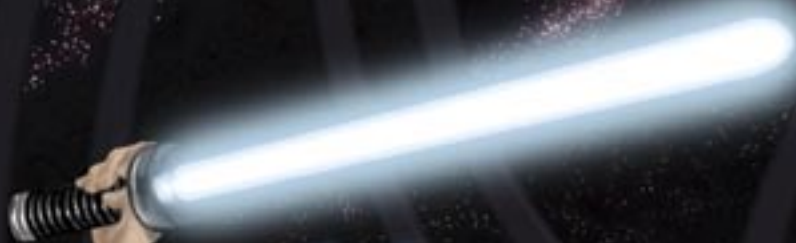


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Teacher Recertification • Languages



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to the Continuing Education Department of Cape Fear Community College. Our goal is to exceed your expectations in bringing you the best educational experience possible.

My faculty and staff strive to provide accessible, first-rate courses and exceptional services to all of our constituents. As outlined in the Continuing Education Mission Statement, “we promote lifelong learning and economic development by providing quality workforce training, literacy education, and personal enrichment opportunities.”

We offer a wide variety of programs and classes to meet student, community, and industry needs including:

- Computer Certification Training, Basics
- Start your own Business, Customer Service, Marketing
- Paralegal Certification, Web Pages
- Pre-Exam & Licensing: Building Inspection, HVAC
- ISO, Lean Manufacturing
- Home Schooling, Early Childhood Development
- GED, Employability Skills
- And more...

If you have questions or suggestions as to how we may better serve you please let me, or any member of the Continuing Education staff know.

Thank you for considering us to meet your educational and training needs. Welcome to Cape Fear Community College!

Clarence L. Smith
 Clarence L. Smith
 Dean of Continuing Education

Computers

New Hanover Call 362-7196

Which computer class is right for me?

- Getting started - don't know how to type efficiently? Take *Keyboarding Skills*.
- Unemployed? - Take *Introduction to Computers for Job Seekers*. *Possible fee waiver.
- Can type, but new to computers? Take *Computers for Beginners*.
- Know how to use mouse and set up files in Windows? Take *MS Office- Introduction* and move on to *MS Office-Intermediate*. (Covers Word, Excel, PowerPoint, Access and more)
- Want to prepare for a highly skilled office position? Take *Computerized Office Specialist* - our very best buy in computer training for today's workplace.

For additional computer classes, see our Distance Learning Ed2go section on pages 8-9.

Introduction to Computers for Job Seekers *Possible fee waiver (Call 362-7324)

*If you meet any one of the following criteria, you are invited to participate in this class free:

- unemployed
- received notice of pending layoff
- working and eligible for the Federal Earned Income Tax Credit
- meet federal income guidelines

This course provides employability skills training for unemployed and underemployed adults. You will learn entry-level computer skills including sending and receiving email and navigating the Internet by using search engines. You will learn to use the computer to search for jobs and occupational information, compose employment-related documents (resumes, cover letters, applications), access government and education resources, and learn the role of information technology in the world of work. Call 362-7324 for class schedules.

Class Dates Vary, Wilmington Downtown Campus

AutoCAD 2005 - Basic, \$65

Topics in the basic class include drawing and editing tools, display commands, managing object properties, CAD construction techniques, dimensioning, crosshatching, and page setup and plotting. No CAD experience is necessary, however knowledge of computer operations is required. Sign up today. This class fills quickly. Your instructor, David Kirk, is well known in the industrial community for his expertise and teaching skill.

9/6 - 10/13, TuTh 6pm-9pm North Campus

AutoCAD - Upgrading to version 2005 or 2006, \$60

AutoCAD users are excited about the added features of AutoCAD 2005. This 12-hour course will quickly get you up to speed as you upgrade from earlier AutoCAD versions to the 2005 version.

10/25 - 11/3, TuTh 6pm-9pm North Campus

AutoCAD, David Kirk

"The newest technology in both software [and] computers, he is an excellent instructor."

Denise Collins

AutoCAD 2005 -Advanced, \$65

The advanced class will help you increase your speed and efficiency with AutoCAD by learning simple customization and programming techniques. You will cover reference files, layouts, tracking, splines, block attributes, and basic 3D. Pre-requisite for the advanced class is a minimum 6 months experience with AutoCAD.

11/2 - 12/20, TuTh 6pm-9pm North Campus



AutoCad - 3D Coming Spring 2006

Tap into AutoCAD's many 3-D tools to create true 3-dimensional models for analysis or presentation. Add material finishes and lighting to create realistic images. We are taking names for a Spring 2006 3D AutoCAD course (approx. 18 class hours), to be taught by David Kirk.

Please call 362-7196 to get your name on the list for Spring 2006.



Build or Upgrade Your Own Personal Computer, \$60

You will save money and amaze yourself as you build or upgrade an IBM compatible personal computer. You will identify, purchase and assemble all components, install your operating system and drivers and learn to troubleshoot hardware and software to keep your PC running at optimal performance. You may choose to build or upgrade your own PC or observe and practice with instructor's demonstration PC. Cost of materials will vary depending on your project and will be discussed the first night of class. No experience or special mechanical abilities required.

10/4 - 11/21, MW 6pm-9pm North Campus

Computerized Office Specialist, \$70


In our most comprehensive course, you will learn today's most in-demand job market skills: keyboarding, Windows 2000, Microsoft Word, Excel, PowerPoint, Outlook, Access and searching on the Internet. You will also learn to write a resume, practice your interviewing skills and receive tips on developing your professional image. If you are new to the workforce, changing careers, or returning after time away, this 3-month course will instill confidence and prepare you with updated skills. Bill Verreen is your instructor. He is known for his patience and instructional skills. No computer experience required.

9/12 - 11/17, MTuWTh 1pm-4pm BIG Center

Database Skills Using MS Excel and MS Access, \$60

Participants will develop an in-depth understanding of database design, creating and maintaining a database, finding, sorting, and filtering records, creating simple to complex select queries, defining table relationships, creating and customizing a form, generating a quick report, customizing it, and creating mailing labels in both Excel and Access. Pre-requisite: Should have basic skills using MS Excel and Access.

10/18 - 11/17, TuTh 1pm-4pm BIG Center



www.cfcc.edu/ce

Computers for Beginners, \$60 + book

If you're new to computers, this is the course to get you started. Learn to use your mouse and how to get around in your computer using Windows and file management. This is a very basic course featuring plenty of practice time. These are the foundation skills that will prepare you for all other software program applications. No previous experience necessary, but keyboard skills are a plus.

9/6-10/6, TuTh 9am-12noon
North Campus, Barbara Curtis

9/12 -10/12, MW 9am-12noon
BIG Center, Bill Verreen

Keyboarding Skills, \$60

Are you comfortable with using a mouse, but you are still "hunting and pecking" on the computer keyboard? This course will give you plenty of pointers and practice time to help master this invaluable skill.

8/15 - 9/2, MWF 9am-12 noon BIG Center
Bill Verreen

9/27 - 10/25 TuTh 9am-12 noon BIG Center
Carla Jacobs

"Instructor very knowledgeable.. should help to save money on my job." Darrell Richardson

Microsoft Office - Introduction, \$65 + book

Learn the in-demand computer applications for your workplace: includes Windows, Microsoft Word, Excel, PowerPoint, Access and Internet. Pre-requisite: ability to use mouse. A textbook will be recommended, but not required. It will be used for both the Introduction and Intermediate level courses.

9/6 - 10/6, TuTh 6pm - 9pm
Wilmington Campus, Tom Hogan

9/13 - 10/13 TuTh 9am - 12 noon
Wilmington Campus, Carla Jacobs

10/11 - 11/10, TuTh 9am - 12 noon
North Campus Barbara Curtis

11/1 - 12/6 TuTh 6pm - 9pm
Wilmington Campus, Ric Kolenda

Microsoft Office - Intermediate, \$65

Take your MS Office skills to the next level for maximum productivity. The same textbook will be used for the Introduction and the Intermediate classes. Prerequisite: MS Office - Introduction or equivalent skills.

10/18 - 11/17, TuTh 6pm-9pm
Wilmington Campus, Tom Hogan

10/18 - 11/17, TuTh 9am-12 noon
Wilmington Campus, Carla Jacobs

11/15 - 12/20 TuTh 9am - 12 noon
North Campus, Barbara Curtis

Lo Mas Basicos de Microsoft, \$65

Taught in Spanish, students will learn the basics of the most in-demand MS Office programs.

9/1 - 12/15, Th 6pm-9pm
Wilmington Campus, Yoliet Srocchia

Photoshop/ Troy Carlyle

"The trouble-shooting techniques will be helpful on my job." Andy Griffith

Photoshop CS, \$60 + book

Edit and retouch photographs on the latest version of the premiere graphics editing package. Your instructor, Troy Carlyle keeps up with all the latest innovations.

10/4 - 10/27, TuTh 6pm-9pm
Wilmington Campus

Advanced Web Design, Chris Dols

"It gave me the tools to complete my goals in computer web design." Bill Hawbolt

Web Design - Advanced, \$60

Create dynamic, animated web sites using advanced web design concepts, Dreamweaver, and Flash. Pre-requisite: "Web Design - Basic" course or experience creating web pages with Dreamweaver.

Instructor: the ever-creative Chris Dols
10/18 - 11/15, TuTh 6pm-9pm BIG Center



Need Computer Knowledge? Introduction to Microsoft Outlook \$55

<http://www.ed2go.com/cfcc>

Web Design - Basic, \$60

Create your very own web site on the Internet! Learn web design process step-by-step, basic HTML, and Dreamweaver. Strong knowledge of Windows and Internet required.

Instructor: Chris Dols
9/13 - 10/11, TuTh 6pm-9pm BIG Center

Desktop Publishing Using MS Word & Publisher, \$60

Create professional-looking letterheads, brochures, cards, and fliers. Learn which software program to use for different types of publications and practice designing and printing your own creations. Instructor: Carla Jacobs

10/24 - 11/14, MW 6pm-9pm BIG Center



E-Commerce and Marketing, \$60

Grow your bottom line by harnessing the power of the Internet. Find vendors, services, and customers - and make sure they can find YOU. Your instructor, Ric Kolenda, is a professional web-designer with a degree in economics and has successful experience with e-commerce.

10/4 - 10/27 TTh 6pm-9pm Wilmington

Internet Savvy, Demystifying the World Wide Web, \$60

Become an expert researcher on the web, learn all about e-mail, and protect your computer from viruses, worms, and hackers. Two sessions to choose from - both taught by one of our most popular and patient instructors, Barbara Curtis.

10/18 - 11/3 TuTh 1pm - 4pm North Campus
11/29 - 12/15 TuTh 1pm - 4pm North Campus

Burgaw Center Call 675-1439

Beginner Computer Class, \$60

Students will work on learning and improving their understanding of the MS Windows system, file maintenance and troubleshooting system problems. The basic usage and commands of MS Word and MS Excel will be addressed. Also addressed will be the relationship between the programs and the needs of each for the individual user.

8/27 - 12/10, Sa 9am-12pm Burgaw Center

MS Office & Website Creation, \$60

Utilize MS Office features for use in creating your own website.

8/27 - 12/10, Sa 8:30am-12:30pm Burgaw Center

Access & PowerPoint (Maple Hill), \$60

8/23 - 12/8, Tu,Th 6pm-9pm Maple Hill

Hampstead Center Call 270-3069

Basic Computer Skills, \$65

Call 362-7324 for course description and more information.

8/2 - 9/1, Tu & Th 9am - 1pm Hampstead Center

Intro to PC, \$45

Learn basic PC terminology, major components of a PC system, how to work with files and folders, how to access programs, and basic rules for the care of your PC. No fee waiver for senior citizens.

