

# CFCC Inquirer

JANUARY - MAY 2006

CONTINUING EDUCATION COURSES

TOP STORY: NEW PROCEDURE WILL HELP SMALL BUSINESS OWNERS

## EXTRA ARM SURGERY INCREASES PRODUCTIVITY

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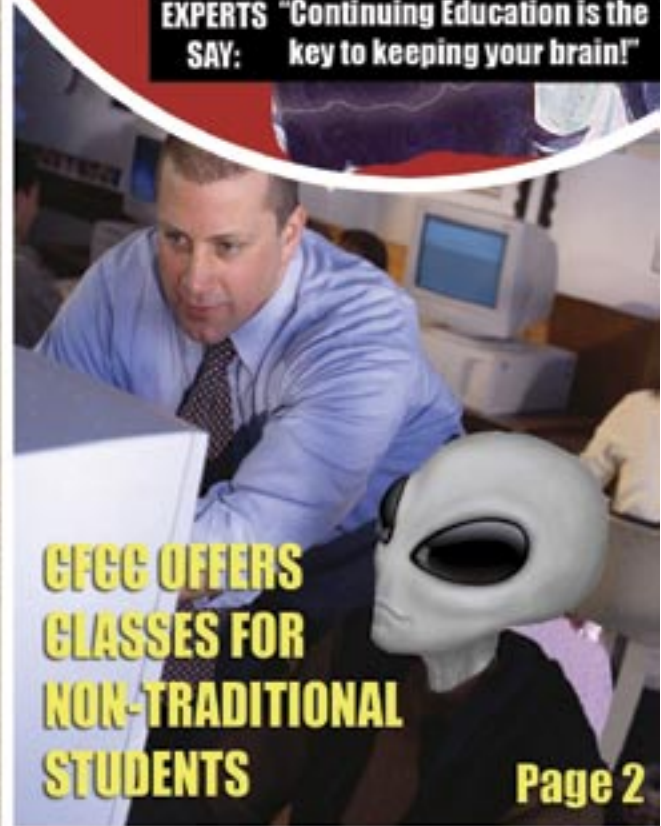


LAWMAKERS SEEK AUTHORITY  
TO SEIZE UNDERUSED BRAINS

U.S. GOVERNMENT  
TO CITIZENS:

**"USE IT  
OR  
LOSE IT!"**

EXPERTS SAY: "Continuing Education is the  
key to keeping your brain!"



CFCC OFFERS  
GLASSES FOR  
NON-TRADITIONAL  
STUDENTS

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MARINE BIOLOGY CLASS  
ATTACKED BY SEA MONSTER

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Register  
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(910) 362-7170  
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Cape Fear  
COMMUNITY COLLEGE

# Cape Fear Community College Continuing Education Courses

## January-May 2006

### *What are you looking for?*

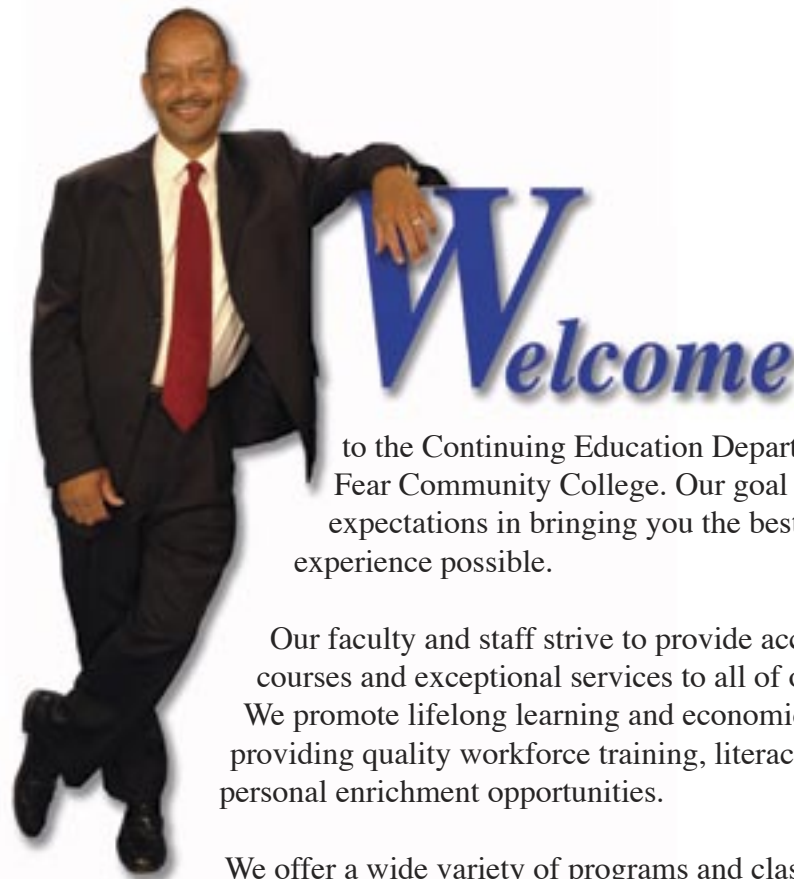
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to the Continuing Education Department of Cape Fear Community College. Our goal is to exceed your expectations in bringing you the best educational experience possible.

Our faculty and staff strive to provide accessible, first-rate courses and exceptional services to all of our constituents. 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
- 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 CFCC to meet your educational and training needs.

Clarence L. Smith  
Dean of Continuing Education

## Computer Classes Attract New Type of Non-Traditional Student

WILMINGTON - It's no secret that CFCC has many "non-traditional" students who take courses through continuing education.

However, the term "non-traditional" has just gotten a broader definition as Cape Fear Community College enrolled its first space alien.

Much like other students who have been out of school for a while, "Jerry," as he is known to his classmates, was a little intimidated at first.

"I was a little worried coming back to school at my age, but after I got to know the other people in my class, I felt a lot more comfortable."

Even though he's from another solar system, Jerry found out that he had a lot in common with the other students in the Introduction to Computers class.

"Most people assume that I know a lot about computers, being from outer space and all, but the truth is, I don't. The first day of class, I didn't even know where the power button was."

Jerry said that has been turned down from many jobs because he lacks computer skills.

"It's really been bothering me because I feel like I'm missing out on a lot of opportunities."

Learning new skills is addictive. After taking his first class, Jerry said he's already hooked.

"Next time, I think I'll try making my own web page," Jerry said.

For more information about CFCC's computer classes, call 362-7196.



## 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 (call 362-7324).
- 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 7-8.**

### **Introduction to Computers for Job Seekers** FREE\* (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 Campus

### Auto CAD 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.

2/7-3/23 TuTh 6pm-9pm North Campus

### Auto CAD 2005 -Advanced, \$65

This advanced class will help you increase your speed and productivity with AutoCAD by mastering advanced concepts such as reference files, layouts, tracking, groups, attributes, tables, fields, and more. Simple customization techniques will be used to create custom toolbars, symbol palettes, and command aliasing. Some basic AutoCAD experience is recommended for this class.

4/4-5/11 TuTh 6pm-9pm North Campus

### Auto Cad-3D, \$60

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. Pre-requisite: Basic proficiency with AutoCAD.

Instructor: David Kirk

1/10-1/26 TuTh 6pm-9pm North Campus

5/23-6/8 TuTh 6pm-9pm North Campus

### Build or Upgrade Your Own Personal Computer, \$60 + materials

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. Materials cost will vary depending on your project and will be discussed the first night of class. No experience or special mechanical abilities required.

2/14-3/16 TuTh 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.

1/9-3/16 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: Must have basic skills using MS Excel and Access.

