

# *FITCC* CONTINUING EDUCATION



## **WINTER 2015 CLASS SCHEDULE**

**Registration begins November 3<sup>rd</sup>**

**CREATING SUCCESS: Hope • Opportunity • Jobs**

**910-678-8386**

**[www.faytechcc.edu/continuing\\_education](http://www.faytechcc.edu/continuing_education)**



**SCHOLARSHIPS  
AVAILABLE**  
See page 7  
for details!

# Continuing Education

## WELCOME FROM THE PRESIDENT

### Greetings, and welcome to Fayetteville Technical Community College!

The selection of classes presented in this winter tabloid present a number of outstanding opportunities to begin a new year in a positive way—through education! Learning or pursuing a hobby is a great way to add enthusiasm to life, and participating in learning opportunities during the winter months adds a warm spark of excitement to a season that can sometimes be a little sluggish. No matter where your interest lies, you'll find that FTCC offers something for everyone. Thank you for choosing Fayetteville Technical Community College!



Sincerely,  
Dr. J. Larry Keen, President



## HOW TO REGISTER

There are three ways to register for Continuing Education classes:



**Online**




**Walk-In**



**Mail-In**

**PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES!**

Online registration is available for select classes marked with the  symbol.  
See additional instructions on the back cover.

## OFFICE HOURS



## CURRENT OFFICE HOURS

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

REGISTRATION/RECORDS OFFICE • NEILL A. CURRIE BUILDING • HULL ROAD  
For registration information please call:

**910-678-8386**

## HELPFUL CONTACTS

**Continuing Education Departments: Please call the numbers listed below for additional information.**

Adult High School/HSE Programs (Jolee Fedak)..... 678-8459  
Associate Vice-President/Cont. Ed (Joe Mullis)..... 678-8224  
Business/Governmental Training (Sharmon Herring)..... 678-8230  
College and Career Readiness (Jolee Fedak)..... 678-8483  
Community Services/Extension Education (Amy McLamb)..... 678-8431  
Compensatory Education (Jolee Fedak)..... 678-0181  
Emergency Medical Services (Cathy Baxley)..... 678-8251/8469  
Emergency Services Training/Spring Lake (Cathy Baxley)..... 436-4480

Fire/Rescue Training (Cathy Baxley)..... 678-8251/8429  
Human Resources Development Program (Amy McLamb)..... 678-8495  
Industrial Training (Robbie Johnson)..... 678-8415  
Law Enforcement Training (Cathy Baxley)..... 678-8429  
Occupational Ext. Ed/Ft. Bragg (Brian Haney)..... 678-0168  
Online Courses (Amy McLamb)..... 678-8446  
Registration/Records..... 678-8386  
Small Business Center..... 678-8462/8496

# Additional Information

- **PRE-REGISTRATION IS REQUIRED!** You may register for Continuing Education classes on a first-come, first-served basis. Please register well before the beginning date of your class. We require pre-registrations to be in a week before the start date (applies to all methods of registration). If you wait, your class may either be full or canceled due to low enrollment. See the back cover for additional registration information.

## IF YOU REGISTER ONLINE!

If you register online, please update your contact information so that we can provide updates or changes (to include cancellations) to you regarding your classes. Go to [forms.faytechcc.edu/cedu/](https://forms.faytechcc.edu/cedu/) to update your information.

- **A WORD ABOUT WAITING...** Have you ever signed up for a class only to find it canceled? Have you later discovered a friend who wanted to take it too, but hadn't registered? Well, here are some ways to help keep your selected class on the schedule.
  1. Register early -- do it today! Each class has a minimum required enrollment. Once that number is reached, the class is a "go."
  2. 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."
  3. So, the word about waiting is DON'T! Register NOW, because classes will be canceled if the minimum is not met a week prior to the start date.
- **COURSE START DATES:** Continuing Education classes begin in different weeks and months. Check start dates to be sure you won't miss a course.
- **OCCUPATIONAL COURSE REPEAT POLICY:** Students are only allowed to take the same occupational class twice within a 5-year period. 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.
- **REFUNDS:** The refund policy for Fayetteville Technical Community College's Continuing Education Division was established by the North Carolina Department of Community Colleges in 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.
- **PARKING:** Students enrolled in Continuing Education classes will need a temporary parking decal to park on the **Fayetteville campus**. These temporary passes are free and are available from the Registration and Records Office in the Neill Currie Building when you pre-register. The pass should be placed on the dashboard of the vehicle. Designated parking for students includes spaces with white lines. If you register online, you will receive a pass the first day of class.
- **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 -

**JAN 19 (FAYETTEVILLE CAMPUS)**

**JAN 19, FEB 16 (FT. BRAGG)**

*Classes will not be held on holidays or the previous Saturday/Sunday when a holiday falls on a Monday (unless informed otherwise).*

## Continuing Education Gift Certificates Available Now!

Give the gift of education!  
Your gift can open the door to someone learning a new language, hobby, or even a career!

Call us at 678-8386 for more information or visit us at the Neill Currie building to purchase your gift today!



## WOULD YOU LIKE TO TEACH FOR US?

The Continuing Education Division is seeking instructors for various areas.

For more information or to apply, please visit the FTCC website at [www.faytechcc.edu](http://www.faytechcc.edu) and click on Employment, then Pool Positions.



### Areas we particularly need instructors:

Certified Nursing Assistant .....	678-8251
Cooking .....	678-8243
Couponing .....	678-8243
Effective Teaching Training .....	678-8404
Esthetics.....	678-0033
Gardening/Landscaping .....	678-8243
EMS .....	678-8469
Paramedic .....	678-8469
Piano .....	678-8404
Self-Enrichment .....	678-8243
Sign Language .....	678-8431
Wedding & Event Planning .....	678-8431

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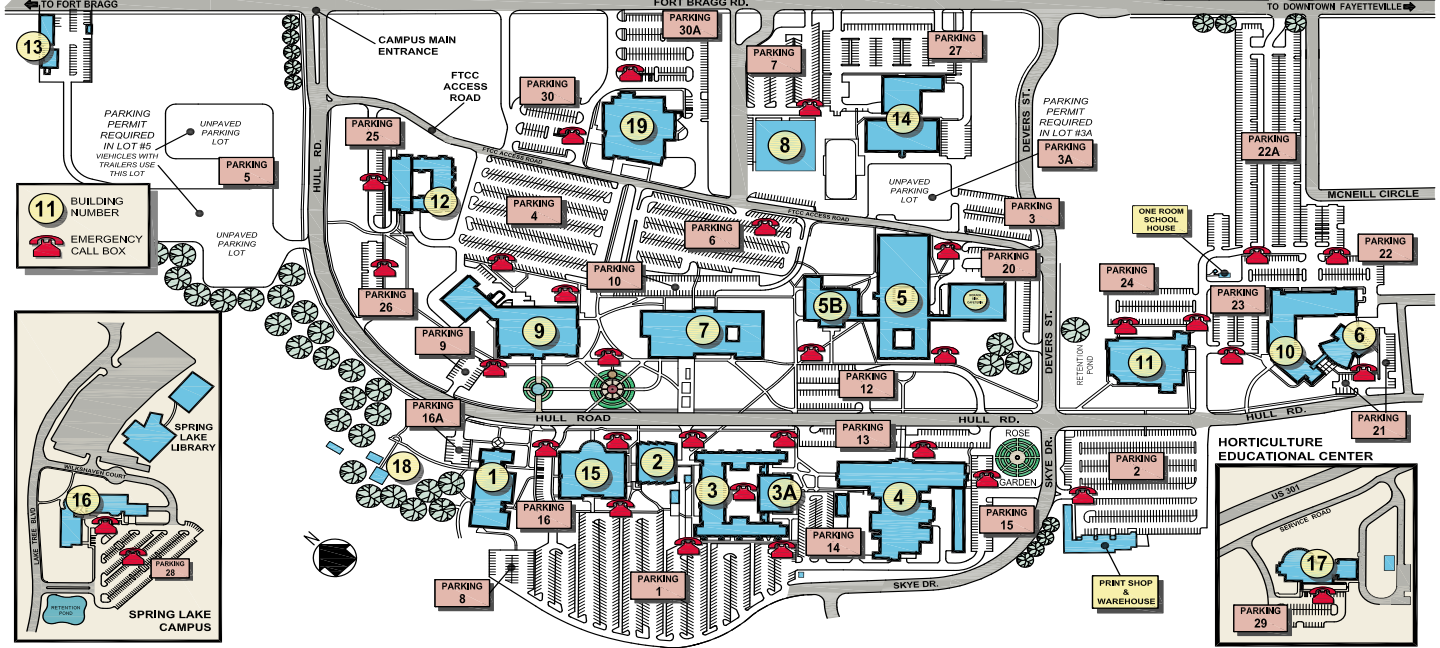
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|---|---|--|---|
| <p><b>1. THOMAS R. MCLEAN ADMINISTRATION BUILDING (ADM)</b><br/>                 ⇒ President - Rm. 1<br/>                 ⇒ Cashier, Student Accts. - Rm. 107 &amp; 109</p> <p><b>2. PAUL H. THOMPSON LIBRARY (LRC)</b><br/>                 ⇒ Library Reference - Rm. 104<br/>                 ⇒ Library - Second Floor</p> <p><b>3. CUMBERLAND HALL (CUH)</b><br/>                 3A. AUDITORIUM</p> <p><b>4. LAFAYETTE HALL (LAH)</b><br/>                 ⇒ Facility Services - Rm. 100A<br/>                 ⇒ Rose Garden Reservations - Rm. 100A</p> <p><b>5. HORACE SISK BUILDING (HOS)</b><br/>                 ⇒ Evening Office, Curriculum - Rm. 610F</p> <p><b>5A. CULINARY DINING - Rm. 700 (CAF)</b></p> <p><b>5B. GYMNASIUM - Rm. 801 (GYM)</b></p> | <p><b>6. NEILL CURRIE BUILDING (NCB)</b><br/>                 ⇒ Continuing Education Registration<br/>                 ⇒ i3D Learning &amp; Discovery Center - Rm. 7A<br/>                 ⇒ UNDER CONSTRUCTION</p> <p><b>7. TONY RAND STUDENT CENTER (SDC)</b><br/>                 ⇒ UNDER CONSTRUCTION</p> <p><b>8. CENTER FOR BUSINESS &amp; INDUSTRY (CBI)</b><br/>                 ⇒ Industry Training - Rm. 104<br/>                 ⇒ Business Training - Rm. 106<br/>                 ⇒ Small Business Center - Rm. 135</p> <p><b>9. ADVANCED TECHNOLOGY CENTER (ATC)</b><br/>                 ⇒ Computer Lab - Rm. 104</p> <p><b>10. CONTINUING EDUCATION CENTER (CEC)</b><br/>                 ⇒ Assessment Testing - Rm. 149<br/>                 ⇒ Adult Basic Education - Rm. 201A<br/>                 ⇒ Adult High School Diploma - Rm. 203A<br/>                 ⇒ GED Testing - Rm. 205</p> | <p><b>11. HEALTH TECHNOLOGIES CENTER (HTC)</b><br/>                 ⇒ Dental Clinic - Rm. 102</p> <p><b>12. EARLY CHILDHOOD EDUCATION CENTER (ECC)</b><br/>                 ⇒ Day Care Center - Ground Floor</p> <p><b>13. AUTO BODY SHOP COMPLEX (AUB)</b></p> <p><b>14. COSMETOLOGY SERVICES EDUCATIONAL CENTER (CSEC)</b></p> <p><b>15. HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)</b><br/>                 ⇒ NC Information Highway Classroom - Rm. 101<br/>                 ⇒ Audio Visual Check Out - Room 123<br/>                 ⇒ Success Center - Rm. 232</p> <p><b>16. SPRING LAKE CAMPUS (SLC)</b><br/>                 ⇒ Admissions &amp; Registrar - Rm. 101<br/>                 ⇒ NC Information Highway Classroom - Rm. 119<br/>                 ⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121</p> | <p><b>17. HORTICULTURE EDUCATIONAL CENTER (HEC)</b><br/>                 ⇒ Multipurpose Room - Rm. 102</p> <p><b>18. ART DEPARTMENT (ART)</b></p> <p><b>19. GENERAL CLASSROOM BUILDING (GCB)</b><br/>                 ⇒ Security - Rm. 102<br/>                 ⇒ Bookstore - Rm. 104<br/>                 ⇒ Information Desk - Fort Bragg Road Entrance<br/>                 ⇒ Admission Services<br/>                 ⇒ Registration Services<br/>                 ⇒ Financial Aid Office - Rm. 205<br/>                 ⇒ New Student Orientation/Multipurpose Rooms - Rm. 108<br/>                 ⇒ Counseling Services - Rm. 115<br/>                 ⇒ ALL-AMERICAN VETERAN CENTER - Rm. 202</p> |
|---|---|--|---|

# LOCATION INDEX

Location	Abbreviation	Address	City	Phone #
Bordeaux Library	BOLI	3711 Village Drive	Fayetteville	424-4008
Center for Business and Industry	CBI	Fayetteville Campus, 2723 Ft. Bragg Road	Fayetteville	678-8494
Center of Empowerment and Economic Development	CEED	230 Hay Street	Fayetteville	323-3377
Cheryl's Best Friends Dog Salon	CBF	101 S. Reilly Road, Suite G	Fayetteville	339-8931/678-8243
Cliffdale Library	CRBL	6882 Cliffdale Road	Fayetteville	864-3800
Cliffdale Park	CDPK	2nd Fl, 6415 Brookstone Lane	Fayetteville	678-8251
Continuing Education Center	CEC	Fayetteville Campus, Hull Road	Fayetteville	678-8386
Douglas Byrd High School	DBHS	1624 Ireland Drive	Fayetteville	678-8431
Ft. Bragg Soldier Development Center	FB SDC	Armistead Street, Building 2-1728	Ft. Bragg	678-1090
Headquarters Library	HBL	300 Maiden Lane	Fayetteville	678-8462/8496
Horticulture Educational Center	HEC	670 N. Eastern Boulevard	Fayetteville	678-8309/678-0065
Institute for Career Development (classroom building in parking lot)	ICD	5411 Ramsey Street	Fayetteville	678-8431
Loving Stitches	LVS	7076 Ramsey Street	Fayetteville	678-8309/630-3912
Mototech Performance	MOTO	237 Tolar Street	Fayetteville	678-8431/728-6041
Skyview on Hay	SVOH	121 Hay Street	Fayetteville	678-8462
Spring Lake Campus	SLC	171 Laketree Boulevard	Spring Lake	678-8386
Tallywood Annex	TALLY	235 Tallywood Shopping Center	Fayetteville	678-0032
The Range Complex	TRC	2850 TigerSwan Drive	Autryville	678-8429/208-4117
The Re-Store Warehouse	RSW	205 Forsythe Street	Fayetteville	678-8431/321-0780
The Wine Café	TWF	108 Hay Street	Fayetteville	678-8431/779-2766
West Regional Library	WRBL	7469 Century Circle	Fayetteville	487-0440

Some Continuing Education classes are also offered at other locations.

*FTCC Continuing Education Division*  
**Current Scholarships Available!**

**Students who register for these classes may be eligible to receive a discount in the registration fee.**

Barber Training- 678-0032

Braille Reading & Writing, Part II- 678-8431- pg. 21 for details

Esthetics Professional- 678-0032

FTCC Medical ICD-10 Coding Part I (Online)-678-8446/[www.LearnFTCC.com](http://www.LearnFTCC.com)

High School Equivalency/GED® Test Registration- 678-0053

Hybrid EMT-Paramedic Initial (B)- 678-8251

Manicuring Professional- 678-0032

Medical Inpatient & Outpatient Coding, Part I (Online)-678-8446/[www.LearnFTCC.com](http://www.LearnFTCC.com)

Natural Hair Care Professional- 678-0032

**Call today for additional details and how to register!**



**Don't Delay! Register Today!**

# CAREER/JOB TRAINING



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

## ANIMAL SCIENCE

### PET GROOMING (BEGINNING)

This program is designed for students who would like to work for a professional pet groomer at entry-level position. Students will concentrate on basic pet grooming for dogs. This will include brushing, drying, nail clipping, ear cleaning, preparatory clipping, and basic finishing techniques. Students will be responsible for purchasing their own equipment and supplies. Please call 678-0032 for more information. **CLASS SIZE IS LIMITED.**

Instructor: Pam Meeks

T & Sat	6:00pm-9:00pm 9:00am-5:00pm	Jan 13-Apr 21	Fee: \$180	63 hrs	33317	CBF CCAS
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## AUTOMOTIVE/MOTORCYCLE

### ASE EXAM PREP: AUTOMOTIVE AIR COND/HEATING SYSTEMS CERTIFICATION

This course will teach the student basic skills and procedures to troubleshoot and repair automotive air conditioning and heating systems in preparation for the ASE A-7 Certification exam. Additionally, students will receive the EPA certification required for all automotive air technicians (this will be given at the end of class). **NOTE:** FTCC is an approved ASE test center. **This course provides hands-on training.**

Instructor: Joe Lalla

M&W	6:00pm-9:00pm	Jan 12-Feb 09	Fee: \$70	24 hrs	62001	CBI 118
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### ATV/MOTORCYCLE REPAIR & MAINTENANCE

With the popularity of motorcycles and ATVs comes the opportunity for a career in motorcycle repair and maintenance. Maybe you already have some automotive repair experience and want to see if this is something that might interest you. Join us and learn what's really going on inside two-and four-stroke engines, calibration and synchronization of carburetors, braking system safety and maintenance, what to do when the lights and power fails, repair of frame and suspension, and which oils are best at preventing damage. The course is also open to those who own a motorcycle or are considering buying one and want to learn how to do some of their own repair and maintenance. **NOTE:** Students will need to bring their own ATV four-wheeler or motorcycle after the first class. Please contact the instructor at [gsxrloco11@yahoo.com](mailto:gsxrloco11@yahoo.com) with questions.

Instructor: Miguel Flores

T	6:00pm-9:00pm	Jan 13-Apr 14	Fee: \$125	42 hrs	90842	MOTO
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### ATV/MOTORCYCLE REPAIR & MAINTENANCE (INTERMEDIATE) – NEW!

This course is designed for students who have completed the beginning level course of ATV Motorcycle & Repair or who have experience in completing basic repairs. During this class, the instructor will provide higher-level repair projects through hands-on training. **NOTE:** Students will need to bring their own ATV or motorcycle. Please contact the instructor with any questions by e-mailing [gsxrloco11@yahoo.com](mailto:gsxrloco11@yahoo.com).

Instructor: Miguel Flores

Sat	9:00am-1:00pm	Jan 24-Mar 28	Fee: \$125	40 hrs	90843	MOTO
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### AUTO DEALER'S 12-HOUR PRE-LICENSING COURSE

This course provides prospective auto dealers with the 12 hours of authorized pre-licensing training required by the Department of Motor Vehicles to be licensed as a North Carolina independent auto dealer. Topics include dealer laws and regulations, DMV regulations, federal laws and rules, and proper recordkeeping. **This is a self-supporting class; fee-exempt status does not apply.** **NOTE:** Course workbook is included in the registration fee.

Instructor: Dennis Mauk

Th&F	8:30am-3:30pm	Jan 15-Jan 16	Fee: \$175	12 hrs	94373	CEC 133
Th&F	8:30am-3:30pm	Mar 26-Mar 27	Fee: \$175	12 hrs	94375	CEC 143

### AUTO DEALER'S TRAINING

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's name and address, and the dealer's license number will be sent to DMV for their database. **This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Dennis Mauk

W	8:30am-3:30pm	Jan 14	Fee: \$75	6 hrs	94372	CEC 143
W	8:30am-3:30pm	Mar 25	Fee: \$75	6 hrs	94374	CEC 143



### LOAD ESCORT VEHICLE OPERATOR CERTIFICATION

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) possess 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.**

Instructor: Johnny Surles

T	1:00pm-10:00pm	Mar 03	Fee: \$70	8 hrs	62002	CBI 128
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### LOAD ESCORT VEHICLE OPERATOR RECERTIFICATION

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.**

Instructor: Johnny Surles

T	8:00am-12:00N	Mar 03	Fee: \$70	4 hrs	62003	CBI 128
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### OBD2 EMISSIONS INSPECTION

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 and have a Valid North Carolina Driver's License when completing paperwork in class; also, students will need to go to the following link, print a copy of the LT-310 form, have the shop owner, partner, or officer sign and date and bring with you on the first day of class: <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: TBA Please call 678-8494 for schedule information. Fee: \$65

### OBD2 EMISSIONS INSPECTION RECERTIFICATION

OBD2 inspectors are certified for two years. This four-hour recertification course is a state requirement for mechanics certified in 2013. **Students will need to know their Inspection Station Number and have a Valid North Carolina Driver's License when completing paperwork in class; also, students will need to go to the following link, print a copy of the LT-310 form, have the shop owner, partner, or officer sign and date and bring with you on the first day of class: <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: TBA Please call 678-8494 for schedule information. Fee: \$65

### SMALL GAS ENGINE REPAIR (BEGINNING/INTERMEDIATE)

Have you ever wanted to learn how to service and repair various types of engines? From lawn mowers to two and four-cylinder engines, students will learn the basics and some intermediate level repairs. This is an excellent course for those training to work in the small engine mechanic industry. **Supplies:** Students may need to purchase basic hand tools if they do not have what is necessary at home. A list of tools will be provided the first day. Call 678-8431 with questions regarding supplies.

Instructor: Willie Simpson

Sat	9:00am-1:00pm	Jan 24-Mar 28	Fee: \$125	40 hrs	90846	ICD
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### SMALL GAS ENGINE REPAIR (INTERMEDIATE/ADVANCED) – NEW!

Are you ready to increase your skills for performing small engine services and repairs? In this course, students will work at a more advanced pace to master the skill of knowing shop practices, safety regulations, engine fundamentals, the repair of lawn and garden equipment including two- and four-cylinder engines, outboard motor service, and other utility engines. This is an excellent course for those training to work in the small engine mechanic industry. **Supplies:** Students may need to purchase basic hand tools if they do not have what is necessary at home. A list of tools will be provided the first day. Call 678-8431 with questions regarding supplies.

Instructor: Willie Simpson

W	6:00pm-10:00pm	Jan 14-Mar 18	Fee: \$125	40 hrs	90847	ICD
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### VEHICLE SAFETY INSPECTION

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 and have a Valid North Carolina Driver's License when completing paperwork in class; also, students will need to go to the following link, print a copy of the LT-310 form, have the shop owner, partner, or officer sign and date and bring with you on the first day of class: <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: TBA Please call 678-8494 for schedule information. Fee: \$65

## AVIATION

### GROUND SCHOOL FOR PILOTS

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. **Kit Required:** Please call (910) 644-8817 for information regarding the approved kit for the FTCC class.

Instructor: Provided by All American Aviation

T&Th	6:00pm-9:00pm	Feb 03-Mar 26	Fee: \$125	48 hrs	90848	HTC 153
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### SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ON COLLEGES

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

# BUILDING/CONSTRUCTION

## BASIC ELECTRICAL WIRING (RESIDENTIAL)

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: Bill Rinehart

M&W	6:00pm-9:00pm	Jan 12-Feb 09	Fee: \$70	24 hrs	62004	LAH 147
M&W	6:00pm-9:00pm	Mar 02-Mar 25	Fee: \$70	24 hrs	62005	LAH 147

## BASIC RESIDENTIAL PLUMBING

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

Instructor: Bill Rinehart

M-F	8:30am-3:30pm	Feb 02-Feb 06	Fee: \$125	30 hrs	62025	LAH 147
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## CABINETRY WOODWORK STAINING AND PAINTING

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

Instructor: Boyd Sprague

Sat	8:30am-12:30pm	Jan 10-Mar 21	Fee: \$125	40 hrs	62027	Workshop
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## ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 1



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

Instructor: Frank Arnold

Sat	8:00am-5:00pm	Jan 10	Fee: \$60	8 hrs	61001	CBI 111
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## ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 2



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

Instructor: Frank Arnold

T&Th	5:30pm-9:30pm	Feb 10-Feb 12	Fee: \$60	8 hrs	61002	CBI 128
Sat	8:00am-5:00pm	Feb 21	Fee: \$60	8 hrs	61003	CBI 111

## ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 3



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

Instructor: Frank Arnold

Sat	8:00am-5:00pm	Mar 21	Fee: \$60	8 hrs	61004	CBI 111
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## LEAD-BASED PAINT RENOVATION, REPAIR, AND PAINTING COURSE (RRP)

This course is tailored to provide students with knowledge of the laws and regulations governing the work performed in target housing, childcare facilities, and pre-1978 buildings in accordance with 40 CFR Part 745. The course will include proper methods of safety and warning signs, disposal of contaminants, clean-up, and proper actions in the containment area.

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

Instructor: Bill Rinehart

Th	8:00am-5:00pm	Feb 12	Fee: \$100	8 hrs	62006	LAH 147
Th	8:00am-5:00pm	Apr 16	Fee: \$100	8 hrs	62007	LAH 147

## MASONRY

This course will introduce the basic principles of masonry construction and techniques. An emphasis on safety and hands-on activity will be paramount. Subject material will include, but will not be limited to, the following topics: history, safety, tools, materials, specifications, estimation, construction techniques, and blueprint reading.

Instructor: Willie Mintz

M-Th	9:00am-2:30pm	Jan 12-Apr 24	Fee: \$180	275 hrs	62136	CBI 118
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## AC/HVAC/REFRIGERATION

### CIRCUITS AND CONTROLS

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

Instructor: Frank Arnold

M&W	6:00pm-8:30pm	Jan 12-Mar 23	Fee: \$125	50 hrs	62008	CBI 124
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## EPA REFRIGERANT RECOVERY/RECYCLING CERTIFICATION

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. **NOTE: The NC State Board of Refrigeration charges \$25 for the exam that is given the last day of class.**

Instructor: Mike Thompson

Sat	9:00am-1:00pm	Jan 10-Jan 31	Fee: \$70	12 hrs	62009	CBI 124
Sat	9:00am-1:00pm	Feb 07-Feb 21	Fee: \$70	12 hrs	62010	CBI 124
Sat	9:00am-1:00pm	Mar 07-Mar 21	Fee: \$70	12 hrs	62011	CBI 124

## FUNDAMENTALS OF REFRIGERATION I

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

Instructor: Hal Smith

M&W	6:00pm-9:00pm	Jan 26-Mar 18	Fee: \$125	48 hrs	62012	CBI 128
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## HEAT PUMP TECHNOLOGY

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

Instructor: Wayne Autry

T&Th	6:00pm-8:30pm	Jan 13-Mar 19	Fee: \$125	50 hrs	62013	CBI 124
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## 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 books from the DOI (allow two weeks for delivery).**

## ELECTRICAL STANDARD INSPECTION, LEVEL I

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 NC Standard Inspection, Level I Electrical exam. The material covered in this course should also help those preparing for the State Electrical Contracting exam. **NOTE:** You will need to bring a five-function calculator with a square root function to class. **Textbook Requirement:** 2011 NEC: National Electric Code.

