

*History, Heroes, and a Hometown Feeling*

***Fayetteville Technical  
Community College***

**CONTINUING EDUCATION  
SPRING I 2010  
SCHEDULE OF CLASSES**

---

***REGISTRATION BEGINS NOVEMBER 9TH***

***FTCC***



# Continuing Education

## GREETINGS:

Welcome to Continuing Education Spring I session at Fayetteville Technical Community College!

Continuing Education classes are designed to meet the special interests of our community members and, as you can see from this schedule, FTCC offers a wide range of areas to select from. FTCC can provide you with the skills, education, and expertise you need to be successful in the workplace or to pursue a particular special interest or hobby.

Our goal at FTCC is for your educational experience to be personally and professionally rewarding. The dedicated faculty and staff here at FTCC want you to be successful in your efforts as a student. Let us know how we may better serve your needs.

We are grateful that you've chosen  
FTCC. Best wishes for great success!

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.

## CONTENTS

	PAGE
Academic/Test Prep.....	37&38
Adult High School Diploma.....	57
Animal Related .....	38
Animal Science .....	8
Art.....	38-40
Automotive/Motorcycle.....	8&9
Aviation.....	9
Basic Skills Resource Centers.....	58
Basic Skills Review Program.....	58
Building/Construction .....	9-12
AC/HVAC/Refrigeration.....	10
NC Department of Insurance Code Courses .....	11&12
Business.....	12-17
American Management Association .....	13
Banking .....	13
Notary Public .....	13
Office Skills.....	13&14
Small Business Center.....	13-16
Small Business Center Online Courses .....	16&17
Supervision and Management .....	17
Certificate in Management Program .....	52
Communication—Oral and Written .....	17
Communications.....	17
Community Emergency Response Training.....	36
Compensatory Education.....	59
Computer Education.....	17-20
Certification Programs .....	20
Computer Repair .....	20
Simulation and Gaming Development.....	20
Cooking.....	40
Crafts .....	40&41
Creative Writing.....	41
Dance.....	42
Emergency Services Training .....	20-22
English as a Second Language (ESL) .....	59
Financial Planning.....	42&43
Common Cent\$ Series .....	43
Fitness Instructor Certification Training.....	22
Floral Design .....	22
Floral/Gardening/Landscaping .....	43&44
Urban Gardening Series .....	44
Foreign Language .....	22&23&44
Furniture Refinishing/Upholstery .....	45
Healthcare/Medical Office Training .....	23-25
Medical Office Assistant Training.....	23&24
Online Medical Training.....	24&25
Substance Abuse Counseling.....	25
High School Equivalency Diploma (GED) Program.....	57
Home Improvement.....	45
Hospitality Services-Hotel/Restaurant.....	26
Human Resources Development.....	26
Industrial Training.....	27
Information Technology .....	27
Law Enforcement Training.....	51
Map (Main Campus).....	6
Map (Spring Lake Campus).....	7
Motorcycle Safety .....	45
Music .....	46
Needlecrafts and Sewing.....	46&47
Online Courses.....	28-36
Business .....	28-30
Computer Training.....	30-33
Health Care .....	33&34
Language.....	34
Medical Office Training.....	34
Personal Development .....	34&35
Teacher Training.....	35
Test Preparation .....	35&36
Personal Interest/Volunteer Training.....	47&48
Photography .....	48
Registration Information.....	60
Sign Language Training.....	36
Teacher Renewal Courses/Success Center .....	54&55
Teacher Training.....	36
Wedding/Event Planning.....	37

Index by Course Title	Page
A to Z Grantwriting—Online.....	28
A+ Certification (Basic)—Online.....	30
ABC's of Planning, The.....	36
ABC's of Starting a Small Business.....	14
Academy for Criminal Justice Sciences (ACJS) Prep Course.....	37
Access to Funding.....	14
Accounting Fundamentals I—Online.....	28
Accounting Fundamentals II—Online.....	28
ACLS (Advanced Cardiac Life Support) Provider Class.....	20
Administrative Assistant Application—Online.....	28
Administrative Assistant Fundamentals—Online.....	28
Advanced Coding for Hospitals and Physicians' Offices.....	23
Airbrush Painting.....	38
Algebra (Introduction)—Online.....	34
Algebra Refresher.....	37
All About Quilting.....	46
American Psychological Association (APA) Formatting.....	37
Arabic (Beginning).....	22
Art of Basket Weaving.....	40
Asian Cuisine.....	40
Assisting in the Pharmacy.....	23
Auto Dealer's Training.....	8
AutoCAD 2010 (Intermediate).....	17
AutoCAD 2010 (Introduction).....	18
Automotive Air Conditioning/Heating Systems Certification.....	8
Automotive Electrical/Electronic Systems.....	8
Bake 'N Take Bread Baking.....	40
Bank/Credit Union Teller Training.....	13
Barber Training.....	12
Basic Anatomy & Physiology—Online.....	21
Basic Electrical Wiring (Residential).....	9
Basic Electronics.....	9
Basic Office Correspondence.....	13
Basic Residential Plumbing.....	9
Basic Residential Wood Frame Construction.....	9
Basics of Grant Writing.....	14
Basketry I.....	40
Basketry II.....	40
Beaded Jewelry (Beginning).....	40
Beaded Jewelry (Intermediate).....	40
Beauty of Flower Painting.....	38
Become an Optical Assistant—Online.....	33
Become a Physical Therapy Aide—Online.....	33
Become a Veterinary Assistant—Online.....	33
Beyond the Basics of Grant Writing.....	14
Blueprint Reading/Cost Estimation.....	9
Bonsai (Beginning).....	43
Budgeting Discipline and Debt Elimination.....	43
Building Standard Inspection, Level I.....	11
Building Standard Inspection, Level II.....	11
Building Standard Inspection, Level III.....	11
Business Etiquette, Protocol, and Image.....	14
Business Plan I.....	14
Business Plan II.....	14
Cabinetmaking (Introduction).....	9
Cake Decorating for Professionals.....	26
Card Making Workshop.....	41
Career Planning and Employment Seminar (C.A.P.E.S.).....	26
CATV Communications/Cabling.....	17
Ceramic Art.....	41
CERT 317--Community Emergency Response Training.....	40
Certified Nursing Assistant I.....	21
Certified Nursing Assistant II.....	21
Chiropractic Assistant.....	24

Index by Course Title	Page
Circuits and Controls.....	10
Coaching for Top Performance.....	13
Como Utilizar Tu Dinero.....	43
Comprehensive Bookkeeping and Computerized Accounting.....	13
CompTIA A+ Essentials.....	20
CompTIA Network+.....	20
CompTIA Security+.....	20
Computer Skills for the Workplace—Online.....	30
Computers for the Complete Beginner.....	26
Computing 2007.....	18
Counseling Skills & Human Relations.....	17
CPR-Healthcare Provider.....	21
Create a Calender.....	41
Creating a Successful Business Plan—Online.....	28
Creating Themed Gardens for the Urban Gardener.....	44
Creating Web Pages I—Online.....	30
Creating Web Pages II—Online.....	31
Creating Workplace Excellence With Time to Spare.....	14
Creative Quilting.....	46
Creative Writing.....	41
Credit Fraud and ID Theft.....	14
CSS XHTML (Introduction)—Online.....	31
Customer "Come Back" Basics.....	14
Customized Home Designs.....	46
Darkroom Workshop.....	48
Decorative Painting Techniques.....	38
Designer Sewing.....	46
Designing Effective Websites—Online.....	31
Desktop Publishing with Word 2007 Basics.....	18
Digital Photo Presentation.....	48
Digital Photography Fundamentals.....	48
Digital Photography (Intermediate).....	48
Direct Selling.....	14
Disciplina Del Presupuesto Y Elinacion De Deudas.....	43
Discover Digital Photography—Online.....	31
Dog Obedience Training Workshop.....	38
Doing Business with General Service Administration (GSA).....	15
Drapery and Window Treatments.....	46
Drawing Caricatures and Cartoon Portraits.....	38
Drawing (Intermediate).....	38
Drawing on the Right Side of the Brain I.....	38
Effective Teaching Training for Substitutes and Teacher Assistants.....	36
Effective Writing Techniques.....	17
EKG Technician.....	23
Electrical Contractor's License Renewal – Preparation Unit 4.....	10
Electrical Contractor's License Renewal – Preparation Unit 5.....	10
Electrical Standard Inspection, Level I.....	11
Electrical Standard Inspection, Level II.....	11
Electrical Standard Inspection, Level III.....	11
Emergency Medical Technician-Paramedic (EMT-P).....	22
EMT-Basic (National Registry).....	21
EMT-Basic (State of NC).....	22
E-Notary Public.....	13
EPA Refrigerant Recovery/Recycling Certification.....	10
Estate Planning.....	42
Esthetician and Skin Care.....	12
Fiber Optics I.....	17
Fire Standard Inspection, Level I.....	11
Fire Standard Inspection, Level II.....	12
Flavors of Greece.....	40
Floral Arranging (Beginning).....	43
Floral Design (Introduction).....	22
Forklift Operator Safety Course.....	27
Free Computer Help: How to Use.....	18

Index by Course Title	Page
From Cold Call to Cash Cow: Cracking the Code of Selling.....	15
Fundamentals of Refrigeration I.....	10
Furniture Refinishing .....	45
Furniture Upholstery (Beginning).....	45
Furniture Upholstery (Intermediate).....	45
General Contractor's Licensure Preparation .....	10
Going Green at the Workplace—Online .....	29
Government Procurement Programs .....	15
Grammar Refresher—Online .....	34
GRE Preparation .....	37
GRE Preparation I (Verbal and Analytical)—Online.....	35
GRE Preparation II (Quantitative)—Online.....	36
Greek (Beginning).....	44
Ground School for Pilots .....	9
Guitar (Beginning) .....	46
Healthcare Activity Directors Training Course for Nursing Homes & Domiciliary Homes .....	23
Heat Pump Technology.....	11
Heirloom Sewing.....	46
HELP 911!! Interactive Reading Strategies to Revive and Recover Your Classroom .....	36
Home Inspector's Licensure Preparation .....	10
How Money Works .....	43
How to Deal With the Aging Workplace and Maintenance Crisis .....	15
How to Start a Business .....	15
How to Use Computer Accessories .....	18
Human Anatomy & Physiology—Online .....	34
I3D Next Step Beyond Gaming and Simulation .....	20
ICD-9/CPT Coding.....	24
ICD-9/CPT Coding Review.....	24
International Cuisine.....	40
Interviewing, Résumés, and Applications.....	26
Introduction to Careers in Information Technology .....	27
Introduction to PCs Basics .....	18
Introduction to Spending and Budget Plans .....	15
Introduction to the Internet .....	18
Introduction to Windows .....	18
Investing in Real Estate .....	42
It's a Pricing Game-How Do I Price My Product? .....	15
Italian (Beginning) .....	44
Jewelry Fabrication (Advanced).....	38
Jewelry Fabrication Beginning (Part I).....	38
Jewelry Fabrication Beginning (Part II) .....	39
Joy of Painting.....	39
Jump Start! Get Your Business on the Web .....	15
Keyboarding and Office Essentials.....	14
Keyboarding Refresher.....	14
Knitting & Crocheting (Beginning/Intermediate).....	46
Knitting & Crocheting (Intermediate/Advanced) .....	47
Land Based Electrical Wiring .....	11
Landscape Design Principles for the Urban Gardener.....	44
Landscape Painting .....	39
Lateral Entry/First Time Teachers Training .....	36
Latin Dancing (Beginning) .....	42
Law and Administration .....	12
Learn to Buy and Sell on eBay—Online .....	29
Line Dance (Beginning) .....	42
Load Escort Vehicle Operator Certification .....	8
Load Escort Vehicle Operator Recertification.....	8
Machine Quilting 101 & Beyond.....	47
Maintenance Management.....	17
Major Appliance Installation and Repair.....	11
Making Age an Asset in Your Job Search—Online.....	35

Index by Course Title	Page
Making Movies with Windows XP—Online.....	31
Manicuring and Nail Technology .....	12
Marketing on a Shoestring Budget.....	15
Marketing Your Business on the Internet—Online .....	29
Masonry (Introduction).....	10
Math Refresher.....	37
Matting and Framing .....	39
Mechanical Standard Inspection, Level I .....	12
Mechanical Standard Inspection, Level II.....	12
Mechanical Standard Inspection, Level III.....	12
Mediation Training .....	47
Medical Interpreting (Introduction).....	23
Medical Office Essentials.....	24
Medical Office Essentials II.....	24
Medical Office Management.....	24
Medical Terminology .....	24
Medical Terminology: A Word Association Approach—Online .....	34
Medical Transcriptionist.....	24
Medication Aide Registry .....	23
Medieval Pottery (Introduction).....	39
Microsoft Access 2007 .....	18
Microsoft Excel 2003 (Intermediate)—Online .....	32
Microsoft Excel 2003 (Introduction)—Online .....	31
Microsoft Excel 2007 .....	19
Microsoft Excel 2007 Basics .....	19
Microsoft Excel 2007 in the Classroom—Online .....	35
Microsoft Excel Quick Start .....	19
Microsoft Expression Web.....	19
Microsoft PowerPoint 2007.....	19
Microsoft PowerPoint 2007 Basics.....	19
Microsoft Word 2003 (Introduction)—Online.....	32
Microsoft Word 2007.....	19
Microsoft Word 2007 Basics.....	19
Microsoft Word 2007 Basics II.....	19
Microsoft Word 2007 (Introduction)—Online.....	32
Minimizing Workplace Drama by Building High Performance Teams.....	15
Minor Home Repair (Beginning) .....	45
Minor Home Repair (Intermediate) .....	45
Mosaic Art.....	41
Motorcycle Repair and Maintenance .....	8
Motorcycle: Basic Rider Course.....	45
National Registry Paramedic Refresher .....	22
Networking (Introduction)—Online .....	32
NFPA 70E Standard for Electrical Safety in the Workplace .....	27
Notary Public .....	13
OBD2 Emissions Inspection.....	8
OBD2 Emissions Inspection Recertification.....	9
Oil Painting (Beginning).....	39
Oil Painting (Intermediate).....	39
Online Medical Coding & Billing Part I .....	25
Online Medical Coding & Billing Part II.....	25
Online Medical Transcription Part I .....	25
Online Medical Transcription Part II.....	25
Optometric Assistant .....	24
Organic Gardening for the Urban Gardener .....	44
OSHA 10-Hour General Industry Course .....	27
OSHA 30-Hour Construction Course.....	27
PALS (Pediatric Advanced Cardiac Life Support) Provider Class .....	22
PC Security (Introduction)—Online .....	32
PC System Design/Computer Repair .....	20
PC Troubleshooting (Introduction)—Online .....	32
Perfecting Your Pruning.....	43
Personal Trainer Certification.....	22

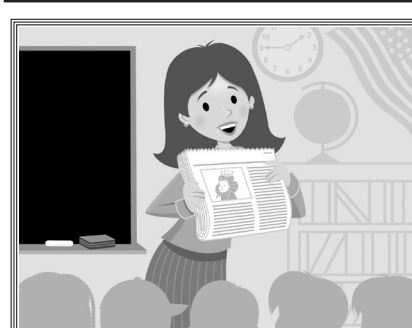


Index by Course Title	Page
Pet Portraits in Pastel .....	39
PhotoShop Elements (Introduction).....	48
PHR/SPHR Certification Preparation Course .....	12
Piano (Beginning) .....	46
Piano (Intermediate) .....	46
Pine Needle Basketry .....	41
Planning Your Financial Future with Annuities .....	42
Plumbing Standard Inspection, Level I .....	12
Plumbing Standard Inspection, Level II .....	12
Plumbing Standard Inspection, Level III.....	12
Plumbing, Heating, & Fuel Piping Contractor's License Renewal Courses .....	10
Porcelain Dolls .....	41
Portrait Photography .....	48
Pottery (Beginning) .....	39
Pottery (Intermediate) .....	39
PRAXIS Prep I—Online .....	36
Preparation for the SAT .....	38
Pricing Your Product and Services .....	15
Project Management Fundamentals—Online .....	29
Protecting Your Product and Your Investment.....	15
QuickBooks 2008 (Introduction)—Online .....	33
QuickBooks 2009 (Introduction)—Online .....	33
QuickBooks Easy Step .....	16
Quilting (Beginning) .....	47
Quilting from Start to Finish.....	47
Raised Bed Gardening .....	43
Rape Crisis Sensitivity Training .....	48
Ready, Set, Read!—Online .....	35
Real Estate Basics for Home Buyers and Sellers.....	42
Real Estate Investing—Online.....	29
Real Estate Law—Online.....	29
Register Your Business for Government Contracting .....	16
Registered Medical Assistant I.....	24
Résumé Fix .....	26
Roman Cuisine.....	40
Roth IRA, The.....	42
Rubber Stamping 101 .....	41
Russian (Beginning/Intermediate) .....	44
Sanitation for Food Service .....	26
SBA Programs .....	16
Seasonal Quilting .....	47
Selling on eBay .....	16
Selling to the Federal Government .....	16
Serging for the Home.....	47
ServSafe Food Safety Training .....	26
Sewing: A Fresh Finish.....	47
Sewing and Fitting.....	47
Sewing and Serging.....	47
Shabby Chic.....	45
Shag (Beginning).....	42
Sign Language I .....	36
Sign Language II .....	36
Simply Containers for the Urban Gardener.....	44
Simply Roses for the Urban Gardener .....	44
Small Gas Engine Repair (Beginning).....	9
Small Gas Engine Repair (Intermediate).....	9
Social Services Careers .....	12
Soil Testing: Getting to Know Your Dirt.....	44
Soy Candle Making .....	41
Spanish (Beginning).....	23
Spanish for Healthcare Professionals (Introduction).....	23
Spanish (Intermediate).....	23

Index by Course Title	Page
Speed Reading—Online.....	35
Speed Spanish I—Online .....	34
Speed Spanish II—Online .....	34
Stained Glass I.....	41
Stained Glass II.....	41
Start and Operate Your Own Home Business—Online .....	30
Start Your Own Small Business—Online.....	30
Substance Abuse Counselors (Part I), Fundamental Skills for.....	25
Substance Abuse Counselors (Part II), Fundamental Skills for .....	25
Substance Abuse Counselors (Part III), Fundamental Skills for.....	25
Supervision and Management.....	17
Supervision and Management Fundamentals—Online.....	30
Surviving in a Down Economy.....	16
Tax Education Day .....	16
Things to Consider Before Turning My Craft into a Business.....	16
37 Biggest Mistakes Made by Small Business Owners .....	16
Time Management in the Office .....	16
Training Tools for Managers.....	13
Trusts .....	42
Understanding Credit .....	16
Vehicle Safety Inspection .....	9
Veterinary Office Assistant.....	8
Wastewater Plant Operations (Grades I & II) .....	27
Watercolor (Advanced) .....	39
Watercolor (Beginning).....	40
Wedding Photography.....	48
Wedding/Event Planning (Part I) .....	37
Wedding/Event Planning (Part III) .....	37
Welding Technology (Industrial).....	27
Welding Technology (Mig, Tig, Stick & Oxyacetylene) .....	27
What Happened to my Computer? .....	19
What Women Really Want.....	43
Windows Vista (Introduction)—Online .....	33
Windows XP (Introduction)—Online .....	33
Wintertime Floral Design .....	44

