



**Corporate and
Continuing Education**
(910) 678-8432

Education You Can Depend On!



FALL 2020 CLASS SCHEDULE



REGISTER NOW!

www.faytechcc.edu/continuing-education

See course listings
for potential
scholarships!

Corporate & Continuing Education

WELCOME FROM THE PRESIDENT

The fall season brings to mind thoughts of refreshing change—our landscape colors begin to burst with brilliant colors, our weather refreshes us with cooler temperatures, and the season seems to usher in a wave of exciting, new opportunities. These transitions remind me of how education also brings about change, as it introduces ways to achieve fulfilling growth and personal enrichment. You'll find the perfect course to prepare you for a career change, enhance your employability skills, or explore a personal interest. With FTCC, any time is the right time to experience how education can positively change lives. Thanks for choosing your community college!

Sincerely,



Dr. J. Larry Keen, President



VISIT OUR CAMPUS



Center for Business & Industry



Education Center



Continuing Education Center

OFFICE HOURS

Monday-Friday

8:00am-4:45pm

REGISTRATION/RECORDS OFFICE

NEILL A. CURRIE BUILDING • HULL ROAD

Registration Information: **(910) 678-8386**

HELPFUL CONTACTS

Corporate & Continuing Education Departments:

| | |
|---|---------------|
| Adult High School..... | 678-8498 |
| Career & Community Enrichment | 678-8431 |
| College and Career Readiness (Basic Skills) | 678-8351 |
| Corporate & Industry Training | 678-9896 |
| Defensive Driving (Alive@25) | 678-0032 |
| Disability Support Services..... | 678-0182/8479 |
| Emergency Medical Services..... | 678-8251/8469 |
| Emergency Services Training/Spring Lake | 678-8251 |
| English as a Second Language | 678-8459 |

| | |
|---|---------------|
| Fire/Rescue Training | 433-1566 |
| General Information..... | 678-8432 |
| HSE Testing (GED®/HiSET®)..... | 678-0053 |
| High School Equivalency (HSE) Program..... | 678-8498 |
| Human Resources Development (HRD) Program | 678-8495 |
| Law Enforcement Training..... | 678-8381 |
| Online Courses..... | 678-8446 |
| Registration and Transcripts..... | 678-8386 |
| Small Business Center..... | 678-8462/8496 |

Additional Information

HOW TO REGISTER

3 Ways to Register:



Online



Walk-In



Mail-In

Online registration is available for select classes marked with the  symbol. See additional instructions on page 71.

PRE-REGISTRATION IS REQUIRED!

- You may register for Corporate & Continuing Education classes on a first-come, first-served basis. Please register well before the beginning date of your class. We require pre-registrations to be in a week before the start date (applies to all methods of registration). If you wait, your class may either be full or canceled due to low enrollment.

IF YOU REGISTER ONLINE, please update your contact information so that we may provide you with updates or changes (to include cancellations) regarding your classes. Go to <http://forms2.faytechcc.edu/cced-online/> to update your information. The form is available in the WebAdvisor Online Registration process.

REFUNDS

- The refund policy for Fayetteville Technical Community College's Corporate & Continuing Education Division was established by the North Carolina Department of Community Colleges in Raleigh on October 15, 1993 and updated April 1, 2020. The full refund policy is listed in the State Board of Community Colleges Code 1E SBCCC 900.2 with a brief statement of the policy made available on the FTCC website.
Please view the policy by visiting: www.faytechcc.edu/corporate-continuing-education/
 - Choose 'How to Register'
 - The refund policy is listed under 'Registration Instructions'.

GENERAL INFORMATION

- PARKING:** Students enrolled in Corporate & Continuing Education classes will need a temporary parking decal to park on the **Fayetteville campus**. These temporary passes are free to current students, and are available from the Registration and Records Office in the Neill Currie Building. The pass should be placed on the dashboard of the vehicle. Designated parking for students includes spaces with white lines. If you register online, please request a pass from the Registration and Records Office in the Neill Currie Building.
- COURSE START DATES:** Corporate & Continuing Education classes begin in different weeks and months. Check start dates to be sure you won't miss a course.
- NOTE:** Only current FTCC registered students are permitted into the classrooms, and small children are not to sit in on classes, labs, or in the libraries. Minors are not to be left unattended anywhere on campus.
- MASKS:** Due to the impacts of COVID-19, all students and employees are required to wear a mask on campus. This rule will remain in effect until further notice.

DISABILITY SUPPORT SERVICES

Any student wishing to request academic accommodations due to a disability must make their request to the Office of Disability Support Services. Requests for accommodations may be made at anytime, but requests made at least two weeks before the beginning of any class are appreciated. Disability Support Services for continuing education classes can be reached at (910) 678-8479.

INDUSTRY STANDARD PHYSICAL REQUIREMENTS

Some classes may require that students perform physical activity in class in order to meet the objectives of the course. None of these requirements will exceed industry standards. Please contact the program coordinator associated with your program by calling 910-678-8432 to determine what physical requirements may apply to the program in which you are interested.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS ON COLLEGES

Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Fayetteville Technical Community College.

POLICY ON THE NOTICE OF THE ANNUAL SECURITY REPORT AVAILABILITY

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

- HOLIDAYS -
FAYETTEVILLE, SPRING LAKE
& FORT BRAGG CAMPUSES

JULY 3; SEP 7; NOV 26, 27; DEC 21-31

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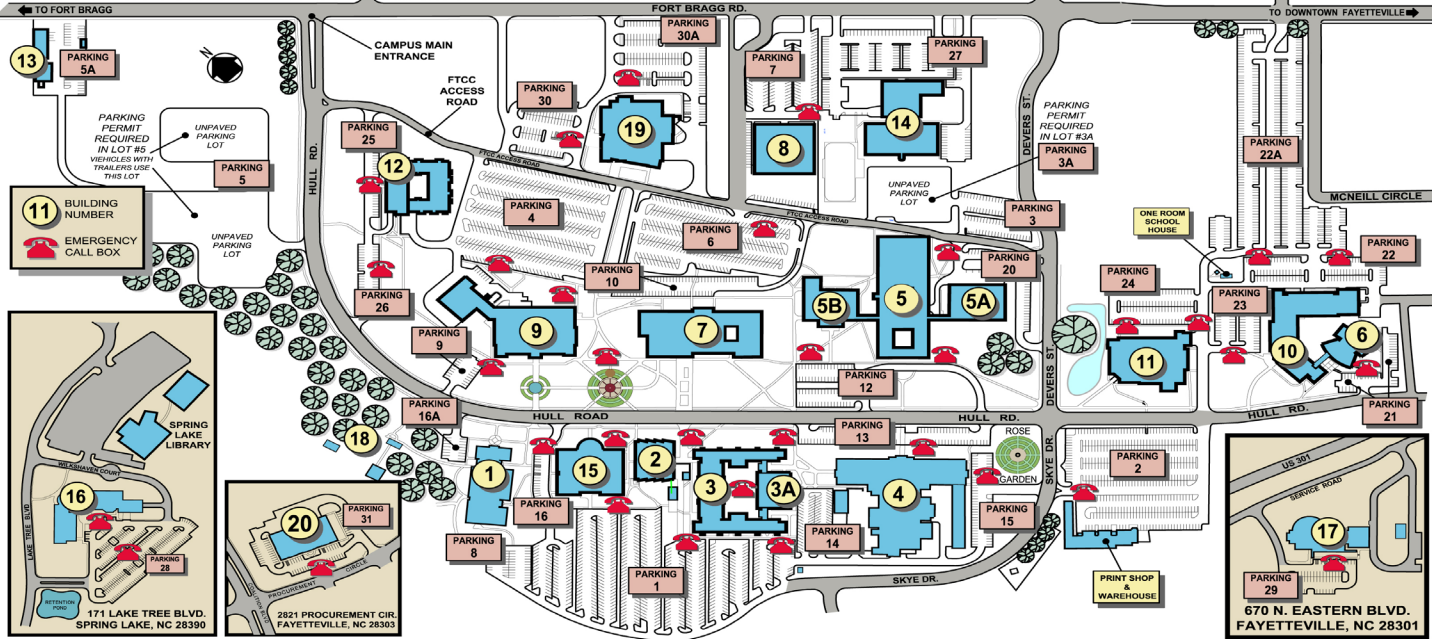
**The Corporate & Continuing Education Division
is seeking instructors for the following areas:**

| | |
|-------------------------------|----------|
| Bank/Credit Union Teller..... | 678-0033 |
| Barbering (Part-time) | 678-0033 |
| Basic Computers | 678-8243 |
| Cooking | 678-8243 |
| Electrical..... | 486-7354 |
| English..... | 678-8243 |
| Exercise/Dance | 678-8243 |
| HVAC..... | 486-7354 |
| Math | 678-8243 |
| Photography | 678-8227 |
| Real Estate | 678-0033 |
| Sign Language..... | 678-8227 |

To apply, visit the FTCC website at
www.faytechcc.edu and select Employment Opportunities.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

PO BOX 35236 / 2201 Hull Road, Fayetteville, NC 28303 Phone: (910)678-8400



- 1. THOMAS R. MCLEAN ADMINISTRATION BUILDING (ADM)**
⇒ President - Rm. 1
⇒ Cashier, Student Accts. - Rm. 107 & 109

2. PAUL H. THOMPSON LIBRARY (LRC)
⇒ Library Reference - Rm. 104
⇒ Library - Second Floor

3. CUMBERLAND HALL (CUH)

3A. AUDITORIUM

4. LAFAYETTE HALL (LAH)
⇒ Facility Services - Rm. 100A
⇒ Rose Garden Reservations - Rm. 100A

5. HORACE SISK BUILDING (HOS)
⇒ Evening Office, Curriculum - Rm. 610F

5A. CULINARY DINING - Rm 700 (CAF)

5B. GYMNASIUM - Rm. 801 (GYM)
- 6. NEILL CURRIE BUILDING (NCB)**
⇒ Continuing Education Registration - Rm. 3
⇒ Learning Support Center - Rm. 7A

7. TONY RAND STUDENT CENTER (SDC)
⇒ Information Desk - Commons Area
⇒ Admissions Center - Rm. 3
⇒ Cashier - Rm. 132
⇒ Financial Aid Service Center - Rm. 2
⇒ Registration & Records - Rm. 124

8. CENTER FOR BUSINESS & INDUSTRY (CBI)
⇒ Industry Training - Rm. 104
⇒ Business Training - Rm. 106

9. ADVANCED TECHNOLOGY CENTER (ATC)
⇒ Computer Lab - Rm. 104
- 10. CONTINUING EDUCATION CENTER (CEC)**
⇒ HSE (GED/HISE) Testing - Rm. 101
⇒ Adult Basic Education - Rm. 203
⇒ Adult High School Diploma - Rm. 203E

11. HEALTH TECHNOLOGIES CENTER (HTC)
⇒ Dental Clinic - Rm. 102

12. EARLY CHILDHOOD EDUCATION CENTER (ECC)
⇒ Day Care Center - Ground Floor

13. AUTOMOTIVE SERVICE ANNEX (ASA)

14. COSMETOLOGY SERVICES EDUCATIONAL CENTER (CSEC)

15. HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)
⇒ NC Information Highway Classroom - Rm. 101
⇒ Audio Visual Check Out - Room 123
⇒ Success Center - Rm. 232
- 16. SPRING LAKE CAMPUS (SLC)**
⇒ Admissions & Registrar - Rm. 101
⇒ NC Information Highway Classroom - Rm. 119
⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121

17. HORTICULTURE EDUCATIONAL CENTER (HEC)
⇒ Multipurpose Room - Rm. 104

18. GROUNDS DEPARTMENT COMPLEX

19. GENERAL CLASSROOM BUILDING (GCB)
⇒ Security - Rm. 102
⇒ Bookstore - Rm. 104
⇒ All American Veteran Center - Rm. 202
⇒ Small Business Center - Rm. 205

20. COLLISION REPAIR & REFINISHING TECHNOLOGY CENTER

REV 05/2018

LOCATION INDEX

| Location | Abbreviation | Address | City | Phone # |
|---|--------------|--|--------------|-------------------|
| Bordeaux Library | BOLI | 3711 Village Drive | Fayetteville | 424-4008 |
| Center for Business and Industry | CBI | Fayetteville Campus, 2723 Ft. Bragg Road | Fayetteville | 678-8494 |
| Center of Empowerment and Economic Development | CEED | 230 Hay Street | Fayetteville | 323-3377 |
| Cliffdale Library | CRBL | 6882 Cliffdale Road | Fayetteville | 864-3800 |
| Continuing Education Center | CEC | Fayetteville Campus, Hull Road | Fayetteville | 678-8386 |
| Fayetteville Billiards Supply | | 1813 Pamalee Drive | Fayetteville | 488-8826 |
| FTCC Education Center | EDC | 225 B. Street | Fayetteville | 678-0052 |
| Ft. Bragg Soldier Development Center | FB SDC | Armistead Street, Building 2-1728 | Ft. Bragg | 678-1090 |
| Furniture Upholstery/Commercial Sewing Center | | 311 Williams Street | Fayetteville | 678-8431 |
| Headquarters Library | HBL | 300 Maiden Lane | Fayetteville | 678-8462/8496 |
| Horticulture Educational Center | HEC | 670 N. Eastern Boulevard | Fayetteville | 678-8309/678-0065 |
| Institute for Career Development (left of Monarch Cleaners) | ICD | 5411 Ramsey Street | Fayetteville | 678-8431 |
| Loving Stitches | LVS | 7076 Ramsey Street | Fayetteville | 678-8309/630-3912 |
| Neill Currie Building | NCB | Fayetteville Campus | Fayetteville | 678-8386 |
| Spring Lake Campus | SLC | 171 Laketree Boulevard | Spring Lake | 678-8386 |
| The Cycle Shop | | 104 S. 2nd Street | Spring Lake | 497-3686 |
| The Wine Café | TWC | 108 Hay Street | Fayetteville | 678-8431/779-2766 |
| West Regional Library | WRBL | 7469 Century Circle | Fayetteville | 487-0440 |

Some Corporate & Continuing Education classes are also offered at other locations. See course listings for details.