Instructor: Terry Quinn

F, S&Su	6:00pm-10:00pm 8:00am-5:00pm	Jan 23-Feb 01	Fee: \$125	40 hrs	62028	CEC 131
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## FIRE STANDARD INSPECTION, LEVEL I

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. **Textbook Requirement:** 2012 Fire Prevention Code.

Instructor: Charlie Johnson

F, S&Su	6:00pm-10:00pm 8:00am-5:00pm	Feb 13-Feb 22	Fee: \$125	40 hrs	62029	CEC 118
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## MECHANICAL STANDARD INSPECTION, LEVEL I

This course offers individuals, contractors, and inspectors a working knowledge of the current North Carolina Mechanical and Fuel Gas Code. This course is required for anyone taking the North Carolina Department of Insurance Mechanical Inspector Certification Test, Level I. **Textbook Requirement:** North Carolina Mechanical Code 2012, North Carolina Fuel Gas Code 2012, and North Carolina Energy Conservation Code 2012.

Instructor: Jason Everage

S&Su	8:00am-5:00pm	Jan 24-Feb 01	Fee: \$125	32 hrs	62030	CEC 118
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## MECHANICAL STANDARD INSPECTION, LEVEL II

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 20,000 square feet per floor. **Textbook Requirement:** North Carolina Mechanical Code 2012, North Carolina Fuel Gas Code 2012, and North Carolina Energy Conservation Code 2012.

Instructor: Jason Everage

F,S,Su	8:00am-5:00pm	Feb 20-Feb 22	Fee: \$70	24 hrs	62031	CEC 127
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## MECHANICAL STANDARD INSPECTION, LEVEL III

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. **Textbook Requirement:** North Carolina Mechanical Code 2012, North Carolina Fuel Gas Code 2012, and North Carolina Energy Conservation Code 2012.

Instructor: Jason Everage

S&Su	8:00am-5:00pm	Mar 21-Mar 22	Fee: \$70	16 hrs	62032	CEC 118
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### Policy on the Notice of the Annual Security Report Availability

Fayetteville Technical Community College's annual security report is available on the FTCC website. This report is required by federal law and contains policy statements and crime statistics for the College. The policy statement addresses the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported and occurred on College property, in or on off-campus buildings or property owned or controlled by the College and on public property immediately adjacent to one of the campuses. This report is available online at [www.faytechcc.edu/security/index.aspx](http://www.faytechcc.edu/security/index.aspx). This Annual Security Report can also be accessed by clicking on the Campus Safety and Security link under "Quick Links" at the FTCC Webpage or go to the [www.faytechcc.edu](http://www.faytechcc.edu) click on Security at the bottom of the page, then click on the Annual Campus Crime Report. You may also request a paper copy from the Public Safety & Security Department located in the General Classroom Building, Room 102.

## PROPERTY MANAGEMENT

Property management is a well-respected profession that can be quite profitable. Whether you are interested in residential or commercial property management, you will find many different types of jobs available. Instruction will include an overview of property management, the manager-owner relationship, leases and tenant relations, managing residential property, managing commercial property, legal issues in property management, as well as marketing your management services. This information will also be helpful to those interested in managing their own property investments. **NOTE:** This does not qualify as a real estate license course.

Instructor: Carol Boswell

Th	6:30pm-9:30pm	Feb 05-Mar 26	Fee: \$70	24 hrs	90859	DBHS
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## SHRM-CP/SHRMSCP

SHRM-CP/SHRMSCP 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 and must be prepaid through the FTCC bookstore. Fee does not include cost of exam.**

Instructor: Amie Brewer

M&W	6:00pm-9:00pm	Mar 02-Apr 22	Fee: \$125	42 hrs	33318	CBI 122
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## SOCIAL SERVICES CAREERS

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 Cumberland County Department 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: Shirley Harris

T&Th	6:00pm-9:00pm	Jan 13-Feb 05	Fee: \$70	24 hrs	33322	HTC
T&Th	6:00pm-9:00pm	Feb 24-Mar 19	Fee: \$70	24 hrs	33323	HTC

## TENANTS AND LANDLORDS

This workshop is designed to answer the questions you've always wanted to ask about leasing and/or renting property. It will help both tenants and landlords understand leases and their rights under NC Statute 42. You will better understand when the landlord can enter the property without the renter's/lessor's permission, how to handle requests for repairs, and what a "timely manner" for repairs is. Learn what can and cannot be done with a security deposit and if it comes to it, how small claims court can assist both tenants and landlords.

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

Instructor: Carol Boswell

Sat	9:00am-2:00pm	Jan 24	Fee: \$25	5 hrs	90860	CEC 127
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## AMERICAN MANAGEMENT ASSOCIATION

### DELIVERING "KNOCK YOUR SOCKS OFF" SERVICE – NEW!

This course creates a service advantage with the help of customer service guru Ron Zemke. Based on his acclaimed "Knock Your Socks Off" series, this course reveals the secrets of customer care including how to see things from the customer's perspective, become a fixer and problem solver, cope with difficult customers, and know when to bend the rules – all in easy-to-follow steps and the same down-to-earth style. **\*Make check payable to: Fayetteville Regional Chamber (\$70 registration and \$105 AMA textbook and materials).**

Instructor: Amie Brewer

Th	6:00pm-9:00pm	Feb 05-Mar 19	Fee: \$175*	21 hrs	30103	CBI 134
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### FUNDAMENTALS OF HUMAN RESOURCES

This course focuses on how to write job descriptions and specifications, recruit and hire the best people, assemble competitive salary and benefit packages, interpret law and ethical issues in Human Resources Management, and foster positive employee relations. **\*Make check payable to: Fayetteville Regional Chamber (\$70 registration and \$105 AMA textbook and materials).**

Instructor: Amie Brewer

T	6:00pm-9:00pm	Feb 03-Mar 17	Fee: \$175*	21 hrs	30102	CBI 134
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### TAKING CONTROL WITH TIME MANAGEMENT

This course outlines basic time management strategies for increasing profits, productivity, and your own chance of career success. It shows you how to calculate a meaningful time audit and take the steps you need to manage your time well so you can better manage the time of others. **\*Make check payable to: Fayetteville Regional Chamber (\$70 registration and \$105 AMA textbook and materials).**

Instructor: Linda Van Noy-Stamp

T	9:00am-12:00N	Feb 03-Mar 17	Fee: \$175*	21 hrs	30101	CBI 134
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## BANKING

### BANK/CREDIT UNION TELLER TRAINING

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	6:00pm-9:00pm	Jan 13-Feb 05	Fee: \$70	24 hrs	33302	CBI 127
T&Th	6:00pm-9:00pm	Feb 24-Mar 19	Fee: \$70	24 hrs	33303	CBI 127

## NOTARY PUBLIC

### E-NOTARY PUBLIC

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. **This is a self-supporting class; fee-exempt status does not apply.** **PREREQUISITE:** Students must provide current Notary Public Commission number and current state or federal picture identification for admission to class. **The active duty military and civilian ID cards DO NOT meet the identification requirement.** The ID must be a valid ID with a picture of the face and either signature of physical descriptors or both.

Instructor: Mike Brown

T	8:30am-12:30pm	Feb 03	Fee: \$50	4 hrs	30104	CBI 129
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### NOTARY PUBLIC

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

**PREREQUISITE:** Students must provide current state or federal picture identification for admission to class. **The active duty military and civilian ID cards DO NOT meet the identification requirement.** The ID must be a valid ID with a picture of the face and either signature of physical descriptors or both.

Instructor: Mike Brown

W	8:30am-4:30pm	Jan 14	Fee: \$50	7 hrs	30105	CBI 111
W	8:30am-4:30pm	Jan 21	Fee: \$50	7 hrs	30106	CBI 111
W	8:30am-4:30pm	Jan 28	Fee: \$50	7 hrs	30107	CBI 111
W	8:30am-4:30pm	Feb 04	Fee: \$50	7 hrs	30108	CBI 111
W	8:30am-4:30pm	Feb 11	Fee: \$50	7 hrs	30109	CBI 111
W	8:30am-4:30pm	Feb 18	Fee: \$50	7 hrs	30110	CBI 111
W	8:30am-4:30pm	Mar 04	Fee: \$50	7 hrs	30111	CBI 111
W	8:30am-4:30pm	Mar 18	Fee: \$50	7 hrs	30112	CBI 111
W	8:30am-4:30pm	Mar 25	Fee: \$50	7 hrs	30113	CBI 111
Instructor: Bret Kane						
M&W	6:00pm-9:30pm	Jan 12-Jan 14	Fee: \$50	7 hrs	30114	CBI 111
M&W	6:00pm-9:30pm	Feb 16-Feb 18	Fee: \$50	7 hrs	30115	CBI 111
Sat	8:30am-4:30pm	Mar 07	Fee: \$50	7 hrs	30116	CBI 111
M&W	6:00pm-9:30pm	Mar 16-Mar 18	Fee: \$50	7 hrs	30117	CBI 111

## OFFICE SKILLS

### BASIC KEYBOARDING SKILLS

Familiarity with and ease in using a computer keyboard is the basic skill for anyone interested in learning to use a computer or entering the job market for office personnel. If you don't know how to type, if you get by using the two fingers hunt and peck method, this course is your starting point. Topics include computer keyboarding skills, refinement drills, timed writing, and proofreading techniques. Join us and develop the most basic of office skills. **CLASS SIZE IS LIMITED BECAUSE OF THE NUMBER OF AVAILABLE COMPUTERS.**

**RECOMMENDED: Bring a USB flash drive.**

Instructor: Sheila Goins

M-Th	6:00pm-9:00pm	Jan 12-Feb 05	Fee: \$125	45 hrs	30136	CBI 123
M-Th	6:00pm-9:00pm	Feb 09-Mar 05	Fee: \$125	48 hrs	30137	CBI 123
Instructor: Lashanda Simons						
M-Th	9:00am-12:00N	Mar 09-Apr 02	Fee: \$125	48 hrs	30119	CBI 123

### COMPUTER OFFICE ESSENTIALS - NEW!

Be the best you can be in today's office environment! This course covers the essentials for administrative professionals: computerized keyboarding skills, MS Office 2013-Word, Excel and Powerpoint. Enhance your skill base through practical application of MS 2013 programs and typing assessments. Learn more about effective office correspondence, communication skills, time management and public relations. Don't delay...enhance your employment and advancement opportunities... today!

**Note: Students will need to purchase a flash drive, a two-inch three ring binder and seven dividers.**

Instructor: LaShanda Simons

M-F	8:30am-12:30pm	Jan 12-Mar 06	Fee: \$180	156 hrs	30118	CBI 123
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Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Continuing Education classes begin in different weeks and months.						
8	9	10	11	12	13	14
Check start dates to be sure you won't miss a course!						

**ASK THE EXPERT SERIES: BUSINESS CLINICS**

Attend these topical seminars to gain a better understanding of business-related issues to help you succeed in today's ever-changing economy. Each session focuses on one specific issue. Some examples are talking to a lawyer about trademark issues, or talking to the IRS/DOR about new tax laws, or how to avoid audit exceptions, etc. All sessions are held the 3rd Thursday of each month from 10:00am-11:30am.

Instructor: TBA

**Legal Issues**

Th	10:00am-11:30am	Jan 15	Fee: FREE	1.5 hrs	CBI 129
<b>Federal and State Taxes</b>					
Th	10:00am-11:30am	Feb 12	Fee: FREE	1.5 hrs	CBI 129
<b>Lending/Loan Readiness</b>					
Th	10:00am-11:30am	Mar 12	Fee: FREE	1.5 hrs	CBI 129

**DESIGNING YOUR OWN WEBSITE PART I – NEW!**

In this class students will learn about the various programs available for building their own website. They will learn the difference between the website builders that require little to no coding knowledge and more complex solutions. The instructor will then lead the class in using a website builder to create their own website. Students will leave with a functional framework for their website so they can begin to customize and work on advanced features during the next class. **Class size is limited and pre-registration is required. You MUST own a business to attend this workshop.**

Instructor: Ashley Thompson

W	6:00pm-9:00pm	Feb 11	Fee: FREE	3 hrs	CBI 129
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**DESIGNING YOUR OWN WEBSITE PART II – NEW!**

**Must attend Part I to continue Part II Session!** In this class students will begin to customize their websites and add additional features to their site. We will go over adding photos, social media integrations, contact forms, sign-up forms, and more. Some basic coding knowledge will be covered to help with minor customizations. **Class size is limited and pre-registration is required. You MUST own a business to attend this workshop.**

Instructor: Ashley Thompson

W	6:00pm-9:00pm	Feb 18	Fee: FREE	3 hrs	CBI 129
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**DOING BUSINESS WITH THE FEDERAL GOVERNMENT: CONTRACTING 101**

The class is an introduction to doing business with the government. Topics include: levels of federal purchasing, how the federal government buys products, how to sell your commodities and services to the Federal Government, methods of procurement, socio-economic small business programs for which you may qualify, registration and codes required to work with the government, locating and identifying federal business opportunities, and resources available to assist federal contractors in North Carolina.

Instructor: Jeff Gowen, NC MBC

W	1:00pm-3:00pm	Feb 18	Fee: FREE	2 hrs	CBI 129
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**FINDING GOVERNMENT OPPORTUNITIES ON THE INTERNET**

Government is always in need of your products and services. Sometimes the issue for small business owners is finding those opportunities. In this seminar the attendees will be able to find federal & state contracts on the Internet. Topics include: Federal Business Opportunities, NC E-Procurement, DOD Email, and GSA.

Instructor: Jeff Gowen, NC MBC

W	1:00pm-3:00pm	Mar 18	Fee: FREE	2 hrs	CBI 129
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**HOW DO YOU KNOW YOUR BUSINESS IS READY FOR GROWTH? – NEW!**

How do you know when it's time grow? Do you know where your business is headed? This seminar will identify key business indicators that can show if your business is ready for growth and identify where the challenges are and assist you with focusing on the areas to create a growth plan that will allow you to move your business to the next level.

Instructor: Debra Morman

M	6:00pm-9:00pm	Mar 02	Fee: FREE	3 hrs	CBI 129
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**HOW TO PREPARE FOR A LENDER**

Find out what information banks really need for a solid funding proposal and how it's used, what type of questions the lender will ask you, and what questions to ask the lender. Hear the "do's and don'ts" that you can address now to improve your chances.

Instructor: Paula Williams

M	6:00pm-8:00pm	Mar 23	Fee: FREE	2 hrs	CBI 129
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**HOW TO RAISE YOUR CREDIT SCORE TO OVER 750 POINTS**

An excellent credit score is now considered to be 740 points or higher. Should you have one credit card or four? Should you pay off your balances every month or carry a balance? Should you carry a credit card even though you have not used it in years? The answers to these questions may surprise you when it comes to increasing your credit score. Now more than ever, having good credit is important in being able to obtain a loan to start or expand your business. Your credit score is also important in determining the interest rate of your loans, your insurance, premiums and deposits required for phone and utility services. As of October 1, 2005, every adult in North Carolina has been able to receive a free credit report from each of the three credit reporting bureaus. Do you understand these reports and how to read them? In this three-hour seminar we will discuss the history of credit scoring, how to read a credit report, and what factors are used in calculating your FICO or Beacon score. You will learn the legal tricks credit bureaus do not reveal on how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments, and carry balances. This seminar will also include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now!

Instructor: Bob Moore

M	6:00pm-9:00pm	Jan 12	Fee: FREE	3 hrs	CBI 129
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**INTELLECTUAL PROPERTY LAW FOR A SMALL BUSINESS**

Do you have a logo? Slogan? Website? Original artwork? Secret recipe? Did you write a book or develop a new product? Then come to this seminar and learn about the crucial points of protecting a business's or an organization's valuable intangible assets through basic information about copyrights, patents, trademarks, and trade secrets.

Instructor: TBA

W	6:00pm-8:00pm	Feb 25	Fee: FREE	2 hrs	CBI 129
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**INTRODUCTION TO SECURITIES FOR ENTREPRENEURS SEEKING TO RAISE BUSINESS CAPITAL**

Are you trying to raise business capital? Are you seeking others to invest in your business (including family and friends)? Before you raise that money or ask for investments, you need to attend this seminar. If you ask people to provide investment funds to your business, as a general rule, you are considered to be "making a securities offering" which is regulated under state and federal law. The Securities Division of the NC Secretary of State administers North Carolina's securities law. Come and find out more about this division, securities offerings, and answers to frequently asked questions.

Instructor: John Maron

M	6:00pm-8:00pm	Mar 30	Fee: FREE	2 hrs	CBI 129
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**LEAN THINKING FOR YOUR SMALL BUSINESS – NEW!**

"Lean" thinking is invaluable in managing costs, production, and employees. There are a number of certifications that a business can attain that display that company's commitment to being lean. However, what are they and are they worth it? What can lean thinking do for my small business? Attend this seminar to learn about this universal process to help identify, investigate, analyze, and fix problems at every level of your small business.

Instructor: Matthew Neal

W	6:00pm-9:00pm	Jan 28	Fee: FREE	3 hrs	CBI 129
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**POLISH UP YOUR ELEVATOR SPEECH – PITCH PARTY**

Why is an elevator pitch so important in business networking? Your elevator pitch may be one of the single most important tools you can use to communicate your business concept or brilliant idea. In this interactive seminar participants will learn the key components of an elevator pitch and will be given an opportunity to practice their pitch and receive constructive feedback. Come join the party and practice your pitch to prepare you for the right opportunity to share your idea or business to the right person or group.

Instructor: Deb Dougherty

W	6:00pm-9:00pm	Feb 04	Fee: FREE	3 hrs	CBI 129
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**PROMOTING YOUR NON-PROFIT CAUSE – NEW!**

Writing material for nonprofit publications, direct mail, email communications, and fund-raising is a specialized subset of writing. It draws on the styles and rules of journalism, personal communications, academic and report writing, and more, but it is more than any of these types of writing. This seminar is designed to understand the many variations and provide some guidance on how to write for different nonprofit purposes: Writing to Fundraise • Writing Great Fundraising Materials • Writing Fundraising Letters • How to Write a Donation Thank You Letter That Seals the Deal • Writing Donor Newsletters • Writing for Nonprofit Public Relations/Marketing • Sample Press Releases for Nonprofits • 6 Website Content Ideas • Online Marketing Guide for Nonprofits • Writing a Great Annual Report • Writing a Nonprofit Mission Statement • Grant Writing • How to Write a Grant Proposal • From Confused to Focused: 8 Grant Proposal Writing Tips • Common Grant Proposal Mistakes You Want to Avoid • A Journalist's Approach to Writing Grants • Make Your Letter of Inquiry a Winner.

Instructor: Sam Gore

M	6:00pm-9:00pm	Feb 16	Fee: FREE	3 hrs	CBI 129
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**SOCIAL MEDIA MARKETING STRATEGY: TOOLS AND TECHNIQUES**

Learn how to use the best no-cost tools to promote your small business through the major social media platforms such as Facebook, Twitter, Google Plus, Pinterest, and Instagram. Learn the techniques to target your customers on the right platform. Find the right ways to make different tools and strategies work with your overall marketing.

Instructor: Todd Lyden

W	6:00pm-8:00pm	Jan 14	Fee: FREE	2 hrs	CBI 129
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**NC REAL Entrepreneurship Series****THE ENTREPRENEUR IN YOU – NEW!**

Do you have what it takes to be a business owner? Earn Your Certificate! This interactive seminar is part of the "Winter 2015 REAL Entrepreneurship Series." Five (5) stand-alone seminars explore key issues related to starting your business. Topics include: self-assessment, business idea and site feasibility, legal structure, marketing, and business financials. Attend four (4) out of 5 seminars in the "Winter 2015 NC REAL" series to earn your NC REAL Business Start-Up Certificate.

Instructor: Tamara Bryant

T	10:00am-12:00N	Jan 13	Fee: FREE	2 hrs	CRBL
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**MARKET RESEARCH FOR YOUR BUSINESS**

This session will include a demonstration of library resources for new entrepreneurs to conduct marketing research on demographics, industry analysis, and competition using Simply Map and other Regional Business Data. Earn Your Certificate! This interactive seminar is part of the "Winter 2015 REAL Entrepreneurship Series." Five (5) stand-alone seminars explore key issues related to starting your business. Attend four (4) out of 5 seminars in the "Winter 2015 NC REAL" series to earn your NC REAL Business Start-Up Certificate

Instructor: Tamara Bryant

T	10:00am-12:00N	Jan 20	Fee: FREE	2 hrs	CRBL
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**IS THE PRICE REALLY RIGHT? – NEW!**

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. A few simple strategies will have you right in line with the competition and generating profits as well. Class will also go over your breakeven point to determine how many products or services you need to sell each month to cover your expenses. Earn Your Certificate! This interactive seminar is part of the "Winter 2015 REAL Entrepreneurship Series." Five (5) stand-alone seminars explore key issues related to starting your business. Attend four (4) out of 5 seminars in the "Winter 2015 NC REAL" series to earn your NC REAL Business Start-Up Certificate

Instructor: Debra Morman

T	10:00am-1:00pm	Jan 27	Fee: FREE	3 hrs	CRBL
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**CREATING A MARKETING PLAN FOR YOUR BUSINESS**

This seminar will cover the 4 P's of Marketing and the importance of creating a marketing plan and budget to gain customers and increase sales. You will learn innovative ways to market and advertise your business effectively on a limited budget. Attend four (4) out of 5 seminars in the "Winter 2015 NC REAL" series to earn your NC REAL Business Start-Up Certificate.

Instructor: Debra Morman

T	10:00am-1:00pm	Feb 03	Fee: FREE	3 hrs	CRBL
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**ON YOUR MARK, GET SET, AND GO! – NEW!**

This session will cover some tips and strategies to start and sustain your business. In this session certificates will be given to those individuals that have completed 4 out of 5 NC REAL START-UP SERIES seminars. This session is not considered one of the four seminars.

Instructor: Tamara Bryant

T	10:00am-12:00N	Feb 10	Fee: FREE	2 hrs	CRBL
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**MAINTENANCE MANAGEMENT**

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	8:00am-5:00pm	Jan 12-Jan 16	Fee: \$125	40 hrs	49001	FB SDC B01
M-F	8:00am-5:00pm	Jan 26-Jan 30	Fee: \$125	40 hrs	49002	FB SDC B01
M-F	8:00am-5:00pm	Feb 02-Feb 06	Fee: \$125	40 hrs	49003	FB SDC B01
M-F	8:00am-5:00pm	Feb 09-Feb 13	Fee: \$125	40 hrs	49004	FB SDC B01
M-F	8:00am-5:00pm	Feb 16-Feb 20	Fee: \$125	40 hrs	49005	FB SDC B01
M-F	8:00am-5:00pm	Feb 23-Feb 27	Fee: \$125	40 hrs	49006	FB SDC B01
M-F	8:00am-5:00pm	Mar 02-Mar 06	Fee: \$125	40 hrs	49007	FB SDC B01
M-F	8:00am-5:00pm	Mar 09-Mar 13	Fee: \$125	40 hrs	49008	FB SDC B01
M-F	8:00am-5:00pm	Mar 16-Mar 20	Fee: \$125	40 hrs	49009	FB SDC B01

**COMMERCIAL SEWING**

**INDUSTRIAL SEWING MACHINE OPERATOR (BEGINNING/INTERMEDIATE) – NEW!**



Many people do not think of sewing as an occupation, but this field is increasing in job opportunities. If you are interested in seeking employment as a seamstress using an industrial sewing machine, or you need to continue practicing your skills, this is the course you need to gain the appropriate training. During this course, you will learn basic and some intermediate-level techniques for operating high-speed, industrial sewing machines that are used in the production of clothing, parachutes, tents, boat sails, as well as furniture upholstery, drapery, bedding, and other heavy duty fabrics. While basic sewing skills is a plus, it is not necessary, as you will be given an introduction to the sewing machine and the function of the parts, care and maintenance of the machines, basic operating procedures including threading, stitching on heavyweight fabrics, sewing techniques used in apparel production, and quality control. Your instructor has many years' experience working in the sewing industry including military contract work. This course is ideal for those novice operators seeking further training. **NOTE:** Students may need to bring some supplies based on their desired project; however, these are not required if you wish to practice on fabrics. Please contact the instructor with questions by calling 910-494-5468.

Instructor: Milagros Whitted

M	6:00pm-9:00pm	Jan 05-Mar 02	Fee: \$70	24 hrs	90861	RSW
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**INDUSTRIAL SEWING MACHINE OPERATOR (INTERMEDIATE)**



Broaden your abilities as an industrial sewing machine operator by taking this intermediate level course. In this class, you will receive hands-on training from your instructor and build the confidence to work independently on the machine to complete various level projects. **NOTE:** Students may need to bring some supplies based on their desired project; however, these are not required if you wish to continue practicing on fabrics alone. Please contact the instructor with questions by calling 910-494-5468.

Instructor: Milagros Whitted

W	6:00pm-9:00pm	Feb 04-Mar 25	Fee: \$70	24 hrs	90862	RSW
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**COMMUNICATIONS**

**CATV COMMUNICATIONS/CABLING**

Gain the skills necessary for high-paying positions in this area and throughout the United States. 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 at 678-0081.