9/8 - 9/29, Th 6pm-9pm Hampstead Center

Internet Usage, \$45 (Call 270-3069)

Learn basic internet terminology, how to use Microsoft Internet Explorer browser, how to search the internet and retrieve information and how to set up and use a free e-mail account. No fee waiver for senior citizens.

10/4 - 10/25, Tu 6pm -9pm Hampstead Center

Small Business Center Promotes Economic Development in Community



Small Business Center Director Matt Magne in a Counseling Session

As a provider of seminars, free counseling, and a resource library to prospective and existing small businesses, the Small Business Center (SBC) has directly contributed to the economic development of New Hanover and Pender counties. The SBC Director Matthew Magne has worked to expand the community's economy through small business creation and growth. During 2004-2005, approximately 500 people attended classes and approximately 100 received counseling to better prepare themselves for success in the marketplace.

The Small Business Center also reaches out to people who have lost their jobs, are underemployed, and want to start their own businesses with the \$6,250 New Opportunities for Workers (NOW) grant. To make the services more accessible to the NOW clients in Pender County, SBC instructor and counselor Randall Johnson, MBA, visits the Burgaw Center to provide personalized, one-on-one business counseling.

Who has benefited from these services? Thanks to the Small Business Center, you may remember seeing Sal Vasquez and his partner, Blake Frank on the news providing safety tips for preventing dryer fires. Owners of Efficient Air Flow, Sal and Blake have attended many of the SBC classes and have met with Matt on a regular basis. Mr. Vasquez described Matt as a mentor, saying, "It's nice to have people who have been there and are educated, experienced, and who can give us support." Sal also pointed out that the combination of the classes and the counseling were what helped his business grow 50% over the past few months. "The Small Business Center does a great job—the people there are committed to helping small business and changing the economy to include diversity."

Angela Henry, owner of Angie's Cake Creations and a NOW client, "received a lot of guidance from Matt and Randall," on how to develop her business. She continued, saying, "My business has increased

since the counseling sessions and the NC REAL course," a 24-hour course designed to take students step-by-step through the creation of a business plan. Mrs. Henry also will be joining the Kitchen Incubator in Pender through the help of the Pender Economic Development Alliance, one of SBC's partners.

Members of the art community have also benefited from the SBC's services. As Director Matt Magne states, "Artists often have the challenge of balancing their creative energies with the need to focus on such mundane details as tracking income/expenses and sustaining consistent marketing efforts." James Davis (known as JD) is a local artist who created his own style of painting called Myxolydian. Mr. Magne suggested JD should trademark Myxolydian art. To JD, it was "one of those ideas that you just never think about, but he's right on top of things." He then helped JD secure the domain name and create his website, www.myxolydian.com and www.JamesDavisArt.com. "He's given me so many ideas, I've been busy for weeks!" JD exclaimed. Now that the artist has discovered all that SBC has to offer, JD plans to attend many of the classes this fall.

Dee Luckman, owner of Southern Touch Packing, attended seminars such as "How to Start a Successful Business" and "Spreading the Word," and met with Matt Magne for help with starting her business. She said, "After meeting with Matt, although there was still a lot to learn, we felt like we had a plan. Matt answered our questions and gave us advice on things that we had not even thought about. It was great to know that we had support!" Now that her business has started, she can see the effects of these services. "I think all of the information we

continued on next page



Myxolydian painting by James Davis

have received from the Small Business Center has helped to increase our revenue. I feel like the free counseling and free or low cost classes are definitely a tremendous help to small businesses in the area.”

For more info, visit us on page 6.

Efficient Air Flow

Sal Vasquez and Blake Frank, owners
(910) 297-1969
sal@efficientairflow.com
www.efficientairflow.com



Angie's Cake Creations

Angela Henry, owner
(910) 619-7172
angiescakecreations@yahoo.com
www.angiescakesbydesign.com

Myxolydian Art

JD Davis, Artist
(910) 763-4961
artbyjd@earthlink.net
www.myxolydian.com



A Southern Touch Packing

Dee Luckman, owner
910-228-8383
info@southerntouchpacking.com
www.southerntouchpacking.com



Languages

Call 362-7296

French for Business - Introduction, \$60

Does your business host French-speaking Canadians who visit each winter? Does your business require you to Montreal, Brussels or Paris? You will benefit from a familiarity with French language and culture. This course introduces basic vocabulary, pronunciation and grammar and offers an enjoyable atmosphere for practicing with your fellow students. Your instructor, Carole Huovinen, is a native French speaker from Montreal.

9/12 - 11/2 MW 6pm-8:30pm
Wilmington Campus

Please note: Spanish classes have been re-named and re-numbered to better reflect their emphasis. Spanish Conversation courses focus on a student's ability to speak and understand spoken Spanish. Simple written exercises are also included. Spanish Language courses place more emphasis on spoken and written grammar, usage and vocabulary building.

Spanish Conversation in the Workforce I, \$60 + book

Beatriz - what can we say? Students love her energy, humor, and teaching innovations. She will help you develop simple speaking skills with co-workers and acquaintances in the fastest-growing second language spoken in the United States. This class is for persons with no previous Spanish language experience. For maximum benefit, daily practice is recommended. Last class will be held at El Agave Restaurant.

Instructor: Beatriz Moreno
8/15 - 10/10, MW 6pm-8:30pm
Wilmington Campus

10/18 - 12/13 TuTh 6pm-8:30pm
Wilmington Campus

Check out *Spanish for Educators*, page 11.

Spanish Conversation in the Workforce II, \$60

Continue to learn how to carry on an informal conversation, shop or place a restaurant order in this Spanish class for persons who have had previous Spanish language experience. Daily practice is recommended for this course. Last class will be held at El Agave Restaurant.

Instructor: Beatriz Moreno
8/16 - 10/6, TuTh 6pm-8:30pm
Wilmington Campus

10/17 - 12/7, MW 6pm-8:30pm
Wilmington Campus

Spanish I in the Workforce, Beatriz Moreno

“The instructor was focused on providing us with the tools & confidence to understand key aspects of Spanish.” Jeffrey Spencer

Spanish Language in the Workplace - Destinos Part I, \$60

Based on the popular video series, Destinos, this course includes fundamentals of grammar, pronunciation, and sentence structure. This course is more in-depth than the conversation courses, and is designed for the serious beginning student.

Instructor: Ramiro Sanchez
8/29 - 10/24, MW 6pm-8:30pm
Wilmington Campus



Want to Learn Spanish in an Online Course? Speed Spanish - \$55

<http://www.ed2go.com/cfcc>

Spanish Language in the Workplace - Destinos Part II, \$60

Continue with Ramiro Sanchez and the next Destinos episodes to become more proficient in Spanish.

10/26 - 12/19, MW 6pm-8:30pm
Wilmington Campus



Instructor Beatriz Moreno helps a student in her Spanish Conversation in the Workforce I class.

Spanish Language in the Workplace - Destinos Part III, \$60

Finish up the Destinos series with Ramiro Sanchez. You'll be amazed at the progress you've made! Watch for Spring 2006 catalog for dates.

Sign Language- Introduction \$60 + book

Communicate more effectively with deaf and hard-of-hearing customers, friends, or family. American Sign Language comes alive as instructor Diane Nurnberger demonstrates words and phrases. Video tapes are also used to enhance your understanding.

8/2 - 9/15 TTh 6pm-8:30pm
Wilmington Campus

Sign Language- Intermediate, \$60

Continue with Diane as you become more comfortable and proficient with signing.

9/27-11/10 TTh 6pm-8:30pm
Wilmington Campus

Sign Language, Diane Nurnberger

"ASL I was a wonderful class! It truly opened my eyes and gave me a new understanding of diversity in our community. Everyone should take this class to experience the Deaf Culture."
Kimberly S.

Check Out Spanish for Educators
page 11



Small Business Center

Call 362-7216 - See class grid page 22

The Small Business Center is a provider of education, low-cost training, and referrals developed to increase the success rate and number of viable small businesses in Pender and New Hanover County.

The following services are provided:

- CLASSES/SEMINARS: Targeted to prospective & existing Small Business owners.
- COUNSELING: Free, confidential one-on-one business and technology counseling
- REFERENCE LIBRARY: Access to our Reference Library including Internet Access, business planning, web-editing, and accounting software, marketing/website videos, and business books.

Pre-Registration Information:

Pre-registrations are required and will be taken via phone at 362-7216 or online at <http://www.cfcc.edu/sbc>. Payment must be made during the 15 minutes prior to the start of the 1st class session in Exact Cash, Check or Money Order made out to "CFCC".

FREE TUITION!

- Are you underemployed?
- Have you been laid off since 2000?
- Thinking of starting a business?

Then, you are qualified for the NOW (New Opportunities for Workers) grant. This grant pays for class tuition and books used to start a business. Call The Small Business Center at 362-7216 for more details!



Advertising Profitably (3hrs)

Make the most of your advertising dollar by tracking your advertising budget and creating an advertising process focused on results. Combine TV/Radio, newsprints ads and PR for the right marketing mix. Presented by local marketing guru, Michael Byrd.

9/22, Th 5:45-8:45pm L311
Wilmington Campus

Agricultural Tourism Business Basics (3hrs)

An Agricultural Tourism Business is one that utilizes land once used for agriculture to produce income by opening it to the public. Examples include wineries, cornstalk mazes, farms that have amusement items like hayrides and silo chutes, and pumpkin/strawberry picking. Learn about the opportunities and threats associated with this industry, review case studies, and resources available. How to write a business plan, obtaining financing, and marketing will also be briefly covered. Refreshments will be provided.

9/20 Tu 5:45pm-8:45pm B112

Burgaw Center

Partnership with Penderlea Homestead Museum and Pender Economic Development Alliance

Basic Bookkeeping for Your Small Business (3hrs)

Learn what cash and non-cash transaction records you should keep, how to prepare financial statements, the difference between cash and accrual accounting, and single versus double-entry bookkeeping. Presented by James Charlton.

10/6 Th 5:45pm-8:45pm L107

Wilmington Campus


Business Basics (3hrs)

This class will introduce participants to the critical components of starting a small business, including financing, marketing, operations, and business plan writing. This class will also provide small business entrepreneurs with the tools necessary to connect with the financial and management assistance resources required to succeed with a small business start-up. An important component will be on some of the red tape and next steps small businesses take to start a business in New Hanover or Pender County. Presented by Randall Johnson, MBA.

7/21 Th 5:45pm-8:45pm L326

9/1 Th 5:45pm-8:45pm L107

Wilmington Campus



www.cfcc.edu/ce

Doing Business with the Government (2.5hrs)

This course will de-mystify the government procurement process in a clear, uncomplicated way covering the City of Wilmington, the State of NC, and the Federal Government. Each year government spends billions of dollars on a wide variety of goods and services, from the basics such as trash disposal to state of the art electronics or software. Small businesses are awarded over 24% of those dollars. Learn about the Internet-based procurement systems, how to research your market and how to get automatic notice when anyone is seeking to buy your product or service.

11/10 Th 6pm-8:30pm L107
Wilmington Campus

Effective Recruitment and Retention Strategies (3hrs)

This interactive, hands-on program will help small and medium-sized companies learn what policies, procedures and programs they should have in place to recruit and retain quality employees. Basic human resource "do's" and "don'ts" will also be reviewed.

9/1 Th 5:45pm-8:45pm L107
Wilmington Campus

Exceeding Customer Service Expectations (3hrs)

Learn the 3 most important success factors to gain the customer service advantage, how to define, effectively communicate and listen to your customers, the "do's" and "don'ts" to creating a positive experience and relationship with your customers, and how to turn customer problems into opportunities. Exceeding expectations is the pathway to soaring customer loyalty and profits!