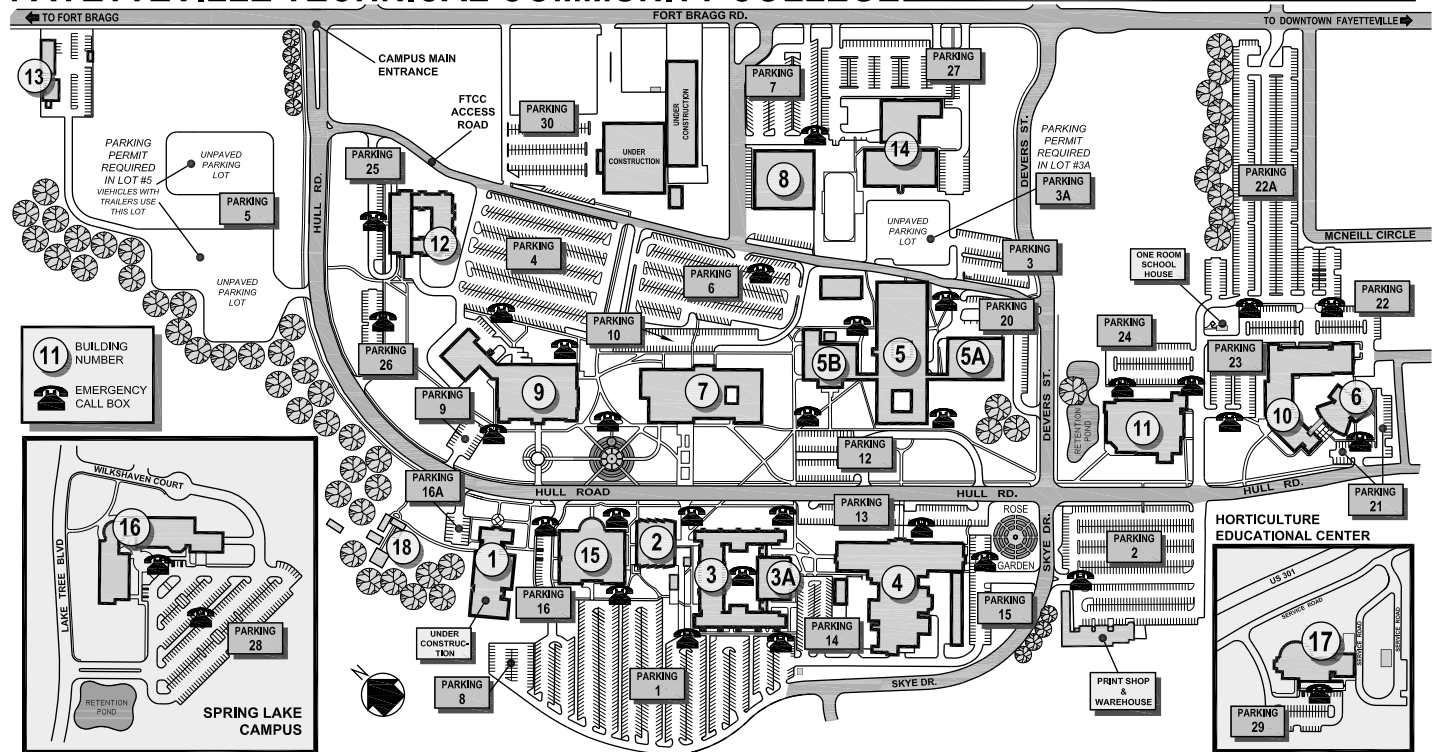
## KEY TO READING THE SCHEDULE

Course Title	Fee
<b>MOTORCYCLE REPAIR AND MAINTENANCE</b>	<b>Fee: \$120</b>
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.	
Course Description	
Instructor	Instructor: Patrick Morrison
Meeting Day(s)	Th
Meeting Time	6:00-10:00 pm
Dates	Oct 01-Dec 10
Hours	40 hrs
Request Code	90479
Location	The Cycle Shop



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

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

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

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

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

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

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

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

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

**Cliffdale Regional Branch Library**  
6882 Cliffdale Road • Fayetteville  
678-8462

**E. E. Smith High School**  
1800 Seabrook Road • Fayetteville  
678-8446

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

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

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

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

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

**Spring Lake Recreation Center**  
245 Ruth Street • Spring Lake  
678-8243/497-7700

Some continuing education classes are also offered at other locations.





# FTCC's Spring Lake Campus

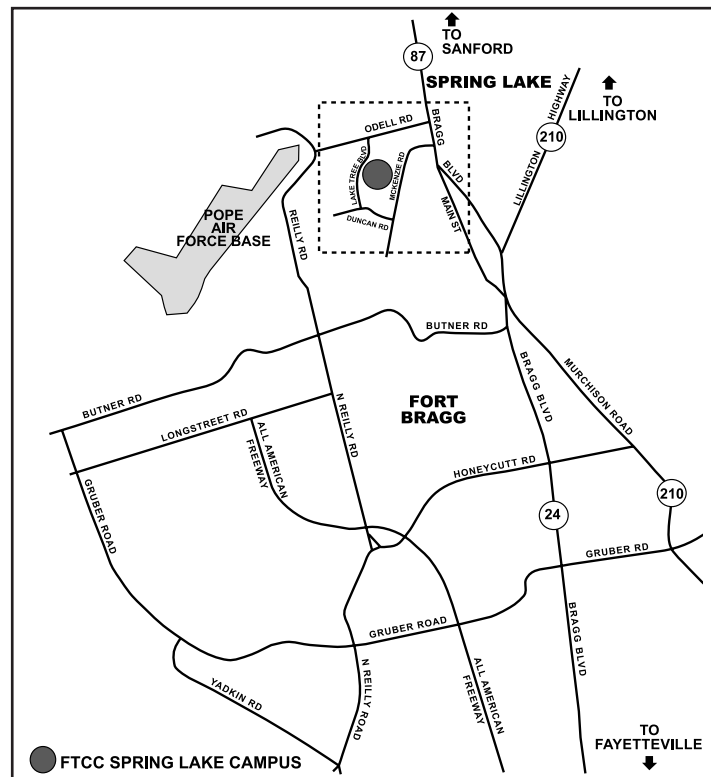
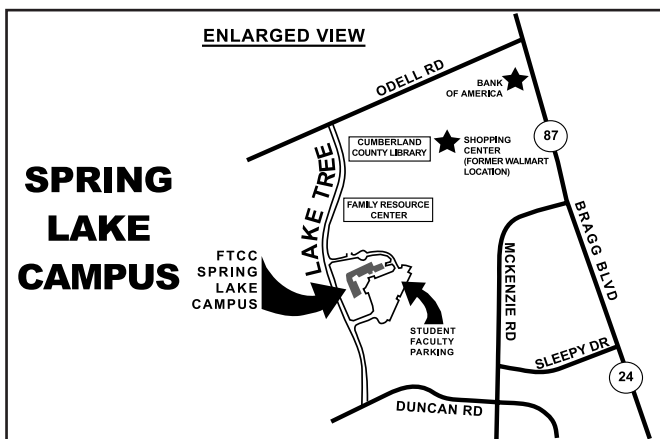
Laketree Boulevard (beside Spring Lake Family Resources Center) housing college credit and continuing education courses

## The following continuing education courses are scheduled for Spring 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**
- **Basic Electronics**
- **Certified Nursing Assistant II**
- **CompTIA A+ Essentials**
- **CompTIA Network+**
- **CompTIA Security+**
- **Computing 2007**
- **Emergency Medical Technician-Paramedic (EMT-P)**
- **PALS (Pediatric Advanced Cardiac Life Support) Provider Class**
- **Microsoft Access 2007**
- **Microsoft Excel 2007**
- **Microsoft Expression Web**
- **Microsoft PowerPoint 2007**
- **Microsoft Word 2007**
- **PC System Design/Computer Repair**
- **Registered Medical Assistant I**
- **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

### VETERINARY OFFICE ASSISTANT

**Fee: \$120**

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 Jan 11-Mar 08 48 hrs 33500 CBI

T&Th 9:00-12:00 N Jan 12-Mar 04 48 hrs 33501 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 Feb 16 6 hrs 94233 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 Jan 11-Mar 22 50 hrs 62001 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. **Textbook requirement: Today's Technician: Automotive Electricity and Electronics** and must be purchased prior to the second class meeting. Instructor: Kenneth Harding

T&Th 6:00-9:00 pm Jan 12-Feb 25 42 hrs 62002 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](http://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

T 1:00-9:00 pm Feb 09 8 hrs 62004 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

T 8:00-12:00 N Feb 09 4 hrs 62003 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 Jan 14-Mar 25 44 hrs 90704 The Cycle Shop

### OBD2 EMISSIONS INSPECTION

**Fee: \$55**

This course will certify vehicle emissions inspectors in accordance with the NC Department of Transportation laws. Textbook provided in class. **Students will need to know their Inspection Station Number when completing paperwork in class. This is a self-supporting course; fee-exempt status does not apply. Please call 678-8415 for schedule information.**

Instructor: David Summers

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



## OBDD2 EMISSIONS

### INSPECTION RECERTIFICATION

Fee: \$55

OBDD2 inspectors are certified for two years. This four-hour recertification course is a state requirement for mechanics certified in 2008. **Students will need to know their Inspection Station Number when completing paperwork in class. This is a self-supporting course; fee-exempt status does not apply.** Please call 678-8415 for schedule information.

Instructor: Marty Fulton

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

### 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.

Instructor: Willie Simpson

W 6:00-10:00 pm Jan 13-Mar 31 48 hrs 90705 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. Students will need to purchase hand tools.

**PREREQUISITE:** completion of Small Gas Engine Repair (Beginning) course or equivalent experience

Instructor: Willie Simpson

Sat 9 am-1 pm Jan 09-Mar 27 48 hrs 90706 FTCC/CEC 151

### VEHICLE SAFETY INSPECTION

Fee: \$55

This course will certify vehicle safety inspectors in accordance with the NC Department of Transportation laws. **Students will need to know their Inspection Station Number when completing paperwork in class. This is a self-supporting course; fee-exempt status does not apply.** Please call 678-8415 for schedule information.

Instructor: David Summers

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



## AVIATION

### GROUND SCHOOL FOR PILOTS

Fee: \$120

Have you always wanted to become a pilot but didn't know how to get started? Begin with the ground instruction taught by a Certified Flight Instructor. This will prepare you to take the FAA written exam. Topics will include aerodynamics, aircraft systems, flight planning, navigation, weather, and communication.

Instructor: Melissa Schaber

T&Th 6:30-9:30 pm Jan 12-Mar 04 48 hrs 90707 Douglas Byrd High

## 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 Jan 11-Feb 15 30 hrs 62005 CBI 128

M&W 6:00-9:00 pm Feb 22-Mar 24 30 hrs 62006 CBI 128

## BASIC ELECTRONICS

Fee: \$175

This course is designed to provide students with an in-depth knowledge of circuit tracing, malfunction checks, schematic reading, theory, and practical construction of various radio, television, and microcomputer stages using a variety of tools and testing equipment.

Instructor: John McKenzie

M-Th& 8 am-5:30 pm Mar 29-May 07 204 hrs 62034 Spring Lake Campus 211  
F 8:00-12:00 N

### BASIC RESIDENTIAL PLUMBING

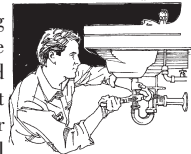
Fee: \$120

This course provides basic instruction in plumbing fundamentals and skills as applied to the home building trade. Topics will include installation and connection of plumbing fixtures; residential hot and cold water piping, wastewater piping, sewer and septic systems, as well as tools and material selection. **This course provides hands-on training.**

Instructor: Bill Rinehart

M-F 8:30 am-3:30 pm Feb 15-Feb 19 30 hrs 62007 CBI 124

M-F 8:30 am-3:30 pm Mar 15-Mar 19 30 hrs 62008 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 8:00-12:00 N Jan 16-Mar 20 40 hrs 62009 CBI 120

### BLUEPRINT READING/COST ESTIMATION

Fee: \$120

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 Feb 01-Mar 24 48 hrs 90708 FTCC/CEC 103



### CABINETMAKING (INTRODUCTION)

Fee: \$120

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials, make sound production decisions, and design, layout, construct, and install cabinets. **This course provides hands-on training.**

Instructor: Boyd Sprague

Sat 8:30 am-12:30 pm Jan 16-Mar 20 40 hrs 62010 CBI 118

**North Carolina residents 65 years of age or older may qualify to take occupational extension (job related) courses fee-exempt. Limited to 96 hours per semester. Does not include self-supporting courses.**

### ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 4 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 hazardous locations and general use equipment such as switchboard, panel board, lighting fixtures, appliances, motors, and generators. ***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	Jan 16	8 hrs	61001	CBI 134
Sat	8 am-5 pm	Feb 20	8 hrs	61002	CBI 134

### ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 5 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 the rules governing garages, hospitals, assemblies, mobile and manufactured homes, recreational vehicles and parks, pools, fountains, and fire pumps. ***This is a self-supporting class; fee-exempt status does not apply.*** **Please bring calculator and current NEC book.**

Instructor: Frank Arnold

Sat	8 am-5 pm	Mar 27	8 hrs	61003	CBI 134
-----	-----------	--------	-------	-------	---------

### GENERAL CONTRACTOR'S LICENSE PREPARATION

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](http://www.ncibgc.net/pages/faq_txt.html)

Instructor: Jerry Thompson

T&Th	6:00-9:00 pm	Jan 12-Mar 30	69 hrs	90717	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. **Textbook requirement: NC Building Code 2009.**

Instructor: Jerry Thompson

M&W	6:00-9:00 pm	Feb 01-Mar 10	36 hrs	90718	FTCC/CEC 133
-----	--------------	---------------	--------	-------	--------------

### MASONRY (INTRODUCTION) Fee: \$120

This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, basic tool use, identify materials, operate machinery, and construct basic masonry projects. ***This course provides hands-on training.***

Instructor: Derrell L. Carter

Sat	8:30 am-12:30 pm	Jan 16-Mar 20	40 hrs	62011	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 date:

**SATURDAY—JANUARY 23, 2010**

**FP, P, and H SERIES LICENSE TYPES Location: CBI 111**

Instructor: Frank Arnold

8:15-10:15 am	Residential Commercial Energy Conservation Part I	62036	2 hrs	Fee: \$25
10:30 am-12:30 pm	Residential Commercial Energy Conservation Part II	62037	2 hrs	Fee: \$25
1:30-3:30 pm	Residential Commercial Energy Conservation Part III	62038	2 hrs	Fee: \$25

## AC/HVAC/REFRIGERATION

### CIRCUITS AND CONTROLS Fee: \$120

This course provides a simple and accurate understanding of electrical energy fundamentals, electrical circuit theory, electrical circuit components, wiring systems, and the troubleshooting of circuits and controls in heating and cooling equipment. **Textbook requirement: Electricity and Controls for HVAC-R** and must be purchased prior to second meeting of class. ***This course provides hands-on training.***

Instructor: Hal Smith

M&W	6:00-8:30 pm	Jan 11-Mar 22	50 hrs	62013	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.**

Instructor: Andrew Stewart

Sat	9 am-1 pm	Jan 16-Jan 30	12 hrs	62016	CBI 124
Sat	9 am-1 pm	Feb 27-Mar 13	12 hrs	62015	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. **Textbook requirement: Refrigeration and Air Conditioning Technology 6th Edition** and must be purchased prior to second meeting of class.

Instructor: Wayne Autry

M&W	6:00-8:30 pm	Jan 11-Mar 22	50 hrs	62017	CBI 124
-----	--------------	---------------	--------	-------	---------

## 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:

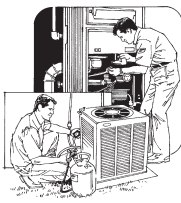
1. A pre-registered extension student who officially withdraws from an extension class(es) prior to the first meeting of the class (should be 24 hours prior) will be eligible for a 100 percent refund by completing an official request form.
2. The refund will be 75 percent if requested prior to the 10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



### 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 and 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. **Textbook requirement: Refrigeration and Air Conditioning Technology 6th Edition** and must be purchased prior to second meeting of class. **This course provides hands-on training.**



Instructor: Andrew Stewart

T&Th 6:00-8:30 pm Jan 12-Mar 18 50 hrs 62012 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 Jan 11-Feb 01 90 hrs 62014 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 interests allow. **CLASS SIZE IS LIMITED TO 12. This course provides hands-on training.**



Instructor: Matthew Edwards

Sat 8:30-12:00 N Jan 16-Mar 06 28 hrs 62018 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](http://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 Jan 22-Jan 31 48 hrs 90709 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 Feb 05-Feb 14 40 hrs 90710 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 Mar 05-Mar 14 40 hrs 90711 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,S,S 8 am-5 pm Jan 08-Jan 16 40 hrs 90712 FTCC/HTC 107

### 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 Feb 20-Feb 28 30 hrs 90713 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 Mar 20-Mar 28 30 hrs 90714 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 Jan 22-Jan 31 40 hrs 90715 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 Feb 20-Feb 28 36 hrs 90716 FTCC/CEC 135

**LAW AND ADMINISTRATION** **Fee: \$65**  
This course is designed for code enforcement officials. It will cover legal aspects of Building Code Enforcement in North Carolina and the General Statutes and Rules of the NC Code Officials Qualification Board. **PRE-REGISTRATION IS REQUIRED. Textbook requirement: Legal Aspects of Building Code Enforcement in North Carolina, North Carolina Administrative and Enforcement Requirement Codes, and Rules and Regulations for North Carolina Administrative Codes.**  
Instructor: Barrett Graham  
F&S 7:00-9:00 pm Mar 05-Mar 07 15 hrs 90719 FTCC/CEC 126  
S&S 8 am-5 pm (Sat), 8 am-1 pm (Sun)

**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 Jan 23-Jan 31 32 hrs 90720 FTCC/CEC 126

**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 Feb 19-Feb 21 24 hrs 90721 FTCC/HTC 107

**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 Mar 13-Mar 14 16 hrs 90722 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 Feb 06-Feb 14 32 hrs 90733 FTCC/CEC 131

**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,S,S 8 am-5 pm Mar 05-Mar 07 24 hrs 90734 FTCC/HTC 107

**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 Mar 27-Mar 28 16 hrs 90735 FTCC/CEC 126

## BUSINESS

**BARBER TRAINING** **Fee: \$175x3\***  
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 three times for a total fee of \$525. 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.**

**MANICURING AND NAIL TECHNOLOGY** **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 Mar 09-Apr 22 42 hrs 33502 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 Feb 09-Mar 04 24 hrs 33503 CBI

**Holidays: January 18**  
**(Main Campus, Ft. Bragg, High Schools)**  
**Feb 15 (Ft. Bragg only)**



# AMERICAN MANAGEMENT ASSOCIATION

## COACHING FOR TOP PERFORMANCE

Fee: \$175\*

This course provides a powerful combination of training, communicating, and motivating skills that will enable you to successfully challenge your staff to higher levels of performance. You will learn how to: improve your coaching skills so your staff, both individually and as a team, can improve their performance as well; define and communicate performance goals using S.M.A.R.T. criteria—Specific, Measurable, Attainable, Relevant, and Time-Trackable; and develop a performance improvement plan. **\*Make check payable to: Fayetteville-Cumberland County Chamber of Commerce (\$65 registration and \$110 AMA textbook and materials).**

Instructor: TBA

Th 6:00-9:00 pm Jan 14-Feb 25 21 hrs 30538 CBI 134



## TRAINING TOOLS FOR MANAGERS

Fee: \$175\*

Training today's workforce is the new management challenge! Training Tools for Managers is designed specifically to teach you how to train employees. The course takes you step-by-step through a basic four-phase training model—assessing, designing, delivering, and evaluating. After completing the course, you'll be able to confidently decide who, what, when, where, why, and how to train. **\*Make check payable to: Fayetteville-Cumberland County Chamber of Commerce (\$65 registration and \$110 AMA textbook and materials).**

Instructor: TBA

T 6:00-9:00 pm Jan 12-Feb 23 21 hrs 30539 CBI 134

## BANKING

### 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 Feb 02-Feb 25 24 hrs 33504 CBI



## 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 Jan 28 4 hrs 30513 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&Th 6:00-9:30 pm	Jan 13-Jan 14	7 hrs	30514	CBI 111
Th 9 am-5 pm	Jan 14	7 hrs	30515	CBI 129
W 9 am-5 pm	Jan 27	7 hrs	30516	CBI 111
W&Th 6:00-9:30 pm	Jan 27-Jan 28	7 hrs	30517	CBI 111
W&Th 6:00-9:30 pm	Feb 10-Feb 11	7 hrs	30518	CBI 111
Th 9 am-5 pm	Feb 11	7 hrs	30519	CBI 129
W 9 am-5 pm	Feb 24	7 hrs	30520	CBI 111
W&Th 6:00-9:30 pm	Feb 24-Feb 25	7 hrs	30521	CBI 111
M 9 am-5 pm	Mar 01	7 hrs	30522	CBI 111
M&T 6:00-9:30 pm	Mar 01-Mar 02	7 hrs	30523	CBI 111
W 9 am-5 pm	Mar 24	7 hrs	30524	CBI 111
W&Th 6:00-9:30 pm	Mar 24-Mar 25	7 hrs	30525	CBI 111

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

## OFFICE SKILLS



### BASIC OFFICE CORRESPONDENCE

Fee: \$65

Need to enhance your office skills? This class will teach you to create professional correspondence and other business documents using Microsoft Office Word 2007. **CLASS SIZE IS LIMITED BECAUSE OF THE NUMBER OF AVAILABLE COMPUTERS; PRE-REGISTRATION IS STRONGLY RECOMMENDED.** This class qualifies for fee-waivers for persons 65 or older.