Instructor: Mike Gaster

M-Th	7:00am-4:00pm	Jan 05-Mar 26	Fee: \$180	376 hrs	61008	CBI 125
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**FIBER OPTICS I**

This course will teach students the basics of fiber optics, fiber-optic networks, fiber-optic splicing procedures, fiber-optic analysis and testing equipment. This will include use of the Optical Time Domain Reflectometer (OTDR) and testing equipment that involves fiber-optic link troubleshooting and system design. Each student will have the opportunity to make mechanical and fusion splices as are used in the industry. Students will also make an operating patch cable with the proper techniques and fiber-optic connectors; requiring that cable pass the minimum loss as required in the field. Time is devoted to a thorough understanding of Fiber Optic terms, design, troubleshooting and testing for correct operation of the finished system. Upon successful completion of this course, each student will have the option to take the Fiber Optic Association CFOT (Certified Fiber Optic Technician) certification exam – a nationally recognized measure of an entry level Fiber Optic Technician. **Textbook Requirement: *Fiber Optics Technician's Manual, 4th Edition.* This course provides hands-on training.**

Instructor: William Van Ewert

F	1:00pm-5:00pm	Jan 16-Mar 13	Fee: \$125	36 hrs	62015	CBI 128
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Please visit FTCC's  
**Continuing Education Home Page at:**  
[www.faytechcc.edu/continuing\\_education](http://www.faytechcc.edu/continuing_education)

**DON'T DELAY! REGISTER TODAY!**



# COMPUTER EDUCATION

## MICROSOFT EXCEL LEVEL I

This course introduces students to the essentials of Microsoft Excel. Students will be able to create simple spreadsheets including editing, formatting, and printing. It is intended for people with little or no background in spreadsheets. Simple formulas and introductory data handling are covered. **NOT FOR PEOPLE NEW TO WINDOWS. RECOMMENDED: Bring a USB flash drive. PREREQUISITE:** At least three months' experience using Windows or a full course in Windows.

Instructor: Boni Mays

Th	6:00pm-9:00pm	Jan 15-Mar 05	Fee: \$70	24 hrs	30138	CBI 108-B
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## MICROSOFT EXCEL LEVEL II

This course picks up where Microsoft Excel Level I ended with more in-depth use of formulas, data handling, and the use of multiple sheets. More in-depth coverage of charts, data formatting, and reporting is covered. **MUST HAVE A GENERAL KNOWLEDGE OF INTRODUCTORY EXCEL. It is highly recommended to take Excel Level I before taking this course.**

**RECOMMENDED: Bring a USB flash drive.**

Instructor: Boni Mays

W	6:00pm-9:00pm	Jan 14-Mar 04	Fee: \$70	24 hrs	30139	CBI 108-B
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## MICROSOFT WINDOWS 7 LEVEL I

This course is for the absolute beginner at Microsoft Windows 7. You will learn the terminology so you know what is being talked about. You will learn the basic parts of Windows such as icons, desktop, pointers, and copy and paste. Also included is learning how to open and close programs, as well as opening, editing, and saving documents. An important part of this class is learning how to manage your documents such as how to find things you have lost and how to plan your computing. **RECOMMENDED: Bring a USB flash drive.**

Instructor: Ella Wise

M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$70	24 hrs	30140	CBI 108-B
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## MICROSOFT WINDOWS 7 LEVEL II

This course picks up where Windows Level I ends with more in-depth use of the menus and interface. You will learn to use several programs at once and find your way around inside them. Managing your documents, using a USB flash drive for storage and backup, and working with different kinds of documents is covered. This is an excellent preparation for taking the PCs Basics course. **RECOMMENDED: Bring a USB flash drive.**

Instructor: Ella Wise

T	6:00pm-9:00pm	Jan 13-Mar 03	Fee: \$70	24 hrs	30141	CBI 108-B
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## MICROSOFT WORD 2013 BASICS – NEW!

This course gives a brief introduction to the essential, basic activities in Word 2013. 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.

Instructor: Laverne Godfrey Jones

M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$70	24 hrs	30142	CBI 110
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## MODERN OFFICE SOFTWARE (WINDOWS, WORD, AND EXCEL)

Need a job? Working in today's business environment requires up-to-date computer skills. This course will enhance your skills in using Windows, computer word processing, and developing spreadsheets using Windows, Microsoft Word, and Excel. The employment process explores résumé writing, interviewing techniques, employee/employer expectations, and professional image. These valuable skills will give unemployed adults the "competitive edge" in their job search. The class uses Office 2013, and the classwork will also apply to earlier versions of Office. (\*Students will receive the full Continuing Education Scholarship resulting in no tuition cost for the student.) **RECOMMENDED: Bring a USB flash drive. Basic keyboarding skills required. Call 678-8230 for registration information.**

Instructor: Roger Britt

M-Th	8:30am-5:00pm	Jan 12-Feb 12	Fee: FREE	142.5 hrs	30121	CBI 108B
M-Th	8:30am-5:00pm	Feb 16-Mar 19	Fee: FREE	150 hrs	30122	CBI 108B

## COMPTIA COMPUTER TECHNICIAN SUPPORT PROGRAMS

*The Computing Technology Industry Association (CompTIA) created the A+ Certification to address the need for an entry level vendor-neutral technician certification. This certification validates foundation-level knowledge and skills necessary for a career in PC support. Two exams are necessary to be certified: CompTIA A+ 220-801; and CompTIA A+ 220-802. These exams are updated versions of the 220-701 & 220-702 exams that retired on 31 August 2013. CompTIA A+ 220-801 covers the fundamentals of computer technology, installation and configuration of PCs, laptops and related hardware, and basic networking. CompTIA A+ 220-802 covers the skills required to install and configure PC operating systems, as well as configuring common features (e.g. network connectivity and email) for mobile operating systems Android and Apple iOS. FTCC offers courses to help students acquire the knowledge and skills necessary to prepare for the current exams. The A+ certification is the recommended starting point for most IT certification paths and is a good foundation for any IT professional's career. Many employers are now requiring this certification as a condition for employment. For more information, please visit the CompTIA Website to know more about A+ certification. (<http://certification.comptia.org/getCertified/certifications/a.aspx>).*

## COMPTIA A+ CERTIFICATION (COMPREHENSIVE)

This course is designed to cover all topics required to prepare the student for the current CompTIA A+ Exams (2012 Edition: CompTIA A+ 220-801 & 220-802). This comprehensive approach will walk the student through all of the information needed to study for the exams. The hands-on training component of the course will help the student prepare for the exams by providing experience in the installation, configuration, optimization, preventive maintenance, troubleshooting, and repair of computer hardware and operation system components. **Textbook Requirement:** Will be announced by the instructor during the first class.

Instructor: Rusty Pylate

T&Th	6:00pm-9:00pm	Jan 13-May 19	Fee: \$180	105 hrs	62014	SLC 211
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## COMPTIA A+ (OPERATING SYSTEM)

This course is designed to cover the topics required to prepare the student for the current CompTIA A+ Exam (2012 Edition: CompTIA A+ Exam 220-802). This course takes a hands-on approach to teaching students about the operating systems, from using the different Windows Oses to demonstrating how the boot process works, as well as installing, troubleshooting, and supporting the most common operating systems in use on the personal computer. In addition, the topics of security, mobile devices, and troubleshooting are covered. This course culminates in the students training for the CompTIA A+ certification and prepares them for performing as a computer service technician in the real world.

Instructor: William Van Ewert

F	8:00am-12:00N	Jan 16-Apr 03	Fee: \$125	48 hrs	62028	ICD
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### COMPTIA NETWORK+

This course is designed to cover all topics required to prepare the student for the current CompTIA Network+ Exam (N10-005). This exam covers network technologies, installation and configuration, media and topologies, management, and security. The revised test objectives (1 Dec 2011) address virtual networking and give increased attention to network security and coverage of the seven-layer Open System Interconnection (OSI) model. This course not only helps the student to prepare for the exam in the shortest time possible, but it also helps the student gain the knowledge and skills necessary to implement a defined network architecture with basic network security. **CLASS SIZE IS STRICTLY LIMITED TO 15.**

Instructor: William Van Ewert

M	8:00am-12:00N	Jan 12-Apr 13	Fee: \$125	48 hrs	62015	ICD
Instructor: Rusty Pylate						
W	6:00pm-9:00pm	Jan 14-May 06	Fee: \$125	48 hrs	62016	SLC 211

### COMPTIA SECURITY+

This course will provide students with the foundation-level knowledge and security skills necessary to prepare for the current CompTIA Security+ examination (SYO-401). It will help students identify risk, to participate in risk mitigation activities, and to provide infrastructure, application, information, and operational security. In addition, the students will be able to apply security controls to maintain confidentiality, integrity, and availability, identify appropriate technologies and products, troubleshoot security events and incidents, and operate with an awareness of applicable policies, laws, and regulations. **CLASS SIZE IS STRICTLY LIMITED TO 15.**

Instructor: William Van Ewert

W	8:00am-12:00N	Jan 14-Apr 01	Fee: \$125	48 hrs	62017	ICD
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## COSMETIC ARTS

### BARBER TRAINING I

This state board approved, three-part program consists of 1,528 hours of training for men and women interested in becoming entry-level barbers. Topics include theory and lab experience to prepare for the NC State Board of Licensure examination. Students will be responsible for the additional cost of textbooks, barber kit, and uniforms. **\*NOTE: Will register three times for a total fee of \$540. Please call 678-0032 for more information.**

Instructor: David Richardson

M-Th & F	8:00am-4:15pm 8:00am-12:00N	Jan 05-May 01	Fee: \$180	532.5 hrs	33304	CEC 150
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### ESTHETICS AND SKIN CARE

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. Students will be responsible for the additional cost of textbooks, esthetician kit, and uniforms. **Please call 678-0033 for more information.**

Instructor: Remonica McLean

M-Th & F	8:00am-4:00pm 8:00am-12:00N	Jan 05-May 26	Fee: \$180	600 hrs	33308	TALLY
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### MANICURING AND NAIL TECHNOLOGY

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. This program prepares the student for the North Carolina State Cosmetic Arts Licensing Exam. Students will be responsible for the additional cost of textbooks, manicurist kit, and uniforms. **Please call 678-0032 for more information.**

Instructor: Kimberly Carlton, Sheila Darden, Dari Austin

M-Th & F	8:00am-4:00pm 8:00am-12:00N	Nov 10-Feb 06, 2014	Fee: \$180	323 hrs	33311	TALLY
M-F	5:30pm-9:30pm	Jan 05-May 08, 2015	Fee: \$180	332 hrs	33312	TALLY
M-Th & F	8:00am-4:00pm 8:00am-12:00N	Feb 09-Apr 30, 2015	Fee: \$180	344 hrs	33313	TALLY

### NATURAL HAIR CARE

Fayetteville Technical Community College (FTCC) is now providing the program that prepares students for the licensure as a Natural Hair Specialist. **(All Natural Hair Care Specialists not practicing prior to July 1, 2010 must go to school for 300 hours prior to taking the examination. Current law gives individuals until July 1, 2015 to pass the examination.)** Upon completion of the 300+ hour course, students must pass the examination with a score of 75% or higher and pay the license fee to become licensed. Students will also be responsible for the cost of textbooks, kit, and uniforms. **Please call 678-0033 for more information.**

Instructor: Sheila Darden, Kimberly Carlton

M-Th & F	8:00am-4:00pm 8:00am-12:00N	Nov 10-Feb 06, 2014	Fee: \$180	323 hrs	33314	TALLY
M-F	5:30pm-9:30pm	Jan 05-May 08, 2015	Fee: \$180	332 hrs	33315	TALLY
M-Th & F	8:00am-4:00pm 8:00am-12:00N	Feb 09-Apr 30, 2015	Fee: \$180	344 hrs	33316	TALLY

**FTCC's Continuing Education Programs are now providing client services!  
Call today for appointment times and more info!**

**Barbering and Therapeutic Massage 678-0148 (Main Campus)  
Nail Technology and Natural Hair Care 486-3980 (Tallywood Annex)  
Esthetics 486-3983 (Tallywood Annex)**

## THERAPEUTIC MASSAGE

This 550-hour program provides future massage therapists with the practical skills and knowledge necessary to be successful in the salon/spa industry, as well as the field of healthcare. Students will gain a thorough understanding of the human body, its anatomy and physiology, as well as administering a professional massage in a clinical environment. Students will be prepared to become licensed massage therapists in North Carolina. Students will be responsible for the additional cost of textbooks and uniforms. (\*Registration: \$180; Clinicals: \$50; required student insurance: \$15.)

Instructor: Henrike Bowman

T,Th,F	9:30am-2:30pm	Jan 13-Nov 19	Fee: \$245	550 hrs	33324	CEC 147
T,W,Th	5:00pm-10:00pm	Jan 13-Nov 19	Fee: \$245	550 hrs	33326	CEC 147

# EMERGENCY SERVICES TRAINING

## BASIC ANATOMY & PHYSIOLOGY – ONLINE

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. **This course is required for completion of the Emergency Medical Technician – Paramedic Initial. For more information, please call 678-8251.**

Instructor: TBA

online	online	Jan 07-Mar 04	Fee: \$180	96 hrs	56000	online
online	online	Mar 10-May 02	Fee: \$180	96 hrs	56001	online

## CERTIFIED NURSING ASSISTANT I

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, patient 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 effectively. The course requires the student to comply with FTCC Immunization policy. Please note that some clinical facilities require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **Insurance Fee: \$14.50** required to be paid at time of registration. **Textbook Requirement: Mosby's Textbook for Nursing Assistants, 8<sup>th</sup> Edition.** For further information, please call 678-8251. **PRE-REGISTRATION IS REQUIRED in the Neill Currie Building, Room 9.**

Registration Fee: \$180.

**PREREQUISITES:** Social security card, picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR and cannot expire during class dates). Visit [www.ftccpass.com](http://www.ftccpass.com) to see the next available schedule. Once you have all your prerequisites met, you must visit [www.ftccpass.com](http://www.ftccpass.com) to receive a pass to register. The pass is valid for two business days.

## CERTIFIED NURSING ASSISTANT II

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. The course requires the student to comply with FTCC Immunization policy. Please note that some clinical facilities require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **Insurance Fee: \$14.50** required to be paid at time of registration. **PRE-REGISTRATION IS REQUIRED in the Neill Currie Building, Room 9.**

**Textbook Requirement: Custom ACP Nurse Aide II, 2<sup>nd</sup> Edition.** For further information, please call 678-8251.

Registration Fee: \$180

**PREREQUISITES:** social security card, picture ID, high school credentials, CPR card (must be the American Heart Association's Healthcare Provider CPR and cannot expire during class dates), current listing on North Carolina Registry as a Nursing Assistant I (cannot expire during class dates), and successful completion of a formal CNA I program. Visit [www.ftccpass.com](http://www.ftccpass.com) to see the next available schedule. Once you have all your prerequisites met, you must visit [www.ftccpass.com](http://www.ftccpass.com) to receive a pass to register. The pass is valid for two business days.

## CPR-HEALTHCARE PROVIDER

This five-hour class is recommended for anyone who works in a healthcare setting (RNs, EMTs, CNAs, etc.). **This is a self-supporting class; fee-exempt status does not apply. For registration information, please call 678-8386.**

Instructor: TBA

W	5:00pm-10:00pm	Jan 14	Fee: \$45	5 hrs	56002	CDPK 203
F	9:00am-2:00pm	Jan 16	Fee: \$45	5 hrs	56003	CEC 117
W	5:00pm-10:00pm	Jan 21	Fee: \$45	5 hrs	56004	CDPK 203
F	9:00am-2:00pm	Jan 30	Fee: \$45	5 hrs	56005	CEC 117
F	9:00am-2:00pm	Feb 06	Fee: \$45	5 hrs	56006	CEC 117
W	5:00pm-10:00pm	Feb 11	Fee: \$45	5 hrs	56007	CDPK 203
F	9:00am-2:00pm	Feb 20	Fee: \$45	5 hrs	56008	CEC 117
W	5:00pm-10:00pm	Feb 25	Fee: \$45	5 hrs	56009	CDPK 203
F	9:00am-2:00pm	Mar 06	Fee: \$45	5 hrs	56010	CEC 117
W	5:00pm-10:00pm	Mar 11	Fee: \$45	5 hrs	56011	CDPK 203
F	9:00am-2:00pm	Mar 20	Fee: \$45	5 hrs	56012	CEC 117
W	5:00pm-10:00pm	Mar 25	Fee: \$45	5 hrs	56013	CDPK 203

## EMT-BASIC (NATIONAL REGISTRY)

This course provides training in the first phase of the EMT career structure. This class exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam. **A liability and accident insurance fee of \$14.50 is due on the day of registration. For more information, please call 678-8251.**

Instructor: TBA

M-Th	8:00am-5:00pm	Jan 12-Mar 10	Fee: \$180	312 hrs	56014	CDPK 208
M-Th	8:00am-5:00pm	Mar 16-May 12	Fee: \$180	312 hrs	56015	CDPK 208

### EMT-BASIC (STATE OF NC)

This course provides training in the first phase of the EMT career structure. This class exceeds National Registry standards for the EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam. (Class will meet the following Saturdays 8am-5pm: 1/17, 2/21, 3/21, 4/18, 5/9 and 5/23.) **A liability and accident insurance fee of \$14.50 is due on the day of registration. For information, please call 678-8251.**

Instructor: TBA

T,W & Sat	6:00pm-10:00pm 8:00am-5:00pm	Jan 13-May 23	Fee: \$180	200 hrs	56016	CDPK 208
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### HYBRID EMT-BASIC REFRESHER (NATIONAL REGISTRY)

This course provides training instruction and review for person needing continuing education hours and/or needing to take the National Registry Basic Exam. The review will be 36 hours of didactic online with 24 hours of classroom practical skills and Technical Scope of Practice Performance Evaluation. **For information, please call 678-8251.**

Instructor: TBA

Th	6:00pm-10:00pm	Jan 08-Feb 14	Fee: \$180	60 hrs	56018	CDPK 207
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### HYBRID EMT-BASIC (STATE OF NC)

This course provides training in the first phase of the EMT career structure. It exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam. **This course will meet once a week and require students to do ten hours a week online. A liability and accident insurance fee of \$14.50 is due on the day of registration. For information, please call 678-8251.**

Instructor: TBA

Sat	8:00am-5:00pm	Jan 24-May 02	Fee: \$180	200 hrs	56017	CDPK 208
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### HYBRID EMT – PARAMEDIC INITIAL (A)

This course is offered after the completion of the Basic Emergency Medical Technician certification. The course training will consist of the use of advanced airway devices, intravenous lines, pharmacology, cardiovascular systems, and principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. **REQUIRES PRE-REGISTRATION, CURRENT EMT-BASIC CERTIFICATION, AND HRD ASSESSMENT TESTING COMPLETED PRIOR TO COMPLETION OF CLASS. STUDENT MUST TAKE PART A (LECTURE) AND PART B (LAB / CLINICAL) AND SUCCESSFULLY COMPLETE BOTH TO BE ELIGIBLE FOR THE STATE AND NATIONAL REGISTRY CERTIFICATION EXAM.** This course will meet once a week on Wednesdays and requires students to do ten hours a week online. **For more information, please call 678-8251.**

**PREREQUISITE:** current EMT-Basic certification

**COREQUISITE:** EMT-INTERMEDIATE – PARAMEDIC INITIAL (B), BASIC ANATOMY & PHYSIOLOGY

Instructor: TBA

M&W	8:00am-5:00pm	Jan 12-Jul 06	Fee: \$180	600 hrs	56019	CDPK 207
Sat	8:00am-5:00pm	Jan 24-Sep 19	Fee: \$180	600 hrs	56020	SLC 109

### HYBRID EMT – PARAMEDIC INITIAL (B)

This course is offered after the completion of the Basic Emergency Medical Technician certification. The course training will consist of the use of advanced airway devices, intravenous lines, pharmacology, cardiovascular systems, and principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. **REQUIRES PRE-REGISTRATION, CURRENT EMT-BASIC CERTIFICATION, AND HRD ASSESSMENT TESTING COMPLETED PRIOR TO COMPLETION OF CLASS. STUDENT MUST TAKE PART A (LECTURE) AND PART B (LAB/CLINICAL) AND SUCCESSFULLY COMPLETE BOTH TO BE ELIGIBLE FOR THE STATE AND NATIONAL REGISTRY CERTIFICATION EXAM.** A liability and accident insurance fee of \$14.50 is due on the day of registration. **For more information, please call 678-8251.**

**PREREQUISITE:** Current EMT-Basic certification

**COREQUISITE:** EMT-INTERMEDIATE – PARAMEDIC INITIAL (A), BASIC ANATOMY & PHYSIOLOGY

Instructor: TBA

Th	8:00am-5:00pm	Jan 15-Jul 02	Fee: \$180	600 hrs	56021	CDPK 207
Sat	8:00am-5:00pm	Jan 25-Sep 13	Fee: \$180	600 hrs	56022	SLC 109

### NATIONAL REGISTRY PARAMEDIC REFRESHER

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 include practical skills and Technical Scope of Practice Performance Evaluation. For more information, please call 678-8251. **PREREQUISITE:** current EMT-Paramedic Certification (National or NC State).

Instructor: TBA

S&Su	8:00am-5:00pm	Jan 24-Feb 21	Fee: \$180	72 hrs	56023	CDPK 203
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### PHLEBOTOMY

This course prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. The job of a phlebotomist includes maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients, the selection of venipuncture sites, the care of blood specimens, the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experience in performing blood collections. Emphasis is placed on safety and proper selection of collection sites and the care of the collected specimen. Infection control is covered, as well as an explanation of various legal and regulatory issues relating to phlebotomy. Upon successful completion of this program, the student should be prepared to take the National Phlebotomy Certification Examination. The course requires the student comply with FTCC's Immunization policy. Please note that some clinical facilities require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **An insurance fee of \$14.50 is due at the time of registration. For more information, please call 678-8251.**

**PREREQUISITES:** Social security card, picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR card and cannot expire during class dates).

**Registration Fee: \$180.**

Once you have all your pre-requisites met, you must visit [www.ftccpass.com](http://www.ftccpass.com) to receive a pass to register.

## FITNESS INSTRUCTOR CERTIFICATION TRAINING

### CERTIFIED PERSONAL TRAINER

Begin an exciting career in health and fitness and learn the fundamentals of the personal training profession. This course will prepare students for the National Academy of Sports Medicine (NASM) certification exam. Students will learn the basic principles of training including: Fundamentals of Human Movement Science, Assessments, Training Concepts and Program Design, Nutrition and Supplementation, Client Interaction and Professional Development. Six hours of CPR training are included in this class. **Textbook Requirement: NASM Essentials of**

**Personal Fitness Training, 4<sup>th</sup> Edition.**

Instructor: Pierrie Miller

T,W,Th	9:00am-1:00pm	Jan 13-Jul 22	Fee: \$180	306 hrs	33307	SLC 102
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# FOREIGN LANGUAGE

## MANDARIN CHINESE (BEGINNING)

This is going to be a beginning course in Mandarin Chinese, the official language in Mainland China. Chinese is also one of the two official languages in Hong Kong and one of the four in Singapore; and according to a recent survey, it is now the fastest growing foreign language chosen for study by American college students. This course is designed for beginners with an emphasis on developing minimum communicative competence in Chinese. You will be introduced to the basics of the Chinese language; the pinyin, characters and grammar, and learn how to carry out simple conversations in Chinese on a variety of topics.

Instructor: Christine Wang

Th	6:30pm-9:30pm	Jan 15-Mar 05	Fee: \$70	24 hrs	90864	DBHS
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## SPANISH (ADVANCED)

Spanish is now a prominent language used throughout the United States. In this course, students will be given fast-paced training to improve their reading, writing, and conversational skills. Take this class to improve your ability to communicate with your Spanish-speaking employees, co-workers, and customers. **PREREQUISITE:** Students must have completed Spanish (Beginning) and Spanish (Intermediate) courses or equivalent experience.

Instructor: Ingrid Leon

M	6:00pm-9:00pm	Jan 26-Mar 16	Fee: \$70	24 hrs	90865	CEC 127
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## SPANISH (BEGINNING)

Spanish is the 2nd most used language in the United States. Trying to communicate with others who do not speak your language may be difficult, but any improvement in your skills should pay off with increased business and a greater appreciation for another culture. In this course you will study grammar, conversation, and culture. It is designed for those who have Spanish-speaking customers and employees, those who anticipate doing business with Spanish speakers, or those traveling to Latin America or Spain. North Carolina and Cumberland County in particular have 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 your workplace would benefit from your ability to speak and understand Spanish, then it will be to your advantage to enroll in this course.

Instructor: Isis Perez

Sat	9:00am-1:00pm	Jan 10-Feb 21	Fee: \$70	24 hrs	90867	CEC 112
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Instructor: Marysol Martinez

T&Th	6:30pm-9:30pm	Feb 03-Feb 26	Fee: \$70	24 hrs	90868	DBHS
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## SPANISH (INTERMEDIATE)

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. **PREREQUISITE:** Completion of Spanish (Beginning) course or equivalent experience.

Instructor: Ingrid Leon

Sat	9:00am-1:00pm	Feb 28-Apr 11	Fee: \$70	24 hrs	90866	CEC 112
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T&Th	6:30pm-9:30pm	Mar 03-Mar 26	Fee: \$70	24 hrs	90869	DBHS
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# HEALTHCARE/MEDICAL OFFICE TRAINING

## BRAILLE READING & WRITING, PART II - NEW!

This course is the second part of a two-part series designed for those training to become professional Braille transcribers and/or proofreaders. In this course, students will continue their practice with learning Braille characters, review the rules for using contracted and un-contracted Braille in the preparation of Braille documents, use direct six-key computer entry to acquire proficiency in reading and proofreading simulated and hard-copy Braille, and transcribe basic-level literary Braille. Students will receive hands-on training on basic computer functions necessary for professional transcribers. The instructor will also provide assistance as you apply to complete the national certification process with the Library of Congress in Literary Braille transcribing. **NOTE:** Students may qualify for scholarships! With questions please call (910) 678-8431. **PREREQUISITE:** Students must complete the Braille Reading & Writing, Part I course, have taken an equivalent course, or have considerable experience reading and writing Braille.

Instructor: Patricia Cavalier

M,W,F	8:00am-1:00pm	Jan 26-May 15	Fee: \$180	235 hrs	90870	CEC 127
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## CODING BOOTCAMP PART I - NEW!

Whether the student is new to medical coding or transitioning from ICD-9-CM to ICD-10-CM/PCS, this course helps prepare the student to code accurately and effectively using the ICD-10-CM/PCS code set with a complete understanding of relevant medical terminology and anatomy. The course will help the student by making unfamiliar medical language more approachable, and carefully sequenced medical terminology lessons help the student to understand the vastly increased anatomy necessary for accurate coding, including the locations of hundreds of arteries, muscles, nerves, and other anatomy.