9/8 Th 1:30-4:30pm L107
Wilmington Campus

Grant Writing for Nonprofits (Overview) (3hrs)

This 3-hour seminar will introduce participants to the grant development process so that they will acquire a basic understanding of searching for funding, developing a grant-funded project, and writing the sections included in a foundation proposal.

10/4 T 9am-Noon L107
Wilmington Campus

Grant Writing for Nonprofits (In-depth) (12hrs) \$55

This 12-hour class will walk participants through the grant development process so that they will acquire a basic understanding of searching for funding, developing a grant-funded project, and writing the sections included in a foundation proposal. The goal is to have a substantial amount of your grant written by the end of the class.



10/10-10/19 MW 6pm-9pm L107
Wilmington Campus

How to Conduct Focus Groups (3hrs)

What do your clients want? How can you better serve them? Is there a need for your product or service?

These questions and more can be answered by conducting focus groups. Learn how to conduct these useful data-gathering sessions to test/fine-tune your marketing message.

9/14 W 6-9pm L107
Wilmington Campus

How to Lead, Develop, and Coach Your Employees (3hrs)

Your organization's most valuable and, conversely, most underdeveloped asset is your people. If you could tap into this resource, your organization could succeed beyond your wildest dreams! In this interactive seminar, you will learn and practice the formula to successfully develop your people, how to set expectations and goals, and how to effectively communicate, provide feedback, and coach your employees.

How to Start a Successful Business (3hrs)

Learn the specific steps necessary to start a small business including choosing the right legal structure, financing, marketing and more!

11/17 Th 5:45pm-8:45pm L107
Wilmington Campus

How to Start Your Own Business Step-By-Step (24-30hrs) \$55

This course is offered in both English and Spanish and introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis will be placed on market research, finance and day-to-day activities of owning/operating a small business. The focus of the course is "learning by doing" using the NC REAL program approach - Rural Entrepreneurship through Action Learning. (Similar to Business Basics)

ENGLISH
9/6-9/29 TuTh 5:45pm-8:45pm L325
Wilmington Campus

SPANISH
8/30-9/29 TuTh 6pm-9pm B205
Burgaw Center

NC Wage & Hour Laws (3hrs)

This free three-hour seminar is designed for small business employers and employees, accountants and payroll professionals to provide general information on the NC Wage and Hour Act. Includes coverage of new overtime rules!

11/3 Th 5:45pm-8:45pm L107
Wilmington Campus

QuickBooks 2004 (24-30hrs) \$60

This easy-to-use program will take the guesswork out of your businesses financial position. In this hands-on basic/intermediate computer class, you will work with QuickBooks Pro 2004, learn accounting terminology, how to choose the appropriate accounting method, set up a chart of accounts, business checking, savings, and credit account.

9/19-10/19 MW 5:45pm-8:45pm T100
BIG Center

Send the Complainer Away.... Happy! (2.5hrs)

What to do? What to say? Do you sometimes wonder about the best way to respond to a customer or fellow-employee complaint? This session dealing with the effective handling of complaints focuses on the need to communicate, both verbally and nonverbally, a desire to be exceedingly helpful. We need to hear the concerns of our customers in order to enable us to respond effectively. Yes, we actually do want them to complain! Learn ways to expand your creativity and options for better meeting the needs of your customers (internal and external).

11/3 Th 1:30pm-4pm Hilton
Wilmington Downtown

**Small Business Bootcamp (12hrs)
\$55**

This 12-hour class introduces participants to the critical components of starting a small business. This workshop will provide entrepreneurs with the tools necessary to start a small business and to connect with the financial and management assistance resources required to succeed.

10/24-11/2 MW 5:45pm-8:45pm A404
Wilmington Campus

Systems Approach to Sales (3hrs)

Our system promotes sales productivity by introducing techniques and tools that have empowered some of the top sales people in the country. When you or your employees learn to sell using our system, they will increase their confidence and improve their effectiveness. The Systems Approach to Sales is a developmental process with logical steps that can be learned easily.

10/27 Th 5:45pm-8:45pm L107
Wilmington Campus

Tax Guide for Your Small Business (3hrs)

Get help with your taxes today! Topics include record keeping, expenses, depreciation, and self-employment tax.

10/20 Th 5:45pm-8:45pm L107
Wilmington Campus

Understanding Financial Documents (3hrs)

This session will show small business owners how to use their income statement and balance sheet figures to analyze the health of their business. This analysis will allow them to make smarter management decisions in the future.

9/29 Th 5:45pm-8:45pm L311
Downtown Wilmington

VIPforENC.Com: Online Business Portal Workshop (2hrs)

Imagine a business expo you can visit anytime you want, as often as you want, at a moment's notice. A place where you can meet people who have what you need, or need what you have. A place where buyers and sellers, companies and government agencies, employers and job seekers all come together to share information and opportunity - and where special software automatically matches up needs and capabilities. This 2-hour seminar will walk you through the registration process and use of the VIPforENC.Com website.

11/16 W 6-8pm T100 BIG Center

Website Guide for Small Business (3h)

This seminar will outline the basics of building a website for your small business including what a website is and why every small business needs one, different types of websites, costs you can expect to build, maintain and update your website, and the process you will go through with a developer/designer to build your website.

8/11 Th 11:00am-2:00pm T101 BIG Center

Writing the Business Plan (3hrs)

Looking for a loan? A business plan doesn't have to be 30 pages long to be effective! Learn about the key components that will help you think more strategically about your business including identifying your target market, what differentiates you from your competition, financials and more.

10/13 Th 5:45pm-8:45pm L107
Wilmington Campus



Distance Learning with Ed2Go
Call 362-7196

We offer a variety of non-credit, instructor-led classes over the Internet. Each course runs for 6 weeks and consists of 12 lessons, supplemented by interactive quizzes, assignments, tutorials, and online discussions available via the World Wide Web. Read/complete your lessons and ask questions of your instructor at the times most convenient to you. All you need to get started is Internet access, an e-mail address, and a web browser. In some cases, you will need the appropriate commercial software to participate in a class. Call 362-7196 or 362-7170 for further information on the E-learning classes listed in this section.

Frequently Asked Questions:

Do I need my own special software?

If you are taking a computer software applications class, you must have the appropriate software package loaded on your PC. The software must be installed in order to participate in these classes as they are interactive, not tutorials. Check the requirements and complete course descriptions for the course you are interested in on our web site: <http://www.ed2go.com/cfcc>

How do I access my lessons?

Your lessons will be released to you after you have paid for the course and completed the online orientation. Go to the web site <http://www.ed2go.com/cfcc> and click on "Orientation". The orientation must be completed at least two days prior to the start of the class.

Do I need to be online when the lessons are released?

No. The lessons are released at Noon each

Wednesday and Friday. This marks the beginning of the ten days allowed to complete each lesson.

What if I have a question?

An interactive discussion area accompanies all lessons. When you need assistance with a lesson, post your question or inquiry in the appropriate course discussion area. The instructor, his/her teaching assistant, or your fellow students will respond.

When do I access my lessons?

The lessons are available 24 hours a day, every day.

How do I submit my assignments?

Everything is done online. All questions and quizzes will be completed and submitted online.

How do I get more information?

Visit our web site: <http://www.ed2go.com/cfcc> or call 362-7196.

To Register:

Download and mail a completed enrollment form (found in the back of this brochure) along with your check or money order to: CFCC, Center for Business Industry and Government, 411 North Front Street, Wilmington, NC 28401. Senior Citizen Waiver available on \$55 classes for North Carolina residents (minimum age 65). You will receive a confirmation letter with instructions to complete orientation. Log onto <http://www.ed2go.com/cfcc> for requirements and demo class. Walk-in registrations are also accepted at: 805 North Third Street, Wilmington, NC.

Class#Ed2go for all classes below

Hot Picks: Our Most Popular Courses

Basic, Intermediate or Advanced A+ Cert	\$129 each
Creating Web Pages	\$55
Dreamweaver MX	\$55
Imaging for the Web Using Fireworks	\$55
Intro to PC Troubleshooting	\$55
Intro to SQL.....□	\$55
Microsoft Excel, Access and Word.....	\$55
Microsoft PowerPoint.....	\$55
Photoshop 7 for Absolute Beginner, Intro to Photoshop 7, Intermediate Photoshop.....	\$55
Network + Cert Prep	\$129 each

Personal Finance and Wealth Building

Real Estate Investing	\$55
Stocks, Bond, and Investing: Oh My!	\$55
Introduction to Stock Options	\$55
Personal Finance.....	\$55

Internet/Computer Design

Introduction to Internet	\$55
Intro to Flash MX	\$55
Imaging for the Web Using Fireworks	\$55
Designing Effective Web Sites	\$55

Basic Computer/Programming

MS Word, MS Excel or MS Access.....	\$55 each
MS PowerPoint or Publisher.....	\$55 each
Intro to PC Troubleshooting	\$55
Intro to SQL.....□	\$55
Intro to Quickbooks	\$55
Intro to Quicken	\$55
Intro to MS Outlook.....	\$55

Paralegal Certificate Program/Legal

Paralegal Cert Program Sessions 1-6	\$159 each
Intro to Criminal Law	\$55
Legal Nurse Consulting	\$55
Evidence Law...□	\$55

Business and Administration

Fundamentals of Supervision and Management.....	\$55
Customer Service Fundamentals	\$55
Administrative Assistant.....	\$55
Accounting Fundamentals.....	\$55

Personal and Professional Enrichment

Start Your Own Consulting Practice.....	\$55
A to Z Grantwriting	\$55
Job Search Strategies	\$55
Stocks, Bonds, and Investing, OH MY!	\$55
Become a Veterinary Assistant.....	\$55
Achieving Success with Difficult People.....	\$55

Courses for Teaching Professionals

Solving Classroom Discipline Problems.....	\$55
Ready, Set, Read!	\$55
PowerPoint in the Classroom.....	\$55
Guiding Kids on Internet	\$55

Writing and Language Courses

Fundamentals of Technical Writing	\$55
Speed Spanish..□	\$55
Beginning Conversational French	\$55
Intermediate Braille Transcription.....	\$55

Class Start Dates:

All courses are offered monthly. Class start dates are the same for all courses.

Pre-registration is required no later than one week before the class starts.

Fall on-line class start dates: 9/21, 10/19, 11/19, 12/14

NC resident senior citizens waiver available for \$55 courses only. See <http://www.ed2go.com/cfcc> for full course descriptions as well as information on on-line courses in Customer Service, Project Management Principles, Supply Chain Management, Customer Service and Total Quality.

Call 362-7196 for further information on the e-learning classes listed in this section.

**Courses for Educators
and those**

Working with Children

*(Paraprofessionals, Home School Operators,
Parents)*

Continuing Education offers many short courses to meet the needs of classroom teachers, assistants, substitutes and home school operators. Professional instructors build on teaching experiences and current academic strategies to aid in the development of educators and paraprofessional skills.

Classes are available at convenient times and locations. A variety of courses are offered throughout the year. Most require 30 hours of attendance at a cost of \$55; seniors age 65 and up pay only a \$5 registration fee. Each class is designed to broaden knowledge and teaching techniques using multi-sensory instruction, "hands-on" participation. CEUs for recertification are provided. Please contact the Coordinator, Beverly Smalls, for specific information and registration details (910-362-7199).

The Effective Teacher Training course is designed for those who would like an alternative career opportunity-substitute teaching. The course is required for all North Carolina teachers and is recommended for teaching assistants. It would be useful for retirees or others who enjoy working with children. Recent participants commented, "This class was very informative in helping me start a second career after my retirement," Mary Anne Pridgen, "It prepared me to substitute teach," Renee Santos, and Craig Young shared, "It gave me the confidence I needed to go into the school system to make an attempt at being a future teacher."