¡Fayetteville Technical Community College Ofrece Cursos en Español!

Prepárese en las siguientes áreas:

Electricidad con la acreditación NCCER
Plomería con la acreditación NCCER
Carpintería con la acreditación NCCER
Operador de montacargas con la
certificación del Consejo Nacional
de Seguridad

(910) 678-8230

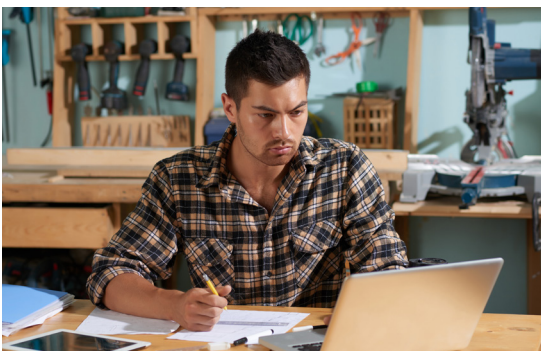


FTCC Corporate & Industry Training Provides Courses in Spanish!

Train in the following areas:

NCCER Electrical
NCCER Plumbing
NCCER Carpentry
Forklift Operator

(910) 678-8230



www.faytechcc.edu/continuing-education



CAREER/ JOB TRAINING

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

AUTOMOTIVE/MOTORCYCLE

AUTO DEALER'S 12-HOUR PRE-LICENSING COURSE

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

Instructor: Dennis Mauk

| | | | | | | |
|-----|---------------|---------------|------------|--------|-------|---------|
| T,W | 8:30am-3:30pm | Aug 11-Aug 12 | Fee: \$175 | 12 hrs | 91924 | CEC 257 |
| T,W | 8:30am-3:30pm | Oct 06-Oct 07 | Fee: \$175 | 12 hrs | 91092 | NC 7A |
| T,W | 8:30am-3:30pm | Dec 08-Dec 09 | Fee: \$175 | 12 hrs | 91093 | CEC 257 |

AUTO DEALER'S RENEWAL TRAINING

All auto dealers (under the age of 65) are required to attend this training in order to renew their license. The law requires that the person whose name is on your auto dealer's license must attend this training, although it would be helpful for anyone working in independent auto sales to attend. Failure to attend and complete this six-hour requirement will result in a revocation of your dealer license. The intent of this training is to provide annual updates to all independent dealers on contemporary issues. At the conclusion of this class, you will receive a certificate of completion. **NOTE: Course workbook is included in the registration fee. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Dennis Mauk

| | | | | | | |
|----|---------------|--------|-----------|-------|-------|---------|
| Th | 8:30am-3:30pm | Aug 13 | Fee: \$75 | 6 hrs | 91926 | CEC 143 |
| Th | 8:30am-3:30pm | Oct 08 | Fee: \$75 | 6 hrs | 91094 | CEC 143 |
| Th | 8:30am-3:30pm | Dec 10 | Fee: \$75 | 6 hrs | 91095 | CEC 143 |

LOAD ESCORT VEHICLE OPERATOR CERTIFICATION

The North Carolina Department of Transportation requires that certified vehicle escort drivers accompany the movement of oversize/overweight loads on the NC highway system. To become certified, you must meet the following requirements: 1) certified by another state's approved program, or 2) a North Carolina law enforcement officer, or 3) a person who meets one of the following requirements: a) at least 21 years of age, or b) at least 18 years of age with a Class A commercial driver's license; 4) possesses a valid driver's license without restrictions other than for use of corrective lenses and has a driving history without conviction of driving while impaired or reckless driving in the previous 12 months; 5) has successfully completed an NCDOT oversize-overweight escort vehicle operator course with certification exam score of at least 75 percent (75%) correct and has received consequent certification by the Department. Certification is valid for four years. Complete information is available at: www.ncdot.org/~osowpermits or by calling 1-888-221-8166. **This is a self-supporting class; fee-exempt status does not apply. For more information call 910-678-8494.**

Instructor: Ronald Starling

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|---|---------------|--------|-----------|-------|-------|---------|
| F | 8:00am-5:00pm | Aug 14 | Fee: \$70 | 8 hrs | 61098 | CBI 127 |
| F | 8:00am-5:00pm | Oct 09 | Fee: \$70 | 8 hrs | 61180 | CBI 128 |

LOAD ESCORT VEHICLE OPERATOR RECERTIFICATION

This course has been designed for those seeking renewal of their NC Load Escort Vehicle Operator's Permit. The NCDOT requires that operators be certified every four years. Vehicle escort drivers accompany the movement of oversize/overweight loads over the North Carolina highway system. This course meets the NCDOT requirement for permit renewal certification. ***This is a self-supporting class; fee-exempt status does not apply.***

Instructor: Ronald Starling

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|-----|---------------|--------|-----------|--------|-------|---------|
| Sat | 8:00am-12:00N | Aug 15 | Fee: \$70 | 4 hrs | 61099 | CBI 127 |
| Sat | 8:00am-12:00N | Oct 10 | Fee: \$70 | 4 hrs. | 61181 | CBI 128 |

MOTORCYCLE REPAIR & MAINTENANCE

With the popularity of motorcycles and ATVs comes the opportunity to earn a living in motorcycle repair and maintenance. Maybe you already have some automotive repair experience and want to see if this is something that might interest you. Emphasis will be placed upon two-and four-stroke engines, calibration and synchronization of carburetors, braking system safety and maintenance, what to do when the lights and power fails, repair of frame and suspension, and which oils are best at preventing damage. This course is also open to those who own a motorcycle or are considering buying one and want to learn how to do some of their own repair and maintenance. **NOTE:** With questions, please contact Patrick Morrison at (910) 497-3686 or email cycleshop104@gmail.com.

Instructor: Patrick Morrison

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|---|----------------|---------------|------------|--------|-------|------------|
| T | 6:00pm-10:00pm | Sep 01-Nov 17 | Fee: \$125 | 48 hrs | 90708 | Cycle Shop |
|---|----------------|---------------|------------|--------|-------|------------|

OBD2 EMISSIONS INSPECTION

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

Instructor: Mike Davis/James Gibson

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|------|----------------|---------------|-----------|-------|-------|---------|
| T,Th | 6:00pm-10:00pm | Aug 11-Aug 13 | Fee: \$70 | 8 hrs | 61111 | CBI 128 |
| M,W | 6:00pm-10:00pm | Aug 17-Aug 19 | Fee: \$70 | 8 hrs | 61112 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Aug 25-Aug 27 | Fee: \$70 | 8 hrs | 61113 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Sep 08-Sep 10 | Fee: \$70 | 8 hrs | 61208 | CBI 128 |
| M,W | 6:00pm-10:00pm | Sep 14-Sep 16 | Fee: \$70 | 8 hrs | 61209 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Sep 22-Sep 24 | Fee: \$70 | 8 hrs | 61210 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Oct 6-Oct 08 | Fee: \$70 | 8 hrs | 61211 | CBI 128 |
| M,W | 6:00pm-10:00pm | Oct 12-Oct 14 | Fee: \$70 | 8 hrs | 61212 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Oct 20-Oct 22 | Fee: \$70 | 8 hrs | 61213 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Nov 03-Nov 05 | Fee: \$70 | 8 hrs | 61214 | CBI 128 |
| M,W | 6:00pm-10:00pm | Nov 09-Nov 11 | Fee: \$70 | 8 hrs | 61215 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Nov 17-Nov 19 | Fee: \$70 | 8 hrs | 61216 | CBI 128 |
| M,W | 6:00pm-10:00pm | Nov 30-Dec 02 | Fee: \$70 | 8 hrs | 61217 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Dec 08-Dec 10 | Fee: \$70 | 8 hrs | 61218 | CBI 128 |
| M,W | 6:00pm-10:00pm | Dec 14-Dec 16 | Fee: \$70 | 8 hrs | 61219 | CBI 128 |

SMALL GAS ENGINE REPAIR

Have you ever wanted to learn how to service and repair various types of engines? In this class you will learn the basics and some intermediate level repairs from lawn mowers to two-and four-cylinder engines. This is an excellent course for those training to work in the small engine mechanic industry. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. **For more information please call (910) 678-8230.**

Instructor: Willie Simpson

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|-----|---------------|---------------|------------|--------|-------|-------------------------|
| Sat | 9:00am-1:00pm | Sep 05-Nov 21 | Fee: \$125 | 48 hrs | 61221 | ICD/ 5411 Ramsey St. |
|-----|---------------|---------------|------------|--------|-------|-------------------------|

VEHICLE SAFETY INSPECTION

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

Instructor: Mike Davis/James Gibson

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|------|----------------|---------------|-----------|-------|-------|---------|
| T,Th | 6:00pm-10:00pm | Aug 04-Aug 06 | Fee: \$70 | 8 hrs | 61119 | CBI 128 |
| M,W | 6:00pm-10:00pm | Aug 10-Aug 12 | Fee: \$70 | 8 hrs | 61120 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Aug 18-Aug 20 | Fee: \$70 | 8 hrs | 61121 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Sep 01-Sep 03 | Fee: \$70 | 8 hrs | 61198 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Sep 15-Sep 17 | Fee: \$70 | 8 hrs | 61199 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Sep 29-Oct 01 | Fee: \$70 | 8 hrs | 61200 | CBI 128 |

| | | | | | | |
|------|----------------|---------------|-----------|-------|-------|---------|
| T,Th | 6:00pm-10:00pm | Oct 13-Oct 15 | Fee: \$70 | 8 hrs | 61201 | CBI 128 |
| M,W | 6:00pm-10:00pm | Oct 19-Oct 21 | Fee: \$70 | 8 hrs | 61202 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Oct 27-Oct 29 | Fee: \$70 | 8 hrs | 61203 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Nov 10-Nov 12 | Fee: \$70 | 8 hrs | 61204 | CBI 128 |
| M,W | 6:00pm-10:00pm | Nov 16-Nov 18 | Fee: \$70 | 8 hrs | 61205 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Dec 01-Dec 03 | Fee: \$70 | 8 hrs | 61206 | CBI 128 |
| T,Th | 6:00pm-10:00pm | Dec 15-Dec 17 | Fee: \$70 | 8 hrs | 61207 | CBI 128 |

ZERO-TURN MOWER REPAIR & SERVICE

The industry is utilizing more zero-turn mowers. During this course, your instructor will provide hands-on training for the repair and service of zero-turn lawn-mower engines. Emphasis will be placed upon the shop practices and safety fundamentals of the repair and maintenance of these small engines. Supplies: You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. For more information please call (910) 678-8230.

Instructor: Willie Simpson

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|----|---------------|----------------|------------|----------|-------|-------------------------|
| Th | 6:00pm-9:30pm | Sep 17- Dec 17 | Fee: \$125 | 45.5 hrs | 61223 | ICD/ 5411 Ramsey St. |
|----|---------------|----------------|------------|----------|-------|-------------------------|

COLLISION REPAIR & REFINISHING TECHNOLOGY

AUTOMOTIVE RESTORATION & PANEL REPAIR TRAINING

The course is designed to provide training for the hobbyist or DIY individuals interested in methods, techniques and tools used for restoring older vehicles and fabricating repair panels to repair rusted body parts. Training will include the use of state-of-the-art equipment used by the automotive collision industry in repair of damaged and rusted body parts as well as historical methods of repair used to restore older vehicles. This course will cover instruction in the areas of methods of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair panels using the proper methods and techniques as well as determining whether to repair or replace a panel based on the extent of damage. No refinishing will be done in this class. NOTE: Students will be responsible for Personal Protection Equipment (PPE) including safety glasses, mechanic's gloves, and appropriate clothing and footwear. Students will also need to bring their own hand tools such as wrenches, screwdrivers, sockets, etc. FTCC will provide all specialty tools for the course including hammers and dollies.

Instructor: TBA

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|------|----------------|---------------|-----------|--------|-------|----------|
| T,Th | 6:00pm-10:00pm | Sep 08-Oct 08 | Fee \$150 | 40 hrs | 62725 | CUSF 109 |
| T,Th | 6:00pm-10:00pm | Oct 20-Nov 19 | Fee \$150 | 40 hrs | 62726 | CUSF 109 |

ESTIMATING, INSURANCE, AND BODY SHOP BUSINESS

The course was designed to meet the increasing need for trained personnel with these skills. This course will provide training for auto insurance estimators and Collision Repair shop front office staff in the areas of damaged vehicles. Topic areas will include vehicle inspection, accessing repair costs, and training in the latest auto body repair technology and trends as well as, understanding the auto insurance policy and North Carolina Motor Vehicle Repair Act, Article 15B. Students will be trained in all facets of collision estimating and practical exercises will supplement all lecture material. NOTE: Student will be responsible for Personal Protection Equipment (PPE) including safety glasses.

Instructor: TBA

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|------|----------------|---------------|-----------|--------|-------|----------|
| M,W | 6:00pm-10:00pm | Sep 09-Oct 12 | Fee \$150 | 40 hrs | 62727 | CUSF 106 |
| T,Th | 6:00pm-10:00pm | Oct 20-Nov 19 | Fee \$150 | 40 hrs | 62728 | CUSF 106 |

NON-STRUCTURAL ALUMINUM WELDING FOR AUTOBODY REPAIR TRAINING

The course is designed to provide training for auto body technicians in all facets of non-structural aluminum welding repairs for automotive repair. Training will include the use of state-of-the-art welding equipment used by the collision industry in the repair of damaged aluminum panels. This course will offer instruction in the areas of damage assessment, method of repairs, and usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair Aluminum non-structural panels and determining whether to repair or replace panel based on the extent of damage. NOTE: Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and welding respirator.