Instructor: Sheryl Casey

M,T,W	5:30pm-8:30pm	Jan 12-May 11	Fee: \$180	144 hrs	33310	CBI 126
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## MEDICAL OFFICE ASSISTANT TRAINING

### ADMINISTRATIVE MEDICAL OFFICE ESSENTIALS

Looking for a career in the medical field? First, you need to learn the basics! Enhance your skills and gain the "competitive edge" as a medical office employee. Administrative Medical Office Essentials covers the essential information you need to be successful in working in a medical office. Topics include: Medical Terminology, Medical Coding, and Medical Office Management.

**Textbooks required. Basic Keyboarding/Computer Skills are required.**

Instructor: Pamela Bennett

M-Th	8:30am-3:30pm	Jan 12-Mar 19	Fee: \$180	234 hrs	30123	CBI 126
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### ASSISTING IN THE PHARMACY

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: TBA

M&W	6:00pm-9:00pm	Jan 12-Feb 16	Fee: \$125	30 hrs	33300	CBI 127
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M&W	6:00pm-9:00pm	Mar 02-Apr 01	Fee: \$125	30 hrs	33301	CBI 127
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## DENTAL RECEPTIONIST

This course will enable the student to gain the knowledge and skills necessary to become a Dental Receptionist. Topics to be covered include: Dental Terminology, Anatomy and Procedures, Office Management, Basic Bookkeeping, Insurance Procedures, and Public Relations. **Basic keyboarding/computer skills are required.**

Instructor: Ja'rice Chisholm

T&Th	6:30pm-9:30pm	Jan 13-Mar 26	Fee: \$180	66 hrs	30124	CBI 126
Instructor: Ayeshia Dowtin						
M,W,F	8:30am-1:30pm	Feb 02-Feb 27	Fee: \$180	60 hrs	30125	CBI 122
M,W,F	8:30am-1:30pm	Mar 02-Mar 27	Fee: \$180	60 hrs	30126	CBI 122

## ECG MONITOR TECHNICIAN



This advanced, comprehensive, 80-hour course is designed to prepare the students to become an ECG Monitor technician. This course teaches the students advanced anatomy and physiology of the heart, principles of EKG, and dysrhythmia recognition of all rhythms. The students will become proficient in reading and interpreting EKGs. Upon successful completion of a written and practical skill, the student will be prepared to function as a monitor technician. This will qualify the student for employment with the cardiac unit of a hospital. **For more information, please call 678-8251.**

Instructor: TBA

T&Th	6:00pm-10:00pm	Jan 13-Mar 19	Fee: \$180	80 hrs	56025	CDPK 203
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## EKG TECHNICIAN



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 Technicians (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. **For more information, please call 678-8251.**

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

T&Th	5:00pm-9:00pm	Jan 13-Feb 19	Fee: \$125	48 hrs	56024	CEC 120
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## HEALTHCARE ACTIVITY DIRECTORS TRAINING COURSE FOR NURSING HOMES & DOMICILIARY HOMES

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. **Textbook Requirement: Long Term Care for Activity Professionals, Social Service Professionals, and Recreation Therapists, 6th Edition.**

Instructor: Kim Bazemore, CTRS

T&Th	6:00pm-9:00pm	Mar 03-May 14	Fee: \$180	60 hrs	33309	HTC
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## HEARING AID SPECIALIST – NEW!

Did you know that more than 39 million Americans have hearing loss? Hearing loss is the 3rd most common health-related problem in America and hearing aid devices can enhance the quality of life for individuals with this medical concern. This course will train the student to become a Hearing Aid Specialist. Topics to be covered: Office Management and Patient Relations, Audiology Terminology and Anatomy of the Ear, Causes of Hearing Loss, Hearing Evaluation, Types of Hearing Aid Devices and Fittings, Employment Outlook and Job Search Skills. **Basic Keyboarding/Computer Skills are required.**

Instructor: Beverly Vega

T&Th	6:00pm-9:00pm	Jan 13-Mar 26	Fee: \$180	66 hrs	30127	CBI
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## REGISTERED MEDICAL ASSISTANT I

The RMA program is a two-part course for students interested in becoming multi-skilled back office medical assistants. **Insurance Fee:** \$15 required to be paid at time of registration. **PRE-REGISTRATION IS REQUIRED** in the Neill Currie Building Room 8. **Textbook requirement: The Professional Medical Assistant – An Integrative, Teamwork-Based Approach (Text + CD-ROM + Student Activity Manual).** For further information, please call 678-8251.

**Registration Fee: \$180**

**PREREQUISITES:** Allied Health background, picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR and cannot expire during class dates).

## SLEEP DISORDER TECHNICIAN

This course is designed to prepare individuals for employment as technicians in sleep disorder clinicals. The course focuses on sleep disorders, medical terminology, and sleep theory. Course topics include understanding medical terminology, sleep stage scoring, record review, respiratory events, abnormalities, and treatment. Students also learn EKG interpretation, electrode application, sleep pharmacology, and sleep disorder computer application. In addition to classroom instruction, clinicals and patient observation dates will be scheduled. **Students must have their high school credentials to take this class, along with previous experience in the medical field (RN, EMT, Paramedic, CNA, RMA, and Respiratory Therapist). Textbook is required. Basic keyboarding/computer skills are required. Drug test and criminal background will be required.**

Instructor: Louise Dover, RBSGT

T&Th	6:00pm-9:00pm	Jan 13-Mar 26	Fee: \$180	90 hrs	30128	CBI 122
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## SUBSTANCE ABUSE COUNSELING

### FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART I



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, an in-depth view of the state certification process of becoming a certified Substance Abuse Counselor for North Carolina, and substance abuse prevention strategies. **NOTE:** With questions regarding this class, please contact Louis Leake at [addictionprohelp@aol.com](mailto:addictionprohelp@aol.com). **Textbook Requirement: Chemical Dependency Counseling (A Practical Guide), 4th Edition.**

Instructor: Louis Leake

T&Th	6:00pm-9:00pm	Jan 13-Mar 05	Fee: \$125	48 hrs	90871	HTC 141
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### FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART II



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), 4th Edition. PREREQUISITE:** Fundamental Skills for Substance Abuse Counselors Part I.

Instructor: Janelle Manning

T&Th	6:00pm-9:00pm	Mar 10-Apr 30	Fee: \$125	48 hrs	90872	HTC 141
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## FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART III

This course is a continuation of the Fundamental Skills for Substance Abuse Counselors series. It is designed for the advanced substance abuse student who has successfully completed Parts I and II. Discussions will include the application of substance abuse counseling in 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)*, 4th Edition. **PREREQUISITE:** Fundamental Skills for Substance Abuse Counselors (Part I and Part II).

Instructor: Crystal Yarborough

M&W	6:00pm-9:00pm	Jan 26-Mar 11	Fee: \$125	42 hrs	90873	HTC 109
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## HOW TO BECOME A SUBSTANCE ABUSE COUNSELOR

This seminar is designed to introduce you to the field of substance abuse counseling with an overview of the counseling concepts and processes involved. You will learn about the state certification process of becoming a certified Substance Abuse Counselor for North Carolina. **NOTE:** With questions regarding this class, please contact Louis Leake at [addictionprohelp@aol.com](mailto:addictionprohelp@aol.com).

Instructor: Louis Leake

M	6:00pm-9:00pm	Jan 12	Fee: \$20	3 hrs	90874	HTC 141
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## PHYSIOLOGY, ANATOMY, AND PHARMACOLOGY OF SUBSTANCE ABUSE

This course is being offered at the request of those completing the substance abuse fundamental skills courses. It will continue your training to become a certified substance abuse counselor or provide additional information to those already employed as substance abuse counselors. Instruction will include the varied roles drugs play in contemporary society including the historical context of drug use, misuse, and addiction. Instruction will also include an overview of cell permeability and human neuronal physiology, as well as information on how the human brain's reward system functions. Your instructor will provide information on the pharmacology of the classes of psychoactive substances and tolerance, withdrawal, and protocol for detoxification from each. **Textbook Requirement:** *Uppers, Downers, All Arounders: Physical and Mental Effects of Psychoactive Drugs*, 7th edition.

Instructor: Robin Pride

Sat	9:00am-12:00N	Feb 07-Mar 28	Fee: \$70	24 hrs	90875	HTC 109
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# HOSPITALITY SERVICES-HOTEL/RESTAURANT

## BARTENDING TRAINING I - NEW!

Whether you would like to become a bartender or your goal is to expand your catering business, this course is for you. Register for this program and learn the techniques of mixing a well-balanced drink, drink recipes, creative garnishing ideas, product use, rules of sanitation, ABC laws, legal liability, as well as customer service. **Supplies:** Please request a supply list at registration. Students must purchase some tools.

Instructor: Toni Bryant

Sat	8:30am-5:30pm	Feb 07-Feb 21	Fee: \$70	24 hrs	90876	CEC 146
Sat	8:30am-5:30pm	Mar 07-Mar 21	Fee: \$70	24 hrs	90877	CEC 146

## CAKE DECORATING FOR PROFESSIONALS

This course is designed to teach the fundamentals of cake decorating to include the practical and speedy techniques that are needed to meet the demands of decorators employed in bakeries, grocery stores, restaurants, resorts, and self-employed cake decorators. Instruction includes piping, borders, flowers, writing, color flow designs, and how to construct a wedding cake and other special occasion cakes. Your instructor will also teach you how to price your services. **Supplies:** An equipment list will be available on the first class, and you may contact the instructor with questions at [thecakelady.christine@gmail.com](mailto:thecakelady.christine@gmail.com).

Instructor: Christine Butler

T	6:00pm-9:00pm	Feb 03-Mar 24	Fee: \$70	24 hrs	90878	CEC 146
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## SANITATION FOR FOOD SERVICE

This course is designed to teach proper food service sanitation practices relating to food storage, food preparation, equipment cleaning, sanitary facilities, and personal hygiene. **\*\*The food service class "Sanitation for Food Service Personnel" sponsored by the Cumberland County Health Department does not meet the requirements for the recently adopted North Carolina Food Code. Persons who may wish to attend this class will not be eligible to receive the additional two points toward their sanitation evaluation score. This class does meet all the requirements for Day Care Plans and Facilities in Cumberland County. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Charlisha Davis

T&Th	6:00pm-8:00pm	Jan 13-Jan 22	Fee: \$50	8 hrs	30129	CBI 111
T&Th	6:00pm-8:00pm	Mar 03-Mar 12	Fee: \$50	8 hrs	30131	CBI 111
Instructor: Diana Blue						
T&Th	9:00am-11:00am	Feb 03-Feb 12	Fee: \$50	8 hrs	30130	CBI 111

## SERVSAFE FOOD SAFETY TRAINING

The restaurant and food service industry's preeminent 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 illnesses, 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. **\*ALL food establishments are required by law to have a certified food protection manager (CFPM) at the food establishment during all hours of operation per section 2-102.12 of the NC Food Code. In order to meet this, an ANSI accredited program must be taken.** **Textbook Requirement:** *ServSafe Course Book with Online Exam*.

Instructor: Clay White

M&W	5:30pm-10:00pm	Jan 12-Jan 26	Fee: \$70	18 hrs	33319	CBI 134
M&W	5:30pm-10:00pm	Feb 09-Feb 18	Fee: \$70	18 hrs	33320	CBI 134
M&W	5:30pm-10:00pm	Mar 09-Mar 18	Fee: \$70	18 hrs	33321	CBI 134

# 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 help them prepare for the changing workforce. Students may qualify for fee waivers. Qualified adults are those individuals who are unemployed, under-employed, working part-time and who have not received more than two fee waivers for the class within the past five years. For additional information, please call 678-8495.

## CRC: CAREER READINESS CERTIFICATE EMPLOYABILITY LAB WITH KEYTRAIN

This course is required for those individuals interested in taking the Career Readiness Certificate (CRC) Test, but anyone interested in adding to their employability portfolio which will increase their marketability in this competitive workforce is welcome to attend. Participants will take an assessment on the first day of attendance to determine their readiness for the actual CRC Test. Upon completion of the required lab hours, students will be required to pay a testing fee of \$30 prior to being officially registered for the CRC Test. **PRE-REGISTRATION FOR THE LAB IS NOT REQUIRED.** For more information, call HRD at 678-1024.

M-Th	8:00am-1:00pm	Call 678-8495 for class dates.	Fee: \$180	20 hrs	SLC 211
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## JOB SEARCH BASICS

This course is designed to assist you in filling out applications properly and writing an effective resume 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. This course is required to apply for employment at area plants. New classes start weekly but fill up quickly. Registration for the class at the Employment Office (DES) is done onsite on Ray Avenue. To register for all other HRD courses, please call 678-8495.

M-Th	8:30am-1:30pm	Call 678-8495 for class dates.	Fee: \$70	20 hrs	Div. of Emp. Srv.
M-Th	8:00am-2:30pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
T-Th	8:00am-5:00pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
T-Th	8:00am-12:00N	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
T-Th	1:00pm-5:00pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
T-Th	5:30pm-9:30pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
S-M	8:00am-5:00pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA
F-Su	8:00am-5:00pm	Call 678-8495 for class dates.	Fee: \$70	24 hrs	TBA

# INDUSTRIAL TRAINING

## FUNDAMENTALS FOR FORKLIFT DRIVER

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	8:00am-5:00pm	Jan 10-Jan 31	Fee: \$70	24 hrs	62019	CBI 122
Sat	8:00am-5:00pm	Feb 07-Feb 21	Fee: \$70	24 hrs	62120	CBI 122
Sat	8:00am-5:00pm	Mar 07-Mar 21	Fee: \$70	24 hrs	62121	CBI 122

## INTRODUCTION TO MACHINING, PART I

This course is designed to give students an introduction to basic machine shop skills. Students will learn to use basic measurement tools, read blueprints, and use the lathe and milling machines.

Instructor: Jack Brown

T&Th	6:30pm-9:30pm	Jan 13-Mar 05	Fee: \$125	48 hrs	62026	LAH 137
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## NFPA 70E STANDARD FOR ELECTRICAL SAFETY IN THE WORKPLACE

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

Instructor: Frank Arnold

F	8:00am-2:00pm	Feb 13	Fee: \$70	6 hrs	62122	CBI 124
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## OSHA 10-HOUR CONSTRUCTION SAFETY COURSE

This course provides students with a foundational knowledge of OSHA policies, procedures, and standards for construction safety. The course is recognized by the U.S. Department of Labor and taught by an authorized OSHA Construction Safety Outreach Instructor. Students who pass the written examination receive certificates of completion from federal OSHA. The 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 agency or company.

Instructor: Bill Rinehart

F	8:00am-1:00pm	Feb 20-Feb 27	Fee: \$70	10 hrs	62124	LAH 147
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## OSHA 10-HOUR GENERAL INDUSTRY COURSE

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 U.S. 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.

Instructor: Franklin Arnold

M&T	8:00am-1:00pm	Feb 23-Feb 24	Fee: \$70	10 hrs	62123	CBI 124
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## WELDING TECHNOLOGY (INDUSTRIAL)

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: Clyde Ferguson

M&W	6:00pm-9:00pm	Feb 02-Mar 25	Fee: \$125	48 hrs	61011	SLC 125
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## WELDING TECHNOLOGY (MIG, TIG, STICK, & OXYACETYLENE)

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: Ricky Yandle

M-Th	8:00am-5:00pm	Jan 05-Feb 12	Fee: \$180	184 hrs	61009	SLC 125
M-Th	8:00am-5:00pm	Feb 16-Mar 26	Fee: \$180	192 hrs	61010	SLC 125

# ONLINE COURSES

Register at [www.LearnFTCC.com](http://www.LearnFTCC.com)

Continuing Education is proud to offer online training classes where you can learn online anytime! We encourage you to visit our Continuing Education distance learning website at [www.LearnFTCC.com](http://www.LearnFTCC.com) to view course descriptions, technical requirements, and registration deadlines. If you are interested in taking an online course, you can register online using a Visa or Mastercard! A registering student must include a current physical street address, e-mail address, and telephone number on his or her registration form.

**PRE-REGISTRATION IS REQUIRED FOR ALL CLASSES.** Once a course begins, students may access courses 24 hours a day, seven days a week. Internet access and an e-mail address are required for online courses. For additional information, please call 678-8446 or visit [www.LearnFTCC.com](http://www.LearnFTCC.com).

## ONLINE BUSINESS COURSES

### A TO Z GRANTWRITING

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You'll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You'll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It's also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. No matter who you are or what level of experience you have, you'll find the A to Z of writing and submitting successful proposals here!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94350	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94351	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94352	online

### ACCOUNTING CLERK, PART I – ONLINE

Calling all individuals who are interested in learning to be an accounting professional! This course is the first course in the Online Accounting Clerk program. This course is for those individuals who want to qualify for entry-level positions in accounting. It is tailored to help individuals meet the demands of today's fast-paced and high-tech business environment. Learn the basic principles of accounting, while learning Microsoft Excel, Word, and Outlook. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	170 hrs	94461	online
online	online	Feb 02-May 22	Fee: \$180	170 hrs	94462	online
online	online	Mar 02-Jun 19	Fee: \$180	170 hrs	94463	online

### ACCOUNTING CLERK, PART II – ONLINE

Complete the Online Accounting Clerk program! This course is the second course in the Accounting Clerk program. This course is for those individuals who want to qualify for entry-level positions in accounting. It is tailored to help individuals meet the demands of today's fast-paced and high-tech business environment. In this course the student will expand his or her knowledge of the principles of accounting. The student also will train with QuickBooks, the leading small business software, using the official training program from Intuit. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	110 hrs	94464	online
online	online	Feb 02-May 22	Fee: \$180	110 hrs	94465	online
online	online	Mar 02-Jun 19	Fee: \$180	110 hrs	94466	online

### ADMINISTRATIVE ASSISTANT, PART I – ONLINE

Are you interested in becoming an integral part of an office or workplace environment? This course is the first course in the Online Administrative Assistant program. This course is designed for individuals who want to develop the skills necessary to thrive in an office environment, especially as the support person for a business executive. Train on Microsoft Office 2010, the world's leading productivity software. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	210 hrs	94467	online
online	online	Feb 02-May 22	Fee: \$180	210 hrs	94468	online
online	online	Mar 02-Jun 19	Fee: \$180	210 hrs	94469	online

## ADMINISTRATIVE ASSISTANT, PART II – ONLINE

Complete the Online Administrative Assistant program! This course is the second course in the Online Administrative Assistant program. This course is for those individuals who want to develop the skills necessary to thrive in an office environment, especially as the support person for a business executive. Learn about communication, customer service, and handling forms and documents (such as applications, agreements, and letters) in accordance with established policies and procedures. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	165 hrs	94470	online
online	online	Feb 02-May 22	Fee: \$180	165 hrs	94471	online
online	online	Mar 02-Jun 19	Fee: \$180	165 hrs	94472	online

## CUSTOMER SERVICE REPRESENTATIVE – ONLINE

Whether you are trying to break into a professional career or running your own business, customer service is an integral skill to have. This course addresses the challenges, duties, and required skill sets of modern-day, customer-related practices. Learn the basics of working with customers in an office environment while also learning the basics of workplace success, grammar, business correspondence, and the Microsoft Office Suite. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	180 hrs	94473	online
online	online	Feb 02-May 22	Fee: \$180	180 hrs	94474	online
online	online	Mar 02-Jun 19	Fee: \$180	180 hrs	94475	online

## OFFICE CLERK – ONLINE

Learn the basics required to successfully enter an office environment! This course provides individuals with a foundation in the basics of workplace success, grammar, business correspondence, keyboarding skills, and an introduction to the Microsoft Office Suite. Books and materials are included in this online course.

Instructor: 360Training.com

online	online	Jan 12-May 01	Fee: \$180	230 hrs	94476	online
online	online	Feb 02-May 22	Fee: \$180	230 hrs	94477	online
online	online	Mar 02-Jun 19	Fee: \$180	230 hrs	94478	online

## SUPERVISION AND MANAGEMENT, FUNDAMENTALS

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. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It's also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94452	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94453	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94454	online

### OTHER ONLINE BUSINESS COURSES:

BUILDING AN ETHICAL BUSINESS  
DEALING WITH DIFFICULT PEOPLE  
PROFESSIONAL SALES SKILLS

PROJECT MANAGEMENT FUNDAMENTALS  
PURCHASING FUNDAMENTALS  
START YOUR OWN CONSULTING PRACTICE

STOCK, BONDS, AND INVESTING OH, MY!  
TOTAL QUALITY FUNDAMENTALS: SIX SIGMA

## ONLINE COMPTIA COMPUTER TECHNICIAN SUPPORT PROGRAMS

### COMPUTER TECHNICIAN – ONLINE

This course is specifically designed to prepare students for the CompTIA A+ certification exams. Students learn about hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after course completion, students receive two quick-reference exam study guides, a computer repair tool kit, a power supply tester, and a USB drive. Upon successful completion of the course modules and passing of the final exams, students will be provided with two CompTIA A+ certification exam vouchers.

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	305 hrs	94488	online
online	online	Feb 04-May 26	Fee: \$180	305 hrs	94489	online
online	online	Mar 04-Jun 23	Fee: \$180	305 hrs	94490	online

### ONLINE COMPUTER TRAINING

#### A+ CERTIFICATION: HARDWARE (BASIC)

(First course in the series)

Time to roll up those sleeves and dive inside the personal computer! The Basic CompTIA A+ Certification Prep course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You'll learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you'll base the rest of your CompTIA A+ certification studies for the 220-801 and 220-802 exams. Plus it helps you take that first step to becoming an excellent PC technician. So what are you waiting for?!? **REQUIREMENTS:** a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of electro-static discharge (to the machine, not the student), we do not require you to tear apart your own primary computer.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94356	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94357	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94358	online

## CREATING WEB PAGES

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, six week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94371	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94372	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94373	online

## NETWORKING (INTRODUCTION)

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.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94431	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94432	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94433	online

### OTHER ONLINE COMPUTER COURSES:

COMPTIA SECURITY+ CERTIFICATION PREPARATION  
COMPUTER SKILLS FOR THE WORKPLACE  
MICROSOFT EXCEL 2013 (INTRODUCTION)

MICROSOFT POWERPOINT 2013 (INTRODUCTION)  
MICROSOFT PUBLISHER 2013 (INTRODUCTION)  
MICROSOFT WORD 2013 (INTRODUCTION)

NETWORKING (INTERMEDIATE)  
SQL (INTRODUCTION)

## ONLINE HEALTHCARE COURSES

### BECOME A PHYSICAL THERAPY AIDE

Prepare for a rewarding career as a valued member of the physical therapy (PT) team while learning all about the human body, specific disorders, and the way physical therapists (PTs) treat these disorders. We'll begin by exploring the history of physical therapy and the relationships between physical therapists, physical therapist assistants, and physical therapy aides. You'll receive training on how to communicate effectively with other health care professionals and patients. You'll come to understand medical terminology and anatomy and physiology used in the field of physical therapy, the medical documentation that physical therapists use, and the principles of ethics and law that affect the PT aide. Along with infection control, you'll learn proper body mechanics and how to safely move patients. We'll also cover how to help patients walk with assistive devices like walkers, crutches, and canes. Furthermore, you'll learn when PTs use physical agents like heat, cold, ultrasound, and electricity. By the time you finish this six-week course, you'll have gained valuable knowledge and be well on your way to becoming an important member of the physical therapy team!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94359	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94360	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94361	online

### BECOME AN OPTICAL ASSISTANT

If you think you'd like to become an optical assistant, this is the course for you! We'll take a comprehensive look into the diverse world of optical assisting, and you'll see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. We'll cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You'll discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You'll become familiar with all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. You'll also discover how our amazing eyes work and come to understand some common eye conditions. In addition, we'll delve into specialty areas that optical assistants can work in such as refractive surgery centers, low vision clinics, and vision training practices. And finally, we'll cover how to become certified and licensed, which will open up even more opportunities for you!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94362	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94363	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94364	online

### HUMAN ANATOMY AND PHYSIOLOGY

This 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. After we've established this foundation, we'll survey the anatomy and physiology of each of our 11 organ systems. We'll also discuss functions of the different organ systems that you'll probably find surprising. In addition, each lesson includes information about specific disorders that sometimes happen to our bodies, and we'll also talk about some recent advances in medicine. By the end of this course, you'll have a greater appreciation and understanding of the marvelous complexity of the human body!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94398	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94399	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94400	online

### OTHER ONLINE HEALTHCARE, NUTRITION, AND FITNESS COURSES:

ASSISTING AGING PARENTS  
HANDLING MEDICAL EMERGENCIES

INTRODUCTION TO NATURAL HEALTH AND HEALING  
LOSE WEIGHT AND KEEP IT OFF!

