



Spring 2021

Corporate and Continuing Education

COURSE SCHEDULE

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Refunds

Self-Supporting Classes (SS): 100 percent for withdrawals prior to the first day of class and for classes cancelled by the college.

Occupational Extension Classes (OE): 100 percent for withdrawals prior to the first day of class and for classes cancelled by the college. 75 percent for withdrawals on or after the first day and through the 10 percent point of the class.

Dates and course offerings are subject to change.

Please visit [Schedule Builder](#) for the most up-to-date information.

Audio Engineering

Audio Engineering 1

AAC8002 **Hours: 32.0** **Cost: \$179.00**

This course introduces the recording studio, the music industry and the fundamentals of analog and digital audio. Topics focus on the foundations of modern recording including the study of sound and hearing; recording consoles; signal flow; principles of signal processing; reverberation, delay, equalization, and other effects; a study of microphones and techniques; and an introduction to recording production and techniques. Classes are lectures with in-class demonstration and hands-on training. Upon completion, students should have a fundamental understanding of recording equipment, music industry and its relationship to musician, audio engineer and producer.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Sloan Morgan 211	M	03:45P-05:45P	1/11-5/10	SS

Class will not meet 1/18 & 3/8.

02	(Central Campus) Sloan Morgan 211	M	06:30P-08:30P	1/11-5/10	SS
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Class will not meet 1/18 & 3.8.

Audio Engineering 1B

AAC8102 **Hours: 32.0** **Cost: \$189.00**

This class provides the student with the information necessary to succeed in the audio engineering field. Building on the fundamentals learned in Audio Engineering 1, the Audio Engineering 1B class provides a more in-depth study of the topics from the Audio Engineering 1 class and bridges the gap between the Audio Engineering 1 and Audio Engineering 2.

Prerequisite: AAC 8002 Audio Engineering 1 Please contact Customer Service at 704-330-4223 to register for this class. Textbook required

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Sloan Morgan 209	T	06:00P-08:00P	1/12-5/4	SS

Class will not meet 3/9.

Audio Engineering 3 Techniques

AAC8005 **Hours: 32.0** **Cost: \$249.00**

This course introduces digital work stations in the recording studio. Students will use Pro Tools, Cubase X, Nuendo or Wavelab to input audio into the computer and edit, mix and complete an audio CD recording.

Students should bring own headphones. Prerequisites: AAC 8002 -Audio Engineering 1 Please contact Customer Service at 704-330-4223 to register for this class.

Sec	Location	Day(s)	Time	Dates	Refund
03	(Central Campus) Sloan Morgan 208	T	03:30P-05:30P	1/12-5/4	SS

Class will not meet on 3/9.

01	(Central Campus) Sloan Morgan 208	TH	03:30P-05:30P	1/14-5/6	SS
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Class will not meet 3/11.

02	(Central Campus) Sloan Morgan 208	TH	06:00P-08:00P	1/14-5/6	SS
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Class will not meet 3/11.

Business and Entrepreneurship

Accounting

Professional Bookkeeper Certificate

BKC8030 **Hours: 60.0** **Cost: \$750.00**

Are you thinking about starting or enhancing your career as a bookkeeper? Gain a competitive edge by mastering the skills and knowledge of accounting functions utilized by professional bookkeepers. Topics will include: adjusting entries, correction of accounting errors, payroll, depreciation, inventory, and internal controls and fraud prevention. Central Piedmont Community College's Professional Bookkeeper Certificate prepares you to sit for the national bookkeeper certification through the American Institute of Professional Bookkeepers (AIPB). Students are encouraged to take exam modules as each subject is completed.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	2/1-4/7	SS

This class is a live webinar. Must be accessed from computer, Mac, or laptop. iPads and/or iPhones not allowed.

Business Analysis

Data Gathering and Requirements Elicitation

BAP7007 **Hours: 16.0** **Cost: \$595.00**

Learn techniques for gathering information about project requirements, assumptions and constraints and communicating that information to project stakeholders. An essential skill for business analysts, systems analysts, developers, liaisons, project managers and project team members. Topics include interviewing, requirements workshops, document analysis, observation and questionnaires. Learn how to locate errors during implementation, programming and testing phases. Save time and money with more effective quality systems being developed. This class is for those business analysts, liaisons, project leaders, support and testing teams who want to ensure the system developed meets agreed upon business requirements. Eligible for 16 PDUS (PMI®) and 16 CDUs (IIBA®) and is required for the PMI - Professional in Business Analysis Plus Certificate Program.

This course is required for the Professional in Business Analysis Plus Certificate Program.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TH	05:30P-09:30P	3/4-3/13	SS
		S	09:00A-01:00P		

This class is part of the Business Analysis programs. Class meets March 4,6,11,13 (TH- 5:30 p.m.-9:30 p.m., Sat. 9:00 a.m. -1:00 p.m.). This class meets virtually through WebEx. Our primary communication will be through email so please provide a current email address when you register.

Creating Solution Requirements

BAP7008 **Hours: 16.0** **Cost: \$595.00**

Learn the best methods to facilitate communication among stakeholders, bridging the communications gap between the business and technology. Learn analysis methods to make the necessary transition from business requirements to functional specifications. Eligible for 16 CDUs (IIBA®) and 16 PDUs (PMI®) and is required for the PMI - Professional in Business Analysis Plus Certificate Program.

This course is required for Professional in Business Analysis Plus Certificate Program.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	05:30P-09:30P	3/16-3/25	SS

This class is part of the Business Analysis programs. Class meets March 16,18,23,25(T,TH- 5:30 p.m.-9:30 p.m.). This class meets virtually through WebEx. Our primary communication will be through email so please provide a current email address when you register.

Human Resources

Fundamentals of Human Resources Management

BUX8006 Hours: 15.0 Cost: \$209.00

This Fundamentals course is the start of the HR Certificate Program. It covers basic HR functions, such as law, benefits, employee relations and recruitment. It links the HR program with the organization's mission, vision, culture and business objectives.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	1/25-2/8	SS
Class starts Monday, 1/25 and meets Mondays & Wednesday, 1/25-2/8, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					
02	(Internet) Online Course	TTH	06:00P-09:00P	2/9-2/23	SS
Class starts Tuesday, 2/9 and meets Tuesdays & Thursday, 2/9-2/23, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					

Basic Employment Law for Human Resources

BUX8007 Hours: 15.0 Cost: \$209.00

Employment Law, as part of the HR Certificate Program, will provide an understanding of the state/federal court structures and will survey a variety of state/federal employment laws. Students will review real life applications of most of the laws and put their training to use in a mock sexual harassment trial.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	2/17-3/3	SS
Class starts Wednesday, 2/17 and meets Mondays & Wednesday, 2/17-3/3, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					
02	(Internet) Online Course	TTH	06:00P-09:00P	2/25-3/11	SS
Class starts Thursday, 2/25 and meets Tuesday & Thursday, 2/25-3/11, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					

Human Resources - Benefits Administration

BUX8011 Hours: 15.0 Cost: \$209.00

This benefits course, as part of the HR Certificate Program, will provide a basic understanding of laws/regulations affecting benefits administration and an overview of legally required and voluntary benefit programs. Participants will learn how to evaluate an organization's benefits program in terms of meeting their organizational goals and needs of the employees.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	3/8-3/22	SS
Class starts Monday, 3/8, and meets Monday & Wednesday, 3/8-3/22, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					
02	(Internet) Online Course	TTH	06:00P-09:00P	3/23-4/8	SS
Class starts Tuesday, 3/23 and meets Tuesday & Thursdays, 3/23-4/8 (no class 3/25), from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					

Human Resources - Employee Relations

BUX8012 Hours: 15.0 Cost: \$209.00

Employee Relations, as part of the HR Certificate Program, will provide a basic understanding of this function and how it is integrated into the organization, review laws prohibiting discrimination, and identify barriers to performance management. Participants will learn to link the HR/ER program with the organization's mission, vision, culture, and objectives.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	3/29-4/12	SS
Class starts Monday, 3/29, and meets Monday & Wednesday, 3/29-4/12, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					
02	(Internet) Online Course	TTH	06:00P-09:00P	4/13-4/27	SS
Class starts Tuesday, 4/13 and meets Tuesday & Thursdays, 4/13-4/27, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					

Effective Recruitment and Selection

BUX8010 Hours: 15.0 Cost: \$209.00

This recruiting course, as part of the HR Certificate Program, will provide participants with a basic understanding of Recruitment and Selection functions. It is designed to assist participants with "how to" skills and resources to assess their company's employment need and to implement the necessary components to achieve that need.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	4/19-5/10	SS
Class starts Monday, 4/19, and meets Mondays & Wednesday, 4/19 (No classes 4/26 & 4/28) from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					
02	(Internet) Online Course	TTH	06:00P-09:00P	4/29-5/13	SS
Class starts Thursday, 4/29 and meets Tuesday & Thursdays, 4/29-5/13, from 6-9 p.m. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.					

SHRM-CP and SHRM-SCP Preparation

BUX7930 Hours: 40.0 Cost: \$945.00

Enrich your HR skills and competencies to succeed. This intensive SHRM-CP/SCP certification preparation is designed for individuals seeking credentials that HR professionals need, offered in partnership with Society of Human Resource Management; includes instruction and SHRM Learning System. Successful completion of this course in no way guarantees passing the exam. Eligibility requirements: <http://certification.shrm.org/>.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	06:00P-09:00P	2/9-5/18	SS
Class starts Tuesday, 2/9 from 6-7 p.m. and meets in person at Harris Campus (room TBA) on first night only so students can get their materials. After that, class meets Tuesdays, 2/16-5/18 from 6-9 p.m. (no class 3/16). Please note: this class meets virtually through WebEx (except 2/9). Our primary communication will be through email so please provide a current email address when you register.					

Lean and Six Sigma

Six Sigma Certification

Lean Six Sigma Green Belt Certification

BUS7430 Hours: 46.0 Cost: \$1495.00

Become Green Belt Certified and have the skills to lead Lean Six Sigma project teams. Work with cross-functional teams to define and measure problems, analyze root causes, implement improvements, and establish control. Course is comprised of two components, online learning and classroom education. Lean Six Sigma project is required to demonstrate the methodology acquired from the course.

Sec	Location	Day(s)	Time	Dates	Refund
1	(Internet) Online Course	T	06:00P-09:00P	1/26-5/11	SS

Class to meet WebEx on the following dates 6 p.m.-9 p.m.
1/26,2/9,2/23,3/9,3/23,4/6,4/27,5/11. Primary communication to students will be via email. Please ensure to provide an email address during registration.

02	(Internet) Online Course	TH	03:00P-06:00P	1/28-5/6	SS
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Class to meet WebEx on the following dates 3 p.m.-6 p.m.
1/28,2/11,2/25,3/11,3/25,4/8,4/22,5/6. Primary communication to students will be via email. Please ensure to provide an email address during registration.

Marketing

Digital Marketing Certificate Program

SBX7021 Hours: 333.0 Cost: \$2250.00

Facebook and Central Piedmont are partners in developing and offering this non-credit Digital Marketing Certificate program. In the six-month course, entry-level job seekers and experienced professionals alike will gain and expand their understanding of core concepts including market positioning, brand positioning, targeting and segmentation, and marketing channels and metrics. With this high-demand set of skills, this innovative course (offered by blending online and in-person sessions) will have you set to kick start your journey into careers that require new technology skills in digital marketing. You will end this course with a professional portfolio of applied projects that will showcase your abilities and prepare you to put these skills into action.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course			3/1-8/31	SS

Program is primarily self-paced. Class will meet live via WebEx the first Thursday of each month (3/4, 4/1, 5/6, 6/3, 7/1, 8/5) from 6-8:30 p.m.; with additional live WebEx sessions on 6/17 from 6-8:30 p.m. and 8/26 from 6-7 p.m.

Project Management

Project Manager Plus (PMP) Certificate

Project Planning and Control

BAP7006 Hours: 24.0 Cost: \$795.00

Learn processes, tools, and techniques used to initiate, plan, execute, monitor & control, and close projects to ensure project quality from start to finish. Explore best practices for managing and controlling scope, schedule, budget, communications, risk and change between client/end users and all team members (internal and external). Eligible for 24 PDU's (PMI). This course is required for both Project Management and PMI-Professional in Business Analysis Plus Certificate Programs.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MTW	05:30P-09:30P	1/25-2/3	SS

This class is part of the Project Management, Business Analysis and Agile programs. Class meets January 25, 26, 27, Feb. 1, 2, 3 (M, T, W 5:30 p.m.-9:30 p.m.). This class meets virtually through WebEx. Our primary communication will be through email so please provide a current email address when you register.

02	(Internet) Online Course	TH	05:30P-09:30P	3/16-3/27	SS
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This class is part of the Project Management, Business Analysis and Agile programs. Class meets March 16, 18, 20, 23, 25, 27 (T, TH, 5:30 p.m.-9:30 p.m., Sat. 9:00 a.m.-1:00 p.m.). This class meets virtually through WebEx. Our primary communication will be through email so please provide a current email address when you register.

Determining Business Requirements

BAP7005 Hours: 16.0 Cost: \$595.00

Learn how to develop a business case and business requirements documentation (BRD) via identifying, capturing and documenting business needs. Explore how to prepare functional specifications, analyzing scope limits and differentiating between wants/needs in order to allow business sponsors to assess and determine project priorities. Eligible for 16 PDU's (PMI) and 14 CDUs (IIBA). This course is required for both Project Management and PMI-Professional in Business Analysis Plus Certificate Programs.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TWTH	05:30P-09:30P	2/9-2/13	SS

This class is part of the Project Management, Business Analysis and Agile programs. Class meets Feb. 9, 10, 11, 13 (T, W, TH 5:30 p.m.-9:30 p.m., Sat. 9:00 a.m.-1:00 p.m.). This class meets virtually through WebEx. Our primary communication will be through email so please provide a current email address when you register.

02	(Harris Campus) TBA	TW	05:30P-09:30P	4/13-4/17	SS
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This class is part of the Project Management, Business Analysis and Agile programs. Class meets April 13, 14, 17 (T, W 5:30 p.m.-9:30 p.m. and Sat. 8:00 a.m.-5:00 p.m.). This class meets Tues. and Wed. virtually through WebEx and Sat. will be face to face at the Harris Campus. Our primary communication will be through email so please provide a current email address when you register.

