CE Spring 2014 Schedule

CONTINUING EDUCATION

Continuing Education courses are non-credit classes to be skill enhancing for personal interest. Classes are open to anyone at least 18 years of age. Students should register at least one week prior to the beginning date of the class. See additional registration information within the schedule. Continuing Education students may enroll in a course as many times as necessary to accomplish their personal, educational/training goals provided they continue 1) to show progress, 2) do not prohibit other students from participating, 3) pay the appropriate fees and 4) do not violate North Carolina Community College System policy. Students who take the same Occupational Extension course more than twice are required to pay for the actual cost of the course. This applies if the course is repeated within a five-year period. Courses taken for certification, licensure, or recertification are exempt from this policy.

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Licensing/Certification Courses

Auto Dealers Continuing Education
This course is designed to meet the continuing education training requirements for the Used Motor Vehicle Dealer’s License renewal. 6 hours. Instructor: Arnold Craig, retired DMV Inspector

03-05-14 W 9 AM-4 PM
LeGrand 6117 $70

04-16-14 W 9 AM-4 PM
LeGrand 6117 $70

Auto Safety Inspection
This class prepares students to renew and obtain the license for North Carolina Auto Safety Inspection. Class size is limited. 8 hours. Instructor: Larry Carpenter, Jr.

03-17-14 to 03-18-14 M/Tu 6-10 PM
Jack Hunt Campus Center 1138 $70

06-09-14 to 06-10-14 M/Tu 6-10 PM
Jack Hunt Campus Center 1138 $70

Craft Beer Brewing, Introduction
The course is designed to teach students about the craft beer brewing industry. Course content will focus on 1) identifying beer flavors and styles and 2) understanding the brewing process and beer ingredients. Students will also gain a base knowledge of beer history and historical styles, retail beer storage and service issues, and beer pairing principles. Students will batch and brew select beer types. Students must be 21 years of age or older to take this class. 18 hours. Instructor: James Reid

01-16-14 to 02-20-14 Th 5:45-8:45 PM
Student Activities Center 1141 $70

03-20-14 to 04-24-14 Th 5:45-8:45 PM
Student Activities Center 1141 $70

05-01-14 to 06-05-14 Th 5:45-8:45 PM
Student Activities Center 1141 $70
Defensive Driving & Alive @ 25
The District Attorney does not want to see you in court. If you have been charged with certain moving violations, this class may be for you. The Defensive Driving class is for participants 20 years of age and older. The Alive @ 25 class is for participants between the ages of 16 and 19 years old. For more information, call 704-669-4015.

2011 Electrical Contractors Continuing Ed
This course is designed to meet the annual Continuing Education requirements for licensed Electrical Contractors. Students must bring their current Electrical Code book (2014). 8 hours. Instructor: Lonnie Tuttle

02-08-14 Sat. 8 AM–5 PM
LeGrand Center 6109 $70

Notary Public
This 6-hour course is mandated by the North Carolina Secretary of State for individuals interested in obtaining a commission as a Notary Public in North Carolina. Topics to be covered are requirements for collecting fees, general powers and limitations, oaths and affirmations, depositions, affidavits and negotiable instruments. Participants must reside or work in the state of North Carolina, and read and write English. High School Diploma or GED is required. 6 hours. Instructor: Stephanie Herndon

01-25-14 Sat. 8:30 AM–3:30 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

02-24-14 to 02-25-14 M/Tu 6-9 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

03-29-14 Sat., 8:30 AM–3:30 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

04-28-14 to 04-29-14 M/Tu 6-9 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

05-31-14 Sat., 8:30 AM–3:30 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

06-23-14 to 06-24-13 M/Tu 6-9 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

07-19-14 Sat., 8:30 AM–3:30 PM
LeGrand Center 6108 $70 plus book $28.75 plus tax

OBD II Emission Control Inspection
This course is designed to prepare auto technicians and service personnel as OBD emission inspectors for motor vehicles. Course topics include regulations and test inspection procedures required by the NC DMV – Enforcement Section – for OBD emission inspectors. Upon completion a student should understand the rules, regulations and procedures for OBD emission inspections, be able to inspect a vehicle properly and be prepared to sit for the state certification exam. Class size is limited. 8 hours. Instructor: Larry Carpenter, Jr.

04-14-14 to 04-15-14 M/Tu 6–10 PM
Jack Hunt Campus Center 1138 $70
OBD II Emission Control Inspection Renewal
This 4-hour review course meets the State requirements for renewing the OBD II Emission Control Inspection License. Class size is limited. 4 hours. Instructor: Larry Carpenter, Jr.

PSB Review
This course provides training by reviewing questions which appear on the PSB review test. Prepared candidates tend to score better than non-prepared candidates. Maximize your testing score by preparing before the test and master selected test taking strategies. Limited seating! 18 hours. Instructor: Wanda Scruggs

Wait Staff Training
This course provides an overview of the hospitality industry. Topics include the history, career opportunities, economic impact, customer service, LLED/Green Hospitality, applied math, and how to provide stellar customer service in the food industry. Upon completion, students will be prepared for entry level positions in hotels, restaurants and other customer service industry. 12 hours. Instructor: Jennette Sun

NCCER Welding Level I
This course will teach introduction to Safety, Basic Electric Welding (ARC) and Basic Gas Welding (Oxyacetylene). Students will learn measurements and utilize math skills with welding blue prints. Students will receive instruction through lecture, demonstration and practical applications. Students who successfully and satisfactorily complete the requirements of this class will have transcripts sent to NCCER for listing on the national registry. Workers who lack national credentials and students wishing to gather credentials are strongly
suggested to enroll in this class. 136 hours. Instructor: Erik Price – KMHS, Wes Stevens – Crest HS.

01-11-14 to 05-10-14  
Kings Mountain High Welding Lab  
Sat., 8 AM–5 PM  
$180 plus students must provide personal welding shields and gauntlet leather welding gloves.

01-27-14 to 05-28-14  
Crest High Welding Lab  
M/W 5:30–9:30 PM  
$180 plus students must provide personal welding shields and gauntlet leather welding gloves.