Instructor: TBA

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|-----|----------------|---------------|-----------|--------|-------|----------|
| M,W | 6:00pm-10:00pm | Sep 09-Oct 12 | Fee \$150 | 40 hrs | 62729 | CUSL 112 |
|-----|----------------|---------------|-----------|--------|-------|----------|

NON-STRUCTURAL STEEL WELDING FOR AUTOBODY REPAIR TRAINING

The course is designed to provide training for auto body technicians in all facets of non-structural welding repairs for automotive repair. Training will include the use of state-of-the-art welding equipment used by the collision industry in repair of damaged steel panels. This course will offer instruction in the areas of damage assessment, method of repairs, and usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair steel non-structural panels and determining whether to repair or replace panel based on the extent of damage. NOTE: Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and welding respirator.

Instructor: TBA

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|-----|----------------|---------------|-----------|--------|-------|----------|
| M,W | 6:00pm-10:00pm | Oct 19-Nov 18 | Fee \$150 | 40 hrs | 62730 | CUSF 109 |
|-----|----------------|---------------|-----------|--------|-------|----------|

NON-STRUCTURAL STEEL WELDING FOR FABRICATION

This course is designed to provide training for general knowledge and practice. The student will learn the methods and techniques of welding steel including 22 gauge – 1/8 structural steel. Students will also learn to weld tubing of different thicknesses. This course is ideal for the “do it yourself” person with an interest in welding. This is a general knowledge and practice program and will not focus on automotive but all principles for this class apply to those hoping to learn more about welding for restoration projects. This course will cover instruction in the areas of method of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair steel sheet metal and steel round tubing.

Instructor: TBA

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|------|-----------------|---------------|-----------|--------|-------|----------|
| M-Th | 6:00pm-10:00 pm | Oct 12-Oct 15 | Fee: \$70 | 16 hrs | 62731 | CUSL 112 |
|------|-----------------|---------------|-----------|--------|-------|----------|

PLASTIC PANEL AND BUMPER REPAIR TRAINING

The course is designed to provide training for anyone interested in repairing plastic bumpers and automotive body parts. Training will include the use of state-of-the-art plastic welding equipment used by the automotive collision industry in the repair of damaged bumper and body parts as well as adhesive materials used to make a repair. The course will cover instruction in the areas of method of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair panels using the proper methods, techniques and materials as well as determining whether to repair or replace a panel based on the extent of damage. **NOTE:** Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and mechanic’s gloves.

Instructor: Robbie Lynch

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|-----|----------------|----------------|------------|--------|-------|----------|
| M-F | 8:00am-5:00pm | Aug 03-Aug 07 | Fee: \$150 | 40 hrs | 62714 | CUSF 106 |
| M,W | 6:00pm-10:00pm | Sept 09-Oct 12 | Fee: \$150 | 40 hrs | 62732 | CUSF 109 |

AVIATION

AIRFRAME AND POWERPLANT LICENSE PREP COURSE

The Airframe and Powerplant preparatory course provides a 128-hour self-paced program of study with a certified FAA Airframe and Powerplant facilitator. It will prepare the student for the three written tests, and the oral and practical test of the FAA Airframe & Powerplant Certificate. **Students are required to provide two signed copies of the FAA 8610-2 form documenting their 30 concurrent months’ work experience in both Airframe and Powerplant prior to course registration. For more information please call (910) 678-9896.**

Instructor: Cape Fear Aviation Maintenance

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|--------|---------------|---------------|------------|---------|-------|----------|
| M,T,Th | 5:30pm-9:30pm | Sep 8- Nov 14 | Fee: \$180 | 128 hrs | 61158 | CBI 127/ |
| Sat | 8:00am-5:00pm | | | | | Airport |

DRONE TRAINING, PART I

Unmanned Aircraft Systems (UAS) are commonly known as Drones, and these flying systems are flown without a human pilot aboard. However, a properly trained human operator is still required. During this course, students will gain the knowledge needed to pass the FAA Knowledge Test for UAS Operators. The topics of this course include aerospace history, weather, navigation, instruments, preflight planning, computer and wind triangles, regulations, radio communications, the aviation field and procedures necessary to become a safe private pilot and/or drone pilot. With questions, please contact your instructor at johnsden@faytechcc.edu.

Instructor: Dennis Johnson

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|-----|---------------|---------------|-----------|--------|-------|--------|
| M | 5:30pm-8:30pm | Sep 14-Nov 02 | Fee: \$70 | 24 hrs | 90710 | EDC 16 |
| Sat | 9:00am-12:00N | Oct 03-Nov 21 | Fee: \$70 | 24 hrs | 90709 | EDC 16 |

DRONE TRAINING, PART II

Continue your drone training in this course to increase your knowledge to pass the FAA Knowledge Test for UAS Operators or brush up on skills and knowledge. Emphasis will be placed upon flight training of drones, aerospace history, weather, navigation, instruments, pre-flight planning, computer and wind triangles, regulations, radio communications, the aviation field and procedures necessary to become a safe private pilot and/or drone pilot. **Supplies:** You will need to bring your own drone to class. With questions, please contact your instructor at johnsden@faytechcc.edu.

Instructor: Dennis Johnson

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|--------|
| M,W | 5:30pm-8:30pm | Nov 09-Dec 07 | Fee: \$70 | 24 hrs | 90711 | EDC 16 |
|-----|---------------|---------------|-----------|--------|-------|--------|

SMALL UNMANNED AERIAL SYSTEMS FOR PUBLIC SAFETY

This course will provide public agency representatives the needed information on how to develop and leverage a UAS program for enhancing their public service. During the course students will also learn what authority they have when responding to unauthorized or unsafe drone operations. An intermediate level of UAS piloting proficiency will be demonstrated through a course ending hands-on practical exam. Upon course completion students will be prepared to take the Federal Aviation Administration Part 107 Certification Exam. **NOTE:** This course is intended for public safety personnel and these professionals may qualify for a course fee waiver. *Class size is limited to 12 students.

Textbook Requirement: *Remote Pilot Test Prep 2020* (Test Prep Series).

Instructor: Paul Rossi

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|-----|---------------|---------------|-----------|--------|-------|----------|
| M,W | 6:00pm-9:00pm | Aug 10-Sep 02 | Fee: \$70 | 24 hrs | 90712 | LEEM 103 |
| M,W | 6:00pm-9:00pm | Oct 05-Oct 28 | Fee: \$70 | 24 hrs | 90713 | LEEM 103 |

UAV ENGINEERING AND MAINTENANCE

This course introduces students to the scientific principles associated with both the design and build phases of small unmanned aerial vehicles (UAV). Students will be familiarized with the parts and components that make up UAV's. Following schematics students will connect all electrical components while developing an understanding of how everything works together to produce an aerial vehicle. Students will learn how to register their UAV online through Federal Aviation Administration (FAA) Drone Zone. This course ends with an overview of the current FAA UAV maintenance rules and regulations. **NOTE:** Class size is limited to 16 students. **Supplies:** Students will need to bring basic hand tools. A list will be provided at registration.

Instructor: Paul Rossi

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|----|---------------|---------------|-----------|--------|-------|-----|
| Th | 6:00pm-9:00pm | Sep 10-Oct 29 | Fee: \$70 | 24 hrs | 90714 | TBA |
|----|---------------|---------------|-----------|--------|-------|-----|

BUILDING/CONSTRUCTION

CABINETMAKING (ADVANCED)

This course provides hands-on training in advanced cabinetmaking techniques. Emphasis will be placed on building individual projects using a wide variety of wood joinery and sophisticated cutting techniques. Students will be taught to select materials, design wooden projects within specification, and to select and apply the appropriate wood finishes for the final finish. **This course provides hands-on training. Students are required to purchase accident insurance for \$2 which is payable at the time of registration.**

Instructor: Boyd Sprague

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|-----|----------------|---------------|------------|--------|-------|----------|
| Sat | 8:30am-12:30pm | Oct 03-Dec 12 | Fee: \$125 | 40 hrs | 61161 | Workshop |
|-----|----------------|---------------|------------|--------|-------|----------|

COMMERCIAL SOLAR CONSTRUCTION

This course is designed to provide class participants with the knowledge and skills to become solar installation specialist. In coordination with Horne Brothers Construction Incorporated, this instruction will include OSHA 30 Construction, Flagger Training, Load Escort, CPR, First Aid, AED, PPE, CDL Prep, Basic Construction, and Basic Electrical Training. Students will be responsible for completing the CDL permit test at a state facility. Load Escort certification will require additional course work and cost to complete. **There will be additional charges of \$20.00 for CPR, First Aid and AED Certification; and an \$8.00 OSHA Card Fee. For more information call (910) 678-8494.**

Instructor: TBA

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|-----|---------------|----------------|------------|---------|-------|---------------------|
| M-F | 8:00am-5:00pm | Oct 12- Nov 13 | Fee: \$208 | 200 hrs | 62144 | CBI 124/ HBC 100 |
|-----|---------------|----------------|------------|---------|-------|---------------------|

ELECTRICAL – BASIC ELECTRICAL WIRING (RESIDENTIAL)

This course will provide an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. While electrical fundamentals such as Ohm's law, will be examined, emphasis will be placed on the design and installation of residential electrical systems. Topics will include an overview of home electrical systems, circuit design, electrical tools and test equipment; cable and wire types; calculation of circuit capacity, mapping and tracing circuits; troubleshooting, and electrical inspections. ***This course provides hands-on training. For more information please call (910) 678-8494.***

Instructor: Eddie Evans

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|------|---------------|---------------|-----------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Aug 04-Aug 27 | Fee: \$70 | 24 hrs | 61079 | CBI 124 |
| T,Th | 6:00pm-9:00pm | Sep 08-Oct 01 | Fee: \$70 | 24 hrs | 61159 | CBI 124 |
| T,Th | 6:00pm-9:00pm | Oct 27-Nov 19 | Fee: \$70 | 24 hrs | 61160 | CBI 124 |

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 2

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. This course will also provide the necessary information on wiring methods, materials, and equipment for general use. ***This is a self-supporting course; fee-exempt status does not apply. NOTE: Please bring calculator and current NEC book. For more information please call (910) 678-8494.***

Instructor: Eddie Evans/Frank Arnold

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-5:00pm | Aug 15 | Fee: \$70 | 8 hrs | 61086 | CBI 111 |
|-----|---------------|--------|-----------|-------|-------|---------|

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 3

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

Instructor: Eddie Evans/Frank Arnold

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-5:00pm | Sep 12 | Fee: \$70 | 8 hrs | 61166 | CBI 111 |
|-----|---------------|--------|-----------|-------|-------|---------|

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 4

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

Instructor: Eddie Evans/Frank Arnold

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-5:00pm | Oct 17 | Fee: \$70 | 8 hrs | 61167 | CBI 111 |
|-----|---------------|--------|-----------|-------|-------|---------|

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 5

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

Instructor: Eddie Evans/Frank Arnold

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-5:00pm | Nov 14 | Fee: \$70 | 8 hrs | 61168 | CBI 111 |
|-----|---------------|--------|-----------|-------|-------|---------|

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 6

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. This course will also provide the necessary information on wiring methods, materials, and equipment for general use. ***This is a self-supporting course; fee-exempt status does not apply.*** **NOTE: Please bring calculator and current NEC book. For more information please call (910) 678-8494.**

Instructor: Eddie Evans/Frank Arnold

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-5:00pm | Dec 12 | Fee: \$70 | 8 hrs | 61169 | CBI 111 |
|-----|---------------|--------|-----------|-------|-------|---------|

ELECTRICAL – SPANISH COMMERCIAL RESIDENTIAL WIRING – NEW!

This course is designed to cover the principals of electrical wiring as it applies to commercial/residential applications. Emphasis is on OHM's law, alternating and direct currents, series circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventative maintenance and troubleshooting as well as National Electrical Code will be covered. **Required: NCCER Core and Electrical Level I. You can purchase books at FTCC bookstore: Core \$72.00, plus tax, Electrical Level I \$84.50, plus tax.**

Instructors: Kelvin Flores

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|-----|----------------|---------------|------------|---------|-------|---------|
| Sat | 8:00pm-5:00pm | Aug 22-Oct 31 | Fee: \$180 | 104 hrs | 61197 | CBI 126 |
| M-F | 5:00pm-10:00pm | Sep 28-Dec 16 | Fee: \$180 | 264 hrs | 61196 | TBA |

FLOOR COVERING & TILE INSTALLATION

This course is designed for those who are interested in learning elements of construction building trades, such as how to install or replace the floor coverings in homes or small commercial projects. During this course you will learn rules of safety for working on site, the appropriate hand tools to use for various jobs, how to plan, design, select materials, estimate costs, and install solid wood, laminate, tile (ceramic, porcelain, and stone), sheet vinyl, vinyl planks and tiles, and carpeting. This course serves as training for those interested in employment as flooring installers and restorers. In depth hands-on training will be provided for various types of jobs. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. With questions, please call (910) 678-8230.