Other offerings include child development, reading, Spanish, home schooling and technology classes. Join us for a course!

See course descriptions on page 11.

See <http://www.ed2go.com/cfcc> for more writing, small business, personal and professional enrichment courses.

Pre-Exam and Licensing

Call 362-7196/7189



General Contractors' Preparation, \$60 + book (Call 362-7196)

It's finally here! This long-awaited, comprehensive course will help prepare those in the building profession to become successful Licensed General Contractors. This 58 -hour course is designed to give you business know-how and a more thorough understanding of the state codes. This is not one of those short, expensive classes that guarantees that you'll pass the licensing exam. This is the course to take for in-depth knowledge to prepare to be a high-quality builder and business person. Your instructor is an experienced and successful general contractor, Shawn McDonough.

9/13 - 12/22 TTh 6pm-8pm
Wilmington Campus

Limited Electrical Contractors Exam Prep., \$65 + book (Call 362-7196)

(Course will be held at the Burgaw Center.) Review the NEC to prepare for the Limited level electrical contractors exam. To take this exam you must have six years of on-the-job experience. Licensed electrical contractors are permitted to do electrical contracting, defined as engaging or offering to engage in the business of installing, maintaining, altering or repairing any electrical work, wiring, devices, appliances, or equipment on a project not to exceed \$25,000 and/or 600 volts. Pre-requisite for the course: experience in electrical installation/repair.

Instructor: Jerry Burns
9/12-12/21 M-W 6pm-9pm Burgaw Center

Building Standards Inspection, \$60 + books

These classes are required to sit for the NCDOI Licensing exam for all building inspectors. Level I is 48 hours. Level III is 40 hours. Jimmy Crouch is your instructor
PRE REGISTRATION REQUIRED!!

Level I - FSaSu 11/4 - 11/19
Wilmington Campus

Level II - Spring 2006

Level III - FSaSu 9/16 - 9/25
Wilmington Campus



Electrical Contractor's License Renewal, 2005 Code Updates, \$50 (Call 362-7196)

This course will provide electrical contractors with updated information on the latest changes in the North Carolina Electrical Code. Completion will satisfy the State Board of Examiners' requirement for 8 hours of continuing education .

Instructor: David Gillespie
10/15 Sa 8am - 4:30pm
Wilmington Campus

Cosmetology Continuing Education, (Call 362-7196)

This 8 hour class meets the criteria for each of the 4 categories identified by the NC State Board of Cosmetology: Cosmetologists, Estheticians, Manicurists, and Instructors. Each class is limited to 30 participants, so call early to pre-register. Your instructor and this course have been approved by the State Board for Continuing Education hours. Time is scheduled for short breaks and lunch.

7/24 Su 9am - 6 pm Location TBA
8/14 Su 9am - 6 pm Location TBA

EPA/HVAC-CFC Certification, \$60 (Call 362-7189)

Seminar is designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the NC State Certification Exam. Course will be scheduled when 16 students have been placed on roster list.
Examination Fee \$25 (Separate Checks Required)

TBA Wilmington Campus

Marine Captain's Course, \$60 (Call 362-7189)

This course will provide students with the information necessary to take the US Coast Guard examination for vessels of 100 gross tons or less. Actual examination questions are used to prepare students to pass the exam.

TBA, TuTh 6pm-10pm Wilmington Campus

NC General Residential Licensing Seminar, \$80 (Call 362-7189)

This course will provide you with information needed to prepare for the NC General Contractor Residential Licensing Examination.

TBA, WTh 6pm-9pm Wilmington Campus

Teachers & Paraprofessionals

Call 362-7199

New Hanover and Pender counties' teachers, active and retired, and paraprofessionals (teaching assistants, substitutes) may register for short courses. Continuing Education Units (CEUs) are provided for recertification and No Child Left Behind course requirements. Principals may also contact the CFCC Occupation Extension Office if they would like to customize afternoon or Saturday courses for eight or more staff members to be taught at a school site.

- Teachers and paraprofessionals from counties outside New Hanover and Pender must get prior approval from central office professional development administrators.
- Any unemployed educator who plans to maintain licensure may register for CFCC courses, but the North Carolina Department of Public Instruction should be contacted for details about individual requirements.
- Parents and Home School Operators may attend classes as space allows.

To register for classes and receive additional details, please contact Beverly Smalls at 362-7199.

Child Development

Early Child Development \$55

This course covers theories of early growth and development. Appropriate age-specific behaviors are emphasized. Variant behaviors and disabilities, preschool through middle childhood are studied. The interactive roles of parent, child and educator complements information about classroom learning environments that work well.
30 Contact Hours

9 -12 to 11-14, M 4:30 to 7:30 p.m.
Instructor: Inez Sansbury, North Campus 330

Math and Science for Early Childhood \$55

Participants study teaching techniques and instructional designs for fun and innovative math and science lessons. Whole numbers, measurement concepts, and introduction to scientific processes focus

course content. Grade level Science and Math curricula are reviewed and discussed in conjunction with appropriate hands-on and multi-sensory activities.

30 Contact Hours

9-13 to 11-15, T 4:30 to 7:30 p.m.
Instructor: Yolanda Warren, North Campus 235

Understanding Behavior Disorders

Educators from varied grade levels analyze the behavior patterns of students, and discuss various social, physical and mental characteristics. Managing the classroom, choosing appropriate disciplinary tactics, and designing the most useful behavior modification plans will be emphasized. School and community resource people who can assist with classroom needs are also listed and reviewed.
30 Contact Hours

9-15 to 11-17, Th 4:30 to 7:30 p.m.
Instructor: Inez Sansbury, North Campus 235

Reading

English Reading Strategies \$55

Students explore successful approaches for teaching English and Reading. Strategies that increase pupils' reading motivation are complemented by appropriate methodologies for evaluating the progress of readers. Multi-sensory teaching techniques are included for a variety of grade levels.
30 Contact Hours

9-13 to 11-15; T 5 to 8 p.m.
Instructor: Millie Dean, Hampstead Center Rm. 5

Reading African-American Literature \$55

Participants review writings of historical significance. Literary works that highlight African-American culture through poetry, prose, short stories, and excerpts of novels focus instruction. Appropriate reading strategies for age-specific grade levels are also studied.
30 Contact Hours

9-12 to 11-14; M 5 to 8 p.m.
Instructor: Millie Dean, BIG Center T-104



Spanish

Spanish For Educators \$55

The beginners course provides useful information for educators who have no or limited knowledge of Spanish. Participants learn phrases for useful dialogue with students and parents. Greetings, verbal directives linked to classroom and school ground needs, and complimentary, congratulatory and disciplinary remarks are the focus of this introductory course. Educators also learn to write simple notes to parents/guardians.
30 Contact Hours

9-14 to 11-16; W 5:30 to 8:30 p.m.
Instructor: Monica Rohena, North Campus 233

Substitutes

(Also Required for North Carolina Teachers; Recommended for Teaching Assistants)

Effective Teacher Training \$55

The course introduces educators to appropriate and effective teaching practices. Lecture-discussion periods focus on learning theories and hands-on participatory practices that are useful for classroom teaching. Successful completion of this program meets the North Carolina Department of Public Instruction requirements for teachers and substitutes.
30 Contact Hours

9-15 to 11-17; Th 5 to 8 p.m.
Instructor: Jennifer Best Barfield,
North Campus 331
OR
9-13 to 11-15; T 6 to 9 p.m.
Instructor: Sylvia Ezelonwu, BIG Center T-104

Technology

Intermediate Technology: PowerPoint and Publisher

Participants build on the skills they have acquired from introductory technology courses. Educators and others will perfect intermediate to advanced skills in Microsoft PowerPoint and Publisher. In addition to the required technology competencies adopted by the N.C. State Board of Education, the course work will assist participants with implementing the Computer Skills Standard Course of Study for pupils from Kindergarten through grade 12.

30 Contact Hours

9-12 to 11-14; M 5 to 8 p.m.

Instructor: Julia Hieronymus, Hampstead Center, \$60

9-13 to 11- 15; T 4:30 to 7:30 p.m.

Julia Hieronymus, Malpass Corner Elem., \$55

9-15 to 11-17; Th 4:30 to 7:30

Julia Hieronymus, North Campus, \$60

Home Schooling

Home School Operators may register for any course.

Intro To Home Schooling \$55

Participants are introduced to North Carolina Home Schooling laws and record keeping requirements. Information is given to direct home school operators to the appropriate learning resources, curriculum packets, and new or used textbooks. Regionally organized resource groups, and appropriate extra curricular activities for parents and students are also discussed.

15 Contact Hours

9-12 to 10-10; M 6pm to 9 pm

Instructor: Kathy Landoli; North Campus NA 233



Guiding Kids is Tough—Online Courses can help

Understanding Adolescents \$55

Solving Discipline Problems at Home \$55

Guiding Kids on Internet \$55

<http://www.ed2go.com/cfcc>

Hospitality

Call 362-7196

ServSafe Food, \$55 + Book + Test Answer Sheet

This is a basic food sanitation course for the food service industry taught either by New Hanover County Health Inspectors or Diane Withrow, CFCC Hotel Restaurant Management Program Coordinator.

Requirements:

- Purchase Third Edition book and test answer sheet at CFCC Downtown bookstore (Call 362-7379)
- New books include the test answer sheet
- Purchasing a used book will require you to purchase the test answer sheet separately
- Read the first four chapters of the book prior to class start

9/12 - 9/20 MTu 5pm - 9pm

Instructor: Diane Withrow
Wilmington Campus

11/07 - 11/16 MW 1pm - 5pm

Instructor: NH County Health Inspectors
North Campus

ServSafe, Alicia Pickett

"It opened my eyes to the real world of food preparation." Paul Moore

ServSafe Alcohol

This course is designed to train all members of an alcohol serving establishment. The program gives you information on understanding alcohol law and your responsibility, recognizing and preventing intoxication, checking identification and handling difficult situations.

9/6 - 9/20 Tu 5pm - 9pm \$55 + book
Wilmington Campus

11/10 - 11/15 Tu 5pm - 9pm \$55 + book
Wilmington Campus

"The instructor's objectives were to educate and help all of us to succeed at providing safe food or service to the public." Jill Boehmer

Customized Training

Call 362-7050

Partner with the BIG Center for customized classes for your company.

- We listen and evaluate your needs.
- Your training program is customized.
- Delivery accommodates your work schedule.
- Classes can be held on-campus or at your work site.
- Training is job-relevant and interactive.
- Increased employee productivity is the key.



The BIG Center Business

Local businesses such as North Carolina Ports System take advantage of the diverse customized programs available through the BIG Center.

Industry

If you are a manufacturing company, ask about our Focused Industrial Training Program. This program allows companies with relatively few employees, or companies that need highly specialized training to utilize the quality, affordable services of Cape Fear Community College.

Government

NC Parks and Recreation Department employees attend customized classes here at CFCC during their Spring Conference. Other satisfied customers include New Hanover County and City of Wilmington employees.

New this Fall -Workplace Spanish®

Company and government employers are struggling to overcome language barriers as Hispanic immigration and population growth is getting larger. Organizations can improve teamwork and productivity with Spanish training. These courses provide job-specific programs using bite-size terms and phrases, easy phonetic pronunciations and carefully selected expressions that you can learn today and use tomorrow.

Workplace Spanish® courses are designed to help people communicate simply, but effectively, at work - in Spanish.