**NCCER Welding Level II**
This course will teach introduction into Plasma Arc Welding and Flux Core Welding (GMA). Students will receive instruction through lecture, demonstration and practical applications. Students will learn measurements and utilize math skills with welding blue prints. Students who successfully and satisfactorily complete the requirements of this class will have transcripts sent to NCCER for listing on the national registry. 136 hours. Instructor: Wes Stevens

01-28-14 to 05-29-14  
Crest High School Welding Lab  
Tu/Th 5:30 PM–9:30 PM  
$180 plus students must have welding shield and gauntlet leather welding gloves.

**Personal Interest Classes**

**Art Class Series...**
Explore the world of art with us as we dabble in art history, "meet" famous artists, and "travel" around the globe exploring a variety of mediums including Drawing, Painting, Clay, Mixed Media, and More! With a focus on self-expression and embracing the journey, we'll create to limitless boundaries!

Each artist will produce a portfolio of projects that depicts his/her artistic journey. Class size is limited. 12 hours. Instructor: Rachelle Eason

**Art 1**
01-27-14 to 03-03-14  
ART BLOOMS  
113 N. Lafayette St.  
Shelby, NC 28150  
M 12-2 PM  
$80 plus $20 material fee

01-29-14 to 03-05-14  
ART BLOOMS  
113 N. Lafayette St.  
Shelby, NC 28150  
W 6:30-8:30 PM  
$80 plus $20 material fee

**Art 2**
03-17-14 to 04-21-14  
ART BLOOMS  
113 N. Lafayette St.  
Shelby, NC 28150  
M 12-2 PM  
$80 plus $20 material fee

03-19-14 to 04-23-14  
ART BLOOMS  
113 N. Lafayette St.  
Shelby, NC 28150  
W 6:30-8:30 PM
Ballroom Dancing
Would you like to learn some of the exciting dances you have seen on recent popular television shows? Now is the perfect time to learn a new dance, brush up on your salsa, or add a new move to your swing. This high energy class will introduce you to the basics of many fun dances such as salsa, swing, waltz, and rumba. In this class you will be the star!

Yvette began teaching ballroom dancing in 1989. She taught and competed on a national and international level as a representative of Sweden in world and European competitions in the international Latin division. Yvette wants everyone who comes to her class to leave feeling that learning to dance is an easy and fun way for an individual to get in shape, learn body awareness, partnering skills, and feel more at ease in any social situation. Be sure to wear comfortable shoes – not tennis shoes. 18 Hours.

02-06-14 to 05-01-14 Th 6:30 PM – 8:00 PM
Hunt Campus Center 1140 $80

Ceramics
Ceramics instructor, Joyce Condrey, will guide students through the processes of finishing and firing of beautiful ceramic pieces. This class will focus on the finishing processes of pouring, cleaning the green ware, decorating, glazing, and firing for a hand-made finished product. 30 hours. Instructor: Joyce Condrey

01-27-14 to 04-07-14 M 9 AM–12 PM
Hunt Campus Center 2042 $60 plus $16 materials fee

Doll Making, Porcelain
Instructor Joyce Condrey will introduce students to the complete process of porcelain doll making as well as other porcelain items. Students will engage in the step-by-step process of completing an heirloom porcelain doll by learning pouring and cleaning greenware, cutting out eyes and insertion, painting dolls, and assembling and wigging. 30 hours. Instructor: Joyce Condrey

01-29-14 to 04-09-14 W 9 AM–12 PM
Hunt Campus Center 2042 $60 plus $30 material fee

Floral Design
Let your imagination flow as you learn to create beautiful door wreaths, center pieces, and floral arrangements during this class led by Renee Walker. Students will purchase their own supplies. 25 hours. Instructor: Renee Walker

01-14-14 to 03-25-14 Tu 6-8:30 PM
Boiling Springs Florists $58 plus materials

Herbal Medicine, Introduction
This interactive 6 week course is designed to offer students an introduction to the philosophy & practice of herbal medicine. By the end of the course students will have a deeper understanding of the healing relationships between plants and humans & will be prepared to put this knowledge into practice in their own lives. Topics covered will include:
• Philosophy of herbalism
• Making medicinal teas & tinctures
• Medicinal properties of plants
• An herbal approach to the digestive & nervous systems
• Principles of ethical wildcrafting
• Identification of medicinal and edible plants

Class size is limited. 18 hours. Instructors: Stacey Costner & Alexander Meander.

04-01-14 to 05-06-14  Tu 5:30–8:30 PM
Wild Dahlia Homestead  $85
Kings Mountain NC  28086

Knitting, Beginner
Mark this one off you bucket list as you learn to knit with all of the exciting new yarns that are on the market today! In this class Terry Melton will get you started in making scarves, shawls, ponchos, pocketbooks, and dish cloths. Students will also learn to cast on, knit, purl, yarn over, increase and decrease, and bind off; plus learn to read patterns. Interested students should bring size 11 needles either bamboo or acrylic, preferably short length. Students should also bring either cotton or acrylic yarn depending on their projects. (Any type yarn will be fine for the first class.) Other supplies will be discussed in class. 12 hours. Instructor: Terry Melton

01-27-14 to 03-03-14  M 6:30-8:30 PM
Shelby Senior Center  Room 2  $40 plus materials

Knitting, Intermediate
Are you ready to take your knitting skills to the next level? If so, this intermediate class can get you there. Students will learn about picking up stitches, recovering dropped stitches, and working with more detailed stitches. Students will also learn to work with circular needles (size 13 or 15 with 16 inch cord) as well as felting and fulling and making purses and hats from wool. Students should bring appropriate needles and yarn depending on their projects. 12 hours. Instructor: Terry Melton

03-17-14 to 04-28-14  M 6:30-8:30 PM
Shelby Senior Center Room 2  $40 plus materials

Oil Painting Studio Class
This class is for intermediate painters who have basic painting skills and desire to pursue individual projects. Guided by instructor, Mort Couch, emphasis will be on working from one’s own source material with a focus on concept and design of the painting and color interpretation. Students will purchase their own supplies. 30 hours. Instructor: Mort Couch.