Leading the Way in Stakeholder Management

PMP7022 **Hours: 16.0** **Cost: \$595.00**

Increase your ability to identify and influence stakeholders at all levels. Identify root cause needs and leverage relationships from board room to team war room to maximize project success. Strategize team management as an integrated system to deliver a project on-scope, on-schedule and on-budget. Includes PMBOK principles and practical tools for success. Eligible for 16 PDU's (PMI). This course is required for both Project Management and PMI-Professional in Business Analysis Plus Certificate Programs.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	WTH	05:30P-09:30P	2/17-2/25	SS
<i>This class is part of the Project Management, Business Analysis and Agile Programs. Class meets Feb. 17, 18, 24, 25 (W, TH 5:30 p.m.-9:30 p.m.). Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.</i>					
02	(Internet) Online Course	MW	09:00A-01:00P	4/19-4/28	SS
<i>This class is part of the Project Management, Business Analysis and Agile Programs. Class meets April 19, 21, 26, 28 (M, W 9:00 a.m.-1:00 p.m.). Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.</i>					

A Guide to Agile Projects

PMP7008 **Hours: 16.0** **Cost: \$595.00**

Agile projects cope with business environments filled with constant change through enhanced communication, close collaboration between project stakeholders, iterative development, adaptive planning and self-organizing teams. This workshop enables participants to learn and practice Agile project management methods and to adapt them to individual business environments. The Agile practices of Scrum, Extreme Programming and Kanban are explained and practiced, and the skills needed to build and foster collaboration and accountability within cross-functional teams are emphasized. The course also addresses key factors and potential pitfalls to be considered when planning a transition to Agile. This program is for anyone who is interested and might be involved in Agile projects, as Project Manager, Business Analyst, Product Owner, Team Leader, Business Representative, developer or project team member. As a PMI Global Registered Education Provider, participants involved with PMI® and the Project Management Institute's Project Management Professional, PMP program, are awarded 16 PDU's or "Contact Hours". PDU's earned here are also approved by PMI to be used towards the ACP®, Agile Certified Practitioner, credential.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	05:30P-09:30P	2/16-2/27	SS
		S	09:00A-01:00P		

This class is part of the Project Management, Business Analysis and Agile Programs. Class meets February 16, 20, 23, 27(Tues. 5:30 p.m.-9:30 p.m., Sat. 9:00 a.m.-1:00 p.m.). Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Sec	Location	Day(s)	Time	Dates	Refund
02	(Internet) Online Course	TWTH	05:30P-09:30P	4/20-4/24	SS
		S	09:00A-01:00P	4/20-4/24	

This class is part of the Project Management, Business Analysis and Agile Programs. Class meets April 20, 21, 22, 24 (T, W, TH 5:30 p.m.-9:30 p.m., Sat. 9:00 a.m.-1:00 p.m.). Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

PMP/CAPM Exam Prep

PMP7003 **Hours: 35.0** **Cost: \$1295.00**

Prepare to become certified by PMI, the global leader in project management best practices. The PMP Certification attests to knowledge and practice of standardized, formal, and successful project management protocols. The CAPM Certification applies to those who do not have practical experience, but want to demonstrate their understanding of best practices. This course uses a highly focused approach of content and exam application to prepare participants to take either exam. Eligible for 35 PDU's (PMI). This course is required for the Project Management Plus Certificate Program.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:30P	3/1-3/31	SS
<i>This class is part of the Project Management Program. This class meets Mon and Wed evenings for 5 weeks. March 1, 3, 8, 10, 15, 17, 22, 24, 29, 31 (M,W, 6:00 p.m.-9:30 p.m.) virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.</i>					
02	(Harris Campus) TBA	MTW	06:00P-09:30P	5/3-5/15	SS
		S	08:00A-04:00P		

This class is part of the Project Management program. Class meets May 3, 4, 5, 8, 10, 11, 12, 15 (M, T, W 6-9:30 p.m., Sat 8:00 a.m.-4:00 p.m.). This class meets virtually through WebEx on M,T,W and on campus at the Harris Campus Sat. Our primary communication will be through email so please provide a current email address when you register.

PMI Agile Certified Practitioner (PMI-ACP) Exam Preparation Workshop

PMP7100 **Hours: 16.0** **Cost: \$595.00**

This course prepares participants to take the PMI-ACP Certification exam using a highly focused approach - that is you learn more of what you need to know and do in order to pass the exam rather than what you need to know to be an agile project manager. Here we make the same assumption as the PMI-ACP exam itself, that participants already have the required Agile project experience.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TW	05:30P-09:30P	4/27-5/1	SS
		S	08:00A-05:00P		

This class is part of the Agile Program. This class meets virtually through WebEx on T,TH and on Campus Saturday. Our primary communication will be through email. Please provide a current email address when you register.

QuickBooks

Basic Accounting With Quickbooks

SBX7439 **Hours: 6.0** **Cost: \$99.00**

Build a solid foundation by learning the fundamentals of accounting and how it relates within QuickBooks. Understand the chart of accounts and what happens when bills, checks and invoices are entered. No accounting knowledge or QuickBooks experience is required. Basic computer skills are required.

Uses QuickBooks 2018.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	08:30A-11:30A	1/25-1/27	SS
02	(Internet) Online Course	TTH	08:30A-11:30A	4/20-4/22	SS

Quickbooks Level 1

SBX7440 **Hours: 12.0** **Cost: \$169.00**

Discover how to manage and maintain your business finances by automating your accounting and financial reporting functions. Use this computerized program to set your company's chart of accounts, receive payments, pay bills, create lists, track cash sales, enter bills, create invoices, make deposits, reconcile bank accounts and write checks in order to more easily manage your financial decisions.

Uses QuickBooks 2018. Textbook required. Required: Basic accounting knowledge.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TWTHF	08:30A-11:30A	2/2-2/5	SS
02	(Internet) Online Course	MTWTH	08:30A-11:30A	4/26-4/29	SS

Quickbooks Level 2

SBX7460 **Hours: 12.0** **Cost: \$169.00**

Already know the basics? This second level course will help you expand your QuickBooks knowledge. Delve into advanced features such as forms creation, report and graph generation, job costing, inventory, payroll and trouble shooting.

Uses QuickBooks 2018. Textbook required. Required: SBX 7440 or equivalent experience.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TWTHF	08:30A-11:30A	2/16-2/19	SS
02	(Internet) Online Course	MTWTH	08:30A-11:30A	5/3-5/6	SS

Quickbooks Certified User: Exam Review and Certification Test

SBX7480 **Hours: 3.0** **Cost: \$210.00**

Stand out from the crowd as a QuickBooks Certified user. The exam prep will provide you with a review if you have completed QuickBooks Levels 1 and 2 and will prepare you for success on the exam. The exam validates your knowledge of QuickBooks Pro financial software, and if you score 80 percent or above, you will earn the industry recognized "QuickBooks Certified User" designation. The credential is ideal to add to your resume or to gain instant credibility as a bookkeeper, office manager or business owner. Prerequisite: Students seeking to sit for the examination are required to have completed SBX7440 and SBX7460.

One additional hour required for exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	W	08:30A-11:30A	2/24-2/24	SS

Class will meet online from 8:30-11:30 a.m. on 2/24/2021. Exams are administered by Central Piedmont Community College's Testing Center on Central Campus. Test dates must be scheduled by students during the time period of 2/25-3/31.

Sec	Location	Day(s)	Time	Dates	Refund
02	(Internet) Online Course	M	08:30A-11:30A	5/10-5/10	SS

Class will meet online from 8:30-11:30 a.m. on 5/10/2021. Exams are administered by Central Piedmont Community College's Testing Center on Central Campus. Test dates must be scheduled by students during the time period of 5/10-6/18.

Small Business

Food Trucks 101: Starting a Mobile Food Business

SBX7903 **Hours: 13.5** **Cost: \$199.00**

Food trucks are the single fastest growing sector of the restaurant industry. Discover how to develop your business, build your brand and gain a loyal following. You will learn how to comply with regulatory requirements, to overcome common obstacles and to measure your success. Bonus: course includes a panel discussion with mobile food truck operators.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MTH	06:00P-09:00P	3/11-3/25	SS
		TH	06:00P-07:30P	3/25	

Class meets Thursday/Monday, 3/11-3/25. Sessions meet from 6-9 p.m. except for the final class date which meets 6-7:30 p.m.

From Grant Seeking to Grant Writing

SBX7468 **Hours: 10.0** **Cost: \$149.00**

Baffled with the thought of grants and not sure where to begin? This class helps you learn how to do the research, weigh the options, build relationships, incorporate what is needed in the proposals and submit for funding. With step-by-step guidance you will become an effective grant seeker and will be on your way to writing a winning proposal.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	WF	08:30A-11:00A	3/17-3/26	SS

Class meets W/F, 3/17-3/26 from 8:30-11 a.m.

Construction and Welding

Carpentry

Introduction to Carpentry

CIX7000 **Hours: 49.0** **Cost: \$125.00**

This course gives you all the basics for learning carpentry and to successfully enter into the craft training at the Crowder Construction Institute. It follows the National Center for Construction Education and Research (NCCER) training format. Designed for beginning students, you'll learn about critical components in safety, use of hand and power tools and blueprint reading. Whether you want to get a job in construction, remodel existing projects or just be more confident in home projects, this course is for you. Learn more at www.nccer.org. Successful completion is required for further courses: CIX 7006 Carpentry II and CAB 8300 Furniture/Cabinet Making

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harper Campus) Harper IV 120	MW	06:00P-09:30P	1/11-3/1	OE

Class will not meet on Monday, 1/18. Class will meet in person. Students are required to sign a weekly health attestation form. Masks and social distancing are required.

Sec	Location	Day(s)	Time	Dates	Refund
02	(Harper Campus) Harper IV 120	MW	06:00P-09:30P	3/22-5/5	OE

Class will meet in person. Students are required to sign a weekly health attestation form. Masks and social distancing are required.

Introduction to Furniture/Cabinet Making

CAB8300 Hours: 49.0 Cost: \$125.00

Experience this entry-level, hands-on course in learning basic woodworking techniques. You'll learn about the properties and machining processes of wood that influence the design and construction of furniture, cabinetry and the artistic applications of wood. We'll also cover the practical use of hand tools, power tools and about design principles related to woodworking. Upon completion, students will apply their newly acquired skills and knowledge to produce a finished woodworking project.

Required: student accident insurance, technology fee, lab fee.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harper Campus) Harper IV 120	TTH	06:00P-09:30P	1/26-3/11	OE

Class will meet in person. Students are required to sign a weekly health attestation form.

Masks and social distancing are required.

02	(Harper Campus) Harper IV 120	TTH	06:00P-09:30P	3/23-5/6	OE
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Class will meet in person. Students are required to sign a weekly health attestation form.

Masks and social distancing are required.

General Contractor's License Exam Prep

Residential Contractor's Exam Review

CAR7130 Hours: 40.0 Cost: \$125.00

This course is a review of the laws, codes and procedures covered by the General Contractor's License Examination for residential and light construction. This classification includes construction of all one and two-family dwellings covered by the N.C. Residential Code.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-08:30P	1/19-3/11	OE

Commercial Contractor's Exam Review

CAR7131 Hours: 40.0 Cost: \$125.00

This course is a review of the laws, codes and procedures covered by the General Contractor's License Examination for commercial construction. This classification includes the construction of all commercial, industrial, individual, multi-family and residential construction. The financial requirements for the Commercial/Building classification are the same for the Residential classification.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-08:30P	3/23-5/13	OE

Licensing and Code Qualification

Blueprint Reading and Estimating

BPR7002 Hours: 40.0 Cost: \$125.00

A course covering the fundamentals of reading and interpreting residential blueprints and estimating the quantities of materials and labor required to construct a house. Use of current technology (CADD and BIM) will be introduced and discussed.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-08:30P	1/20-3/15	OE

Home Construction Methods and Details

CAR7101 Hours: 40.0 Cost: \$125.00

A course designed to assist the inexperienced builder to identify and evaluate information and procedures pertaining to home construction such as lot surveys, drainage, excavation and foundation construction, foundation wall, floor, wall and roof framing; appraising prefabricated walls and roof trusses, various types of duct work, heating and plumbing rough-in and electrical wiring; comparing and selecting exterior wall coverings, plumbing-lighting-electrical fixtures and devices and hardware; and evaluating the application of the construction materials and techniques.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-08:30P	3/22-5/12	OE

Professional Home Inspectors Training

CIX7013 Hours: 122.0 Cost: \$1000.00

This course provides students with the thorough academic preparation for becoming knowledgeable and competent home inspectors. Topics include: licensing law, building science fundamentals, principals of house construction and applicable building code history, an in-depth and on-going review of the Standards of Practice and Code of Ethics, a thorough study of all the systems of a house that must be inspected - structure, roof, exterior, interior, heating and cooling, electrical, plumbing, insulation and ventilation and appliances. Time will also be spent on developing report writing skills. The course is approved by the NC Home Inspector Licensure Board and meets their new standard for the classroom training required in preparation to sit for the licensing exam. It is also approved by the SC Residential Builders Commission as preparation for their exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harper Campus) TBA	MW	06:00P-09:00P	1/20-5/3	SS
		S	08:00A-05:00P		

Plumbing

Backflow Assembly Tester Certification

PLU7015 Hours: 40.0 Cost: \$125.00

This class is designed to help students develop entry level skills and working knowledge of the causes and principles of backflow and backflow prevention. Student will be able to recognize the proper backflow prevention assembly application, installation and operation. Students will practice accurate record keeping and demonstrate a working knowledge of the backflow program responsibilities. Student will learn to apply hydraulic principles and laws and recite applicable and relevant plumbing code requirements.

Required: student accident insurance, technology fee, lab fee. Students must bring a small screwdriver. Students must be able to read proficiently, perform basic math and mechanical skills.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus 1208	S	08:00A-05:00P	2/2-2/18	OE
		TTH	06:00P-10:00P	2/2-2/18	
02	(Levine Campus) Levine Campus 1208	S	08:00A-05:00P	3/30-4/15	OE
		TTH	06:00P-10:00P		

Class will require masks and social distancing. A weekly health attestation form must be signed for entry into class. NOTE: Orientation for City of Charlotte Testers will be held at Charlotte Water (Franklin Water Treatment Plant), on the MORNING of Tuesday, March 2nd, at 5200 Brookshire Blvd, (9:00 a.m.-12:00 p.m.) in the lobby.

03	(Levine Campus) Levine Campus 1208	MTWTFH	08:00A-05:00P	5/3-5/7	OE
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Cosmetology

Natural Hair Care Specialist Teacher Training

COS7011 Hours: 340.0 Cost: \$180.00

This course is designed to teach the licensed Natural Hair Care Specialist how to teach a Natural Hair Care Specialist class. The class consists of developing lesson plans, studying basic methods of teaching and learning, producing effective presentations, communicating confidently, and effective classroom management. Teaching proper health, safety and infection control procedures as per the NC Cosmetic Arts Examiners. This course requires permission to register. Students must have a NC Natural Hair Care Specialist License. For permission to register please contact Catherine Marrow at 704.330.5451 or Catherine.Cunningham@cpcc.edu.

Sec	Location	Day(s)	Time	Dates	Refund
01	(City View) City View Center 107	MTWTH	04:00P-09:00P	1/11-5/10	OE

Class will not meet 1/18. Students are required to attend a mandatory orientation and purchase a textbook set and burgundy scrub top and pants.

Natural Hair Care Certification

COS7012 Hours: 320.0 Cost: \$180.00

This course prepares students for the Natural Hair Care Braiding License Exam. This course covers beginner level general sciences and practices specific to infection control, sanitation, bacteriology, first aid, shampooing, draping, anatomy, disorders of the hair and scalp, and client consultation. This course also covers advanced level applications specific to styles and techniques of natural hair styling, including twisting, wrapping, extending, locking, blow drying and hot ironing; and business management and professional ethics and other related topics. If you are accepted, you must attend a mandatory new student orientation before you enroll. Failure to attend the orientation will forfeit your slot in the program. If accepted, you will also be required to provide a copy of your social security card and a government-issued identification card.

Sec	Location	Day(s)	Time	Dates	Refund
01	(City View) City View Center 107A	MTWTH	04:00P-09:00P	1/11-5/3	OE
02	(City View) City View Center 120	MTWTH	04:00P-09:00P	1/11-5/3	OE

Class will not meet 1/18.