Instructor: Willie Simpson

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|---|---------------|---------------|------------|--------|-------|-------------------------|
| T | 6:00pm-9:00pm | Sep 01-Dec 15 | Fee: \$125 | 48 hrs | 61220 | ICD/ 5411 Ramsey St. |
|---|---------------|---------------|------------|--------|-------|-------------------------|

LEAD-BASED PAINT RENOVATION, REPAIR, AND PAINTING COURSE (RRP)

This course is tailored to provide knowledge of the laws and regulations governing the work performed in target housing, child care facilities, and pre-1978 buildings in accordance with 40 CFR Part 745. The course will include proper methods of safety and warning signs, disposal of contaminants, clean-up and proper actions in the containment area. ***This is a self-supporting class; fee-exempt status does not apply.***

Instructor: Bill Rinehart

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|----|---------------|--------|------------|-------|-------|---------|
| Th | 8:00am-5:00pm | Aug 06 | Fee: \$100 | 8 hrs | 61095 | CBI 128 |
| Th | 8:00am-5:00pm | Nov 12 | Fee: \$100 | 8 hrs | 61179 | CBI 127 |

MINOR HOME REPAIR

This course is designed to teach homeowners, renters, and/or landlords simple residential repairs. You will be taught how to repair or replace footings, foundation, wall, girder, and various wall repairs, and include the repair of faucets, toilets, water and drain lines, electrical receptacles, fuses, and circuit breakers. The instructor will also guide you to understand the proper tools to use in order to complete repairs. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. **For more information please call (910) 678-8230.**

Instructor: Willie Simpson

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|-----|---------------|----------------|------------|--------|-------|-------------------------|
| M,W | 6:00pm-9:00pm | Sep 14- Nov 04 | Fee: \$125 | 48 hrs | 61222 | ICD/ 5411 Ramsey St. |
|-----|---------------|----------------|------------|--------|-------|-------------------------|

STORAGE BUILDING CONSTRUCTION

During this course, your instructor will guide you to understand the necessary steps when constructing a storage building. Topics include measurement and layout involved during the planning stage, size of buildings, material selection, cost estimation, proper tools and safety measures necessary for a successful project. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. **For more information please call (910) 678-8494.**

Instructor: Willie Simpson

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|-----|---------------|----------------|-----------|--------|-------|-------------------------|
| M,W | 6:00pm-9:00pm | Nov 09- Dec 07 | Fee: \$70 | 24 hrs | 61224 | ICD/ 5411 Ramsey St. |
|-----|---------------|----------------|-----------|--------|-------|-------------------------|

AC/HVAC/REFRIGERATION

HVAC – CIRCUITS AND CONTROLS

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

Instructor: TBA

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|-----|---------------|---------------|------------|--------|-------|---------|
| M,W | 6:00pm-8:30pm | Sep 14-Nov 18 | Fee: \$125 | 50 hrs | 61162 | CBI 124 |
|-----|---------------|---------------|------------|--------|-------|---------|

HVAC – EPA REFRIGERANT RECOVERY/RECYCLING CERTIFICATION

This course is designed to prepare technicians for the CFC Recovery/Recycling Certification examination given on the last class date. The course will include a core materials component for small appliance technicians. The characteristics of refrigerants used for short-term, long-term, high, medium, and low-pressure applications will also be covered. **The NC State Board of Refrigeration charges \$40 for the exam that is given the last day of class.**

Instructor: Mike Thompson

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|-----|---------------|----------------|-----------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Oct 03- Oct 17 | Fee: \$70 | 12 hrs | 61171 | CBI 124 |
|-----|---------------|----------------|-----------|--------|-------|---------|

HVAC – HEAT PUMP TECHNOLOGY

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

Instructor: TBA

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-8:30pm | Sep 15-Nov 19 | Fee: \$125 | 50 hrs | 61178 | CBI 126 |
|------|---------------|---------------|------------|--------|-------|---------|

NC DEPARTMENT OF INSURANCE CODE COURSES

MECHANICAL STANDARD INSPECTION, LEVEL I

This course provides individuals, contractors, and inspectors a working knowledge of the current North Carolina Mechanical and Fuel Gas Code. This course is required for anyone taking the North Carolina Department of Insurance Mechanical Insurance and Mechanical Inspector Certification Test Level I. **Textbook Requirement: North Carolina Mechanical Code 2018, North Carolina Fuel Gas Code 2018, North Carolina Residential Code 2018, and North Carolina Energy Conservation Code 2018.**

Instructor: Jason Everage

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|-------|---------------|---------------|------------|--------|-------|---------|
| F,Sat | 8:00am-5:00pm | Aug 07-Aug 15 | Fee: \$125 | 32 hrs | 61101 | CBI 128 |
|-------|---------------|---------------|------------|--------|-------|---------|

MECHANICAL STANDARD INSPECTION, LEVEL II

This course will help you gain a working knowledge of the NC State Mechanical Code as it applies to individuals having the responsibility of inspecting buildings up to 20,000 square feet per floor. **Textbook Requirement: North Carolina Mechanical Code 2018, North Carolina Fuel Gas Code 2018, North Carolina Residential Code 2018, and North Carolina Energy Conservation Code 2018.**

Instructor: Jason Everage

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|-------|---------------|---------------|-----------|--------|-------|---------|
| F,Sat | 8:00am-5:00pm | Oct 02-Oct 10 | Fee: \$70 | 24 hrs | 61182 | CBI 127 |
|-------|---------------|---------------|-----------|--------|-------|---------|

MECHANICAL STANDARD INSPECTION, LEVEL III

If you have the responsibility for inspecting all sizes and types of small and large construction projects, then this course is for you. It is designed to prepare you for the NC Standard Inspection, Level III exam. Topics will include duct systems, LP gas, ventilation, special venting, exhaust systems, and other areas as required by the state. **Textbook Requirement: North Carolina Mechanical Code 2018, North Carolina Fuel Gas Code 2018, North Carolina Residential Code 2018, and North Carolina Energy Conservation Code 2018.**

Instructor: Jason Everage

| | | | | | | |
|-------|---------------|---------------|-----------|--------|-------|---------|
| F,Sat | 8:00am-5:00pm | Dec 04-Dec 05 | Fee: \$70 | 16 hrs | 61183 | CBI 127 |
|-------|---------------|---------------|-----------|--------|-------|---------|

BUSINESS

A TO Z GRANTWRITING – ONLINE

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You will also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It is also an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. No matter who you are or what level of experience you have, you will find the A's to Z's of writing and submitting successful proposals here! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94831 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94832 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94833 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94355 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94356 | online |

ADMINISTRATIVE OFFICE ASSISTANT – HYBRID – NEW!

With the administrative staff of an office being an integral part of successful daily operations of all work environments, administrative office skills are vitally important. This class will be beneficial to someone looking a new career path or someone who wants to refresh skills they already have. Topics such as maintaining detailed records, correspondence, effective communication as well as computer skills with programs like Microsoft Office, Excel, Word and Outlook will be covered. Class will meet face to face one day a week and all other coursework will be completed online through Blackboard. For more information, please call 910-678-0032.

Instructor: Denise Kinnison

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|---|---------------|---------------|------------|---------|-------|---------|
| T | 5:30pm-7:30pm | Aug 18-Dec 15 | Fee: \$180 | 220 hrs | 33077 | CUH 313 |
|---|---------------|---------------|------------|---------|-------|---------|

FTCC ONLINE ACCOUNTING CLERK

Are you ready to become an integral part of a business? Are you ready to learn and implement skills that will assist in the day-to-day operations of an office? FTCC is offering a course for those individuals who want to qualify for entry-level positions in accounting. This course is tailored to help individuals learn the principles of accounting and business math and put their knowledge into practice by utilizing a ten-key calculator and QuickBooks software. This course will also provide soft skills that are essential for professionalism and success in the modern office environment while reviewing the everyday functions of Microsoft Excel, Word, and Outlook. In this course, individuals will apply their training and skills to a combination of traditional and non-traditional course assignments that are designed to reinforce accounting concepts and basic principles of office systems technology. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** **Textbook/Course Materials:** Please call (910) 678-8446 for more information.

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Dawn Gillis

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 220 hrs | 94313 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 220 hrs | 94495 | online |

FTCC ONLINE ADMINISTRATIVE OFFICE ASSISTANT

Whether you are beginning your professional career, looking for a new career path, or searching for professional development, learning administrative office skills is vital! After all, administrative staff are integral to the successful daily operations of all work environments! From correspondence to maintaining detailed records for internal and external audits, this course will give you the knowledge and skillsets to have the competitive edge in the workplace. Come learn communication and correspondence skills and gain proficiency with programs such as Microsoft Word, Excel, and Outlook. This course will also cover topics such as recordkeeping and soft skills that will help you succeed in the modern office setting! For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** **Textbook/Course Materials:** Please call 910-678-8446 for more information.

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Dawn Gillis

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 220 hrs | 94311 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 220 hrs | 94491 | online |

FTCC ONLINE CUSTOMER SERVICE REPRESENTATIVE

Do you enjoy helping others? Many employers are looking for support staff who can provide quality customer service support! Are you an employer who is looking for professional development for your customer service departments or employees? If so, this course is the course for you! Whether you are looking for a new career or seeking professional development, learning customer service skills is important to your success as an employee and the success of an employer, business, or institution. From best practices in written and oral communication to problem-solving, this course will give you the knowledge and skillsets to make you an asset in the workplace! Come learn communication and correspondence skills, enhance your problem-solving techniques, and gain proficiency with programs such as Microsoft Word, Excel, and Outlook. This course will also cover soft skills that will help you succeed in the modern office setting and give you the competitive edge! For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Textbook/Course Materials: Please call 910-678-8446 for more information.

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Dawn Gillis

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 220 hrs | 94312 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 220 hrs | 94493 | online |

FTCC ONLINE RECORDS CLERK

Regardless of the industry, records are a vital component of a functional, efficient, and effective office environment. From keeping track of finances to tracking customer service issues, detailed records can make the difference in a good organization and a great organization. FTCC is offering a course for those individuals who want to train to be records clerks or improve their recordkeeping skills. Individuals will train in various recordkeeping systems and learn how to think critically in response to records-related issues within an office setting. This course will also provide a review of Microsoft Excel, Word, and Outlook and train individuals to utilize these programs to improve organization and time management. In this course, individuals will apply their training and skills to a combination of traditional and non-traditional course assignments that are designed to reinforce recordkeeping concepts and basic principles of office systems technology. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Textbook/Course Materials: Please call 910-678-8446 for more information.

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Dawn Gillis

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 220 hrs | 94314 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 220 hrs | 94497 | online |

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT – ONLINE

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It is also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94041 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94042 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94043 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94476 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94477 | online |

LOCAL GOVERNMENT FINANCE IN NORTH CAROLINA – HYBRID

Students who take this course will receive an overview of the basics of local government finance in North Carolina from a practical perspective. It is not a "debit and credit" accounting course nor does it assume you have a formal accounting education or background. Rather, this course will introduce you to the basic job functions that are typically housed in the Finance Department, with more attention given to those that are found in smaller governments. This course will also tie those functions back to the requirements for all local governments found in the NC General Statutes, primarily the Local Government Budget and Fiscal Control Act (G.S. 159 Article 3). **NOTE: Class will meet face to face every other Tuesday.**

Instructor: Lisa Smith

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|---|---------------|---------------|------------|--------|-------|---------|
| T | 6:00pm-8:00pm | Oct 06-Dec 01 | Fee: \$125 | 42 hrs | 33035 | HTC 153 |
|---|---------------|---------------|------------|--------|-------|---------|

TENANTS AND LANDLORDS

This workshop is designed to answer the questions you've always wanted to ask about leasing and/or renting property. It will help both tenants and landlords understand leases and their rights under NC Statute 42. You will better understand when the landlord can enter the property without the renter's/lessor's permission, how to handle requests for repairs, and what a "timely manner" for repairs is considered. Learn what can and cannot be done with a security deposit and if it comes to it, how small claims court can assist both tenants and landlords. **NOTE: This does not qualify as a real estate license course. This is a self-supporting course; fee-exempt status does not apply.**

Instructor: Brandon Hammond

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 9:00am-2:00pm | Aug 08 | Fee: \$25 | 5 hrs | 90566 | CEC 118 |
| Sat | 9:00am-2:00pm | Sep 26 | Fee: \$25 | 5 hrs | 90738 | CEC 118 |
| Sat | 9:00am-2:00pm | Nov 21 | Fee: \$25 | 5 hrs | 90739 | CEC 118 |

CENTER for INNOVATION & ENTREPRENEURSHIP

To view & register for Innovation & Entrepreneurship Classes please visit: <http://tiny.cc/CIEoffTCC>

To view & register for free Small Business Seminars please visit: <http://tiny.cc/ftccsbc2>
or call: (910) 678-8496 for more information.

The secret to getting ahead is getting started.

- Mark Twain



REAL Entrepreneurship September 16-November 16 6:00pm-9:00pm

Monday (Online) / Wednesday (Classroom)
Tuition and Workbook: \$180



Originally developed in North Carolina over 30 years ago, the REAL Entrepreneurship program has helped launch thousands of businesses around the globe.

This hands-on course introduces techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Upon completion, students/participants should be able to write and implement a viable business plan and seek funding.

<http://tiny.cc/conedreg>



WANT TO START A BUSINESS?

The FTCC Small Business Center offers entrepreneurs and business owners...

- Seminars
- Webinars
- Confidential business counseling

...and other resources,
at no cost to you!

Learn more at

<http://tiny.cc/SBCoffTCC>

NC REAL ESTATE COMMISSION COURSES

The following courses are being offered for licensed real estate agents and have been approved by the NC Real Estate Commission. To register online, visit www.faytechcc.edu and scroll down to select "WebAdvisor," then Corporate & Continuing Education, and search using the first word in the title of your preferred course. For questions, please call (910) 678-0033.

Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

BROKER IN-CHARGE REAL ESTATE UPDATE (BICUP)

This class fulfills the annual continuing education credit for Brokers-in-Charge as mandated by the North Carolina Real Estate Commission. All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

Instructor: Buddy Blackmon

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|-----|---------------|--------|-----------|-------|-------|---------|
| W | 8:00am-12:00N | Aug 12 | Fee: \$55 | 4 hrs | 33906 | CEC 118 |
| M | 1:00pm-5:00pm | Sep 14 | Fee: \$55 | 4 hrs | 33065 | CEC 118 |
| Sat | 1:00pm-5:00pm | Sep 19 | Fee: \$55 | 4 hrs | 33066 | CEC 118 |
| W | 8:00am-12:00N | Oct 07 | Fee: \$55 | 4 hrs | 33021 | CEC 118 |
| M | 8:00am-12:00N | Nov 02 | Fee: \$55 | 4 hrs | 33022 | CEC 118 |
| W | 1:00pm-5:00pm | Dec 09 | Fee: \$55 | 4 hrs | 33023 | CEC 118 |
| Sat | 1:00pm-5:00pm | Dec 12 | Fee: \$55 | 4 hrs | 33024 | CEC 118 |

ELECTIVE – AND THE COURT SAID

This elective course is designed as a risk management learning system. Each case discussed in this course involves a NC Real Estate Broker and or Firm and has been considered by the NC Court of Appeals. The path traveled by fellow brokers will be used as a means of learning what to do and what not to do in NC Real Estate Transactions. All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

Instructor: Buddy Blackmon

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 8:00am-12:00N | Sep 19 | Fee: \$55 | 4 hrs | 33025 | CEC 118 |
| M | 1:00pm-5:00pm | Oct 07 | Fee: \$55 | 4 hrs | 33026 | CEC 118 |
| Sat | 1:00pm-5:00pm | Nov 21 | Fee: \$55 | 4 hrs | 33031 | CEC 118 |
| M | 8:00am-12:00N | Dec 07 | Fee: \$55 | 4 hrs | 33032 | CEC 118 |

ELECTIVE – FOR THE GOOD OF ALL: REALTOR CODE OF ETHICS

This elective course is designed to help the student understand the legal ramifications of real property contract law as determined by the courts of our land. All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

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|---|---------------|--------|-----------|-------|-------|---------|
| W | 1:00pm-5:00pm | Nov 11 | Fee: \$55 | 4 hrs | 33030 | CEC 118 |
|---|---------------|--------|-----------|-------|-------|---------|

ELECTIVE – IF YOU WERE THE JUDGE

This elective course is designed to help the student understand the legal ramifications of real property contract law as determined by the courts of our land. All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

Instructor: Buddy Blackmon

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|---|---------------|--------|-----------|-------|-------|---------|
| M | 1:00pm-5:00pm | Nov 02 | Fee: \$55 | 4 hrs | 33029 | CEC 118 |
|---|---------------|--------|-----------|-------|-------|---------|

ELECTIVE – THE CONTRACT MAZE

This elective course is designed to navigate the intricate details and elusive question of "When does an offer become a contract?" All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

Instructor: Buddy Blackmon

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|-----|---------------|--------|-----------|-------|-------|---------|
| M | 1:00pm-5:00pm | Aug 03 | Fee: \$55 | 4 hrs | 33910 | CEC 118 |
| W | 8:00am-12:00N | Oct 19 | Fee: \$55 | 4 hrs | 33027 | CEC 118 |
| Sat | 1:00pm-5:00pm | Oct 24 | Fee: \$55 | 4 hrs | 33028 | CEC 118 |
| W | 8:00am-12:00N | Dec 09 | Fee: \$55 | 4 hrs | 33033 | CEC 118 |
| Sat | 8:00am-12:00N | Dec 12 | Fee: \$55 | 4 hrs | 33034 | CEC 118 |

GENERAL REAL ESTATE UPDATE (GENUP)

This class fulfills the annual continuing education credit for Real Estate Brokers as mandated by the North Carolina Real Estate Commission. The Commission changes the subject matter of this course each year. All Real Estate CE classes require the student to bring a photo ID and pocket card. Book is included in the cost of the class.

Instructor: Buddy Blackmon

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|-----|---------------|--------|-----------|-------|-------|---------|
| W | 1:00pm-5:00pm | Aug 05 | Fee: \$55 | 4 hrs | 33908 | CEC 118 |
| M | 8:00am-12:00N | Sep 14 | Fee: \$55 | 4 hrs | 33015 | CEC 118 |
| M | 1:00pm-5:00pm | Oct 19 | Fee: \$55 | 4 hrs | 33016 | CEC 118 |
| Sat | 8:00am-12:00N | Oct 24 | Fee: \$55 | 4 hrs | 33017 | CEC 118 |
| W | 8:00am-12:00N | Nov 11 | Fee: \$55 | 4 hrs | 33018 | CEC 118 |
| Sat | 8:00am-12:00N | Nov 21 | Fee: \$55 | 4 hrs | 33019 | CEC 118 |
| M | 1:00pm-5:00pm | Dec 07 | Fee: \$55 | 4 hrs | 33020 | CEC 118 |

NOTARY PUBLIC

E-NOTARY PUBLIC

This course is required for anyone interested in registering as an **Electronic** Notary Public for the first time. All students **MUST** be currently commissioned as a Notary Public in North Carolina to attend this class. **NOTE: The current edition of the E-Notary Manual is required for admittance to the class and can be purchased at the FTCC bookstore.** It is strongly recommended that you study the guidebook prior to class attendance to be better prepared for the state examination given at the end of the class. ***This is a self-supporting class; fee-exempt status does not apply.*** **PREREQUISITE:** Students must provide current Notary Public Commission number and current state or federal picture identification for admission to class. ***The active duty military and civilian ID cards DO NOT meet the identification requirement.*** The ID must be a valid ID with a picture of the face and either signature of physical descriptors or both. ***When registering, please check that your name is spelled correctly and matches your ID. With questions, please contact (910) 678-0032.***

Instructor: Mike Brown

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|---|---------------|--------|-----------|-------|-------|---------|
| W | 8:00am-12:00N | Aug 19 | Fee: \$70 | 4 hrs | 33054 | CBI 129 |
| W | 5:30pm-9:30pm | Nov 04 | Fee: \$70 | 4 hrs | 33055 | CBI 129 |

NOTARY PUBLIC

This course is required for anyone interested in becoming a Notary Public for the first time. It is recommended for all notaries as a refresher course. **NOTE: The current edition of The Notary Public Guide Book for North Carolina is required for admittance to the class and can be purchased at the FTCC bookstore.** It is strongly recommended that you study the guidebook prior to class attendance to be better prepared for the state examination given at the end of the class. NCGS 10B-5(b) provides the following requirements to be commissioned as a Notary Public in NC: 1) Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes; 2) Reside or have a regular place of work or business in this State; 3) Reside legally in the United States; 4) Speak, read, and write the English language; 5) Possess a high school diploma or equivalent; 6) Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar; 7) Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public; 8) Submit an application containing no significant misstatement or omission of fact. ***This is a self-supporting class; fee-exempt status does not apply.***

PREREQUISITE: Students must provide current state or federal picture identification for admission to class. **The active duty military and civilian ID cards DO NOT meet the identification requirement.** The ID must be a valid ID with a picture of the face and either signature or physical descriptors or both. ***When registering, please check that your name is spelled correctly and matches your ID. With questions, please contact (910) 678-0032.***

Instructor: Bret Kane

| | | | | | | |
|-----|---------------|---------------|-----------|-------|-------|---------|
| W | 8:00am-5:00pm | Aug 05 | Fee: \$70 | 8 hrs | 33917 | CBI 111 |
| M,W | 5:30pm-9:30pm | Aug 17-Aug 19 | Fee: \$70 | 8 hrs | 33049 | CBI 129 |
| M,W | 5:30pm-9:30pm | Sep 21-Sep 23 | Fee: \$70 | 8 hrs | 33050 | CBI 129 |
| M,W | 5:30pm-9:30pm | Oct 19-Oct 21 | Fee: \$70 | 8 hrs | 33051 | CBI 129 |
| M,W | 5:30pm-9:30pm | Nov 16-Nov 18 | Fee: \$70 | 8 hrs | 33052 | CBI 129 |
| W | 8:00am-5:00pm | Nov 25 | Fee: \$70 | 8 hrs | 33046 | CBI 129 |
| W | 8:00am-5:00pm | Dec 02 | Fee: \$70 | 8 hrs | 33047 | CBI 129 |
| M,W | 5:30pm-9:30pm | Dec 07-Dec 09 | Fee: \$70 | 8 hrs | 33053 | CBI 129 |
| W | 8:00am-5:00pm | Dec 09 | Fee: \$70 | 8 hrs | 33048 | CBI 129 |

Instructor: Mike Brown

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|---|---------------|--------|-----------|-------|-------|---------|
| W | 8:00am-5:00pm | Aug 12 | Fee: \$70 | 8 hrs | 33918 | CBI 111 |
| W | 8:00am-5:00pm | Aug 26 | Fee: \$70 | 8 hrs | 33037 | CBI 129 |
| W | 8:00am-5:00pm | Sep 02 | Fee: \$70 | 8 hrs | 33038 | CBI 129 |
| W | 8:00am-5:00pm | Sep 09 | Fee: \$70 | 8 hrs | 33039 | CBI 111 |
| W | 8:00am-5:00pm | Sep 30 | Fee: \$70 | 8 hrs | 33040 | CBI 129 |
| W | 8:00am-5:00pm | Oct 07 | Fee: \$70 | 8 hrs | 33041 | CBI 111 |
| W | 8:00am-5:00pm | Oct 14 | Fee: \$70 | 8 hrs | 33042 | CBI 129 |
| W | 8:00am-5:00pm | Oct 28 | Fee: \$70 | 8 hrs | 33043 | CBI 129 |
| W | 8:00am-5:00pm | Nov 04 | Fee: \$70 | 8 hrs | 33044 | CBI 129 |
| W | 8:00am-5:00pm | Nov 11 | Fee: \$70 | 8 hrs | 33045 | CBI 129 |



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COMMUNICATIONS

FIBER OPTICS – COMPREHENSIVE FIBER OPTICS

This course will provide knowledge and skills to become Certified Fiber Optic Technicians (CFOT) with additional information and certifications in Premises and Outside Plant Fiber Optic operations. You will learn the basics of Fiber Optics, Fiber Optic Networks, and Fiber Optic repair equipment and its proper use. The Optical Time Domain Reflectometer (OTDR), Fusion Splicer, Mechanical splicer and Visual Fault Locator will be demonstrated and used by each student for accurate testing procedures in association with optical transmission. Emphasis is placed on preparing students to properly determine design, testing, and evaluation of Fiber Optics networks and systems. **Textbook Requirement: *Fiber Optics Technician's Manual, 4th Edition.* This course provides hands-on training. Additional fees of \$60 for the Fiber Optics Association CFOT Certification Exam, includes a 3-year license, (additional specialty certifications may be available.)**

Instructor: William Van Ewert

| | | | | | | |
|-----|---------------|----------------|------------|---------|-------|---------|
| M-W | 8:00am-5:00pm | Aug 10-Sep 03 | Fee: \$180 | 120 hrs | 61163 | CBI 128 |
| Th | 8:00am-3:00pm | | | | | |
| M-W | 8:00am-5:00pm | Sep 22- Oct 20 | Fee: \$180 | 120 hrs | 61164 | CBI 128 |
| Th | 8:00am-3:00pm | | | | | |
| M-W | 8:00am-5:00pm | Nov 16-Dec 17 | Fee: \$180 | 120 hrs | 61165 | CBI 128 |
| Th | 8:00am-3:00pm | | | | | |

ELECTRICAL LINEWORKER

The Lineworker course has been designed and coordinated with PWC to provide specific aspects of building and maintaining electrical power circuits and equipment for overhead and underground construction. This course will cover definitions, voltage ratings, pole climbing, types and use of electrical tools/equipment, electrical safety, Arc Flash Safety, material assembly, OSHA 10 Construction Certification and CPR/First Aid/AED Certifications. Human Resource Development will aid in resume writing, soft skills, and the interview process. **Students are required to purchase accident insurance for \$2, OSHA Card Certification for \$8 and CPR/First Aid/AED for \$20 which is payable at the time of registration. Students can call "A Healthy Back" at (910) 303-2690 to set up the drug screen and physical at a discounted rate of \$125.00. Students will be responsible for paying all permit cost, completing a physical, drug screen, and testing at the DMV. Students will also need to go to the DMV and get a free CDL manual. Students will be required to provide Personal Protection Equipment (PPE) to include climbing boots, blue jeans, and a long sleeve shirt. This course will provide hands-on and HRD training. Students must register at Records & Registration in the Neill Currie Building. NOTE: First meeting will be at CBI 122. For more information, call (910) 678-8230.**

Instructor: William Rinehart

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|------|---------------|---------------|------------|---------|-------|-----------------------|
| M-Th | 8:00am-5:00pm | Sep 15-Dec 09 | Fee: \$210 | 368 hrs | 61170 | CBI 122/ Pole Farm |
|------|---------------|---------------|------------|---------|-------|-----------------------|

COMPUTER EDUCATION

COMPUTER LITERACY FOR ABSOLUTE BEGINNERS

Have you wanted to learn about computers, but have not known where to start? If so, join us for this entry-level course in computer literacy. During this class, we will start from turning on the computer, to using a mouse and keyboard, navigating the operating system, using printers, browsing the internet, and many other introductory topics. **Supplies:** Please bring a 2GB USB Drive to class.

Instructor: Lisbeth Leddin

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| T | 5:30pm-8:30pm | Sep 01-Oct 20 | Fee: \$70 | 24 hrs | 91097 | CEC 257 |
|---|---------------|---------------|-----------|--------|-------|---------|

COMPUTER LITERACY FOR ABSOLUTE BEGINNERS II

Once you have learned the basics of using a computer, you're ready to explore the top 15 Internet activities everyone needs to know! In this class, topics will include, E-mail, sharing files & photos, Free TV, Reading Books, Banking, Shopping, Research, using the Cloud and so much more. This fun, hands-on and informative class will open up your abilities to confidently use the computer. **PREREQUISITE:** Students must complete the Computer Literacy for Absolute Beginners course prior to registration. **Supplies:** Please bring a 2GB USB Drive to class.

Instructor: Lisbeth Leddin

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| T | 5:30pm-8:30pm | Oct 27-Dec 15 | Fee: \$70 | 24 hrs | 91098 | CEC 257 |
|---|---------------|---------------|-----------|--------|-------|---------|

CONNECTING YOUR TECH DOTS

Has learning new technology kept you using an old flip-phone? Is your tablet gathering dust on a table? Introducing a fun course to help you master the functions & features of an Apple-iPad/iPhone or Android Smartphone/Tablet. These incredible devices use intuitive gestures and universal symbols, that once learned, will help you enjoy technology! Don't miss this opportunity to move through the basics and get to the cool stuff. Join in with the newest communication technology to save time, get organized and put the power of the internet at your fingertips! **NOTE:** Students are welcome to bring their modern tablets, laptops, and notebooks to class.