01-15-14 to 03-26-14  W 9AM–12 PM
Shelby Senior Center Room 2  $75 plus supplies

Pottery, Intro to
This course will provide a workshop setting where both beginner and intermediate pottery students can increase their skills and knowledge. Students will learn numerous techniques of making pottery on the potter’s wheel. The focus will be on utilitarian forms. Topics will include centering, using potter’s tools, throwing basic and intermediate forms, trimming, handling, glazing and firing an electric kiln. Many decorative techniques will be explored as
well. Students will need to bring pottery tools. (Kit approximately $20). 20 hours. Instructor: Ron Philbeck

01-15-14 to 03-26-14  W 6-8:30 PM
Hunt Campus Center 2042  $120 plus $30 material fee

Quilting, Advanced
This advanced quilting class will help students take their skills to the next level. Instructor, Brenda Arrowood, will show students the techniques of quilting including patchwork, appliqué, shadow appliqué, soft shading, lap quilting, making pillows, drafting patterns, and continuous bias binding. 30 hours. Instructor: Brenda Arrowood

02-04-14 to 04-15-14  Tu 9 AM–12 PM
Shelby Senior Center Room 2  $65 plus materials

Quilting, Beginner
It’s never too late to begin learning the delicate process of quilting. This beginner class will get students started in learning basic techniques and terminology in quilting and is a must for anyone wishing to move into an advanced class. 30 hours. Instructor: Brenda Arrowood

02-04-14 to 04-15-14  Tu 1-4 PM
Shelby Senior Center Room 2  $65 plus materials

Quilting, Machine (Intermediate)
Make your own quilting masterpiece as quilting instructor, Tammie Lee, shows students how to make pieced machine quilting blocks for a quilt the size of your choosing. Students will be required to purchase their own materials. Class size is limited. 24 hours. Instructor: Tammie Lee

03-03-14 to 04-21-14  M 5–8 PM
Lee Sewing Center  $75 plus materials

Sewing, Beginner
Have you ever wanted to learn to sew or brush-up on your sewing skills? In this basic sewing class, students will learn the tools of the trade and how to use them - from the sewing machine to pattern interpretation and fitting, thread types, and fabric types. Students will also learn basic sewing, how to make a button hole, put in a zipper and make a casing for elastic. By the end of the class, you will complete four projects. You are encouraged to bring your own working sewing machine including the operator’s manual, but machines are available for use in the class if needed. Students will be required to bring basic sewing supplies (scissors, sewing gauge, seam ripper, tape measure and pins) and purchase pattern, thread, and fabric for their projects. Joanne Fisher has a BS degree in textiles and has over 40 years of sewing experience. She currently manages The Rag Bag of Shelby. 12.5 hours. Instructor: Joanne Fisher.

01-27-14 to 02-24-14  M 6-8:30 PM
Shelby Senior Center Room 2  $75 plus materials

03-17-14 to 04-14-14  M 6-8:30 PM
Shelby Senior Center Room 2  $75 plus materials
Watercolor Painting
Remember how you used to be so creative when you were a child and with no inhibitions? Well, instructor, Darlene Godfrey, is going to help you rediscover those creative talents in this introduction to watercolor painting course. Darlene will take you from the planning stages to completed paintings and help you explore different techniques, principles of design, and color harmony. 30 hours. Instructor: Darlene Godfrey

01-16-14 to 03-27-14  Th 9 AM–12 PM
Shelby Senior Center Room 2  $75 plus supplies

Wire Wrapping Jewelry
Are you interested in making your own jewelry? Come learn the art of wire wrapping gemstones. This eight hour, four-week course will teach you the basics on how to make a wire-wrapped bracelet and pendant(s). Student should bring their own tools: round nose pliers, flat nose pliers or chain mail (bent or straight), side cutters and safety glasses. Optional supplies: ruler, Sharpie and/or dry erase marker, small zip-lock baggies, and a small box or tote to store tools and supplies. 8 hours. Instructor: Autumn Boutcher.

03-17-14 to 04-07-14  M 6-8 p.m.
LeGrand Center 6108  $45 plus $10 materials fee

Computer Courses

Computers for Beginners
Don’t let your personal computer scare you! Start learning all you need to know in how to make it work for you. This course will cover basic hardware, basic MS Windows, MS Office, word processing, spreadsheet applications, and an introduction to email and the internet. 24 hours. Instructor: Deborah Young

01-13-14 to 03-17-14  M 5:30-8:30 PM
LeGrand Center 6110  $48

Computers for Beginners 2
Now that you have a few basic computer skills under your belt don’t stop now! This course will give you more in-depth experience and knowledge of MS Windows, MS Office, word processing, spreadsheet applications, email and internet. 24 hours. Instructor: Deborah Young

03-24-14 to 05-12-14  M 5:30-8:30 PM
LeGrand Center 6110  $48

Computer Basics for Seniors I
Learn the basics of personal computer use in a course designed for senior students. The course will cover topics such as basic windows, word processing, and spreadsheet applications. Other areas of instruction will include an introduction to email and the internet. 20 hours. Instructor: Steve Putnam

01-17-14 to 03-07-14  F 10:00 AM–12:30 PM
LeGrand Center 6110  $48

Computer Basics for Seniors II
This course will build on the fundamentals of computer basics. The course is recommended for students who have completed Computer Basics I or are already familiar with basic
computer functions. A survey of students’ interests will determine the more in-depth topics to be covered in this class using windows, word processing, and spreadsheet applications, internet, email, etc. 20 hours. Instructor: Steve Putnam

03-28-14 to 05-23-14 F 10:00 AM–12:30 PM
LeGrand Center 6110 $48

**i-Pad Training**
Come and learn more about your Apple i-Pad tablet...how it works and what it can do in a business and personal setting. Bring your i-Pad to class and let our teaching professional help you become more familiar with the capabilities of this amazing product. (Apple currently has 80% of the tablet market.) Maximize your knowledge, have fun and increase your job skill level. Share your favorite Apps. 18 hours. Instructor: Jennipher Harrill 01-16-14 & 02-27-14 class, Renee Bost 03-20-14 class

