufficient time remains in the semester, you may enroll in another course. Each TR course taken must be completed within one semester.

For more information, please call the Success Center at FTCC: 910.678.8266
or visit us in Room 232 of the Harry F. Shaw Virtual College Center (VCC)

You must enroll in and pay for these courses at the Continuing Education Registrar's Office, located in the Neill Currie Continuing Education Center before beginning that course.

*Watch for new courses
being planned:*

- **Primary Sources: Workshops in American History**
- **The Arts in Every Classroom: A Video Library, K-5**
- **Engaging with Literature**
- **Identifying and Using Search Engines
(as Teaching and Learning Tools)**

CAREER READINESS CERTIFICATE

Prove Your Skills?

Show employers that you have the basic work skills they require.

Move Your Career Ahead!

FTCC provides training to develop work skills to make you more employable.

Get Your Certificate

CRC improves opportunities for career changes and advancement.

Let us help you ...

Become more marketable in the employment pool.

Check out this site
www.crcnc.org

FTCC
2201 Hull Road
CEC Room 101
Fayetteville, NC 28303
Contact: Paul Tangeman
Phone: 910-678-0055
e-mail: tangemap@faytechcc.edu

Planning on beginning curriculum classes at FTCC? Taking an academic test for a promotion?

Want to increase your scores? Enroll in FTCC's

Academic Review Class

Areas of review include the following:

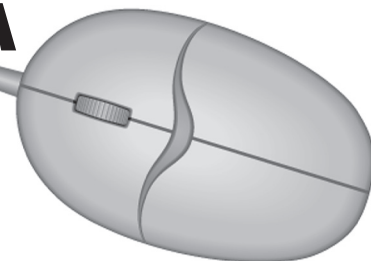
- Pre-Algebra
- Algebra
- Paragraph Comprehension
- Grammar Skills

**For more information about this free class, call
678-8491 or visit the
Continuing Education Center, Room 101**

Class size is limited, so pre-registration is recommended.

Applicants must be 18 years or older and have a high school or GED diploma

Click A Little Closer To A New JOB!



MatchForce.org

— Post your Skills

— Search for JOBS

— Receive job MATCHES

— E-MAIL employers

It's FREE, it's EASY and it WORKS!

**For more information,
please call 910-323-4587.**

MatchForce is an official State of North Carolina website for jobs and government contracts.

SEARCHING FOR THE HOT JOBS IN FAYETTEVILLE???

Learn effective Job Search Methods
Improve Your Interviewing Skills
Write a Professional Resume

Classes are FREE to qualified* adults through the

Human Resources Development Program

Classes Offered Include:

- Career and Planning
Employment Seminar
- Career Management
- Employment Skills Lab
- Computers for the Complete Beginner



*For more information, call 678-8495 or 678-8456

check out



Basic Skills



- ☆ Is a high school diploma something you've always promised yourself?
- ☆ Would you like to learn to speak English or improve your English communication skills to become more employable or continue your education?
- ☆ Would you like to be able to help your children with their homework and show them just how important school is to your family?
- ☆ Do you have employees who need to upgrade their basic skills in order to learn new technologies and be able to advance in the workplace?
- ☆ Would you like to learn new skills and refresh "old" skills in comfortable and informal classes where you learn at your own pace?
- ☆ Are you a senior citizen who finally has the time to devote to yourself...and to your dream of continuing your education?

If you are 18 years of age or older, and you answered "yes" to any of these questions, or if you know someone who could benefit, take a look at this and the next two pages. Basic Skills classes are available at convenient times and locations throughout Cumberland County. Some Basic Skills classes offer open enrollment, so there is no need to wait; chances are that there is a class with a space available for you! Best of all, there is never a fee for registration or instruction! All Basic Skills classes are taught by qualified, trained instructors who possess at least a Bachelor's degree.