Financial Services

Accounting

Professional Bookkeeper Certificate

BKC8030 Hours: 60.0 Cost: \$750.00

Are you thinking about starting or enhancing your career as a bookkeeper? Gain a competitive edge by mastering the skills and knowledge of accounting functions utilized by professional bookkeepers. Topics will include: adjusting entries, correction of accounting errors, payroll, depreciation, inventory, and internal controls and fraud prevention. Central Piedmont Community College's Professional Bookkeeper Certificate prepares you to sit for the national bookkeeper certification through the American Institute of Professional Bookkeepers (AIPB). Students are encouraged to take exam modules as each subject is completed.

Purchase textbook prior to start of class. Required: Basic accounting knowledge.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	2/1-4/7	SS

This class is a live webinar. Must be accessed from computer, Mac, or laptop. iPads and/or iPhones not allowed.

Appraisal

Basic Appraisal Principles

APP7201 Hours: 30.0 Cost: \$320.00

Explore the appraisal process through discussion of appraisal principles and practical examples. This course meets the pre-qualifying criteria, as established by the North Carolina Appraisal Board. This is the first course in the appraisal pre-licensing series and must be taken first.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) Harris 2 Building 2124	TTH	06:00P-09:00P	1/12-2/11	SS

Class will be seated socially distanced. Masks required - no exceptions.

Basic Appraisal Procedures

APP7202 Hours: 30.0 Cost: \$320.00

Enhance your basic appraisal knowledge with the various approaches to property valuation through the practical application of appraisal procedures. This course meets the pre-qualifying criteria, as established by the North Carolina Appraisal Board. Those seeking to become a Registered Trainee must complete APP 7201 prior to taking this course.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) Harris 2 Building 2124	TTH	06:00P-09:00P	2/23-3/25	SS

Class will be seated socially distanced. Masks required - no exceptions.

The Uniform Standards of Professional Appraisal Practice (USPAP)

APP7144 Hours: 15.0 Cost: \$325.00

This National Uniform Standards of Professional Appraisal Practice (USPAP) course fulfills the 15-hour requirement as established by the Appraiser Qualification Board (AQB) and The Appraisal Foundation. Those seeking to become a Registered Trainee must complete APP 7201 and APP 7202 prior to taking this course.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) Harris 2 Building 2124	TTH	06:00P-09:00P	4/6-4/20	SS

Supervisory Appraiser / Trainee Appraiser

APP7206 Hours: 4.0 Cost: \$65.00

This four-hour course will address the national minimum requirements, responsibilities, and expectations for Trainee Appraisers and Supervisory Appraisers as set by the Appraiser Qualifications Board.

Sec	Location	Day(s)	Time	Dates	Refund
04	(Harris Campus) Harris 2 Building 2124	T	05:30P-09:30P	4/27-4/27	SS

Class will be seated socially distant. Masks required - no exceptions.

National USPAP Update (7 Hour)

APP7145 Hours: 7.0 Cost: \$149.00

This course focuses on the changes to the 2005 edition of the Uniform Standards of Professional Appraisal Practice (USPAP). It also addresses sections of USPAP that have not been changed but have been identified as problem areas. This course is intended to fulfill the seven-hour requirement as established by the Appraisal Qualifications Board (AQB) of The Appraisal Foundation.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) TBA	S	08:30A-04:00P	5/8-5/8	SS

Banking and Mortgage Lending

Banking

Banking Services Certificate (Includes Notary Public)

CBX8030 **Hours: 48.0** **Cost: \$125.00**

This Banking Services Certificate provides the essential knowledge needed to start or advance your career in retail banking. The course includes fundamental banking concepts and principles, the basics of how banks operate as service providers and businesses, their obligation to operate in a safe and sound manner and manage risk, and the responsibilities of bank employees in a customer-focused financial services environment. The Notary section of this course covers the statutes that regulate the acts of NC notaries. The purpose is for applicants to become qualified candidates for the highly in-demand Notary Public commission.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:30P-09:30P	2/2-3/25	OE

Live webinar. Students must access via computer. No iPad or iPhones.

Mortgage Lending

24 Hour NC SAFE Comprehensive Mortgage Origination Essentials (WEBINAR)

MTG8224 **Hours: 24.0** **Cost: \$199.00**

Part 1 - This course meets the federal mortgage loan originator pre-licensing education requirement and prepares students to take the federal licensing exam component. Attendees interact with materials through presentation and live streaming broadcast of the instructor. The course is presented as a live webinar (classroom equivalent) format. The course teaches the loan originator how to take a thorough, high-quality loan application and explain required disclosures to applicants. Students will learn essential terms, concepts, and math utilized in the mortgage industry. This course includes three hours of training on federal law, three hours of ethical training, two hours of training on non-traditional mortgage products, and twelve hours of additional instruction on mortgage origination. Part - 2 This course is approved by the Nationwide Mortgage Licensing System (NMLS) to meet the N.C. mortgage loan originator pre-licensing education requirement and prepare students to take the N.C. state licensing exam component. This course is required, in addition to the federal component MTG 7200.

100 percent attendance required. Textbook included in tuition. This course is a live synchronized webcast.

Sec	Location	Day(s)	Time	Dates	Refund
80	(Internet) Online Course	F	09:00A-04:00P	2/5-2/26	SS

Live synchronous class accessed via computer. iPad, iPhone, and Chromebooks not allowed.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course	MTW	10:00A-02:00P	5/3-5/12	SS

Live synchronous class accessed via computer. iPad, iPhone, and Chromebooks not allowed.

CFP Certification Education Program

CFP - Investment Planning

CFE8003 **Hours: 39.0** **Cost: \$600.00**

Discover the principles of investments and the various tools used in financial planning. Using this knowledge, you will be able to choose the appropriate investments to maximize your client's financial portfolio. Your client assessment will include tax considerations, economic factors, valuation methods, asset allocation techniques and performance evaluation.

Purchase textbook prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
80	(Internet) Online Course	MW	06:00P-09:00P	1/11-2/24	SS

Live webinar, accessed via computer. No iPad or iPhones.

CFP - Income Tax Planning

CFE8004 **Hours: 39.0** **COST: \$600.00**

Examine the federal income tax system and how it relates to individuals and their financial planning. Discover how various incomes, deductions, tax credits, capital gains and losses, life insurance and annuities, and taxation of business entities can all affect your client's portfolio.

Purchase textbook prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-09:00P	3/9-4/20	SS

Live synchronous class, accessed via computer. No iPads, iPhones, or Chromebooks allowed.

CFP - Retirement Planning

CFE8005 **Hours: 39.0** **Cost: \$600.00**

Every financial planning professional needs to know the essentials of retirement planning and employee benefits. Assist your clients in choosing the appropriate retirement plan to meet their needs, whether they are a business, business owner or an individual. Evaluate qualified plans, non-qualified plans and IRAs in designing the best retirement strategy for your clients.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-09:00P	5/4-6/15	SS

Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed.

Finance

Local Government Finance

FIN7900 **Hours: 48.0** **Cost: \$125.00**

This course is a basic overview of local government finance in North Carolina. It is not a debit and credit accounting course nor does it assume you have formal accounting education or experience. You will learn the basic job functions that are typically housed in the finance department, with attention to those found in smaller governments. This course will also link those functions to the requirements for all local governments found in the NC General Statutes, primarily the Local Government and Fiscal Control Act(G. S. 159 Article 3).

Class fully online. Students need access to a current version of Adobe Reader and Microsoft Excel. Central Piedmont Community College login required.

Sec	Location	Day(s)	Time	Dates	Refund
80	(Internet) Online Course			1/11-5/3	OE

Fully online class. No textbook required.

Insurance

N.C. Property Insurance Agent (Pre-licensing)

INX7501 **Hours: 24.0** **Cost: \$70.00**

This course is approved by the North Carolina Department of Insurance (NCDOI) for individuals seeking a Property Insurance agent license, and recommended for those seeking an adjuster license. You will learn general terms and concepts associated with property insurance, personal and commercial insurance coverage and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Property Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

Purchase textbook prior to start of class. May be used for both Property and Casualty.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) TBA	MTWTH	09:00A-04:00P	1/11-1/14	OE

Students must order textbook from bookstore prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
02	(Other Off Campus Locations) TBA	F S	05:30P-09:30P 08:30A-05:30P	2/5-2/13	OE

Sec	Location	Day(s)	Time	Dates	Refund
03	(Harris Campus) TBA	MTWTH	09:00A-04:00P	4/19-4/22	OE

N.C. Casualty Insurance Agent (Pre-licensing)**INX7502 Hours: 24.0 Cost: \$70.00**

This course is approved by the North Carolina Department of Insurance (NCDI) for individuals seeking a Casualty Insurance agent license, and recommended for those seeking an adjuster license. You will learn general terms and concepts associated with casualty insurance, personal and commercial insurance coverage and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Casualty Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

Purchase textbook prior to start of class. May be used for both Property and Casualty.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) TBA	MTWTH	09:00A-04:00P	1/25-1/28	OE
<i>Please order textbook prior to start of class.</i>					
02	(Cato Campus) TBA	F	05:30P-09:30P	2/26-3/6	OE
		S	08:30A-05:30P		
03	(Harris Campus) TBA	MTWTH	09:00A-04:00P	5/3-5/6	OE

N.C. Life Insurance Agent (Pre-Licensing)**INX7503 Hours: 24.0 Cost: \$70.00**

This course is approved by the North Carolina Department of Insurance (NCDI) for individuals seeking a Life Insurance agent license. You will learn general terms and concepts associated with life insurance, annuities, policy provisions, options and various features, and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Life Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

Purchase textbook prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Cato Campus) TBA	MTWTH	09:00A-04:00P	4/12-4/15	OE

N.C. Accident, Sickness and Health Agent (Pre-licensing)**INX7504 Hours: 24.0 Cost: \$70.00**

This course is approved by the North Carolina Department of Insurance (NCDI) for individuals seeking an Accident, Sickness and Health Insurance agent license. You will learn general terms and concepts associated with accident and health insurance policies, provisions and N.C. statutes and regulations. Upon successful completion, students will be eligible to sit for the state Accident, Sickness and Health Insurance Agent Exam. Students seeking an agent license must attend 100 percent of the classes.

Purchase textbook prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) TBA	F	05:30P-09:30P	4/23-5/1	OE
		S	08:30A-05:30P		

Real Estate**Licensing and Continuing Education (CE)****Real Estate Broker Pre-licensing****REX7600 Hours: 80.0 Cost: \$180.00**

This course is approved by the N.C. Real Estate Commission to satisfy the educational requirements for a broker license. You will learn basic real estate principles and practices and license laws, rules and regulations of the NCREC in preparation for the state exam. This course is content intensive. Students should be competent in reading comprehension, solving math problems, and working on the computer.

Purchase textbook and optional course materials prior to start of class. Students must attend at least 80 percent of class time and pass the course to receive a certificate of completion. Requires Central Piedmont Community College login prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	10:00A-02:00P	1/6-3/17	OE
<i>Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed.</i>					
02	(Internet) Online Course	TTH	05:30P-09:30P	1/7-3/16	OE
<i>Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed.</i>					
04	(Internet) Online Course	TTH	09:00A-01:00P	1/19-4/1	OE
<i>Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed. No class 3/9 & 3/11.</i>					
03	(Internet) Online Course	TTH	05:30P-09:30P	1/19-4/1	OE
<i>Live synchronous class accessed via computer. iPad, iPhone, Chromebooks not allowed. No class 3/9 & 3/11.</i>					
05	(Internet) Online Course	MW	10:00A-02:00P	2/8-4/26	OE
<i>Live synchronous class accessed via computer. iPad, iPhone, Chromebooks not allowed. No class 2/15, 4/5, & 4/7.</i>					
06	(Internet) Online Course	MW	05:30P-09:30P	2/8-4/26	OE
<i>Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed. No class 2/15, 4/5, & 4/7.</i>					
07	(Internet) Online Course	MTW	05:30P-09:30P	3/22-5/4	OE
<i>Live synchronous class accessed via computer. iPhone, iPad, Chromebooks not allowed.</i>					

Broker Relationships and Responsibilities (Post-licensing #301)**REX7107 Hours: 30.0 Cost: \$199.00**

This course is one of three post-licensing courses designed to assist the "provisional" broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission (NCREC). All Post Licensing education must be completed within the prescribed period of time after initial licensure.

Textbook required. May be used for all three post-licensing courses. Per the NCREC students must meet the 90% attendance requirement and pass the course exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	F	09:00A-11:00A	1/20-2/5	SS
		MWF	09:00A-01:00P		

*Live synchronous class accessed via computer. iPad, iPhone, Chromebook not allowed.***Contracts and Closing (Post-licensing #302)****REX7108 Hours: 30.0 Cost: \$199.00**

This course is one of three post-licensing courses designed to assist the "provisional" broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission (NCREC). All Post Licensing must be completed within the prescribed period of time after initial licensure.

Textbook required. May be used for all three post-licensing courses. Per the NCREC students must meet the 90% attendance requirement and pass the course exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MWF	09:00A-01:00P	4/19-5/5	SS

Live synchronous class accessed via computer. iPad, iPhone, Chromebook not allowed.

NC Laws, Rules and Legal Concepts (Post-Licensing #303)

REX7109 **Hours: 30.0** **Cost: \$199.00**

This course is one of three post-licensing courses designed to assist the "provisional" broker to meet the 90-hour post-licensing educational requirement set by the North Carolina Real Estate Commission (NCREC). All Post Licensing must be completed within the prescribed period of time after initial licensure.

Textbook required. May be used for all three post-licensing courses. Per the NCREC students must meet the 90% attendance requirement and pass the course exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	05:30P-09:30P	2/22-3/24	SS
		W	05:30P-07:30P		

No class 3/8, 3/10. Live synchronous class accessed via computer. no iPad, iPhone, or Chromebooks allowed.

Mandatory Real Estate Update (CE)

REX7213 **Hours: 4.0** **Cost: \$39.00**

This course fulfills the annual CE credit as mandated by the NCREC. The commission changes the subject matter of this course each year.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	W	08:00A-12:00P	4/7-4/7	SS

Live synchronous class accessed via computer. iPad, iPhone, Chromebooks not allowed.

Broker-In-Charge Update Course (BICUP)

REX7240 **Hours: 4.0** **Cost: \$39.00**

A broker-in-charge who desires to retain his or her broker in charge status shall complete in lieu of the General Update Course a Commission developed "Broker-In-Charge Update Course" (BICUP) consisting of four classroom hours of instruction. The BIC is still required to take a four hour elective to renew their license.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	M	08:00A-12:00P	4/5-4/5	SS

Live synchronous class accessed via computer. iPad, iPhone, Chromebooks not allowed.

Property Management and Managing Risk (CE)

REX7242 **Hours: 4.0** **Cost: \$39.00**

This course is an introduction to property management with a focus on practical advice of how to comply with regulations and avoid liability. The course features include Liability Alert features that offer suggestions for avoiding liability from owners and tenants, case studies, and key terms. This class is approved by the NCREC for continued education (CE).

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	F	08:00A-12:00P	4/9-4/9	SS

Live synchronous class accessed via computer. iPad, iPhone, Chromebooks not allowed.