01-16-14 to 02-20-14 Th 1-4 PM
LeGrand Center 6111 $70

02-27-14 to 04-03-14 Th 1–4 PM
LeGrand Center 6117 $70

03-20-14 to 04-24-14 Th 5:45-8:45 PM
Location TBA $70

**i-Phone Training:** Learn How to Maximize Your Usage of a Smart Phone
This course is designed to help students maximize their usage of the number one selling smart telephone in the United States. Learn all the secrets, shortcuts, and how to use this amazing technology incorporated into this telephone. Do you know about all the settings, messaging capabilities, importing contacts, taking notes, the new iOS-7 Maps, i-Tunes, FaceTime, Photo Booth, camera, Safari, music and many more. Link other devises to your telephone, monitor your email, and learn the multiple uses of this smart telephone. One of the most important and fun sessions will center on new App’s. This training will make you an i-Phone expert. 12 hours. Instructor: Renee Bost

01-14-14 to 02-18-14 Tu 5:45-7:45 PM
Location TBA $70

**Windows 8 & Microsoft Office Training**
Come and learn how the new Windows 8 operating system works. Keep your computer skills current by enrolling in a class which will help you master the predominate home and office software package today. You will become versed in the new Word, Publisher, Powerpoint, Outlook and Excel. Keep sharp and learn new methods and shortcuts, which increase your knowledge and speed. This is a great class for seniors, new learners or the student who wants to learn more. 21 hours. Instructor: Chris Putnam

01-16-14 to 02-27-14 Th 6-9 PM
Location TBA $70

**Employability Courses**

**Employee Focused Competency**
This course investigates workplace skills modern employers prefer in every job candidate. They include understanding how to build and work in teams, being able to communicate and understand workplace instructions, understanding the basic principles of workplace safety, being able to solve workplace problems in systemical method, and handling workplace conflict. Knowledge and understanding of these “soft-skills” are required in most all workplace environments. Failure to not a working knowledge of these skills limits your chances to land a job. 12 Hours. Instructor: Jack Weller

01-20-14 to 01-23-14  M-Th 9 AM–12 PM
Dept. of Workforce Solutions  $70 – Unemployed or underemployed are fee waived.

02-17-14 to 02-20-14  M-Th 9 AM–12 PM
Dept. of Workforce Solutions  $70 – Unemployed or underemployed are fee waived.

03-17-14 to 03-20-14  M-Th 9 AM–12 PM
Dept. of Workforce Solutions  $70 – Unemployed or underemployed are fee waived.

04-14-14 to 04-17-14  M-Th 9 AM–12 PM
Dept. of Workforce Solutions  $70 – Unemployed or underemployed are fee waived.

05-12-14 to 05-15-14  M-Th 9 AM–12 PM
Dept. of Workforce Solutions  $70 – Unemployed or underemployed are fee waived.

Career Planning and Assessment
Develop a plan and move forward. This 2 hour class offers students an opportunity to gain focus on what it will take to be gainfully employed in Cleveland County. The instructor will share important information as it relates to employment, personal development, career exploration and goal setting. 2 hours. Instructor: Chad Chastain

A new class starts each Wednesday on the dates listed below:

January 8, 15, 22, 29  W 9-11 AM
Dept. of Workforce Solutions formerly Employment Security Commission  $70 - Unemployed or underemployed are fee waived.

February 5, 12, 19, 26  W 9-11 AM
Dept. of Workforce Solutions formerly Employment Security Commission  $70 - Unemployed or underemployed are fee waived.

March 5, 12, 19, 26  W 9-11 AM
Dept. of Workforce Solutions formerly Employment Security Commission  $70 - Unemployed or underemployed are fee waived.

April 2, 9, 16, 23, 30  W 9-11 AM
Dept. of Workforce Solutions formerly Employment Security Commission  $70 - Unemployed or underemployed are fee waived.

May 7, 14, 21, 28  W 9-11 AM
Dept. of Workforce Solutions formerly Employment Security Commission  $70 - Unemployed or underemployed are fee waived.

Job Transitioning for Displaced Workers
This course is designed to link each student with employers who are looking for candidates with their skills. Utilizing data base research from companies in our five county areas,
students will develop advanced job search techniques. These techniques will include the following: how to identify the key contact responsible for hiring at each company, developing a telephone strategy for prospecting potential employers and developing a script to use when prospecting. This course requires students be able to navigate the internet and have a completed resume. Guest speakers from local industry are invited to gain personal insight. 48 hours. Instructor: Greg Gallagher

01-14-14 to 05-13-14 Tu 5:30–8:30 PM
LeGrand Center 6109 $125 – Unemployed or underemployed are fee waived.

Passing the Company Test
Outperform other candidates on standardized company test and standout in the interview. New and existing employers in Cleveland County expect potential employees to have specific academic skills. Having work experience is not always a qualifier or is it considered a credential by an employer. Testing is now being utilized by employers as method to qualify potential future employees. Many times candidates fail to qualify for hiring pools simply because they are rusty, or cannot remember academic processes. This is especially true in mathematics testing, which many companies require. Course will review mathematics, reading comprehension, visual perception, mechanical aptitude, completing an online application correctly, resumes development and interviewing. Practice with the CRC pre-test! 12 hours. Instructor: Charles Christenbury

01-13-14 to 01-16-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.
02-10-14 to 02-13-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.
03-10-14 to 03-13-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.
04-07-14 to 04-10-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.
05-05-14 to 05-08-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.