Two (2) programs are available to help you earn your high school diploma:

High School Equivalency Diploma (GED) Program

Qualified adults can prepare to take and pass the five portions of the official GED (General Educational Development) exam--*math, writing, social studies, science, and reading*--and earn the GED High School Equivalency Diploma from the NC State Board of Community Colleges.

SCHEDULE OF CLASSES

Locations	Days	Times
Cokesbury United Methodist Church Continuing Education Center, FTCC	MW MTWThF	evening morning/ afternoon
Continuing Education Center, FTCC	MW	evening
Continuing Education Center, FTCC	TTh	evening
Cumberland Christian Center	TTh	evening
Douglas Byrd High School	TTh	evening
Eastover Central Recreation Center	MW	evening
Fayetteville Assembly Church of God	TTh	evening
Gray's Creek High School	TTh	evening
Hope Mills Recreation Center	MW	evening
New Mission Baptist Church	TTh	evening
Park's Chapel Freewill Baptist Church	TWTh	morning
Seventy-First High School	MW	evening
Spring Lake Campus	MTWThF	morning
Spring Lake Campus	TTh	evening

(There is a nominal fee for the official GED exam and graduates will pay a nominal fee if they choose to attend the annual graduation ceremonies held in May each year.)



The Adult High School Diploma (AHS) Program

Qualified adults may choose to study for and earn the Adult High School Diploma issued by FTCC in cooperation with the Cumberland County Board of Education.

SCHEDULE OF CLASSES

Locations	Days	Times	Dates
Continuing Education Ctr., FTCC	MTWThF	8:00 am-2:30 pm	8/24-12/16
Continuing Education Ctr., FTCC	MTWTh	6:00-9:00 pm	8/24-12/16

(Each graduate must pay a nominal fee for his or her diploma and graduation regalia for the graduation ceremony held in May each year.)



Keep that promise
you made to yourself...

and earn your high
school or GED diploma!

For more information,
call

678-8220/8289/8454/8459

today!!!



Build YOUR employability and advancement skills!

check out ✓

Basic Skills

Basic Skills Review Program

Learn or refresh basic reading, writing, math, money management, problem-solving, employment, and survival skills. Prepare to enter the Adult High School or High School Equivalency Diploma (GED) Programs.

SCHEDULE OF CLASSES

Locations	Days	Times
Cokesbury United Methodist Church	MW	evening
Continuing Education Center, FTCC	MTWThF	morning/ evening
Continuing Education Center, FTCC	MW	evening
Continuing Education Center, FTCC	TTh	evening
Cumberland Christian Center	TTh	evening
Douglas Byrd High School	TTh	evening
Eastover Central Recreation Center	MW	evening
Fayetteville Assembly Church of God	TTh	evening
Gray's Creek High School	TTh	evening
Hope Mills Recreation Center	MW	evening
New Mission Baptist Church	TTh	evening
Park's Chapel Freewill Baptist Church	TWTh	morning
Seventy-First High School	MW	evening
Spring Lake Campus	MTWThF	morning
Spring Lake Campus	TTh	evening

**For more information on these and other locations,
please call 678-8481/678-8483...today!!!**

Special Class Offerings

➤ **Basic Skills Correspondence Program**

Study and learn at home by mail. If family obligations, transportation, or work schedules prevent you from attending class, this free program can help you build your basic skills and prepare for the GED exam. For more information call ➤ 678-8465/0152

➤ **Basic Skills Online**

Review/refresh your skills or prepare for the GED online from the comfort of your home. For more information call ➤ 678-8498

➤ **GED Online**

Study Online for the official GED tests. For more information call ➤ 678-8465

➤ **Family Literacy**

The goal of Family Literacy is to provide, in one setting, a positive, nurturing educational environment which will allow parents or primary caregivers a chance to build their basic skills and earn a GED diploma while providing their pre- or elementary school-aged children with constructive educational activities. Classes are currently offered to eligible adults at the following location: Howard Health and Life Sciences High School.