Notary Public

Notary Public I

BUS7116 **Hours: 7.5** **Cost: \$130.00**

This required course is a full introduction to the statutes that regulate the acts of NC notaries. The purpose is for applicants to become qualified candidates for the Notary Public commission. Successful candidates must meet a minimum 80 percent exam score. Current Notary Public Manual is required and must be purchased before attending class. Important communication occurs by email prior to class meeting. Please provide a current email address at the time of registration.

Registration closes two days before class starts. Purchase and review textbook prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
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01 (Harris Campus) Harris 1 Building 1120 T 08:30A-05:00P 1/12-1/12 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

02 (Central Campus) Zeiss Building 1100 W 08:30A-05:00P 1/13-1/13 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

03 (Levine Campus) Levine Campus 2150 W 08:30A-05:00P 1/20-1/20 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

04 (Merancas Campus) Belk 131 S 08:30A-05:00P 1/23-1/23 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

05 (Cato Campus) Cato Phase III 010 T 08:30A-05:00P 1/26-1/26 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

06 (Harris Campus) Harris 1 Building 1120 W 08:30A-05:00P 1/27-1/27 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

07 (Central Campus) Zeiss Building 1100 S 08:30A-05:00P 1/30-1/30 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

08 (Levine Campus) Levine Campus 2150 W 08:30A-05:00P 2/3-2/3 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

09 (Cato Campus) Cato Phase III 010 S 08:30A-05:00P 2/6-2/6 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

10 (Merancas Campus) Belk 131 T 08:30A-05:00P 2/9-2/9 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

11 (Harris Campus) Harris 1 Building 1120 W 08:30A-05:00P 2/10-2/10 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

12 (Cato Campus) Cato Phase III 010 S 08:30A-05:00P 2/13-2/13 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

13 (Levine Campus) Levine Campus 2150 W 08:30A-05:00P 2/17-2/17 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

14 (Merancas Campus) Belk 131 S 08:30A-05:00P 2/20-2/20 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

15 (Cato Campus) Cato Phase III 010 T 08:30A-05:00P 2/23-2/23 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

16 (Central Campus) Zeiss Building 1100 W 08:30A-05:00P 2/24-2/24 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

17 (Harris Campus) Harris 1 Building 1120 S 08:30A-05:00P 2/27-2/27 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

18 (Levine Campus) Levine Campus 2150 W 08:30A-05:00P 3/3-3/3 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

19 (Harris Campus) Harris 1 Building 1120 S 08:30A-05:00P 3/6-3/6 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

20 (Levine Campus) Levine Campus 2150 T 08:30A-05:00P 3/9-3/9 SS

The following are **required** to attend class; Current NC Notary Public Manual (2016), A

Government photo ID, a Black pen.

Notary continued...

Sec	Location	Day(s)	Time	Dates	Refund
21	(Harris Campus) Harris 1 Building 1120	W	08:30A-05:00P	3/10-3/10	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
22	(Central Campus) Zeiss Building 1100	S	08:30A-05:00P	3/13-3/13	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
23	(Levine Campus) Levine Campus 2150	W	08:30A-05:00P	3/17-3/17	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
24	(Merancas Campus) Belk 131	S	08:30A-05:00P	3/20-3/20	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
25	(Cato Campus) Cato Phase III 010	T	08:30A-05:00P	3/23-3/23	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
26	(Harris Campus) Harris 1 Building 1120	W	08:30A-05:00P	3/24-3/24	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
27	(Central Campus) Zeiss Building 1100	S	08:30A-05:00P	3/27-3/27	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
28	(Levine Campus) Levine Campus 2150	W	08:30A-05:00P	3/31-3/31	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
29	(Merancas Campus) Belk 131	W	08:30A-05:00P	4/7-4/7	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
30	(Cato Campus) Cato Phase III 010	S	08:30A-05:00P	4/10-4/10	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
31	(Harris Campus) Harris 1 Building 1120	T	08:30A-05:00P	4/13-4/13	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
32	(Central Campus) Zeiss Building 1100	W	08:30A-05:00P	4/14-4/14	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
33	(Levine Campus) Levine Campus 2150	S	08:30A-05:00P	4/17-4/17	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
34	(Merancas Campus) Belk 131	W	08:30A-05:00P	4/21-4/21	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
35	(Cato Campus) Cato Phase III 010	S	08:30A-05:00P	4/24-4/24	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
36	(Harris Campus) Harris 1 Building 1120	T	08:30A-05:00P	4/27-4/27	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
37	(Harris Campus) Harris 1 Building 1120	W	08:30A-05:00P	4/28-4/28	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
38	(Levine Campus) Levine Campus 2150	S	08:30A-05:00P	5/1-5/1	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
39	(Merancas Campus) Belk 131	W	08:30A-05:00P	5/5-5/5	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					
40	(Cato Campus) Cato Phase III 010	S	08:30A-05:00P	5/8-5/8	SS
The following are required to attend class; Current NC Notary Public Manual (2016), A Government photo ID, a Black pen.					

Electronic Notary Certification**BUS7117 Hours: 4.0 Cost: \$85.00**

Participants are required to have a valid commission as a notary public in NC in order to qualify for this electronic notary certification. This course instructs individuals in procedures required to exercise electronic notarial acts as set forth by the NC Secretary of State. The course will cover the NC Electronic Notary Act and electronic notary processes. **Prerequisite:**

Participants must have a valid commission as a NC Notary Public prior to participating in the Electronic Notary Certification Course.

Materials provided in class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus 2150	TH	08:00A-12:00P	1/14-1/14	SS
02	(Levine Campus) Levine Campus 2150	TH	01:00P-05:00P	1/14-1/14	SS
03	(Levine Campus) Levine Campus 2150	S	08:00A-12:00P	2/20-2/20	SS
04	(Levine Campus) Levine Campus 2150	S	01:00P-05:00P	2/20-2/20	SS
05	(Harris Campus) Harris 1 Building 1120	TH	08:00A-12:00P	3/18-3/18	SS
06	(Harris Campus) Harris 1 Building 1120	TH	01:00P-05:00P	3/18-3/18	SS
07	(Harris Campus) Harris 1 Building 1120	S	08:00A-12:00P	4/17-4/17	SS
08	(Harris Campus) Harris 1 Building 1120	S	01:00P-05:00P	4/17-4/17	SS

Healthcare**Aging Studies****Activity Director-MEPAP 2nd Edition Basic Training Course****OAP7006 Hours: 180.0 Cost: \$180.00**

This activity training course qualifies activity directors to work in assisted living communities and nursing homes according to state regulations. It encourages activity directors to aspire to certification with the National Certification Council for Activity Professionals. Topics include recognizing the needs of older adults as they age, activity assessments, interdisciplinary team planning, goal setting for residents, documentation in the health record, resources, volunteer management and regulations and requirements that impact delivery of activities in long-term care settings.

90 hours Online; 90 hours of preceptorship. Textbook for class is 'Activities Keep Me Going and Going' by Miller and Peckham.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course			1/11-5/11	OE

Required Textbook: Activities Keep Me Going and Going, Volume A, 2011 edition. Course is online with optional Monday night chats held from 7-8 p.m.. There will also be 90-hours for the Practicum (preceptorship). Students are to complete their practicum in an Assisted Living or nursing home setting. The practicum is 90 hours in length and needs to be completed under the direction of Activity Director or Administrator who has at least 2 years' experience in that position and has been in his/her current position for at least 1 year. The practicum is to be completed by the end of the semester.

Assisted Living Activity Director Training

OAP7009 **Hours: 110.0** **Cost: \$180.00**

This course is designed to provide basic training to individuals desiring to become an Activity Director in an Assisted Living (Adult Care Home) or Family Care Home setting. Activity Directors for Adult Care Homes are required by the NC Division of Health Service Regulation (DHRS) to complete a minimum of 60 hours in an approved Activity Director course, such as this one. The course material consists of 4 modules: (I) Overview of the Activity Profession, (II) Human Development and the Aging Process, (III) Standards of Practice, and (IV) Methods of Service Delivery. A 60-hour practicum simultaneously accompanies this course. The practicum must be in a pre-approved Assisted Living (AL) Community under the guidance of a qualified Activity Director. A qualified Activity Director is one who has at least 2 years of experience as an Activity Director (AD) and has served as the AD for at least in his/her current AL Community.

50 hours Online; 60 hours of preceptorship. Textbook for class is 'Activities Keep Me Going and Going' by Miller and Peckham. Requirements are: Must be 18 years of age or older Must be in good health and TB free. Must have a high school diploma or a GED. Must complete within 9 months of employment a state approved activity course. A person with a degree in recreational administration or a related field meets this requirement.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course			1/11-5/11	OE

This is a 50 hour online class with a 60 hour practicum. This class is a pre-requisite for Bridge the Gap. Online chats will be held 7 p.m.-8 p.m. on Mondays. Required textbook: Activities Keep Me Going and Going. Volume A. ISBN-13:978-0931990083.

Allied Health

Medical Keyboarding

HEA7625 **Hours: 60.0** **Cost: \$180.00**

Provides a basic keyboarding course designed for persons entering a healthcare field.

Can test out of this course. Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course			1/11-5/11	OE

Exploring Medical Language

HEA7254 **Hours: 96.0** **Cost: \$180.00**

This is a medical terminology course that includes the basics of anatomy and physiology, disease process and pharmacology.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course			1/11-5/11	OE
82	(Internet) Online Course			1/11-5/11	OE

Medical Reimbursement Specialist

HEA7270 **Hours: 90.0** **Cost: \$180.00**

Students will learn basic ICD-10-CM and CPT coding skills. Students will gain knowledge of Medicare, Medicaid, Managed Care, insurance terminology, billing and reimbursement skills. Must complete HEA 7254 and HEA 7625 or their equivalents. Department permission needed.

Must complete HEA 7254 and HEA 7625 or their equivalents. Department permission needed.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course LINE			1/11-5/11	OE

Advanced Coding

HEA7313 **Hours: 70.0** **Cost: \$180.00**

This course is a continuation of basic and intermediate coding. It will provide in-depth coverage of ICD-10-CM and CPT coding. Must pass HEA 7270 first. Department permission required.

Must pass HEA 7270 first.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Internet) Online Course			1/11-5/11	OE

Fitness

Personal Trainer National Certification

WIT7000 **Hours: 36.0** **Cost: \$855.00**

Whether for a career move or for personal knowledge, earning two levels of national certification as a personal trainer will give you the expertise you need. This course offers candidates in-depth instruction and hands-on practice with a top veteran instructor. In 16 hours of lecture you will cover topics, including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. Another 16 hours of hands-on practical training labs gives you role playing drills on exercises, presentation skills, and more. Your progress in the course is up to you. Level One Certification - Nationally Certified Personal Trainer: Successfully complete the written and practical exams. CPR/AED certification required. Level Two Certification - Nationally Certified Personal Trainer: Successfully complete your Level One exams followed by a 30-hour internship that will connect you to local employers and provide practice in a professional setting. Required Textbook: Fitness Professional's Handbook- 7th Edition with Web Resources ISBN-13:9781492523376. Purchase textbook prior to start of class. Students must be age 18 or older to receive certification. **Required Textbook: Fitness Professional's Handbook- 7th Edition with Web Resources ISBN-13:9781492523376. Purchase textbook prior to start of class. Students must be age 18 or older to receive certification.**

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus 1317 S		09:00A-04:00P	3/20-5/8	SS

Class will not meet 4/3, 5/1.

Additional Courses

EKG Technician

HEA7315 **Hours: 112.0** **Cost: \$180.00**

Students will gain knowledge of cardiac terminology, understand the structure and function of the heart, and understand the anatomy and physiology of the heart. Students will gain basic understanding of the electrical conduction system and how it affects heart function. Students will identify why the EKG is done. Students will identify common arrhythmias, and demonstrate patient prep as well as proper placement of EKG leads. Students will be able to properly and safely operate the equipment, run a 12 lead EKG accurately and prepare it for reading.

Permission required to register.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Belk Building 2100	T	05:30P-09:00P	1/14-5/6	OE
	(Central Campus) Online Course	TH			
02	(Central Campus) Online Course	T		1/14-5/6	OE
	(Central Campus) Belk Building 2100	TH	05:30P-09:00P		

Phlebotomy Training Experience

MLA7001 Hours: 219.0 Cost: \$180.00

This course prepares the participant in the knowledge and skills to become a certified phlebotomist, a medical professional who collects blood from patients for various laboratory tests and procedures. The course consists of both a seven week classroom phase and, with successful completion, a seven week clinical experience. Students who complete both phases successfully are eligible to seek national certification. Phlebotomy training and certification enables individuals to seek employment in hospital labs, physician practices, and private independent laboratories with full time or part time employment. **Required: Proof of high school/GED completion. Department permission required.**

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Belk Building 2108	TWTH	06:00P-09:00P	1/12-5/11	OE

Community Health Worker

HEA8000 Hours: 96.0 Cost: \$180.00

The Community Health Worker course will provide individuals with the knowledge, tools, and resources to become Community Health Workers (CHW) in various settings, including health departments, hospitals, and faith-based organizations. Instructions are designed to cover core competencies essential to working as a certified CHW, including communication, capacity building, service coordination, interpersonal advocacy, outreach, and personal/professional skills.

The Community Health Worker course will provide individuals with the knowledge, tools, and resources to become Community Health Workers (CHW) in various settings. Book: Foundations for Community Health Workers, Tim Berthold, Second Edition, ISBN: 1119060672, 9781119060673.

Sec	Location	Day(s)	Time	Dates	Refund
81	(Other Off Campus Locations) TBA	W	02:00P-04:00P	2/1-4/26	OE

Hospitality

Fundamentals of Cake Decorating and Design

HOS8301 Hours: 64.0 Cost: \$180.00

This course is designed to provide students with the fundamentals to operate a cake decorating and design business. Topics to include: food safety and sanitation, food cost controls, basic understanding of inventory control procedures which include stocking and/or organizing food storage and marketing concepts. Required course for HOS 8302.

Textbooks and test voucher required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 102	TWTH	05:30P-09:30P	2/9-3/16	OE

Students will need to purchase a ServSafe Book and On-Line Test Voucher prior to class beginning.

Information Technology

AutoCAD

AutoCAD Certificate

Basic Blueprint Reading for CAD

CAD7006 Hours: 12.0 Cost: \$449.00

Central Piedmont Community College login and early registration required. Textbook provided. Achieve competence in reading and interpreting industrial drawings. Learn the basic principles, concepts, ANSI and SI Metric drafting symbols and standards, terminology, and other related technical information contained on a CAD drawing. This course is required for the AutoCAD certificate.

Sec	Location	Day(s)	Time	Dates	Refund
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01	(Internet) Online Course	MW	06:00P-10:00P	1/25-2/1	SS
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Online class via WebEx 6 p.m. - 10 p.m.: 1/25, 1/27, 2/1.

AutoCAD Basic

CAD7012 Hours: 40.0 Cost: \$1349.00

Central Piedmont Community College login and early registration required. Textbook provided. Required: CAD 7006 or equivalent knowledge.

AutoCAD is a computer-aided design software program used in many industries, including architecture, engineering, construction and interior design. Increase your marketability and productivity in manufacturing and design, replacing the need for manual drawings. Create 2D drawings using visualization and technical documentation. This course is required for the AutoCAD certificate.

Sec	Location	Day(s)	Time	Dates	Refund
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01	(Internet) Online Course	MW	06:00P-10:00P	2/15-3/17	SS
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Online class via WebEx, M/W 6 p.m. - 10 p.m.: 2/15, 2/17, 2/22, 2/24, 3/1, 3/3, 3/8, 3/10, 3/15, 3/17.