Instructor: Carla Jacobs

4/10-5/10 MW 1pm-4pm BIG Center

### 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.

Instructor: Barbara Curtis

1/10 - 2/9 TuTh 9am-12noon North Campus

Instructor: Bill Verreen

4/11-5/11 TuTh 1pm-4pm BIG Center

### Microsoft Office - Introduction, \$60 + 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.

Instructor: Tom Hogan

1/17-2/16 TuTh 6pm-9pm Wilmington Campus

Instructor: Carla Jacobs

1/9-2/13 TuTh 9am-12 noon  
Wilmington Campus

Instructor: Barbara Curtis

2/21 - 3/23 TuTh 9am-12 noon North Campus

Instructor: Bill Verreen

4/4-5/4 TuTh 9am-12 noon BIG Center



**Microsoft Office-Intermediate, \$60 + book**

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.

Instructor: Tom Hogan  
2/28-3/30 TuTh 6pm-9pm  
Wilmington Campus

Instructor: Carla Jacobs  
2/27-3/29 TuTh 9am-12 noon  
Wilmington Campus

Instructor: Barbara Curtis  
4/4-5/4 TuTh 9am-12 noon North Campus

**Lo Mas Basicos de Microsoft, \$65**  
Taught in Spanish, students will learn the basics of the most in-demand MS Office programs.

Instructor: Yoliet Srocchia  
1/19-4/27 Th 6pm-9pm  
Wilmington Campus

**Photoshop CS, \$60 + book**

Experience the capabilities of this premiere graphics software. Course covers a range of skills from editing and retouching photographs to professional publishing techniques.

Instructor: James Twitty  
2/27-3/22 MW 6pm-9pm  
Wilmington Campus

**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: Chris Dols  
3/20-4/19 MW 6pm-9pm BIG Center

**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  
1/23-2/22 MW 6pm-9pm BIG Center

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

Find any information you need - become an expert researcher on the web, learn all about e-mail, and protect your computer from viruses, worms, and hackers.

Instructor: Barbara Curtis  
4/11-5/04 TuTh 1pm-4pm North Campus

**Burgaw  
Call 675-1439**

**Basic Computer II, \$60 + \$5 Technology Fee**

This is an intermediate computer course that will prepare students for employment in the business industry. This course covers computer literacy for a student that has basic computer skills.

1/7-4/22 Sa 9am-Noon Burgaw Center

**MS Office & Website Creation, \$60 + \$5 Technology Fee**

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

1/7-4/11 Sa 8:30am-12:30pm  
Burgaw Center

**Quicken & Quickbooks, \$60 + \$5 Technology Fee**

This course will cover the basic concepts of Quicken and Quickbooks

1/2-3/6 MTh 6pm-9pm Burgaw Center

**MS Office & Internet, \$60 + \$5 Technology Fee**

This course teaches the basics of MS Office, word processing, spreadsheets, databases, presentation programs and internet usage.

1/2-4/3 MW 9am-12 Noon  
Burgaw Center

**MS Office Word, \$60 + \$5 Technology Fee**

This class will teach you how to produce letters, memos and reports. Its features allow you to create mailing labels, address envelopes, create forms, and much more.

1/3- 3/28 Tu 7pm-10pm  
Burgaw Center

**MS Excel, \$60 + \$5 Technology Fee**

This course will teach students how to create spreadsheets and charts that illustrate and analyze basic business data.

1/5-3/14 Th 7pm-10pm Burgaw Center

**Languages**

**Call 362-7196**

**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.

1/9-3/6 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  
1/09-3/06 MW 6pm-8:30pm  
Wilmington Campus

3/07-4/27 TuTh 6pm-8:30pm  
Wilmington Campus

5/08-7/03 MW 6pm-8:30pm  
Wilmington Campus

## 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  
1/10-3/2 TuTh 6pm-8:30pm  
Wilmington Campus

3/13-5/3 MW 6pm-8:30pm  
Wilmington Campus

5/2-6/22 TuTh 6pm-8:30pm  
Wilmington Campus

## 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  
3/13-5/3 MW 6pm-8:30pm  
Wilmington Campus

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

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

Part II is scheduled for Summer semester, 2006.  
Part III is scheduled for Fall semester, 2006.

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

Finish up the Destinos series from Fall 2005 semester with Ramiro Sanchez. You'll be amazed at the progress you've made! Prerequisite: Destinos Part I & II (Part III will be offered again Fall 2006)

1/9-3/6 MW 6pm-8:30pm  
Wilmington Campus

# Innovative Medical Procedure To Help Small Business Owners

WILMINGTON - Plastic surgery is usually considered a way to help people look better. Now there's a surgical technique available that actually lets people work better.

The experimental procedure involves attaching extra arms to a person so they can do more than one thing at a time.

Mack Mangeney, who runs a small office supply company in Ogden, is one busy guy. As a small business owner, he is constantly trying to keep up with ordering supplies, shipping merchandise, customer service, and bookkeeping.

"It just got to be too much. I needed help, but I couldn't afford to hire any employees."

So Mangeney turned to Dr. Rici Zarkowski, a plastic surgeon who lives in Europe. The two met last year at a office supply conference last summer in Prague. Mangeney told Zarkowski about how he had trouble keeping up with all his work running his business.

Zarkowski mentioned that the new arm transplant surgery which would actually give Mangeney up to four additional arms and would increase his productivity at work.

At first, Mangeney was skeptical, but after reading up on the success of the operation on the Internet, he decided to go through with it.

Today, Mangeney is a one-man marketing, sales, bookkeeping and customer service machine. His extra arms let him talk on the phone to customers, type letters and email, balance the checkbook and send faxes all at the same time.

"My business is more efficient than it's ever been and now I have some spare time. I'm thinking of taking piano lessons."

The only complaint he has is that it's hard to find shirts with the extra sleeves.

Experts agree that a much more affordable and practical way that small business owners can become more successful is to take a business class or attend a seminar at Cape Fear Community College.

CFCC's Small Business Center provides a wide variety of classes and seminars that cover everything from basic bookkeeping to marketing. For more information, call 362-7216 or on the web, [www.cfcc.edu/sbc](http://www.cfcc.edu/sbc).



**http://**  
**www.cfcc.edu/ce**



# Small Business Center

**Call 362-7216 - See class grid on page 22 for dates and times.**

The Small Business Center provides classes and counseling 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 1<sup>st</sup> 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!

### **Basic Bookkeeping for Your Small Business (3h), FREE**

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.

1/26 5:45-8:45pm Wilmington Campus

### **Big Marketing Ideas (3h), FREE**

Excellence in total customer experience-from the curb to the register-are you delivering? To create this experience, you need to think BIG. In this seminar, you'll learn how to build repeat business and create media relations and PR media advertising on a budget. You'll also learn how to define and communicate what you have to offer. Finally you'll develop and work on your annual marketing plan, which will include monitoring and taking advantage of changes in the environment.

1/19 5:45-7:45pm Wilmington Campus

### **Branding Your Product or Business (3h), FREE**

Want to set yourself apart from your competitors? Maybe you just want to create market share for a new product or service. Either way, if getting noticed and getting ahead is important to you or your business, this session is for you! The workshop begins by having you figure out what business you are in and what you have to offer your competitive advantage. Then you'll decide who your target market is and how to appeal to them. Topics covered will include analyzing the competition, image and packaging, and the laws of branding. Participants are encouraged to bring current marketing materials. After this session, you'll think differently about your products or business and soon, everyone else will too!

4/20 5:45-8:45pm Wilmington Campus

### **Business Basics (3h), FREE**

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 teach small business entrepreneurs 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.

5/11 5:45-8:45pm Wilmington Campus

### **Creating a Positive Workplace (3h), FREE**

Working in a positive workplace can mean getting more done, lowering stress and improving job satisfaction. However, the process of creating a positive workplace can be a type of magic. Mike Collins will show you ways to create a positive workplace by understanding how to: identify "Moments of Truth" that create your positive workplace; rid your workplace of negaholism and negaholics; determine how you can change your environment; plan for ways to deal with problem people; and help the neutral people become more positive.