**PREREQUISITE:** computer keyboarding skills required

Instructor: Sheila Goins

M-Th 6:00-9:00 pm	Jan 25-Feb 04	24 hrs	30565	CBI 108A
M-Th 6:00-9:00 pm	Feb 22-Mar 04	24 hrs	30566	CBI 108A
M-Th 6:00-9:00 pm	Mar 22-Apr 01	24 hrs	30567	CBI 108A

### 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 Jan 25-Mar 19 160 hrs 33505 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 Jan 11-Mar 05 156 hrs 30568 CBI 123  
 M-F 8:30 am-12:30 pm Mar 08-May 07 160 hrs 30569 CBI 123

### **KEYBOARDING REFRESHER**

**Fee: \$65**

This class will help you refresh and improve your computer keyboarding skills with personalized keyboarding drills and timed writings, while learning the basics of word processing. **CLASS SIZE IS LIMITED BECAUSE OF THE NUMBER OF AVAILABLE COMPUTERS; PRE-REGISTRATION IS STRONGLY RECOMMENDED.** This class qualifies for fee-waivers for persons 65 or older.

**PREREQUISITE:** computer keyboarding skills required

Instructor: Sheila Goins

M-Th 6:00-9:00 pm Jan 11-Jan 21 21 hrs 30562 CBI 108A  
 M-Th 6:00-9:00 pm Feb 08-Feb 18 24 hrs 30563 CBI 108A  
 M-Th 6:00-9:00 pm Mar 08-Mar 18 24 hrs 30564 CBI 108A

## **SMALL BUSINESS CENTER**

### **ABC'S 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

M 6:00-9:00 pm Jan 11 3 hrs 35100 CBI 129

### **ACCESS TO FUNDING**

**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

T 10:00-12:00 N Feb 23 3 hrs 35101 Cliffdale Library

### **BASICS OF GRANT WRITING**

**Fee: FREE**

There really are millions of dollars of grants available out there.... but are there any for your non-profit agency? This is just one of the questions to be explored in this three-hour seminar. Participants will learn the basics of grant writing, including the primary components of competitive proposals. The instructor will give tips on how to develop: fundable project ideas, compelling needs statements, realistic budgets, solid evaluation plans, and measurable goals and objectives.

Instructor: Paula Shambach

W 6:00-9:00 pm Jan 13 3 hrs 35102 CBI 129

### **BEYOND THE BASICS OF GRANT WRITING**

**Fee: FREE**

This seminar is dedicated to grant seekers who have developed the basic components of a funding proposal and would like tips on how to prepare and submit the finished product. The instructor will provide guidance on how to effectively transform good ideas into great proposals and how to match that proposal with possible funders.

Instructor: Paula Shambach

W 6:00-9:00 pm Jan 20 3 hrs 35103 CBI 129

### **NEW! BUSINESS ETIQUETTE, PROTOCOL, AND IMAGE**

**Fee: FREE**

Learn the skills needed to present yourself as a professional and be taken seriously, whether you are at an important business meal or networking for new clients. Also, educate yourself on the special set of rules when having meetings or events. Know the conventional rules of polite behavior, change your image, and present yourself with an air of charm and confidence.

Instructor: Lilliana Parker

Th 9:00-12:00 N Feb 25 3 hrs 35104 CBI 129



### **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 Feb 01 3 hrs 35105 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 Feb 08 3 hrs 35106 CBI 129

### **CREATING WORKPLACE**

#### **EXCELLENCE WITH TIME TO SPARE**

**Fee: FREE**

Here's how to reinforce positive employee behaviors to create a productive workplace that will build a customer satisfaction TEAM that attracts first time and repeat customer traffic.

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Jan 14 3 hrs 35108 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

T 10:00-12:00 N Feb 16 2 hrs 35109 Cliffdale Library

### **CUSTOMER "COME BACK" BASICS**

**Fee: FREE**

Return customers are vital for the survival of any business. For small businesses, the customer-satisfaction skills of service staff and sales associates are crucial predictors of the success or failure of an enterprise. Learn how to motivate and improve front line customer service.

Instructor: Barbara Armstrong White

Th 9:00-12:00 N Mar 04 3 hrs 35110 CBI 129



### **NEW! DIRECT SELLING**

**Fee: FREE**

If you are in multi-level businesses such as Mary-Kay, Quixtar, Arbonne, Primercia Financial, etc. you may need help in networking, making contacts, and initiating business conversation with prospects. Attend this high-powered seminar to learn leadership skills.

Instructor: Lilliana Parker

W 9:00-12:00 N Feb 03 3 hrs 35111 CBI 129

Please visit FTCC's Continuing Education  
 Home Page at:

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

**NEW** **SERVICE ADMINISTRATION (GSA)** **Fee: FREE**  
GSA spends billions of dollars annually on products and services for the federal community. Participants in this seminar will learn who GSA is, how they are organized, how to do business with GSA, review of contracting regulations, requirements and specifications, and much more.  
Instructor: Diana Potts, NCMBC  
W 1:00-3:00 pm Mar 10 2 hrs 35107 FTCC/ATC 116

**NEW** **FROM COLD CALL TO CASH COW: CRACKING THE CODE OF SELLING** **Fee: FREE**  
Attend this seminar and learn the principles of selling for small businesses. How do you sell? Everything you need to know about how to get and keep a customer for your business, whether you're opening a boutique shop, or producing the newest techno gadget. You might have the greatest product in the world, but if you can't sell it, your business can't succeed. Selling can be taught and this is the class to learn!  
Instructor: Joyce Siler  
W 6:00-8:00 pm Mar 17 2 hrs 35133 CBI 129

**NEW** **GOVERNMENT PROCUREMENT PROGRAMS** **Fee: FREE**  
The government is buying. Attend this seminar and learn the different types of programs and the how to's of getting your business ready for government procurement opportunities.  
Instructor: Don Spry  
W 1:00-3:00 pm Jan 27 3 hrs 35112 CBI 129

**NEW** **HOW MONEY WORKS** **Fee: FREE**  
Attend this seminar and learn the practical blueprint to avoid personal finance from interfering with your small business. In this seminar, we show small business owners how money works, and how to make your hard-earned money work for you. Tips will be given on how to better manage your household finances during these tough economic times so that it does not get in the way of managing your business. Topics include understanding the Federal Reserve System, banks and lending institutions, consolidation loans, the Federal Trade Commission, the Rule of 72, how to calculate your net worth, and much more.  
Instructor: Mike Gentry  
M 6:00-8:00 pm Mar 08 2 hrs 35113 CBI 129



**NEW** **HOW TO DEAL WITH THE AGING WORKPLACE AND MAINTENANCE CRISIS** **Fee: FREE**  
For most businesses, people are considered to be the greatest asset because of what they know. In some industries, up to 40% of the skilled workforce is set to retire in the next ten years, taking with them their skills and knowledge. In the maintenance industry, the loss of personnel and information has been identified as an impending crisis. This seminar is designed to identify and prepare the maintenance industry for the loss of personnel and the gaps this loss will create in your organization. This seminar will help you to forecast your needs, attract a new workforce, and transfer the existing knowledge to the new workers...before it's too late.  
Instructor: Joel Leonard  
W 9:00-12:00 N Feb 10 3 hrs 35114 CBI 129

**HOW TO START A BUSINESS** **Fee: FREE**  
This seminar provides an overview of what you need to know to start and stay in business. Topics include what it takes to be an entrepreneur, market research, basics of ownership structure, business plan, and much more.  
Instructor: Lilliana Parker  
M 10 am-1 pm Mar 08 3 hrs 35115 Hope Mills Library

**SPENDING AND BUDGET 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  
T 10:00-12:00 N Feb 09 2 hrs 35116 Cliffdale Library

**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 Jan 12 2 hrs 35117 CBI 129



**NEW** **JUMP START! GET YOUR BUSINESS ON THE WEB** **Fee: FREE**  
So you haven't staked your claim in the Internet land rush? In this seminar, you learn how to get started and navigate the rapids by establishing yourself on the World Wide Web. In this "edge of your seat" three-hour seminar, you'll learn how to get a domain name that establishes your brand, find a place to host your website, decide what kind of website you need, and much more.  
Instructor: TBA  
W 6:00-9:00 pm Mar 03 3 hrs 35134 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 learn low-cost alternatives for designing logos, brochures, and business cards.  
Instructor: Lilliana Parker  
M 6:00-9:00 pm Mar 29 3 hrs 35118 CBI 129

**MINIMIZING WORKPLACE DRAMA BY BUILDING HIGH PERFORMANCE TEAMS** **Fee: FREE**  
Business exists to *attract* consumers and increase traffic and sales. Workplace discord and discontent repels business and actually sends the "stay away" message. Learn how to diffuse internal conflict among employees, team members, and co-workers in a manner that exponentially reaches patrons and consumers and increases workplace productivity.  
Instructor: TBA  
Th 9:00-12:00 N Feb 04 3 hrs 35119 CBI 129

**NEW** **PRICING YOUR PRODUCT AND SERVICES** **Fee: FREE**  
In this seminar, participants identify internal and external factors to consider in setting prices for their products and services and learn to estimate potential market share. Your instructor will provide business examples demonstrating how to evaluate pricing methods, develop sales forecasts, and measure market potential for products and services.  
Instructor: Ruben Gonzales  
M 6:00-9:00 pm Mar 15 3 hrs 35120 CBI 129

**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 Jan 19 2 hrs 35121 Cliffdale Library

**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.



### QUICKBOOKS EASY STEP

Fee: \$65

This course 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 RECOMMENDED.**

Instructor: Patricia Lee

T&Th 4:00-9:00 pm Jan 26-Feb 09 20 hrs 35122 CBI 108

T&Th 4:00-9:00 pm Feb 23-Mar 09 20 hrs 35123 CBI 108



### REGISTER YOUR BUSINESS FOR GOVERNMENT CONTRACTING

Fee: FREE

Would you like to bid on federal and state government contracts for your business? Attend this seminar to get a clearer picture of the process. This seminar will provide hands-on assistance to register in Central Contracting Registration (CCR), the Small Business Administration, and NC Vendor-Link. The NC Procurement Technical Assistance Center (PTAC) representative will guide you through the online registration process. **CLASS SIZE IS LIMITED; PRE-REGISTRATION IS REQUIRED THROUGH THE SMALL BUSINESS CENTER at 910-678-8462.**

**PREREQUISITE:** tax identification number (TIN), duns number, business account checking and routing number, and statistical information about your business

Instructor: Lynn Crawley

W 1:00-4:00 pm Jan 13 3 hrs 35124 CBI 129

### SBA PROGRAMS

Fee: FREE

Attend this seminar and learn about the SBA guaranteed loans, loan government contracting opportunities, disaster assistance, and training programs to help your business succeed.

Instructor: Don Spry

W 11 am-1 pm Feb 17 3 hrs 35125 CBI 129

### SELLING ON EBAY

Fee: \$65

This course is intended for the serious businessperson wanting to sell on eBay. A certified eBay instructor will walk you through the process of registering a seller's account, creating a PayPal account, researching, photographing, and describing your items to be sold, and more! All participants must adhere to the prerequisites. **PRE-REGISTRATION IS HIGHLY RECOMMENDED, AS CLASS SIZE IS LIMITED.**

**PREREQUISITES:** valid checking and credit card accounts and a willingness to input this data into the computer so that you can begin selling. Students must have some computer experience.

Instructor: Phyllis Sneed

M&W 6:30-9:00 pm Jan 11-Feb 10 24 hrs 35126 CBI

### 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: Diana Potts

W 6:00-9:00 pm Feb 17 3 hrs 35127 CBI 129



### SURVIVING IN A DOWN ECONOMY

Fee: FREE

Attend this seminar and better understand today's economy and how to position your business to compete and succeed.

Instructor: Don Spry

W 6:00-9:00 pm Jan 27 3 hrs 35128 CBI 129

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

### TAX EDUCATION DAY

Fee: FREE

Are you stressed with all the paperwork needed to start or keep your business and be in tune with your taxes? Come meet with officials from the Internal Revenue Service (IRS) and the NC Department of Revenue (NCDOR) to get answers to questions such as: What is deductible as a business expense? What start-up expenses can be deducted over a five-year period, and other tax questions? This program is co-sponsored by the The Women's Center of Fayetteville and Cumberland County Public Library.

Instructor: IRS and NC DOR Representatives

Th 10 am-1 pm Mar 11 3 hrs 35129 Main Library



### 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 Jan 05 2 hrs 35130 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 Jan 26 2 hrs 35131 Cliffdale Library



### TIME MANAGEMENT IN THE OFFICE

Fee: FREE

Time management is all about working fewer hours by managing your time more effectively. Attend this seminar and learn quick tips and techniques to organize your day better and improve efficiency in your business. Topics to be discussed include prioritizing your workload, delegating and handling paper more efficiently, and much more.

Instructor: The Women's Business Center of North Carolina

Th 10:00-12:00 N Mar 18 2 hrs 35135 CBI 129

### UNDERSTANDING CREDIT

Fee: FREE

The purpose of this workshop is to understand how credit reports are created. Methods for improving and establishing credit will be discussed. We will discuss the parts of a credit report and how to read the information. Participants will learn the process for correcting information on their credit report in accordance with the Fair Credit Reporting Act.

Instructor: Cynthia Williams

T 10:00-12:00 N Feb 02 2 hrs 35132 Cliffdale Library

## SMALL BUSINESS CENTER ONLINE COURSES

Register for these courses at [www.LearnFTCC.com](http://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 Jan 20-Feb 26 24 hrs 94304 online

Optional Optional Feb 17-Mar 26 24 hrs 94305 online

Optional Optional Mar 17-Apr 23 24 hrs 94306 online

## 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	Jan 20-Feb 26	24 hrs	94340	online
Optional	Optional	Feb 17-Mar 26	24 hrs	94341	online
Optional	Optional	Mar 17-Apr 23	24 hrs	94342	online

## START YOUR OWN SMALL BUSINESS ON THE INTERNET

**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	Jan 20-Feb 26	24 hrs	94400	online
Optional	Optional	Feb 17-Mar 26	24 hrs	94401	online
Optional	Optional	Mar 17-Apr 23	24 hrs	94402	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.

Instructor: TBA

M-F	1:30-5:30 pm	Feb 01-Feb 19	56 hrs	49001	FB SDC 304
-----	--------------	---------------	--------	-------	------------

### \*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.

Instructor: Ralph Lipscomb

M-F	9 am-1 pm	Jan 11-Jan 29	56 hrs	49002	FB SDC B01
M-F	9 am-1 pm	Feb 01-Feb 19	56 hrs	49003	FB SDC B01
M-F	9 am-1 pm	Feb 22-Mar 12	60 hrs	49004	FB SDC B01
M-F	9 am-1 pm	Mar 15-Apr 02	60 hrs	49005	FB SDC B01

### \*SUPERVISION AND MANAGEMENT

**Fee: \$175**

Increase your leadership potential with an in-depth course in managerial and supervisory skills that will increase your capabilities and provide you with the principals that support future or current mid-level management positions. Leadership skills stressed in this course include: effective communications, conflict resolution, staff coaching, team building, stress management, and group process.

Instructor: TBA

M-F	1:30-5:30 pm	Mar 15-Apr 02	60 hrs	49006	FB SDC 304
-----	--------------	---------------	--------	-------	------------



**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

### CATV COMMUNICATIONS/CABLING

**Fee: \$175**

Gain the skills necessary for high paying positions in this area and throughout the US. This twelve-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-Th& F	7 am-3 pm	Jan 04-Mar 24	400 hrs	61004	CBI 128
---------	-----------	---------------	---------	-------	---------

### \*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.

Instructor: TBA

M-F	9 am-1 pm	Jan 11-Jan 29	56 hrs	49007	FB SDC 304
M-F	9 am-1 pm	Feb 22-Mar 12	60 hrs	49008	FB SDC 304

## COMMUNICATIONS

### FIBER OPTICS I

**Fee: \$120**

This course will teach students the basics of fiber optics, fiber-optic networks, and fiber-optic splicing equipment. Students will also learn the basics of the Optical Time Domain Reflectometer and the proper testing procedures in association with optical transmission. Emphasis is placed on preparing students to perform mechanical and fusion splicing and teaching students the basics of fiber-optic network design. Upon successful completion of this course, students will have the option to take FOA's Fiber Optic Technician Certification exam. The FOA charges \$30 for taking the exam. **Textbook requirement: *Fiber Optics Technician's Manual 3rd Edition*. This course provides hands-on training.**

Instructor: William Van Ewert

F	1:00-5:00 pm	Jan 05-Mar 12	36 hrs	62030	CBI 128
---	--------------	---------------	--------	-------	---------

## 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	Jan 14-Mar 18	30 hrs	62020	FTCC/ATC
----	--------------	---------------	--------	-------	----------

**Holidays: January 18**

**(Main Campus, Ft. Bragg, High Schools)  
Feb 15 (Ft. Bragg only)**

### AUTOCAD 2010 (INTRODUCTION TO PCs)

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 Jan 12-Mar 16 30 hrs 62019 FTCC/ATC

### 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 course for anyone new to computing.

Instructor: Boni Mays

M-F 1:30-5:00 pm Jan 11-Jan 22 31.5 hrs 49009 Spring Lake Campus 207

M-F 1:30-5:00 pm Apr 05-Apr 16 35 hrs 49010 Spring Lake Campus 207

### DESKTOP PUBLISHING WITH WORD 2007 BASICS

Fee: \$65

If you know the basics of Word, you can easily learn to prepare simple documents with a published look. Flyers, brochures, newsletters, reports—these are some of the publishing items covered. Students will prepare a brief portfolio of personal work. **ABSOLUTELY NOT FOR WORD BEGINNERS! This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Linda Johnson

Th 6:00-9:00 pm Jan 14-Mar 04 24 hrs 30543 CBI 110



### 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 good bargain. Get started with this brief introduction! **This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Roger Britt

T&Th 1:00-5:00 pm Feb 02-Feb 04 8 hrs 30544 CBI 108B

### HOW TO USE COMPUTER ACCESSORIES

Fee: \$65

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. This class qualifies for fee-waivers for persons 65 or older.**

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

Instructor: Linda Johnson

W 6:00-9:00 pm Jan 13-Mar 03 24 hrs 30545 CBI 123

Instructor: Roger Britt

M-Th 1:00-4:00 pm Feb 22-Mar 04 24 hrs 30546 CBI 123

### 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.



### INTRODUCTION TO PCs BASICS

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. **This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Linda Johnson

T 6:00-9:00 pm Jan 12-Mar 02 24 hrs 30547 CBI 108B

T&Th 5:30-9:30 pm Mar 09-Mar 25 24 hrs 30549 CBI 108B

Instructor: Roger Britt

M-Th 9:00-12:00 N Jan 25-Feb 04 24 hrs 30548 CBI 108B



### 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 chat rooms 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. **This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Mary Porter

T 6:00-9:00 pm Jan 12-Mar 02 24 hrs 30550 CBI 123

Instructor: Roger Britt

M-Th 1:00-4:00 pm Feb 08-Feb 18 24 hrs 30551 CBI 108B



### INTRODUCTION TO WINDOWS

Fee: \$65

This course 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. **This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Roger Britt

M-F 1:00-4:00 pm Jan 11-Jan 21 24 hrs 30552 CBI 108B

Instructor: Ella Wise

M 6:00-9:00 pm Jan 11-Mar 08 24 hrs 30553 CBI 108B

M&W 5:30-9:30 pm Mar 10-Mar 29 24 hrs 30554 CBI 108B

### MICROSOFT ACCESS 2007

Fee: \$120

Students in this course 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 Mar 22-Apr 01 31.5 hrs 49011 Spring Lake Campus 207



**NEW** **MICROSOFT EXCEL 2007 BASICS** **Fee: \$65**

This course introduces students to using the essentials of Excel for common activities. It covers the specific, beginner-level use of this powerful spreadsheet program. Students will be able to create simple spreadsheets, including editing, formatting, and printing. This course is intended for people with little or no background in spreadsheets. This course will cover using Excel to set up spreadsheets, graphs, and simple databases. **NOT FOR PEOPLE NEW TO WINDOWS. This class qualifies for fee-waivers for persons 65 or older.**



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

Instructor: Ella Wise

W	6:00-9:00 pm	Jan 13-Mar 03	24 hrs	30555	CBI 108B
---	--------------	---------------	--------	-------	----------

Instructor: Roger Britt

M-Th	1:00-4:00 pm	Mar 08-Mar 18	24 hrs	30556	CBI 108B
------	--------------	---------------	--------	-------	----------

**MICROSOFT POWERPOINT 2007** **Fee: \$120**

Microsoft PowerPoint is the leading program for creating multimedia presentations. Learn how to create customized, professional presentations and handouts for your audience. It is appropriate for students new to presentation software, and more experienced users who need to update their skills to Office 2007.