AutoCAD Advanced

CAD7103 Hours: 24.0 Cost: \$849.00

Central Piedmont Community College login and early registration required. Textbook provided. Required: CAD 7012 or equivalent knowledge. Learn advanced techniques and greater proficiency in your use of AutoCAD software.

Recognize the best tool for the task, the best way to use that tool and how to create new tools to accomplish tasks more efficiently. This course is required for the AutoCAD certificate.

Sec	Location	Day(s)	Time	Dates	Refund
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01	(Internet) Online Course	MW	06:00P-10:00P	3/29-4/14	SS
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Online class via WebEx, M/W 6 p.m. - 10 p.m. 3/29, 3/31, 4/5, 4/7, 4/12, 4/14.

AutoCAD 3D Drawing and Modeling

CAD7104 Hours: 24.0 Cost: \$849.00

Central Piedmont Community College login and early registration required. Textbook provided. Required: CAD 7103 or equivalent knowledge. This course is designed for users who have a good working skill level in the AutoCAD software and proficient with the 2D commands.

Expand your knowledge in the fundamentals of 3D and explore the main features of the advanced 3D modeling work space. This course is required for the AutoCAD certificate.

Sec	Location	Day(s)	Time	Dates	Refund
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01	(Internet) Online Course	MW	06:00P-10:00P	4/26-5/12	SS
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Online class via WebEx, M/W 6 p.m. - 10 p.m.: 4/26, 4/28, 5/3, 5/5, 5/10, 5/12.

Basic Computer Skills

Intro to Computers and Keyboarding

DPX7000 Hours: 16.0 Cost: \$349.00

Central Piedmont Community College login and textbook required. New to computers? This course has been designed for you! You will learn how to get started with Windows 10 and manage your files in a non-threatening environment, while mastering computer typing.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus	2106 TTH	09:00A-01:00P	2/23-3/4	SS

Microsoft Office Boot Camp

BTC8010 Hours: 30.0 Cost: \$649.00

Central Piedmont Community College login and textbook required. Recommended: DPX 7000 or equivalent knowledge. Are you ready to re-enter the job market and need to update your skills? Employers consider this an ideal course for new employees or employees interested in gaining new skills for promotion. In this hands-on class you will create documents with Word, spreadsheets with Excel, and presentations with PowerPoint using MS Office 2016/365.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus	2106 MTTH	09:00A-02:30P	4/12-4/22	SS

Data Analytics

Excel Specialist Certificate

DAT7500 Hours: 54.0 Cost: \$1399.00

Central Piedmont Community College login required. Learn the power of Excel as you begin your career in data analytics and become a master of the tool. This course teaches you the necessary tricks, traps, and tips to increase your productivity and helps you prepare for the Microsoft Office Excel Specialist industry certification. The MOS certification demonstrates to employees your competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-09:00P	2/9-4/15	SS

Online class via WebEx, T/Th 6 p.m. - 9 p.m. 2/9, 2/11, 2/16, 2/18, 2/23, 2/25, 3/2, 3/4, 3/9, 3/11, 3/16, 3/18, 3/23, 3/25, 4/6, 4/8, 4/13, 4/15. Class will not meet on 3/30 & 4/1.

Data Analytics with SQL Server Certificate

Database Fundamentals

DAT7711 Hours: 24.0 Cost: \$599.00

Central Piedmont Community College login required. Understanding how relational databases are designed for maximum data manipulation is the first step in the field of data management and analytics. You will learn core database concepts, and how to create database objects and manipulate data. Maps to Microsoft Technology Associate exam #98-364.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-09:00P	2/9-3/4	SS

Online class via WebEx, T/Th 6 p.m. - 9 p.m.: 2/9, 2/11, 2/16, 2/18, 2/23, 2/25, 3/2, 3/4.

Querying SQL

DAT7723 Hours: 36.0 Cost: \$949.00

Central Piedmont Community College login required. Prerequisite DAT-7711. Learning SQL can be one of the greatest career decisions you make. SQL (Structured Query Language) will enable you to do much more in less time because you no longer have to rely on others to give you information, and you could ask any question about your business. SQL is the language used to interact with a structured database and is the most sought after skill in analysis, developing, reporting, and visualization.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-09:00P	3/8-5/5	SS

Online class via WebEx, M/W 6 p.m. - 9 p.m.: 3/8, 3/10, 3/15, 3/22, 3/29, 4/5, 4/7, 4/12, 4/19, 4/26, 5/3, 5/5.

Data Visualization and Storytelling

DAT7730 Hours: 30.0 Cost: \$849.00

Central Piedmont Community College login and textbook required. Recommend an advanced level of Excel. In today's world, data is omnipresent and most organizations are presented with billions of data points every morning. Good analysis parses these numerical outputs into an understanding of the organization or process and turns the raw numbers into a story about the performance. The challenge is to interpret and communicate these stories correctly. This course provides the fundamentals on how to design visualizations properly as well as provide techniques on how to communicate the analysis effectively. With data visualization you can help your business partners, peers, and managers make informed decisions with a blend of dimensions, color, and visual masterpieces. The class will use available tools such as Excel, Power BI, and Tableau.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-09:00P	3/16-4/22	SS

Online class via WebEx, T/Th 6 p.m. - 9 p.m.: 3/16, 3/18, 3/23, 3/25, 4/6, 4/8, 4/13, 4/15, 4/20, 4/22.

IT Infrastructure Support

CompTIA A+

ITS7511 Hours: 70.0 Cost: \$1649.00

Central Piedmont Community College login required. CompTIA A+ is a powerful credential that helps professionals ignite their IT career. In this class, you will learn the hardware, operating systems, virtualization, mobile device management and hardware troubleshooting skills that support technicians should know. This course is taught in a blended format: 50% of the time self-directed online theory, and 50% live instructor-led coaching. Participants need to plan for additional 30 hours of outside homework assignments.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Online Course	T	06:00P-08:30P	2/2-5/4	SS
	(Levine Campus) Levine Campus 2107	T	06:00P-08:30P		

Class will meet in classroom: 2/2, 2/16, 3/2, 3/16, 3/30, 4/13, 5/04. Class will meet online via WebEx: 2/9, 2/23, 3/9, 3/23, 4/6, 4/20, 4/27.

CompTIA Network+

ITS7512 Hours: 56.0 Cost: \$1449.00

Central Piedmont Community College login and textbook required. Prerequisite ITS-7511 CompTIA Network+ is an entry level vendor neutral certification that validates the essential knowledge and skills needed to confidently design, configure, manage and troubleshoot any wired and wireless network. This class covers all the topics that map to the skills and knowledge required to take the CompTIA Network+ certification exam.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TH	06:00P-09:00P	2/25-4/29	SS

Online class via WebEx, Thursdays 6 p.m. - 9 p.m. 2/25, 3/4, 3/11, 3/18, 3/25, 4/8, 4/15, 4/22, 4/29.

Programming and UI/UX

SWD Databases

PRG7940 Hours: 60.0 Cost: \$999.00

Central Piedmont Community College login required. The SWD Databases course is taught in a blended format, where 50% of the course time will be self-directed online theory, with the remaining hours being instructor-led coaching. Participants will need to plan for an additional 30 hours of outside homework assignments. This course is an introduction to working with and designing databases specifically for the purpose of software development. Students will develop a foundational knowledge of database concepts, theory, and an overview of the various implementations and architectures. This class covers both relational (aka SQL) and non-relational (aka document) databases.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-08:30P	1/26-3/4	SS

Online class via WebEx, T/Th 6 p.m. - 8:30 p.m. 1/26, 1/28, 2/2, 2/4, 2/9, 2/11, 2/16, 2/18, 2/23, 2/25, 3/2, 3/4

Java Programming Foundations

PRG7923 Hours: 60.0 Cost: \$999.00

Central Piedmont Community College login and textbook required. The Java Programming Foundations course is taught in a blended format where 50% of the course time will be self-directed online theory with the remaining hours being instructor-led coaching. Participants need to plan for an additional 30 hours of outside homework assignments. This course is an introduction to basic programming principles in Java. Students will develop a foundational knowledge of programming concepts, algorithms, design patterns and theory.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-08:30P	3/15-4/28	SS

Online class via WebEx, M/W 6 p.m. - 8:30 p.m. 3/15, 3/17, 3/22, 3/24, 4/5, 4/7, 4/12, 4/14, 4/19, 4/21, 4/26, 4/28

Web Development Fundamentals

PRG7925 Hours: 60.0 Cost: \$999.00

Central Piedmont Community College login required. The Web Development course is taught in a blended format, where 50% of the course time will be self-directed online theory with the remaining hours being instructor led coaching. Participants will need to plan for an additional 30 hours of outside homework assignments. This is your first step in learning front-end basic web development. You will learn how a website is composed of HTML, CSS, and JavaScript and how to use each one.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-08:30P	3/16-4/29	SS

Online class via WebEx, T/Th 6 p.m. - 8:30 p.m. 3/16, 3/18, 3/23, 3/25, 4/6, 4/8, 4/13, 4/15, 4/20, 4/22, 4/27, 4/29.

C#/.NET Programming Foundations

PRG7928 Hours: 60.0 Cost: \$999.00

Central Piedmont Community College login required. The C#/.NET Programming Foundations course is taught in a blended format, where 50% of the course time will be self-directed online theory with the remaining hours being instructor-led coaching. Participants will need to plan for an additional 30 hours of outside homework assignments. This course is an introduction to basic programming principles; students will develop a foundational knowledge of programming concepts, algorithms, design patterns and theory in C#/.NET.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TTH	06:00P-08:30P	3/16-4/29	SS

Class will meet live via WebEx from 6 p.m. - 8:30 p.m.: 3/16, 3/18, 3/23, 3/25, 4/6, 4/8, 4/13, 4/15, 4/20, 4/22, 4/27, 4/29. No class: 3/30, 4/1

Swd Agile Project Management

PRG7941 Hours: 30.0 Cost: \$499.00

Central Piedmont Community College login required. The SWD Agile Project Management course is taught in a blended format. Where 50% of the course time will be self-directed online theory with the remaining hours instructor-led coaching. Participants need to plan for an additional 15 hours of outside homework assignments. This course is an introduction to the processes and practices of managing software projects and teams. Students will become familiar with the role on a software team and their responsibilities, while also familiarizing with the stages of the software Development Lifecycle (SDLC). Student gain knowledge in both traditional Waterfall management methods as well as Agile Software Development. The concepts learned in this module will prepare students to manage their group project as an agile software team.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	M	06:00P-09:00P	2/1-3/1	SS

Online class via WebEx, Mondays 6 p.m. - 9 p.m. 2/1, 2/8, 2/15, 2/22, 3/1

Languages and Culture

French

Beginning French

LAN7301 Hours: 30.0 Cost: \$155.00

This first level French course will engage students with a unique integration of communicative building blocks and contemporary culture, providing the tools they need to build a solid foundation in introductory French.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TH	07:00P-09:00P	1/21-5/6	SS

Class meets on Thursdays 1/21-5/6 from 7 p.m.-9 p.m. via WebEx (No class 4/1). Our primary communication will be through email. Please provide a current email address when you register.

German

Beginning German

LAN7305 Hours: 30.0 Cost: \$155.00

This entry level course is geared toward those students who have not yet had any instruction in German. This is a lifesaver course for students planning a trip to a German speaking country with an emphasis on real life situations. There will be an emphasis on grammatical construction.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	07:00P-09:00P	1/19-4/27	SS

Class meets on Tuesdays from 1/19-4/27, 7 p.m.-9 p.m. via WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Italian

Beginning Italian

LAN7315 Hours: 30.0 Cost: \$155.00

This course is designed to provide the student with the basic capabilities to communicate in an Italian-speaking environment.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	M	07:00P-09:00P	1/25-5/10	SS

Class meets on Mondays 1/25-5/10, 7 p.m.-9 p.m. via WebEx (no class 4/5). Our primary communication will be through email. Please provide a current email address when you register.

Italian Level 2

LAN7316 Hours: 30.0 Cost: \$155.00

Course will be a continuation of Beginning Italian I. Course will begin with a thorough review of the basics to ensure a good foundation, and each week new areas of conversation will be included. Strong emphasis on conversation abilities.

Textbook required.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	W	07:00P-09:00P	1/20-4/28	SS

Class meets on Wednesday 1/20-4/28, 7 p.m.-9 p.m. via WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Spanish

Beginning Spanish

LAN7401 Hours: 30.0 Cost: \$155.00

Upon successful completion of this course, the student will be able to: Demonstrate knowledge of syntax of language, including: verb conjugation of estar, ser, and gustar; number and gender of nouns; the uses and placement of articles and basic adjectives; interrogative words; cardinal and ordinal numbers; days, months, dates; and telling time. Express basic thoughts in the present tense using greetings and farewells, describing nouns with adjectives, the verbs estar, ser, and gustar, and demonstrate basic conversational skills in these areas. Demonstrate correct pronunciation, even of unfamiliar words in Spanish. Express an understanding of some cultural characteristics of Spanish-speaking countries.

Sec	Location	Day(s)	Time	Dates	Refund
04	(Internet) Online Course	T	07:00P-09:00P	1/19-4/27	SS

Class starts Tuesday, 7-9 p.m., 1/19-04/27. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

01 (Internet) Online Course W 11:00A-01:00P 1/20-4/28 SS
Class meets on Wednesday 11 a.m.-1 p.m., 1/20-4/28, 7 p.m.-9 p.m. via WebEx. Our primary communication will be through email. Please provide a current email address when you register.

03 (Internet) Online Course TH 07:00P-09:00P 1/21-5/6 SS
Class meets on Thursdays 1/21-5/6 from 7 p.m.-9 p.m. via WebEx (No class 4/1). Our primary communication will be through email. Please provide a current email address when you register.

02 (Internet) Online Course M 07:00P-09:00P 1/25-5/10 SS
Class meets on Mondays 1/25-5/10, 7 p.m.-9 p.m. via WebEx (no class 4/5). Our primary communication will be through email. Please provide a current email address when you register.

Spanish Level 2

LAN7402 Hours: 30.0 Cost: \$155.00

This course is the second course in the Beginning Spanish series. The focus of this course will be to introduce students to the fundamental verbs in the Spanish language, and to enhance their reading, writing, listening, and speaking skills in order to allow them to communicate in any setting with increased fluency.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	07:00P-09:00P	1/19-4/27	SS

Class starts Tuesday, 7-9 p.m., 1/19-04/27. Please note: this class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Spanish Level 3

LAN7403 Hours: 30.0 Cost: \$155.00

This course is the third course in the Beginning Spanish series. The focus of this course will be to enhance the student's reading, writing, listening, and speaking skills in order to allow them to communicate in any setting with increased fluency.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	M	07:00P-09:00P	1/25-5/10	SS

Class meets on Mondays 1/25-5/10, 7 p.m.-9 p.m. via WebEx (no class 4/5). Our primary communication will be through email. Please provide a current email address when you register.