Success Land Your Next Job
This class covers the personal competencies and qualities needed to project marketability for employment. Individuals will establish a career action plan for employability, develop job search skills, and develop and post a professional resume. Individuals will learn to create a dynamic resume by profiling individual skills, aptitudes, education, training and work experience (resume, pre-requisite for class). Students will also learn how to dress for success, write cover letters, professional correspondence, interviewing skills and how to use the Career Connector database. All students registering and posting a resume on Career Connector will have direct access to specific hiring managers and receive job postings. 12 hours. Instructors: Holly Sweat & Jack Weller

01-27-14 to 01-30-14 M-Th 9 AM–12 PM
Dept. of Workforce Solutions $70 - Unemployed or underemployed are fee waived.
02-24-14 to 02-27-14 M-Th 9 AM–12 PM
Success Land Your Next Job
This class covers the personal competencies and qualities needed to project marketability for employment. Individuals will establish a career action plan for employability, develop job search skills, and develop and post a professional resume. Individuals will learn to create a dynamic resume by profiling individual skills, aptitudes, education, training and work experience (resume, pre-requisite for class). Students will also learn how to dress for success, write cover letters, professional correspondence, interviewing skills and how to use the Career Connector database. All students registering and posting a resume on Career Connector will have direct access to specific hiring managers and receive job postings. 24 hours. Instructors: Holly Sweat & Jack Weller

Utilizing Information Technology for Job Search
This class will focus on the importance of utilizing information technology (computer software and hardware) and resume preparation in gaining employment. Each student will develop a moderate comfort level in computer usage. Students will develop a dynamic resume and learn how to upload their resumes to job search sites including CCC’s and Cleveland County’s Workforce Development website called “Career Connectors”. Students who upload resumes to this site will receive local job postings. In addition, other job search websites will be explored, along with email and social media websites, which include Facebook and LinkedIn. 12 hours. Instructor: Charles Christenbury
03-03-14 to 03-06-14 Hunt Campus Center 2071
M-Th 9 AM–12 PM
$70 - Unemployed or underemployed are fee waived.

03-31-14 to 04-03-14 Hunt Campus Center 2071
M-Th 9 AM–12 PM
$70 - Unemployed or underemployed are fee waived.

04-28-14 to 05-01-14 Hunt Campus Center 2071
M-Th 9 AM–12 PM
$70 - Unemployed or underemployed are fee waived.

05-27-14 to 05-29-14 Hunt Campus Center 2071
T-Th 9 AM–12 PM
$70 - Unemployed or underemployed are fee waived.

**EDUCATION TO GO CLASSES (ONLINE)**

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<td>Medical Terminology: A Word Association Approach</td>
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<td>Microsoft Outlook (see website for levels &amp; versions)</td>
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<td>Response to Intervention: Reading Strategies That Work</td>
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<td>Speed Reading, Merrill Ream</td>
<td>$70</td>
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<tr>
<td>Spanish for Law Enforcement</td>
<td>$70</td>
<td>FLI 3717</td>
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<tr>
<td>Spanish for Medical Professionals</td>
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<td>Spanish in the Classroom</td>
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<td>Teaching ESL Reading</td>
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<tr>
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<td>Teaching Students with ADHD</td>
<td>$70</td>
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<td>Teaching Students with Autism: Strategies for Success</td>
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<tr>
<td>Web Pages, Advanced</td>
<td>$70</td>
<td>CAS 3120</td>
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<tr>
<td>Web Pages, Creating</td>
<td>$70</td>
<td>CAS 3120</td>
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Please visit our Online Instruction Center www.ed2go.com/ccc for additional courses course requirements and course descriptions.

Students should register at least 3 working days before the class is scheduled to begin.

### EMT Classes

**Registration Information for EMT-Basic, EMT-Paramedic, and CPR Classes**
Please note registration dates for all classes. Registration days are Monday thru Thursday from 8 am – 4 pm. The pre-requisites for EMT Basic are high school diploma or GED, or at least 16 years of age (and attending high school). If you are under 18 you are required to have a current Dual Enrollment form signed by your high school principal. Registration location is the Brown Emergency Training Center, 2423 Kings Road Ext., Shelby, NC 28152. For more information please contact Carolyn Lovelace at 704-669-4193 lovelacec@clevelandcc.edu, or Teresa Lail 704-669-4195 lailt@clevelandcc.edu, or Tommy McNeil at 704-669-4194 mcneilleyt@clevelandcc.edu.

**AHA BLS Healthcare Provider (CPR)**
In this classroom-based course, healthcare professionals learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Students must arrive at class with the AHA Basic Life Support for Healthcare Providers Student Text (Current Edition). The text is available for purchase in the College Bookstore. Students will not be admitted without the student text! Course Level: AHA HCP CPR. Instructor: Sammy Davis

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<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<td>03-17-14</td>
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<td>M 6-10 PM</td>
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**AHA Heartsaver® First Aid, CPR & AED**
This is a basic First Aid and CPR class. *This course is not suitable for those healthcare providers requiring AHA Healthcare Provider CPR certification.* This course teaches key changes reflecting the new science from the 2010 AHA Guidelines for CPR and ECC. Students will learn Adult CPR & AED Use, adult choking, child CPR and AED use, infant CPR and choking and universal first aid. Students must arrive at class with the AHA Heartsaver® First Aid CPR & AED Student Manual. The text is available for purchase in the College Bookstore. Students
will not be admitted without the student text! Course Level: Heartsaver® FA, CPR, AED.
Instructor: Sammy Davis

02-11-14
Location TBA
Tu 6-10 PM
$70
NC Fire/Rescue/EMS personnel are fee waived

04-15-14
Location TBA
Tu 6-10 PM
$70
NC Fire/Rescue/EMS personnel are fee waived

Anatomy & Physiology (EMS 3000)
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. This class meets the Anatomy & Physiology requirement for entry into EMT-P classes as pre or co-requisite. Course Level: EMS A&P. 80 hours. Instructor: Glynn Lookabill, MA Ed., EMT-B

06-16-14 to 07-17-14
Location TBA
M/Th 9:00 AM–5:30 PM
$180
NC Fire/Rescue/EMS personnel are fee waived

International Trauma Life Support
ITLS is accepted internationally as the standard training course for prehospital trauma care. It's used as a state-of-the-art continuing education course — and as an essential curriculum in many paramedic, EMT and first-responder training programs. ITLS courses combine classroom learning and hands-on skill stations. Scenario assessment stations enable you to put your learning to work in simulated trauma situations. ITLS courses are designed, managed and delivered by course directors, coordinators and instructors experienced in EMS, prehospital care and the ITLS approach. Course Level: ITLS-Basic/Advanced. Instructors: TBA

02-06-14 to 02-07-14
Location TBA
Th/F 9 AM–5:30 PM
$70
NC Fire/Rescue/EMS personnel are fee waived.