**SPEED SPANISH I**

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: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94449	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94450	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94451	online

**OTHER ONLINE LANGUAGE COURSES:**

SPANISH FOR MEDICAL PROFESSIONALS

SPEED SPANISH II

SPEED SPANISH III

**ONLINE MEDICAL OFFICE TRAINING**

**CERTIFIED PROFESSIONAL MEDICAL AUDITOR – ONLINE**

The field of medical auditing is critical to today's healthcare industry. Medical auditors ensure physicians' practices are not only in compliance with applicable regulatory standards, but they also ensure these practices are profitable. In the near future, federal Medicare and Medicaid regulations will begin to tighten after the passage and implementation of provisions from the Patient Protection and Affordable Care Act of 2010. Many healthcare practices will require the audit services of Certified Professional Medical Auditors to ensure compliance with these new regulations and maintain revenue levels and overall profitability. This online course curriculum is designed for individuals who have completed coding courses and/or have professional coding experience. The course covers topics such as medical terminology, anatomy and physiology, medical law and ethics, electronic health records, and medical auditing. Additionally, upon successful completion of this online course and passing of the final exams, students will be prepared for the Certified Professional Medical Auditor (CPMA) certification exam through the American Academy of Professional Coders (AAPC). **NOTE:** All course modules are online. Students will be provided with access to two e-books and shipped two hard-copy textbooks. All e-book access and textbooks are provided to students with their course registration and registration fee. E-book access will be granted when the course begins, and the hard-copy textbooks will be shipped to students after the drop/refund period expires. **PREREQUISITE:** Completion of medical coding and billing program and/or medical coding experience. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. A WEEK BEFORE CLASS START DATE.**

Instructor: Condensed Curriculum International, Inc.

online	online	Jan 14-May 05	Fee: \$180	379 hrs	94517	online
online	online	Feb 04-May 26	Fee: \$180	379 hrs	94518	online
online	online	Mar 04-Jun 23	Fee: \$180	379 hrs	94519	online

**ELECTRONIC HEALTH RECORDS OFFICE PROFESSIONAL – ONLINE**

Train for a new career as an Electronic Health Records Office Professional! In this career, individuals play an integral role in the daily operations of physician's offices and hospitals. Throughout this course, students will learn Microsoft Office basics, healthcare documentation and reimbursement, practice finances, and standard office procedures. In addition, students will be focusing heavily on a vital component of the medical field-electronic health records. Students will complete interactive course modules that include over 20 hours of training on the industry-standard ezEMRx EHR software. Upon completion of the Electronic Health Records Office Professional program students will be prepared for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams through the National Healthcareer Association (NHA). **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	285 hrs	94479	online
online	online	Feb 04-May 26	Fee: \$180	285 hrs	94480	online
online	online	Mar 04-Jun 23	Fee: \$180	285 hrs	94481	online

**FTCC ONLINE MEDICAL ICD-10 CODING, PART I**

This course is the first course in a two-part, instructor-led program that prepares students to work as medical coders in a physician's office or hospital setting. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by insurance companies and third-party payers for payment. This specific course provides an introduction to the medical coding industry and explores topics such as medical terminology, anatomy, physiology, pathophysiology, medical records, medical ethics, ICD-9 and ICD-10 coding, and more! Topics covered in this course provide foundational knowledge used in the everyday job duties of medical coding professionals. Throughout the course, students will have a structured, online learning environment and access to an instructor who is certified through AAPC and currently works in the field of medical coding.

**NOTE:** The course textbook will be an e-book accessed through FTCC's library. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

**SCHOLARSHIP! \*A \$50 scholarship is available to the first 20 students who register! Call 678-8446 with questions.**

Instructor: Deborah Hammond

online	online	Jan 14-May 05	Fee: \$180*	320 hrs	94500	online
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**FTCC ONLINE MEDICAL ICD-10 CODING, PART II**

Complete the two-part, instructor-led ICD-10 medical coding program! This course will prepare students for real-world, professional coding duties in a physician's office or hospital setting. Topics covered in this course include: ICD-9, ICD-10, CPT, and HCPCS code sets. Upon successful completion of this course, students will be prepared to take the Certified Coding Associate (CCA) and/or Certified Professional Coder (CPC) certifications exams through AHIMA and/or AAPC respectively. Throughout the course, students will have a structured, online learning environment and access to an instructor who is a certified coder and currently works in the field of medical coding.

**PREREQUISITE:** successful completion of the FTCC Online Medical ICD-10 Coding Part I course. **Textbook Requirement:** Students will be required to purchase *AMA-CPT Code Book, 2014 ed.*; *Carol Buck's Step-by-Step Medical Coding, 2014 ed.* The following textbooks will be provided in e-book format: *ICD-9-CM Official Guidelines for Coding & Reporting, ICD-10-CM/ICD-10-PCS, AMA-HCPCS Level II Code Book.* **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Sheryl Casey

online	online	Jan 14-May 05	Fee: \$180	320 hrs	94501	online
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## HEALTH INFORMATION TECHNOLOGY, PART I

Train for a new career in a medical office! This course is the first course in the Health Information Technology program, which prepares students to manage the front office administration and basic computer support responsibilities of today's healthcare office. In this specific course, students will focus primarily on medical administrative assistant duties and electronic health records. Upon completion of the Health Information Technology Parts I and II courses, students will be prepared for the Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and CompTIA A+ certification exams through the National Healthcareer Association (NHA). Additionally, upon successful completion of the Health Information Technology Parts I and II courses, the CEHRS and CompTIA A+ certification exam vouchers will be provided to the student. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. A WEEK BEFORE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	280 hrs	94482	online
online	online	Feb 04-May 26	Fee: \$180	280 hrs	94483	online
online	online	Mar 04-Jun 23	Fee: \$180	280 hrs	94484	online

## HEALTH INFORMATION TECHNOLOGY, PART II

Complete the Health Information Technology program! This course is the second course in the Health Information Technology program, which prepares students to manage the front office administration and basic computer support responsibilities of today's healthcare office. In this specific course, students will focus on technology topics that affect medical offices such as hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. Students will be provided with a computer repair kit and flash drive. These materials will be shipped to the student several weeks into the course. Upon completion of the Health Information Technology Parts I and II courses, students will be prepared for the Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and CompTIA A+ certification exams through the National Healthcareer Association (NHA). Additionally, upon successful completion of the Health Information Technology Parts I and II courses, the CEHRS and CompTIA A+ certification exam vouchers will be provided to the student. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. A WEEK BEFORE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	304 hrs	94485	online
online	online	Feb 04-May 26	Fee: \$180	304 hrs	94486	online
online	online	Mar 04-Jun 23	Fee: \$180	304 hrs	94487	online

## ICD-10 FAST TRACK FOR PROFESSIONAL CODERS – ONLINE

The ICD-10 Fast Track for Professional Coders course prepares medical coders to use the new ICD-10 code set, which all healthcare facilities and physicians' offices must begin using October 1, 2015. The course assumes students are already familiar with the principles of medical coding as well as medical terminology, pharmacology, and basic anatomy and pathophysiology. Students will learn ICD-10 specific advanced anatomy/physiology as well as advanced pathophysiology and ICD-10 coding with guided, hands-on exercises that allow students to gain real-world experience with the new code set. In this course, students will receive the AHA Code Set Training handbook, AMA ICD-10-CM codebook, and the AMA ICD-10-PCS codebook. **PREREQUISITES:** Completion of a coding program and/or current employment in the field of medical coding is required.

**PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	135 hrs	94514	online
online	online	Feb 04-May 26	Fee: \$180	135 hrs	94515	online
online	online	Mar 04-Jun 23	Fee: \$180	135 hrs	94516	online

## MEDICAL BILLING (INTERMEDIATE) – ONLINE

Learn at home at the convenience of your computer! The Online Medical Billing (Intermediate) program helps the student gain the knowledge and skills necessary to follow claims all the way through payment and prepares the student to work with industry specific forms such as CMS-1500 and UB-40. The program will give the student everything necessary to succeed, including a comprehensive curriculum, flexible online training, and dedicated student support. The program's curriculum was developed by industry professionals with years of experience. The Online Medical Billing (Intermediate) program will teach the student computer fundamentals, healthcare structure and organization, and documentation and confidentiality. The student will also learn medical coding basics as well as healthcare reimbursement, ICD-10 and X12 5010 fundamentals, and patient billing and collection. This course is 16 weeks in length. Students must have Internet access and an e-mail account. **PREREQUISITE:** It is recommended that students take a coding course or have prior coding experience before taking the Online Medical Billing (Intermediate) course. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	233 hrs	94491	online
online	online	Feb 04-May 26	Fee: \$180	233 hrs	94492	online
online	online	Mar 04-Jun 23	Fee: \$180	233 hrs	94493	online

## MEDICAL ICD-10 CODING, PART II – ONLINE

Complete the medical coding program! The second part of this program is a 16-week course designed to teach students the ICD-10, CPT, and HCPCS code sets in an extensive practical section, which gives valuable hands-on experience before course completion. Part II of Online Medical ICD-10 Coding course also prepares students to pass the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after course completion, students receive a complete set of industry code books, and access to an online reference library. **PREREQUISITE:** Successful completion of Online Medical ICD-10 Coding, Part I.

**PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	301 hrs	94502	online
online	online	Feb 04-May 26	Fee: \$180	301 hrs	94503	online
online	online	Mar 04-Jun 23	Fee: \$180	301 hrs	94504	online

## MEDICAL INPATIENT & OUTPATIENT CODING, PART I – ONLINE

Learn from home at the convenience of your computer! This 16-week course is the first in a two-part program 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 insurance companies and third party payers for payment. In this course, the student will learn elements of medical terminology, confidentiality and ethics, healthcare structure and organization, and anatomy. Reference materials, student and technical support, and a one-year help hotline are included in this course offered. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE. SCHOLARSHIP! \*A \$50 scholarship is available to the first 20 students who register for the February class.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	339 hrs	94494	online
online	online	Feb 04-May 26	Fee: \$180*	339 hrs	94495	online
online	online	Mar 04-Jun 23	Fee: \$180	339 hrs	94496	online

## MEDICAL INPATIENT & OUTPATIENT CODING, PART II – ONLINE

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 insurance companies and third-party payers for payment. In this course, the student will learn elements of medical record content, diagnostic coding with ICD-9-CM, and healthcare reimbursement. Reference materials and student and technical support are included in this course offered by FTCC in partnership with Career Step. **PREREQUISITE:** Successful completion of Online Medical Inpatient & Outpatient Coding, Part I. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	384 hrs		online
online	online	Feb 04-May 26	Fee: \$180	384 hrs		online
online	online	Mar 04-Jun 23	Fee: \$180	384 hrs		online

## MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH

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

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94410	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94411	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94412	online

## MEDICAL TRANSCRIPTION EDITOR, PART I – ONLINE

Learn from home at the convenience of your computer! This 16-week course is the first in a two-part program designed to teach the student to transfer audio-recorded dictation into hard copy medical documents. The student will also gain the knowledge and skills of speech recognition editing which will help them produce medical documents that 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. This course includes online reference materials, instructional, and technical support. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	390 hrs	94505	online
online	online	Feb 04-May 26	Fee: \$180	390 hrs	94506	online
online	online	Mar 04-Jun 23	Fee: \$180	390 hrs	94507	online

## MEDICAL TRANSCRIPTION EDITOR, PART II – ONLINE

Complete the medical transcription editor 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. The student will also gain the knowledge and skills of speech recognition editing which will help them to review medical documents that are used by physicians, medical personnel, and courts of law on a daily basis. The course provides basic skills in transcription, editing theory, editing technique, and editing transcription reports. This course includes online reference materials and instructional and technical support. **PREREQUISITE:** Successful completion of Online Medical Transcription Editor, Part I. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	250 hrs	94508	online
online	online	Feb 04-May 26	Fee: \$180	250 hrs	94509	online
online	online	Mar 04-Jun 23	Fee: \$180	250 hrs	94510	online

## WORKING IN THE PHARMACY – ONLINE

The Working in the Pharmacy-Online training program is designed to help students gain the knowledge and skills necessary to aid in the successful daily operations of a pharmacy. Course modules will emphasize pharmacy job roles and responsibilities, keyboarding accuracy and skills, knowledge of pharmacy computer hardware and software, communication skills, customer service techniques, payment processing, familiarity with various forms of insurance plans, producing audit logs, the differences in policies and procedures of institutional and retail pharmacy settings, and pharmacy law, regulations, and standards. Students will also become familiar with pharmacology, prescriptions, pharmaceutical calculations, and non-sterile compounding. Upon completion of this course, students will be eligible to take the Pharmacy Technician Certification Exam (PTCE) through the Pharmacy Technician Certification Board (PTCB).

**PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Jan 14-May 05	Fee: \$180	285 hrs	94511	online
online	online	Feb 04-May 26	Fee: \$180	285 hrs	94512	online
online	online	Mar 04-Jun 23	Fee: \$180	285 hrs	94513	online

### OTHER ONLINE MEDICAL OFFICE TRAINING COURSES:

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT

## ONLINE PERSONAL DEVELOPMENT

### GRAMMAR REFRESHER

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!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$75	24 hrs	94386	online
online	online	Feb 18-Apr 10	Fee: \$75	24 hrs	94387	online
online	online	Mar 18-May 08	Fee: \$75	24 hrs	94388	online

### OTHER ONLINE PERSONAL DEVELOPMENT COURSES:

GET ASSERTIVE!

GOING GREEN AT HOME

INTERPERSONAL COMMUNICATION

**DISCOVER DIGITAL PHOTOGRAPHY**

This course introduces the technology that has catapulted the photographic world into the 21st century. You'll explore a broad overview of the basics of digital photography, including equipment, software, and practical uses. We'll discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We'll also help you decide what type of equipment fits your needs, and you'll have hands-on exercises so you can explore the areas that interest you. A discussion of digital photography wouldn't be complete without digital editing options. We'll explore a number of software packages, and you'll learn how to compose your shots when you know you have digital editing available to you. You'll also find out about your digital storage options—on the camera, the computer, and even beyond into cloud storage and online backups. Digital photography plays a big part in social media communication and image sharing, and we'll discuss the basics of posting images online and some pros and cons of uploading to the Internet. Whether you're new to photography or a long-time photographer looking to move comfortably into the new world of digital work, this class provides opportunities for putting digital photography to use. This course serves as an excellent introduction before taking Secrets of Better Photography where we focus our time on camera settings, features, and the mechanics of taking better pictures.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94380	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94381	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94382	online

**ONLINE TEACHER TRAINING**

**GUIDED READING AND WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT**

The road to literacy is also the road to ingenuity, invention, and imagination, and you'll soon learn how to take your students from groans to grins with creative lesson plans that really work! Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. This course will cover the reasons reading and writing are so difficult for students, the total literacy framework and its solutions to literacy problems, and steps for turning a successful guided reading into a writing lesson. If you're looking for the right way to get students excited about the power of literacy, this is the course for you!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94395	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94396	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94397	online

**INTEGRATING TECHNOLOGY IN THE CLASSROOM**

In this professional development course for teachers, you'll learn the secrets of technology integration in the classroom and gain the skills educators need to effectively use wikis, podcasts, and blogs. In this course, you'll discover simple ways to integrate technology to enhance your subject material and meet your course goals. Additionally, you'll explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. This course also covers the power of Web resources, Word, Excel, and PowerPoint. Furthermore, you'll learn how to design your presentation station, identify kid-friendly Internet search tools, teach keyboarding and word processing, and develop standards-based, integrated lesson plans in reading, writing, science, math, social studies, music, and art. Finally, you'll delve into ways to reach special needs, GATE, and English language learners. Whether you're new to the integration process or already use emerging technologies in your classroom, this course is a must for today's educators who often have to produce more and more in less and less time. By the end of the course, you'll have a reservoir of ideas for integrating all types of technology into your lesson plans across the curriculum!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94401	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94402	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94403	online

**SINGAPORE MATH: MODEL DRAWING FOR GRADES 1-6**

As a teacher, you know that many students groan when it's time to solve word problems. Why is that? Are the problems too difficult? Do students get lost trying to decipher the wording or figure out the computation? Do they simply not know which strategy to use? Actually, it's a combination of all these issues. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. The secret behind model drawing is that it gives students a concrete, reliable set of seven steps that they can use to solve 80% of the word problems out there. They won't have to memorize 20 different techniques and know when to use which anymore. Instead, they'll learn how to read the problem, determine its variables, draw a unit bar (the visual model), adjust that bar, place the question mark to indicate what they're solving for, do the computation, and write a complete sentence at the end. Come join this professional development course for teachers and get the training you need to start teaching model drawing!

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94440	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94441	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94442	online

**SOLVING CLASSROOM DISCIPLINE PROBLEMS**

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94446	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94447	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94448	online

**SURVIVAL KIT FOR NEW TEACHERS**

Feel a little trepidation before entering your classroom? You're not alone! Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive course, you'll learn the particulars of running a motivational classroom. You'll find out how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events, and most important, keep stress at bay so you can feel good about going to work every morning. Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94455	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94456	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94457	online

## TEACHING PRESCHOOL: A YEAR OF INSPIRING LESSONS

If you've been teaching preschoolers or are in the process of becoming a preschool teacher, you know what short attention spans preschoolers have. You've probably wondered how to structure your days to make the most of the way they learn. In the past, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer! In this course, you'll learn how to create a solid lesson plan template with many interchangeable activities. You'll learn over 100 circle-discussions, art, literacy, fine and large motor skills, science, and music activities that you can take into your classroom right away. By the end of this course, you'll have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you're already teaching or you're just investigating a career as an early childhood educator, you're sure to find the right mix of inspiration, motivation, and practical tips in this course.

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$70	24 hrs	94458	online
online	online	Feb 18-Apr 10	Fee: \$70	24 hrs	94459	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94460	online

### OTHER ONLINE TEACHER TRAINING COURSES:

AN INTRODUCTION TO TEACHING ESL/EFL  
ENHANCING LANGUAGE DEVELOPMENT IN CHILDHOOD  
GUIDING KIDS ON THE INTERNET  
MICROSOFT POWERPOINT IN THE CLASSROOM

MICROSOFT WORD IN THE CLASSROOM  
SINGAPORE MATH: NUMBER SENSE AND  
COMPUTATIONAL STRATEGIES  
SPEED READING

TEACHING STUDENTS WITH AUTISM  
TEACHING WRITING: GRADES 4-6  
THE CREATIVE CLASSROOM  
USING THE INTERNET IN THE CLASSROOM

## ONLINE TEST PREPARATION

### GRE PREPARATION I (VERBAL AND ANALYTICAL)

If you're planning to apply to graduate school, you'll likely have to take the GRE. This course is here to help! Part 1 takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You'll also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score! **NOTE: This course prepares you for the GRE revised General Test, which replaced the GRE® General Test on August 1, 2011. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$75	24 hrs	94389	online
online	online	Feb 18-Apr 10	Fee: \$75	24 hrs	94390	online
online	online	Mar 18-May 08	Fee: \$75	24 hrs	94391	online

### GRE PREPARATION II (QUANTITATIVE)

Complete your GRE preparation! This course features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique new question formats. You'll find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! **NOTE: This course prepares you for the GRE revised General Test, which replaced the GRE® General Test on August 1, 2011. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Ed2Go

online	online	Jan 21-Mar 13	Fee: \$75	24 hrs	94392	online
online	online	Feb 18-Apr 10	Fee: \$75	24 hrs	94393	online
online	online	Mar 18-May 08	Fee: \$75	24 hrs	94394	online

## ONLINE SKIPTRACING

### SKIPTRACING

In today's economy, one of the fastest growing industries is the information brokerage industry, which specializes in finding people. This course prepares you to be a Professional Research Specialist responsible for finding people sought by individuals in banking and finance lending, law enforcement, private investigating, student loan recovery and financial aid, adoption research, child support delinquency, judgment recoveries, auto/collateral repossession, and many other areas. Enroll now and be on your way to acquiring skills that can lead to a new career in a rapidly growing industry!

Instructor: Skip Trace Jobs

online	online	Jan 12-Feb 20	Fee: \$180	105 hrs	94520	online
online	online	Feb 02-Mar 13	Fee: \$180	105 hrs	94521	online
online	online	Mar 02-Apr 10	Fee: \$180	105 hrs	94522	online

# PRIVATE INVESTIGATOR TRAINING

## LEGAL ASPECTS OF SURVEILLANCE INVESTIGATIONS

This Board approved course is designed for licensed Private Investigators who are practicing in North Carolina. This course will focus on the legal aspects of surveillance, what to do and what not to do, staying within the law while performing effective, results driven surveillance. The instructor will also provide methods for obtaining useful, admissible surveillance footage in a mobile or stationary situation. This course will also provide vital information on state of the art equipment, and the multitude of uses for surveillance in domestic, co-habitation, child custody, insurance, and criminal cases. **NOTE: There is a one-hour break for lunch. This course is an approved Continuing Education course by the Private and Protective Services Board, Course #PPSB-13-882. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: TBA

Th	9:00am-4:00pm	Jan 29	Fee: \$115	6 hrs	90879	CEC 133
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## PRIVATE INVESTIGATOR: AN OVERVIEW

Private investigation is a field many people do not know much about, but it's a line of work that is very profitable if you gain the right education and training. Private investigation job opportunities range from civil, domestic, insurance, and criminal types of investigations. In this seminar, you will be exposed to true-to-life scenarios pertaining to each of these areas of investigation, which will allow you to determine effective techniques for success in this field. Your instructor is a licensed Private Investigator with 27 years of experience, specializing as a defense investigator in the fields of criminal, insurance, domestic and all areas of legal investigation. **NOTE: There is a one-hour break for lunch. This course is an approved Continuing Education course by the Private and Protective Services Board, Course #PPSB-13-833. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Michael Sheehan

Th	9:00am-4:00pm	Mar 26	Fee: \$115	6 hrs	90880	CEC 133
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# RADIO BROADCASTING

## RADIO BROADCASTING

Whether you want to be the next Ryan Seacrest or work on the local student radio show, a career in radio broadcasting is exciting and always surprising. Come learn the details behind radio broadcasting with FTCC. From the history of radio broadcasting to commercials to disc jockeying, you won't be disappointed in this upbeat course. The last two meetings will be held at a radio station. Creativity and fun are required for this course, so come prepared to get your creative juices flowing.

Instructor: Steven Harden

Th	6:00pm-9:00pm	Jan 22-Mar 12	Fee: \$70	24 hrs	94392	CEC 112
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# SIGN LANGUAGE TRAINING

## SIGN LANGUAGE I

Sign language bridges the gap between those who can hear and those who cannot. Many of you have had the experience of seeing a deaf person signing and were amazed. You then think to yourself, it would be wonderful if you could communicate with the hearing impaired. Here is your chance. In this course, you will be introduced to the process and basic structure of American Sign Language (ASL) to provide a basic understanding of, and ability to use, the language.

Instructor: Marin Bandel

Sat	9:00am-1:00pm	Jan 10-Feb 21	Fee: \$70	24 hrs	90882	CEC 214
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Instructor: Shala Lamothe

T&Th	6:30pm-9:30pm	Jan 13-Feb 05	Fee: \$70	24 hrs	90881	DBHS
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## SIGN LANGUAGE II

In this course, you will continue the study of the process of signing, the basic structure of American Sign Language (ASL) and be provided with an in-depth understanding of the language. You will also work on increasing your ability to use the language more fluently, building on your receptive and expressive skills. **PREREQUISITE:** Sign Language I or equivalent experience.

Instructor: Shala Lamothe

T&Th	6:30pm-9:30pm	Feb 10-Mar 05	Fee: \$70	24 hrs	90883	DBHS
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Instructor: Marin Bandel

Sat	9:00am-1:00pm	Feb 28-Apr 11	Fee: \$70	24 hrs	90884	CEC 135
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## SIGN LANGUAGE III

This course is for the intermediate student with ASL structure and grammar introduced for the development of receptive signing skills. This introduction to interpreting methods and ethics will prepare you for advanced study in sign language. **PREREQUISITE:** Sign Language I and II or equivalent experience.

Instructor: Shala Lamothe

T&Th	6:30pm-9:30pm	Mar 10-Apr 02	Fee: \$70	24 hrs	90885	DBHS
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# TEACHER TRAINING

## EFFECTIVE TEACHING TRAINING FOR SUBSTITUTES AND TEACHER ASSISTANTS

Would you like to be a substitute teacher or teacher 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.

Instructor: Deborah Anderson

M-W	8:30am-5:00pm	Jan 12-Jan 14	Fee: \$70	24 hrs	94377	CEC 133
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M-W	8:30am-5:00pm	Jan 26-Jan 28	Fee: \$70	24 hrs	94378	CEC 133
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M-W	8:30am-5:00pm	Feb 02-Feb 04	Fee: \$70	24 hrs	94379	CEC 133
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M-W	8:30am-5:00pm	Feb 16-Feb 18	Fee: \$70	24 hrs	94381	CEC 133
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M-W	8:30am-5:00pm	Mar 02-Mar 04	Fee: \$70	24 hrs	94383	CEC 133
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M-W	8:30am-5:00pm	Mar 16-Mar 18	Fee: \$70	24 hrs	94385	CEC 133
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Instructor: Jennifer Smith

M-W	8:30am-5:00pm	Feb 09-Feb 11	Fee: \$70	24 hrs	94380	CEC 133
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M-W	8:30am-5:00pm	Feb 23-Feb 25	Fee: \$70	24 hrs	94382	CEC 133
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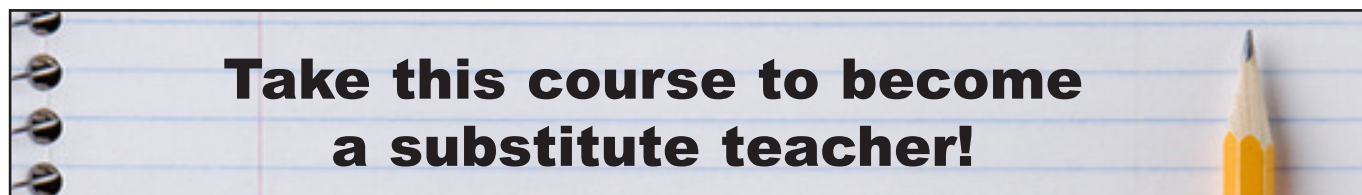
M-W	8:30am-5:00pm	Mar 09-Mar 11	Fee: \$70	24 hrs	94384	CEC 133
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Instructor: TBA

M-W	8:30am-5:00pm	Mar 23-Mar 25	Fee: \$70	24 hrs	94386	CEC 133
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M-W	8:30am-5:00pm	Mar 30-Apr 01	Fee: \$70	24 hrs	94387	CEC 133
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**NOTE:** The Effective Teaching Training for Substitutes and Teacher Assistants course requires 100% attendance. Students must be present for the full 24 hours of course time. There are no excused absences.



**Take this course to become  
a substitute teacher!**

# WEDDING/EVENT PLANNING

## WEDDING & EVENT PLANNING: PART I

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, and 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: TBA

T 6:00pm-9:00pm Jan 13-Mar 03 Fee: \$70 24 hrs 90886 CEC 131

## WEDDING & EVENT PLANNING: PART II

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

Instructor: TBA

Th 6:00pm-9:00pm Jan 15-Mar 05 Fee: \$70 24 hrs 90887 CEC 131

## WEDDING & EVENT PLANNING: PART III

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 the business (caterers, florists, photographers) who can support your new adventure as well as former students who will share their success stories. **PREREQUISITE:** Wedding & Event Planning, Parts I & II or equivalent experience.