Spanish Level 4

LAN7404 Hours: 30.0 Cost: \$155.00

This course is the fourth course in the Beginning Spanish series. The focus of this course will be to enhance the student's reading, writing, listening, and speaking skills in order to allow them to communicate in any setting with increased fluency.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	05:00P-09:00P	1/19-4/27	SS

Class meets Tuesdays, 7 p.m.-9 p.m., 1/19-4/27. Please note: this class meets live online through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Beginning Spanish Conversation and Grammar Review

LAN7500 Hours: 24.0 Cost: \$125.00

This course is an additional add-on course in the Beginning Spanish series. The course will be offered in an 8-week format. The focus of this course will be to enhance the student's beginning speaking skills in order to allow them to communicate in any setting with increased confidence and fluency. Conversation topics will vary from week to week with the student's group preference. Additional materials used in the course will include current events, news articles, literature excerpts, and videos/films. This course will also include a grammar review of the following topics: Regular and Irregular present-tense verbs Preterite and Imperfect past tense verbs review

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	TH	07:00P-08:30P	1/21-5/13	SS

Evenings 7 p.m.-8:30 p.m., 1/21-5/13. No class 4/1. Please note: This class meets virtually through WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Intermediate Spanish Conversation

LAN7501 Hours: 15.0 Cost: \$99.00

This course is the eighth and last course in the Beginning Spanish series. The course will be offered in an 8-week format and 2 sessions will be offered each semester. The focus of this course will be to enhance the student's speaking skills in order to allow them to communicate in any setting with increased confidence and fluency. Conversation topics will vary from week to week with the student's group preference. Additional materials used in the course will include current events, news articles, literature excerpts, and videos/films.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	W	07:00P-08:30P	1/20-5/5	SS

Class meets on Wednesday, 1/20-5/5, 7 p.m.-8:30 p.m. via WebEx. Our primary communication will be through email. Please provide a current email address when you register.

Spanish for the Workplace (Horticulture)

SPA7010 Hours: 72.0 Cost: \$180.00

This course will provide participants with the necessary tools to communicate more effectively in Spanish with their co-workers, employees, or customers whose native language is Spanish.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course			3/15-4/23	OE

Spanish for the Workplace (Construction/Starting on a Construction Site)

SPA7011 Hours: 60.0 Cost: \$180.00

This course offers language skills to construction professionals and employees to sustain basic dialogs related to the field with native Spanish speakers. Emphasis is placed on oral communication based on simple Spanish phrases for use at a construction site. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural awareness.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	MW	06:00P-08:00P	3/15-4/23	OE

Class will meet live on WebEx Mondays & Wednesdays, 6 p.m. - 8 p.m.

Public Safety

Continuing Education (Non-Credit) Courses

Emergency Medical Technician Basic

EMT7306 Hours: 244.0 Cost: \$180.00

This course is designed to instruct a student to the level of Emergency Medical Technician, who serves as a vital link in the chain of the health care team. The majority of prehospital care will be provided by the EMT. This includes all the skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

All prospective students must have college level English and Math or complete the Placement Test-Basic Math and English Evaluation. Students who score below a 12th grade level in English or Math are referred to the College and Career Readiness Program for assistance prior to enrolling in the EMT program. Students who enroll in class will be required to demonstrate lifting skills up to 125 and 250 lbs., with assistance. Skill performance requires extensive bending, stretching, kneeling, stooping, balance and crawling. State OEMS requires that all EMTs are a High School Graduate, hold a GED or completion of an adult English literacy exam of at least 10th grade level. Students who are less than 18 years of age may take the NC State EMT Exam, however the EMT credential will not be issued until the student reaches 18 years of age. Dual enrollment forms are required from students who are concurrently enrolled in high school or who have not completed high school or have a GED. In order to successfully complete this program students must average an 80% on all written evaluations and must be present for 24 hours of clinical training. Skills must be completed according to NC OEMS guidelines. 90% attendance is required for all students.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Online Course			1/11-5/8	OE
	(Merancas Campus) Belk 119	MW	06:00P-10:00P		
	(Merancas Campus) Belk 119	S	09:00A-06:00P		

Meets Mondays, Wednesdays, Saturdays (1/30, 2/13, 2/27, 3/13, 3/27, 4/10, 4/24, 5/08). This course requires permission to register. Email David Bailey at david.bailey@cpcc.edu for details. To register, call Customer Service at 704.330.4223.

Sec	Location	Day(s)	Time	Dates	Refund
02	(Levine Campus) Online Course			1/12-5/8	OE
	(Levine Campus) TBA	S	09:00A-06:00P		
	(Levine Campus) TBA	TTH	06:00P-10:00P		

Meets Tuesdays, Thursdays, Saturdays (1/23, 2/6, 2/20, 3/13, 3/27, 4/17, 5/1, 5/8). This course requires permission to register. Email David Bailey - david.bailey@cpcc.edu for details. To register, call Customer Service at 704.330.4223.

North Carolina Office of EMS Education and Administration Level II Course

EMT7484 Hours: 16.0 Cost: \$70.00

This course will prepare individuals to be knowledgeable in areas of EMS course administration, planning, coordination and delivery; curriculum development; staff/instructor supervision; and academic institutional accreditation. Course content will include identifying teaching and learning outcome measures and validating graduate outcome measures as required by licensing and certification agencies. This course is one requirement of the North Carolina Office of EMS to become a Level II EMS instructor.

Two-9 hour days from 0800 to 1800 with 1 hour of lunch

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Zeiss Building 0100	FS	08:00A-05:00P	1/8-1/9	OE

Two-9 hour days from 8 a.m. to 5 p.m. with 1 hour of lunch. Needs to have a North Carolina Emergency Medical Technician or higher, and North Carolina Level I Instructor. To register, please call Customer Service at 704.330.4223.

EMT Paramedic Refresher

EMT7513 **Hours: 120.0** **Cost: \$180.00**

This will be a hybrid class with 16 hour of traditional classroom delivery and 104 hours of online course delivery. The course follows the DOT-Paramedic refresher training program and the standards set forth by the North Carolina Office of EMS. It is designed to review the minimum standard knowledge and skills required to function at the paramedic level. The course will not substitute for an initial paramedic training program.

Student must have a current NC or National Registry Paramedic certification, or may not have been expired for more than four (4) years.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Online Course			2/4-3/21	OE
	(Central Campus) Zeiss Building 0100 SSU		08:00A-05:00P		

Last day to register is 2/4/2021. Class will meet Mar.20 and 21 from 8 a.m. to 5 p.m. in Zeiss Building on Central Campus in room 100. All student must have current paramedic certification, or certification may not be expired for more than 4 years. Students that require the paramedic credential for North Carolina employment such as EMS, Fire, or Police departments are fee exempt. Out of state students must pay tuition. To register, call Customer Service at 704.330.4223.

Transportation, Distribution and Logistics

Auto Dealer and Inspection

Independent Auto Dealers License - Renewal

AUX7560 **Hours: 6.0** **Cost: \$65.00**

Are you a North Carolina independent automotive dealer? North Carolina requires that you attend a re-certification dealer class yearly. This six-hour class will keep you current and in compliance.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Joe Hendrick 1120	F	08:00A-03:00P	2/26-2/26	SS
02	(Levine Campus) Joe Hendrick 1120	F	08:00A-03:00P	4/9-4/9	SS

N.C. Independent Dealer Initial

AUX7561 **Hours: 12.0** **Cost: \$200.00**

This 12-hour class meets all of the requirements for becoming an independent automobile dealer in the state of North Carolina. NOTE: If you have been convicted of a felony, the state of NC may not allow you to obtain a license to sell vehicles. Please review the NC Motor Vehicle Minimum Dealer License Requirements (www.ncdot.gov) before registering for this course.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	1/22-1/23	SS
	(Levine Campus) Joe Hendrick 1120	S	08:00A-12:00P		
02	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	2/19-2/20	SS
	(Levine Campus) Joe Hendrick 1120	S	08:00A-12:00P		
03	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	3/19-3/20	SS
	(Levine Campus) Joe Hendrick 1120	S	08:00A-12:00P		
04	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	4/16-4/17	SS
	(Levine Campus) Joe Hendrick 1120	S	08:00A-12:00P		

Vehicle Emissions Inspection OBD II Recertification

AUX8423 **Hours: 12.0** **Cost: \$80.00**

This course recertifies current inspector-mechanics on test procedures, purposes and the importance of vehicles requiring OBD II testing registered in North Carolina. DMV certifications will be processed upon full tuition payment.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	1/15-1/15	SS
02	(Merancas Campus) Transp. Sys. 102	T	08:00A-05:00P	1/19-1/19	SS
03	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	1/29-1/29	SS
04	(Levine Campus) Joe Hendrick 1120	M	08:00A-05:00P	2/1-2/1	SS
05	(Levine Campus) Joe Hendrick 1120	WTH	05:00P-09:00P	2/10-2/11	SS
06	(Levine Campus) Joe Hendrick 1120	M	08:00A-05:00P	2/15-2/15	SS
07	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	2/26-2/26	SS
08	(Merancas Campus) Transp. Sys. 102	M	08:00A-05:00P	3/1-3/1	SS
09	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	3/12-3/12	SS
10	(Levine Campus) Joe Hendrick 1120	M	08:00A-05:00P	3/15-3/15	SS
11	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	3/26-3/26	SS
12	(Merancas Campus) Transp. Sys. 102	M	08:00A-05:00P	3/29-3/29	SS
13	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	4/9-4/9	SS
14	(Levine Campus) Joe Hendrick 1120	M	08:00A-05:00P	4/12-4/12	SS
15	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	4/23-4/23	SS
16	(Merancas Campus) Transp. Sys. 102	M	08:00A-05:00P	4/26-4/26	SS
17	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	5/7-5/7	SS

NCSI Safety Recertification

AUX8425 **Hours: 8.0** **Cost: \$70.00**

This course recertifies current inspector-mechanics on changes in safety when inspecting vehicles registered in North Carolina. DMV certifications will be processed upon full-tuition payment.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	1/14-1/14	SS
03	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	1/28-1/28	SS
05	(Merancas Campus) Transp. Sys. 102	MT	05:00P-09:00P	2/8-2/9	SS
07	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	2/25-2/25	SS
09	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	3/11-3/11	SS
11	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	3/25-3/25	SS
13	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	4/8-4/8	SS
15	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	4/22-4/22	SS
17	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	5/6-5/6	SS

N.C. Safety Inspection Initial Inspection

AUX8825 **Hours: 8.0** **Cost: \$70.00**

This course trains technicians to inspect vehicles registered in North Carolina on rules and regulations requiring safety inspection. DMV certifications will be processed upon full-tuition payment.

Required: Student accident insurance.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	1/7-1/7	SS
02	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	1/21-1/21	SS
03	(Levine Campus) Joe Hendrick 1120	MT	05:00P-09:00P	2/1-2/2	SS
04	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	2/18-2/18	SS
05	(Levine Campus) Joe Hendrick 1120	MT	05:00P-09:00P	3/1-3/2	SS
06	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	3/18-3/18	SS
07	(Levine Campus) Joe Hendrick 1120	MT	05:00P-09:00P	3/29-3/30	SS
08	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	4/15-4/15	SS
09	(Levine Campus) Joe Hendrick 1120	TH	08:00A-05:00P	4/29-4/29	SS
10	(Merancas Campus) Transp. Sys. 102	TH	08:00A-05:00P	5/13-5/13	SS

Vehicle Emissions Inspection OBD II Inspection

AUX8823 Hours: 8.0 COST: \$80.00

This course trains technicians to inspect vehicles registered in North Carolina on rules and regulations requiring OBD II testing. DMV certifications will be processed upon full-tuition payment.

Required: Student accident insurance.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	1/8-1/8	SS
02	(Levine Campus) Joe Hendrick 1120	F	02:20A-05:00P	1/22-1/22	SS
03	(Levine Campus) Joe Hendrick 1120	WTH	05:00P-09:00P	2/3-2/4	SS
04	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	2/19-2/19	SS
05	(Levine Campus) Joe Hendrick 1120	WTH	05:00P-09:00P	3/3-3/4	SS
06	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	3/19-3/19	SS
07	(Levine Campus) Joe Hendrick 1120	WTH	05:00P-09:00P	3/31-4/1	SS
08	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	4/16-4/16	SS
09	(Levine Campus) Joe Hendrick 1120	F	08:00A-05:00P	4/30-4/30	SS
10	(Merancas Campus) Transp. Sys. 102	F	08:00A-05:00P	5/14-5/14	SS

Forklift Certification Training

Forklift Certification Training

AUX7500 Hours: 4.0 Cost: \$130.00

This class prepares students to be OSHA certified in the safe operation of sit-down counterbalanced lift trucks. Topics include lift truck fundamentals, stability, balance and capacity, preoperational inspection, general rules of the road, safe handling techniques, refueling gasoline, diesel and LP lift trucks and battery charging and changing. Students will receive a certificate of completion upon passing the course.

Required: Student accident insurance.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Transp. Sys. 102	M	08:00A-12:00P	1/11-1/11	SS
02	(Merancas Campus) Transp. Sys. 102	M	08:00A-12:00P	2/8-2/8	SS
03	(Merancas Campus) Transp. Sys. 102	M	08:00A-12:00P	3/8-3/8	SS
04	(Merancas Campus) Transp. Sys. 102	M	08:00A-12:00P	4/5-4/5	SS
05	(Merancas Campus) Transp. Sys. 102	M	08:00A-12:00P	4/19-4/19	SS

Supply Chain Management

CPIM Part 1 Exam Preparation

APX7800 Hours: 20.0 Cost: \$995.00

This course prepares participants to take the CPIM Part 1 exam. It focuses on universally recognized entry-level supply chain concepts.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	T	07:00P-09:30P	1/19-3/9	SS

Class will meet virtually through WebEx Tuesday evenings 7-9:30 p.m. Jan. 19-Mar. 9.

APICS Certified in Logistics, Transportation and Distribution Exam Prep

APX8001 Hours: 40.0 Cost: \$1795.00

The CLTD designation is designed for professionals who want to increase or validate their knowledge and expertise in the field of logistics, transportation and distribution. Earning the CLTD credential demonstrates your mastery of a broad range of topics and day-to-day functions of logistics, distribution, and transportation, making you more valuable and competitive in today's global economy. CLTD Learning System is provided in class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Internet) Online Course	S	09:00A-01:00P	1/13-3/13	SS
		WTH	07:00P-09:00P		

Class will meet virtually through WebEx Wednesday and Thursday evenings 7-9 p.m. Jan. 13, 14, 27, 28, Feb. 10, 11, 24, 25, Mar. 10, 11 and Saturdays 9 a.m.-1 p.m., Jan. 16, 30, Feb. 13, 27, Mar. 13.

APICS Certified Supply Chain Professional Exam Prep

SCP8000 Hours: 40.0 Cost: \$1795.00

The Certified Supply Chain Professional program is designed for supply chain management and operations professionals. It takes a broad view, extending beyond internal operations encompassing the entire supply chain. The program provides knowledge needed to manage complete supply chain activities, from the supplier to end user.

APICS CSCP materials must be purchased in advance by student.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Harris Campus) TBA	S	08:00A-05:00P	3/27-5/1	SS
		TTH	07:00P-09:00P		

Class will meet virtually through WebEx Tues. and Thurs. evenings 7-9 p.m.. Mar. 30, April 1, 6, 8, 13, 15, 20, 22 and Saturdays 8 a.m.-5 p.m., Mar. 27, April 17, May 1.

Class will meet virtually through WebEx Tues. and Thurs. evenings 7-9 p.m.. Mar. 30, April 1, 6, 8, 13, 15, 20, 22 and Saturdays 8 a.m.-5 p.m., Mar. 27, April 17, May 1.