Instructor: Boni Mays

M-F	1:30-5:00 pm	Feb 22-Mar 05	35 hrs	49014	Spring Lake Campus 207
-----	--------------	---------------	--------	-------	------------------------

**MICROSOFT WORD 2007** **Fee: \$120**

Learn to create, edit, format, and print documents using this popular word processing application. This course will cover the basics of word processing and introduce the student to tables, graphics, and form letters. It is appropriate for students new to word processing and more experienced users who need to update their skills to Office 2007.

Instructor: Boni Mays

M-F	1:30-5:00 pm	Jan 25-Feb 05	35 hrs	49015	Spring Lake Campus 207
-----	--------------	---------------	--------	-------	------------------------

**NEW** **MICROSOFT WORD 2007 BASICS** **Fee: \$65**

This course gives a brief introduction to the essential, basic activities in Word 2007. Emphasis is on shortcuts and quick methods, to master the bare essentials of Word. It is intended to allow the student to perform the very basic skills for use in an office and move toward a higher-level course. **This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Mary Porter

M	6:00-9:00 pm	Jan 11-Mar 08	24 hrs	30559	CBI 123
---	--------------	---------------	--------	-------	---------

**NEW** **MICROSOFT WORD 2007 BASICS II** **Fee: \$65**

This course extends the basic course to include more professional, business-level tables. Learn to speed and simplify your work with auto-text, styles, automatic formatting, commenting, and version tracking. **ABSOLUTELY NOT FOR WORD BEGINNERS! This class qualifies for fee-waivers for persons 65 or older.**

Instructor: Mary Porter

T&Th	5:30-9:30 pm	Mar 09-Mar 25	24 hrs	30560	CBI 123
------	--------------	---------------	--------	-------	---------

**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	Feb 16-Feb 18	8 hrs	30561	CBI 108B
------	--------------	---------------	-------	-------	----------


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

**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.



**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	Mar 02-Mar 04	8 hrs	30557	CBI 108B
------	--------------	---------------	-------	-------	----------

**MICROSOFT EXCEL 2007** **Fee: \$120**

This course will help students learn to take advantage of the many capabilities of this spreadsheet program. Emphasis is placed on understanding concepts, building and formatting spreadsheets, using functions, charting, managing data, and creating professional print outs. It is appropriate for beginning students, new to spreadsheet software, and more experienced users who need to update their skills to Office 2007.

Instructor: Boni Mays

M-F	1:30-5:00 pm	Feb 08-Feb 19	35 hrs	49012	Spring Lake Campus 207
-----	--------------	---------------	--------	-------	------------------------

**MICROSOFT EXPRESSION WEB** **Fee: \$120**

Learn to create and edit web pages, as well as 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	Mar 08-Mar 19	35 hrs	49013	Spring Lake Campus 207
-----	--------------	---------------	--------	-------	------------------------

**NEW** **MICROSOFT POWERPOINT 2007 BASICS** **Fee: \$65**

This course introduces students to the bare essentials of PowerPoint for common activities. It covers the specific, beginner-level use of this most common presentation program. Students will be able to create simple presentations, including editing, formatting, presenting, and printing. This course is intended for people with little or no background in presentations. **NOT FOR PEOPLE NEW TO WINDOWS This class qualifies for fee-waivers for persons 65 or older.**

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

Instructor: Ella Wise

Th	6:00-9:00 pm	Jan 14-Mar 04	24 hrs	30558	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: William Van Ewert

F 8:00-12:00 N Jan 08-Apr 23 60 hrs 62033 Spring Lake Campus 209

Instructor: TBA

T&Th 6:00-9:00 pm Jan 12-Mar 18 60 hrs 62032 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, NP, 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 Jan 11-Mar 29 33 hrs 62031 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. **Textbook requirement: CompTIA Security + Deluxe Study Guide textbook** is available at the FTCC bookstore for \$70.50 and must be purchased prior to the second class meeting. **PRE-REGISTRATION IS REQUIRED.**

Instructor: William Van Ewert

W 8:30-11:30 am Jan 13-Mar 24 33 hrs 62035 Spring Lake Campus 209

## COMPUTER REPAIR

### PC SYSTEM DESIGN/COMPUTER REPAIR

**Fee: \$175**

Learn to build a water-cooled computer system that you design! As PCs become more and more common in the workplace and home, the need for maintaining and repairing the PC system is becoming increasingly important and profitable to the trained technician. In this course, students will learn how to test the entire computer system. Students will learn how to troubleshoot the DOS operating system/PC hardware and computer monitors. Additionally, Windows 98, 2000 Professional, and XP will be taught.

Instructor: John McKenzie

M-F 8 am-5:30 pm Feb 15-Mar 26 231 hrs 61005 Spring Lake Campus 211



## SIMULATION AND GAMING DEVELOPMENT

### I3D 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. You will put it all together in a final project. 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 Jan 22-Apr 10 72 hrs 94247 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 one-day course. **To be eligible for a certification, it is the student's responsibility to purchase the appropriate text and complete the pretest prior to class. PRE-REGISTRATION IS REQUIRED. For more information, please call 678-7368.**

Instructor: TBA

F 8 am-5 pm Feb 12 8 hrs 56016 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 Jan 11-Mar 21 80 hrs 56015 Online

### 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 678-8423.**

**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.**

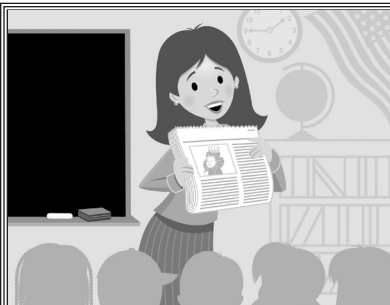
**Holidays: January 18**

*(Main Campus, Ft. Bragg, High Schools)*

**Feb 15 (Ft. Bragg only)**

### 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.



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.

### 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 Jan 11-Mar 08 192 hrs 57085 Spring Lake Campus 201

M-Th 8 am-3 pm Mar 22-May 17 192 hrs 57087 Spring Lake Campus 201

Instructor: Flora Pemberton, RN

M-Th 4:00-10:00 pm Jan 11-Mar 08 192 hrs 57086 Spring Lake Campus 201

M-Th 4:00-10:00 pm Mar 22-May 17 192 hrs 57088 Spring Lake Campus 201

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

### CPR-HEALTHCARE PROVIDER

**Fee: \$35**

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 678-8455.**

Instructor: TBA

F 8 am-5 pm Jan 15 8 hrs 56014 FTCC/CEC 117

F 8 am-5 pm Jan 29 8 hrs 56013 FTCC/CEC 117

F 8 am-5 pm Feb 12 8 hrs 56012 FTCC/CEC 117

F 8 am-5 pm Feb 26 8 hrs 56011 FTCC/CEC 117

F 8 am-5 pm Mar 12 8 hrs 56010 FTCC/CEC 117

F 8 am-5 pm Mar 26 8 hrs 56009 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. For information, please call 678-7368.**

Instructor: Melinda Britt

M-Th 8 am-5 pm Jan 11-Mar 09 264 hrs 56007 FTCC/CEC 135

M-Th 8 am-5 pm Mar 15-May 11 264 hrs 56006 FTCC/CEC 135



## EMT-BASIC (STATE OF NC)

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. For information, please call 678-7368.**

Instructor: Kathleen McLaurin

M,W,Th 8 am-3 pm Jan 11-Mar 31 203 hrs 56005 FTCC/CEC 117

Instructor: Ronnie Willet

M,W,F 6:00-10:00 pm Jan 25-May 26 203 hrs 56004 FTCC/CEC 117



Fee: \$175

## EMERGENCY MEDICAL

### TECHNICIAN-PARAMEDIC (EMT-P)

Fee: \$175

This course is offered after the completion of the EMT-Basic Certification. Students will be trained in the use of advanced airway devices, intravenous lines, pharmacology, all body systems, principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. **PRE-REGISTRATION REQUIRED. MUST HAVE A CURRENT EMT-BASIC CERTIFICATION.** Once enrolled in the class, re-enrollment will be at the 16th week of the class. **Liability and accident insurance fees of \$10 are due on the day of registration. For more information, please call 678-7368.**

Instructor: Lucinda Mains

M,W,Th 8 am-5 pm Jan 11-Jul 08 1100 hrs 56003 Spring Lake Campus 111

## NATIONAL REGISTRY

### PARAMEDIC REFRESHER

Fee: \$120

This course will provide instruction and review for persons needing continuing education hours and/or needing to take the National Registry Paramedic Exam. The review will be 48 hours of didactic and classroom practical skills and Technical Scope of Practice Performance Evaluation. **PRE-REGISTRATION IS REQUIRED. For more information, please call 678-7368.**

**PREREQUISITE:** current EMT-Paramedic Certification (National or NC State)

Instructor: David Young

M,W,F 6:00-10:00 pm Jan 11-Feb 08 48 hrs 56002 FTCC/CEC 135

## PALS (PEDIATRIC 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 PALS. This is a one-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: TBA

F 8 am-5 pm Feb 19 8 hrs 56001 Spring Lake Campus 111

**North Carolina residents 65 years of age or older may qualify to take occupational extension (job related) courses fee-exempt. Limited to 96 hours per semester. Does not include self-supporting courses.**

## 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.



# 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](http://www.designsinfitness.net) **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED ONE WEEK BEFORE START DATE. This is a self-supporting course; fee-exempt status does not apply.**

Instructor: John Velandra

F& 5:30-7:00 pm Jan 30-Feb 07 25.5 hrs 90726 FTCC/CEC 126

S&S 8 am-5 pm (Sat), 1:00-5:00 pm (Sun)

## FLORAL DESIGN

*The Floral Design Program has been developed to meet the training needs and interests of individuals seeking employment within the retail floral industry, craft, and specialty shops. This program has been developed with the cooperation of local designers and floral shop managers. It consists of courses featuring hands-on instruction, lecture, and demonstration that will prepare you for this challenging career field.*

## FLORAL DESIGN (INTRODUCTION)

Fee: \$65

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 Feb 02-Mar 23 24 hrs 33506 CBI

## FOREIGN LANGUAGE

### ARABIC (BEGINNING)

Fee: \$65

"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 Feb 02-Feb 25 24 hrs 90727 FTCC/CEC 112

**SPANISH (BEGINNING)** **Fee: \$65**  
 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: TBA  
 M&W 6:30-9:30 pm Jan 11-Feb 08 24 hrs 90729 Seventy-First High  
 Instructor: Isis Perez  
 Sat 9:00-12:00 N Jan 16-Mar 06 24 hrs 90730 FTCC/CEC 103

**SPANISH (INTERMEDIATE)** **Fee: \$65**  
 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: Ivelissa Cordero  
 Sat 9:00-12:00 N Jan 16-Mar 06 24 hrs 90731 FTCC/CEC 105  
 Instructor: TBA  
 M&W 6:30-9:30 pm Feb 15-Mar 10 24 hrs 90732 Seventy-First High

**SPANISH FOR HEALTHCARE PROFESSIONALS (BEGINNING)** **Fee: \$65**  
 This course is designed for healthcare professionals who need to improve their communication skills with Spanish-speaking patients. Instruction will include: the Spanish alphabet and numbers; simple sentence structure; basic verbs and commands; how to form questions; specialized vocabulary such as medical terminology, anatomy, illnesses, and family members and health professionals, as well as information on the culture of your Latino patients. **Recommended text:** *¿Que le duele? Beginning Spanish for Healthcare Professionals* by Maria Fraser-Molina and Constanza Gomez-Joiner, Carolina Academic Press, Second Edition, 2008.

Instructor: Georgia Betcher  
 Sat 9:00-12:00 N Mar 06-May 15 24 hrs 90706 FTCC/HS 635

## 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 Mar 16-May 20 60 hrs 33507 CBI

**NEW** This course is designed for bilingual (English and Spanish) participants who are interested in the basics of how to interpret in medical settings—the doctor's office, the clinic visit, the conversation with the pharmacist, the MRI, the x-ray appointment, etc. It will introduce the basics of interpreting and focus on interpreting in medical settings, including the role of an interpreter, vocabulary building (medical terminology and terminology in medical contexts), consecutive interpretation, sight translation, and professional ethics for interpreters. The instructor will be using the text: **Medical Spanish: Interviewing the Latino Patient** by Teresa Gonzalez-Lee. It is suggested that students purchase this text, which will also be used for the intermediate and advanced levels of Medical Interpreting. **NOTE:** the text will be discussed at the first class. Please wait to purchase the text until the class meets. Students who successfully complete this course may want to continue with the intermediate and advanced levels of Medical Interpreting.

**PREREQUISITE:** must have advanced knowledge of Spanish and English grammar and vocabulary

Instructor: Georgia Betcher  
 Sat 9:00-12:00 N Jan 09-Feb 27 24 hrs 90728 FTCC/HS 635

**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 Jan 19-Feb 10 24 hrs 33508 FTCC/HTC  
 T&W 6:00-9:00 pm Mar 02-Mar 24 24 hrs 33509 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 5:45-8:45 pm Jan 12-Mar 04 48 hrs 33510 CBI

**ASSISTING IN THE PHARMACY** **Fee: \$120**

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 Jan 26-Mar 04 36 hrs 33511 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&amp;W 6:00-9:00 pm Feb 01-Mar 24 48 hrs 33512 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&amp;Th 5:30-9:30 pm Jan 19-Feb 25 48 hrs 33513 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&amp;W 5:45-8:45 pm Jan 19-Mar 03 45 hrs 33514 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&amp;W 5:45-8:45 pm Mar 08-Mar 29 21 hrs 33515 CBI

**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 Jan 06-Feb 24 210 hrs 30540 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 Mar 01-Apr 30 240 hrs 30541 CBI 126

**MEDICAL 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&amp;Th 6:00-9:00 pm Jan 12-Feb 04 24 hrs 33516 FTCC/HTC

T&amp;Th 6:00-9:00 pm Mar 02-Mar 25 24 hrs 33517 FTCC/HTC

**MEDICAL TERMINOLOGY****Fee: \$175**

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: Sandra Knapp

T&amp;Th 6:00-9:00 pm Jan 12-Mar 12 66 hrs 33518 FTCC/HTC

**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 Jan 11-Apr 02 177 hrs 30542 CBI 121

**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&amp;Th 6:00-9:00 pm Jan 19-Mar 11 48 hrs 33519 FTCC/HTC

**REGISTERED MEDICAL ASSISTANT I****Fee: \$175**

The RMA program is a two-part course for serious students interested in becoming multi-skilled back office registered medical assistants. **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 Dec 07-Apr 26 360 hrs 33526 Spring Lake Campus 102

## ONLINE MEDICAL COURSES

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](http://www.FTCCMedOnline.com).

If you need to register in person or by mail, please include a physical street address, an e-mail address, and a telephone number on your registration data form. For more information, please contact Sydney Darden at 910.678.0033 or [dardens@faytechcc.edu](mailto: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](http://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 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	Jan 13-May 04	314 hrs	30502	online
Optional	Optional	Feb 03-May 25	314 hrs	30506	online
Optional	Optional	Mar 03-Jun 22	314 hrs	30510	online

**ONLINE MEDICAL CODING & 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 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 Part I or Online Medical Coding & Billing Part I

Instructor: Career Step					
Optional	Optional	Jan 13-May 04	326 hrs	30504	online
Optional	Optional	Feb 03-May 25	326 hrs	30508	online
Optional	Optional	Mar 03-Jun 22	326 hrs	30512	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. Online reference materials, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and 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	Jan 13-May 04	361 hrs	30501	online
Optional	Optional	Feb 03-May 25	361 hrs	30505	online
Optional	Optional	Mar 03-Jun 22	361 hrs	30509	online

**NOTE:** You may register online for online medical training courses using your credit card (Visa or MasterCard) at our Med Online website:  
**[www.FTCCMedOnline.com](http://www.FTCCMedOnline.com)**

**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. Online reference materials, instructional and technical support, personal employment consultations, contracts and pricing guide, referral letters, résumé examples, and 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	Jan 13-May 04	283 hrs	30503	online
Optional	Optional	Feb 03-May 25	283 hrs	30507	online
Optional	Optional	Mar 03-Jun 22	283 hrs	30511	online

## 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: Reggie Freeman

M&W	6:00-10:00 pm	Jan 11-Feb 22	48 hrs	90733	FTCC/CEC 127
-----	---------------	---------------	--------	-------	--------------

**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	Feb 23-Apr 01	48 hrs	90734	FTCC/CEC 127
------	---------------	---------------	--------	-------	--------------

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

This course is a continuation of the Fundamentals of Substance Abuse course series. The application of substance abuse counseling can be found in all areas of business, industry, and in various professions. The fully trained substance abuse counselor can have a positive impact on the client and the client's family. **Textbook requirement: *Chemical Dependency Counseling (A Practical Guide)*, 3rd Edition.**

**PREREQUISITES:** Fundamental Skills for Substance Abuse Counselors (Parts I & II)

Instructor: Kenneth Long

T&Th	6:00-10:00 pm	Jan 12-Feb 18	48 hrs	90735	FTCC/CEC 127
------	---------------	---------------	--------	-------	--------------

## 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.

# 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 Jan 13-Mar 31 48 hrs 90736 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 Jan 12-Jan 21 8 hrs 30526 CBI 111

T&Th 9:00-11:00 am Feb 02-Feb 11 8 hrs 30527 CBI 111

T&Th 9:00-11:00 am Mar 02-Mar 11 8 hrs 30528 CBI 111

Instructor: Charlisa Davis

T&Th 6:00-8:00 pm Jan 12-Jan 21 8 hrs 30532 CBI 111

T&Th 6:00-8:00 pm Feb 02-Feb 11 8 hrs 30533 CBI 111

T&Th 6:00-8:00 pm Mar 02-Mar 11 8 hrs 30534 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

M&W 5:00-10:00 pm Jan 25-Feb 03 20 hrs 33520 CBI

M&W 5:00-10:00 pm Mar 08-Mar 17 20 hrs 33521 CBI

**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.

**Holidays: January 18**  
(Main Campus, Ft. Bragg, High Schools)  
**Feb 15 (Ft. Bragg only)**

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

# 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 Jan 11-Feb 05 96 hrs 80752 FTCC/CEC 108

M-F 8:30 am-4 pm Feb 08-Mar 05 96 hrs 80753 FTCC/CEC 108

M-F 8:30 am-4 pm Mar 08-Apr 02 96 hrs 80754 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-F 1:00-4:00 pm Jan 18-Jan 28 24 hrs 80757 FTCC/CEC 257

M-Th 1:00-4:00 pm Feb 15-Feb 25 24 hrs 80758 FTCC/CEC 257

M-Th 1:00-4:00 pm Mar 22-Apr 01 24 hrs 80759 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 Jan-Mar (Weekly) 16 hrs Employment Security Comm.