4/6 1:30-4:30pm Wilmington Campus

### **Exceeding Customer Expectations (3h), FREE**

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't's 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!

2/16 5:45-8:45pm Wilmington Campus

### **First Time Supervisor Training (3h), FREE**

Are you managing for the first time? This seminar teaches you the steps to make the transition into management and define your role as a leader. You'll learn how to overcome early leadership challenges and traps, specifically when leading friends and peers in the work place or older/more-experienced employees. You'll also learn how to effectively communicate to your employees to prevent problems to increase productivity; and to delegate the right way, while gaining your employees' commitment and motivation.

2/16 5:45-8:45pm 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.

TBA

### How to Start a Successful Business (3h), FREE

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

3/2 5:45-8:45pm Wilmington Campus

### How to Start Your Own Business Step-By-Step (24-30h), \$55-60

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.

3/13-4/5 6-9pm Burgaw Center

### Is Franchising Right for You? (2.5h), FREE

If independence through business ownership is your wish, it's not too late to plan the first steps. Learn how franchising provides a Blueprint for Success, and a proven, systematic approach to starting and staying in business!

1/31 9-11:30am Wilmington Campus

### NC Wage & Hour Laws (3h), FREE

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!

3/9 5:45-8:45pm Wilmington Campus

### QuickBooks 2004 (24-30h), \$60 (Includes Technology Fee)

This easy-to-use program will take the guesswork out of your business's 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.

### Small Business Boot Camp (12h), \$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.

1/23-2/1 5:45-8:45pm Wilmington Campus

### Public Speaking with Power! (3h), FREE

This class covers how to improve communication, motivate others, and help develop the confidence it takes to be a winner. In business and in life from time to time you will be called on to present information. We will give you key speaking and rehearsal techniques to enable you to respond more effectively to this task. Public speaking is one of the top fears in facing people today. After attending just this one class, you will begin overcoming your fear of talking to people and begin speaking with POWER.

5/4 5:45-8:45pm Wilmington Campus

### Tax Guide for Your Small Business (3h), FREE

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

2/2 5:45-8:45pm Wilmington Campus

### Understanding Financial Documents (3h), FREE

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.

Go online for dates



## 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.

## Hot Picks: Our Most Popular Courses

Basic, Intermediate or Advanced A+ Certification ....	\$129 each
Creating Web Pages .....	\$55
Dreamweaver MX .....	\$55
Introduction or Intermediate Microsoft Excel .....	\$55 each
Introduction or Intermediate Microsoft Access .....	\$55 each
Introduction to PC Troubleshooting .....	\$55
Introduction, Intermediate or Advanced Microsoft Word .....	\$55 each
Introduction to PhotoShop or PhotoShop for the Absolute Beginner .....	\$55 each
Introduction to QuickBooks or Performing Payroll in QuickBooks .....	\$55 each
Introduction to Windows XP or Windows File and Disk Management .....	\$55 each
Introduction to Microsoft Front Page 2002 .....	\$55
Introduction to PhotoShop 7 .....	\$55
Introduction or Intermediate PowerPoint 2002 .....	\$55
Network+ Certification Prep .....	\$129

## Internet/Computer Design

Introduction to Internet .....	\$55
Creating Web Pages .....	\$55
Advanced Web Pages .....	\$55
Creating Web Graphics .....	\$55
Microsoft Front Page 2002 .....	\$55 each
Introduction to XML .....	\$55
Java Script Programming for the Web .....	\$55
Java Programming for the Web .....	\$55
CGI Programming for the Web .....	\$55
PhotoShop Version 5.0 or 5.5 or 6.0 or 7.0 .....	\$55 each

## Preparation for Computer Certifications

A+ Certification: Basic, Intermediate or Advanced....	\$129 each
CCNA 2.0 Certification 1, 2, or 3 .....	\$129 each
MCSE Sessions 1-5 .....	\$129 each

## Basic Computer/Programming

MS Word, MS Excel or MS Access .....	\$55 each
MS PowerPoint or MS Works Each .....	\$55
Introduction to PC Troubleshooting .....	\$55
Introduction to Windows 2000 Pro .....	\$55
Introduction to Oracle .....	\$55
Introduction to SQL .....	\$55
Introduction to Visual Basic .....	\$55
Introduction to Red Hat Linux .....	\$55
Introduction to QuickBooks .....	\$55
Navigating Your Palm Pilot .....	\$55
Performing Payroll in QuickBooks .....	\$55
Introduction to Turbo Tax .....	\$55
Keyboarding .....	\$55
Microsoft Publisher .....	\$55

## Paralegal Certificate Program/Legal

Paralegal Certificate Program Sessions 1 - 6 .....	\$159 each plus Books
Evidence Law .....	\$55

## Small Business

Effective Business Writing .....	\$55
Learn to Buy & Sell on eBay .....	\$79
Creating a Successful Business Plan .....	\$55

## Personal and Professional Enrichment

Debt Elimination Techniques That Work .....	\$79
A to Z Grantwriting .....	\$55
Resume Writing Workshop .....	\$55
Job Search Strategies .....	\$55
Discover Digital Photography .....	\$55
Stocks, Bonds, and Investing: Oh, My! .....	\$79

## Writing Courses

The Keys to Effective Editing .....	\$55
Fundamentals of Technical Writing .....	\$55
Business and Marketing Writing .....	\$55
Writeriffic: Creativity Training for Writers .....	\$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.

**Spring on-line class start dates: 1/18, 2/15, 3/15, 4/19, 5/17, 6/21, 7/19**

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.

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

# Pre-Exam & Licensing

Call 362-7196



**NEW!**

## Electrical Journeyman's Test Prep

If you have worked in the electrical trade as a helper or above for a total of 4 years, you qualify to take the Electrical Journeyman's test that is given every other month on the 2nd Tuesday of the month. Passing the test earns you a Journeyman's card that is recognized in New Hanover and many other NC counties. Attend this class to review codes and other information needed to become a Journeyman.

Instructor: Darryl Hinson  
1/3-2/2, TuTh, 6pm-9pm  
Wilmington Campus

3/7-4/6, TuTh, 6pm-9pm  
Wilmington Campus

4/25-5/25, TuTh, 6pm-9pm  
Wilmington Campus

## Limited Electrical Contractors Exam Prep., \$60

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.

1/2-5/8 MW Burgaw Center 6pm-9pm

## Building Inspection I-II, \$60

These courses are required for those who plan to take the NC state inspection exam. These classes are specifically geared toward building structure code enforcement officials, but will also be useful for architects, engineers, and contractors. Level III will be offered summer semester.

### PRE REGISTRATION REQUIRED!!

Level I-(total 48 class-hours) 1/13; 1/14; 1/15; 1/20; 1/21; 1/22; 1/28 F-Sun

Level II -(total 40 class-hours) 3/17; 3/18; 3/19; 3/24; 3/25; 3/26 F-Sun

Level II-(total 40 class-hours) 4/21; 4/22; 4/23; 4/28; 4/29; 4/30 F-Sun

Please call 362-7189 for specific class hours  
Wilmington Campus

Call 362-7189 for the following classes:

## EPA/HVAC-CFC Certification, \$60

Seminar 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

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

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

TBA WTh 6pm-9pm Wilmington Campus



## Sea Monster Attacks Marine Biology Class

WILMINGTON - A routine field trip on the Cape Fear River turned into a near disaster when a CFCC marine biology class was attacked by sea monster.

The trip was proceeding nicely until the casting net hit a large snag along the bottom of the river.

"We figured it was just caught up in some rocks, until it started pulling our boat up river," said instructor Jay Rogers.

It turns out that the students had caught a giant sea creature napping on the bottom of the river. According to the students, the creature was at least 50 feet long and looked like the Loch Ness Monster.