Instructor: Lisbeth Leddin

| | | | | | | |
|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 5:30pm-8:30pm | Sep 10-Oct 29 | Fee: \$70 | 24 hrs | 91099 | CEC 257 |
|----|---------------|---------------|-----------|--------|-------|---------|

CONNECTING YOUR TECH DOTS LEVEL II

Has learning new technology kept you from exploring all there is to offer? This hands-on, interactive course will teach you how to use your laptop, tablet, phone and more! A seasoned “techie” will teach you behaviors and universal symbols, that once learned, will have you enjoying technology. **NOTE:** Students are welcome to bring their modern tablets, laptops, and notebooks to class.

Instructor: Lisbeth Leddin

Th 5:30pm-8:30pm Nov 05-Dec 17 Fee: \$65 18 hrs 91100 CEC 257

CREATING WEB PAGES – ONLINE

Create and post your very own Web site on the Internet using HTML in this extensive, hands-on, eight-week workshop. First, you will learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor’s patient guidance, you will plan the content, structure, and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, and tables. You will also learn critical and timely information on securing the best possible location in search engine listings and powerful no-cost or low-cost web marketing strategies. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94057 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94058 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94059 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94504 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94505 | online |

MICROSOFT EXCEL LEVEL I

This course introduces students to the essentials of Microsoft Excel. Students will be able to create simple spreadsheets, including editing, formatting, and printing. It is intended for people with little or no background in spreadsheets. Simple formulas and introductory data handling are covered. This course is for students who are familiar with Windows. **Supplies:** Please bring a flash drive to class each session.

Instructor: Lisbeth Leddin

M 5:30pm-8:30pm Sep 14-Nov 02 Fee: \$70 24 hrs 91101 CEC 257

NETWORKING (INTRODUCTION) – ONLINE

Introduction to Networking explains computer networking basics in terms that you can easily understand using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context and explains how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, which explains the software and hardware that makes networking possible. The course stresses understanding how and why networks work rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity or configuring connections to an Internet Service Provider (ISR). This course will give you the foundation you need to begin training for CCNA certification or employment in a computer networking career. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94137 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94138 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94139 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94589 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94590 | online |

FTCC CORPORATE & CONTINUING EDUCATION

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never stops!*



COMPTIA COMPUTER TECHNICIAN SUPPORT PROGRAMS

A+ CERTIFICATION: HARDWARE (BASIC) – ONLINE

(First course in the online series)

Time to roll up those sleeves and dive inside the personal computer! This basic CompTIA A+ certification preparation course teaches you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, BIOS, CMOS, the expansion bus, and input/output devices. You will learn how things work, how to configure everything, and how to troubleshoot in real world environments. This course gives you the knowledge upon which you will base the rest of your CompTIA A+ certification studies. Plus, this course helps you take that first step to becoming an excellent PC technician. So what are you waiting for? **REQUIREMENTS:** a PC that you can take apart and put back together again. This can be anything from an ancient Intel 286 to a newer 486 or beyond. Because of the dangers of electro-static discharge (to the machine, not the student), we do not require you to tear apart your own primary computer. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE**

WEEK BEFORE THE CLASS START DATE.

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94839 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94840 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94841 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94365 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94366 | online |

COMPTIA A+ HARDWARE & SOFTWARE – FACE-TO-FACE

This course is designed to cover all topics required to prepare the student for both of the current CompTIA A+ Exams (220-1001 & 220-1002). This comprehensive approach will walk the student through all of the information needed to study for the exams. The hands-on training component of the course will help the student prepare for the exams by providing experience in the installation, configuration, optimization, preventive maintenance, troubleshooting, and repair of computer hardware and operating system components. **Textbook Requirement:** Will be announced by the instructor during the first class.

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Neal Verzosa

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|------|---------------|---------------|------------|---------|-------|---------|
| T,Th | 6:00pm-9:00pm | Aug 11-Dec 10 | Fee: \$180 | 105 hrs | 91096 | GCB 211 |
|------|---------------|---------------|------------|---------|-------|---------|

COMPTIA NETWORK+ – FACE-TO-FACE

This course is designed to cover the topics required to prepare the student for the current CompTIA Network+ exam. Topics covered include: network architecture, troubleshooting and industry standards, network operations, and network theory. This course will emphasize the knowledge and skills necessary to implement a defined network architecture with basic network security. **PREREQUISITE:** A student enrolled in this course should have a CompTIA A+ certification. **Textbook Requirement:** Will be announced by the instructor during the first course meeting.

Instructor: TBA

| | | | | | | |
|-----|---------------|---------------|------------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Oct 19-Dec 14 | Fee: \$125 | 48 hrs | 91102 | GCB 211 |
|-----|---------------|---------------|------------|--------|-------|---------|

COMPTIA SECURITY+ – FACE-TO-FACE

This course is designed to cover the topics required to prepare the student for the current CompTIA Security+ exam. Topics covered include: network security, compliance and operational security, threats and vulnerabilities and identity management. This course will emphasize the most important foundational principles for securing computers, networks, and managing risk. **PREREQUISITE:** A student enrolled in this course should have a CompTIA A+ certification. **Textbook Requirement:** Will be announced by the instructor during the first course meeting.

Instructor: TBA

| | | | | | | |
|-----|---------------|---------------|------------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Aug 17-Oct 12 | Fee: \$125 | 48 hrs | 91103 | GCB 211 |
|-----|---------------|---------------|------------|--------|-------|---------|

COMPUTER TECHNICIAN – ONLINE

The Online Computer Technician course is specifically designed to prepare students for the Computing Technology Industry Association (CompTIA) A+ certification examinations and careers in computer support and repair. Students will start the course with foundational training in Microsoft programs Word, Excel, and Outlook and progress to learning about hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. Upon successful completion of the course modules and passing of the final exam, students will be prepared to take the CompTIA A+ 220-1001 Core 1 and 220-1002 Core 2 certification exams. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 270 hrs | 94539 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 270 hrs | 94335 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 270 hrs | 94336 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 270 hrs | 94337 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 270 hrs | 94338 | online |

EMERGENCY SERVICES TRAINING

*Students who register on campus must be prepared to pay the insurance fee at the time of registration.
Please check course descriptions for insurance requirements.*

BASIC ANATOMY & PHYSIOLOGY

This course provides a basic study of the structure and function of the human body. In addition to the basic study of the body systems, students will be introduced to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology. This course will meet twice each week in addition students are required to complete twelve hours of online work each week. **This course is required for completion of the Paramedic Initial. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call (910) 678-8251 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: Emergency Medical Technician- Initial

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: TBA

| | | | | | | |
|--------|--------|---------------|------------|--------|-------|--------|
| online | online | Sep 15-Nov 08 | Fee: \$180 | 96 hrs | 56241 | online |
|--------|--------|---------------|------------|--------|-------|--------|

CPR-HEALTHCARE PROVIDER

This five-hour class is recommended for anyone who works in a healthcare setting (RNs, EMTs, CNAs, etc.). *This is a self-supporting class; fee-exempt status does not apply.* **Pre-Registration is required in the Neill Currie Building, Room 2 or online. For registration information, please call (910) 678-8386. Students are required to have an online email address to receive their E-Card once completed.**

Instructor: TBA

| | | | | | | |
|---|----------------|--------|-----------|-------|-------|---------|
| M | 9:00am-2:00pm | Aug 03 | Fee: \$45 | 5 hrs | 56070 | NC 7A |
| W | 5:00pm-10:00pm | Aug 05 | Fee: \$45 | 5 hrs | 56071 | SLC 108 |
| M | 9:00am-2:00pm | Aug 10 | Fee: \$45 | 5 hrs | 56072 | NC 7A |
| W | 5:00pm-10:00pm | Aug 12 | Fee: \$45 | 5 hrs | 56073 | SLC 108 |
| M | 9:00am-2:00pm | Aug 24 | Fee: \$45 | 5 hrs | 56317 | NCB 7A |
| W | 5:00pm-10:00pm | Aug 26 | Fee: \$45 | 5 hrs | 56318 | SLC 108 |
| W | 5:00pm-10:00pm | Sep 02 | Fee: \$45 | 5 hrs | 56319 | SLC 108 |
| M | 9:00am-2:00pm | Sep 14 | Fee: \$45 | 5 hrs | 56320 | NCB 7A |
| W | 5:00pm-10:00pm | Sep 23 | Fee: \$45 | 5 hrs | 56321 | SLC 108 |
| M | 9:00am-2:00pm | Sep 28 | Fee: \$45 | 5 hrs | 56322 | NCB 7A |
| M | 9:00am-2:00pm | Oct 12 | Fee: \$45 | 5 hrs | 56323 | NCB 7A |
| W | 5:00pm-10:00pm | Oct 14 | Fee: \$45 | 5 hrs | 56324 | SLC 108 |
| M | 9:00am-2:00pm | Oct 26 | Fee: \$45 | 5 hrs | 56325 | NCB 7A |
| W | 5:00pm-10:00pm | Oct 28 | Fee: \$45 | 5 hrs | 56326 | SLC 108 |
| W | 5:00pm-10:00pm | Nov 04 | Fee: \$45 | 5 hrs | 56327 | SLC 108 |
| M | 9:00am-2:00pm | Nov 09 | Fee: \$45 | 5 hrs | 56328 | NCB 7A |
| W | 5:00pm-10:00pm | Nov 18 | Fee: \$45 | 5 hrs | 56329 | SLC 108 |
| M | 9:00am-2:00pm | Nov 30 | Fee: \$45 | 5 hrs | 56330 | NCB 7A |
| W | 5:00pm-10:00pm | Dec 02 | Fee: \$45 | 5 hrs | 56331 | SLC 108 |
| M | 9:00am-2:00pm | Dec 07 | Fee: \$45 | 5 hrs | 56332 | NCB 7A |

EMERGENCY MEDICAL TECHNICIAN INITIAL

This course provides training in the first phase of the EMT career structure. This class exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam.

NOTE: A liability and accident insurance fee of \$14.50 is due on the day of registration. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call (910) 678-8251 or email us at EMSCONED@faytechcc.edu.

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

PREREQUISITE: High school credentials

Instructor: TBA

| | | | | | | |
|------|---------------|---------------|------------|---------|-------|---------|
| M-Th | 8:00am-5:00pm | Sep 14-Nov 12 | Fee: \$180 | 288 hrs | 56054 | SLC 219 |
|------|---------------|---------------|------------|---------|-------|---------|



**Continuing Education classes begin in different weeks & months.
Check start dates to be sure you won't miss a course!**

EMERGENCY MEDICAL TECHNICIAN INITIAL – HYBRID

This course provides training in the first phase of the EMT career structure. This class exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam. This course meets Monday, Wednesday and Thursday with an online component that requires students to complete a minimum of eight hours each week online through Blackboard assignments. **NOTE: A liability and accident insurance fee of \$14.50 is due on the day of registration. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call (910) 678-8251 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: High school credentials

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: TBA

| | | | | | | |
|--------|----------------|---------------|------------|---------|-------|---------|
| M,W,Th | 6:00pm-10:00pm | Aug 10-Dec 17 | Fee: \$180 | 288 hrs | 56076 | SLC 105 |
|--------|----------------|---------------|------------|---------|-------|---------|

EMERGENCY MEDICAL TECHNICIAN REFRESHER

This course will provide instruction and review for persons needing continuing education hours and/or needing to take the National Registry Basic Transition Course. The review will include classroom practical skills and Technical Scope of Practice Performance Evaluation. **Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-8251 or email EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT-Basic certification

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: TBA

| | | | | | | |
|------|----------------|---------------|------------|--------|-------|---------|
| T-Th | 6:00pm-10:00pm | Oct 13-Nov 25 | Fee: \$180 | 80 hrs | 56316 | SLC 108 |
|------|----------------|---------------|------------|--------|-------|---------|

MOBILE INTEGRATED HEALTH CARE

This is a program designed with advanced training to respond to non-acute 911 calls for people needing medical care but have no life-threatening symptoms. At these visits, the Community Paramedics provide primary care for minor illnesses instead of a transport by ambulance to the Emergency Department. Training includes assessment skills and completing clinical rotations in non-emergency specialty settings. The Community Paramedic Program closes the gap by expanding the role of EMS personnel. Areas of interest will include primary care, public health, disease management, prevention and wellness, and mental health. The Community Paramedic Program adapts to the specific needs and resources of each community. **This course is online and students are required to complete a minimum of ten hours each week on online Blackboard assignments.** Upon successful completion of course, students will be eligible to take Certified Community Paramedic (CP-C) Exam. **Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-8251 or email EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT-Paramedic (State or National Registry)

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Suzanne King

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 18-Oct 08 | Fee: \$180 | 115 hrs | 56315 | online |
|--------|--------|---------------|------------|---------|-------|--------|

PARAMEDIC INITIAL (A) – HYBRID

This course is offered after the completion of the Basic Emergency Medical Technician certification. The course training will consist of the use of advanced airway devices, intravenous lines, pharmacology, cardiovascular systems, and principles of electrocardiography, dysrhythmia recognition, defibrillation /pacing, communication skills, and a review of basic and advanced life support.