## RÉSUMÉ FIX

Fee: FREE

This course is designed to teach shortcuts for preparing a powerful résumé. Topics covered include tips on writing an effective cover letter and how to answer the most difficult interview questions. Come enhance your skills as a successful job seeker and learn how to communicate your qualifications in a strong and effective written presentation. **\*This course is free to qualified adults.**

Instructor: Gwen McNeill

W&Th 9:00-12:00 N Jan 27-Jan 28 6 hrs FTCC/CEC 108

W&Th 9:00-12:00 N Feb 17-Feb 18 6 hrs FTCC/CEC 108

W&Th 9:00-12:00 N Mar 24-Mar 25 6 hrs FTCC/CEC 108

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

# 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	Jan 16-Jan 30	24 hrs	62021	CBI 122
Sat	8 am-5 pm	Feb 13-Feb 27	24 hrs	62022	CBI 122
Sat	8 am-5 pm	Mar 13-Mar 27	24 hrs	62023	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: Frank Arnold

F	8 am-2 pm	Jan 15	6 hrs	62024	CBI 124
F	8 am-2 pm	Mar 05	6 hrs	62025	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	Jan 16	10 hrs	62026	CBI
Sat	8 am-6:30 pm	Feb 27	10 hrs	62027	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	Feb 08-Feb 12	30 hrs	62028	CBI 125
M-F	8:30 am-3:30 pm	Mar 01-Mar 05	30 hrs	62029	CBI 125

## WASTEWATER PLANT OPERATIONS (GRADES I & II)

Fee: \$175

This course will present material describing the basic operations of the various treatment units that comprise a wastewater treatment facility. Each treatment unit will be studied for its functions as well as its proper size and operation in reference to the flow entering the treatment facility.

Instructor: Robert Geddie

T&Th 6:00-9:00 pm Jan 05-Apr 01 78 hrs 61006 CBI

## WELDING TECHNOLOGY (INDUSTRIAL)

Fee: \$120

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 Jan 12-Mar 04 48 hrs 61007 Spring Lake Campus 125

## 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 Jan 04-Feb 12 217 hrs 61008 Spring Lake Campus 125

M-F 9 am-5 pm Feb 15-Mar 26 225 hrs 61009 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 Jan 19-Mar 11 48 hrs 94248 FTCC/CEC 257

## 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.



# 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](http://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: [jonesk@faytechcc.edu](mailto:jonesk@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.

## 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	Jan 20-Feb 26	24 hrs	94271	online
optional	optional	Feb 17-Mar 26	24 hrs	94272	online
optional	optional	Mar 17-Apr 23	24 hrs	94273	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	Jan 20-Feb 26	24 hrs	94277	online
optional	optional	Feb 17-Mar 26	24 hrs	94278	online
optional	optional	Mar 17-Apr 23	24 hrs	94279	online

**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>

### 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	Jan 20-Feb 26	24 hrs	94280	online
optional	optional	Feb 17-Mar 26	24 hrs	94281	online
optional	optional	Mar 17-Apr 23	24 hrs	94282	online

### ADMINISTRATIVE ASSISTANT APPLICATION

**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	Jan 20-Feb 26	24 hrs	94283	online
optional	optional	Feb 17-Mar 26	24 hrs	94284	online
optional	optional	Mar 17-Apr 23	24 hrs	94285	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	Jan 20-Feb 26	24 hrs	94286	online
optional	optional	Feb 17-Mar 26	24 hrs	94287	online
optional	optional	Mar 17-Apr 23	24 hrs	94288	online

### 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. And most importantly, you will have completed the first--and most difficult--step on the path to small business success.

**REQUIREMENTS:** Microsoft Word or other word processing program, Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser

**Instructor:** Carol Parenzan Smalley (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94304	online
optional	optional	Feb 17-Mar 26	24 hrs	94305	online
optional	optional	Mar 17-Apr 23	24 hrs	94306	online

## GOING GREEN TO THE WORKPLACE

Fee: \$65

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. In this course, you'll discover how to save energy, save money, and reduce your carbon footprint, all at the same time. Throughout the course, you'll examine real-world examples of energy-saving solutions and find out how to calculate the costs, benefits, and paybacks of these projects. You'll also learn how to communicate the environmental benefits of your actions to your customers and your business partners, transforming your business into a leader in the green economy.

Instructor: Brad Bergman (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94482	online
optional	optional	Feb 17-Mar 26	24 hrs	94483	online
optional	optional	Mar 17-Apr 23	24 hrs	94484	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	Jan 20-Feb 26	24 hrs	94334	online
optional	optional	Feb 17-Mar 26	24 hrs	94335	online
optional	optional	Mar 17-Apr 23	24 hrs	94336	online

## 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. You'll even learn several low-cost promotion strategies that you can use to drive visitors to your site, and you'll find out how a media kit can help you earn extra revenue by selling advertising space on your site. Throughout the course, you'll learn to think strategically about marketing your Web site, products, and services using Internet technologies. You'll know how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you'll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

**REQUIREMENTS:** an understanding of basic marketing principles, completion of Patricia Franks' Designing Effective Websites online course (or equivalent experience), completion of Craig Power's Creating Web Pages online course (or equivalent experience), Internet access, e-mail, and the Netscape or Internet Explorer or Firefox Web browser

Instructor: Patricia Franks (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94340	online
optional	optional	Feb 17-Mar 26	24 hrs	94341	online
optional	optional	Mar 17-Apr 23	24 hrs	94342	online

**North Carolina residents 65 years of age or older may qualify to take occupational extension (job related) courses fee-exempt. Limited to 96 hours per semester. Does not include self-supporting courses.**

## 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	Jan 20-Feb 26	24 hrs	94370	online
optional	optional	Feb 17-Mar 26	24 hrs	94371	online
optional	optional	Mar 17-Apr 23	24 hrs	94372	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	Jan 20-Feb 26	24 hrs	94382	online
optional	optional	Feb 17-Mar 26	24 hrs	94383	online
optional	optional	Mar 17-Apr 23	24 hrs	94384	online



## REAL ESTATE LAW

Fee: \$75

Explore the legal issues involved in real estate law, from investing to title examinations. You'll not only master the essentials, but you'll receive hands-on applications and examples that will show you how to use this knowledge in a day-to-day real estate practice. The instructor's own enthusiasm for the subject comes through in every lesson. His extensive experience as a real estate title examiner, investor, and real property attorney helps him to present real estate law in down-to-earth terms. By mixing explanation of legal theory with specific and practical examples, the instructor draws a balance between legal philosophy and legal practice. You'll soon see just how fascinating a topic real property law can be. Each lesson proceeds from an explanation of theory to application, helping you build a strong knowledge base as you discover how legal concepts are put into practice every day. In addition to clearly worded descriptions of real property concepts, we'll identify key words and phrases and define them on the spot to help you comprehend them. You'll also benefit from a wealth of additional materials including extensive real estate forms and practical applications of the lesson material. **This is a self-supporting course; fee-exempt status does not apply.**

**REQUIREMENTS:** Internet access, e-mail, and the Internet Explorer or Firefox or Netscape Web browser

Instructor: Neal Bevans (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94385	online
optional	optional	Feb 17-Mar 26	24 hrs	94386	online
optional	optional	Mar 17-Apr 23	24 hrs	94387	online

## START AND OPERATE YOUR OWN HOME 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. Liatsos (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94397	online
optional	optional	Feb 17-Mar 26	24 hrs	94398	online
optional	optional	Mar 17-Apr 23	24 hrs	94399	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. Since every business needs money, we'll discuss traditional and nontraditional financing options. Finally, you'll learn easy-to-implement employee-management procedures and how to write business policies that help you build your business. You, as a business owner, need to manage all your limited resources. One resource that often gets overlooked is your time. In the final lesson, you'll learn time-management techniques especially for entrepreneurs. While taking this course, you'll discover the secrets that separate the successful entrepreneurs from the struggling ones.

**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: Kris Solie-Johnson (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94400	online
optional	optional	Feb 17-Mar 26	24 hrs	94401	online
optional	optional	Mar 17-Apr 23	24 hrs	94402	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 Adesso (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94403	online
optional	optional	Feb 17-Mar 26	24 hrs	94404	online
optional	optional	Mar 17-Apr 23	24 hrs	94405	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

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

## ONLINE COMPUTER TRAINING

### A+ CERTIFICATION (BASIC) (First course in the series)

Fee: \$65

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	Jan 20-Feb 26	24 hrs	94274	online
optional	optional	Feb 17-Mar 26	24 hrs	94275	online
optional	optional	Mar 17-Apr 23	24 hrs	94276	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	Jan 20-Feb 26	24 hrs	94301	online
optional	optional	Feb 17-Mar 26	24 hrs	94302	online
optional	optional	Mar 17-Apr 23	24 hrs	94303	online



### CREATING WEB PAGES I

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	Jan 20-Feb 26	24 hrs	94307	online
optional	optional	Feb 17-Mar 26	24 hrs	94308	online
optional	optional	Mar 17-Apr 23	24 hrs	94309	online

Register for these courses and others at [www.LearnFTCC.com](http://www.LearnFTCC.com)



## 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	Jan 20-Feb 26	24 hrs	94310	online
optional	optional	Feb 17-Mar 26	24 hrs	94311	online
optional	optional	Mar 17-Apr 23	24 hrs	94312	online

## CSS XHTML (INTRODUCTION)

Fee: \$65

Learn how to create state-of-the-art Web sites using modern CSS and XHTML techniques. Take your existing HTML skills to the next level and start building sites like the pros. If you want to survive and excel in the fast-paced world of Web publishing, you're going to need to keep up with ever-evolving standards. Traditional HTML is rapidly becoming obsolete, as powerful new languages like CSS and XHTML gain popularity and mindshare among Web developers. CSS and XHTML not only make it easier for you to build and manage large Web sites, these powerful languages can also give you more precise control over the appearance of every page you build. Almost every Web development tool—including Dreamweaver, Microsoft Expressions Web, and Visual Web Developer—offer support for, and occasionally require the use of, CSS and XHTML. This course will provide you with the foundation you'll need to master two critical and fast-growing new Web languages. If you're a Web developer, why not begin your transition to CSS and XHTML today?

**REQUIREMENTS:** A text editor (like Windows Notepad); basic computer skills; familiarity with files, folders, text editing, and copying and pasting; Internet access, e-mail, and the Internet Explorer, Firefox, or Netscape Web browser. Completion of our online Creating Web Pages course (or equivalent experience with HTML and Web publishing) is recommended.

Instructor: Alan Simpson (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94313	online
optional	optional	Feb 17-Mar 26	24 hrs	94314	online
optional	optional	Mar 17-Apr 23	24 hrs	94315	online

## DESIGNING EFFECTIVE WEBSITES

Fee: \$65

What makes an effective Web site? Page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation all play a part in creating a satisfying experience for your visitors. However, in order to create a durable Web site, you'll also need to know how to structure your site so that you communicate your ideas clearly and in the most effective manner possible. This course will help you become familiar with good user interface design techniques that will allow your visitors to navigate your site with ease. You'll also understand how users read on the Web and the characteristics of effective Web writing. You'll learn important graphic design principles and how to use a variety of tools to enhance your pages. If you're already designing Web sites, this course will take your works to the next level. The importance of reshaping traditional design skills and applying them to Web pages and Web sites will be emphasized throughout the course.

**REQUIREMENTS:** completion of Creating Web Pages I and II courses (or equivalent HTML experience). Any type of computer, Internet access, e-mail, and the Netscape or Internet Explorer or Firefox Web browser. Optional: an Imaging program, such as Photoshop or Paint Shop Pro (any version), and a Web page authoring tool, such as Macromedia Dreamweaver, Microsoft FrontPage, or Adobe GoLive

Instructor: Patricia Franks (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94316	online
optional	optional	Feb 17-Mar 26	24 hrs	94317	online
optional	optional	Mar 17-Apr 23	24 hrs	94318	online

## DISCOVER DIGITAL PHOTOGRAPHY

Fee: \$65

Join us and explore the world of digital photography! This course provides an introduction to the fascinating technology that is catapulting the photographic world into the 21st century. We'll discuss the basics of digital photography, equipment, software, the digital darkroom, printing, Internet and e-mail use, along with commercial and personal applications. You'll learn what you need, what you can do, and what you can expect to invest. Whether you're new to photography or a long-time professional looking for a complement to traditional photography, this class will provide an introduction to new opportunities for putting digital photography to use.

**REQUIREMENTS:** Internet access, E-mail, Internet Explorer or Netscape or Firefox Web browser

Instructor: Beverly Schulz (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94319	online
optional	optional	Feb 17-Mar 26	24 hrs	94320	online
optional	optional	Mar 17-Apr 23	24 hrs	94321	online

## MAKING MOVIES WITH WINDOWS XP

Fee: \$75

If you have Windows XP, you already have Microsoft Movie Maker, the program that makes creating professional-quality movies fun and easy. In this six week course you'll learn to edit out the not-so-good content, and organize the good content into great, entertaining movies. You'll learn how to add titles and credits to movies just like the pros. This course will take you through all the basics with easy step-by-step instructions and plenty of illustrations and hands-on exercises. Once you have the basics down pat, you'll discover how to add still photos to your movies, and how to make still photos from your favorite video scenes. You'll learn all about adding special effects, background music, sound effects, voice narration, and more. Finally, you'll learn how to share your cinematic masterpiece with family and friends by e-mail, the Web, CD, and DVD. ***This is a self-supporting course; fee-exempt status does not apply.***

**REQUIREMENTS:** Microsoft Windows XP, Internet access, e-mail, and the Netscape or Internet Explorer or Firefox Web browser

Instructor: Alan Simpson (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94337	online
optional	optional	Feb 17-Mar 26	24 hrs	94338	online
optional	optional	Mar 17-Apr 23	24 hrs	94339	online

## MICROSOFT EXCEL 2003 (INTRODUCTION)

Fee: \$65

Work with numbers? Then you need to learn Excel 2003. In this unique six-week online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You'll also learn the secrets behind writing powerful mathematical formulas, using the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more. You'll also learn the best ways to sort and analyze data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons.

**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), Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser

Instructor: Craig Power (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94349	online
optional	optional	Feb 17-Mar 26	24 hrs	94350	online
optional	optional	Mar 17-Apr 23	24 hrs	94351	online

Please visit FTCC's Continuing Education

Home Page at:

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

**MICROSOFT EXCEL 2003 (INTRODUCTION)** **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	Jan 20-Feb 26	24 hrs	94346	online
optional	optional	Feb 17-Mar 26	24 hrs	94347	online
optional	optional	Mar 17-Apr 23	24 hrs	94348	online

### **MICROSOFT WORD 2003 (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 XP or 2000, Microsoft Word 2003 or Microsoft Office 2003 (Student and Teacher Edition, Standard Edition, Small Business Edition, or Professional Edition are all acceptable), Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser

Instructor: Craig Power (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94355	online
optional	optional	Feb 17-Mar 26	24 hrs	94356	online
optional	optional	Mar 17-Apr 23	24 hrs	94357	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	Jan 20-Feb 26	24 hrs	94358	online
optional	optional	Feb 17-Mar 26	24 hrs	94359	online
optional	optional	Mar 17-Apr 23	24 hrs	94360	online

## **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.



**Fee: \$65**  
**INTRODUCTION TO NETWORKING** explains computer networking basics in terms that you can easily understand, using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. The course stresses understanding how and why networks work, rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks, such as DSL connectivity or configuring connections to an Internet Service Provider. This course will give you the foundation you need to begin training for CCNA Certification or employment in a computer networking career.

**REQUIREMENTS:** Internet access, e-mail, Internet Explorer or Netscape or Firefox Web browser, and a computer equipped with Microsoft Windows 95 or newer

Instructor: David Iseminger (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94361	online
optional	optional	Feb 17-Mar 26	24 hrs	94362	online
optional	optional	Mar 17-Apr 23	24 hrs	94363	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	Jan 20-Feb 26	24 hrs	94364	online
optional	optional	Feb 17-Mar 26	24 hrs	94365	online
optional	optional	Mar 17-Apr 23	24 hrs	94366	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	Jan 20-Feb 26	24 hrs	94367	online
optional	optional	Feb 17-Mar 26	24 hrs	94368	online
optional	optional	Mar 17-Apr 23	24 hrs	94369	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.

**QUICKBOOKS 2008 (INTRODUCTION)** **Fee: \$65**  
 QuickBooks is designed for the owner of the small to midsize business, 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	Jan 20-Feb 26	24 hrs	94373	online
optional	optional	Feb 17-Mar 26	24 hrs	94374	online
optional	optional	Mar 17-Apr 23	24 hrs	94375	online

**QUICKBOOKS 2009 (INTRODUCTION)** **Fee: \$65**

In this QuickBooks class, you'll get the training you need to start using this accounting program 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. You'll learn how to use QuickBooks 2009 to gain control over all financial aspects of your business!

**REQUIREMENTS:** QuickBooks Pro 2009 or QuickBooks Premier Edition 2009 (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	Jan 20-Feb 26	24 hrs	94376	online
optional	optional	Feb 17-Mar 26	24 hrs	94377	online
optional	optional	Mar 17-Apr 23	24 hrs	94378	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	Jan 20-Feb 26	24 hrs	94406	online
optional	optional	Feb 17-Mar 26	24 hrs	94407	online
optional	optional	Mar 17-Apr 23	24 hrs	94408	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	Jan 20-Feb 26	24 hrs	94409	online
optional	optional	Feb 17-Mar 26	24 hrs	94410	online
optional	optional	Mar 17-Apr 23	24 hrs	94411	online

# OTHER ONLINE COMPUTER COURSES ARE AVAILABLE SUCH AS:

**COMPTIA SECURITY+ CERTIFICATION PREPARATION**  
**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)**

**SQL (INTRODUCTION)**

Register for these courses and others at [www.LearnFTCC.com](http://www.LearnFTCC.com)

## ONLINE HEALTH CARE

**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	Jan 20-Feb 26	24 hrs	94292	online
optional	optional	Feb 17-Mar 26	24 hrs	94293	online
optional	optional	Mar 17-Apr 23	24 hrs	94294	online

**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	Jan 20-Feb 26	24 hrs	94295	online
optional	optional	Feb 17-Mar 26	24 hrs	94296	online
optional	optional	Mar 17-Apr 23	24 hrs	94297	online

**BECOME A VETERINARY ASSISTANT** **Fee: \$65**

Do you like animals? Would you like to prepare for a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to counsel veterinary clients on pet nutrition, vaccinations, worms, fleas, first-aid, euthanasia, and alternative medicine. You will also get a taste of how a veterinary hospital ticks as a small business by focusing on billing, workplace safety, and marketing through client education programs.