For more information, call ➤ 678-8299

➤ **Your Opportunity to Learn English from Home has arrived!**

Watch Coffee and English on your local cable channel or pick up a DVD and your lessons from CEC 138. For more information contact ➤ Lynne Kreiser at 678-0151.



Workforce Basic Skills

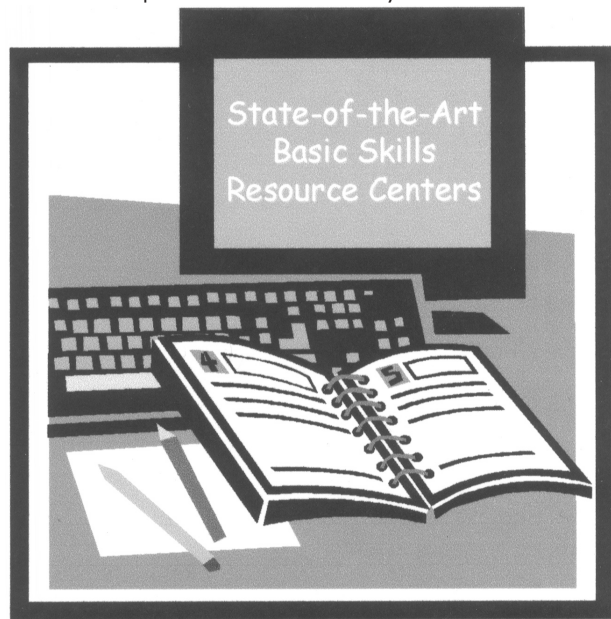
Employers take note! If you have employees who need to build their math or communication skills, FTCC can help.

For more information on how **FTCC can help strengthen your bottom line, while strengthening your employees' skills**, call 678-8297



Basic Skills Resource Centers

FTCC has three Basic Skills Resource Centers/Labs which offer FREE expanded educational opportunities for students enrolled in Adult Basic Education, Adult High School Diploma, General Educational Development, and English as a Second Language classes. Mathematics, English, science, social studies, and reading are among the wide range of subjects offered. Students may also study to improve their job-seeking and employment advancement skills in user-friendly environments which emphasize computer-assisted instruction and tutorial assistance. No previous computer experience is required or even necessary!



Basic Skills Resource Center

Room 243/257, Continuing Education Center
FTCC Main Campus

678-8454

MTWThF

morning & afternoon

MTWTh

evening



Workforce Preparedness Center

Room 208, Continuing Education Center
FTCC Main Campus

678-8497

MTWTh

evening



Basic Skills Lab, Ft. Bragg

Soldier Development Center, Building 2-1728
436-5238

MTWThF

morning

MTWTh

afternoon

check out ✓

Basic Skills



English as a Second Language (ESL) Program

English as a Second Language classes are designed for any adult who is not a native English-speaker. Reading, writing, speaking, and basic living skills are taught. Students are placed in class levels with others who have similar language needs. Those seeking to prepare to become United States citizens will also receive instruction in American civics, customs, and culture.

SCHEDULE OF CLASSES

Location	Days	Times
Continuing Education Center, FTCC	MTWThF	morning/ evening
Continuing Education Center, FTCC	MW	evening
Continuing Education Center, FTCC	TTh	evening
Ft. Bragg Soldier Dev. Center	MTWThF	morning/ afternoon
Howard Health and Life Sciences High School	MTWThF	morning
Immanuel Baptist Church	MTWThF	morning
Korean Presbyterian Church	MTWThF	morning
Korean Presbyterian Church	MTh	evening
Spring Lake Campus	MTWThF	morning
Spring Lake Campus	TTh	evening
St. Patrick Catholic Church	WTh	evening

FOR MORE INFORMATION ABOUT ESL CLASSES, OR TO REGISTER, PLEASE CALL 678-8497 OR 678-8299

FTCC offers FREE Basic Skills classes via the Internet and by mail.