Instructor: TBA

Sat 9:00am-1:00pm Feb 07-Mar 14 Fee: \$70 24 hrs 90888 CEC 131

## A WORD ABOUT WAITING...

*Have you ever signed up for a class only to find it canceled?  
Have you later discovered a friend who wanted to take it, too, but hadn't registered?*

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!**



Please visit FTCC's  
Continuing Education Home Page at:  
[www.faytechcc.edu/continuing\\_education](http://www.faytechcc.edu/continuing_education)

**DON'T DELAY! REGISTER TODAY!**

# 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.**

## ACADEMICS/TEST PREP

### ALGEBRA REFRESHER

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 chances of success in a college-level classroom. This course is a review of the basic concepts of algebra using formulas, exponents, signs, squares and square roots, equations, and inequalities.

Instructor: Emily Robinson

M	6:00pm-9:00pm	Jan 26-Mar 16	Fee: \$50	24 hrs	94370	CEC 112
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### GRE PREPARATION

If you're ready to go for that advanced degree but have never taken the Graduate Record Exam (GRE), **PLEASE** prepare for it. No one should go into the exam cold, not knowing what it's all about. Moreover, the GRE exam has changed, and the new format should be reviewed before you take the exam! 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 re-formatted general exam to include a review of the verbal, quantitative, and written sections of the exam. You will also learn useful test-taking tips and hints. **Textbook Requirement: ETS: The Official Guide to the GRE Revised General Test, 2<sup>nd</sup> edition.**

Instructor: Mary Tuley & Mary Plott

Sat	9:00am-1:00pm	Feb 07-Mar 14	Fee: \$150	24 hrs	94388	CEC 143
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### MATH REFRESHER

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 those who need a 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 such as addition, subtraction, multiplication, and division; fractions and decimals; percents; measurements; and word problems.

Instructor: Emily Robinson

W	6:00pm-9:00pm	Jan 14-Mar 04	Fee: \$50	24 hrs	94371	CEC 108
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## PREPARATION FOR 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 cover both math and verbal skills. Practice will include math skills and review of test questions including algebra, geometry, percentages, pictorials, and quantitative comparisons. Verbal skills will also be covered with special emphasis placed on 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. **Textbook Requirement: Gruber's Complete SAT Guide 2014, 17<sup>th</sup> edition.** You will need to bring a calculator to class.

Instructor: Mary Tuley & Mary Plott

Sat	9:00am-1:00pm	Feb 07-Mar 14	Fee: \$100	24 hrs	94391	CEC 108
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## ANIMAL RELATED

### PET GROOMING & EASY MAINTENANCE

Have you noticed what an expense it is to take your pet(s) to the groomer? It seems the prices are getting higher and higher. If you are one of the many people who would like to learn the basics of pet grooming at home, this is the class for you! Our instructor is a trained professional in pet grooming and will teach you how to properly clean your pet, trim their nails, and trim their hair. It's a simple routine to maintain your pet's grooming once you learn the basics! **Supplies:** You will need to bring a copy of your dog's vaccination records to the first class. FTCC provides shampoo and conditioner for your pet; however, you will need to bring a brush, nail clippers, and towels to the first class. Only one dog per student.

Instructor: Pam Meeks

M	6:00pm-8:30pm	Feb 09-Mar 02	Fee: \$50	10 hrs	91732	CBF
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## ART

### DRAWING (INTERMEDIATE)

This course is designed for students who have completed Drawing on the Right Side of the Brain or who have basic drawing experience. It will provide additional practice in techniques that are initiated in the first course. Through a variety of exercises, you will increase your knowledge of perspective, proportion, observation, representation, and 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.

Instructor: Nancy Mabes

W	1:00pm-4:00pm	Jan 07-Feb 25	Fee: \$55	24 hrs	90903	CEC 139
W	9:00am-12:00N	Mar 11-Apr 29	Fee: \$55	24 hrs	90904	CEC 139

### DRAWING (INTERMEDIATE/ADVANCED)

This intermediate/advanced level drawing class is designed for those who have completed both the Drawing on the Right Side of the Brain and Drawing (Intermediate) courses and want more time to practice and learn new techniques. Through a variety of exercises, you will expand your 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 introduced as you work from nature, still life, and your own photographs. Instruction and practice of portrait and figure drawing will also be covered in this class.

Instructor: Nancy Mabes

W	1:00pm-4:00pm	Mar 11-Apr 29	Fee: \$55	24 hrs	90905	CEC 139
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### DRAWING ON THE RIGHT SIDE OF THE BRAIN

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

Instructor: Nancy Mabes

W	9:00am-12:00N	Jan 07-Feb 25	Fee: \$55	24 hrs	90906	CEC 139
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### JEWELRY MAKING AND SILVERSMITHING

Come explore the creative and technical world of silversmithing. Using silver, gold, copper, or brass we will learn to make unique, hand-fabricated jewelry. This course is designed to cover the fundamentals of silversmithing to include soldering, sawing, forming, filing, and texture creation, among others. From the beginner to the advanced student, this class will meet the needs of students from a variety of jewelry making backgrounds. **NOTE:** Students will need to purchase supplies and prices will vary based on your choice of projects. This will be covered during the first class.

Instructor: TBA

W	9:00am-12:00N	Jan 21-Mar 11	Fee: \$85	24 hrs	90889	CEC 145
W	3:00pm-6:00pm	Jan 21-Mar 11	Fee: \$85	24 hrs	90890	CEC 145

### JEWELRY WORKSHOP: ETCHING & BEYOND – NEW!

During this class students will learn to etch copper and brass using a muriatic acid etchant process. It is a serendipitous and exciting way to texture metal for jewelry fabrication. Once we have etched designs during the first half of day one, we will use the etched metal to create a layered tab cuff bracelet, a wrap-around ring, and other student designed projects. There will be a lunch break each day. **Supplies:** Students will need to request a supply list from the instructor by e-mailing [dcguess@gmail.com](mailto:dcguess@gmail.com).

Instructor: Deb Guess

S&Su	9:00am-5:00pm	Feb 21-Feb 22	Fee: \$85	15 hrs	90892	CEC 145
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### JEWELRY WORKSHOP: LITTLE BOOK OF DREAMS – NEW!

This "mixed media meets metal" class is designed to challenge beginning and intermediate metalsmith students to integrate a variety of materials into a finished jewelry design. We will create an actual miniature book pendant with metal covers and collaged metal pages with a hinged binding and a hand forged chain and clasp. Papers, fibers, and other mixed media materials may be incorporated. There will be a lunch break each day. **Supplies:** Students will need to request a supply list from the instructor by e-mailing [dcguess@gmail.com](mailto:dcguess@gmail.com).

Instructor: Deb Guess

S&Su	9:00am-5:00pm	Mar 21-Mar 22	Fee: \$85	15 hrs	90893	CEC 145
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**JEWELRY WORKSHOP: NO TWO THE SAME – NEW!** 

Create a long linked necklace of handmade metal beads and forged wire links and clasps. This sampler project will offer beginning and intermediate metalsmithing students the chance to use both wire and sheet metal, along with hot and cold connections, to design their own unique creation. There will be a lunch break each day. **Supplies:** Students will need to request a supply list from the instructor by e-mailing [dguess@gmail.com](mailto:dguess@gmail.com).

Instructor: Deb Guess

S&Su	9:00am-5:00pm	Jan 24-Jan 25	Fee: \$85	15 hrs	90891	CEC 145
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**JOY OF PAINTING** 

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. **Supplies:** Please e-mail the instructor at [kim@joy2paint.com](mailto:kim@joy2paint.com) for the supply list, or we will provide one to you on the first day.

Instructor: Kim Cowger

M	9:00am-12:00N	Jan 12-Mar 09	Fee: \$55	24 hrs	90896	CEC 139
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**JOY OF PAINTING (ADVANCED) – NEW!** 

Continuing perfecting your painting skills as you are introduced to more advanced Bob Ross techniques on a larger scale. Kim is a highly skilled artist who is prepared to teach you how to take your paintings to the next level! **Supplies:** Students will need to request a supply list from the instructor by e-mailing [kim@joy2paint.com](mailto:kim@joy2paint.com).

Instructor: Kim Cowger

M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$55	24 hrs	90895	CEC 139
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**OIL PAINTING (BEGINNING)** 

For centuries, oil painting has been the preferred medium for creative expression. This course is designed as an introduction to oil painting for the beginning painter. In this course 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. **Supplies:** If you would like to know what supplies to purchase before class, please request a list at registration, or you may obtain one the first day.

Instructor: Nancy Mabes

Th	6:00pm-9:00pm	Jan 08-Feb 26	Fee: \$55	24 hrs	90899	CEC 139
Th	6:00pm-9:00pm	Mar 12-Apr 30	Fee: \$55	24 hrs	90900	CEC 139

**OIL PAINTING (INTERMEDIATE)** 

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. **Supplies:** If you would like to know what supplies to purchase before class, please request a list at registration, or you may obtain one the first day.

Instructor: Nancy Mabes

F	9:00am-12:00N	Jan 09-Feb 27	Fee: \$55	24 hrs	90901	CEC 139
F	1:00pm-4:00pm	Jan 09-Feb 27	Fee: \$55	24 hrs	90936	CEC 139
F	9:00am-12:00N	Mar 13-May 01	Fee: \$55	24 hrs	90902	CEC 139
F	1:00pm-4:00pm	Mar 13-May 01	Fee: \$55	24 hrs	90937	CEC 139

**PAINTING ANIMALS AND LANDSCAPES IN MIXED MEDIA – NEW!** 

Add life and intrigue to your paintings by including animals! Through the use of a variety of acrylics and oils, Kim will guide you through a specific painting technique with step-by-step instructions on how to paint fur and feathers with confidence! These lessons will enable you to paint animals within your landscapes. No drawing experience needed. **Supplies:** Students will need to request a supply list from the instructor by e-mailing [kim@joy2paint.com](mailto:kim@joy2paint.com).

Instructor: Kim Cowger

W	6:00pm-9:00pm	Jan 14-Mar 04	Fee: \$55	24 hrs	90898	CEC 139
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**PAINTING WORKSHOP – NEW!** 

Ever heard your teacher announce that "time is up" before you've completed your work of art? Don't fret because Kim is opening the art room doors to guide you as you complete those unfinished projects. Join the group as we add the finishing touches to our art. Students will need to bring their art pieces the first day of class.

Instructor: Kim Cowger


M	9:00am-12:00N	Mar 16-Mar 30	Fee: \$25	9 hrs	90897	CEC 139
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**POTTERY (BEGINNING)** 


If you have always been fascinated watching potters and thought it looked like fun, come and learn just how much fun it really is. Pottery is not difficult to learn, but it 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. **Supplies:** Students will need to provide their own clay (available from FTCC bookstore). Glazes are provided.

Instructor: Sharon Moore


M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$55	24 hrs	90910	HOS 627
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**POTTERY (BEGINNING/INTERMEDIATE)**   
 Beginning students will be making clay objects with emphasis on the potter's wheel and will learn about types of clay, forming, decorating, and glaze preparation. Students at the intermediate level will work on the development of technique and form. You will also learn additional decorating techniques. **Supplies:** Students will need to provide their own clay (available from the FTCC bookstore). Glazes are provided. **PREREQUISITE:** Completion of Pottery (Beginning) or equivalent skill set.


Instructor: Felicia Maye						
Sat	9:00am-12:00N	Jan 24-Mar 14	Fee: \$55	24 hrs	90912	HOS 627
Instructor: Sharon Moore						
T	6:00pm-9:00pm	Feb 10-Mar 31	Fee: \$55	24 hrs	90911	HOS 627

**POTTERY: GLAZING AND DECORATING**   
 This course is offered at the request of students who have some experience with pottery and want to learn additional glazing and decorating techniques. Your instructor will suggest new ways to decorate your clay pieces such as incising or impressing found objects into the damp clay, using slip stains on dried or bisque pieces, or experimenting with glazes. You will learn more about the properties of the clay you are using and how it affects your glaze, how glazes melt, cone temperature, and how to produce certain colors and effects in your glazes. **Supplies:** Glaze materials are provided or you can bring your own lead-free glazes. You will need to purchase your own clay (available from the FTCC bookstore).

Instructor: Sharon Moore						
Th	6:00pm-9:00pm	Jan 15-Mar 05	Fee: \$55	24 hrs	90913	HOS 627

**TECHNIQUES AND RESOLUTIONS IN METALSMITHING**   
 This class will be a time to brush up on metalsmithing and jewelry fabrication techniques and work through problems you may be having in your design, execution, or technical skills. We will focus on the completion of individual projects. **NOTE:** Students will need to purchase supplies. Prices will vary based on your choice of projects. This will be covered at the first class.


Instructor: Gail Ferguson						
M	3:00pm-6:00pm	Feb 09-Mar 30	Fee: \$85	24 hrs	90894	CEC 145

**WATERCOLOR (BEGINNING/INTERMEDIATE)**   
 Have you always wanted to learn how to paint using watercolors but felt intimidated by the rumor that this type of painting is difficult? This is an excellent course for the beginning painter or for those who have some experience. In this course, students will learn about composition, principles of design, color harmony, and the inherent qualities of their materials. Demonstrations by the instructor will include wet-in-wet, dry-brush, and how to get rid of mistakes in watercolor techniques. Join us as we discover the beauty in painting watercolors! The instructor will also work with students at the intermediate level teaching new techniques. **Supplies:** Students will need to purchase some tools. A list will be provided the first day of class; however, you may contact your instructor to obtain one before class by calling 366-0479.


Instructor: Karen Argo						
T	9:00am-12:00N	Jan 13-Mar 03	Fee: \$55	24 hrs	90907	CEC 139
T	6:00pm-9:00pm	Jan 13-Mar 03	Fee: \$55	24 hrs	90908	CEC 139
T	6:00pm-9:00pm	Mar 10-Mar 31	Fee: \$35	12 hrs	90909	CEC 139

## COOKING


*No matter your place in the world, food is used as one of the most popular forms of entertainment. The Community Services Department offers an assortment of creative cooking classes for you no matter your interest or skill set. Whether you are interested in learning more about how to prepare delicious foods in the formal or everyday setting, or you simply would like to know how to bake, we have a class for almost everything! All cooking classes will require students to bring some items to class; however, these costs will be kept as low as possible. With questions regarding supplies, please call 678-8243.*

**APPETIZING DELIGHTS**   
 Who doesn't love a tasty appetizer to serve guests that will compliment a delicious dinner? The appetizer often sets the mood for the entire meal and can prepare your taste buds for the next dish. Join us as you are guided in preparing a variety of appetizers perfect for any meal.


Instructor: Chef Marianne Dzurina						
F	6:00pm-9:00pm	Feb 06-Mar 06	Fee: \$50	15 hrs	91740	CEC 146

**ASIAN CUISINE (ADVANCED) – NEW!**   
 Join Vivianne and hone your skills in this advanced Asian Cuisine class! This class will explore the very intricate recipes that Asian cuisine has to offer. You will be able to create your own works of art through exploring many new and technical recipes. **PREREQUISITE:** Must have completed Intermediate Asian Cuisine or have extensive knowledge of principles and techniques of Asian cuisine. **NOTE:** Class will not meet on March 31.

Instructor: Chef Vivianne Chanthavilay						
T	10:00am-1:00pm	Feb 24-Apr 07	Fee: \$55	18 hrs	91778	CEC 146

**ASIAN CUISINE (INTERMEDIATE) – NEW!**   
 Asian cuisine is often referred to as a work of art. From the colorful presentation to the variety of spices used in each dish, there is a great deal to learn when cooking Asian dishes. This course is designed for students who have some experience preparing Asian cuisine to allow the class to explore a variety of dishes! **PREREQUISITE:** Students should have basic knowledge of cooking Asian dishes. **NOTE:** The last class will meet on Tuesday, March 31.

Instructor: Chef Vivianne Chanthavilay						
Th	10:00am-1:00pm	Feb 26-Mar 31	Fee: \$55	18 hrs	91738	CEC 146

**AUTHENTIC MEXICAN CUISINE**   
 Do you love Mexican food and the rich spices in every dish? The best part of Mexican cuisine is how delicious it is and how healthy many of the dishes have become. Join this class as your instructor teaches you the secret behind preparing truly authentic Mexican cuisine.

Instructor: Chef Felicia Bonner						
M	6:00pm-9:00pm	Feb 23-Mar 30	Fee: \$55	18 hrs	91737	CEC 146

## CAKE DECORATING: QUICK & EASY

Learn just how much fun cake decorating can be in this short, introductory course that will cover all the basics. Have you ever looked at the myriad of supplies available in a cake-decorating department and wondered what you really need to buy or if you would be skillful at the craft? Among the numerous things you will learn are easy techniques, coloring icing, filling and using piping bags, and of course, lots of beautiful shapes to pipe onto your cake---stars, shells, dots, lines, rosettes, and some basic borders. At the conclusion of this class, it will be easy for you to decorate birthday cakes and dramatic desserts. **Supplies:** Bring one baked, un-iced sheet or round cake to the first class.

Instructor: Chef Mary Johnson

Th	6:00pm-9:00pm	Jan 15-Mar 05	Fee: \$60	24 hrs	91734	CEC 146
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## COMFORT FOODS

It's that time of year! The chilly weather is here and what better time than now to learn how to make those warm and cozy comfort foods! Join us for the next four weeks as we learn how to make some of those comfort foods we all know and love. From homemade macaroni and cheese to rich, yet simple desserts – there is so much to cook!

Instructor: Chef Marianne Dzurina

W	6:00pm-9:00pm	Jan 14-Feb 04	Fee: \$45	12 hrs	91743	CEC 146
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## COOKING WITH ALLERGIES & SPECIAL DIETS – NEW!

Have you been newly diagnosed or even struggling for a while with a food allergy or life changer like high cholesterol, blood pressure, or diabetes? Now you have a restricted diet but don't know where to start! This hands-on class will open your eyes to discover a whole new culinary world of allergy-free foods while altering your favorite foods in healthier ways so you can still enjoy them. Join Chef Christine in this informative class and experience the ease of making great tasting meals that will improve your health and put the joy back into cooking!

Instructor: Chef Christine Butler

M	6:00pm-9:00pm	Jan 12-Feb 16	Fee: \$50	15 hrs	91736	CEC 146
W	10:00am-1:00pm	Feb 04-Mar 04	Fee: \$50	15 hrs	91735	CEC 146

## HOMEMADE SOUP & BREAD – NEW!

Join us and learn how to make delicious soups and mouthwatering breads from scratch! In this course you will be introduced to making a variety of breads and soups such as yeast breads, gluten-free breads, chowders, and stews just to name a few! You'll enjoy working with fresh ingredients and following easy recipes to keep your family warm and happy all winter!

Instructor: TBA

W	6:00pm-9:00pm	Feb 11-Mar 18	Fee: \$55	18 hrs	91733	CEC 146
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## INTRODUCTION TO ASIAN CUISINE

Come join Vivianne as she takes you on a journey through Southeast Asia! In this course you will learn many classic Asian dishes from places such as Thailand, Laos, and Vietnam. Do you feel intimidated by Asian markets and all the specialized ingredients? Fear no more! Your class will include a trip to the Asian market to learn about ingredients and ease your fears! Come join us for a wonderful Asian cuisine experience!

Instructor: Chef Vivianne Chanthavilay

T	10:00am-1:00pm	Jan 13-Feb 17	Fee: \$55	18 hrs	91739	CEC 146
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## WINE APPRECIATION

This exciting learning experience focuses on the complex world of wine, making it easy and fun, to include an overview of the main wine regions, grape varieties, and wine-making techniques. You will also learn how to order wine in a restaurant and purchase, store, and serve wine properly. As you are educated on the methods of evaluating different wines, you will enjoy tasting a variety of wines that will be accompanied with a cheese and fruit plate. This class is excellent for individuals of all wine knowledge levels, from those just venturing into the world of wine to the connoisseur and restaurant industry professional. Join us for a delightful evening of wine tasting and education! **NOTE:** You must be 21 years or older to participate and proof of age will be required. This class will be held at THE WINE CAFÉ's downtown location on 108 Hay Street.

Instructor: Angie Malavé

Th	5:30pm-8:00pm	Jan 29	Fee: \$45	2.5 hrs	90914	TWC
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# CRAFTS

## ART OF BASKET WEAVING

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 learn about many different types of designs, materials, and techniques. You may choose to create several small baskets or one large basket and be as traditional or adventurous as you want to be! **Supplies:** Your instructor will give you a supply list the first night of class.

Instructor: Donna Shupe

T	6:00pm-9:00pm	Jan 13-Mar 03	Fee: \$55	24 hrs	91744	CEC 144
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## STAINED GLASS I

Join us as we work with beginning crafters to create projects that will highlight the beauty of stained glass art. Our expert instructor will educate you on many aspects of stained glass and give you a new perspective into this ancient art form. Progress will be made at an individual pace. **Supplies:** Please ask for a supply list at the time of registration.

Instructor: Sarah Crago

T	6:00pm-9:00pm	Jan 13-Mar 03	Fee: \$60	24 hrs	91746	CEC 127
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## STAINED GLASS II

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: Sarah Crago

Th	6:00pm-9:00pm	Jan 15-Mar 05	Fee: \$60	24 hrs	91747	CEC 127
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# CREATIVE WRITING

## CREATIVE WRITING

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: Mary Tuley

T	6:00pm-9:00pm	Feb 03-Mar 24	Fee: \$50	24 hrs	94376	CEC 126
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# DANCE

## SHAG (BEGINNING)

Enroll now and learn the dance of the South—the Carolina Shag. Since its beginning, in the late '30s and early '40s at the beaches in North and South Carolina, shag dancing 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, and children as young as eight 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 such as 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 and 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	6:30pm-8:30pm	Feb 02-Feb 16	Fee: \$40	6 hrs	94393	HOS GYM
M	6:30pm-8:30pm	Mar 02-Mar 16	Fee: \$40	6 hrs	94394	HOS GYM

# FINANCIAL PLANNING

## INTRODUCTION TO INVESTING

Roth IRA, 401k, CD's, do these words seem foreign to you? If so come learn from Lyn in this short class, all the basics of investing. This class will help you to understand the world of investing and make you a more savvy investor!

Instructor: Lyndon Ramey

Th	1:30pm-4:30pm	Jan 22	Fee: \$25	3 hrs	91748	CEC 143
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## MANDATORY RETIREMENT DISTRIBUTIONS AT AGE 70 1/2

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

Instructor: Lyndon Ramey

Th	1:30pm-4:30pm	Feb 12	Fee: \$25	3 hrs	91749	CEC 143
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## SAVING FOR COLLEGE

Do you have children? If so, then it is time to start saving for their higher education. Even if your child is still young, beginning to save for college is still an important topic. Join us and learn from Lyn where to start when saving for college!

Instructor: Lyndon Ramey

Th	1:30pm-4:30pm	Mar 12	Fee: \$25	3 hrs	91750	CEC 143
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## SOCIAL SECURITY RETIREMENT SEMINAR

Social Security is an important part of retirement planning. In this seminar, you will learn about the benefits and programs available from the Social Security Administration. Emphasis will be placed on students understanding the Social Security Administration website, how to retire comfortably with their social security benefits, and how to determine whether they are able to retire with social security or if they will need extra support.

Instructor: Brenda Brown, Social Security Administration

T	12:00N-2:00pm	Feb 10	Fee: \$10	2 hrs	91751	CEC 118
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## STOCK MARKET BASICS

This short class will give you the basic information you need to understand the stock market. You will be able to make informed decisions about investing in the market with the help of your knowledgeable instructor!

Instructor: Arthur Hooker

T	6:00pm-8:00pm	Feb 17	Fee: \$20	2 hrs	91752	CEC 133
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## WILLS AND TRUSTS

Have you been thinking about getting started on your will? Not sure how to start a trust fund for your loved ones? Come to this class and learn all about these two important topics. Join us, and Art will walk you through the processes for setting up wills and trusts.

Instructor: Arthur Hooker

T	1:00pm-3:00pm	Mar 10	Fee: \$20	2 hrs	91753	CEC 143
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# FLORAL/GARDENING/LANDSCAPING

## COMPOSTING

Composting is the natural process of decomposition and recycling of organic material into a humus-rich soil amendment. The reasons we should compost include keeping yard waste out of our landfills, promoting healthy soil, improving drainage, and increasing the water holding capacity of our soil. The right combination of browns (dry leaves, straw, woody material) and greens (grass clippings, vegetable scraps from the kitchen, manures) will assist the process. We will also discuss vermiculture (composting with worms) as an alternative process for recycling vegetative scraps. Come join George as you learn about this popular technique!

Instructor: George Quigley

Sat	9:00am-12:00N	Jan 17	Fee: \$25	3 hrs	91758	HEC 109
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## CONTAINER GARDENING

Containers in the urban landscape can give small spaces instant impact and large spaces definition. The uses of containers are endless with a little imagination. In this course, your instructor will cover plant combinations, container selection, set up techniques, proper site placement, and how to keep your containers looking picture perfect.

Instructor: George Quigley

Sat	9:00am-12:00N	Mar 21	Fee: \$25	3 hrs	91761	HEC 109
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## FLORAL ARRANGING (BEGINNING)

This beginning level course will include lecture, demonstration, and hands-on practice in the principles and elements of floral design. You will be taught designs for special occasions or locations, as well as many tips and tricks the professionals use to create beautiful arrangements.

**Supplies:** Please ask for a supply list on the first day of class. With questions please call 678-8243.

Instructor: Robin Pusztay, Ph.D.

Th	6:00pm-9:00pm	Jan 15-Feb 19	Fee: \$55	18 hrs	91754	HEC 109
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## FLORAL ARRANGING (INTERMEDIATE)

This class is designed for students who want more experience in floral arranging and design. In this class you will learn how to do arrangements for occasions such as parties and banquets. Come learn from Robin as she expands your skills and teaches you new and exciting floral designs! **Supplies:** Please ask for a supply list on the first day of class. With questions please call 678-8243.

Instructor: Robin Pusztay, Ph.D.

M	6:00pm-9:00pm	Feb 23-Mar 23	Fee: \$50	15 hrs	91756	HEC 109
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## GARDENING IN THE SANDHILLS

Join George and learn what makes your region so special! Learning the characteristics of our region's soil will make all the difference in our gardening success! Join us and learn what grows best, where and when to plant, and many other secrets to gardening in the Sandhills.

Instructor: George Quigley

Sat	9:00am-12:00N	Feb 07	Fee: \$25	3 hrs	91759	HEC 109
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## INTRODUCTION TO HORTICULTURE - NEW!