Advanced Cardiac Life Support (ACLS)
ACLS is an advanced, instructor-led classroom course that highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care. It also covers airway management and related pharmacology. In this course, skills are taught in large, group sessions and small, group learning and testing stations where case-based scenarios are presented. Students must come to class with ACLS Student Manual. Course Level: ACLS. Instructor: TBA

01-09-14 to 01-10-14
Location TBA
Th/F 9 AM–5:30 PM
$70
NC Fire/Rescue/EMS personnel are fee waived.

Pediatric Advanced Life Support (PALS)
Pediatric Advanced Life Support (PALS) is a classroom, video-based, instructor-led course that uses a series of simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.
Students must come to class with PALS Provider Manual. Course Level: PALS. Instructor: TBA

01-23-14 to 01-24-14 Th/F 9 AM–5:30 PM
Location: TBA
$70
NC Fire/Rescue/EMS personnel are fee waived.

**Pediatric- ITLS**
ITLS Pediatric continues the training of the Basic and Advanced courses with an emphasis on understanding and responding to trauma in children. The eight-hour course teaches the proper assessment, stabilization and packaging of pediatric trauma patients. It also highlights techniques for communicating with young patients and their parents. Hands-on stations include: patient assessment and management, airway management and chest decompression, fluid resuscitation, and spine motion restriction — pediatric immobilization device. Course Level: Pediatric – ITLS. Instructor: TBA

01-31-14 F 9 AM–5:30 PM
Location TBA
$70
NC Fire/Rescue/EMS personnel are fee waived.

**Pediatric Education for Prehospital Professionals (PEPP)**
This exciting program is the first of its kind designed specifically for:
- First Responders
- EMTs
- Paramedics

PEPP represents a comprehensive source of prehospital medical information for the emergent care of infants and children. It will teach prehospital professionals how to better assess and manage ill or injured children. Course Level: PEPP. Instructor: TBA

01-16-14 to 01-17-14 Th/F 9 AM–5:30 PM
Location TBA
$70
NC Fire/Rescue/EMS personnel are fee waived.

**Geriatric Education for Emergency Medical Services (GEMS)**
The proportion of the aged in society today is greater than ever before and growing faster than any other segment of our population. Current indications are that approximately 34% of calls for emergency medical services, or 3.4 million emergency responses involve patients over the age of 60. GEMS represents the most credible and complete source of prehospital medical information for older adults. The GEMS course is innovative, comprehensive, and highly visual with: case-based lectures, live action video, hands-on skill stations, and small group scenarios. Course Level: GEMS. Instructor: TBA

02-13-14 to 02-14-14 Th/F 9 AM–5:30 PM
Location TBA
$70
NC Fire/Rescue/EMS personnel are fee waived.

**EMT-Basic**
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT-Basic certification. Students must complete a reading placement test the first night of class. Student prerequisites: High school

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diploma or GED. If student is under 18 years of age, he/she must be attending high school and provide a Cleveland Community College Dual Enrollment form stating the high school he/she is attending and courses taken. Course Level: EMT Basic.

**EMT Basic to Paramedic (Must be credentialed as EMT-Basic)**
This course builds upon skills and assessments learned in the EMT-Basic course and transitions students to be able to provide advanced level care. Topics include, but are not limited to, anatomy and physiology, advanced airway management, IV therapy and emergency drug therapy, cardiology, EKG interpretation, and medical and trauma patient assessment. Students will have vast opportunities for hands on experience in the clinical setting. Student prerequisites: currently certified as EMT-Basic (NC or National Registry); possess a high school diploma or GED; pass an entrance exam assessing reading and math skills (must be 12-grade level.); Anatomy and Physiology. A course in Anatomy and Physiology will be offered 6-16-14 to 7-17-14 for those students who have not had the course. Course Level: EMT-B. Instructors TBA

**EMT-Paramedic (EMT-P) to Paramedic Transition Course**
The EMT-Paramedic (EMT-P) to Paramedic Transition course is designed to meet the required additions, and deletions to satisfy the requirement for NHTSA, NREMT, and USDOT. This course will provide the necessary content to transition a current Emergency Medical Technician – Paramedic to the standard required of those individuals holding National Paramedic certification. (This course will satisfy the transition course requirement, for EMT-P’s
Online Hybrid EMS Methodology Course (EMS-3074)

PREREGISTRATION IS REQUIRED

Cleveland Community College is pleased to offer an EMS Specific Methodology Course. This course is offered in conjunction with 911 eLearning Solutions, LLC. This course will assist potential EMS instructors in meeting the requirements for NC Office of EMS Level I Instructor certification. Two onsite days will be required for successful course completion, as well as completion of online course work. Preregistration is required. To register for this course please call Teresa Lail at 704-669-4195 or Thomas McNeilly at 704-669-4194. More information will be made available upon registration. Course Prerequisites: Current EMS Certification

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Online EMS Anatomy & Physiology Course (EMS-3000)

PREREGISTRATION IS REQUIRED

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. This class meets the Anatomy & Physiology requirement for entry into EMT-P classes as pre or co-requisite. 80 hours. To register for this course please call Teresa Lail at 704-669-4195 or Thomas McNeilly at 704-669-4194. More information will be made available upon registration.

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Online Hybrid USDOT EMT-Paramedic Refresher Course (EMS-3077)

PREREGISTRATION IS REQUIRED

This course assists credentialed EMT-Paramedic’s in meeting the requirements for NC Office of EMS re-credentialing, and can serve as a means of the EMT-Paramedic meeting the required continuing education/refresher course for the National Registry of EMT’s. This is a fast paced course. There will be two required class meetings, Monday, Jan 19, 2014 from 0800-1800, and Thursday, Feb. 20, 2014 from 0900-1730 at the Brown Emergency Training Center. To register for this course please call Teresa Lail at 704-669-4195 or Thomas McNeilly at 704-669-4194. More information will be made available upon registration.

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<td>$125</td>
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EMD- Initial Course
Course Prerequisites: Current CPR Certification, Copy HS Diploma or GED

This course covers objectives set forth by NC Office of EMS for initial credentialing as an Emergency Medical Dispatcher. Topics include, but are not limited to:

- Basic Emergency Medical Dispatch Concepts
- Information Gathering and Dispatch
- The 32 Chief Complaints

This course has three regulatory prerequisite, they are as follows:

- Current CPR Certification
- Must have HS Diploma or GED
- Must successfully pass a reading examination at the 10th grade level to be eligible to sit for the course

01-10-14 to 01-12-14 F/Sat/Sun 9AM-6PM
Brown Emergency Training Center $125
NC Fire/Rescue/EMS personnel are fee waived.