**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: Jeff Grognet (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94298	online
optional	optional	Feb 17-Mar 26	24 hrs	94299	online
optional	optional	Mar 17-Apr 23	24 hrs	94300	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	Jan 20-Feb 26	24 hrs	94331	online
optional	optional	Feb 17-Mar 26	24 hrs	94332	online
optional	optional	Mar 17-Apr 23	24 hrs	94333	online

## ONLINE LANGUAGE

### SPEED SPANISH I **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	Jan 20-Feb 26	24 hrs	94391	online
optional	optional	Feb 17-Mar 26	24 hrs	94392	online
optional	optional	Mar 17-Apr 23	24 hrs	94393	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

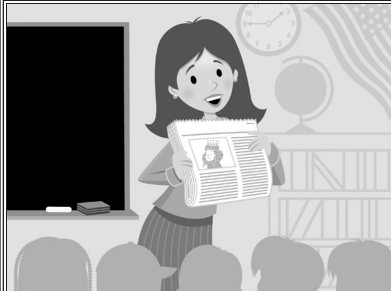
Instructor: Dan Mikels (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94394	online
optional	optional	Feb 17-Mar 26	24 hrs	94395	online
optional	optional	Mar 17-Apr 23	24 hrs	94396	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](http://www.LearnFTCC.com)



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.

# 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)

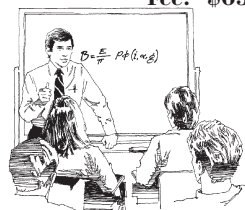
optional	optional	Jan 20-Feb 26	24 hrs	94343	online
optional	optional	Feb 17-Mar 26	24 hrs	94344	online
optional	optional	Mar 17-Apr 23	24 hrs	94345	online

## ONLINE PERSONAL DEVELOPMENT

### ALGEBRA (INTRODUCTION)

**Fee: \$65**

Develop a rich understanding of the rudiments of algebra in a relaxed and supportive learning environment. This course will help you understand some of the most important algebraic concepts, including orders of operation, units of measurement, scientific notation, algebraic equations, inequalities with one variable, and applications of rational numbers. An emphasis on practical applications for your newfound skills will help you learn to reason in a real-world context. As a result, you will acquire a wide variety of basic skills that will help you find solutions to almost any problem. This unique and thought-provoking course integrates algebra with many other areas of study, including history, biology, geography, business, government, and more. By the time you finish this course, you will understand how algebra is relevant to almost every aspect of your daily life.



**REQUIREMENTS:** Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser are also required

Instructor: Sharon Daniels (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94289	online
optional	optional	Feb 17-Mar 26	24 hrs	94290	online
optional	optional	Mar 17-Apr 23	24 hrs	94291	online

### GRAMMAR REFRESHER

**Fee: \$75**

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths. ***This is a self-supporting course; fee-exempt status does not apply.***

Instructor: Ellen Field (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94322	online
optional	optional	Feb 17-Mar 26	24 hrs	94323	online
optional	optional	Mar 17-Apr 23	24 hrs	94324	online

NEW

**MAKING AGE AN ASSET IN YOUR JOB SEARCH** **Fee: \$65**

Are you over 50 and considering a new career? This course, based on research and programs developed by AARP, is a guide for people over 50 looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired. You'll find out how to plan your job search, build your résumés, get ready for interviews, and take maximum advantage of job openings and offers. By the end of the course, you'll know how your work and life skills can meet the needs of employers who are hiring today. You'll be fully prepared to begin your winning job search!

Instructor: Linda Gravett (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94479	online
optional	optional	Feb 17-Mar 26	24 hrs	94480	online
optional	optional	Mar 17-Apr 23	24 hrs	94481	online

**READY, SET, READ!** **Fee: \$65**

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	Jan 20-Feb 26	24 hrs	94379	online
optional	optional	Feb 17-Mar 26	24 hrs	94380	online
optional	optional	Mar 17-Apr 23	24 hrs	94381	online

**SPEED READING** **Fee: \$65**

Are you struggling to keep up with a flood of e-mail, articles, reports, books, and other printed matter? Save yourself oodles of time by learning to read faster and with better comprehension from acclaimed speed reading expert Dr. Merrill Ream. This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.

**REQUIREMENTS:** Internet access, e-mail, and the Internet Explorer or Netscape or Firefox Web browser

Instructor: Merrill Ream (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94388	online
optional	optional	Feb 17-Mar 26	24 hrs	94389	online
optional	optional	Mar 17-Apr 23	24 hrs	94390	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	Jan 20-Feb 26	24 hrs	94352	online
optional	optional	Feb 17-Mar 26	24 hrs	94353	online
optional	optional	Mar 17-Apr 23	24 hrs	94354	online

**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>

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

## 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](http://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](http://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	Jan 20-Feb 26	24 hrs	94325	online
optional	optional	Feb 17-Mar 26	24 hrs	94326	online
optional	optional	Mar 17-Apr 23	24 hrs	94327	online

**Holidays: January 18**  
*(Main Campus, Ft. Bragg, High Schools)*  
**Feb 15 (Ft. Bragg only)**

**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](http://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	Jan 20-Feb 26	24 hrs	94328	online
optional	optional	Feb 17-Mar 26	24 hrs	94329	online
optional	optional	Mar 17-Apr 23	24 hrs	94330	online

**PRAXIS PREP I****Fee: \$65**

Are you a prospective teacher who needs to pass the PRAXIS I exam? Have you already attempted the PRAXIS I and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes. You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, and graphics and animation, this course will not only prepare you for the PRAXIS I, but do so in a way that's fun and interesting. After completing this course, you'll be totally ready to pass the PRAXIS I exam!

Instructors: Nicole Taylor-Buckner (Ed2Go)

optional	optional	Jan 20-Feb 26	24 hrs	94476	online
optional	optional	Feb 17-Mar 26	24 hrs	94477	online
optional	optional	Mar 17-Apr 23	24 hrs	94478	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](http://www.LearnFTCC.com)**SIGN LANGUAGE TRAINING****SIGN LANGUAGE I****Fee: \$65**

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: Marin Bandel

T&amp;Th 6:30-9:30 pm Jan 12-Feb 04 24 hrs 90738 Douglas Byrd High

Instructor: Jillian Plumley

Sat 9:00-12:00 N Jan 16-Mar 06 24 hrs 90740 FTCC/CEC 112

**SIGN LANGUAGE II****Fee: \$65**

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

M&amp;W 6:30-9:30 pm Jan 11-Feb 08 24 hrs 90741 Seventy-First High

T&amp;Th 6:30-9:30 pm Feb 09-Mar 04 24 hrs 90739 Douglas Byrd High

**TEACHER TRAINING****NEW****ABC's OF PLANNING, THE****Fee: \$65**

Lesson plans got you stressed out? Learn the best way to prepare a lesson based on differentiation of student learning. Concentrate on student progress and ways to better use your time in the classroom. These helpful strategies will lead you on a path to success.

Instructor: Connie King

W 6:30-9:30 pm Jan 13-Mar 03 24 hrs 94492 Seventy-First High

**EFFECTIVE TEACHING TRAINING FOR SUBSTITUTES AND TEACHER ASSISTANTS****Fee: \$65**

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: Ander Dunham

M-W 8:30 am-5 pm Jan 11-Jan13 24 hrs 94236 FTCC/CEC 133

M-W 8:30 am-5 pm Feb 08-Feb 10 24 hrs 94240 FTCC/CEC 133

M-W 8:30 am-5 pm Mar 08-Mar 10 24 hrs 94244 FTCC/CEC 133

Instructor: Angela Fowler

Sat 9 am-4 pm Jan 23-Feb 13 24 hrs 94237 FTCC/CEC 114

M&amp;W 6:30-9:30 pm Feb 22-Mar 17 24 hrs 94242 Seventy-First High

Instructor: Willis McLeod

M-W 8:30 am-5 pm Jan 25-Jan 27 24 hrs 94238 FTCC/CEC 133

M-W 8:30 am-5 pm Feb 22-Feb 24 24 hrs 94241 FTCC/CEC 133

M-W 8:30 am-5 pm Mar 22-Mar 24 24 hrs 94243 FTCC/CEC 133

Instructor: Deborah Anderson

T&amp;Th 6:30-9:30 pm Feb 02-Feb 25 24 hrs 94239 Douglas Byrd High

**NEW****HELP 911!! INTERACTIVE READING STRATEGIES TO REVIVE AND RECOVER YOUR CLASSROOM****Fee: \$65**

If your class needs to be brought "back to life" and the only cure for your classroom is fun, interactive strategies that are learner-centered, relevant, and rigorous, then please allow me to show you how to fix your classroom "ailment." The strategies and activities that will be discussed are designed to give teachers of all subject areas the correct prescription to teach reading comprehension, how to integrate the skill of reading into any curriculum area, and evaluate and create student-friendly activities. As the strategies are based upon the research of many reading professionals, this course will not only make you think twice about teaching reading skills, but will also give you plenty of material to take back to your classroom.

Instructor: La'Shanda Carver-Moore

T 6:30-9:30 pm Jan 12-Mar 02 24 hrs 94491 Douglas Byrd High

**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 Jan 12-Mar 02 24 hrs 94249 Douglas Byrd High





## WEDDING PLANNING/CONSULTING

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 Feb 23-Apr 01 36 hrs 90707 FTCC/CEC 126



### WEDDING/EVENT PLANNING (PART III)

Fee: \$120

Whether you want to work part-time or full-time, out of your own home or a separate office, becoming a wedding/event planner is a profession you can enter with very little start-up expense and the potential to earn an excellent income. This course will teach you how to write a business plan, write a mission statement, establish a business policy, register the name of your business, obtain a business license, set fees and prepare contracts, and market your business. There will be additional time in class for hands-on practice setting up your business and conducting weddings/events. You will be introduced to people in business (caterers, florists, photographers) who can support your new adventure as well as former students who will share their success stories.

Instructor: Cassandra McMillion

T&Th 6:00-9:00 pm Jan 12-Feb 18 36 hrs 90743 FTCC/CEC 126

## 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 learning skills within the field. The students in this class will be able to effectively write and present information to local, state, and government officials. At the completion of this course, the students will be prepared to effectively write reports and have a theoretical knowledge of criminal justice and its various parts.

Instructor: James Williams

T 6:00-9:00 pm Jan 12-Feb 16 24 hrs 94230 FTCC/CEC 233

### 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 Jan 11-Mar 08 24 hrs 94232 FTCC/CEC 112

### 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: Deborah Deer

Sat 9 am-1 pm Feb 16-Mar 13 24 hrs 94231 FTCC/CEC 217

### 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 Jan 23-Feb 27 24 hrs 94245 FTCC/CEC 127

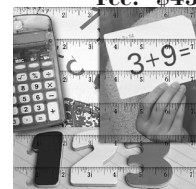
### MATH REFRESHER

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 Jan 13-Mar 03 24 hrs 94254 FTCC/CEC 114



## THE SAT

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 Mar 06-Mar 27 20 hrs 94268 FTCC/CEC 127

## ANIMAL RELATED

### **NEW** DOG OBEDIENCE TRAINING WORKSHOP Fee: \$50

An unruly and disobedient dog can not only be unpleasant to be around, but can pose a significant legal liability to its owner. In this course you will learn how to train your dog to respond to the most common voice commands that will help you turn your dog into a pet that will be a pleasure to your family and friends. **NOTE:** The first class is for the dog owner without the dog. **BECAUSE CLASS SIZE IS LIMITED; PRE-REGISTRATION IS RECOMMENDED.**

Instructor: Jutta King

Sat 9:30-12:00 N Feb 27-Mar 27 12.5 hrs 91202 FTCC/CEC 220



## ART

### AIRBRUSH PAINTING

Fee: \$75

Study of airbrush techniques. Includes use and maintenance of equipment, freehand and masking techniques, background washes, frisket, and freehand painting. Assignments will be in black and white and color. You will learn to apply principles of airbrush painting as the medium or as an addition to other mediums. Basic drawing skills recommended.

Instructor: J. D. Blanton

T 6:00-10:00 pm Jan 12-Feb 23 28 hrs 90675 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](mailto:kim@joy2paint.com) for a supply list.

Instructor: Kim Cowger

M 9:00-12:00 N Feb 01-Mar 22 24 hrs 90666 FTCC/CEC 139

W 6:00-9:30 pm Feb 24-Mar 31 21 hrs 90667 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](mailto: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 Feb 01-Feb 22 12 hrs 90670 FTCC/CEC 139

M 1:00-4:00 pm Mar 01-Mar 22 12 hrs 90671 FTCC/CEC 139

## DRAWING CARICATURES AND 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 6:00-10:00 pm Mar 02-Mar 30 20 hrs 90674 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

T 9 am-1 pm Mar 02-Mar 30 20 hrs 90662 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

T 9:00-12:00 N Jan 12-Feb 23 21 hrs 90661 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 Mar 15-May 10 24 hrs 90651 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

M 3:00-6:00 pm Mar 15-May 10 24 hrs 90650 FTCC/CEC 147

W 6:00-9:00 pm Mar 17-May 05 24 hrs 90653 FTCC/CEC 147

**JEWELRY FABRICATION BEGINNING (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 3:00-6:00 pm Mar 17-May 05 24 hrs 90652 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.joy2paint.com](http://www.joy2paint.com)

Instructor: Kim Cowger  
W 9:00-12:00 N Jan 13-Mar 03 24 hrs 90665 Fay/Cumb Rec Ctr  
W 6:00-9:30 pm Jan 13-Feb 17 21 hrs 90664 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.

Instructor: Lyn Padrick  
Th 1:00-4:00 pm Jan 14-Mar 04 24 hrs 90668 FTCC/CEC 139

### **MATting AND FRAMING** **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 Jan 12-Mar 02 24 hrs 90654 FTCC/CEC 146  
F 1:00-4:00 pm Feb 05-Mar 26 24 hrs 90655 FTCC/CEC 146

### **NEW MEDIEVAL POTTERY (INTRODUCTION)** **Fee: \$45**

This course is for potters who want to explore different shapes, design motifs, and decorating techniques from Medieval Europe and the Middle East. We will cover designs and shapes of bowls and plates from Persia, Syria, Egypt, Byzantium and Spain, plus tiles from England and Ireland. The instructor will have photos and art books available that detail the works from this period, plus sample replicas in the different styles to explore. Students must provide their own clay (available at FTCC Bookstore). Glazes are provided. Instructor: David Wendelken

Sat 9 am-1 pm Jan 16-Feb 27 24 hrs 90676 FTCC/HS 627

### **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 Jan 14-Mar 04 24 hrs 90659 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 Jan 15-Mar 05 24 hrs 90660 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 Jan 13-Mar 03 24 hrs 90672 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 Feb 01-Mar 22 24 hrs 90656 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 Feb 03-Mar 24 24 hrs 90657 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.

Instructor: Lyn Padrick  
Th 9:00-12:00 N Jan 14-Mar 04 24 hrs 90669 FTCC/CEC 139

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



## WATERCOLOR (BEGINNING)

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

W 9:00-12:00 N Jan 13-Mar 03 24 hrs 90663 FTCC/CEC 139

Instructor: Carol O'Sullivan

M 6:00-9:00 pm Feb 01-Mar 22 24 hrs 90677 FTCC/CEC 139

## COMMUNITY EMERGENCY RESPONSE TRAINING

### CERT 317-DISASTER PREPAREDNESS FOR CITIZENS

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@certinc.com](mailto:training@certinc.com) or visit: <http://www.CERTinc.com>.

#### PRE-REGISTRATION IS REQUIRED.

Instructor: CERT Team Leaders

F& 7:00-10:00 pm Jan 22-Jan 30 22 hrs 90691 FTCC/CEC 233

Sat 8 am-5 pm

## COOKING

### ASIAN CUISINE

Fee: \$45

In the land of cherry blossoms, temples, and teahouses, cooking is more than just making sure you have something prepared for your family to eat. Asian cuisine is prepared to delight both the eyes and the palate. Attention is paid to how food is arranged, using different colors, textures, and pleasing combinations of fish, meat, rice, and vegetables combined with tofu and seaweed. You will learn how to prepare dishes that are healthy, yet filling, such as miso soup, tempura, teriyaki, sushi, and chicken yakitori. The first class will meet for one hour.

Instructor: Estuko Martin

Sat 9:00-12:00 N Feb 20-Mar 27 16 hrs 91283 FTCC/CEC 146

### BAKE 'N TAKE BREAD BAKING

Fee: \$45

Mmm.... who doesn't love the aroma of fresh baked bread? What a delight! Homemade bread is a great gift idea or a simple way to treat your family. In this class, you will learn the basics of yeast breads; as well as, how to make no-fail onion, raisin, French, and cheese breads through hands-on instruction. Come to this class and you will bake your bread and take it, too! **NOTE:** Please obtain a supply list at the time of registration. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Kareen Holster

M 6:00-9:00 pm Mar 08-Mar 29 12 hrs 91204 FTCC/CEC 146

### FLAVORS OF GREECE

Fee: \$45

Discover the secret of the purity and simplicity of authentic Greek cuisine. The dishes are easy and inexpensive to prepare, but are varied and exciting! Learn to make Dolmades (stuffed grapevine leaves), Tyropetaktia (cheese puffs), Moussaka (stuffed eggplant), Faki (lentil soup), Baklava, and Chicken Rigauato. Kali Orexi! Class will meet for one hour the first evening.

Instructor: Amphithrite Manuel

M 6:00-9:00 pm Jan 11-Mar 01 19 hrs 91205 FTCC/CEC 146

## ROMAN CUISINE

Treat your taste buds to a "stoveside" 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

F 6:00-9:00 pm Jan 22-Feb 26 18 hrs 91207 FTCC/CEC 146



### ROMAN CUISINE

Fee: \$45

Roman cooking is among the world's richest and most varied. Your instructor is a native of Rome and will teach you all the secrets of Roman cooking with that special Roman passion for flavor. In this class, you will learn the art of cooking pasta 'all uovo (homemade pasta), melanzane (eggplant), carciofi (artichoke), and more! There is a Roman dish for every occasion! The first class will meet for one hour.

Instructor: Anna White

Th 6:00-9:00 pm Jan 12-Feb 23 19 hrs 91206 FTCC/CEC 146

## CRAFTS

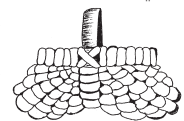
### ART OF BASKET WEAVING

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 Jan 12-Mar 02 24 hrs 91210 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 as well as how to stain and finish your baskets.