FTCC and the Cape Fear Botanical Gardens are proud to offer this course for you to discover North Carolina horticulture. If you would like to learn more about landscaping, pruning, planting, and NC indigenous trees and flowers, then this is the class for you! Join Robin as she introduces you to the world of horticulture through information-rich lessons and a nature walk through the Cape Fear Botanical Gardens!

Instructor: Robin Pusztay, Ph.D.

T	6:00pm-9:00pm	Jan 27-Feb 24	Fee: \$50	15 hrs	91757	HEC 109
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## LAWNS

Your lawn is an important part of your curb appeal. Join us and let George inform you of the best ways to keep your lawn in its most beautiful condition. Discussions will include the different requirements for your lawn as the seasons change.

Instructor: George Quigley

Sat	9:00am-12:00N	Feb 21	Fee: \$25	3 hrs	91760	HEC 109
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## PLAN, PLANT, PROTECT

In collaboration with PWC, join us to learn about trees! A new tree is a beautiful addition to anyone's property, and we all appreciate the natural character, shade, and environmental benefits it provides. However, problems are plentiful when we consider installing trees or large ornamentals in our landscape. This class will cover all of the aspects associated with the selection, installation, and protection of the plant. You will learn how to select a tree or a large ornamental shrub that is appropriate for this climate and landscape and how to properly plant it so that it is ensured healthy growth. This class will include a walking tour of the Cape Fear Botanical Gardens to see some desirable trees and ornamentals. **NOTE:** At the completion of the class, students will receive a gift certificate for a tree from a local nursery.

Instructor: George Quigley

Sat	9:00am-12:00N	Mar 07	Fee: \$25	3 hrs	91762	HEC 109
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# FURNITURE UPHOLSTERY

The Furniture Upholstery classes are offered for students at all levels! The Furniture Upholstery workshop is located at 205 Forsythe Street in The Re-Store Warehouse. Students enter on the side of the building. The classroom is located downstairs. If you need additional information, please call 678-8431. See our Industrial Sewing Machine Operator classes listed in the Commercial Sewing section of this catalog, which are also offered at The Re-Store Warehouse.

## FURNITURE UPHOLSTERY (BEGINNING)

Have you priced new furniture lately? Furniture is not cheap! We have the solution. 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 upholstery; how to re-tie and tie springs, brace the frame, and 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. **NOTE:** You will need to bring one piece of furniture on the first day of class. Please contact the instructor with questions by calling 910-494-5468.

Instructor: Milagros Whitted

T	6:00pm-9:00pm	Jan 06-Feb 24	Fee: \$60	24 hrs	90938	RSW
W	6:00pm-9:00pm	Jan 07-Jan 28	Fee: \$45	12 hrs	90939	RSW
M&W	9:00am-12:00N	Jan 12-Feb 09	Fee: \$60	24 hrs	90915	RSW
T	9:00am-12:00N	Jan 13-Mar 03	Fee: \$60	24 hrs	90919	RSW
Sat	9:00am-12:00N	Jan 24-Mar 14	Fee: \$60	24 hrs	90918	RSW
T	6:00pm-9:00pm	Mar 03-Mar 24	Fee: \$45	12 hrs	90916	RSW

## FURNITURE UPHOLSTERY (INTERMEDIATE)

Continue practicing your skills! This course is designed for those who have some experience doing furniture upholstery and want to expand their skill set. 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. **NOTE:** You will need to bring one piece of furniture on the first day of class. Please contact the instructor with questions by calling 910-494-5468.

Instructor: Milagros Whitted

Th	6:00pm-9:00pm	Jan 15-Mar 05	Fee: \$60	24 hrs	90920	RSW
M&W	9:00am-12:00N	Mar 02-Mar 25	Fee: \$60	24 hrs	90921	RSW

# HANDGUN TRAINING

## NORTH CAROLINA CONCEAL CARRY HANDGUN TRAINING

The purpose of this course is to explain to the student the aspects of the North Carolina Concealed Carry Handgun Law as it applies to the rights of the citizen to carry a concealed handgun and to teach and apply the fundamentals of safety and basic marksmanship fundamentals. Individual equipment: You will need your identification (driver's license/ ID card), pen or pencil, pistol with 2 magazines, holster (no cross draw or shoulder holsters allowed due to safety concerns). Please bring a belt for your holster, magazine pouch, rain or inclement weather gear, eye and ear protection (clear or shaded lens are recommended), water/snacks (we'll take an hour lunch break around noon), hat, sun screen (non-greasy or water resistant recommended). We recommend you wear comfortable shoes, long pants, and a long sleeve shirt that you don't mind getting dirty. **This is a self-supporting class; fee exempt status does not apply.** **NOTE: Course textbook is included in the registration fee. Must contact The Range Complex before attending class.**

Instructor: TBA

Sat	8:00am-7:00pm	Jan 10	Fee: \$80	10 hrs	16118	TRC
Sat	8:00am-7:00pm	Feb 07	Fee: \$80	10 hrs	16119	TRC
Sat	8:00am-7:00pm	Mar 07	Fee: \$80	10 hrs	16120	TRC

# HOME IMPROVEMENT

**Save Money and Update Your Home on Your Own!**

## FLOOR COVERING AND TILE INSTALLATION

Would you like to update the floors in your home? This course is designed for those who are interested in learning how to install or replace the floor coverings in their homes or for customers. You will learn how to plan, design, select materials, estimate costs, and install solid wood, laminate, tile (ceramic, porcelain, and stone), sheet vinyl, vinyl planks and tiles, and carpeting. Your instructor will work with each of you to determine what floor coverings are best suited for your particular situation, whether you are installing in a new home or replacing your current floor coverings. For those of you who are interested, Mr. Simpson will show you how to install ceramic or stone as kitchen or bath wall coverings. This would be a good introductory course for those who are interested in employment as installers. **NOTE:** Students may need to purchase basic hand tools or they may bring what they have from home. A list of necessary tools will be provided the first day of class. Call 678-8431 with questions regarding supplies.

Instructor: Willie Simpson

M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$60	24 hrs	90922	ICD
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## MINOR HOME REPAIR (BEGINNING/INTERMEDIATE) – NEW!

Have you found yourself needing help with repairs at home or seeking assistance doing repairs on the job? This class is designed for those who desire to learn to repair various parts of the home inside and outdoors to include how to replace faucets, making plumbing repairs electrical repairs, basic carpentry repairs, roofing repairs, and installation of small appliances. This course is for those who have some experience in completing minor home repairs and wish to learn the correct way to completing repairs at home and professionally. **NOTE:** Students may need to purchase basic hand tools if they do not have what is necessary at home. A list of necessary tools will be provided the first day. Call 678-8431 with questions regarding supplies.

Instructor: Willie Simpson

T	6:00pm-9:30pm	Jan 20-Mar 03	Fee: \$70	24 hrs	90923	ICD
Th	6:00pm-9:30pm	Jan 22-Mar 05	Fee: \$70	24 hrs	90924	ICD

# MOTORCYCLE SAFETY

## MOTORCYCLE: BASIC RIDER COURSE

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 and lift and keep the motorcycle upright. For more information, please visit [www.ncmotorcyclesafety.org](http://www.ncmotorcyclesafety.org). **Students may purchase accident insurance to cover class activities for \$2 per term (available from the Continuing Education Records and Registration office).** Please call 678-8386 for class availability; for all other questions please call 678-8446.

Instructor: TBA

F/S,Su	5:30-10pm/8am-6pm	Jan 09-Jan 11	Fee: \$135	22 hrs	94395	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Jan 23-Jan 25	Fee: \$135	22 hrs	94396	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Feb 13-Feb 15	Fee: \$135	22 hrs	94397	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Feb 20-Feb 22	Fee: \$135	22 hrs	94398	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Feb 27-Mar 01	Fee: \$135	22 hrs	94399	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Mar 06-Mar 08	Fee: \$135	22 hrs	94400	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Mar 13-Mar 15	Fee: \$135	22 hrs	94401	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Mar 20-Mar 22	Fee: \$135	22 hrs	94402	CEC 133
F/S,Su	5:30-10pm/8am-6pm	Mar 27-Mar 29	Fee: \$135	22 hrs	94403	CEC 133

**NOTE: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be present and in your classroom seat at 5:30pm when the first class begins. Failure to be on time will result in your slot being denied. Students must be in attendance for the full course of instruction. There are no excused absences.**

## MUSIC

### GUITAR (BEGINNING)

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: Angela Touron

W	6:30pm-9:30pm	Jan 14-Mar 04	Fee: \$50	24 hrs	94389	CEC 112
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### PIANO (BEGINNING)

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: Steven Skimmiehorn

M	6:00pm-9:00pm	Jan 26-Mar 16	Fee: \$50	24 hrs	94390	CEC 131
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## NEEDLECRAFTS AND SEWING

### ALL ABOUT QUILTING

Express your creativity through your very own quilt! In this course, you will learn everything about quilting, from creating your own design to finishing with machine quilting. All level quilters are welcome, and no quilting knowledge is required. **Supplies:** Please request a supply list at the time of registration. **NOTE:** Questions regarding this class? Please e-mail the instructor at [iqultdesigns4u@gmail.com](mailto:iqultdesigns4u@gmail.com).

Instructor: Iris Noitalay

F	9:00am-12:00N	Jan 16-Mar 20	Fee: \$60	30 hrs	91768	CEC 144
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### CREATIVE QUILTING

Come explore quilting in a different way. Designing, color selection, piecing, quilting, time-saving shortcuts, and finishing techniques are all part of this course. Work at your own pace and learn how to fine tune familiar techniques and explore the less common methods of contemporary quilt making. **Supplies:** Please ask for a supply list at the time of registration.

Instructor: Annette Ornelas

W	9:30am-12:30pm	Jan 28-Mar 18	Fee: \$55	24 hrs	91763	LVS
W	6:00pm-9:00pm	Jan 28-Mar 18	Fee: \$55	24 hrs	91764	LVS

### CROCHETING (BEGINNING)

Have you wanted to learn how to crochet? This class is designed for those individuals who have no experience in crocheting or have minimal skills. You will learn the basic stitches: slip stitch, chain stitch, single crochet, half-double crochet, double crochet, and treble crochet. You will also learn to recognize symbols and read patterns. Based on your pace, you should be able to complete at least one item of your choice during this class. **Supplies:** Please ask for a supply list at the time of registration.

Instructor: Marnita Ward

Sat	9:00am-12:00N	Feb 07-Mar 28	Fee: \$55	24 hrs	91766	CEC 144
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### QUILTED GARMENTS – NEW!

Do you love quilts? Designing a quilt is a beautiful form of individual expression! In this course you will learn how to design and make your very own quilted garment. Once you wear one you will not want to wear anything else; they're light-weight and perfect for the unpredictable North Carolina seasons. Some of the course projects you can choose from will be vests, covered sweatshirts, and jackets. Join us by creating your one-of-a-kind garment! **Supplies:** Please request a supply list at the time of registration. **NOTE:** Questions regarding this class? Please e-mail the instructor at [iqultdesigns4u@gmail.com](mailto:iqultdesigns4u@gmail.com).

Instructor: Iris Noitalay

F	1:00pm-4:00pm	Jan 16-Mar 20	Fee: \$60	30 hrs	91767	CEC 144
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## QUILTING AND PIECING

Beginning quilters--this course is designed especially for you! Learn easy quilting and piecing techniques for triangles, diamonds, curves, color selection, simple drafting, and much more. We will cover the whole spectrum of quilting made easy. **Supplies:** Please ask for a supply list at the time of registration.

Instructor: Annette Ornelas

M 9:30am-12:30pm Jan 26-Mar 23 Fee: \$55 24 hrs 91765 LVS

## QUILTING FROM START TO FINISH

This course is for the wanna-be quilter. You will be introduced to quilting tools and patterns, and you will learn how to use a sewing machine (available in classroom). The project 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. **Supplies:** Please ask for a supply list at the time of registration.

**NOTE:** Questions regarding this class? Please e-mail the instructor at [iquiltdesigns4u@gmail.com](mailto:iquiltdesigns4u@gmail.com).

Instructor: Iris Noitalay

Th 6:00pm-9:00pm Jan 15-Mar 19 Fee: \$60 30 hrs 91769 CEC 144

## SEWING AND SERGING

This course is designed to show you how to thread and operate the serger. You will do simple projects entirely on the serger and learn to use it with the sewing machine. You will learn how to use your machine to cut, sew, and finish any project with ease. Basic sewing skills are recommended. **Supplies:** You may bring your own machine to class along with the manual, or you may use machines provided by FTCC. Please request a supply list at registration.

Instructor: Cama Morningstar

Th 9:00am-12:00N Feb 05-Mar 26 Fee: \$55 24 hrs 91778 CEC 144

## SEWING I

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. Students may repeat this class many times, making different projects until they feel they are proficient! **Supplies:** You may bring your own machine to class along with the manual, or you may use machines provided by FTCC. Please request a supply list at registration.

Instructor: Cama Morningstar

T 9:00am-12:00N Jan 13-Mar 03 Fee: \$55 24 hrs 91770 CEC 144

M 6:00pm-9:00pm Feb 02-Mar 23 Fee: \$55 24 hrs 91771 CEC 144

# PERSONAL INTEREST/VOLUNTEER TRAINING

## CERTIFIED EMERGENCY RESPONSE TEAM

The Community Emergency Response Team (CERT) in cooperation with the Department of Homeland Security 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 Commander for Cumberland County, Marlin Scott, by e-mail at [tanzabug@aol.com](mailto:tanzabug@aol.com).

Instructor: CERT Volunteers

F, 6:00pm-10:00pm Jan 23-Jan 25 Fee: \$20 20 hrs 90925 CEC 108

S&Su 8:00am-5:00pm

## COUPONING 101

Would you like to learn all about couponing? Our couponing expert will help you make the most out of coupons by helping you understand sale and stock cycles to best benefit your budget. In this course, you will learn how to be a wise consumer by comparative shopping, matching coupons with sales, price-matching, and stockpiling. You will also learn how to shop with coupons at local grocery stores and drugstores, how to use Internet resources for maximum savings, gain insider knowledge about shopping at particular stores, store loyalty rewards, and much more!

Instructor: Couponing Expert

M 6:00pm-9:00pm Feb 02-Mar 02 Fee: \$40 15 hrs 91772 CEC 118

## RAPE CRISIS SENSITIVITY

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. If you have any questions, please call the Rape Crisis Center at 910-485-7273.

Instructor: Rape Crisis Volunteers

Sat 8:00pm-5:00pm Mar 07-Mar 14 Fee: \$15 16 hrs 91773 CEC 118

## SIMPLIFY YOUR LIFE - NEW!

With the hustle and bustle of our busy schedules, wouldn't it be nice to learn some ways to simplify our everyday lives and enjoy what is truly important? In this course we will discuss how our lives become so cluttered and ways to reduce all the unnecessary stress through practical time management tips and tricks for organizing your home, your office, and your mind!

Instructor: TBA

M 6:00pm-8:00pm Jan 12-Mar 09 Fee: \$40 16 hrs 91774 CEC 133



# PHOTOGRAPHY

## CREATIVE PHOTOGRAPHY

Have you ever heard someone say, "You have an eye for photography"? This is a trait that you must have, but many who are interested in photography simply were not born with the skill of finding the perfect light or angle when taking a picture. In this class, you will be given instruction on how to look for that artistic angle and capture that very moment before it passes.

**NOTE:** You will need to bring your camera on the first class meeting. A digital single-lens reflex camera is recommended.

Instructor: Tony Wooten

T	6:00pm-9:00pm	Jan 27-Mar 17	Fee: \$60	24 hrs	90926	CEC 143
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## DIGITAL PHOTOGRAPHY FOR PROFESSIONALS (INTERMEDIATE)

In this course, emphasis will be placed upon professional techniques that students may use on the job or for any photography project. 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. You will learn how to crop and resize images, how to use photo-editing tools, how to adjust the tonal and color values in photos, as well as how to create special effects using filters and layer modes. **PREREQUISITE:** Completion of Digital Photography Fundamentals, Digital Photography Fundamentals for Professionals, or equivalent experience.

Instructor: Adrian Bell

W	6:00pm-9:00pm	Jan 14-Mar 04	Fee: \$70	24 hrs	90927	CEC 143
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## DIGITAL PHOTOGRAPHY FOR SENIORS

Have your children or grandchildren been trying to convince you to learn how to use a digital camera? Maybe they're giving you one as a present, and you're not at all sure you want it. That 35mm camera is just fine and you don't need another camera, right? Well, let's give it a try, and you just might be surprised at how much you will like it and how much fun it will be to see what new things you can do with your photographs. In this course, you will learn how the camera works, how to take great photos, how to save your digital photos on a computer, print the photos you want to keep, and edit your photos. You will need to bring a digital camera to class; however, you can wait until after the first class in order to consult with the instructor. Questions regarding this class? Please e-mail Mark at [markschulz5060@gmail.com](mailto:markschulz5060@gmail.com).

Instructor: Mark Schulz

T	1:00pm-4:00pm	Feb 03-Feb 24	Fee: \$35	12 hrs	90930	CEC 143
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## DIGITAL PHOTOGRAPHY FUNDAMENTALS

Would you like to have more control over your camera? Frustrated because you can't make your camera work for you? This course will expand your ability to use your SLR (single lens reflex) camera. You will gain an understanding of photographic terms, expressions, and techniques. Instruction will include 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 the use of manual controls. We also cover art and composition as well as equipment selection. Questions regarding this class? **NOTE:** Not recommended for point-and-shoot cameras. You will need to bring your camera on the first night of class.

Instructor: Tony Wooten

Th	6:00pm-9:00pm	Jan 29-Mar 19	Fee: \$60	24 hrs	90929	CEC 143
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## DIGITAL PHOTOGRAPHY FUNDAMENTALS FOR PROFESSIONALS

In this course, emphasis will be placed upon professional techniques that students may use on the job or for any photography project. You will expand your ability to use your SLR (single lens reflex) camera. You will gain an understanding of photographic terms, expressions, and techniques. Instruction will include 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 the use of manual controls. We also cover art and composition as well as equipment selection. **NOTE:** Not recommended for point-and-shoot cameras. You will need to bring your camera on the first night of class.

Instructor: Johnny Horne

M	6:00pm-9:00pm	Jan 12-Mar 09	Fee: \$70	24 hrs	90928	CEC 143
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## PHOTOSHOP (BEGINNING/INTERMEDIATE) – NEW!

Have you dabbled in the use of Adobe Photoshop software but never quite learned how it was designed to be used? Photoshop is a tool that should be used to enhance the photos you have taken, making them pop! Join this class with people from various levels and learn what a piece of art your photography can be through the use of Photoshop! Students will be working with Adobe Photoshop software and you may be asked to bring your digital camera throughout the course. With questions regarding this class, please e-mail the instructor at [markschulz5060@gmail.com](mailto:markschulz5060@gmail.com).

Instructor: Mark Schulz

Sat	9:00am-12:00N	Jan 24-Mar 14	Fee: \$60	24 hrs	90931	CBI 123
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**DON'T  
DELAY!  
REGISTER  
TODAY!**

**Please visit FTCC's Continuing Education  
Home Page at:  
[www.faytechcc.edu/continuing\\_education](http://www.faytechcc.edu/continuing_education)**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
<i>Continuing Education classes begin in different weeks and months.</i>						
8	9	10	11	12	13	14
<i>Check start dates to be sure you won't miss a course!</i>						

# RECREATION

## SELF-DEFENSE

Self-defense training enables practitioners to protect themselves and others against a wide range of real-world threats and attacks. The self-defense method called Krav Maga teaches people to respond and function correctly during the enormous stress and shock of a sudden, real-life, violent encounter. Krav Maga utilizes only modern, innovative, and safe training methods that have been proven effective under the harshest conditions on the battlefield and on the street. As a result, Krav Maga is one of the most credible self-defense systems in the world today. Come join our experienced instructor as he teaches you this important skill. **NOTE:** Please wear comfortable clothing and tennis shoes and bring water.

Instructor: Rafael Jovet-Ramos  
 Sat 9:00am-12:00N Feb 21-Mar 28 Fee: \$55 18 hrs 91775 HOS GYM

## YOGA (BEGINNING)

Yoga has been recognized medically for the many benefits that it promotes and is often recommended by various medical treatments to supplement medical conditions such as depression, combat stress-related conditions, arthritis, diabetes and many more. Yoga, with its gentle movements, will enhance health by strengthening your body and improving oxygen flow, promoting a healthy mind, body, and spirit. Each lesson includes deep breathing and movement exercises that can be modified to accommodate any fitness level and medical needs. Yoga provides a unique, individual experience that will develop flexibility and stamina, increase awareness to help you identify stress and coping strategies, improve balance and concentration, and promote a more healthful lifestyle. **NOTE:** Please wear comfortable clothing, socks, and bring your yoga mat, towel, and water.

Instructor: Certified Yoga Professional  
 T&Th 6:30pm-7:30pm Jan 13-Mar 05 Fee: \$55 16 hrs 91776 HOS GYM

## YOGA (INTERMEDIATE)

Join us for a more challenging yoga class. This class is designed for students with prior yoga experience. This class will involve more challenging poses to encourage growing your skills. **NOTE:** Please wear comfortable clothing, socks, and bring your yoga mat, towel, and water.

Instructor: Certified Yoga Professional  
 M&W 6:30pm-7:30pm Feb 02-Mar 25 Fee: \$55 16 hrs 91777 HOS 641B

# TECHNOLOGY

## HOW TO OPERATE MY APPLE DEVICE

Have you ever wondered what the difference is between a Microsoft computer and a Macintosh Apple computer? If this has ever been a question of yours, or you would like to understand how to operate your iPad, iPhone, iPod, or Apple computer using OS10 and above software, this is the class for you! **Supplies:** You will need to bring your Apple device and Apple specific cables or other peripheral devices to class.

Instructor: Joe Talarico  
 Sat 9:00am-1:00pm Feb 07 Fee: \$25 4 hrs 90933 CEC 114  
 Sat 9:00am-1:00pm Mar 07 Fee: \$25 4 hrs 90934 CEC 114

# FTCC's Continuing Education Programs are now providing client services!

**Barbering & Therapeutic Massage**  
**678-0148**  
**(Main Campus)**

**Nail Technology & Natural Hair Care**  
**486-3980**  
**(Tallywood Annex)**

**Esthetics**  
**486-3983**  
**(Tallywood Annex)**



**Call today for appointment times and more info!**

# AMA

Certificate  
in Management  
Program

FTCC

"A Partnership For Your  
Professional Growth"



Fayetteville Regional Chamber 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 day or 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 the Winter term:

- DELIVERING "KNOCK YOUR SOCKS OFF" SERVICE
- FUNDAMENTALS OF HUMAN RESOURCES
- TAKING CONTROL WITH TIME MANAGEMENT

For more information, contact Sharmon Herring at 678-8210  
Call 678-8230 for registration information



## NEW for YOU! Certificate for Administrative Professionals

offered in partnership with the  
American Management Association  
Fayetteville Regional Chamber  
and

Fayetteville Technical Community College

*Enhance your administrative professional skills  
and opportunities for advancement by participating  
in this 5-course nationally-recognized program  
totaling 105 hours of training.*

Day and evening classes are available for your convenience!

**Don't Delay - Call Today  
for more information 910-678-8230**



## COMPUTER CLASSES AT CBI!

**MICROSOFT EXCEL LEVEL I**  
Th • Jan 15-Mar 05 • 6:00pm-9:00pm

**MICROSOFT EXCEL LEVEL II**  
W • Jan 14-Mar 04 • 6:00pm-9:00pm

**MICROSOFT WINDOWS 7 LEVEL I**  
M • Jan 12-Mar 09 • 6:00pm-9:00pm

**MICROSOFT WINDOWS 7 LEVEL II**  
T • Jan 13-Mar 03 • 6:00pm-9:00pm

**MICROSOFT WORD 2013 BASICS - NEW!**  
M • Jan 12-Mar 09 • 6:00pm-9:00pm

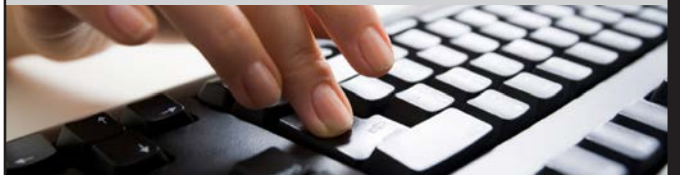
**Cost: \$70 per class**

Location: Center for Business and Industry, 2723 Fort Bragg Road  
Pre-registration required. Class size limited.  
Call 678-8230 for more information.