- Workplace Spanish® for Banking
- Workplace Spanish® for City and County Government
- Workplace Spanish® for Customer Service
- Workplace Spanish® for Manufacturing
- Workplace Spanish® for Supervisors
- Workplace Spanish® for Home Builders and Contractors
- Workplace Spanish® for Golf Course Superintendents and Landscapers.

Call Isobel Charlton at 362-7050 for more information.



Management Courses Training that Produces Results

Kepner-Tregoe Analytical Skills Training

Analytical Skills Training addresses the plant environment-its culture, systems, work procedures and human resources-identifying the obstacles and supports that affect problem solving and decision making. Using this Analytical Skills Training companies can create an environment of sustainable improvement, increased productivity and attain identifiable quality goals. Mike Whipple, a veteran executive with proven leadership abilities in multiple business and managerial environments, is the instructor.

This four-day workshop is limited to 8 people. Cost is \$550 per person for manufacturing personnel.

Call Isobel Charlton at 362-7050 for more information.

Achieve Global Leadership Skills Training \$55

Learn the Basic Principles of Leadership, how to develop your team into a well organized, productive group, This 24-hour course will cover topics such as how to launch and refuel your team, deal with emotional behavior, give and receive constructive feedback, problem solving techniques and much more. Sunny Ruley, a certified Achieve Global instructor will lead the sessions. Class size limited to 12.

9/8 - 11/27 Th 6pm - 9pm
Wilmington Campus

Call Isobel Charlton at 362-7050 for more information.

Human Resources Development

Call 362-7324/259-9105

The Human Resources Development (HRD) Program is designed for individuals who wish to become more marketable by upgrading their employability skills.

Fee will be waived if you meet ONE of the following criteria:

- Unemployed
- Received notice of pending layoff
- Working and earn wages at or below 200% of the federal poverty guidelines
- Working and eligible for the Federal Earned Income Tax Credit

Year-round, ongoing classes are offered that include:

- Basic computer skills
- Resume preparation
- Interview coaching
- Career interests and aptitudes
- Confidence building
- Self-discovery

Employability Skills

Are you applying for employment without success? Gain more insight into your career interests and



aptitudes as you build self-confidence. Let HRD teach you how to correctly complete an application, present yourself in a professional manner for the interview and present a dynamic resume.

Introduction to Computer Skills

This curriculum framework is designed to introduce computers and computer terms, as well as develop and introduce a moderate comfort level of basic computer-use skills. Compile employment-related documents such as a resume, cover letter and application. Learn to use the Internet as a source of employment information.

Farmers Adopting Computer Training

The FACT (Farmers Adopting Computer Training) program helps the small and limited resource farmers strengthen their farm-management abilities through computer literacy. The course is comprised of four classes, keyboarding, basic computers, surfing on the Internet, and spreadsheet manipulation. Qualified farmers may have their fee waived for these classes. Available at the Burgaw Center.

Money Smart

Money Smart is a career and life success skill-building curriculum that provides employability and financial management skills training for the unemployed and underemployed adults. Topics include bank services and credit, how to choose and keep a checking account, how to keep track of money, why you should save, your rights as a consumer, how your credit history affects your credit future, how to make a credit card work for you, know what you are borrowing before you buy, and what homeownership is all about. Available at the Burgaw Center.

For information about classes in New Hanover County call 362-7324

For information about classes in Pender County call 259-9105

Skilled Trades

Call 362-7196

Get hands-on experience that will give you high-demand skills for jobs that pay well - anywhere you choose to live and work.

Note: These classes will not lead to an A.A.S. degree or diploma. For information on those credit programs, call Student Development at 362-7041.

Carpentry and Woodworking Skills, \$55

You'll complete your own project while learning basic carpentry techniques and safe use of hand and power tools. Your instructor is Scott Romblad, an experienced, professional carpenter.



9/13 - 10/13 TTh
6pm-9pm
Location TBA

Electrical Theory and Application - Parts I - IV

Level I starts with the basics of safety and an introduction to math for measurements, hand and power tools, blueprint reading, and rigging. You will learn to bend and install conduit, mount boxes and receptacles and be introduced to electrical theory. Each additional level introduces more complex theory and application and a comprehensive understanding of the National Electrical Code.

You may enroll individually or sign up through your employer for the NCDOL Apprenticeship program that leads to your Journeyman's card.

Call 362-7196 for further enrollment information.

Forklift Safety \$50

This course is designed to teach students to develop safe operating habits to reduce the risk of injury to pedestrians and operators. Includes a rodeo.

9/08/05, Th 1pm - 5pm
11/10/05 Th 1pm - 5pm
Wilmington Campus



*History Buff?
Try Online*

History of Women Writers \$55

Inspiring Tales from Underground RR \$55
<http://www.ed2go.com/cfcc>

Small Gasoline Engine Repair, \$60 (Call 362-7189)

This course is designed to provide the student with hands-on knowledge of small gasoline engine repairs. The student will learn how to completely disassemble engines and check for problems on a variety of small engines. Upon completion students will be able to repair and explain operating principles of engines, name major parts of engines, and work safely in the shop.

TBA
Wilmington Campus
Pre-registration Required

(Questions . . call Jean Wells 362-7189)

Certifications and Licenses (Non-Construction)

New Hanover
Call 362-7189

Auto Safety and Emission Control (Tailpipe) (8hrs) \$50

This course prepares auto technicians and service personnel as safety and emission inspectors for motor vehicles. It includes regulations and test inspection procedures and is taught to insure that they student understands the rules and regulations, can inspect a vehicle properly and can successfully pass qualification exams for certification as a safety and emissions inspector at a licensed inspection station.

All Classes: 6-10pm, Workforce Training Center, 604 N. Front St. (Park in lot off of Hanover Street)

Auto Safety and OBD Emission Control Inspection (8hrs) \$50

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

All Classes: 6-10pm, Workforce Training Center, 604 N. Front St. (Park in lot off of Hanover Street)



Aviation Ground School, \$60

This class is designed to provide all ground school training for people interested in flying or working with the FAA as a tower operator or radar operator. This course is only classroom time and does not include flight lessons.

TBA, Wilmington Campus

Concealed Handgun, \$59

This 12-hour course meets the NC General Statutes to carry a concealed handgun. The course will consist of six (6) hours of classroom instruction and six (6) hours of range instruction.

TBA 9am-3:30pm Wilmington Campus

Marine Captain's License, \$60

This course will provide students with the information necessary to take the US Coast Guard examination for vessels of 100 gross tons or less. Actual examination questions are used to prepare students to pass the exam.

TBA
Wilmington Campus

Notary Public, \$50 + Book

This course is required by the state of NC in order to apply to become a notary. All requirements are covered in this course. Cost of book \$21.40 (Separate check required.)

9am-1pm Sa: 6pm-10pm Tu
Wilmington Downtown Campus (L107)

Burgaw Center
Call 675-1439

Manicuring Technology, \$65

Designed to prepare students to provide safe and healthy nail and foot care. Focus on health of nails, sanitation practices, proper filing and cutting methods, ailments, and care. Books, uniforms and kits are not included in registration. (Separate Checks Required)

8/9 - 12/1, M-Th 5pm-10pm Burgaw Center

Hampstead Center
Call 270-3069

Wastewater Treatment Plant Operator I & II, \$60

This course is designed to improve skills and effectiveness of wastewater plant operators and prepare students for Level I & II State certification examination

8/16 - 11/3, Tu & Th 6pm -9pm Wastewater Treatment Plant, 23rd Street, Wilmington

Wastewater Treatment Plant Operator III & IV, \$60

This course is designed to cover more advanced skills for wastewater plant operators and prepare students for Level III & IV State certification examination.

8/8 - 11/7, M & W 6pm -9pm Wastewater Treatment Plant, 23rd Street, Wilmington

Nurse Aide/ EMT

New Hanover
Call 362-7512

**Emergency Medical Technician**

Basic / Intermediate / Paramedic / Refresher / CPR Training / Basic Trauma Life Support

\$65 + Insurance + Book(s) and/or Materials,
North Campus

**Nurse Aide Level I
Call 362-7218**

\$65 + Insurance + Book(s) and/or Materials
+ Uniforms

This course is designed to prepare students to provide personal care and perform basic nursing skills for the elderly and other adults.

Requirements:

- High School Diploma or GED Certificate
- Basic Skills Test (Copies Only)
- Social Security Card (Copies Only)
- Drivers Licenses or photo ID (Copies Only)
- UNCW students must submit College ID (Copies Only)
- Must be at least 18 years of age

Courses offered at Wilmington, Hampstead, & Burgaw.

Nurse Aide Level II

\$65 + Insurance + Book(s) and/or Materials + Uniforms

Pre-requisites:

- Students must be certified and have worked as a CNA I for at least three months.

Requirements:

- Submit COPY of current certification as a Nurse Aide Level I with the Nurse Aide Registry.
- Submit an original notarized letter from past or current employer on company letterhead showing:
 1. Dates employed with company
 2. Nurse Aide Level I duties you perform
 3. Registered Nurse supervision
 4. Letter must be signed by a Registered Nurse supervisor
- High School Diploma or GED Certificate. Must have one of these to be placed on the Nurse Aide State Registry: Social Security Card or Drivers License or Photo ID.

Nurse Aide Refresher, \$55**Requirements:**

- Submit documentation or proof of NA expiration listing number and expiration date
- (Expired license must be within the last 4 years)
- Submit a notarized letter, on letterhead, from past or current employer stating your Nurse Aide duties and signed by a registered nurse
- Submit a copy of High School Diploma or GED Certificate
- Submit a copy of Social Security Card and Drivers License or Photo ID
- Submit a (\$55) money order made payable to Cape Fear Community College
- Must attend all classes - NO EXCEPTIONS. Books not required.

Please see Course List By Category for class times. Listed cost includes registration only. Insurance, books, uniforms, and kits are not included.

**Try taking an
Online Course**

Genealogy Basics \$55
**Wine Appreciation for
Beginners \$55**

<http://www.ed2go.com/cfcc>

Burgaw
Call 675-1439

Nurse Aide Level I, \$65

This program enhances learning opportunities for nursing assistant students to develop appropriate fundamental nursing skills in a supervised, controlled setting.

9/6 - 11/30, Tu-F 8am-12 Noon
Burgaw Center

8/23 - 12/14, Tu-Th 6pm-10pm
Burgaw Center

Nurse Aide Level II, \$65

This course is designed to prepare the CNA I student for the positions of Nurse Aide Level II. Courses offered at the Wilmington & Burgaw.

8/29 - 11/21, M-Th 9am-1pm Burgaw Center



**Small Business
Center Spotlight**

“Matt Magne brainstormed with us, he suggested that we get a separate URL for the Gallery, and helped us come up with a new URL. He also encouraged us to keep up the monthly postcards and increase the number of postcards according to our sales increase.”—Barbara Allinson, Wilmington Gallery, www.wilmingtongallery.com



**Looking for a
New Career?
Take an Online
Course**

**Certificate in Complementary and Alternative
Medicine \$55**
Paralegal Certificate Program
\$129 each (6 courses)

<http://www.ed2go.com/cfcc>

**Fire and
Rescue
Training**

Call 270-3069



Are you a firefighter who needs training or are you interested in becoming a firefighter?

Our fire training division offers fire and rescue training classes at fire departments in New Hanover and Pender counties. Classes to provide NC Firefighter Certification (through the NC Fire & Rescue Commission), courses for recertification, and courses in the latest technology are offered locally on a regular basis.

The Firefighter Training Centers located at our Hampstead Campus and Myrtle Grove Volunteer Fire Department allow completion of most firefighter certification classes through computer interactive training plus practical tests on a flexible schedule. CFCC’s Firefighter Training Centers are the only computerized certification training centers in North Carolina.