REQUIREMENTS: PRE-REGISTRATION, CURRENT EMT-BASIC CERTIFICATION, AND HRD ASSESSMENT TESTING COMPLETED PRIOR ENTRY INTO THE CLASS. STUDENT MUST TAKE PART A (LECTURE) AND PART B (LAB / CLINICAL) AND SUCCESSFULLY COMPLETE BOTH TO BE ELIGIBLE FOR THE STATE AND NATIONAL REGISTRY CERTIFICATION EXAM. **NOTE:** This course meets Tuesday or Wednesday with an online component that requires students to complete a minimum of eight hours each week online through Blackboard assignments. **Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-8251 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT certification (NC / NR Current Licensure)

COREQUISITE: PARAMEDIC INITIAL (B), BASIC ANATOMY & PHYSIOLOGY

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: TBA

| | | | | | | |
|--------|---------------|---------------|------------|---------|-------|---------|
| T or W | 8:00am-5:00pm | Aug 11-May 26 | Fee: \$180 | 640 hrs | 56242 | SLC 104 |
|--------|---------------|---------------|------------|---------|-------|---------|

PARAMEDIC INITIAL (B)

This course is offered after the completion of the Basic Emergency Medical Technician certification. The course training will consist of the use of advanced airway devices, intravenous lines, pharmacology, cardiovascular systems, and principles of electrocardiography, dysrhythmia recognition, defibrillation/pacing, communication skills, and a review of basic and advanced life support. **REQUIREMENTS:** PRE-REGISTRATION, CURRENT EMT-BASIC CERTIFICATION, AND HRD ASSESSMENT TESTING COMPLETED PRIOR ENTRY INTO THE CLASS. STUDENT MUST TAKE PART A (LECTURE) AND PART B (LAB/CLINICAL) AND SUCCESSFULLY COMPLETE BOTH TO BE ELIGIBLE FOR THE STATE AND NATIONAL REGISTRY CERTIFICATION EXAM. Students will attend Lab on Thursday or Friday and then will schedule internships (Hospital/Field Clinical) on dates other than classroom times. Liability and accident insurance fees of \$14.50 are due on the day of registration. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-8251 or email us at EMSCONED@faytechcc.edu.

PREREQUISITE: Current EMT certification (NC / NR Current Licensure)

COREQUISITE: PARAMEDIC INITIAL (A), BASIC ANATOMY & PHYSIOLOGY

Instructor: TBA

| | | | | | | |
|---------|---------------|---------------|------------|---------|-------|---------|
| Th or F | 8:00am-5:00pm | Aug 13-May 28 | Fee: \$180 | 624 hrs | 56361 | SLC 119 |
|---------|---------------|---------------|------------|---------|-------|---------|

PARAMEDIC REFRESHER

This course will provide instruction and review for persons needing continuing education hours and/or needing to take the National Registry Transition Course. The review will include classroom practical skills and Technical Scope of Practice Performance Evaluation. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-8251 or email us at EMSCONED@faytechcc.edu.

PREREQUISITE: Current Paramedic certification

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Helen Christensen

| | | | | | | |
|------|----------------|---------------|------------|---------|-------|---------|
| T,Th | 6:00pm-10:00pm | Oct 13-Dec 08 | Fee: \$180 | 120 hrs | 56248 | SLC 103 |
| Sat | 8:00am-5:00pm | | | | | |

FOREIGN LANGUAGE

Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

FRENCH I

Join us as we discover beautiful France and the culture within! If you anticipate traveling in France, you will enjoy your trip more if you master some of the basics of the language, grammar, and understand the beauty of the French culture. In this course, you will study both conversation and culture; money exchange, how to order in restaurants, how to ask for and understand directions, and more! This is an excellent course for those traveling for business!

Instructor: Felicia Garnier

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Sep 03-Oct 22 | Fee: \$70 | 24 hrs | 90720 | HTC 143 |
|----|---------------|---------------|-----------|--------|-------|---------|

FRENCH II

Continue your practice of the French language in this intermediate level course. The instructor will introduce you to a higher level of grammar, conversational skills and understanding the geography of the county. This course is designed to bring your language skills for business and travel purposes to a new level. **PREREQUISITE:** Completion of French I course or equivalent experience.

Instructor: Felicia Garnier

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Oct 29-Dec 17 | Fee: \$70 | 21 hrs | 90721 | HTC 143 |
|----|---------------|---------------|-----------|--------|-------|---------|

ITALIAN I

Italian is known as the romance language, pursued by many. As a beginning student in this course, you will study grammar, conversation, and culture. Learn how to speak Italian with an emphasis on the practical use of the language and the development of speaking and listening skills. This course is designed to improve your language skills for business and travel purposes.

Instructor: Silvia Gatti

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Sep 01-Oct 20 | Fee: \$70 | 24 hrs | 90722 | HTC 141 |
|---|---------------|---------------|-----------|--------|-------|---------|

ITALIAN II

Continue your practice of the Italian language in this intermediate level course. The instructor will introduce you to a higher level of grammar, conversational skills and understanding the geography of the county. This course is designed to bring your language skills for business and travel purposes to a new level. **PREREQUISITE:** Completion of Italian I course or equivalent experience.

Instructor: Silvia Gatti

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Oct 27-Dec 15 | Fee: \$70 | 24 hrs | 90723 | HTC 141 |
|---|---------------|---------------|-----------|--------|-------|---------|

RUSSIAN I

This is your opportunity to learn the beautiful Russian language and gain insight into contemporary Russian life. This practical introduction to the language will not focus on grammatical drills but will allow you to learn the alphabet and basic grammar through lecture, exercises, and discussions on current events and cultural issues. By the end of the course you should be able to hold simple conversations and handle practical situations.

Instructor: Shorena Duduchava-Parrish

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Sep 08-Oct 27 | Fee: \$70 | 24 hrs | 90724 | CUH 354 |
|---|---------------|---------------|-----------|--------|-------|---------|

SPANISH (BEGINNING)

Spanish is the 2nd most used language in the United States and in today's society it is recognized as an additional skill when qualifying for promotions or a new career. In this course you will study grammar, conversation, and a touch of culture. This course is designed for those who have Spanish-speaking customers and employees, those who anticipate doing business with Spanish speakers, or those traveling to Latin America or Spain. If your workplace would benefit from your ability to speak and understand Spanish, then it will be to your advantage to enroll in this course. By registering for the longer Spanish Beginning course, your instructor will expand on the topics listed above.

Instructor: Natalia Aguilar

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Aug 04-Sep 22 | Fee: \$70 | 24 hrs | 90727 | CUH 356 |
|---|---------------|---------------|-----------|--------|-------|---------|

Instructor: Marysol Martinez

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Sep 08-Oct 29 | Fee: \$125 | 48 hrs | 90725 | CEC 217 |
|------|---------------|---------------|------------|--------|-------|---------|

Instructor: Ingrid Leon

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|-----|---------------|---------------|-----------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Sep 12-Oct 17 | Fee: \$70 | 24 hrs | 90729 | HTC 141 |
|-----|---------------|---------------|-----------|--------|-------|---------|

Instructor: Isis Perez

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|-----|---------------|---------------|-----------|--------|-------|---------|
| Sat | 9:00am-12:00N | Oct 03-Nov 21 | Fee: \$70 | 24 hrs | 90726 | CEC 214 |
|-----|---------------|---------------|-----------|--------|-------|---------|

SPANISH (INTERMEDIATE)

This is a continuation of beginning Spanish with emphasis placed on grammar and conversation. If you have taken beginning Spanish or have some background in the Spanish language, you should be comfortable with the content and pace of this class. Emphasis will be on building conversational skills to increase your ability to speak with Hispanic employees, co-workers, and friends. **PREREQUISITE:** Completion of Spanish (Beginning) course or equivalent experience.

Instructor: Natalia Aguilar

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Oct 06-Nov 24 | Fee: \$70 | 24 hrs | 90728 | CUH 356 |
|---|---------------|---------------|-----------|--------|-------|---------|

Instructor: Ingrid Leon

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|-----|---------------|---------------|-----------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Oct 24-Dec 05 | Fee: \$70 | 24 hrs | 90730 | HTC 141 |
|-----|---------------|---------------|-----------|--------|-------|---------|

Instructor: Marysol Martinez

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Nov 03-Dec 15 | Fee: \$70 | 21 hrs | 90731 | CEC 217 |
|---|---------------|---------------|-----------|--------|-------|---------|

SPEED SPANISH I – ONLINE

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94001 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94002 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94003 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94364 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94365 | online |

HEALTHCARE/MEDICAL OFFICE TRAINING

*Students who register on campus must be prepared to pay the insurance fee at the time of registration.
Please check course descriptions for insurance requirements.*

AFAA GROUP FITNESS INSTRUCTOR – HYBRID

This course will prepare aspiring Group Fitness Instructors to transition successfully into their careers. Guiding students on a journey from student to instructor, this course provides important knowledge related to the human body and fitness, as well as prepares students for the communication and instruction skills they will need to be successful in the group fitness setting. Students will be evaluated by both written and practical exams. A score of 70 or better is required on each. **Textbook Requirement:** AFAA Principles of Group Fitness Instruction, 2nd Edition.

Instructor: Traci Payne

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|---|---------------|---------------|------------|--------|-------|---------|
| M | 6:00pm-9:00pm | Sep 14-Nov 02 | Fee: \$180 | 50 hrs | 33036 | CEC 257 |
|---|---------------|---------------|------------|--------|-------|---------|

BECOME A PHYSICAL THERAPY AIDE – ONLINE

Prepare for a rewarding career as a valued member of the physical therapy (PT) team while learning all about the human body, specific disorders, and the way physical therapists (PTs) treat these disorders. We will begin by exploring the history of physical therapy and the relationships between physical therapists, physical therapist assistants, and physical therapy aides. You will receive training on how to communicate effectively with other health care professionals and patients. You will come to understand medical terminology and anatomy and physiology used in the field of physical therapy, the medical documentation that physical therapists use, and the principles of ethics and laws that affect the PT aide. Along with infection control, you will also learn proper body mechanics and how to safely move patients. We will also cover how to help patients walk with assistive devices like walkers, crutches, and canes. Furthermore, you will learn when PTs use physical agents like heat, cold, ultrasound, and electricity. By the time you finish this eight-week course, you will have gained valuable knowledge and be well on your way to becoming an important member of the physical therapy team! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94085 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94086 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94087 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94524 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94525 | online |

BECOME AN OPTICAL ASSISTANT – ONLINE

If you think you would like to become an optical assistant, this is the course for you! We will take a comprehensive look into the diverse world of optical assisting, and you will see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. We will cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You will discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will become familiar with all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. You will also discover how our amazing eyes work and come to understand some common eye conditions. In addition, we will delve into specialty areas that optical assistants can work in such as refractive surgery centers, low vision clinics, and vision training practices. And finally, we will cover how to become certified and licensed, which will open up even more opportunities for you! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94081 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94082 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94083 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94519 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94520 | online |

CARDIOVASCULAR MONITOR/TECHNICIAN – HYBRID

This course is designed and approved to prepare the student to become a certified EKG (ECG) and Technician/ Monitor. The course will cover the anatomy and physiology of the heart, principles of EKG, dysrhythmia recognition of sinus, junctional/atrial rhythms, heart blocks and bundle branches and ventricular ectopy rhythms. Skills will include operating EKG equipment, running and mounting strips as well as reading and interpreting 22 types of cardiac lead tracings produced from 12 and five lead monitors and to understand the basics of capnography as it relates to heart function. **Students are required to complete online assignments as well as attend class once a week. This course will require students to do ten hours of online work using blackboard computer component each week. For more information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu.**

Instructor: TBA

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|----|----------------|---------------|------------|---------|-------|---------|
| Th | 6:00pm-10:00pm | Sep 10-Nov 19 | Fee: \$180 | 125 hrs | 57037 | SLC 217 |
|----|----------------|---------------|------------|---------|-------|---------|

CERTIFIED NURSING ASSISTANT I

The course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. During this program, emphasis will be placed on the process of aging including mental, social, and physical needs of the elderly, patient rights, nutrition management, diseases/disorders, and human body structure and function, etc. The course includes class, laboratory, and clinical learning experiences. Students must be able to read and communicate in English effectively. The course requires the student to comply with FTCC Immunization policy. Please note that some clinical facilities also require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **Insurance Fee: \$14.50 required to be paid at time of registration. For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.**

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

Instructor: TBA

| | | | | | | |
|------|----------------|---------------|------------|---------|-------|---------|
| M-Th | 8:30am-2:30pm | Aug 03-Sep 30 | Fee: \$180 | 204 hrs | 57077 | SLC 204 |
| M-W | 5:30pm-9:30pm | Aug 11-Dec 09 | Fee: \$180 | 204 hrs | 57081 | HTC 233 |
| M-W | 5:00pm-10:00pm | Aug 17-Nov 18 | Fee: \$180 | 204 hrs | 57017 | SLC 202 |
| M-Th | 8:00am-2:00pm | Sep 08-Nov 04 | Fee: \$180 | 204 hrs | 57014 | SLC 204 |
| M-Th | 8:30am-2:30pm | Oct 12-Dec 10 | Fee: \$180 | 204 hrs | 57078 | SLC 206 |

CERTIFIED NURSING ASSISTANT I – HYBRID

The course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. During this program, emphasis will be placed on the process of aging including mental, social, and physical needs of the elderly, patient rights, nutrition management, diseases/disorders, and human body structure and function, etc. The course includes class, laboratory, and clinical learning experiences. Students must be able to read and communicate in English effectively. The course requires the student to comply with FTCC Immunization policy. Please note that some clinical facilities also require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **Insurance Fee: \$14.50 required to be paid at time of registration. For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.**

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

Instructor: TBA

| | | | | | | |
|------|----------------|---------------|------------|---------|-------|---------|
| T,Th | 5:00pm-10:00pm | Aug 25-Dec 10 | Fee: \$180 | 200 hrs | 57068 | SLC 206 |
| T,Th | 8:30am-1:30pm | Sep 01-Dec 10 | Fee: \$180 | 200 hrs | 57015 | SLC 204 |

CERTIFIED NURSING ASSISTANT I REFRESHER

The course is offered after the completion of Certified Nursing Assistant I, Initial. This course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. During this program, emphasis will be placed on the process of aging including mental, social, and physical needs of the elderly, patient rights, nutrition management, diseases/disorders, and human body structure and function, etc. The course includes class and laboratory learning experiences. Students must be able to read and communicate in English effectively.