If you are an adult 18 years of age or older, please call **678-8498** for more information on how you may be able to take advantage of one of these terrific opportunities.

Review and refresh the skills you need to gain employment and promotions, and to prepare for advanced educational opportunities:

- ✓ Math skills
- ✓ Writing skills
- ✓ Reading comprehension
- ✓ GED preparation

Compensatory Education (CED) Program

Compensatory Education classes are designed specifically to provide remedial instruction to eligible MR-documented adults. Included in the program are lessons in reading, mathematics, social sciences, and consumer education. The purpose of the program is to help participants become more self-sufficient in their daily lives. Classes are offered in partnership with other agencies, at various locations, as well as at the Continuing Education Center, FTCC Main Campus.



SCHEDULE OF CLASSES

Location	Days	Times
Cont. Ed. Ctr., FTCC	MTWThF	morning & afternoon

For more information, please call 678-8297...today!!!

CLIP & SAVE



Basic Skills Assessment

Basic Skills programs are open to adults 18 years of age or older.

All prospective ABE/GED/AHS/ESL students must be assessed prior to registration unless they are in a NEWLY RECRUITED or outlying class.

All Basic Skills placement assessment is done at the Assessment Center:
Continuing Education Center • Room 149 • FTCC Main Campus

TESTING HOURS

Monday 8:00 am - 6:00 pm	Tuesday 8:00 - 12:00 N and 4:30-5:00 pm
Wednesday 8:00 am - 3:00 pm	Thursday 8:00 - 12:00 N
Thursday 5:00 - 6:00 pm	Friday 8:00 - 10:00 am

English as a Second Language

SPRING LAKE CAMPUS TESTING HOURS:

Adult Basic Education/GED/ESL: Monday & Tuesday 12:45 pm (Rm 217)

Evening Testing: Every 2nd Monday of the month at 6:00 pm.

Call 678-1025 for more information.

English as Second Language:

Tuesday 12:45 pm (Rm 206)

Call 678-8478 or 678-0052 for more information

ALL INDIVIDUALS TO BE ASSESSED MUST BRING A PICTURE I.D. WITH PROOF OF AGE AND A SOCIAL SECURITY CARD.

FOR MORE INFORMATION ABOUT BASIC SKILLS ASSESSMENT, PLEASE CALL 678-8478 OR 678-8353

IMPORTANT TELEPHONE NUMBERS (For Basic Skills Programs only)

Adult Basic Education (ABE)	678-8498/8478	Randolph Williams
Adult High School Diploma (AHS)	678-8459	LaVerne Berrien
Compensatory Education (CED)	678-8297	Jessie Tolar
English as a Second Language (ESL)	678-8497	Phillip Crawford
High School Diploma Equivalency (GED) ..	678-8459	LaVerne Berrien
Special Class Offerings:		
ABE/GED Correspondence Program	678-8459	LaVerne Berrien
Basic Skills Online	678-8498	Randolph Williams
Family Literacy	678-8497	Phillip Crawford
Workforce Basic Skills	678-8297	Jessie Tolar
Assessment Center	678-0052	Tamara Thomas
Basic Skills Information	678-8478	Maggy Johnson

THERE IS NO BETTER TIME THAN NOW TO IMPROVE YOUR BASIC SKILLS! CALL 678-8483.

How To Register

WALK-IN:

Advance registration for Continuing Education courses will be accepted on a walk-in basis beginning August 17 at the Records and Registration office, Neill A. Currie Center for Continuing Education, FTCC Main Campus, through August 28 or Building 2-1728 Armistead Street, Ft. Bragg.

MAIL-IN:

For courses in this schedule please: complete the attached registration form and enclose a check or money order for registration fee made payable to FTCC and mail to:

Continuing Education Registration
Fayetteville Technical Community College
P.O. Box 35236

Fayetteville, North Carolina 28303-0236

- **NOTE!** Active-duty Army personnel using mail-in registration for courses marked by an asterisk (*) must show military unit rather than home address.