Seminars

Weekend seminars consisting of a variety of fire/rescue training classes are offered annually. Approximately 50 classes are offered at each seminar.

- Pender County Fire & Rescue Seminar - January, 2006 TBA
- New Hanover County Fire & Rescue Seminar - April 21-26, 2006
- Eastern Carolina Firemen’s Association Fire Seminar - October 7-9 2005

Academies

Firefighter I & II and Rescue Technician Academies are held semi-annually at the Hampstead Center.

For more information on fire/rescue training opportunities call 270-3069 and/or visit our website at www.cfcc.edu/ce

**Leisure &
Recreational**

New Hanover
Call 362-7189

If required, Supplies, Materials and Books are in addition to cost of class.

Celestial Navigation, \$60

This course will cover the theory and technique of finding one’s position at sea through sextant observations of celestial bodies.

Coastal Navigation, \$60

This course provides training in marine piloting and electronic navigation techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

TBA Wilmington Campus

Pottery, \$65

This class is designed to teach skills of hand-building, wheel throwing, glazing and firing. Tools and Clay will be purchased at class.

TBA MW 6:30p-9:30p
Community Arts Center - 2nd & Orange Sts.

TBA TuTh 9am-12pm
Community Arts Center - 2nd & Orange Sts.

TBA TuTh 6:30p-9:30p
Community Arts Center - 2nd & Orange Sts.

Burgaw
Call 675-1439

Oil Painting, \$35

Students will learn how to use color, materials, brushes, and mediums. In this painting class students are not required to draw. Participants are given the opportunity to be creative with oil paints. Students will make the choice to paint the pictures they want as they design it.

7/5 - 9/27, Tu 9am-1pm Burgaw Center

10/4 - 12/13, Tu 9am-1pm Burgaw Center



Sewing (Willard), \$35

This course is designed to introduce the student to professional quality sewing. Students will learn how to thread, clean and control the machine, and how to detect minor problems with the sewing machine.

7/5 - 9/28, TuW 10am-1pm Willard

10/4 - 12/14, TuW 10am-1pm Willard

Ceramics, \$50

7/5 - 9/29, TuTh 9am-1pm TBA

10/4 - 12/8, TuTh 9am-1pm TBA

Hampstead
Call 270-3069

Floral Design I, \$55

Discover the art of making flower arrangements. Learn to use tools and materials and create beautiful arrangements. Create your own arrangements and take them home.

9/7 - 10/5, W 7pm-10pm Hampstead Center

Floral Design II, \$55

Expand your floral art with this intermediate stage of Floral Design. Learn the art of designing fresh flower arrangements using Line design and the technique of vertical parallelism or in combination with fruit, tropical flowers, and other elements.

10/19 - 11/16, W 7pm-10pm Hampstead Center



Seniors as Life-Long Learners Sign Up for Classes in Record Numbers

Active seniors are welcome to join other non-traditional students who seek skills to make good use of retirement, build confidence to return to the workplace, manage home-based businesses, or to assist community organizations. Classes are offered days and evenings. See our fall line-up and reserve a place and ask about our Senior Waiver.

A favorite option is tackling the challenge of computer classes. Possibilities include learning the basics of MS Word and MS Publisher, or even creating your own web page in our Web Design class. Our instructors are patient and supportive as students learn and earn certificates upon completion; they make learning fun!

Our students leave confident with their new tools, such as the Internet, e-mail, and spreadsheets for records and scheduling. Seniors have also taken advantage of the publishing courses to promote their community organizations. Recently Goldie S. and her mother-in-law Reva G. attended a Desktop Publishing course. Goldie said, "I learned new tricks" and surprised Reva with a brochure promoting a bridge classes she (at 84!) teaches! As a novice, Reva praised the clear materials and directions. Goldie uses her new skills to support garden club activities, most recently for the Azalea Festival tours. Peggy W., a retiree, designed announcements to offer sewing services in her community. Meet new people and learn useful skills in the process.

Public Health & Safety

Call 362-7175 or 7219

Defensive Driving

Offered six (6) times a week. This four-hour class is offered in conjunction with the District Attorney's office in New Hanover and Pender counties. Anyone receiving a moving traffic citation that did not result in an accident, may be eligible to take the class. First attend the court date and gaining permission from the district attorney's office to take the class, then after completion of the class, the moving violation is submitted to DMV as a non-moving violation.

Law Enforcement Officer Continuing Education

Classes are available for sworn law enforcement officers affiliated with an existing law enforcement agency. Call Buster Yost at 910-362-7217 for additional information.



Motorcycle Rider Course

Offered at various times throughout the year. Students must be 16 years of age or older. One does not need to possess a driver's license but must be able to ride a bicycle, and possess some degree of strength, since the course is physically demanding. Students will use state-provided motorcycles.

Motor Vehicle Dealer License Renewal

Offered once a month. This is a 6-hour class designed to license independent automobile dealers to engage in business in this state after June 30 of each year. By law, under house bill #432, any independent motor vehicle dealer must have a dealer's license, which must be renewed annually.

Basic Skills

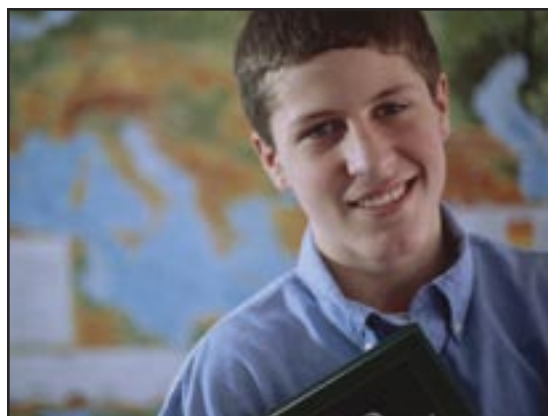
The Basic Skills Division provides literacy and/or job search and retention classes. Classes are offered at various locations in both New Hanover and Pender counties. For further information, please call the number(s) listed under the program(s) of your choice.

*** ALL BASIC SKILLS CLASSES ARE FREE OF CHARGE. ***

English as a Second Language (ESL) (Call 362-7049)

The ESL program is designed for 16 years or older and whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or higher education.

Day and evening classes are offered at CFCC Wilmington Campus, Burgaw Center and North Campus, Carolina Beach, Castle Hayne, and Riley's Creek Baptist Church, Rocky Point.



Adult High School Diploma (AHS) (Call 362-7182)

The AHS program is designed for anyone who is 16 years or older functioning at the ninth grade level or above and who wishes to earn a high school diploma. Students currently enrolled in public school must officially withdraw from high school prior to enrolling. In addition, interested individuals who are 16 or 17 years of age must also provide a signed parental consent form.

Evening classes only at the CFCC Wilmington Campus and Burgaw Center.

General Education Development (GED) (Call 362-7179)

The GED program is designed for anyone who is 16 years or older functioning at the ninth grade level or above and who wishes to earn a GED. Students currently enrolled in public school must officially withdraw from high school prior to enrolling. Interested individuals who are 16 or 17 years of age must also provide a signed parental consent form.

Day and evening classes are offered at the Boys Brigade in Wilmington, Hillcrest, Peabody School, Howe Pre K, Roe Pre K, Greenfield Apts., Greentree Apts., CFCC Wilmington Campus, Burgaw Center, Hampstead Center, and North Campus.

Adult Basic Education (ABE) (Call 362-7179)

The ABE program is designed for persons 16 years or older who function below the ninth grade level. Students currently enrolled in public school must officially withdraw from high school prior to enrolling. Interested individuals who are 16 or 17 years of age must also provide a signed parental consent form. Students receive individual instruction in basic math, language, and reading. Once a student has built his/her skills up to the ninth grade level, he/she can enter into either the AHS or GED program.

Day and evening classes are offered at Boys Brigade in Wilmington, Hillcrest, Peabody School, Howe Pre K, Roe Pre K, Greenfield Apartments, Greentree Apartments, CFCC Wilmington Campus, Burgaw Center, Hampstead Center, and North Campus.

Compensatory Education Development (CED) (Call 362-7457)

Compensatory Education is a program designed for persons 18 years or older who suffer from a traumatic brain injury or developmental, cognitive, or intellectual disabilities. Instruction is designed to help individuals with reading, life skills, money management, community living, health habits, problem solving, and vocational skills. The goals of this program are to help individuals acquire basic skills and abilities needed to become more independent and self-directed and to meet and manage community, social, work, and personal adult responsibilities.

Day and evening classes available at WAVE, CFCC Wilmington Campus and Burgaw Center.

Theatre Arts

Call 362-7196

Improvisation - Beginning, \$60

Come play with us! Learn the basics of Improvisation from Brooklin Green, a graduate of Chicago's Second City Conservatory. Improv sessions include mild to moderate physical activity.

8/14-10/30 Su 2pm-5pm
Wilmington Campus

Improvisation, Brooklin Green

"The material was new and challenging to me and it gave me a great appreciation for improv actors." Leah Parker

Doors are opening for these students!

Improvisation for Actors, \$60

This Improv course is designed for actors and actors-in-training, and will focus on techniques useful for stage and screen performance. Guest speakers from the performing arts community will be scheduled as available. Instructor: Brooklin Green

8/14-10/30 Su 6pm-9pm
Wilmington Campus

Improvisation - Performance Skills, \$60

Learn advanced skills and techniques in this intensive course that will culminate in a performance. Audition required. Please call for audition details. Instructor: Brooklin Green

8/15 -11/7 Su 1pm-4pm
Wilmington Campus

Professional Theatre Games - Level I, \$60

These classes, called The Spolin Games, were developed by Viola Spolin, generally regarded as the "mother of improvisation." Your instructor is Linda Kendall Hagen, a successful stage and screen actor who studied with Spolin. For new, experienced, or aspiring stage performers, the Spolin Games "develop the actor's innate talent, stage presence and open the mind to spontaneity and transformation." Three classes to choose from. Everyone welcome! Linda invites you to call her for more information.

9/12 - 11/28	M	6pm-9pm	Location TBA
9/7 - 11/23	W	6 pm-9pm	Location TBA
9/10 - 12/10	Sa	1pm-4pm	Location TBA

Professional Development

Call 362-7196

Returning for the third time - it just gets better! Clinical Research Overview, \$55

This course is for health-care professionals who may want to consider a career as a Clinical Research Associate in the rapidly growing pharmaceutical industry. Your instructors are professionals in the pharmaceutical development profession and will share their insights from their days as CRAs. Prerequisite: Professional degree and experience in health-care or related clinical areas or professional science degree and experience.

Call 362-7196 for program brochure.

Back after a Semester Off! Project Management, \$65

You'll stand out from the crowd and advance your career with vital skills for the professional, effective, efficient, and profitable management of work projects. This course is especially valuable for project managers in engineering, construction, architecture and design and any career which involves complex planning, coordination and implementation. You will be introduced to MS Project software and will work in groups to manage a class project. Jerry Waldorf, a long-time professional project manager will facilitate this comprehensive course. Register Today! Space is limited to allow for maximum class participation.

9/6 - 10/27 TuTh 6pm-9pm Wilmington



*Prep
Courses*

LSAT Prep Part 1 and 2 \$55 each
GRE Prep Part 2 and 2 \$55 each

<http://www.ed2go.com/cfcc>

Registration Information

Admission Requirements

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-served basis. Some classes have specific admission requirements. In such cases, applicants will be properly notified.

If the individual has a Social Security Number, please be prepared to present the number at registration. Course cost (tuition) will vary plus the cost of any required text(s) and supplies. A high school diploma is not required for registration. Registration fees for Continuing Education Department classes are not always refundable. The Refund Policy follows below.