As the creature thrashed the small boat around the water, it was clear that everyone was in danger. Instinctively, Rogers grabbed his pocket knife and dove into the water to cut the beast free. Rogers remembers the angry look in the creature's eyes when it was caught in the net.

"Understandably, the creature was pretty upset. He was minding his own business, then we came along and dropped a net on him. He could have eaten everybody on board, but he probably just wanted to be left alone. This time we were lucky."

After being freed, the beast came up and gave the students an annoyed glare, then took a breath and dove back down under the water.

Rogers explained that while he's never seen anything quite like this, he's not suprised to find a sea monster in the river.

"Our area's marine ecosystem is fairly unique because the Cape Fear River flows into the ocean, creating a mix of fresh and salt water. That arrangement typically creates conditions suitable for a great diversity in marine life," Rogers explained.

The class was intended to teach local school teachers about area marine life, and everyone in the class agreed that they got their money's worth.

"Despite the fact that we were almost eaten, it was a pretty good class. I think the teachers will have some great new material to use when they go back to their classes," Rogers said.

For more information about the class or to sign up, call 362-7199.



## Teachers, Home School Operators & Youth Group Leaders

Call 362-7199

Spring 2006 course offerings include a new category referred to as "Non-Traditional." Three new classes target teaching methodologies in Language Arts/Reading, Science and Social Studies through multi-sensory techniques. The rivers and sea, an ethnic community, and an historic plantations are backdrops for local learning laboratories.

*All are welcome. Teachers, teaching assistants, home school operators, child care workers, youth group leaders, and interested adults (as space allows).*

For New Hanover and Pender counties' teachers, active and retired, and area paraprofessionals, Cape Fear Community College offers short courses. Evening classes provide Continuing Education Units (CEUs) for renewal credit/certification and No Child Left Behind requirements.

- Principals may contact the CFCC Teacher Certification Office to plan a customized afternoon or Saturday course for eight or more staff members. College Park Elementary, Annie Snipes, Rachel Freeman, Williston, New Hanover County Community Action-Head Start, and others who work with Hispanic parents and students have benefited from an after-school Spanish For Educators short course.
- Any unemployed educator who plans to maintain licensure may register for CFCC courses.

- Home School Operators, childcare and after-school staff, youth group leaders, and parents are encouraged to register for classes.

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

## “Nontraditional” Course Work



### Down-n-Dirty Marine Biology, (\$55 + Small Materials Fee)

Participants in this hands-on Marine Science course will discuss and visit a variety of marine ecosystems in southeastern North Carolina. Through field trips participants will be exposed to the diversity of marine life, investigate ecological relationships between organisms, and examine how physical and chemical oceanography effect the dispersal of marine organisms. Class activities include specimen dissections, classification and identification of collected organisms and eco-system discussions. This is primarily a field study course. 30 Contact Hours; 3.0 CEUs

Instructor: Jason Rogers, Department Head,  
CFCC Marine Biology  
Mondays, 1/30-2/27 4:30-6:30pm; 3/6, 13 ; 4/3, 10,  
17; 4:30 to 8:00pm Wilmington Campus

### Local Greek Heritage: Lesson Plans and Festival Fun, \$55

Who is the true Saint Nicholas?  
Language Arts and Social Studies disciplines are the focus of a “non-traditional” multi-sensory unit that covers a variety of topics-European Christian Orthodoxy, immigration patterns, state and local history, and Greek culture. The cultural highlights from literature/mythology, music, dance and traditional cuisine will engage educators in research and hands-on learning. Father John Stavropoulos and the Saint Nicholas Greek Orthodox Church staff will assist with course content and the supervision of Greek Festival activities/assignments for teachers. Lesson planning, reading strategies, and the emphasis on multi-sensory learning techniques are special highlights. 3.0 CEUs

Instructor: LaSandria Folks, M.A., MAT  
Every other Thursday, 2/9-4/20, 4:30-7:30pm.; May  
Festival Assigned Hrs.; North Campus

### Using an Historic Plantation, \$55

Language Arts and Social Studies disciplines are tapped as Pender County’s Poplar Grove Plantation is used as a context for learning. Grade level and age specific lesson planning ideas range from



stories about farm animals to ecological research, and from conversations about Nineteenth Century socio-economics to transportation. Course content and assignments include on-site assignments at the Poplar Grove Plantation learning laboratory site. A plantation owner’s descendant, Bettye Foy Taylor and education staff will provide input about appropriate interpretation techniques for varied grade levels. Teachers will also study and share trendy pre and post tour activities linked to field trip planning for any historic site. 30 Contact Hours; 3.0 CEUs

Instructor: Millie Dean, MED  
1/10-3/14 Tu 4:30 to 7:30pm North Campus

## Child Development

### Early Child Development, \$55

A basic course is designed to cover theories about 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. 30 Contact Hours; 3.0 CEUs

Instructor: Inez Sansbury  
1/9-3/20 M 4:30-7:30pm North Campus

### Math and Science for Early Childhood, \$55

Teachers have fun as they study 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; 3.0 CEUs

Instructor: Yolanda Warren  
1/10-3/14 Tu 4:30 to 7:30pm North Campus

### Poverty and Student Achievement, \$55

Participants review and explore approaches to dealing with children in poverty and the effects the lack of financial resources can have on student achievement. The course will target the understanding of societal classes and how a pupil’s social status affects the educational system. Explorations of national, state, local and individual responsibilities will analyze paths towards academic successes. Resources that can aid in achieving academic success will also be discussed. 30 Contact Hours, 3.0 CEUs

Instructor: Tufanna Bradley  
1/10-3/14 T 4:30-7:30pm North Campus

### Understanding Behavior Disorders, \$55

Educators from varied grade levels analyze the appropriate and inappropriate behavior patterns of pupils. Course content includes information about age-specific social, physical and mental characteristics. Managing the classroom, choosing effective disciplinary tactics, and designing the useful behavior modification plans will be emphasized. School and community resource people who can assist teachers with behavioral analyses will be discussed. 30 Contact Hours; 3.0 CEUs

Instructor: Inez Sansbury  
1/12-3/16 Th 4:30 to 7:30pm North Campus

## Reading

### English Reading Strategies, \$55

Participants explore successful approaches for teaching Reading to different age groups. Strategies that increase pupils’ motivations to read 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; 3.0 CEUs

Instructor: Millie Dean  
1/10-3/14 Tu 5-8pm North Campus

### Reading African-American Literature, \$55

Educators review writings of historical significance and works that are designed for 21st Century students. Literary works that highlight African-American culture through poetry, prose, short stories, and excerpts of novels will focus instruction. Appropriate reading strategies for age-specific grade levels are also studied. 30 Contact Hours; 3.0 CEUs

Instructor: Millie Dean  
1/9-3/13 M 5-8 pm BIG Center

## Spanish

### Spanish For Educators, \$55

The introductory course provides useful information for educators who have limited knowledge or no education in the Spanish language. Participants will 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 practical course. Educators learn to write simple notes to parents/guardians. 30 Contact Hours; 3.0 CEUs

Instructor: Monica Rohena

1/11-3/15 W 5:30-8:30pm North Campus

## 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. The course is also recommended for teaching assistants. 30 Contact Hours; 3.0 CEUs

Instructor: Lavette Skinner

1/9-3/13 M 5-8pm Burgaw Center

Instructor: Sylvia Ezelonwu

1/10-3/14 Tu 6-9pm BIG Center

Instructor: Jennifer Barfield

1/12-3/16 Th 5-8pm North Campus



## Technology

### Intermediate Technology: PowerPoint and Publisher, \$55

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 of Study for pupils from Kindergarten through Grade 12. 30 Contact Hours; 3.0 CEUs

Instructor: Harry Marriner

1/10-3/14 T 4:30-7:30pm Malpass Corner Elem.