Interested parties should contact Mrs. Teresa Lail or Tommy McNeilly at 704-669-4195 or 704-669-4194.

FIP Specialty Courses

Spring Firefighter Academy 2014
The purpose of this Academy is to produce high quality firefighters who will strengthen the ability of fire protection service in order to provide a higher degree of customer service. Classes will begin on January 6, 2014 at 08:00 and will run Monday-Friday. A complete schedule will be provided at the orientation which will be January 5 at 14:00. The Academy will end on March 7 with a graduation ceremony. Topics covered will be Firefighter I/II courses; Hazardous Materials; Rapid Intervention Team Training; Physical Training; and Live Fire Scenarios. Candidates must complete an application which is reviewed by a committee. There are a limited number of seats and NO walk-ins will be accepted. A few local fire departments have agreed to allow candidates to be housed at fire stations. A $176.30 non-refundable fee is required for student supplies including textbooks, uniforms, and other supplies. The fee is not due until acceptance into the Academy. To receive an application, please call 704-669-4193 or email lovelacec@clevelandcc.edu. All information can also be found at www.cccfiretraining.com. Instructor TBA

01-05-14 to 03-07-14 Monday-Friday 8 AM Until
Location: Brown Emergency Training Center Registration Fee $180/Student Fee $176.30

Students who have an affiliation with a NC fire department are fee exempt for registration.

Small Business Center
Pre-registration is required for each seminar. Come to the Continuing Education department to register. For more information, call 704-669-4015.
All SBC seminars are co-sponsored by the Cleveland County Chamber, the Uptown Shelby Association, and the Cleveland County Business Development Center. The Small Business Center at Cleveland Community College sponsors and presents other seminars and training workshops in our partnerships with various Cleveland County and North Carolina organizations.

**QuickBooks 1 – An Introduction**
QuickBooks 1 gets participants started using QuickBooks, setting up a company file and chart of accounts, navigating the home page, and using QuickBooks lists and forms. This seminar is designed for the small business owner or prospective owner. 3 hours. Facilitator: Jeffrey Weathers, Integrity Bookkeeping Services.

01-09-14 Th 6-9 PM
Location TBA Hospitality fee $10

**QuickBooks 2 – Accounts Receivable**
QuickBooks 2 shows participants how to set up their products and services in the QuickBooks system, manage their accounts receivable, and receive payments on invoices. This seminar is designed for the small business owner or prospective owner. 3 hours. Facilitator: Jeffrey Weathers, Integrity Bookkeeping Services.

01-16-14 Th 6-9 PM
Location TBA Hospitality fee $10

**QuickBooks 3 – Accounts Payable**
QuickBooks 3 shows participants how to set up and use accounts payable to pay outstanding bills and track payments and expenses. This seminar is designed for the small business owner or prospective owner. 3 hours. Facilitator: Jeffrey Weathers, Integrity Bookkeeping Services.

01-23-14 Th 6-9 PM
Location TBA Hospitality fee $10

**QuickBooks 4 – Reporting and Analyzing Financial Data**
QuickBooks 4 pulls together information from previous sessions, showing participants how to use classes, customize and use reports, and create financial statements to analyze their business. This seminar is designed for the small business owner or prospective owner. 3 hours. Facilitator: Jeffrey Weathers, Integrity Bookkeeping Services.

01-30-14 Th 6-9 PM
Location TBA Hospitality fee $10

**QuickBooks 5 – Payroll**
QuickBooks 5 shows participants how to use the payroll feature in QuickBooks to create paychecks, pay tax liabilities, process payroll forms and produce reports. This seminar is designed for the small business owner or prospective owner. 3 hours. Facilitator: Jeffrey Weathers, Integrity Bookkeeping Services.

02-06-14 Th 6-9 PM
Location TBA Hospitality fee $10

**Marketing for Small Business: Branding Your Business through Successful Marketing**
This seminar will educate the small business owner or prospective owner of the value of branding their business and building that value with consistent marketing. Learn how to
increase your business’s worth with a marketable logo and positioning statement. Learn why branding is so important to the life and profitability of a small business in today’s economy. 3 hours. Facilitator: Jeff Champion, Champion Communications, Inc.

02-13-14                  Th 6-9 PM
Location TBA              Hospitality fee $10

**First Time Landlord: Successful Strategies for Investment Properties**
If you have been thinking of becoming a landlord and owning rental property, this seminar will help you with the essential information you should have before buying your first property. Chad Chastain, a 20 year veteran of the industry, will instruct the seminar on the development of leases and rental agreements (a standard one will be provided), cash flow analysis of the business, established care and maintenance repair procedures for property, how to avoid legal problems, and how to attract the good tenants and terminate the bad ones. A discussion of financing a rental property will be part of the overall information. 3 hours. Facilitator: Chad Chastain.

02-20-14                  Th 6-9 PM
Location TBA              Hospitality fee $10

**Recordkeeping and Taxes for Small Business**
This seminar will focus on recordkeeping and tax reporting requirements for the small business owner or prospective owner. It will address the problems that can arise and how to remedy them. 3 hours. Facilitator: Robert Reynolds.

02-27-14                  Th 6-9 PM
Location TBA              Hospitality fee $10

**Financing the Growth of Your Small Business**
Many business owners expand an existing business by purchasing an existing company or by franchising an existing business. This seminar will explore options for financing business growth and includes what to expect when applying for a loan at a financial institution. This seminar is designed for the small business owner. 3 hours. Facilitator: Michelle Garey, CFA and Senior VP of BB&T Wealth Management.

03-06-14                  Th 6-9 PM
Location TBA              Hospitality fee $10

**Selling Your Small Business**
Before selling a business, business owners should understand how businesses are valued for sale and what can enhance the business valuation. This seminar shows both potential business buyers and sellers the buy/sell processes, how businesses are valued, and ways that a business can be enhanced before the sale. How to find buyers for your business is a topic that will be covered also. This seminar is designed for the small business owner. 3 hours. Facilitator: Michelle Garey, CFA and Senior VP of BB&T Wealth Management.