Personal Enrichment

Arts

Social Circus

AAC8090 Hours: 195.0 Cost: \$100.00

Take part in a social circus initiative rooted in the "underground" dance/ acrobatic/physical theatre scenes present in the vast array of cultures. Through physical language--dance and movement--students will explore stories of their struggles, histories, traditions, transformations, and iconography as they examine the idea of what it is to be a citizen of the 'new' south.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Worrell 2140	WF	07:00P-10:00P	1/13-5/8	SS
		S	12:00P-06:00P		

Class will not meet 4/2 and 4/3.

Drawing and Painting

Drawing Techniques - I & II

AVO8558 Hours: 33.0 Cost: \$259.00

In this expanded class, you'll gain the global skill of drawing, developing your confidence and ability to work in any medium with any subject. Drawing is your gateway to all the visual arts. In this class, focus on four basic skills: Sighting - (seeing and drawing angles and proportions), Shape, Shading, and Perspective. Follow step-by-step demonstrations, learning to draw various subjects and building skill as you go. Once you've learned these, you'll put them together and draw accurately. You'll forever see and experience the world as an artist.

Students bring basic pencils and several sheets of computer paper to first class. Additional supplies to be purchased; list provided in first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash 220	M	06:30P-09:30P	1/25-4/5	SS

Urban Sketching with Ink and Watercolor

AVO8568 Hours: 9.0 Cost: \$99.00

Learn to really see what's right in front of you as you learn the art of quick sketching in your journal using ink and watercolors. This is one of the best ways to remember a trip or outing, whether you're in your home town or traveling to exciting world-wide destinations. With our gifted instructor, you'll work on campus and at other nearby locations. Beginners welcome!

Meets in classroom and at local sites. Students must bring 9"x12" watercolor paper, pencils, black pen and basic pan watercolors to first class; additional materials list provided by email prior to first class. Students must update email address when registering.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash 250	S	10:00A-01:00P	4/17-5/1	SS

Class will meet in the classroom for the first hour of the first class only. Remaining hours will be held outdoors in real life surroundings to give maximum urban sketching experience. Class gatherings both indoors and out will be held in a socially distanced manner. Students must update email address when registering to receive the list of supplies to bring to the first class.

Basic Watercolor Techniques

AVO8730 Hours: 30.0 Cost: \$219.00

Remember your first painted masterpiece for the refrigerator? Who'd guess you could use those same paints to create such beauty as an adult! Awaken your creative spirit under the guidance of our popular instructor as you learn to use watercolors, one of the most expressive paint mediums. Learn about paints, brushes and palettes, washes, glazing and more while experimenting with the design concepts of space, composition and color. All skill levels welcome.

Students purchase supplies; list provided in first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Zeiss Building 1100	TH	06:00P-09:00P	1/28-4/1	SS

Basic Acrylic Painting Techniques

AVO8748 Hours: 23.0 Cost: \$199.00

Your creativity will grow as you enter the colorful world of acrylics! These versatile water-based, quick-drying paints are a wonderful medium with which to learn the basics of image composition, color mixing on a palette and paint application. Work at your own pace alongside fellow artists, improving your painting skills with guidance from our skilled instructor. All skill levels welcome!

Students purchase own supplies; list provided in first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash 159	M	06:00P-08:00P	1/25-3/15	SS
	(Central Campus) Overcash 159	M	06:00P-09:00P		

Class will meet from 6-8 p.m. on 1/25 only.

Intermediate Painting Techniques

AVO8746 Hours: 24.0 Cost: \$209.00

Do you know the basics of painting, but need help starting or completing a project? Under the guidance of our experienced studio artist, gain insight into painting techniques such as paint mixing, color, texture, tone, space and picture composition. Feedback and suggestions for your individual growth will be given as you work on these techniques at your own pace. Watercolor, acrylic or oil may be used.

Bring your canvas and supplies to the first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash 159	M	06:00P-09:00P	3/22-5/10	SS

Mixed Media

Stained Glass Workshop

AVO8720 Hours: 24.0 Cost: \$169.00

Have you visited majestic cathedrals and been in awe of the stained glass windows? Through the ages, artists have enriched the world with the creation of stained glass, an art form known for its stunning beauty and unique symbolic importance. Carry on this artistic tradition in a class designed for all skill levels. Beginners learn to cut, foil and solder, while exploring patina, pattern selection and transfer as well as framing. Experienced students receive advice and guidance on projects of their choice. Our skilled instructor teaches the American Style of stained glass techniques.

Students rent tools in class for \$25. Students purchase supplies; list provided in first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Center for Arts Tech. 010	TH	02:00P-05:00P	1/21-3/11	SS
02	(Central Campus) Center for Arts Tech. 010	TH	06:00P-09:00P	1/21-3/11	SS
03	(Central Campus) Center for Arts Tech. 010	TH	02:00P-05:00P	3/25-5/13	SS
04	(Central Campus) Center for Arts Tech. 010	TH	06:00P-09:00P	3/25-5/13	SS

Mosaics for your Home and Garden

AVO8721 Hours: 24.0 Cost: \$159.00

Be prepared to expand your artistic horizons as you explore the glorious beauty of glass mosaics created in the early 1200's for use in European churches and mosques and that still shine beautifully around the world today. Learn those same techniques as you create mosaics to decorate your homes and gardens in this colorful and exciting class.

Students may rent tools in class for \$25 or purchase from either the instructor or suggested online sites. Supplies needed for the class will be provided by the instructor for an additional fee of \$95. Students may use items of their own in their creations to augment provided supplies. Materials are supplied to create a mosaic ornament, mosaic trivet, mosaic bluebird house, and an 8 x 10 inch stained glass mosaic sun-catcher.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1218	W	06:30P-09:30P	2/10-3/31	SS

Supplies needed for the class will be provided by the instructor for an additional fee of \$95. Students may augment provided supplies with items of their own to personalize their creations.

Automotive

Basic Small Engine Repair

AUX7403 Hours: 24.0 Cost: \$70.00

Learn to diagnose and repair 2- and 4-cycle engines, including those found in lawn mowers, weed eaters, chainsaws and leaf blowers.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Merancas Campus) Trans. Sys. 126	M	05:00P-09:00P	1/11-2/22	OE

Charlotte Cooks

Boot Camps

Culinary Boot Camp

CKG7300 Hours: 40.0 Cost: \$709.00

This dynamic 40-hour hands-on cooking and chef demonstrations course, focuses on knife skills, kitchen terminology, stocks, sauces, and method cooking. Optional: purchase professional knife kit prior to the start of class from Charlotte Cooks website.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 220	S	09:00A-02:00P	2/6-3/27	SS

Baking and Pastry Boot Camp

CKG8300 Hours: 40.0 Cost: \$709.00

Whether you're an amateur who has never felt comfortable baking or a seasoned baker, our dynamic 40-hour course is for you. Through hands-on baking and pastry demonstrations, you will learn the science behind baking, terminology and equipment that will make baking fun and creative. Optional: professional baking tool kit available for sale from the Charlotte Cooks website.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 210	S	09:00A-03:00P	2/6	SS

			09:00A-03:00P	2/13	
			09:00A-03:00P	2/20	
			09:00A-02:00P	2/27	
			09:00A-02:30P	3/6	
			09:00A-2:30P	3/13	
			09:00A-3:00P	3/20	

Cooking

Knife Skills

CKG7102 Hours: 3.0 Cost: \$88.00

Learn the safe and correct usage of a variety of kitchen knives. Become skilled holding a chef knife properly, making basic knife cuts following guidelines and instruction. Put yourself in our capable hands and effortlessly start using your knives. Hands-on class. Optional Knife Kit available for purchase.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 218	S	10:00A-01:00P	2/6-2/6	SS

Basic Chinese Cooking

CKG7000 Hours: 12.0 Cost: \$165.00

Join Hong Kong native Alice Jenks while she creates a selection of popular dishes that include: dumplings, sweet and sour chicken, fried rice, stir fried beef and much more! You will also enjoy a class field trip to an Asian market and dim sum restaurant.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 218	S	09:00A-01:00P	2/6-2/20	SS

Essentials of Korean Cooking

CKG7013 Hours: 6.0 Cost: \$123.00

Korea's inspiring food culture stimulates the palate with a fusion of flavors. Whether you consider yourself a beginner or an expert in the kitchen, you'll enjoy this cooking class that is custom-made to everyone's skill level. The signature dishes that you will prepare include Kimchi to Gimbap and Bulgogi to Japchae, along with several side dishes. The best part of the class is that you'll get to feast on your finished accomplishments.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 221	THF	10:00A-01:00P	3/11-3/12	SS

The Art of Grilling

CKG7060 Hours: 5.0 Cost: \$165.00

Looking for the best grilling secrets? We'll introduce simple techniques to grill foods, including direct and indirect heat methods, choosing cuts of meat and adding marinades and flavor with a variety of spices. Learn to select the proper equipment and fuels for your budget, as well as several delicious, easy-to-prepare recipes for year-round grilling.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 220	S	09:00A-02:00P	4/17-4/17	SS

Tapas - the Ultimate Small Bites

CKG7015 Hours: 4.0 Cost: \$88.00

Tapas are no longer just appetizers found in Spanish restaurants. With so many great dishes and flavors to choose from, people are "grazing" on meals made entirely of these delectable little dishes. Learn how to make an assortment of Tapas you can easily make for friends and family.

Sec	Location	Day(s)	Time	Dates	Refund
1	(Central Campus) Philip L. Van Every Culinary 220	S	09:00A-01:00P	4/24-4/24	SS

Baking and Pastry Arts

Cake Decorating Package

CKG8360 Hours: 24.0 Cost: \$143.00

The cake decorating package is the combination of three classes: "Decorating Basics," "Flowers and Cake Design" and "Fondant and Gum Paste." Learn more for less!

A supply list will be emailed prior to start of class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Levine Campus) Levine Campus 1218	TH	06:30P-08:30P	1/14-4/1	SS

Students will receive a supply list for class.

An American Tradition: Pie Baking Made Easy

CKG8303 Hours: 4.0 Cost: \$88.00

Join our instructor to create simple ways to make a variety of pastry crusts. Learn to make sweet and savory pies and tarts filled with fruits, vegetables, cheese and custards.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 210	T	09:00A-01:00P	3/9-3/9	SS

Pizza, Pizza and More!

CKG8325 Hours: 3.0 Cost: \$83.00

The key to preparing savory pizza pies starts with the pizza dough. The steps for mixing, rising and shaping the pizza dough will be demonstrated. Learn about the variety of sauces and toppings and how to oven bake or grill your pizzas.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 210	T	06:00P-09:00P	3/9-3/9	SS

Bread Baking

CKG8311 Hours: 10.0 Cost: \$187.00

Find the artisan baker within while learning to prepare your own bread starter, create several varieties of specialty hearth breads and rolls, and practice techniques for shaping and forming classic bread recipes. Best of all, you will eat what you bake.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 210	F	05:30P-09:30P	4/16-4/17	SS
	(Central Campus) Philip L. Van Every Culinary 210	S	09:00A-03:00P	4/16-4/17	

Viennese Desserts

CKG8329 Hours: 4.0 Cost: \$88.00

Southern Germany and its neighboring Austria serve many of the same Viennese pastries. Join our Charlotte Cooks pastry instructor for a fun hands-on class in our transformed Konditorei (German pastry shop). Your day will be spent baking popular desserts such as: Linzertorte, Kirschtorte (Black Forest Cherry Cake), Streuselkuchen (Apple Streusel Cake) and more popular Viennese desserts.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Philip L. Van Every Culinary 210	S	09:00A-01:00P	4/24-4/24	SS

Home and Outdoors

Floral Design

Floral Certificate Part 1: Basic Floral Designs

AVO8573 Hours: 15.0 Cost: \$165.00

Express your creativity in the popular art of floral design with this hands-on class! While creating your own arrangements, learn principles of basic floral arranging/design while creating beautiful arrangements. Under the guidance of our expert instructor, learn to properly condition fresh flowers, use floral foam, tape and wire. This hands-on course is designed for beginners, but is open to all skill levels. This class is the **FIRST** in our 5-part series leading to the Floral Design Certificate. **NOTE:** Students purchase flowers and floral supplies for each class; list provided in first class. Students **MUST** provide current email address for pre-class communication from instructor. This class is a prerequisite for all other floral design classes in the certificate series. Please note: Videotaping in this class is not allowed.

Students purchase flowers and floral supplies for each class; list provided in first class. Students MUST provide current email address for pre-class communication from instructor. This class is a prerequisite for all other floral design classes in the certificate series. Please note: Videotaping in this class is not allowed.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash Center 155	T	09:30A-12:00P	1/12-2/16	SS
02	(Central Campus) Overcash Center 155	T	06:00P-08:30P	1/12-2/16	SS

Floral Certificate Part 2: Intermediate Floral Designs

AVO8602 Hours: 15.0 Cost: \$165.00

In this exciting and information-packed class, you will expand on skills learned in Basic Floral Designs. You'll learn vital skills as you delve more deeply into the use of color, texture, mechanics and containers that are used in the art of floral design. This class is the **SECOND** in our 5-part series leading to the Floral Design Certificate. **NOTE:** Intermediate Floral and Master Floral classes can be attended in either order. Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Videotaping in this class is not allowed. **Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. AVO-8573 - Basic Floral Design is a prerequisite for this class. Please note: Videotaping in this class is not allowed.**

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash Center 155	T	09:30A-12:00P	2/23-3/30	SS
02	(Central Campus) Overcash Center 155	T	06:00P-08:30P	2/23-3/30	SS

Floral Certificate Part 3: Master Floral Designs

AVO8574 Hours: 15.0 Cost: \$165.00

As your floral arranging skills grow, you'll blossom in this class that focuses on form, color and space usage in more intricate floral designs. Using fresh flowers, move to the next level as you build designs that go beyond the basics. Basic flower arranging skills are helpful, but not required. This class is the **THIRD** in our 5-part series leading to the Floral Design Certificate. **NOTE:** Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Videotaping in this class is not allowed.

Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Videotaping in this class is not allowed.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash Center 155	T	09:30A-12:00P	4/6-5/11	SS
02	(Central Campus) Overcash Center 155	T	06:00P-08:30P	4/6-5/11	SS

Floral Certificate Part 4: Wedding Flowers

AVO8575 Hours: 15.0 Cost: \$165.00

Enter the beautiful world of wedding flowers as you focus on bridal bouquets, corsages, boutonnières and altar arrangements. Basic Floral Designs (AVO 8573) is a prerequisite for this class. This class is one in our 5-part series leading to the Floral Design Certificate. Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. Basic Floral Designs (AVO 8573) is a prerequisite for this class. Please note: Videotaping in this class is not allowed. **Prerequisite: AVO 8573 - Basic Floral Design. Students purchase flowers and floral supplies for each class; list provided in first class. Please note: Videotaping in this class is not allowed.**

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash Center 155	TH	09:30A-12:00P	4/8-5/13	SS

Floral Certificate Part 5: Sympathy Flowers

AVO8710 Hours: 15.0 Cost: \$165.00

As you focus on the art of floral tributes, you will learn to create expressions of sympathy ranging from fruit/plant baskets, wreaths, crosses or hearts on easels to various types and sizes of casket sprays. Basic Floral Design (AVO 8573) is a pre-requisite. This class is one in our 5-part series leading to the Floral Design Certificate. Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email address for vital pre-class information. Basic Floral Design (AVO 8573) is a prerequisite for this class. Please note: Videotaping in this class is not allowed.