### Foundations In Instructional Technology, \$55 + \$5 Lab Fee

Educators learn the effective uses of instructional technology offerings. The competencies adopted by the North Carolina State Board of Education are the central focus of study. Appropriate classroom uses of the Internet, PowerPoint and Publisher programs are a few of the introductory approaches for teaching through technology. 30 Contact Hours; 3.0 CEUs

Instructor: Julia Hieronymus

1/10-3/14 Tu 4:30-7:30pm North Campus

### Most Appropriate Internet, \$55 + \$5 Lab Fee

Teachers study and use the Internet in the most appropriate and expedient fashion for a variety of subjects. Efficient research, WebQuest lessons and other resources make planning and teaching exciting for the instructor and the students. Participants learn the most current trends for Internet search methodologies, and lesson planning assistance. 30 Contact Hours; 3.0 CEUs

Instructor: Julia Hieronymus

1/12-3/16 Th 4:30-7:30pm North Campus

## Home Schooling

Home School Operators may register for any course.

### Intro To Home Schooling, \$55

How do you design a transcript that will be useful for college admissions offices?

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

Instructor: Kathy landoli

1/9-2/5 M 6-9pm North Campus



## 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)
  1. New books include the test answer sheet
  2. 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

Instructor: Diane Withrow  
 1/09-1/18 MT 6:00-9:00pm    Wilmington Campus  
 6/05-6/13 MT 6:00-9:00pm    Wilmington Campus

Instructor: NH County Health Inspectors  
 3/07-3/16 TuTh 1:00-5:00pm    North Campus

### 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.

Call Isobel Charlton 362-7050 to schedule classes

## Customized Industry

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 who need highly specialized training to utilize the quality, affordable services of Cape Fear Community College.

#### Government

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

### Management Courses Training that Produces Results

#### 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.

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.*

*Our instructors are skilled tradespersons who teach the nationally recognized and accepted Wheels of Learning curriculum.*

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.

3/7-4/6, TuTh, 6pm-9pm North Campus (Butler Bldg)

## Electrical Theory and Application-Levels I-IV (Part 2 of each Level)

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 Apprenticeship program that leads to your Journeyman's card. All classes are held at Laney High School.

Prerequisite: Completion of Part 1 or permission of instructor.

Level I, 1/9-4/3, MW, 6pm-9pm, Laney HS  
Instructor: Eddie Richard

Level I, 1/9-4/3, MW, 6pm-9pm, Laney HS  
Instructor: Terry Stroops

Level II-III, 1/10-3/30, 6pm-9pm, Laney HS  
Instructor: Mike Pulley

## Forklift Safety, \$50

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

2/14/06 Tu 1-5pm Wilmington Campus  
4/18/06 Tu 1-5pm Wilmington Campus



**Small Business Center Spotlight**

"The SBC does a great job-the people there are committed to helping small business and changing the economy to include diversity." -Sal Vasquez,  
Efficient Airflow,  
www.efficientairflow.com

# Certifications & Licenses (Non-Construction)

**New Hanover  
Call 362-7189**

## Auto Safety and Emission Control-(Tailpipe) (8h) \$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, (8h) \$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



# 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 and 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

## Concealed Handgun, \$60

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 TuTh 6-10pm 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. All Notary Classes will be six hours, effective December 1, 2005. Cost of book \$21.40 (Separate check required.)

9am-3pm Sa Wilmington Campus  
6pm-9pm TuTh Wilmington Campus

## Cross Connection and Backflow Prevention, \$60 + Book

This course is classroom and lab work designed to certify participants in cross connection control and backflow prevention assemblies

Topics include: codes and regulations, agencies

responsibilities, assembly approval methods and theory of assemblies, repair and troubleshooting and a wet lab.

Instructor: Environmental Services Division-City of Wilmington  
5/15-5/17 M-F 8:00-5:00 \$60 registration fee + \$50 book

## 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.

1/10-4/6, TTh 6pm -9pm Wastewater Treatment Plant, 23<sup>rd</sup> Street, Wilmington

**Burgaw**  
**Call 675-1439**

## Manicuring Technology, \$65 + \$15 Clinical Insurance Fee

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)

1/3-4/18 M-Th 5pm-10pm Burgaw Center



# Fire & Rescue Training

Call 675-1439

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.

### Training Centers

The Firefighter Training Centers, located at our North Campus (effective 1/2/2006) and Myrtle Grove Volunteer Fire Department, allow completion of most firefighter certification classes through computer interactive training plus practical tests on a flexible schedule.

### 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 13-15, 2006
- New Hanover County Fire & Rescue Seminar-April 21-23, 2006
- Eastern Carolina Firemen's Association Fire Seminar-October 13-15, 2006

### Academies

**Firefighter I & II** and **Rescue Technician** Academies are held semi-annually.

For more information on fire/rescue training opportunities call 910-259-4966 and/or visit our website at [www.cfcc.edu/ce](http://www.cfcc.edu/ce)



- 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.

### Burgaw Call 675-1439

#### Nurse Aide Level I, \$65 + \$15 Clinical Insurance Fee

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

1/10-4/12 Tu-F 8am-12 Noon  
Burgaw Center

1/9-4/12 M-Th 5pm-9pm  
Burgaw Center

#### Nurse Aide Level II, \$65 + \$15 Clinical Insurance Fee

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

1/9-3/16 M-Th 8am-1pm Burgaw Center

1/9-5/8 MTuW 5pm-9pm Burgaw Center

### CFCC Hampstead Center Closing

Effective December 31, 2005, the Hampstead Center of Cape Fear Community College will be closing its doors.

CFCC Firefighter training staff will be relocating to the Cape Fear Community College Burgaw Center.

The Hampstead Firefighter Training Center (computerized firefighter lab) will be relocating to CFCC's North Campus, Room NA-304.

We look forward to continuing to serve your fire training needs.

## 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.

TBA Wilmington Campus

### 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

### 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.

1/4-2/1 W 7pm-10pm Burgaw 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.

3/1-3/29 W 7pm-10pm Burgaw Center

### 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.

1/3-3/14 Tu 9am-1pm Burgaw Center

### Crafts, \$35

This course is designed to teach students how to make crafts from a variety of materials. Students will learn the proper use of various tools and supplies and will be able to create projects using these materials.

1/4-3/15 W 10am-2pm Burgaw Center

### Sewing (Willard), \$35

This course is designed to introduce students to the fundamentals of sewing. Students create projects by using skills and techniques introduced in this course and be accomplished in knowing the sewing machine and how to operate, control and care of the machine.

1/3-3/29 TuW 10am-1pm TBA

### Interior Decorating, \$45

Learn basic decorating—covers decorative materials, accessories, lighting and colors, and selection / arrangement of furniture.

1/12-2/16 Th 6pm-9pm Burgaw Center

## 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. After attending the court date and gaining permission from the district attorney's office to take the class, and 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, 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, 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-Beginners, \$60

New to Improv or want to brush-up your skills? Learn the basics of Improvisation from a graduate of Chicago's Second City's Conservatory. Intensive course that will culminate in an Improv performance.

1/22-4/16 Sunday 5:30-8:30pm  
Wilmington Campus

### Improvisation for Actors \$60

Learn everything you need to get started in acting-from headshots, resume, research and performance. Improvisation is practiced to enhance acting skills and allow students to think beyond basic acting theory. Agent and Casting Showcase performance is required.

1/22-4/16 Sunday 2-5pm Wilmington Campus

### Improvisation-Advanced (Audition required), \$60

Auditions held 1/17/06. Advanced classes are for those with previous improv training and experience. This is a professional, performance-oriented class, involving sketch, short and long form Improv. Audition is open without pre-registration. Call for additional information.

1/24-4/11 Tu 6-9pm Wilmington Campus

## Professional Development

Call 362-7196

### Clinical Research Overview, \$55

This course is for health care professionals and others who have clinical experience who may want to consider a career as a Clinical Research Associate in the rapidly growing pharmaceutical industry. Prerequisite: Bachelor's degree or higher or significant clinical experience. Instructors are experienced CRA's.