Instructor: Gloria Langston

M 9:30-12:00 N Jan 25-Mar 15 20 hrs 91211 FTCC/CEC 151

### 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 Jan 14-Mar 04 24 hrs 91212 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." **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Kathleen Reed

F 9:30 am-12:30 pm Jan 15-Mar 05 24 hrs 91213 FTCC/CEC 151

### BEADED JEWELRY (INTERMEDIATE)

Fee: \$45

Explore the creative world of fashion and fine beaded jewelry using the fundamental techniques introduced in Beaded Jewelry Beginning (or, if you already know the basics and are ready to move to the next level). Advanced design and fabrication techniques will be introduced and practiced in an interactive setting. Use your tools, natural resources, and beads to create "one-of-a-kind" pieces for personal use, gift giving, or profit! An experienced professional artist will motivate and direct you to explore your "crafty side." **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Kathleen Reed

Sat 9:30 am-12:30 pm Jan 23-Mar 13 24 hrs 91214 FTCC/CEC 139



### CARD MAKING WORKSHOP

Fee: \$25

Have you ever wanted to learn how to make your own greeting cards? If so, this is the class for you. Learn where to begin, what tools to start with and how to use them, what basic supplies are recommended, and how to make simple yet beautiful cards. Please e-mail instructor for a supply list at: [stampgirl@embarqmail.com](mailto:stampgirl@embarqmail.com). **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lisa Courter

Sat 10 am-5 pm Feb 06 6 hrs 91215 FTCC/CEC 220

### 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 Jan 13-Mar 03 24 hrs 91218 Spring Lake Rec Ctr

### CREATE A CALENDAR

Fee: \$25

Do you have a drawer, or even a closet, full of papers, embellishments, adhesives, and other crafting materials that never get used? Would you like to learn to make an inexpensive, hand-crafted gift using the supplies you already have on hand? In this one-day workshop you will make a 12-month calendar using chipboard coasters as the base and metal book rings to hold it together. The coasters can be ones saved from restaurants, making this project a great money saving gift. You must request a supply list by e-mailing the instructor for this class at: [stampgirl@embarqmail.com](mailto:stampgirl@embarqmail.com). **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lisa Courter

Sat 10 am-5 pm Jan 23 6 hrs 91217 FTCC/CEC 217

### 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. You will create beautiful pieces of mosaic art from patterns provided by the instructor. This course is designed for both beginning and intermediate level students.

Instructor: Mary Moore

Th 2:00-5:00 pm Jan 14-Mar 04 24 hrs 91225 FTCC/CEC 151

### PINE NEEDLE BASKETRY

Fee: \$45

Using the colors and textures of the seasons 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 Jan 23-Mar 13 24 hrs 91219 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 Jan 14-Mar 04 24 hrs 91220 Spring Lake Rec Ctr



### RUBBER STAMPING 101

Fee: \$25

Do you own all the inks, stamps, powders, cleaners, and other products for stamping, but just don't know where to start? Have you seen stamped projects and wondered how to make them? If so, this is the class for you. In this one-day workshop, you will learn the basics of rubber-stamping such as how to use the tools of the trade. You will learn about the different types of ink and what they are used for. You will make several projects using three different types of ink and several different types of stamping tools. You must request a supply list by e-mailing the instructor for this class at: [stampgirl@embarqmail.com](mailto:stampgirl@embarqmail.com). **DUE TO LIMITED ENROLLMENT; PRE-REGISTRATION IS REQUIRED.**

Instructor: Lisa Courter

Sat 10 am-5 pm Mar 13 6 hrs 91216 FTCC/CEC 144

### SOY CANDLE MAKING

Fee: \$35

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 today. 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. \*The cost for supplies will be very minimal as the majority will be household items and recycled materials.

Instructor: Judy Colley

Sat 1:00-4:00 pm Feb 06-Feb 27 12 hrs 91222 FTCC/CEC 146



### STAINED GLASS I

Fee: \$45

Learn the ancient art of stained glass. Emphasis will be on learning the basics of stained glass, choosing the correct tools, cutting glass, and working with the copper foiling technique. 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 sensitivity to color. This course is designed for the beginning student and progress will be made at an individual pace.

Instructor: Mary Moore

M 6:00-9:00 pm Jan 25-Mar 15 24 hrs 91223 Crafts, Frames & Things

### STAINED GLASS II

Fee: \$45

Learn the ancient art of stained glass through the advanced design process called the lead came technique. Leaded stained glass is a beautiful puzzle that is simple to construct one step at a time. In working with the brilliance of refracted light, you will develop a better understanding of design as it relates to glass, as well as sensitivity to color. This course is designed for the advanced stained glass student.

Instructor: Mary Moore

T 6:00-9:00 pm Jan 12-Mar 02 24 hrs 91224 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 Jan 11-Mar 08 24 hrs 94234 FTCC/CEC 114

# 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." **Please wear socks (or bring a pair).**

Instructor: Rhonda Washington

Sat 10:00-11:30 am Jan 23-Feb 13 6 hrs 94250 FTCC/HS Gym

Sat 10:00-11:30 am Mar 06-Mar 27 6 hrs 94251 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! **Please wear socks (or bring a pair).**

Instructor: Renita Vega

W 6:00-7:30 pm Jan 20-Feb 10 6 hrs 94252 EE Smith High

W 6:00-7:30 pm Mar 03-Mar 24 6 hrs 94253 EE Smith 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. **Please wear socks (or bring a pair).**

Instructor: Edward Bradley

M 6:30-8:00 pm Jan 25-Feb 15 6 hrs 94269 Seventy-First High

M 6:30-8:00 pm Mar 01-Mar 22 6 hrs 94270 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.

Instructor: Lyndon Ramey

Th 1:30-4:30 pm Jan 28 3 hrs 91229 FTCC/CEC 146

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

## INVESTING IN REAL ESTATE: PART I

**Fee: \$35**

As property values fluctuate and we prepare for the BRAC relocation, buying real estate as an investment becomes more inviting. Real estate is a proven storehouse of value, particularly when alternative investments (like the stock market) are not doing so well. In this class, Joe will help you determine how much you can afford to pay for property, tell you where to find property you can purchase with little cash down, give you tips on how to increase the value of property you currently own, introduce the pros and cons of flipping a house, inform you of residential rental tips, and more. He will also help you to recognize properties or "deals" to avoid. **PRE-REGISTRATION IS REQUIRED!**

Instructor: Joe Pomaes

T 6:00-9:00 pm Feb 02-Feb 23 12 hrs 91291 FTCC/HTC 143

## 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.

Instructor: Lyndon Ramey

Th 1:30-4:30 pm Feb 11 3 hrs 91230 FTCC/CEC 146

## REAL ESTATE BASICS FOR HOME BUYERS AND SELLERS

**Fee: \$35**

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 ENCOURAGED.**

Instructor: Mary McGriff

T&Th 6:00-8:30 pm Jan 12-Jan 14 5 hrs 91231 FB SDC

Sat 9 am-2 pm Feb 20 5 hrs 91232 FTCC/CEC 220

## ROTH IRA, THE

**Fee: \$20**

Investors are finding the Roth IRA to be so attractive they are considering the option of converting their traditional IRA to a Roth IRA. What makes the Roth IRA so desirable is that although contributions are not deductible, you can take all or part of your money out at age 59 ½ (earlier if you use it to buy a first home), tax-free as long as it's been in the account for over five years.

Instructor: Lyndon Ramey

Th 1:30-4:30 pm Jan 21 3 hrs 91233 FTCC/CEC 146

## TRUSTS

**Fee: \$20**

The legal title to property is frequently held by one person, while the right to the use and benefit of the same property is enjoyed by another. The relationship created 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.

Instructor: Art Hooker

Th 6:00-9:00 pm Jan 21 3 hrs 91234 FTCC/CEC 233





## WHAT WOMEN REALLY WANT

Women today want financial security and they need customized financial strategies for their specific situations. 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

Sat	9:00-12:00 N	Jan 23	3 hrs	91284	FTCC/CEC 214
T	6:00-9:00 pm	Feb 16	3 hrs	91257	FTCC/CEC 118
Th	6:00-9:00 pm	Mar 18	3 hrs	91288	FTCC/CEC 233

## COMMON CENT\$ SERIES

*This new series of seminars called Common Cent\$, is a "practical blueprint to build a solid financial house." The instructor, Mike Gentry, is an independent North Carolina licensed financial coach and trusted adviser. He is offering these encouraging lessons to help families and small businesses gain financial freedom. The following courses are being offered at a low-cost to enable more of the public to attend. No supplies are needed.*

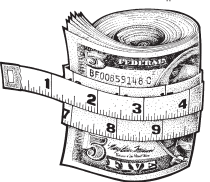
### BUDGETING DISCIPLINE AND DEBT ELIMINATION

During this Common Cent\$ seminar, we show families how to establish and maintain a household budget in order to better manage household finances. Topics will include: symptoms of financial problems, steps to making a budget, controlled spending, coping with job loss, the cost of convenience, writing a debt freedom strategy, and accelerating debt elimination. We also offer free, confidential, personalized financial needs analysis to all who attend this seminar. For more information, please feel free to call Mike at (267) 210-0080.

Instructor: Mike Gentry

Th	6:00-8:00 pm	Mar 04	2 hrs	91289	FTCC/CEC 233
----	--------------	--------	-------	-------	--------------

Fee: \$20



### COMO UTILIZAR TU DINERO

Fee: \$20

Este curso forma parte de la serie de seminarios llamado "El Valor Del Dinero", una interpretación practica para construir un financiamiento solido en el hogar. Enseñaremos a la familia como utilizar su dinero y como hacer que sus ingresos sean productivos. Se incluirán tópicos como: manejar los gastos hogareños en este tiempo de recesión. Se explicara como funciona el sistema de Reserva Federal, Bancos e Instituciones de Crédito, Consolidación de Prestamos, la Bolsa de Valores, la Regla de 72, las Consecuencias de No Ahorrar, Ignorar la Responsabilidad Financiera, el Valor Financiero, Salir de Deudas, Como Mejorar Su Crédito. También ofrecemos un análisis financiero gratis al participante de este seminario. Todos están invitados a participar. Presentado por Adelina N. Gentry; la Asesora financiera con licencia en Carolina del Norte. Para mayor información favor hablar al (910) 916-1645.

Instructor: Mike Gentry

M	7:00-9:00 pm	Feb 08	2 hrs	91286	FTCC/CEC 131
---	--------------	--------	-------	-------	--------------

### DICIPLINA DEL PRESUPUESTO Y ELINACION DE DEUDAS

Fee: \$20

En este seminario se estudiarán los síntomas de los problemas financieros, los pasos para formar un presupuesto, como controlar sus gastos, cómo sobre salir a la pérdida de empleo, lo que cuesta la conveniencia, hacer por escrito un plan para liberar gas tos, eliminar con rapidez sus deudas, como mantener un buen crédito. También ofrecemos un análisis financiero gratis al participante de este seminario. Todos están invitados a participar. Presentado por Adelina N. Gentry, la Asesora financiera con licencia en Carolina del Norte. Para mayor información favor hablar al. (910) 916-1645.

Instructor: Mike Gentry

Th	7:00-9:00 pm	Mar 11	2 hrs	91290	FTCC/CEC 118
----	--------------	--------	-------	-------	--------------

[http://www.faytechcc.edu/con\\_ed/documents/FTCCConEd110309Final.pdf](http://www.faytechcc.edu/con_ed/documents/FTCCConEd110309Final.pdf)

## HOW MONEY WORKS

During this *Common Cent\$* seminar you will learn how money works, and how to make your hard earned money work for you. Tips will be given on how to better manage your household finances during these tough economic times. Topics include understanding the federal reserve system, banks and lending institutions, consolidation loans, the federal trade commission, the Rule of 72, the consequences of not saving, the symptoms of poor financial health, steps to making a budget, the cost of convenience, getting out and staying out of debt, how to tidy up your credit report, and more! We also offer free, confidential, personalized financial needs analysis to all who attend this seminar. For more information, please feel free to call Mike at (267) 210-0080.

Instructor: Mike Gentry

T	6:00-8:00 pm	Feb 02	2 hrs	91288	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. **You will need to purchase plants and containers—will be discussed at the first class.**

Instructor: R. B. Goforth, Jr.

Th	6:30-9:00 pm	Jan 14-Feb 11	12.5 hrs	91235	Horticulture Ed. Ctr 104
----	--------------	---------------	----------	-------	--------------------------



### FLORAL ARRANGING (BEGINNING)

Fee: \$45

If you are interested in learning the basics of floral design and would like to create your own floral arrangement, then this is the class for you! It will include lecture, demonstration, and hands-on practice in the principles and elements of floral design. You will learn 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 e-mail the instructor at: [hendersonmary@yahoo.com](mailto:hendersonmary@yahoo.com) to obtain a supply list.

Instructor: Mary Henderson

T	1:00-4:00 pm	Jan 12-Mar 02	24 hrs	91237	FTCC/CEC 139
Th	6:00-9:00 pm	Jan 14-Mar 04	24 hrs	91236	FTCC/CEC 131

### 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	Jan 30	3 hrs	91239	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	Feb 27	3 hrs	91240	Horticulture Ed Ctr
-----	---------------	--------	-------	-------	---------------------

### SOIL TESTING: GETTING TO KNOW YOUR DIRT

Fee: \$20

Are you one of the thousands of homeowners and or gardeners who "guesstimate" when it comes to what to add to your soil? Or maybe you remember granddaddy throwing lime on the lawn every spring...so when spring hits you just throw it out. Let George help you take the confusion out of soil testing and soil test reading and leave you with the knowledge and understanding of what your soil needs to produce lush green lawns and gardens. **There is a three-week break between classes to allow test results to return.**

Instructor: George Quigley

Sat 9:00-11:00 am Feb 06 & Mar 06 4 hrs 91241 Cape Fear Botanical Garden



### WINTERTIME FLORAL DESIGN

Fee: \$45

Tone up your creativity skills in this course! Students will learn to make floral decorations for their front doors and swags for their homes. The warm colors of the season will be used with emphasis placed on style, texture, and composition. Dried and silk flowers will be used. Early registration is encouraged, as space is limited! A list of supplies will be available at the time of registration. **PRE-REGISTRATION IS ENCOURAGED!**

Instructor: Mary Henderson

M 9:00-12:00 N Jan 25-Mar 15 24 hrs 91238 Fay/Cumb Rec Ctr

## 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.*



### CREATING THEMED GARDENS FOR THE URBAN GARDENER

Fee: \$20

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 Mar 16 3 hrs 91245 Horticulture Ed. Ctr 104

### LANDSCAPE DESIGN PRINCIPLES FOR THE URBAN GARDENER

Fee: \$45

The design process, while being the most fun for the urban gardener, can also be the most challenging. Understanding basic design principles, the long-term effects of plant growth, and installation techniques will make the process a more rewarding experience as you live and grow with your landscape. Emphasis will be placed on drawing basic plans that can be effectively installed on your site. **PRE-REGISTRATION IS RECOMMENDED DUE TO LIMITED ENROLLMENT.**

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Jan 12-Feb 16 18 hrs 91246 Horticulture Ed. Ctr 104



### ORGANIC GARDENING FOR THE URBAN GARDENER

Fee: \$20

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. **PRE-REGISTRATION IS ENCOURAGED!**

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Mar 09 3 hrs 91244 Horticulture Ed. Ctr 109

### SIMPLY CONTAINERS FOR THE URBAN GARDENER

Fee: \$30

Containers in the urban landscape can give small spaces instant impact and large spaces definition. With a little imagination, the uses of containers are endless. Succeeding with planting and maintaining containers will be easy with this hands-on part of the Urban Gardener series. Plant combinations, container selection, fool-proof set up techniques, and proper site placement will be covered along with how to keep your containers looking picture perfect. The second class will be dedicated to assembling your container. **PRE-REGISTRATION IS RECOMMENDED DUE TO LIMITED ENROLLMENT.**

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Mar 23-Mar 30 6 hrs 91243 Horticulture Ed. Ctr 104

### SIMPLY ROSES FOR THE URBAN GARDENER

Fee: \$30

Roses in the garden can add elegance, that few other plants can, whether in formal beds or inner planted with other landscape material. Emphasis will be placed on basic plant selection, installation, and maintenance. And yes, disease and insect control will be covered. A tour of the FTCC Rose Garden is always the best part of this Urban Gardener series. **PRE-REGISTRATION IS RECOMMENDED DUE TO LIMITED ENROLLMENT.**

Instructor: Dawn Adkins-Hurley

T 6:00-9:00 pm Feb 23-Mar 02 6 hrs 91242 Horticulture Ed. Ctr 104

## FOREIGN LANGUAGE

### 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 Jan 14-Mar 04 24 hrs 91247 Douglas Byrd High

### ITALIAN (BEGINNING)

Fee: \$45

Learn to speak Italian with Ivana! 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!

Instructor: Ivana Consalvo

T 6:30-9:30 pm Jan 12-Mar 02 24 hrs 91248 Douglas Byrd 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 9:30 am-12:30 pm Jan 23-Mar 13 24 hrs 91249 FTCC/CEC 219

**Holidays: January 18**

**(Main Campus, Ft. Bragg, High Schools)  
Feb 15 (Ft. Bragg only)**

# 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	Jan 14-Mar 04	24 hrs	90692	FTCC/CEC 151
Th	1:00-5:00 pm	Feb 04-Mar 11	24 hrs	90693	FTCC/CEC 151

## 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: Milagros Whitted

M	9:00-12:00 N	Jan 11-Mar 08	24 hrs	90722	FTCC/CEC 150
Th	6:00-9:00 pm	Jan 14-Mar 04	24 hrs	90699	FTCC/CEC 150

Instructor: John Jones

T	9:00-12:00 N	Jan 12-Mar 02	24 hrs	90695	FTCC/CEC 150
Sat	9:00-12:00 N	Jan 16-Mar 06	24 hrs	90694	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: John Jones

M	6:00-9:00 pm	Jan 11-Mar 08	24 hrs	90721	FTCC/CEC 150
---	--------------	---------------	--------	-------	--------------

Instructor: Milagros Whitted

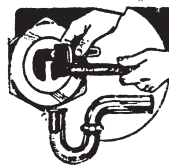
W	9 am-1 pm	Jan 13-Mar 03	24 hrs	90723	FTCC/CEC 150
---	-----------	---------------	--------	-------	--------------

# 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

M	6:00-10:00 pm	Jan 11-Feb 22	24 hrs	90725	FTCC/CEC 151
---	---------------	---------------	--------	-------	--------------

## MINOR HOME REPAIR (INTERMEDIATE)

Fee: \$50

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

M	6:00-10:00 pm	Mar 01-Mar 29	20 hrs	90726	FTCC/CEC 151
---	---------------	---------------	--------	-------	--------------

## SHABBY CHIC

Fee: \$75

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	Feb 02-Mar 30	22.5 hrs	90658	FTCC/CEC 151
---	--------------	---------------	----------	-------	--------------

# 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](http://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](http://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)	Jan 08-Jan 10	22 hrs	94255	FTCC/CEC 147
F,S,S	(see above)	Jan 22-Jan 24	22 hrs	94257	FTCC/CEC 147
F,S,S	(see above)	Feb 05-Feb 07	22 hrs	94258	FTCC/CEC 147
F,S,S	(see above)	Feb 19-Feb 21	22 hrs	94259	FTCC/CEC 147
F,S,S	(see above)	Mar 05-Mar 07	22 hrs	94260	FTCC/CEC 147
F,S,S	(see above)	Mar 12-Mar 14	22 hrs	94261	FTCC/CEC 147
F,S,S	(see above)	Mar 19-Mar 21	22 hrs	94262	FTCC/CEC 147
F,S,S	(see above)	Mar 26-Mar 28	22 hrs	94263	FTCC/CEC 147
F,S,S	(see above)	Apr 16-Apr 17	22 hrs	94264	FTCC/CEC 147
F,S,S	(see above)	Apr 23-Apr 25	22 hrs	94265	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.