Prerequisite: AVO 8573 - Basic Floral Design Students purchase flowers and floral supplies for each class; list provided in first class. Students must update email information for pre-class information from instructor. Please note: Videotaping in this class is not allowed.

Sec	Location	Day(s)	Time	Dates	Refund
2	(Central Campus) Overcash Center 155	TH	06:00P-08:30P	4/8-5/13	SS

Interior Design

Colors, Finishes and Windows for Your Home

DES8101 Hours: 16.0 Cost: \$159.00

Color adds vibrancy and joy to our lives! Learn to create beautiful interiors for your home or office by exploring color theory and its psychology. Our practicing interior design instructor will lead you through hands-on opportunities to apply these concepts as you create your own color board displaying interior finishes in paint, fabrics, flooring, wall-covering and window treatments. This course is required for the Interior Design for Your Home Certificate.

Students purchase supplies; list provided in first class. Class includes 2 field trips. Students purchase required book at Central Piedmont Community College bookstore PRIOR to first class.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1320	M	06:00P-08:00P	2/1-3/8	SS
	(Levine Campus) Levine Campus 1320	M	06:00P-09:00P	2/1-3/8	

Class includes 2 field trips. Class will meet from 6-8 p.m. on 2/1 & 2/22.

Furniture: Mix and Match for Your Signature Style

DES8103 Hours: 8.0 Cost: \$99.00

Learn to develop a signature style for your home. Explore both contemporary and traditional styles of décor, combining what best fits your lifestyle, aspirations, and expresses your personal taste. Develop an understanding of quality in home furnishings, and learn to shop like a pro. We will include a field trip to a furniture store as part of the learning experience. This course is required for the Interior Design for Your Home Certificate.

Class includes a field trip.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1233	S	09:00A-11:00A	4/13-5/1	SS
	(Levine Campus) Levine Campus 1233	T	06:30P-08:30P		

Class will meet on 1 Saturday only; 5/1 from 9-11 a.m. for a field trip.

Art, Accessories, and Outdoor Spaces for Your Home

DES8104 Hours: 10.0 Cost: \$99.00

Accessories and artwork are the finishing touches that add personality and pizzazz to your home! Our expert interior design instructor will guide you as you learn to select, frame and display artwork/accessories and use nature to enhance your home, inside and out. Enjoy a field trip to expand your learning experience! This course is required for the Interior Design for Your Home Certificate.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1233	S	10:00A-12:00P	3/16-4/6	SS
	(Levine Campus) Levine Campus 1233	T	06:30P-08:30P	3/16-4/6	

Class will meet on 2 Saturdays only, 3/27 and 4/3 from 10 a.m.-12 p.m..

Introduction to Home Staging

DES8106 Hours: 6.0 Cost: \$99.00

In today's sophisticated market, it has become almost standard practice to stage a home before it's listed for sale. If you're a homeowner trying to sell your own house or a real estate professional looking to increase sales, this 3-part class focuses on simple changes that make a home stand out. In this class, learn how to declutter and edit your belongings to highlight the architecture, arrange your furniture to show off the square footage of your rooms, update strategically to make your dollars count and stage a vacant house without breaking the bank. Students will each stage a room and share images with the class. Even if you're not selling, the techniques learned in this class will help to create a fresh, inviting environment for your daily living.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1233	T	06:30P-08:30P	1/19-2/2	SS

Declutter Your Life

DES8108 Hours: 8.0 Cost: \$99.00

The popular Marie Kondo show, Tidying Up demonstrates the universal problem we all face: clutter! Despite our fascination with home décor, clutter stands in our way, causing stress and disorganization. Learning principles of good organization in the classroom, students will choose areas of their homes to declutter, taking before and after photos/videos to share with the class. Students will become "clutter buddies" to each other, mutually serving as a support and encouragement through the decluttering process. If you're ready to tackle the mess and change your life for the better, join us for this transformational adventure.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1233	T	06:30P-08:30P	2/16-3/9	SS

Sewing

Sewing I

HMK8757 Hours: 12.5 Cost: \$129.00

Can't find a home decor item or garment in a specific fabric/design combination? Make it yourself! Join in the renewed enthusiasm for sewing as you learn basic skills on our machines in this intro class. Fabrics, patterns, tools and much more are covered, equipping you to apply your new skills to your home design projects or garment making. This class (or equivalent skills) is required for entry into HMK 8751 (Sewing II) and the Alterations Certificate Series.

Students purchase supplies; list provided in first class. Students purchase required book at Central Piedmont Community College bookstore or online prior to class: Singer New Sewing Essentials: Updated and Revised Edition-2008

Sec	Location	Day(s)	Time	Dates	Refund
42	(Levine Campus) Levine Campus 1218	M	06:30P-09:00P	1/25-2/22	SS
40	(Levine Campus) Levine Campus 1218	T	09:30A-12:00P	1/26-2/23	SS
41	(Levine Campus) Levine Campus 1218	T	06:30P-09:00P	1/26-2/23	SS

Sewing II

HMK8751 **Hours: 12.5** **Cost: \$129.00**

Spark your joy of creative expression through the art of sewing! As you take your sewing skills to a higher level, you'll gain confidence and versatility. Using our machines, review the basics, add proficiency to your skills and be ready to take on unique, personalized projects for your home or wardrobe.

Enrollment requires co-registration or completion of HMK 8757 OR permission from Program Developer. This class or equivalent skills is required for entry into the Alterations Certificate Series. Students purchase supplies; list provided in first class. Students purchase required book at Central Piedmont Community College bookstore or online prior to class: Singer New Sewing Essentials: Updated and Revised Edition-2008

Sec	Location	Day(s)	Time	Dates	Refund
42	(Levine Campus) Levine Campus 1218	M	06:30P-09:00P	3/1-3/29	SS
01	(Levine Campus) Levine Campus 1218	T	09:30A-12:00P	3/2-3/30	SS
02	(Levine Campus) Levine Campus 1218	T	06:30P-09:00P	3/2-3/30	SS

Sewing III - Pattern Adjustment and Interpretation

SEW8103 **Hours: 12.5** **Cost: \$129.00**

Learn to produce professional results in your garment construction by understanding your pattern and making adjustments to it prior to cutting out the fabric. Our popular Professional Alterations instructor will teach you proper fitting techniques and tricks of the trade in this new class!

Students purchase supplies. Students who have not completed HMK 8751 must have Program Developer's permission to enter this class

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1218	W	06:30P-09:00P	4/14-5/12	SS

Learn to Use Your Own Sewing Machine

HMK8779 **Hours: 3.0** **Cost: \$65.00**

Do you have a sewing machine with many great features but find you're limited to just a couple simple functions because it's overwhelming to learn to use?

Bring it to this class and learn to comfortably operate and maintain your machine! Understand the importance of the manual and learn to use various feet, stitches and fabric as you complete a small project. Class size is very limited to allow personal attention from our experienced instructor. Note: Specialty machines (sergers, overlock, etc.) are NOT covered in this class.

Students MUST bring sewing tools, sewing machines and MANUALS. Students MUST update email address at time of registration for pre-class instructor contact.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1218	S	09:00A-12:00P	3/6-3/6	SS

The Art of Quilting

HMK8397 **Hours: 20.0** **Cost: \$169.00**

With the popularity of Farmhouse décor, fashionable quilts are often used as decorative art, traditionally on beds or as murals in designer homes. Increase your understanding of quilting terms and processes as you build skills, exploring traditional and contemporary approaches to quilting. Beginning students complete a quilt block to be turned into a pillow, small wall hanging or part of a larger quilt; experienced quilters receive expert help with a current project. Work will be done by hand and on our sewing machines. All skill levels welcome!

Students purchase own supplies; list provided in first class.

Sec	Location	Day(s)	Time	Dates	Refund
40	(Levine Campus) Levine Campus 1218	TH	09:00A-01:00P	2/18-3/18	SS
41	(Levine Campus) Levine Campus 1218	TH	09:00A-01:00P	4/15-5/13	SS

Professional Alterations I

SEW8300 **Hours: 39.0** **Cost: \$339.00**

With the growing need for skilled tailors/alterations professionals, this class will prepare students to meet industry standards in the area of alterations. Working on our industrial quality machines, you will learn step-by-step instructions based on the instructor's years of experience in high-end boutiques and department stores as well as in the management and ownership of tailoring shops. This course, along with Professional Alterations II will prepare you for entry level employment in alterations shops, your own profitable home business or a tailored wardrobe of your own. A Central Piedmont Community College certificate will be earned after completion of both Professional Alterations I and II.

Completion of HMK 8757 and HMK 8751 OR Program Developer's permission is required for entry into this program. Students purchase supplies; list provided in first class. Students purchase required textbooks (Altering Men's Ready to Wear by Mary Roehr AND Altering Women's Ready to Wear by Mary Roehr) at Central Piedmont Community College bookstore prior to first class.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Central Campus) Overcash Center 140	M	06:00P-09:00P	2/1-5/3	SS
Class will not meet on 4/5.					
02	(Central Campus) Overcash Center 140	T	06:00P-09:00P	2/2-5/4	SS
Class will not meet on 4/6.					

Recreation and Wellness

Sports

Golf for Beginners

REC8401 **Hours: 12.0** **Cost: \$89.00**

Golf is one of the most popular recreational pastimes, played for business and pleasure. This course emphasizes the fundamentals needed to practice and play the game of golf. Topics include the proper grips, alignment, stance and swings for the long and short game. Weather conditions may cause schedule adjustments.

Students must bring their own clubs. Bucket of balls approx. \$9. Be advised this class is weather dependent which may cause class schedule to flex.

Sec	Location	Day(s)	Time	Dates	Refund
01	(Golf Village)	SU	04:00P-06:00P	3/7-4/18	SS
Class will not meet 4/4. Students are responsible for bringing golf clubs and renting balls (approx. \$9).					
02	(Golf Village)	W	06:30P-08:30P	4/7-5/12	SS
Students are responsible for bringing golf clubs and renting balls (approx. \$9).					

Small Business Webinars

704.330.6736 | [Small Business Center](#)

January

How to Start a Business

Weds., January 6 from 5–7 p.m.

Using Streamyard for Your Business

Tues., January 12 from 9–10:30 a.m.

Easy Plan: the Business Model Canvas

Weds., January 13 from 5–7 p.m.

Developing a Marketing Plan

Weds., January 20 from 5–7 p.m.

Facebook Fundraising for Nonprofits 1

Thurs., January 21 from 11:30 a.m.–1:30 p.m.

Creating Financial Statements

Weds., January 27 from 5–7 p.m.

Facebook Fundraising for Nonprofits 2

Thurs., January 28 from 11:30 a.m.–1:30 p.m.

February

Finding Funding for Your Business

Weds., February 3 from 5–7 p.m.

Ramping Up Volunteer Attraction and Engagement

Thurs., February 4 from 11:30 a.m.–1:30 p.m.

Using Canva to Promote Your Business

Tues., February 9 from 9–11 a.m.

Growing Your Nonprofit's Online Presence

Thurs., February 11 from 11:30 a.m.–1:30 p.m.

Choosing Your Legal Structure

Weds., February 17 from 5–6:30 p.m.

Business Insurance 101: What you Need to Know

Weds., February 24 from 5–6:30 p.m.

March

How to Start a Business

Thurs., March 4 from 11:30 a.m.–1:30 p.m.

Using Animoto to Create Marketing Videos

Tues., March 9 from 9–11 a.m.

Business Plan Basics

Thurs., March 18 from 11:30 a.m.–1:30 p.m.

Content Marketing 101

Mon., March 29 from 3–5 p.m.

April

Using HubSpot in Your Business

Tues., April 13 from 9–11 a.m.

SBA: Are You Ready?

Thurs., April 15 from 12–1 p.m.

SBA: Let's Get Set

Thurs., April 22 from 12–1 p.m.

SBA: Let's Go!

Thurs., April 29 from 12–1 p.m.

May

Women in Business Panel Talk

Thurs., May 6 from 12–1:30 p.m.

Using Ecamm Live in Your Business

Tues., May 11 from 9–10:30 a.m.

Celebrate Small Business Month!

Don't miss special events throughout Charlotte recognizing small business owners like you!



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[Webinars 2021](#)

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Banking and Finance

Accounting Fundamentals I & II
Stocks, Bonds, and Investing
Introduction to Stock Options

Communication

Effective Business Writing
Fundamentals of Technical Writing
Interpersonal Communication
Writing Essentials

Computer Applications

Keyboarding
Introduction to Windows 10
Microsoft: Excel, Word, PowerPoint, and Access
(Introduction, Intermediate, and Advanced classes available!)

Data Analytics

Introduction to SQL
Introduction to Oracle

IT Infrastructure Support

CompTIA A+, Network+, and Security+

Programming and Web Development

Introduction to Python 3 Programming
Creating WordPress Websites
Introduction to CSS3 and HTML5

Entrepreneurship and Small Business

Start Your Own Consulting Practice
Creating a Successful Business Plan
How to Start a Nonprofit
Start Your Own Online Business

Languages and Cultures

Spanish, French, Italian, Japanese
Discover Sign Language
Spanish for Medical Professionals
Spanish for Law Enforcement

Leadership and Management

Fundamentals of Supervision and Management I
Fundamentals of Supervision and Management II

Marketing and Social Media

Marketing Your Business on the Internet
Using Social Media in Business
Business and Marketing Writing

Graphic Design

Adobe: Photoshop, InDesign, and Illustrator
(Introduction and Intermediate classes available!)

Real Estate

Real Estate Investing

Supply Chain, Transportation and Logistics

Distribution and Logistics Management
Supply Chain Management Fundamentals
Manufacturing Applications & Fundamentals
Freight Broker/Agent Training (6 months)

Teaching and Education

Classroom Computing

Creating a Classroom Website
Integrating Technology in the Classroom
Teaching Smarter with SMART Boards
Using the Internet in the Classroom

Languages

Spanish in the Classroom
Enhancing Language Development in Childhood

Math and Science

Teaching Math: Grades 4-6
Singapore Math Strategies: Grades 1-6
Singapore Math Strategies Advanced: Grades 6-9
Teaching Science: Grades 4-6

Reading and Writing

Common Core Standards for English: K-5
Guided Reading: Strategies for the Differentiated Classroom
Guided Reading & Writing
Content Literacy: Grades 6-12
Response to Intervention: Reading Strategies
Teaching Writing: Grades K-3 & Grades 4-6

Tools for Teachers

Solving Classroom Discipline Problems I & II
Understanding Adolescents
Teaching Students with Learning Disabilities
The Creative Classroom

Special Topics

Become a Veterinary Assistant I, II, & III
Veterinary Medical Terminology
Genealogy Basics
Wow, What a Great Event!

Career Planning

Resume Writing Workshop
Twelve Steps to a Successful Job Search

Personal Enrichment

Introduction to Screenwriting
Beginner's Guide to Getting Published
Publish and Sell Your E-Books
Write Fiction Like a Pro
Creativity Training for Writers
Research Methods for Writers
Mastering Your Digital SLR Camera

Home and Outdoors

Introduction to Interior Design

Recreation and Wellness

Introduction to Natural Health and Healing
Certificate in Mindfulness
Handling Medical Emergencies

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