Payments

Payment will only be accepted at the beginning of the 1st class. Books are purchased separately. Any additional materials or fees that are required will be collected by the instructor. A technology fee of \$5 is included in the price for courses that require computer access. We accept personal checks, company checks, credit cards (Visa or MasterCard), or money orders made out to Cape Fear Community College. Class fees are waived for North Carolina resident senior citizens 65 or older unless the designation "No Senior Citizen Waiver" is included in the course description. Seniors pay for all materials, book and technology fees.

Financial Aid

Financial aid is not available for continuing education classes.

Refund and Transfers

The NC General Assembly establishes Refunds & Transfers policies for all NC Community Colleges. For any class cancelled by CFCC, a full refund will be given. A full refund for other classes is given for signed requests by pre-registered students made in writing or e-mail prior to class start (fax: 362-7190) or A 75% refund is given when signed requests, made in writing or e-mail, are received before the 10% period of the classes (usually the first or second class meeting). You will normally receive your refund within 4-6 weeks of your refund request. To receive a transfer rather than a refund (see restrictions and guidelines above) we can transfer a class fees a maximum of 2 times within the same semester. Refunds and transfers are only

applicable to those classes (including Burgaw and Hampstead campuses) that are still requiring pre-registrations. Under the new reservation system, refunds and transfers are no longer applicable.

Class Confirmation

You will be notified with a phone call or email detailing further instructions prior to the class start date.

Repeat Policy

Students are allowed to take the same class twice and pay the amount prescribed to the class. The third time a student takes the same class, he/she will be charged the full cost of the course, at \$5.20/hour.

Books

CFCC bookstore location: "N" building on the 400 block of Front Street.

Phone: 362-7379

Transcripts

For an official record of your course, please call 362-7174. The first transcript requested is free.

Important Pre-Registration Information

Pre-registrations are NOW REQUIRED for all classes unless otherwise notified (Burgaw and Hampstead are excluded from this process). Call 362-7170 or go on-line www.cfcc.edu/ce to reserve a seat.

Payment must be made during the 20 minutes prior to the start of the 1st class session.

We accept payments in:

- Exact Cash (no change will be provided)
- Check
- Credit Card (Visa or Mastercard)
- Money Order made out to "CFCC".

Technology Fee of \$5 is included in price for courses that require computer access. Senior Citizen waiver does not apply to Technology Fee.

Senior Citizen Waiver is available on most classes for NC residents (minimum age 65).

For Campus Maps, go to <http://cfcc.edu> or page 25 of this catalogue.

Why Pre-Register?

- To guarantee a seat before your class fills up!
- To ensure the class is not cancelled due to lack of enrollment! (Insufficiently enrolled classes will be cancelled.)

Campus Information/Abbreviations:
Business Industry & Government Center (BIG)
Call 362-7196
805 N. 3rd Street, Downtown Wilmington

Burgaw Center (BURG)
Call 675-1439
100 East Industrial Drive, Burgaw

Hampstead Center (HAMP) Call 270-3069
15060 US Highway 17 North, Hampstead

North Campus (NORT) Call 362-7196
4500 Blue Clay Road, Castle Hayne

Wilmington Campus (WILM)
Call 362-7196
805 N. 3rd Street, Downtown Wilmington

Other Location Abbreviations:

CAC Community Arts Center
2nd & Orange St., Downtown Wilmington

SWEE Sweeney Water Treatment Plant
407 Hilton St. Wilmington

WTP Wastewater Treatment Plant
23rd St, Wilmington

Meet Our Staff



Teacher Recertification
362-7199
Beverly Smalls



Human Resources
Development-362-7186
Brucie Pope



Business, Industry, and Government (BIG) Center-362-7196
Pam Shaffer, Cassandra Woodhouse, Brenda Parker



Law Enforcement
Classes-362-7199
Carolyn Bancroft



Small Business Center
362-7216
Neela Rajendra, Matt Magne

Customized Industry
Training-362-7050
Isobel Charlton



Community Service
362-7175
Jean Wells

Defensive Driving
362-7175
Teresa Edens



Defensive Driving
362-7219
Debra Giles



BIG Center-Front Desk-362-7170
Yolanda Madry, Joan Green, Jade Johnson

Burgaw Center
100 East Industrial Drive, Burgaw, NC 28425
(910) 675-1439

Class Title	Location	Start	End	Time	Days	Room	Cost
Basic Computer							
Beginner Computer Class	BURG	8/27	12/10	9am-Noon	Sa	B108	\$60
Access & PowerPoint	BURG	8/23	12/8	6-9pm	TuTh	Maple Hill	\$60
MS Office & Website Creation	BURG	8/27	12/10	8:30am-12:30pm	Sa	B105	\$60
Leisure & Recreational							
Oil Painting	BURG	7/5	9/27	9am-1pm	Tu	B112	\$35
Oil Painting	BURG	10/4	12/13	9am-1pm	Tu	B112	\$35
Sewing	BURG	7/5	9/28	10am-1pm	TuW	Willard	\$35
Sewing	BURG	10/4	12/14	10am-1pm	TuW	Willard	\$35
Ceramics	BURG	7/5	9/29	9am-1pm	TuTh	B102	\$50
Ceramics	BURG	10/4	12/8	9am-1pm	TuTh	B102	\$50
Certifications & Licenses/Non							
Manicuring/Nail Technology	BURG	8/9	12/1	5-10pm	MTuWTh	B200	\$65
Nurse Aide/EMT							
Nurse Aide Level I	BURG	9/6	11/30	8am-Noon	TuWThF	B103	\$65
Nurse Aide Level I	BURG	8/23	12/14	6-10pm	TuWTh	B103	\$65
Nurse Aide Level II	BURG	8/29	11/21	9am-1pm	MTuWTh	B101	\$65

Hampstead Center
15060 US Hwy 17, Hampstead, NC 28443
Call 270-3069 to Pre-Register

Class	Start	End	Time	Day	Room	Cost
Certifications and Licenses						
Wastewater Treatment Plant Op. I & II	8/16	11/3	6pm-9pm	TuTh	WTP	\$60
Wastewater Treatment Plant Op. III & IV	8/8	11/7	6pm-9pm	MW	WTP	\$60
Computer						
Basic Computer Skills	TBA	TBA	9am-1pm	TuTh	H4	\$65
Call 362-7324 to register for this class.						
Basic Computer Skills	8/2	9/1	9am-1pm	TuTh	H4	\$65
Call 362-7324 to register for this class.						
Intro to PC	9/8	9/29	6pm-9pm	Th	H4	\$45
Internet Usage	10/4	10/25	6pm-9pm	Tu	H4	\$45
Leisure and Recreational						
Floral Design I	9/7	10/5	7pm-10pm	W	H AUD	\$55
Floral Design II	10/19	11/16	7pm-10pm	W	H AUD	\$55
Teachers and Paraprofessionals Call 362-7199 for course information						
English Reading Strategies	9/13	11/15	5:00-8:00pm	Tu	5	\$55

Course List by Category

(All Locations)

Class Title	Location	Start	End	Time	Days	Room	Cost
Computers (call 362-7196)							
AutoCAD 2005- Advanced	North	11/8	12/20	6-9pm	TuTh	NB-136	\$65
AutoCAD 2005 - Basic	North	9/6	10/13	6-9pm	TuTh	NB-136	\$65
AutoCAD- Upgrade to 2005	North	10/25	11/3	6-9pm	TuTh	NB-136	\$60
AutoCAD - 3-D (taking names)	North	TBA		6-9pm		TBA	
Computerized Office Specialist	BIG	9/12	11/17	1pm-4pm	MTuWTh	T100	\$65
Database Management-Excel & Access	WILM	10/18	11/17	1pm-4pm	TuTh	TBA	\$60
Internet Savvy	North	10/18	11/3	1-4pm	TuTh	NA-303	\$60
Internet Savvy	North	11/29	12/15	1-4pm	TuTh	NA-303	\$60
Keyboarding Skills	BIG	8/15	9/2	9am-12pm	MWF	T100	\$60
Keyboarding Skills	WILM	9/27	10/25	9am-12pm	MW	TBA	\$60
Keyboarding Skills and Internet Combo	BIG	10/10	11/21	9am-12pm	MW	TBA	\$60
Lo Mas Basico de Microsoft	WILM	9/1	12/15	6-9pm	Th	S500	\$65
MS Office 2003-Introduction	WILM	9/6	10/6	6-9pm	TuTh	S502	\$60
MS Office 2003-Introduction	North	10/11	11/10	9am-12pm	TuTh	NA-303	\$60
MS Office 2003-Introduction	BIG	9/13	10/13	9am-12pm	TuTh	TBA	
MS Office 2003-Introduction	WILM	11/1	12/8	6-9pm	TuTh	S604	\$60
MS Office 2003-Intermediate	North	11/15	12/20	9am-12pm	TuTh	NA-303	\$65
MS Office 2003-Intermediate	BIG	10/18	11/17	9am-12pm	TuTh	TBA	
MS Office 2003-Intermediate	WILM	10/18	11/17	6-9pm	TuTh	S502	\$65
Computers for Beginners	North	9/6	10/6	9am-12pm	TuTh	NA-303	\$60
Computers for Beginners	BIG	9/12	10/12	9am-12pm	MW	T100	\$60
Desktop Publishing using MS Word and MS Publisher	WILM	10/24	11/14	6-9pm	MW	T100	\$60
E-Commerce and Marketing	WILM	10/4	10/27	6-9pm	TuTh	S604	\$60
Web Design-Basic	BIG	9/13	10/11	6-9pm	TuTh	T100	\$60
Web-Design Advanced	BIG	10/18	11/15	6-9pm	TuTh	T100	\$60
Adobe PhotoShop CS	WILM	10/4	10/27	6-9pm	TuTh	L312	\$60
Build or Upgrade Your Own PC	TBA	10/24	11/21	6-9pm	MW	NB-224	\$60
Languages (Call 362-7196)							
American Sign Language-Introduction	WILM	8/2	9/15	6-8:30pm	TuTh	A305	\$60
American Sign Language-Intermediate	WILM	9/27	11/10	6-8:30pm	TuTh	A305	\$60
French for Business I	WILM	9/12	11/2	6-8:30pm	MW	S605	\$55
Spanish Conversation in the Workplace I	WILM	8/15	10/10	6-8:30pm	MW	W060	\$60
Spanish Conversation in the Workplace I	WILM	10/18	12/13	6-8:30pm	TuTh	W060	\$60
Spanish Conversation in the Workplace II	WILM	8/16	10/11	6-8:30pm	TuTh	W060	\$60
Spanish Conversation in the Workplace II	WILM	10/17	12/7	6-8:30pm	MW	W060	\$60
Spanish Language-Destinos I	WILM	8/29	10/24	6-8:30pm	MW	NA-229	\$60
Spanish Language-Destinos II	WILM	10/26	12/19	6-8:30pm	MW	NA-229	\$60
Small Business Center (Call 362-7216)							
Business Basics	WILM	7/21	7/21	5:45pm-8:45pm	Th	L326	FREE
Website Guide for Small Business	BIG	8/11	8/11	11am-2pm	Th	T101	FREE
Spanish How to Start Your Own Business Step-by-Step	BURG	8/30	9/29	6-9pm	TuTh	B205	\$60
Business Basics How to Start Your Own Business Step-by-Step	WILM	9/1	9/1	5:45pm-8:45pm	Th	L107	FREE
Exceeding Customer Service Expectations	WILM	9/6	9/29	5:45pm-8:45pm	TuTh	L325	\$60
Agricultural Tourism Business Basics	BURG	9/20	9/20	5:45-8:45pm	Tu	B112	FREE
How to Conduct Focus Groups	WILM	9/14	9/14	6-9pm	W	L107	FREE
Advertising Profitably	WILM	9/22	9/22	5:45pm-8:45pm	Th	L311	FREE