2/21-3/23 TuTh 6pm-9pm Wilmington Campus

# Registration Information

## IMPORTANT PRE-REGISTRATION INFORMATION

Pre-registrations are NOW REQUIRED for all classes unless otherwise notified (Burgaw Center is excluded from this process).

- Call 362-7170 or go on-line [www.cfcc.edu/ce](http://www.cfcc.edu/ce) to reserve a seat.
- Payment must be made during the 20 minutes prior to the start of the 1<sup>st</sup> 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 a Campus Map, go to [www.cfcc.edu](http://www.cfcc.edu) or Page 25 of this catalogue.

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

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

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

**Wilmington Campus** Call 362-7196  
805 N. 3<sup>rd</sup> Street, Downtown Wilmington

**CFCC Hampstead Center Closing**  
Effective December 31, 2005, the Hampstead Center of Cape Fear Community College will be closing its doors.

CFCC Firefighter training staff will be relocating to the Cape Fear Community College Burgaw Center.

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We look forward to continuing to serve your fire training needs.

## General Course Information

CFCC provides economic workforce development and training in many areas through its Continuing Education programs. Classes are held at the Wilmington Downtown Campus, the Burgaw Center, the new North Campus and at numerous locations throughout New Hanover and Pender counties. Classes are designed to upgrade workplace skills, prepare individuals for employment, and meet social and cultural learning needs.

Training is also provided for employees of area industries and public agencies. Once a specific need has been established, classes can be offered in that area virtually any time. Full details can be obtained by calling the office of the Dean of Continuing Education, (910) 362-7170.

### 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 1<sup>st</sup> 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.

### Withdrawal and Refund Policy

To be eligible for a refund you must officially drop your class. Refund requests must be made in writing by the student (no exceptions). Refund request forms are available at each class site. A request for refund may be made by letter.

1. A 100 percent refund shall be made if the student officially withdraws from the class before the first class meeting by submitting a written request.
2. A 75 percent refund shall be made if the student officially withdraws from the class before the class has met 10 percent of its scheduled hours.
3. A 100 percent refund shall be made for classes cancelled by the college.

You do not have to request a refund for classes cancelled by the college.

## Class Confirmation

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

## Occupational Extension 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: "L" building on the 400 block of Front Street  
Phone: 362-7379

## Transcripts

For an official record of your course, please call 362-7174. Transcripts cost \$2.

# Meet Our Staff



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

**Teacher Recertification**  
362-7199  
Beverly Smalls



**Human Resources**  
Development-362-7186  
Bruceie Pope



**Customized Industry**  
Training-362-7050  
Isobel Charlton

**Law Enforcement**  
Classes-362-7199  
Carolyn Bancroft



**Small Business Center**  
362-7216  
Neela Rajendra, Matt Magne



**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

## Course List by Category (All Locations)

Class Title	Location	Start	End	Time	Days	Cost
<b>Computers (call 362-7196) Page 2</b>						
AutoCAD 2005- Advanced	North	4/4	5/11	6-9pm	TuTh	\$65
AutoCAD 2005 - Basic	North	2/7	3/23	6-9pm	TuTh	\$65
Auto CAD - 3-D	North	1/10	1/26	6-9pm	TuTh	\$60
AutoCAD - 3-D	North	5/23	6/8	6-9pm	TuTh	\$60
Computerized Office Specialist	BIG	1/9	3/16	1pm-4pm	MTuWTh	\$70
Internet Savvy	North	4/11	5/4	1-4pm	TuTh	\$60
Lo Mas Basico de Microsoft	WILM	1/19	4/27	6-9pm	Th	\$65
MS Office 2003-Introduction	North	1/9	2/13	9am-12pm	MW	\$60
MS Office 2003-Introduction	North	2/21	3/23	9am-12pm	TuTh	\$60
MS Office 2003-Introduction	North	1/17	2/16	6-9pm	TuTh	\$60
MS Office 2003-Introduction	BIG	4/4	5/4	9am-12pm	TuTh	\$60
MS Office 2003-Intermediate	North	2/27	3/29	9am-12pm	MW	\$60
MS Office 2003-Intermediate	WILM	2/28	3/30	9am-12pm	TuTh	\$60
MS Office 2003-Intermediate	North	4/4	5/4	9am-12pm	TuTh	\$60
Computers for Beginners	North	1/10	2/9	9am-12pm	TuTh	\$60
Computers for Beginners	BIG	4/11	5/11	1-4pm	TuTh	\$60
Database Skills-Excel & Access	WILM	4/10	5/10	1-4pm	MW	\$60
Web Design-Basic	BIG	1/23	2/22	6-9pm	MW	\$60
Web-Design Advanced	BIG	3/20	4/19	6-9pm	MW	\$60
Photoshop CS	WILM	2/27	3/22	6-9pm	MW	\$60 + book
Build or Upgrade Your Own PC	North	2/14	3/16	6-9pm	TuTh	\$60
Basic Computer II Class	BURG	1/7	4/22	9am-12 Noon	Sa	\$65 *
MS Office & Website Crea	BURG	1/7	4/11	8:30am-12:30pm	Sa	\$65 *
Quicken & Quickbooks	BURG	1/2	3/6	6pm-9pm	MTh	\$65 *
MS Office & Internet	BURG	1/2	4/3	9am-12 noon	MW	\$65 *
MS Word	BURG	1/3	3/28	7pm-10pm	Tu	\$65
MS Excel	BURG	1/5	3/14	7pm-10pm	Th	\$65
Floral Design I	BURG	1/4	2/1	7pm-10pm	W	\$55
Floral Design II	BURG	3/1	3/29	7pm-10pm	W	\$55
<b>Languages (Call 362-7196) Page 4</b>						
French for Business I	WILM	1/9	3/6	6-9pm	MW	\$60
Spanish Conversation in the Workplace I	WILM	1/9	3/6	6-8:30pm	MW	\$60
Spanish Conversation in the Workplace I	WILM	3/7	4/27	6-8:30pm	TuTh	\$60
Spanish Conversation in the Workplace I	WILM	5/8	7/3	6-8:30pm	MW	\$60
Spanish Conversation in the Workplace II	WILM	1/10	3/2	6-8:30pm	TuTh	\$60
Spanish Conversation in the Workplace II	WILM	3/13	5/3	6-8:30pm	MW	\$60
Spanish Conversation in the Workplace II	WILM	5/2	6/22	6-8:30pm	TuTh	\$60
Spanish Language-Destinos III	WILM	1/9	3/6	6-8:30pm	MW	\$60
Spanish Language-Destinos I	WILM	3/13	5/3	6-8:30pm	MW	\$60
<b>Small Business Center (Call 362-7216) Page 6 Pre-register at <a href="http://www.cfcc.edu/sbc">www.cfcc.edu/sbc</a></b>						
Business Basics	WILM	1/17	1/17	5:45pm-8:45pm	Th	FREE
Big Marketing Ideas for SB	WILM	1/19	1/19	5:45pm-7:45pm	Th	FREE
Small Business Boot Camp	WILM	1/23	2/1	5:45pm-8:45pm	MW	\$55
Basic Bookkeeping for SB	WILM	1/26	1/26	5:45pm-8:45pm	Th	FREE
Is Franchising Right for You?	WILM	1/31	1/31	9am-11:30am	Tu	FREE
Tax Guide for Your Small Business	WILM	2/2	2/2	5:45pm-8:45pm	Th	FREE
QuickBooks	BIG	2/6	3/8	5:45pm-8:45pm	MW	\$60
Writing the Business Plan	WILM	2/9	2/9	5:45pm-8:45pm	Th	FREE
First-Time Supervisor Training	WILM	2/16	2/16	1-4pm	Th	FREE