# MUSIC



**Do you have a room or space in your home that desperately needs that extra touch of design, but haven't taken the time to spruce it up? This is the class for you! Come join Kareen's corner as she helps you design and construct those much-needed changes to your home or office including new window treatments, pillows, throws, chair covers, and more! Imagine the reaction you'll receive when friends and family see the new customized home designs by you! NOTE: Students are responsible for purchasing their own materials according to their individual projects.**

**Instructor:** Kareen Holster  
**W** 6:00-9:00 pm Jan 13-Mar 03 24 hrs 91265 FTCC/CEC 144

## 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 Jan 25-Mar 15 24 hrs 94246 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 Jan 23-Mar 13 24 hrs 94266 FTCC/CEC 108



## 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 Jan 13-Mar 03 24 hrs 91267 FTCC/CEC 144  
**W** 1:00-3:30 pm Jan 13-Mar 03 24 hrs 91266 FTCC/CEC 144

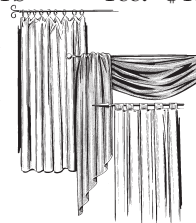
## DRAPERY AND WINDOW TREATMENTS

**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 Jan 12-Mar 02 24 hrs 91269 FTCC/CEC 150  
**Th** 9:00-12:00 N Jan 14-Mar 04 24 hrs 91270 FTCC/CEC 150  
**Sat** 1:00-4:00 pm Jan 23-Mar 13 24 hrs 91268 FTCC/CEC 150



## 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 Jan 23-Mar 13 24 hrs 94267 FTCC/CEC 108

## HEIRLOOM SEWING

**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** 1:00-4:00 pm Mar 02-Mar 30 15 hrs 91259 FTCC/CEC 144

## 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: slip-stitch, 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. **Supply list will be available at time of registration.**

**Instructor:** Beverly Brookhart

**T** 5:30-8:30 pm Jan 12-Mar 02 24 hrs 91250 FTCC/CEC 131  
**W** 9:00-12:00 N Jan 13-Mar 03 24 hrs 91273 Fay/Cumb Rec Ctr

# 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](mailto:iris@iquilt designs.com).

**Instructor:** Iris Noitalay

**F** 9:00-12:00 N Jan 15-Mar 05 24 hrs 91252 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 Jan 13-Mar 03 24 hrs 91257 Loving Stitches  
**W** 6:00-9:00 pm Jan 13-Mar 03 24 hrs 91276 Loving Stitches

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

## 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.

## 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.

Instructor: Beverly Brookhart

T 1:30-4:30 pm Jan 12-Mar 02 24 hrs 91271 Fay/Cumb Rec Ctr



## MACHINE QUILTING 101 & 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@iquiltdesigns.com](mailto:iris@iquiltdesigns.com)

Instructor: Iris Noitalay

F 1:00-4:00 pm Jan 15-Mar 05 24 hrs 91251 FTCC/CEC 144

## 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 Jan 13-Mar 03 24 hrs 91272 Fay/Cumb Rec Ctr

## 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 Jan 25-Mar 29 24 hrs 91274 Loving Stitches

## 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@iquiltdesigns.com](mailto:iris@iquiltdesigns.com)

Instructor: Iris Noitalay

Th 6:00-9:00 pm Jan 14-Mar 04 24 hrs 91263 FTCC/CEC 144

## SEASONAL QUILTING

Fee: \$45

Just in time for spring, pick your own seasonal project or select from one of Iris's designs prior to the first class. This will enable you to get the project completed during the class. For a project list and supplies, e-mail Iris at: [iris@iquiltdesigns.com](mailto:iris@iquiltdesigns.com)

Instructor: Iris Noitalay

Sat 1:00-4:00 pm Jan 16-Mar 06 24 hrs 91256 FTCC/CEC 144



## SEWING: A FRESH HOME

Fee: \$45

This course is designed to show you how to thread and use the serger, the newest innovation to sweep the sewing industry. 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: Karen Holster

M 9:00-12:00 N Jan 25-Mar 01 18 hrs 91255 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 Jan 12-Feb 16 18 hrs 91261 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 Jan 29-Mar 05 24 hrs 91277 Spring Lake Rec Ctr

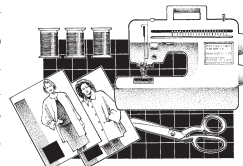
## SEWING AND SERGING

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: Karen Holster

Th 1:00-4:00 pm Jan 14-Mar 04 24 hrs 91262 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 Jan 12-Mar 02 24 hrs 91258 FTCC/CEC 144

Instructor: Karen Holster

Th 9:00-12:00 N Jan 14-Mar 04 24 hrs 91264 FTCC/CEC 144

## 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 Feb 13-Feb 27 22.5 hrs 91278 FTCC/CEC 218

### RAPE CRISIS SENSITIVITY TRAINING

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 Jan 23-Jan 30 16 hrs 91279 FTCC/CEC 220



## PHOTOGRAPHY

### **NEW** DARKROOM WORKSHOP **Fee: \$50**

This course has been designed for photographers at all levels who want to learn how to use the equipment for black and white and color film processing. You will learn how to process different types of film, paper, and lithographic works, and use of selective burning and dodging techniques. You will be able to print 5x7, 8x10, 11x14, 16x20, and 20x24 images. Large size photographic paper will be provided by the instructor.

Instructor: James Frowner

Sat 1:30-4:30 pm Jan 16-Feb 20 18 hrs 90688 CBI 123

### 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 1:30-5:00 pm Mar 06-Mar 27 14 hrs 90689 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: Jonathan Starling

T 6:00-9:00 pm Jan 12-Mar 02 24 hrs 90685 FTCC/CEC 143

Th 1:00-4:00 pm Jan 14-Mar 04 24 hrs 90679 FTCC/CEC 143

Th 6:00-9:00 pm Jan 14-Mar 04 24 hrs 90680 FTCC/CEC 143

Instructor: Alphonso Peppers, Jr.

Sat 9 am-1 pm Jan 16-Feb 20 24 hrs 90683 FTCC/CEC 143

Instructor: Johnny Horne

M 6:00-9:00 pm Feb 01-Mar 22 24 hrs 90690 FTCC/CEC 143



### Holidays: January 18

(Main Campus, Ft. Bragg, High Schools)

Feb 15 (Ft. Bragg only)

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

### 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 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 Feb 27-Mar 27 20 hrs 90682 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 Jan 16-Feb 20 24 hrs 90681 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: Alphonso Peppers, Jr

T 1:00-4:00 pm Jan 12-Mar 02 24 hrs 90684 FTCC/CEC 143

Instructor: Jonathan Starling

W 6:00-9:00 pm Feb 03-Mar 24 24 hrs 90678 FTCC/CEC 143

### WEDDING PHOTOGRAPHY

**Fee: \$50**

If you have some experience in photography and think you might like to expand into wedding photography, James will help you to better serve your clients. This course will give you a general overview of what it takes to succeed as a wedding photographer. You will learn what equipment is needed, how to take the critical and candid shots, general fees and pricing, and how to handle informal and formal weddings. You will need to bring a camera, tripod, flash, and cable release to class.

Instructor: James Frowner

Sat 9 am-1 pm Feb 27-Mar 27 20 hrs 90687 FTCC/CEC 143



### 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.







## **CERT Disaster Preparedness Classes Learn how to prepare for disaster!**

The CERT 317 class is an excellent way to prepare your home, your neighborhood, and your workplace to survive. The information provided is direct from

FEMA and Homeland Security with a slant on our community. Whether you are interested in becoming a member of a Community Emergency Response Team, or just learning how to protect your family and neighborhood, you will find the answers here. You will learn basic preparedness skills, fire safety, and minor fire suppression techniques. You will learn disaster medical triage and basic disaster medical first aid. You will learn how and when to enter a damaged building and how to safely search for victims once inside. Graduates of this course are well on their way to becoming a member of the disaster response picture.

**FOR ADDITIONAL INFORMATION PLEASE CALL**  
**Marlin Scott, Commander (910) 309-9995**  
**or Roy Ward, Deputy Commander (910) 824-6031**  
**See page 40 for class schedule**



**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](http://www.ncmbc.us).

# 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](http://www.learnftcc.com)**



# 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—February 16**

**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.**

## 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 45

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

# 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, January 5, 2010 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

## It's a Pricing Game: How Do I Price My Product?

Tuesday, January 12, 2010 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

## Protecting Your Product and Investment

Tuesday, January 19, 2010 • 10 a.m. - 12 noon • Cliffdale Regional Branch Library

## 37 Biggest Mistakes Made By Small Business Owners

Tuesday, January 26, 2010 • 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

# LAW ENFORCEMENT TRAINING

COURSE	START DATE	TIME	LET INSTRUCTOR
Basic Ground Defense I	Dec 1 & 2	8:00 AM - 5:00 PM	Teresa Turner
Basic Radar Operator Certification	Nov 9 - 13	8:00 AM - 5:00 PM	Peppi Masa — School Director
Collapsible Baton II	Nov 30	9:00 AM - 4:00 PM	Teresa Turner
CPR Refresher	Nov 13	8:00 AM - 12:00 N	Teresa Turner
Domestic Violence	Nov 20	10:00 AM - 12:00 N	Melody Farnham
Drug Diversion for Investigators	Dec 2 Dec 8	6:00 - 8:00 PM 8:00 - 10:00 AM	Teresa Turner
Drug Diversion for Patrol Officers	Dec 8 Dec 9	10:00 AM - 12:00 N 6:00 - 8:00 PM	Teresa Turner
Field Note Taking & Report Writing Refresher	Dec 7	8:00 AM - 5:00 PM	Lee Newcomb
Get Serious & Get Fit	Nov 6	8:00 AM - 12:00 N	Teresa Turner
Intro to Search Warrants	Nov 11 - 13	8:00 AM - 5:00 PM	Lee Newcomb
Juvenile Minority Sensitivity Training	Nov 30	8:00 - 10:00 AM	Melody Farnham
Report Writing (Use of Force)	Dec 8	3:00 - 5:00 PM	Teresa Turner
Standardized Field Sobriety Testing (SFST)	Nov 10 - 13	8:00 AM - 5:00 PM (T&W) 1:00 PM - 10:00 PM (Th&F)	Mike Conley
SFST Refresher	Nov 16 Dec 8	8:00 AM - 5:00 PM 8:00 AM - 5:00 PM	Stacey Womer
Stress Management	Dec 8	1:00 - 3:00 PM	Teresa Turner
Tactical Handcuffing (Re-Cert)	Nov 6	10:00 - 12:00 N	Teresa Turner
Weapon Retention & Disarming	Nov 6	10:00 AM - 12:00 N	Teresa Turner

Note: The State Board of Community Colleges has waived tuition and fees for Federal, State, and Local criminal justice, firefighting, lifesaving, and rescue personnel.



For more information, contact  
Gail Staley  
Program Coordinator  
(910) 678-8429  
(910) 678-8381  
staleyg@faytechcc.edu  
www.faytechcc.edu

## 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 Jan 11-Mar 5 30568  
M-F 8:30 am-12:30 pm Mar 8-May 7 30569

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

## 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.



# COMPUTER CLASSES AT CBI!



## How to Use Computer Accessories

W	• Jan 13-Mar 3	• 6:00-9:00 pm
M-Th	• Feb 22-Mar 4	• 1:00-4:00 pm

## Introduction to the Internet

T	• Jan 12-Mar 2	• 6:00-9:00 pm
M-Th	• Feb 8-Feb 18	• 1:00-4:00 pm

## Introduction to Windows

M-F	• Jan 11-Jan 21	• 1:00-4:00 pm
M	• Jan 11-Mar 8	• 6:00-9:00 pm
M&W	• Mar 10-Mar 29	• 5:30-9:30 pm

## Introduction to PCs Basic

T	• Jan 12-Mar 2	• 6:00-9:00 pm
M-Th	• Jan 25-Feb 4	• 9:00-12:00 N
T&Th	• Mar 9-Mar 25	• 5:30-9:30pm

**Cost: \$65 per class**

*(These classes qualify for fee-waivers for persons 65 or older.)*

Location: Center for Business and Industry, 2723 Fort Bragg Road

Pre-registration recommended. Class size limited.

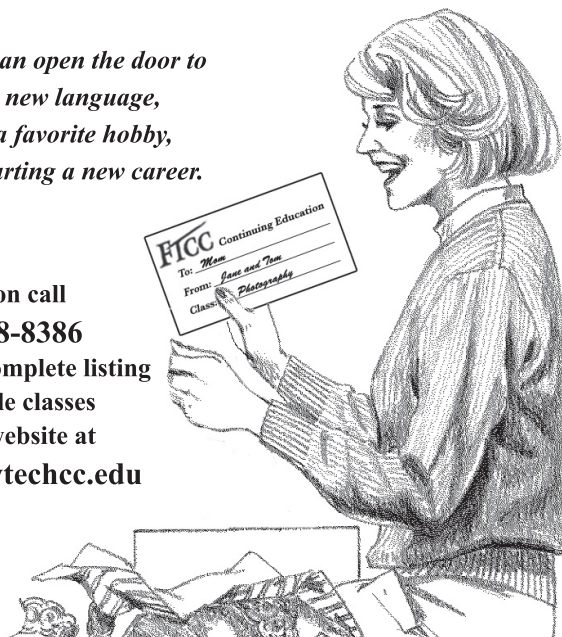
Call 678-8230 for more information.

# NEED HELP FINDING THE PERFECT GIFT?

## Why not give the Gift of Education!

*Your gift can open the door to  
learning a new language,  
renewing a favorite hobby,  
or even starting a new career.*

For more  
information call  
**(910) 678-8386**  
or for a complete listing  
of available classes  
visit our website at  
**www.faytechcc.edu**



## Looking for a Career in the Medical Field?

**Gain the "competitive edge" with**

### MEDICAL OFFICE ESSENTIALS

#### TOPICS INCLUDE:

- Medical Terminology
- ICD/9-CPT Coding
- Medical Office Management

**M-F, 8:30 am-3:30 pm, January 6 – February 24**

### MEDICAL OFFICE ESSENTIALS 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, March 1 – April 30**

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!**

## Free Computer Help: How to use? \$50

T&Th 1 pm–5 pm Feb 2–4 30544  
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.

## Microsoft Excel Quick Start \$50

T&Th 8 am–12 N Mar 2–4 30557  
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!

## What Happened to my Computer? \$50

T&Th 8 am–12 N Feb 16–18 30561  
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.

**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 Spring term:

- **COACHING FOR TOP PERFORMANCE**
- **TRAINING TOOLS FOR MANAGERS**

**For more information contact  
Sharmon Herring at 678-8210**

**FTCC**

**"A Partnership For Your  
Professional Growth"**



# 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**



# 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** (1.5 CEUs)
- **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

## Improve 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](http://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](mailto: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:

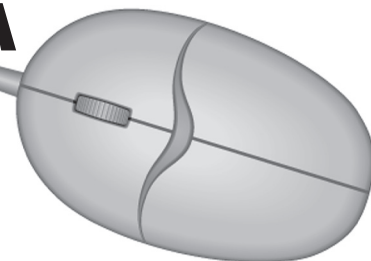
- Pre-Algebra
- Algebra
- Paragraph Comprehension
- Grammar Skills

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 Résumé

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	evening
	MTWThF	morning/ afternoon
Continuing Education Center, FTCC	MW	evening
Continuing Education Center, FTCC	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
Harvest Family Church	TTh	evening
Hope Mills Middle School	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
Westover Recreation Center	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	1/5-5/14
Continuing Education Ctr., FTCC	MW	6:00-9:00 pm	1/6-5/12
Continuing Education Ctr., FTCC	TTh	6:00-9:00 pm	1/5-5/13

(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

678-8483/8459/8220/8454

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**

<b>Locations</b>	<b>Days</b>	<b>Times</b>
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
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
Harvest Family Church	TTh	evening
Hope Mills Middle School	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
Walker-Spivey High School	MW	evening
Westover Recreation Center	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 Health 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**

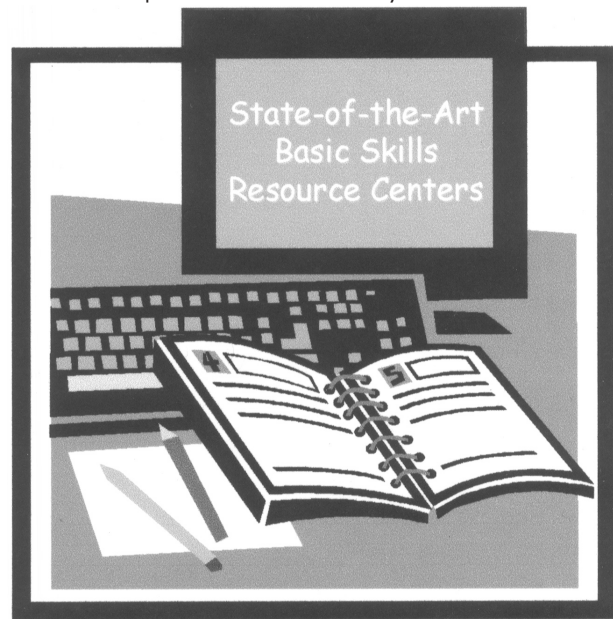
Employers take note! If you have employees who need to build their math or communication skills, FTCC can help.

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
Douglas Byrd High School	TTh	evening
Ft. Bragg Soldier Dev. Center	MTWThF	morning/ afternoon
Gray's Creek High School	TTh	evening
Hope Mills Recreation Center	MW	evening
Howard Health and Life Sciences High School	MTWThF	morning
Immanuel Baptist Church	MTWThF	morning
Kingdom Living Church	MW	morning
Korean Presbyterian Church	MTWThF	morning
Korean Presbyterian Church	MTh	evening
Seventy-First High School	MW	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 November 9 at the Records and Registration office, Neill A. Currie Center for Continuing Education, FTCC Main Campus, through December 4 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.
- Fees payable by cash, check (checks must have a pre-printed in-state address), or money order. (Please do not send cash by mail.)

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.

- 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.
- North Carolina residents 65 years of age or older may qualify to take occupational extension (job related) courses fee-exempt. Limited to 96 hours per semester. Does not include self-supporting courses.
- 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 DECEMBER 4, 2009

<div style="border: 1px solid black; display: inline-block; padding: 2px;">10</div> REQUEST CODE	<b>FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE</b>	TERM <input checked="" type="checkbox"/> <div style="display: inline-block; width: 20px; height: 15px; border: 1px solid black; vertical-align: middle;"></div> Spr Smr Fall
<div style="border: 1px solid black; display: inline-block; padding: 2px;"> </div> SECTION #	<b>CONTINUING EDUCATION STUDENT REGISTRATION DATA FORM</b>	
<b>PLEASE PRINT LEGIBLY</b>		
SOCIAL SECURITY NUMBER	NAME OF COURSE	LOCATION OF INSTRUCTION
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>2. Name _____</p><p>3. Address _____</p><p>4. Email Address _____</p><p>5. City _____</p><p>6. State _____</p><p>7. Zip Code _____</p><p>9. Birthdate ____ - ____ - ____</p><p>10. Sex    1. <input type="checkbox"/> Male    2. <input type="checkbox"/> Female</p><p>11. Race   1. <input type="checkbox"/> White    2. <input type="checkbox"/> Black    3. <input type="checkbox"/> American Indian           4. <input type="checkbox"/> Hispanic    5. <input type="checkbox"/> Asian    6. <input type="checkbox"/> Other</p><p>13. State of Residence _____</p><p>14. County _____</p><div style="text-align: center; margin-top: 5px;"><div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> (County Code) (Office Use ONLY)</div></div><div style="width: 45%;"><p>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</p><p>15. Home Phone ____ - ____ - ____</p><p>16. Work Phone ____ - ____ - ____</p><p>17. Occupation _____</p><p>19. Employer _____</p><p>24. Citizenship ____ U US Citizen ____ E Eligible Legalized Alien ____ N Naturalized Citizen ____ A Non-Resident Alien</p></div><div style="width: 45%;"><p>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)</p></div></div>		
<p>The information on this data form is accurate to the best of my knowledge. Please enclose your registration fee. <b>Students are only allowed to take the same occupational class twice within a five-year period.</b></p> <p>Student's Signature _____ Date _____</p> <p>\$ <input type="checkbox"/> _____ Amount Collected or Non-Fee (please check)</p> <p>Signature of Collector _____ Date _____</p>		