03-20-14                  Th 6-9 PM
Location TBA              Hospitality fee $10

**Insurance: Business Risk Management**
This seminar will cover all aspects of insurance as it relates to small business. It will include a general discussion of liability and property insurance, bonding and workmen’s compensation
insurance, life and health insurance, and retirement planning. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Robin Brackett

03-27-14 Th 6-9 PM
Location TBA Hospitality fee $10

**Maintaining a Profitable Small Business – Part # 1**
Maintaining and understanding financial information is critical to operating a profitable business. This seminar will help the small business owner identify methods for maintaining financial records and using key reports (P&L/ Cash Flow Statements and Balance Sheet) to operate the business. This seminar will explain how owners can use their financial statements to identify potential problems before they become a serious threat to the business’ survival. This seminar is designed for the small business owner. 3 hours. Facilitator: Michelle Garey, CFA and Senior VP of BB&T Wealth Management.

04-03-14 Th 6-9 PM
Location TBA Hospitality fee $10

**Business Entities – Should My Small Business Incorporate?**
This seminar will deal with the subject of legal entities and which one is appropriate for an individual’s particular business. The program will discuss sole proprietorships, partnerships, corporations, LLCs, and LLPs. Advantages and disadvantages of each form will be discussed, along with the basic tax treatment of each type. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Don Bridges, who is a North Carolina Superior Court judge.

04-10-14 Th 6-9 PM
Location TBA Hospitality fee $10

**Maintaining a Profitable Small Business – Part # 2**
This seminar is a detailed continuation of Part # 1. This seminar is designed for the small business owner. 3 hours. Facilitator: Michelle Garey, CFA and Senior VP of BB&T Wealth Management.

04-17-14 Th 6-9 PM
Location TBA Hospitality fee $10

**Will My Business Idea Support Me?**
This seminar will identify personal qualities and skills of successful business owners and other factors that contribute to the success of small businesses. Participants will develop a better understanding of personal budgeting and its relationship to business planning. Basic concepts such as start-up cost, revenue and operating cost will be explained. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Becky Sain, Cleveland Community College and NC REAL.

04-24-13 Th 6-9 PM
Location TBA Hospitality fee $10

**Social Media: Beginner Facebook (Part # 1)**
Before a business can develop a social media marketing strategy, the owners must understand and be able to use Facebook. This seminar is designed to introduce participants that are small business owners or prospective owners, to Facebook. **This seminar will be**
presented in two parts.  3 hours. Facilitator: Jennipher Harrill, Blue Eyes Social Media Connections.

5-01-14 Th 6-9 PM
Location TBA Hospitality fee $10

Social Media: Beginner Facebook (Part # 2)
This seminar is a continuation of Part #1. 3 hours. Facilitator: Jennipher Harrill, Blue Eyes Social Media Connections.

05-08-14 Th 6-9 PM
Location TBA Hospitality fee $10

Small Business Website Development
This seminar is designed for the business owner and is an introduction to the fundamentals of developing a business website. Participants will be instructed on how to secure a domain name, acquire Web hosting, and develop the website using Wordpress as a Content Management System. Other topics covered will be website security, social media integration, and business email. 3 hours. Facilitator: Chance Witherspoon, Web Technology Coordinator at CCC.

05-15-14 Th 6-9 PM
Location TBA Hospitality fee $10

E-Commerce for Small Business
Shopping at Amazon.com may be easy, but building an e-commerce Website can be a challenge. This seminar is designed for the business owner and will introduce participants to the essentials of e-commerce website creation, including design techniques, shopping cart options, payment gateways, and legal/security considerations. 3 hours. Facilitator: Chance Witherspoon, Web Technology Coordinator at CCC.

05-22-14 Th 6-9 PM
Location TBA Hospitality fee $10

How to Start a Small Business
This seminar will identify and discuss, in detail, the factors and topics that are crucial to starting a business. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Robert Reynolds.

05-29-14 Th 6-9 PM
Location TBA Hospitality fee $10

“Cash”: The Lifeline of Your Business
“My accountant said that I made a profit but I don’t have any money to pay the bills!” This seems to be the story of many small business owners who focus on profit and loss and not enough on cash flow. It is necessary to understand where your cash is coming from and where it is going. It is this activity that assures businesses of the available cash to properly operate and be successful. This seminar is a must for any new, prospective, or existing business owner to help them understand and manage their cash to insure the survival of their business. 3 hours. Facilitator: Robert Reynolds.

06-05-14 Th 6-9 PM
Location TBA Hospitality fee $10
Operating a Home Based Business
A great portion of businesses today operate as a home based business. What makes them different from any other businesses? There are many advantages as well as some disadvantages to having your business based in your home. This seminar will help you understand those advantages and disadvantages as well as how the home atmosphere will affect the success of your business. You will also learn the legal issues associated with starting and running your business as a home based business. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Robert Reynolds.

06-12-14 Th 6-9 PM
Location TBA Hospitality fee $10

How to Write a Business Plan, Part # 1
Business plans are a tool for financing and a roadmap for the business owner. Writing a plan is an involved process and, as such, needs to be presented in two parts. This first part will deal with the plan’s structure and definition. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Robert Reynolds.

06-19-14 Th 6-9 PM
Location TBA Hospitality fee $10

How to Write a Business Plan, Part # 2
This second part will continue topics covered in part one with special emphasis on “Projections”. This class is for the small business owner or prospective owner. 3 hours. Facilitator: Robert Reynolds.

06-26-14 Th 6-9 PM
Location TBA Hospitality fee $10

PRE-REGISTRATION IS REQUIRED, AT LEAST ONE WEEK IN ADVANCE, FOR ALL SEMINAR PARTICIPANTS AND EACH SEMINAR. THE FEE IS $10.00 PER PARTICIPANT FOR EACH SEMINAR OFFERED.

CALL BRITTANY BOWMAN IN THE CE OFFICE FOR REGISTRATION OPTIONS. (704-669-4015)