CONTINUING EDUCATION

Exceeding Customer Service Expectations	WILM	2/16	2/16	5:45-8:45pm	Th	FREE
How to Start a Successful Business	WILM	3/2	3/2	5:45pm-8:45pm	Th	FREE
QuickBooks (Day)	BIG	3/14	4/20	9am-Noon	TuTh	\$60
How to Start Your Own Business						
Step-by-Step (NCREAL)	BURG	3/13	4/5	6-9pm	MW	\$55
Creating a Positive Workplace	WILM	4/6	4/6	1:30-4:30pm	Th	FREE
Branding Your Product or Business	WILM	4/20	4/20	5:45pm-8:45pm	Th	FREE
Challenges of Women Working with Women	WILM	4/24	4/24	1-4pm	M	FREE
Public Speaking with Power	WILM	5/4	5/4	5:45-8:45pm	Th	FREE
Business Basics	WILM	5/11	5/11	5:45pm-8:45pm	Th	FREE
NC Wage & Hour Laws	WILM	3/9	3/9	5:45pm-8:45pm	Th	FREE
Understanding Financial Documents	WILM	2/23		6-9pm	Th	FREE
Getting the Cash Register to Ring	TBA	1/25		Wed 11am-1pm		Call Topsail Chamber 910-329-4446
Website Guide for Small Business	TBA	3/1		Wed 11am-1pm		Call Topsail Chamber 910-329-4446
<b>Pre-Exam and Licensing (Call 362-7196) Page 9</b>						
NC General Residential (362-7189)	WFTC	TBA		6-9pm	WTH	\$80
Cross Connection & Backflow Prevention	SWEE	3/6	3/10	8-5pm	M-F	\$110
Electrical Journeyman Test Prep	WILM	1/3	2/2	6-9pm	TuTh	\$55+books
Electrical Journeyman Test Prep	WILM	3/7	4/6	6-9pm	TuTh	\$55+books
Electrical Journeyman Test Prep	WILM	4/25	5/25	6-9pm	TuTh	\$55+books
Ltd Electrical Contractor Exam Prep	Burgaw	1/2	5/8	6-9pm	MW	\$60
Cross Connection & Backflow Prevention	SWEE	12/4	12/8	8-5pm	M-F	\$110
<b>Teachers and Paraprofessionals (Call 362-7199) Page 10</b>						
<b>Child Care</b>						
Early Child Development	NORTH	1/9	3/20	4:30-7:30	M	\$55
Math & Science Early Child	NORTH	1/10	3/14	4:30-7:30	Tu	\$55
<b>Reading</b>						
Reading Afri-Am Literature	BIG	1/9	3/20	5:00-8:00pm	M	\$55
English Reading Strategies	NORTH	1/11	3/15	5:00-8:00pm	W	\$55
<b>Substitute Teaching</b>						
Effective Teacher Training	BIG	1/10	3/14	6:00-9:00pm	Tu	\$55
Effective Teacher Training	NORTH	1/12	3/16	5:00-8:00pm	Th	\$55
<b>Technology</b>						
Fndts In Instructional Technology	NORTH	1/10	3/14	5:00-8:00pm	Tu	\$60
PowerPoint & Publisher	Mal.Corner	1/10	3/14	4:30-7:30pm	Tu	\$55
Most Appropriate Internet	NORTH	1/12	3/16	4:30-7:30pm	Th	\$60
<b>Home Schooling</b>						
Intro to Home School	NORTH	1/9	2/5	6:00-9:00pm	M	\$55
<b>Spanish</b>						
Spanish for Educators	NORTH	1/11	3/15	5:30-8:30p	W	\$55
<b>Behavior</b>						
Understanding Behavior Disorders	NORTH	1/12	3/16	4:30-7:30pm	Th	\$55
<b>Non-Traditional Courses</b>						
Down-n-Dirty Marine Biology	DT/On-Site	1/30	2/27	4:30-6:30pm	M	\$55+
		4/3	4/17	4:30-8:30pm	M	
Using an Historic Plantation	NORTH	1/10	3/14	4:30-7:30pm	Tu	\$55
GreekHeritage:Lessons/Festival	NORTH	2/9	4/20	4:30-7:30pm	AlternateTh	\$55
<b>Hospitality (Call 362-7196) Page 13</b>						
ServSafe Food	WILM	1/9/06	1/18	5-9pm	MT/TW	\$55+book
ServSafe Food	NORTH	6/5/06	6/13	5-9pm	MT	\$55+book
ServSafe Food	WILM	9/12/06	9/21	1:00-5	TTH	\$55+book
ServSafe Food	WILM	11/6/06	11/14	12:00 AM	MT	\$55+book
ServSafe Food	WILM	3/7/06	3/16/06	1:00-5:00	T TH	\$55+book

**Skilled Trades (Call 362-7196) Page 14**

Building Inspection I	WILM	1/13	1/28	Fri5-9pmSaSu8am--5pm		\$60+books
Building Inspection II	WILM	3/17	3/26	Fri5-9pmSaSu8am-5pm		
Building Inspection II	WILM	4/21	4/30	Fri5-9pmSaSu8am--5pm		
Carpentry & Woodworking Skills	WILM	3/7	4/6	6-9pm	TuTh	\$55
Electric Theory & Application I & II	Laney	1/9	4/3	6-9pm	MW	\$60
Electric Theory & Application I & II	Laney	1/10	3/30	6-9pm	TuTh	\$60
Electric Theory& Application II & III	Laney	1/9	4/3	6-9pm	MW	\$60

**Certifications and Licenses (362-7189) Page 14**

Auto Safety Inspection	WILM	1/2	1/4	6-10pm	MW	\$50
Auto Safety Inspection	WILM	1/23	1/25	6-10pm	MW	\$50
Auto Safety Inspection	WILM	2/6	2/8	6-10pm	MW	\$50
Auto Safety Inspection	WILM	2/20	2/22	6-10pm	MW	\$50
Auto Safety Inspection	WILM	3/6	3/8	6-10pm	MW	\$50
Auto Safety Inspection	WILM	3/20	3/22	6-10pm	MW	\$50
Auto Safety Inspection	WILM	4/3	4/5	6-10pm	MW	\$50
Auto Safety Inspection	WILM	4/17	4/19	6-10pm	MW	\$50
Auto Safety Inspection	WILM	5/1	5/3	6-10pm	MW	\$50
Auto Safety Inspection	WILM	5/15	5/17	6-10pm	MW	\$50
OBD-Auto Safety	WILM	1/7	1/7	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	1/9	1/11	6-10pm	MW	\$50
OBD-Auto Safety	WILM	1/21	1/21	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	1/24	1/26	6-10pm	MW	\$50
OBD-Auto Safety	WILM	2/4	2/4	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	2/13	2/15	6-10pm	MW	\$50
OBD-Auto Safety	WILM	2/25	2/25	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	2/27	3/1	6-10pm	MW	\$50
OBD-Auto Safety	WILM	3/11	3/11	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	3/13	3/15	6-10pm	MW	\$50
OBD-Auto Safety	WILM	3/25	3/25	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	3/27	3/29	6-10pm	MW	\$50
OBD-Auto Safety	WILM	4/10	4/12	6-10pm	MW	\$50
OBD-Auto Safety	WILM	4/22	4/22	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	4/24	4/26	6-10pm	MW	\$50
OBD-Auto Safety	WILM	5/6	5/6	8am-4:30pm	SA	\$50
OBD-Auto Safety	WILM	5/8	5/10	6-10pm	MW	\$50
Notary Public Education	WILM	1/3	1/5	6-9pm	TUTH	\$50+Book
Notary Public Education	WILM	1/21	1/21	9am-3pm	SA	\$50+Book
Notary Public Education	WILM	1/31	2/2	6-9pm	TUTH	\$50+Book
Notary Public Education	WILM	2/18	2/18	9am-3pm	SA	\$50+Book
Notary Public Education	WILM	2/28	3/2	6-9pm	TUTH	\$50+Book
Notary Public Education	WILM	3/11	3/11	9am-3pm	SA	\$50+Book
Notary Public Education	WILM	3/21	3/23	6-9pm	TUTH	\$50+Book
Notary Public Education	WILM	4/1	4/1	9am-3pm	SA	\$50+Book
Notary Public Education	WILM	4/11	4/13	6-9pm	TUTH	\$50+Book
Notary Public Education	WILM	4/29	4/29	9am-3pm	SA	\$50+Book
Notary Public Education	WILM	5/2	5/4	6-9pm	TUTH	\$50+Book
Aviation Ground School	TBA					\$60
Concealed Handgun	TBA					\$60
HVAC-CFC	TBA					\$60
Manicuring Technology	BURG	1/3	4/18	5pm-10pm	MTuWTh	\$80 **