**Improve Your Skills!  
Enhance Your Promotability!**



## COMPUTER OFFICE ESSENTIALS



### Topics Include:

- Keyboarding Skills
- Intro to Microsoft Office 2013
- Creating Professional Correspondence and Business Documents
- Effective Leadership and Communication Skills
- Scheduling/Time and Task Management

### CLASS MEETS

Jan 12-Mar 06  
Monday-Friday  
8:30am-12:30pm  
Course Code: 30118

Center for Business & Industry  
2723 Fort Bragg Road  
\$180 Registration Fee

**CALL TODAY! 678-8230**  
Business Services-Continuing Education

**BUSINESS SERVICES**

# LEARN BASIC KEYBOARDING SKILLS



Topics Include:

- Computer Keyboarding Skills
- Refinement Drills
- Timed Writings
- Proofreading Techniques

Class Meets:

January 12-February 05

February 09-March 05

Monday-Thursday

6:00pm-9:00pm

Instructor: Sheila Goins



**Class Size Limited**

**Pre-Registration is Required**

**CALL TODAY!**

**678-8230**

March 09-April 02

Monday-Thursday

9:00am-12:00N

Instructor: Lashanda Simons

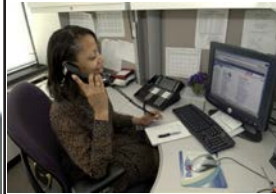
Registration Fee: \$125

Center for Business and Industry

2723 Fort Bragg Road

# Need a Job? Learn & Earn! Modern Office Software

Windows, Word & Excel



Working in today's business environment requires up-to-date computer skills. This course will enhance your skills using Windows, computer word processing, and developing spreadsheets using Windows, Microsoft Word and Excel. The employment process

explores resume writing, interviewing techniques, employee/ employer expectations and professional image. These valuable skills will give unemployed adults the "competitive edge" in their job search. (Students will receive the full Continuing Education Scholarship resulting in no tuition cost for the student upon successful completion of the first week of class). *Basic keyboarding skills required.*

Class Meets:

January 12-February 12

February 16-March 19

Monday-Thursday • 8:30am-5:00pm

Instructor: Roger Britt

Center for Business and Industry, 2723 Ft. Bragg Road

Class Size Limited • Pre-Registration Required

(\*Register in Room 106, CBI)

**Call Today! 678-8230**

# Natural Hair Care

This new 300+ hour program will train individuals in the methods set by the NC Board of Cosmetic Arts

Day Classes

November 10-February 06

February 09-April 30

Monday-Thursday • 8:00am-4:00pm

Friday • 8:00am-12:00N

\*Evening Classes

January 05-May 08

Monday-Friday • 5:30pm-9:30pm

Registration Fee \$180

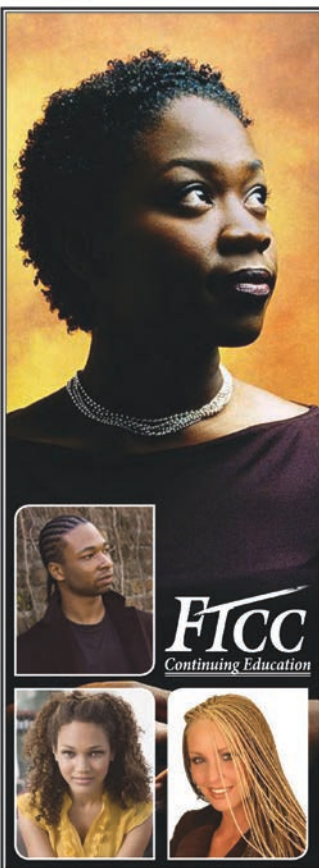
STUDENTS WILL BE RESPONSIBLE FOR THE COST OF THE TEXTBOOKS, WORK KIT AND UNIFORM.

For more information, call 910-678-0033.

Seating is limited.

Pre-registration is required.

\*Call for scholarship information!



Looking for a NEW career? *Learn & Earn at FTCC!*

# MANICURING & NAIL TECHNOLOGY

*Nail care is one of the hottest specialties in the beauty profession today!*

This 300-hour state-approved nail technology course develops skills in all facets of manicuring, pedicuring, nail extensions, and artificial nails.



Day Classes Meet:

November 10-February 06 & February 09-April 30

Monday-Thursday • 8:00am-4:00pm

and Friday • 8:00am-12:00N

\*Evening Classes Meet:

January 05-May 08

Monday-Friday • 5:30pm-9:30pm

Registration Fee: \$180

Students will be responsible for books, kit and uniforms.

*Pre-registration is required - Class size is limited Don't Delay - Register Today!*

For More Information call 678-0033

Kimberly Allen, Business Services Coordinator

*\*Call for scholarship information!*



*"Real trainers get educated and NASM certified."*

Enroll in FTCC's Newest Program!

## Certified Personal Trainer

This 306-hour program features classroom and practical training through the National Academy of Sports Medicine (NASM).



**January 13-July 22**  
**Tuesday, Wednesday, Thursday**  
**9:00am-1:00pm**

**Class size is limited.**  
**Don't Delay-Call Today!**

**910-678-0033**

**Kimberly Allen**  
**Business Services Coordinator**

*Did you know that more than 39 million Americans have hearing loss? Hearing loss is the 3rd most common health-related problem in America and hearing aid devices can enhance the quality of life for individuals with this medical concern.*



**Train to become a**

## HEARING AID SPECIALIST

Class topics include:

- Office Management and Patient Relations
- Audiology Terminology and Anatomy of the Ear
- Causes of Hearing Loss
- Hearing Evaluations
- Types of Hearing Aid Devices and Fittings
- Employment Outlook and Job Search Skills

*\*Basic keyboarding/computer skills are required.*



**Class Meets:**

**January 13-March 26, 2015**

**Tuesdays and Thursdays**

**6:00pm - 9:00pm**

**Instructor: Beverly Vega**

**Center for Business and Industry, 2723 Ft. Bragg Road**

**\$180.00 Registration Fee**

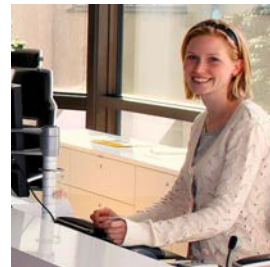
**Class Size Limited Don't Delay - Register Today!**

*Please Note: Pre-Registration is required for all Continuing Education classes.*

**For more information, call 678-8230**

## Dental Receptionist

This course will enable the student to gain the knowledge and skills necessary to become a Dental Receptionist. Topics to be covered include: Dental Terminology, Anatomy and Procedures, Office Management, Basic Bookkeeping, Insurance procedures and public relations. *Basic Keyboarding/Computer Skills are required.*



**Classes Meet:**

**February 02-February 27**

**March 02-March 27**

**Monday, Wednesday, Friday • 8:30am-1:30pm**

**Instructor: Ayeshia Dowtin**

**January 13-March 26**

**Tuesday & Thursday • 6:30pm-9:30pm**

**Instructor: Ja'rice Chisholm**

**Center for Business and Industry**  
**2723 Ft. Bragg Road**

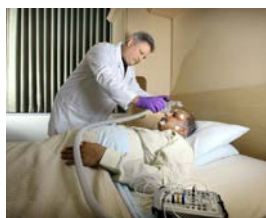
**\$180.00 Registration Fee**

**Pre-Registration is required for all Continuing Education classes.**

**Call Today! 678-8230**



## SLEEP DISORDER TECHNICIAN



Class topics include:

- Medical Terminology
- Sleep Disorders and Treatment
- Sleep Theory
- Clinicals/Patient Observation

**Students must have their high school credentials to take this class along with previous experience in the medical field (RN, EMT, Paramedic, CNA, RMA, and Respiratory Therapist.) Textbook is required. Drug test and criminal background will be required.**

*Basic keyboarding and computer skills required.*

**Class Meets:**

**January 13-March 26, 2015**

**Tuesdays and Thursdays • 6:00pm - 9:00pm**

**Instructor: Louise Dover, RPSGT**

**Center for Business and Industry**  
**2723 Ft. Bragg Road**

**\$180.00 Registration Fee**

**Class Size Limited Don't Delay - Register Today!**

*Please Note: Pre-Registration is required for all Continuing Education classes.*

**For more information, call 678-8230**

*Looking for a career in the medical field?  
First, you need to learn the basics!*

## Administrative Medical Office Essentials

*Enhance your skills and gain  
the "competitive edge" as  
a medical office employee.*

This course covers the essential information you need to be successful in working in a medical office.



The topics include:

- Medical Terminology
- Medical Coding
- Medical Office Management

*\*Basic keyboarding/computer skills are required.*

**Class Meets:**

**January 12-March 19, 2015  
Monday-Thursday • 8:30am - 3:30pm**

**Instructor: Pamela Bennett**

**Center for Business and Industry, 2723 Ft. Bragg Road  
Textbooks Required • Class Size Limited**

**Please Note: Pre-Registration is required for all Continuing Education classes.**

**Call Today! 678-8230**

## Therapeutic Massage *Hands Down..the BEST training around!*



FTCC is offering a 550-hour program that will train both men and women to become entry-level massage therapists. This course is designed for students interested in becoming N.C. State Board Licensed.

Day Classes

**January 13-November 19  
Tuesday, Thursday, Friday • 9:30am-2:30pm**

Evening Classes

**January 13-November 19  
Tuesday, Wednesday, Thursday • 5:00pm-10:00pm**

**Call 678-0033 for more information**

**Kimberly Allen, Business Services Coordinator**

## Training through the Continuing Education Division Esthetician and Skin Care

**\$100 scholarship available!**



This 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.

**Location:** Classes will be taught at the NEW Tallywood location.

**Registration Fee \$180:** Textbook, training kit, and uniforms are required and are additional costs for the student.) This class does not qualify for Pell grants or any other federal financial aid.

**Class Meets:**

**January 05-May 26, 2015  
Monday-Thursday 8:00am-4:00pm  
Friday 8:00am-12:00N**

**Call 678-0032 for more information**

Pre-registration is required; class size is limited; don't delay; register today!

## Looking for a NEW career? FTCC's BARBER TRAINING



*A Three-Part, 1528 hour  
program, that will train  
both men and women  
to become entry-level barbers.  
This course is designed for  
students interested in becoming  
N.C. State Board Licensed.*

**Location**

All classes will be taught on FTCC's Fayetteville Campus at our Continuing Education Center, Rooms 150 & 151, 2201 Hull Road

**Pre-Registration Required!**

**Class size is limited!**

**Don't Delay - Call Today**

**January 05-May 01, 2015  
Day Classes**

**\$100 scholarship available!**

**Kimberly Allen, Business Services Coordinator 678-0033**



# HOPE • OPPORTUNITY • JOBS

*The Time is NOW! Don't let it slip away!*

- 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 three pages. College and Career Readiness classes are available at convenient times and locations throughout Cumberland County. Some College and Career Readiness classes offer open enrollment, so there is no need to wait; chances are that there is a class with space available for you! Best of all, there is never a fee for registration or instruction! All College and Career Readiness classes are taught by qualified, trained instructors who possess at least a Bachelor's degree.

## High School Equivalency Diploma (HSE) Program

Qualified adults can prepare to take and pass the four portions of the official HSE (High School Equivalency) exam--math, social studies, science, and literacy--and earn the HSE High School Equivalency Diploma from the NC State Board of Community Colleges.

### SCHEDULE OF CLASSES

Location .....	Days.....	Times
Continuing Education Center, FTCC.....	MTWTh.....	morning/ afternoon
Continuing Education Center, FTCC.....	MW.....	evening
Continuing Education Center, FTCC.....	TTh.....	evening
Douglas Byrd High School .....	TTh.....	evening
Hope Mills Middle School .....	TTh.....	evening
Operation In As Much .....	M-Th.....	daytime
Spring Lake Campus .....	MTWTh.....	morning
Spring Lake Campus .....	TTh.....	evening
Stedman Recreation Center .....	MW.....	evening

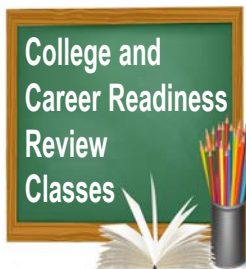
## The Adult High School Diploma (AHS) Program

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

Location .....	Days.....	Times
Continuing Education Center, FTCC.....	MTWThF .....	morning/afternoon
Continuing Education Center, FTCC.....	MW .....	evening
Continuing Education Center, FTCC.....	TTh .....	evening

**For information on these programs call**  
**678-8498 (AHS)**  
**678-8459 (HSE)**



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 (HSE) Programs.

Location .....	Days .....	Times	Location .....	Days .....	Times
Agape Unit Care Services .....	MTWThF .....	morning	Douglas Byrd High School .....	TTh.....	evening
East Regional Library .....	MW.....	evening	Hope Mills Middle School .....	TTh.....	evening
Continuing Education Center, FTCC.....	MW.....	evening	Spring Lake Campus .....	MTWTh.....	morning
Continuing Education Center, FTCC.....	MTWTh.....	morning/evening	Spring Lake Campus .....	TTh.....	evening
Continuing Education Center, FTCC.....	TTh.....	evening	Westover Recreation Center .....	MTWTh.....	morning

**For more information on these and other locations please call 678-8481.**

**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.

<b>Locations</b> .....	<b>Days</b> .....	<b>Times</b>
Continuing Education Center, FTCC	MW .....	evening
Continuing Education Center, FTCC	MTWTh.....	morning/evening
Continuing Education Center, FTCC	TTh.....	evening
Ft. Bragg Soldier Dev. Center .....	MTWTh.....	morning/afternoon
Hope Mills Recreation Center .....	MW .....	evening
Immanuel Baptist Church .....	MTWTh.....	morning/afternoon
Korean Presbyterian Church.....	MTWTh.....	morning
Korean Presbyterian Church.....	MTh.....	evening
Saint Patrick Catholic Church .....	WTh.....	evening
Spring Lake Campus.....	MTWTh.....	morning



**For more information about  
ESL classes or to register,  
please call  
678-8497 or 678-8299.**

**English as a Second Language Distance Learning Programs**



***Coffee and English***

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.

***Online English as a Second Language***

Enroll in the online English as a Second Language program and improve your English skills with an instructor in a real time online setting. For more information call 678-8497.



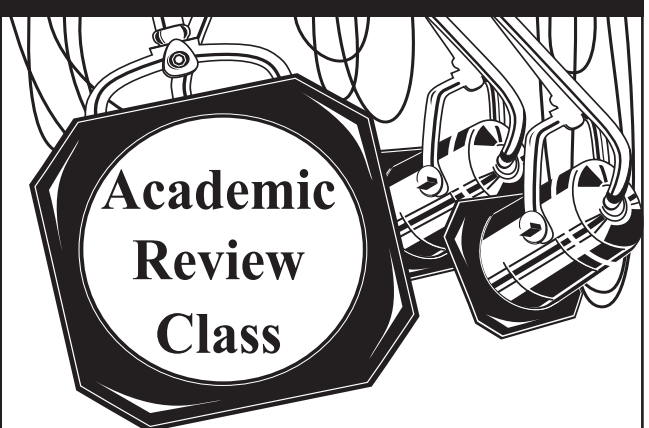
**CITIZENSHIP PROGRAM**

***Do you want to become an American Citizen?***

**CCR is offering citizenship classes on Fridays from 8:00am-12:00N at the Continuing Education Center.**

**For more information call 678-8497.**





**Academic Review Class**

*Been out of school for a while and need a refresher course in Math?  
Want to prepare yourself prior to taking the Accuplacer Test?  
This class is for you!  
Get the help to refresh your memory of subjects you already know, but have not used in a while.*

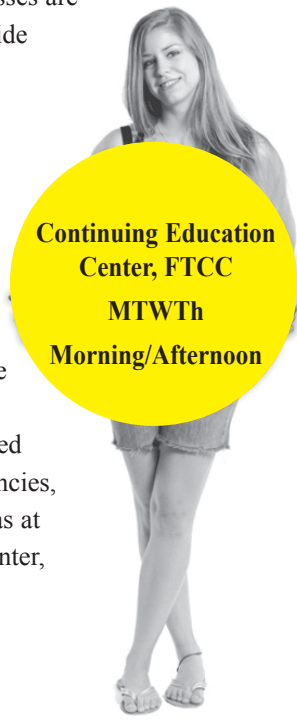
**For more information call 678-8478**

**M-Th  
8:00am-2:30pm  
Fee: FREE  
Jan 05-Jan 29  
Feb 02-Feb 26  
Mar 02-Mar 26  
Apr 13-May 07**

**Compensatory Education (CED) Program**

Compensatory Education classes are designed specifically to provide remedial instruction to adults diagnosed with intellectual disabilities. 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. Community sites available.

**For more information, please call 678-0181.**



**Continuing Education Center, FTCC  
MTWTh  
Morning/Afternoon**

**College and Career Readiness Assessment**

College and Career Readiness programs are open to adults 18 years of age or older. All prospective ABE/HSE/AHS/ESL students must be assessed prior to registration unless they are in a NEWLY RECRUITED outlying class site. All College and Career Readiness placement assessment is done at the Assessment Center or the Spring Lake Campus.

<b>Location</b>	<b>Room</b>	<b>Days</b>	<b>Times</b>
Continuing Education Center, FTCC	240	MT	8:00am-6:00pm
Continuing Education Center, FTCC	240	W	8:00am-6:00pm
Continuing Education Center, FTCC	240	Th	8:00am-6:00pm

**English as a Second Language Registration and Testing Hours:**

<b>Location</b>	<b>Room</b>	<b>Days</b>	<b>Times</b>
Continuing Education Center, FTCC	240	M	1:00pm-2:00pm
Continuing Education Center, FTCC	240	T	8:00am-9:00am
Continuing Education Center, FTCC	240	W	5:00pm-6:00pm
Continuing Education Center, FTCC	240	Th	5:00pm-6:00pm
Soldier Development Ctr (Ft. Bragg)	313	TW	12:30pm-2:30pm
SDC (Ft. Bragg) Testing			Call 678-1095

All individuals to be assessed must bring a picture ID with proof of age.  
For more information on alternate documentation, please contact 678-8478.

**For more information on testing at the Continuing Education Center at FTCC, please call 678-8478/8353/0052.**



# CAREER READINESS CERTIFICATE

*Helping you obtain a GOOD Job and New Career!*



- Prove your skills!**
- Move your career ahead!**
- Improve your income potential!**
- Over 500 companies in NC and over 30,000 companies Nationwide now recognize the CRC National Portability!**
- Show employers that you have the foundation work skills they require!**
- CRC improves opportunities for career change and advancement!**
- Free Internet training from FTCC to improve your workplace skills!**

FTCC, 2201 Hull Road, CEC Room 101, Fayetteville, NC 28303  
 Contact: Kim Lewis • Phone: 910-678-8495 • e-mail: [lewisk@faytechcc.edu](mailto:lewisk@faytechcc.edu)



## IMPORTANT TELEPHONE NUMBERS (College and Career Readiness Programs)



Adult High School Diploma (AHS).....	678-8498 .....	Randolph Williams
Assessment Center.....	678-0150 .....	Cheryl Perkins
College and Career Readiness Director .....	678-8388 .....	Jolee Fedak
College and Career Readiness Information.....	678-8478 .....	Tara Washington
English as a Second Language (ESL).....	678-8497 .....	Phillip Crawford
High School Equivalency (HSE).....	678-8459 .....	Amy Cain
Special Class Offerings:		
Family Literacy .....	678-8497 .....	Phillip Crawford
Online/HSE Correspondence Program.....	678-8459 .....	Amy Cain
Review Courses Online.....	678-8498 .....	Randolph Williams
Special Populations Information.....	678-0182 .....	Maggy Morley



**FTCC CONTINUING EDUCATION &**



**present**

# **NC CONCEALED CARRY HANDGUN TRAINING**

## **1-DAY CLASSES!**

### **Class Dates/Times:**

Saturdays 8:00 AM – 7:00 PM

January 10 • February 07 • March 07

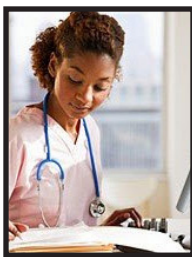
**Cost:** \$80 (Includes tuition and book)

**Location:** The Range Complex  
2850 TigerSwan Drive, Autryville, NC 28318

**Register at:** FTCC Main Campus  
Neill Currie Building/Registration Office or Online

FTCC • 2201 Hull Road • Fayetteville, NC 28303 • 910-678-8429 • [www.faytechcc.edu](http://www.faytechcc.edu)  
An Equal Opportunity Employer

**EMERGENCY SERVICES TRAINING**



## **TRAIN TO BECOME A PROFESSIONAL MEDICAL CODER!**

*The Medical Coding program is a two-part, instructor-led program that prepares students to work as medical coders in a physician's office or hospital setting. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by insurance companies and third-party payers for payment. This specific program provides an introduction to the medical coding industry and explores topics such as medical terminology, anatomy, physiology, pathophysiology, medical records, medical ethics, ICD-9 and ICD-10 coding, and more! Topics covered in this course provide foundational knowledge used in the everyday job duties of medical coding professionals. Throughout the program, students will have a structured, online learning environment and access to an instructor who is certified through AAPC and currently works in the field of medical coding. **PRE-REGISTRATION IS REQUIRED BY 5:00P.M. ONE WEEK BEFORE THE CLASS START DATE.***

### **FTCC Online Medical Coding Part I January 14-May 05**

[The first 20 students who register for Part I may receive a \$50 discount in the registration fee!]

### **FTCC Online Medical Coding Part II January 14-May 05**

For more information please call (910) 678-8446.

Register online at [www.LearnFTCC.com](http://www.LearnFTCC.com).



**LEARN TO MANAGE MAINTENANCE RESOURCES, ANALYZE PROBLEMS, AND DEVELOP EFFICIENT WORK PLANS**  
 FT. BRAGG SOLDIER DEVELOPMENT CENTER  
 LEADERS SKILLS ENHANCEMENT COURSE

**MAINTENANCE MANAGEMENT COURSE**



This 40-hour course provides students with the in-depth knowledge needed to effectively manage the logistical aspects and maintenance resources within an organization. Specific focus on the tools and techniques required to analyze problem areas, organize available resources, and develop efficient work plans. Instruction is essential for maintenance personnel and supervisors responsible for maintenance and logistical activities at all levels.

Classes are held at the Fort Bragg Soldier Development Center from 8:00am to 5:00pm  
 Pre-registration is required  
 Instructor: Ralph Lipscomb  
 Cost: \$125.00

**Class Dates:**

M-F	Jan 12-Jan 16	FB SDC B01	M-F	Feb 23-Feb 27	FB SDC B01
M-F	Jan 26-Jan 30	FB SDC B01	M-F	Mar 02-Mar 06	FB SDC B01
M-F	Feb 02-Feb 06	FB SDC B01	M-F	Mar 09-Mar 13	FB SDC B01
M-F	Feb 09-Feb 13	FB SDC B01	M-F	Mar 16-Mar 20	FB SDC B01
M-F	Feb 16-Feb 20	FB SDC B01			

***Register Now!***

*To register for classes, contact Charlene Callahan at (910) 678-1090 or email at [callahac@faytechcc.edu](mailto:callahac@faytechcc.edu)*





Learn from the comfort of home!

24-Hour Access

Discussion Areas

8 Week Format

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$70**

## INSTRUCTOR LED NON-CREDIT ONLINE COURSES

### Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

### Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

### Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate accounting with a veteran instructor.

### Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

### Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

### Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

### Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

### Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

### Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

**Enroll Now!**

[www.LearnFTCC.com](http://www.LearnFTCC.com)

(910) 678-8446

Over 300 online courses available

**GREAT NEWS FOR N.C. Certified School Teachers\*:**

**The Student Learning Center at FTCC offers you the opportunity to earn Continuing Education RENEWAL CREDITS FOR TEACHER CERTIFICATION**

**... in a relaxed and friendly setting, with:**

- **Interesting and helpful professional development courses**
- **Individualized learning designed to meet your needs**
- **Convenience of attendance - Monday-Thursday, 8:00am-7:00pm and Friday, 8:00am-5:00pm**
- **Pleasant surroundings in the Harry F. Shaw Virtual College Center**

**Courses are listed by the number of CEUs/Teacher Renewal credits granted and then alphabetically:**



(\*Courses are designed for Certified School Teachers, but are great for Private and Home School Teachers, and Teacher's Assistants!)

**1.0 unit of credit (1 CEU), 10 hours attendance required**

- The Arts In Every Classroom: A Workshop For School Teachers
- Computer Basics For Educators
- Developing Writers: A Workshop For High School Teachers
- Educating Teachers For Diversity
- Ethics In America (Part II)
- How To Teach Eureka! (Math)
- Improving Outcomes For Students With Challenging Behaviors
- Inside Writing Communities - Grades 3-5
- Powerful Teaching Strategies For Teachers of Students With Learning Disabilities, ADD, ADHD, and Autism
- Primary Sources: Workshops In American History
- Research-Based Instruction for Reading
- Teaching Math: New And Innovative Ways To Encourage Independent Learning
- Teaching Reading: Best Practices And Evidence-Based Strategies
- Teaching Reading In The Content Areas
- Teaching Reading K-2: A Library Of Classroom Practices

**1.5 units of credit (1.5 CEU), 15 hours attendance required**

- Effective Classroom Management
- Math: Number, Operations, Patterns, Functions and Algebra
- Mathematics: What's The Big Idea?
- Teaching Reading: Stages & Strategies
- Tips For Teaching Students With Special Needs

**2 units of credit (2 CEU), 20 hours attendance required**

- Becoming Aware Of Children With Special Needs (Formerly, "Teaching Children With Special Needs")
- Developing Minds: Teaching Teachers
- Learning Science Through Inquiry

**2.5 units of credit (2.5 CEU), 25 hours attendance required**

- Differentiated Instruction: How To Reach And Teach All
- Speed Reading: A Multi-Media Approach
- Teaching Science: Rediscovering Biology, Reactions In Chemistry, And Careers In The Sciences

**3 units of credit (3 CEU), 30 hours attendance required**

- The American Civil War
- Childhood: An Incredible Journey
- Computer Basics For Educators
- Effective Listening And Speaking
- Effective Study Skills
- Engaged Reading In Literature
- Great World Religions: Beliefs, Practices, And Histories: Part II
- Humor In The Classroom
- Looking At Learning...Again, Part I AND II
- Problem Solving In Schools
- Reviewing The Basics - And Then Some
- Survival Spanish Part I
- Survival Spanish Part II
- Winning With Difficult Personalities

**4 units of credit (4 CEU), 40 hours attendance required**

- Great World Religions: Beliefs, Practices, And Histories: Part I
- The History Of The United States: Part II

**5 units of credit (5 CEU), 50 hours attendance required**

- Classics Of American Literature
- The History Of The United States: Part I
- Smart Teachers/Smart Students

**\*Cost per Course:  
1-24 hours =\$70; • 25-50 hours =\$125**

Only one course may be taken at a time. Once you have completed one course and 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 Student Learning Center at FTCC: 678-8266 or visit us in Room 232 of the Harry F. Shaw Virtual College Center (VCC)

**You must enroll and pay for these courses at the Continuing Education Registrar's Office, located in the Neill Currie Continuing Education Center, before beginning each course.**



# Complete Your Continuing Education Hours ONLINE

Are you looking to meet your continuing education requirements or just love to learn?

**Learn from the comfort of home!**

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

- 24-Hour Access
- Discussion Areas
- 8 Week Format

Below are just a few of our most popular continuing education courses from our library of over 50!



### Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers.



### Teaching Students With Autism: Strategies for Success

Help students with high-functioning autism and Asperger's Syndrome unlock their potential.



### Differentiated Instruction in the Classroom

Improve your ability to teach diverse learners with real-world examples from the classrooms.



### Spanish in the Classroom

Learn the essential Spanish to communicate with your Spanish-speaking students and parents.


– PRICES START AT \$70 –

## Over 50 Continuing Education Certified Online Courses Available!



[www.LearnFTCC.com](http://www.LearnFTCC.com)

(910) 678-8446

 Please consult your Professional Development Coordinator for continuing education approval.

**Fayetteville Technical Community College**