Continuing Education courses are not offered for college credit and are not transferable to curriculum programs leading to associate degrees, diplomas, or certificates. CEUs (Continuing Education Units) may be awarded for successful completion of specific courses at the rate of one CEU for each ten hours of class participation.

- Fees payable by cash, check (checks must have a pre-printed in-state address), or money order. (Please do not send cash by mail.)
- If paying by check, please include your driver's license number on the check.
- Visa or MasterCard can be used only at Registration Office.

IN-CLASS:

Registration will also be held during the first class at the location of your choice (where space is available.)

- Registration will continue through the 10% point of class where space is available or classes have not canceled and classes have sufficient enrollment.
- Fayetteville Technical Community College reserves the right to cancel any class due to insufficient enrollment, inadequate facilities, or if qualified instructors are not available.

ONLINE:

You may register online (for online courses only) using your credit card (Visa or MasterCard) on our secure online course website: <http://www.learnftcc.com>

FEES:

- Registration fees for Continuing Education courses vary with the type of course. Note: fees are subject to change.
- All community service classes are self-supporting; no fee-exemptions.
- Students are responsible for buying books and supplies.
- Students may purchase accident insurance to cover class activities for \$2 per term (available from the Continuing Education Records and Registration office)

POLICIES & GENERAL INFORMATION:

- Admission is open to any adult 18 years of age or older. Sixteen- and seventeen-year-olds may register with a letter of approval from their principal. (Additional requirements for Basic Skills).
- Fayetteville Technical Community College does not practice nor condone discrimination, in any form, on the basis of race, color, national origin, religion, sex, age, handicap, or political affiliation.

MAIL IN DEADLINE AUGUST 28, 2009

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REQUEST CODE

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

TERM			<input checked="" type="checkbox"/>
	Spr	Smr	Fall

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SECTION #

CONTINUING EDUCATION STUDENT REGISTRATION DATA FORM

PLEASE PRINT LEGIBLY

SOCIAL SECURITY NUMBER	NAME OF COURSE	LOCATION OF INSTRUCTION
------------------------	----------------	-------------------------

2. Name _____

3. Address _____

4. Email Address _____

5. City _____

6. State _____

7. Zip Code _____

9. Birthdate ____ - ____ - ____

10. Sex 1. ____ Male 2. ____ Female

11. Race 1. ____ White 2. ____ Black 3. ____ American Indian
4. ____ Hispanic 5. ____ Asian 6. ____ Other

13. State of Residence _____

14. County _____

--	--

(County Code)
(Office Use ONLY)

12. Highest Educational Level

- Enter Highest Grade Completed
____ 01-11 Highest Grade Completed
____ 12 High School Graduate
____ — GED
____ 13 Adult High School Diploma
____ 14 Post High School
Vocational Diploma
____ 15 Associate Degree
____ 16 Bachelor's Degree
____ 17 Master's Degree or higher

18. Employment Status

- ____ 1 Retired
____ 2 Unemployed (not seeking)
____ 3 Unemployed (seeking)
____ 4 Employed (1-10 hrs. per week)
____ 5 Employed (11-20 hrs. per week)
____ 6 Employed (21-39 hrs. per week)
____ 7 Employed (40 hrs or more)

15. Home Phone ____ - ____ - ____

16. Work Phone ____ - ____ - ____

17. Occupation _____

19. Employer _____

24. Citizenship

- ____ U US Citizen
____ E Eligible Legalized Alien
____ N Naturalized Citizen
____ A Non-Resident Alien

The information on this data form is accurate to the best of my knowledge. Please enclose your registration fee.
Students are only allowed to take the same occupational class twice within a five-year period.

Student's Signature _____ Date _____

\$ ☐ _____
Amount Collected or Non-Fee (please check)

Signature of Collector

Date