**Nurse Aide/EMT Page 15**

Nurse Aide Level I	BURG	1/10	4/12	8am-12noon	TuWThF	\$80 **
Nurse Aide Level I	BURG	1/9	4/12	5pm-9pm	MTuWTh	\$80 **
Nurse Aide Level II	BURG	1/9	3/16	8am-1pm	MTuWTh	\$80 **
Nurse Aide Level II	BURG	1/9	5/8	5pm-9pm	MTuW	\$80 **

<b>Leisure &amp; Recreational (362-7189) Page 17</b>						
Pottery	Commarts	1/2	3/13	6:30-9:30pm	MW	\$65
Pottery	Commarts	1/3	3/9	9-Noon	TTH	\$65
Pottery	Commarts	1/3	3/9	6:30-9:30pm	TTH	\$65
Coastal Navigation		TBA				\$60
Celestial Navigation		TBA				\$60
Small Gasoline Engine Repair		TBA				\$60
Oil Painting	BURG	1/3	3/14	9am-1pm	Tu	\$35
Crafts	BURG	1/4	3/15	10am-2pm	W	\$35
Sewing (TBA)	BURG	1/3	3/29	10am-1pm	TuW	\$35
Interior Decorating	BURG	1/12	2/16	6pm-9pm	Th	\$45
Improvisation-Advanced	WILM	1/24	4/11	6-9pm	Tu	\$60
<b>Professional Development (362-7196) Page 18</b>						
Clinical Research Overview	WILM	2/21	3/23	6-9pm	TuTh	\$55

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

Class Title	Location	Start	End	Time	Days	Room	Cost
<b>Basic Computer Page 4</b>							
Basic Computer II Class	BURG	1/7	4/22	9am-12 Noon	Sa	B105	\$65 *
MS Office & Website Crea	BURG	1/7	4/11	8:30am-12:30pm	Sa	B108	\$65 *
Quicken & Quickbooks	BURG	1/2	3/6	6pm-9pm	MTh	B105	\$65 *
MS Office & Internet	BURG	1/2	4/3	9am-12 noon	MW	B108	\$65 *
MS Word	BURG	1/3	3/28	7pm-10pm	Tu	Burgaw	\$65
MS Excel	BURG	1/5	3/14	7pm-10pm	Th	Burgaw	\$65
<b>Leisure &amp; Recreational Page 16</b>							
Floral Design I	BURG	1/4	2/1	7pm-10pm	W	Burgaw	\$55
Floral Design II	BURG	3/1	3/29	7pm-10pm	W	Burgaw	\$55
Oil Painting	BURG	1/3	3/14	9am-1pm	Tu	B112	\$35
Crafts	BURG	1/4	3/15	10am-2pm	W	B112	\$35
Sewing (Willard)	BURG	1/3	3/29	10am-1pm	TuW	Willard	\$35
Interior Decorating	BURG	1/12	2/16	6pm-9pm	Th	Burgaw	\$45
<b>Certifications &amp; Licenses (Non-Instructional) Page 15</b>							
Manicuring Technology	BURG	1/3	4/18	5pm-10pm	MTuWTh	B200	\$80 **
<b>Nurse Aide/EMT Page 15</b>							
Nurse Aide Level I	BURG	1/10	4/12	8am-12noon	TuWThF	B101	\$80 **
Nurse Aide Level I	BURG	1/9	4/12	5pm-9pm	MTuWTh	B101	\$80 **

\* Includes \$5 Technology Fee

\*\* Includes \$15 Insurance Fee

# Campus Maps

You can download a larger size campus map at [www.cfcc.edu](http://www.cfcc.edu)

# Mission Statement

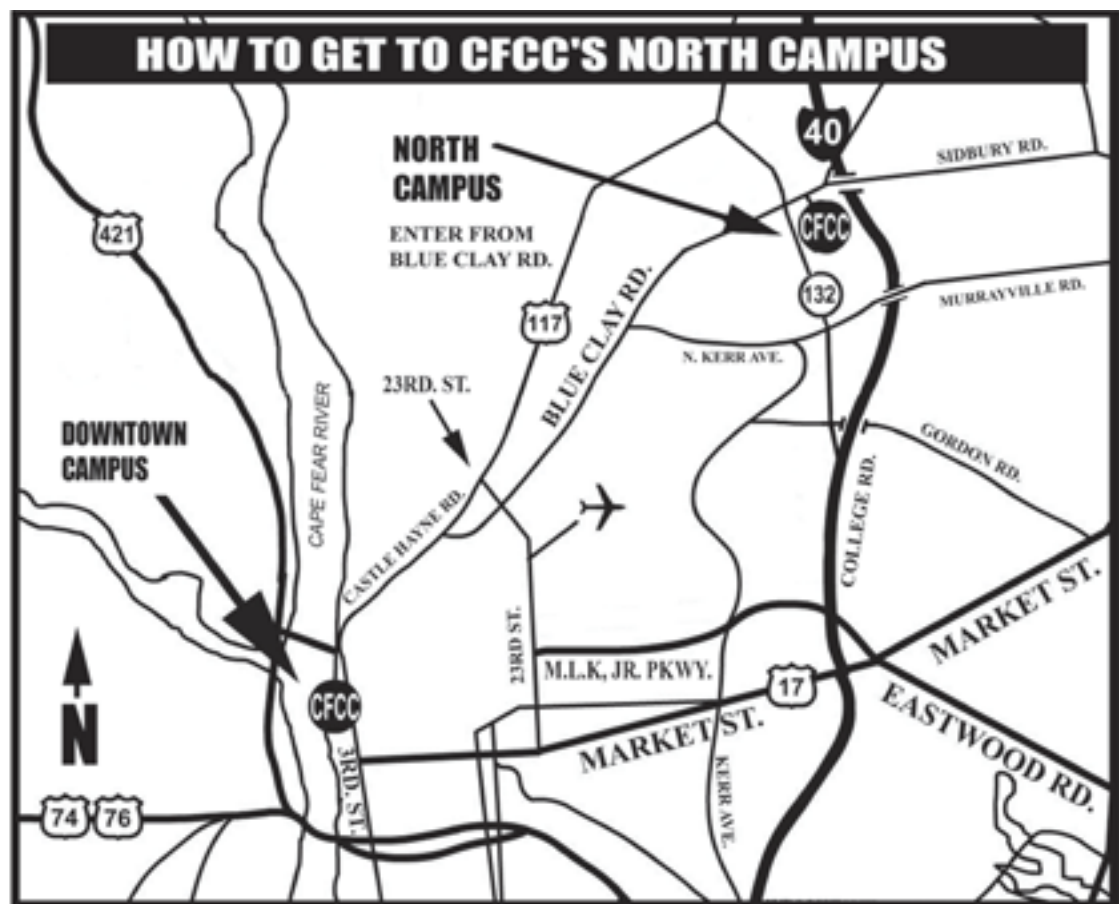
Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

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.

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