Understanding Financial Documents	WILM	9/29	9/29	5:45pm-8:45pm	Th	L311	FREE
Small Business Bootcamp	WILM	10/24	11/2	5:45pm-8:45pm	MW	A404	\$55
QuickBooks 2004	BIG	9/19	10/19	5:45pm-8:45pm	MW	T100	\$60
Grant Writing for Nonprofits (Overview)	WILM	10/4	10/4	9am-Noon	T	L107	FREE
Basic Bookkeeping for Your Small Business	WILM	10/6	10/6	5:45pm-8:45pm	Th	L107	FREE
Grant Writing for NonProfits (In-depth)	WILM	10/10	10/19	6pm-9pm	MW	L107	\$55
Writing the Business Plan	WILM	10/13	10/13	5:45pm-8:45pm	Th	L107	FREE
Tax Guide for Your Small Business	WILM	10/20	10/20	5:45pm-8:45pm	Th	L107	FREE
Systems Approach to Sales	WILM	10/27	10/27	5:45pm-8:45pm	Th	L107	FREE
Send the Complainer Away... Happy!	WILM	11/3	11/3	1:30pm-4pm	Th	Hilton	FREE
NC Wage & Hour Laws	WILM	11/3	11/3	5:45pm-8:45pm	Th	L107	FREE
Doing Business with the Government	WILM	11/10	11/10	6-8:30pm	Th	L107	FREE
VIPforENC.Com: Online Business							
Portal Workshop	BIG	11/16	11/16	6-8pm	W	T100	FREE
How to Start a Successful Business	WILM	11/17	11/17	5:45pm-8:45pm	Th	L107	FREE
Pre-Exam and Licensing (Call 362-7196)							
NC General Residential Licensing Seminar	WILM	9/7/05		6-9pm	WTh	F110	\$80
Elec Lic Renewal -Elec Code - 2005 Updates	WILM	10/15	10/15	8am-4:30pm	Sa		
Ltd Electrical Contractor Exam Prep	Burgaw						
Electrical Theory & Application I - IV							
General Contractors License Prep - Comprehensive							
General Contractors License Prep - Seminar							
Backflow Prevention	SWEE	10/17	10/19	8am-5pm	MTW	SWEE	\$55
Cross Connection & Backflow Prevention	SWEE	10/10	1/014	8am-5pm	MTWThF	SWEE	\$60+book
Cosmetology Renewal Credits	WILM	TBA	TBA	TBA	Su		
Teachers and Paraprofessionals (Call 362-7199)							
Childcare							
Early Child Development	NORT	9/12	11/14	4:30-7:30	M	330	\$55
Math & Science Early Child	NORT	9/13	11/15	4:30-7:30	Tu	235	\$55
Reading							
Reading Afri-Am Literature	BIG	9/12	11/14	5:00-8:00pm	M	T104	\$55
English Reading Strategies	HAMP	9/13	11/15	5:00-8:00pm	Tu	5	\$55
Substitute Teaching							
Effective Teacher Training	BIG	9/13	11/15	6:00-9:00pm	Tu	T104	\$55
Effective Teacher Training	NORT	9/15	11/17	5:00-8:00pm	Th	331	\$55
Technology							
Powerpoint & Publisher	HAMP	9/12	11/14	5:00-8:00pm	M	Lab	\$55
Powerpoint & Publisher	Mal.Corner	9/13	11/15	4:30-7:30pm	Tu	Lab	\$55
Powerpoint & Publisher	NORT	9/15	11/17	4:30-7:30pm	Th	Lab 307	\$60
Home Schooling							
Intro to Home School	NORT	9/12	10/10	6:00-9:00pm	M	233	\$55
Spanish							
Spanish For Educators	NORT	9/14	11/16	5:30-8:30p	W	233	\$55
Behavior							
Understanding Behavior Disorders	NORT	9/15	11/17	4:30-7:30pm	Th	235	\$55
Hospitality (Call 362-7196)							
Serv Safe Food	WILM	9/12	9/20	5-9pm	MT	TBA	\$55+book
Serv Safe Food	NORT	11/7	11/16	1-5pm	MW	TBA	\$55+book
Serv Safe Alcohol	WILM	9/7	9/21	5-9pm	W	T104	\$55+book
Serv Safe Alcohol	WILM	11/2	11/30	5-9pm	W	T104	\$55+book

Customized Industry (Call 362-7050)							
Leadership Skills Training	WILM	9/13	11/22	6-9pm	Tu	T104	\$55
Skilled Trades (Call 362-7196)							
Building Inspection I	WILM	11/4	11/19			F5-9pm SaSu8am-5pm	
Building Inspection III	WILM	9/16	9/25			F5-9pm SaSu8am-5pm	
Carpentry & Woodworking Skills	WILM	9/13	10/13	6pm-9pm	TuTh		
Electric Theory & Application I - IV	TBA	TBA	TBA	6-9pm	TBA		
Forklift Training	WILM	11/5	11/5	1-5pm	Th	T104	\$50
Forklift Training	WILM	9/8	9/8	1-5pm	Th	T104	\$50
Certifications and Licenses (Call 362-7189)							
Auto Safety Inspection	WILM	8/22/05	8/24/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	9/5/05	9/7/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	9/19/05	9/21/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	10/3/05	10/5/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	10/17/05	10/19/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	10/31/05	11/2/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	11/7/05	11/9/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	11/21/05	11/23/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	12/5/05	12/7/05	6-10pm	MW	F110	\$50
Auto Safety Inspection	WILM	12/19/05	12/21/05	6-10pm	MW	F110	\$50
Notary Public Education	WILM	8/20/05	8/20/05	9am-1pm	Sa		\$50+Book
Notary Public Education	WILM	9/6/05	9/6/05	6-10pm	Tu		\$50+Book
Notary Public Education	WILM	9/24/05	9/24/05	9am-1pm	Sa		\$50+Book
Notary Public Education	WILM	10/4/05	10/4/05	6-10pm	Tu		\$50+Book
Notary Public Education	WILM	10/22/05	10/22/05	9am-1pm	Sa		\$50+Book
Notary Public Education	WILM	11/1/05	11/1/05	6-10pm	Tu		\$50+Book
Notary Public Education	WILM	11/19/05	11/19/05	9am-1pm	Sa		\$50+Book
Notary Public Education	WILM	12/6/05	12/6/05	6-10pm	Tu		\$50+Book
Notary Public Education	WILM	12/17/05	12/17/05	6-10pm	Sa		\$50+Book
Aviation Ground School	WILM	TBA					\$60
Concealed Handgun	WILM	TBA					\$60
HVAC-CFC Certification	WILM	TBA					\$60
Leisure and Recreational (Call 362-7189)							
Coastal Navigation	WILM	TBA					\$60
Celestial Navigation	WILM	TBA					\$60
Small Gasoline Engine Repair	WILM						\$60
Pottery	CAC	10/3/05		6:30-9:30pm	MW		\$65
Pottery	CAC	10/4/05		9am-Noon	TuTh		\$65
Pottery	CAC	10/4/05		6:30-9:30pm	TuTh		\$65
Theater Arts (Call 362-7196)							
Improvisation-Beginning	WILM	8/14	10/30	2-5pm			
Improvisation for Actors	WILM	8/14	10/30	6-9pm			
Improvisation-Advanced	WILM	8/15	11/7	6-9pm			
Professional Development (Call 362-7196)							
Project Management	WILM	9/6	10/27	6-9pm	TuTh		
Clinical Research Overview-Call for Brochure	WILM	TBA	TBA	TBA	6-9pm		

Campus Maps

You can download a larger size campus map at www.cfcc.edu

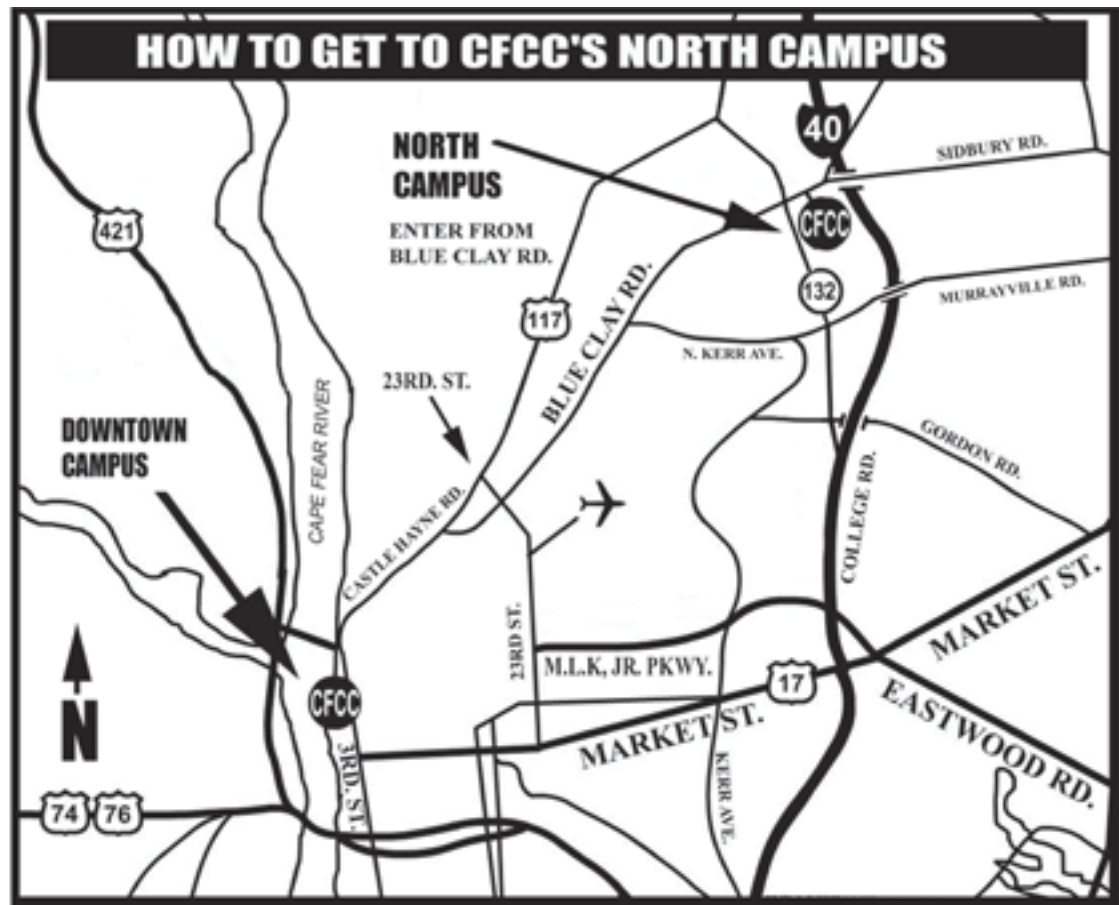
Mission Statement

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003.



CAPE FEAR COMMUNITY COLLEGE
WORK WARS
— CONTINUING EDUCATION —

Episode 2005

A NEW HOPE FOR CAREERS

It is an exciting time for Southeastern North Carolina. The population is booming and new jobs are being created. However, only the best-trained employees are able to survive in the highly competitive job market.

Fortunately, CAPE FEAR COMMUNITY COLLEGE offers a wide variety of courses to help these brave local citizens improve their current job skills and train for a new career.

Armed with quality job training and professional development classes from CFCC, local citizens will be able to move ahead with their career plans and defeat the dreaded forces of underemployment ...



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