For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

PREREQUISITE: Current and or Expired Certified Nursing Assistant N.C. Licensure. Cannot be expired more than five years to be eligible to take the C.N.A. I. Refresher.

Registration Fee: \$125.

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

Instructor: TBA

| | | | | | | |
|------|---------------|----------------|------------|--------|-------|---------|
| M-TH | 8:00am-1:00pm | Nov 09- Nov 19 | Fee: \$125 | 40 hrs | 57702 | SLC 202 |
|------|---------------|----------------|------------|--------|-------|---------|

CERTIFIED PERSONAL TRAINER – HYBRID

Begin an exciting career in health and fitness and learn the fundamentals of the personal training profession. This course will prepare students for the National Academy of Sports Medicine (NASM) certification exam. Students will learn the basic principles of training including: Fundamentals of Human Movement Science, Assessments, Training Concepts and Program Design, Nutrition and Supplementation, Client Interaction and Professional Development. Six hours of CPR training are included in this class. **Textbook Requirement: *NASM Essentials of Personal Fitness Training, 6th Edition*.** This course is hybrid and students are required to complete a portion of the class online through Blackboard weekly. To register for this class please visit www.LearnFTCC.com. **NOTE: Required insurance fee of \$14.50 is included with registration fee. Ask about available scholarships for discounted tuition! Please call (910) 678-0032 for details.**

Instructor: Tracie Payne

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|------|---------------|---------------|------------|---------|-------|---------|
| T,Th | 6:00pm-9:00pm | Aug 11-Dec 17 | Fee: \$180 | 336 hrs | 33008 | CEC 257 |
| T,Th | 9:00am-12:00N | Nov 03-Apr 01 | Fee: \$180 | 336 hrs | 33007 | CEC 257 |

ELECTRONIC HEALTH RECORDS OFFICE PROFESSIONAL – ONLINE

Train for a new career as an Electronic Health Records Office Professional! In this career, individuals play an integral role in the daily operations of physicians' offices and hospitals. Throughout this course, students will learn Microsoft Office basics, healthcare documentation and reimbursement, practice finances, and standard office procedures. In addition, students will be focusing heavily on a vital component of the medical field-electronic health records. Students will complete interactive course modules that include over 20 hours of training on the industry-standard ezEMRx EHR software. Upon successful completion of the Electronic Health Records Office Professional course, students will be prepared for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams through the National Healthcareer Association (NHA). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE. *Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 285 hrs | 94530 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 285 hrs | 94413 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 285 hrs | 94414 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 285 hrs | 94415 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 285 hrs | 94416 | online |

FTCC ONLINE MEDICAL ADMINISTRATIVE ASSISTANT

As the healthcare industry continues to change rapidly, the demand is increasing for support staff! Employers are looking for independent and trainable individuals who are dedicated to detail-oriented job duties and top-notch customer service! This course will provide individuals with the skills and knowledge needed to successfully assist patients with the administrative components of medical-related appointments and treatments. From patient scheduling to practice finances and recordkeeping, this course will prepare individuals to be a dynamic member of a medical office staff! Upon successful completion of the FTCC Online Medical Administrative Assistant course, students will be prepared for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams through the National Healthcareer Association (NHA). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** **Textbook/Course Materials: Please call (910) 678-8446 for more information.**

***Students may qualify for a discounted registration fee.**

Instructor: Tina Gross

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 320 hrs | 94309 | online |
|--------|--------|---------------|------------|---------|-------|--------|

FTCC ONLINE MEDICAL BILLING

Are you ready to gain new skills that will lead to new job opportunities? All hospitals and physicians' offices depend on support staff whose primary responsibility is to file claims for healthcare reimbursement from insurance companies and third-party payers. This course will provide individuals with the knowledge and skills required to successfully complete all documentation for reimbursement of medical services rendered by healthcare professionals. This course also will train individuals in patient billing and collection, which addresses healthcare services not covered by insurance companies and third-party payers. Come learn the essentials of medical billing and be prepared to enter the workforce in an exciting time in the healthcare industry! For more information about this course and its requirements, please visit www.LearnFTCC.com. **PREREQUISITE:** Successful completion of a medical coding program and/or professional coding experience. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** **Textbook/Course Materials: Please call (910) 678-8446 for more information.**

***Students may qualify for a discounted registration fee.**

Instructor: Tina Gross

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 320 hrs | 94308 | online |
|--------|--------|---------------|------------|---------|-------|--------|

FTCC ONLINE MEDICAL ICD-10 CODING, PART I

This course is the first course in a two-part, instructor-led program that prepares students to work as medical coders in a physician's office or hospital setting. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by insurance companies and third-party payers for payment. This specific course provides an introduction to the medical coding industry and explores topics such as medical terminology, anatomy, physiology, pathophysiology, medical records, medical ethics, ICD-10 coding, and more! Topics covered in this course provide foundational knowledge used in the everyday job duties of medical coding professionals. Throughout the course, students will have a structured, online learning environment and access to an instructor who is certified through AAPC and currently works in the field of medical coding. For more information about this course and its requirements, please visit www.LearnFTCC.com. **NOTE:** The course textbook will be an e-book accessed through FTCC's library. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** **Call (910) 678-8446 with questions.**

***Students may qualify for a discounted registration fee.**

Instructor: Deborah Hammond

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 320 hrs | 94304 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 320 hrs | 94409 | online |

FTCC ONLINE MEDICAL ICD-10 CODING, PART II

Complete the two-part, instructor-led ICD-10 medical coding program! This course will prepare students for real-world, professional coding duties in a physician's office or hospital setting. Topics covered in this course include: ICD-10-CM, ICD-10-PCS, CPT, and HCPCS code sets. Upon successful completion of this course, students will be prepared to take the Certified Coding Associate (CCA) and/or Certified Professional Coder (CPC) certification exams through AHIMA and/or AAPC respectively. Throughout the course, students will have a structured, online learning environment and access to an instructor who is a certified coder and currently works in the field of medical coding. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PREREQUISITE:** Successful completion of the FTCC Online Medical ICD-10 Coding Part I course. **Textbook Requirement:** Students will be required to purchase *Carol Buck's Step-by-Step Medical Coding*, 2020 ed. Students will be required to have the textbook on the start date of the course. The following textbooks will be provided in e-book format: *ICD-10-CM/ICD-10-PCS, AMA-HCPCS Level II Code Book* and *AMA CPT Code Book*. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Deborah Hammond

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 320 hrs | 94305 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 320 hrs | 94411 | online |

FTCC ONLINE WORKING IN THE PHARMACY

The FTCC Working in the Pharmacy Online training program is designed to help students gain the knowledge and skills necessary to aid in the successful daily operations of a pharmacy. Course modules will emphasize pharmacy job roles and responsibilities, keyboarding accuracy and skills, knowledge of pharmacy computer hardware and software, communication skills, customer service techniques, payment processing, familiarity with various forms of insurance plans, the differences in policies and procedures of institutional and retail pharmacy settings, and pharmacy law, regulations, and standards. Students will also become familiar with pharmacology, prescriptions, pharmaceutical calculations, and non-sterile compounding. Upon completion of this course, students will be prepared to seek certification through the Pharmacy Technician Certification Board (PTCB). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Textbook/Course Materials: Please call (910) 678-8446 for more information.

***Students may qualify for a discounted registration fee.**

Instructor: Kristy Smith, PHARMD

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Dec 29 | Fee: \$180 | 320 hrs | 94310 | online |
|--------|--------|---------------|------------|---------|-------|--------|

HEALTH INFORMATION TECHNOLOGY, PART I – ONLINE

Train for a new career in a medical office! This course is the first course in the Health Information Technology program, which prepares students to manage the front office administration and computer support responsibilities of today's healthcare office. In this specific course, students will focus primarily on medical administrative assistant duties and electronic health records. Upon completion of the Health Information Technology Parts I and II courses, students will be prepared for the Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and A+ 220-1001 Core 1 and 220-1002 Core 2 certification exams through the National Healthcareer Association (NHA) and Computing Technology Industry Association (CompTIA) respectively. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE CLASS START DATE.** Call (910) 678-8446 with questions.

***Students may qualify for a discounted registration fee.**

Instructor: Career Step

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 280 hrs | 94533 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 280 hrs | 94389 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 280 hrs | 94390 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 280 hrs | 94391 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 280 hrs | 94392 | online |

HEALTH INFORMATION TECHNOLOGY, PART II – ONLINE

Complete the Health Information Technology program! This course is the second course in the Health Information Technology program, which prepares students to manage the front office administration and computer support responsibilities of today's healthcare office. In this specific course, students will focus on technology topics such as hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. Upon completion of the Health Information Technology Parts I and II courses, students will be prepared for the Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and A+ 220-1001 Core 1 and 220-1002 Core 2 certification exams through the National Healthcareer Association (NHA) and Computing Technology Industry Association (CompTIA) respectively. **PREREQUISITE:** Successful completion of the Health Information Technology Part I course. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE CLASS START DATE.** Call (910) 678-8446 with questions.

***Students may qualify for a discounted registration fee.**

Instructor: Career Step

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 202 hrs | 94536 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 202 hrs | 94394 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 202 hrs | 94395 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 202 hrs | 94396 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 202 hrs | 94397 | online |

HEALTHCARE ACTIVITY DIRECTORS TRAINING COURSE FOR NURSING HOMES & DOMICILIARY HOMES

This course is designed to provide basic training to individuals desiring to become an Activity Director in health care related settings. Activity directors for adult care homes are required by the NC Division of Facility Services to complete a minimum of 50 hours in an approved activity director course. Activity directors for nursing facilities are required to complete the 50-hour basic course with an additional minimum of ten hours of documentation including the assessment and care planning process. **Textbook requirement:** *Long Term Care for Activity Professionals, Social Service Professionals, and Recreation Therapists*, 6th Edition.

Instructor: Kim Bazemore, CTRS

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Aug 18-Oct 27 | Fee: \$180 | 63 hrs | 33014 | CUH 316 |
|------|---------------|---------------|------------|--------|-------|---------|

HUMAN ANATOMY AND PHYSIOLOGY – ONLINE

This course begins with an explanation of the nature of matter and a review of the principles of chemistry that are important to human physiology. We will place an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. We will also cover cell anatomy and physiology because all life processes are ultimately carried out at the cellular level. You will also learn principles of genetics and gain an understanding of how traits are passed from one generation to the next. After we have established this foundation, we will survey the anatomy and physiology of each of our 11 organ systems. We will also discuss functions of the different organ systems that you will probably find surprising. In addition, each lesson includes information about specific disorders that sometimes happen to our bodies, and we will also talk about some recent advances in medicine. By the end of this course, you will have a greater appreciation and understanding of the marvelous complexity of the human body! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94017 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94018 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94019 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94384 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94385 | online |

MEDICAL BILLING (INTERMEDIATE) – ONLINE

Learn at home at the convenience of your computer! The Online Medical Billing (Intermediate) program helps students gain the knowledge and skills necessary to follow claims all the way through payment and prepares students to work with industry specific forms such as CMS-1500 and UB-40. Students will also learn medical coding basics as well as healthcare reimbursement, ICD-10 and X12 5010 fundamentals, and patient billing and collection. **PREREQUISITE:** It is recommended that students take a medical coding course or have prior medical coding experience before taking the Online Medical Billing (Intermediate) course. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE. Call (910) 678-8446 with questions.**

***Students may qualify for a discounted registration fee.**

Instructor: Career Step

| | | | | | | |
|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 310 hrs | 94542 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 310 hrs | 94456 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 310 hrs | 94457 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 310 hrs | 94458 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 310 hrs | 94459 | online |

MEDICAL CODING CERTIFICATION EXAM PREPARATION – ONLINE

Are you ready for the Certified Professional Coder (CPC) exam through AAPC? If you are nervous about specific coding concepts or need a refresher, come join Deborah Hammond as she rigorously prepares students for the CPC certification exam! This course will provide individuals with an intensive curriculum that reviews medical terminology, anatomy and physiology, ICD-10-CM, ICD-10-PCS, CPT, and HCPCS codes! In an effort to increase students' levels of comfort with the CPC certification exam, students will also be provided with testing tips and strategies and complete practice exams before the conclusion of the course. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PREREQUISITE:** Successful completion of a medical coding program and/or professional medical coding experience.

Textbook Requirement: *ICD-10-CM Official Guidelines for Coding and Reporting, Vol 1-3, 2020 Ed., ICD-10-PCS Procedure Coding System, 2020 Ed. AMA-CPT Codebook, 2019 Ed. (Standard or Professional Editions ONLY), AMA-HCPCS Level II Code Book, 2020 Ed.* **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Deborah Hammond

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Sep 09-Nov 03 | Fee: \$180 | 160 hrs | 94306 | online |
| online | online | Nov 04-Dec 29 | Fee: \$180 | 160 hrs | 94307 | online |

MEDICAL ICD-10 CODING PART I-HYBRID

Whether the student is new to medical coding or transitioning from ICD-9-CM to ICD-10-CM/PCS, this course helps prepare the student to code accurately and effectively using the ICD-10-CM/PCS code set with a complete understanding of relevant medical terminology and anatomy. The course will help the student by making unfamiliar medical language more approachable, and carefully sequenced medical terminology lessons help the student to understand the vastly increased anatomy necessary for accurate coding, including the locations of hundreds of arteries, muscles, nerves, and other anatomy. Students are responsible for the cost of the textbooks. **This course is hybrid and students are required to complete a portion of the class online through Blackboard weekly.** To register for this class please visit www.LearnFTCC.com.

Contact our office today regarding potential scholarships! 910-678-0032.

Instructor: Sheryl Casey

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|-----|---------------|---------------|------------|---------|-------|---------|
| M,T | 5:30pm-8:30pm | Oct 05-Jan 26 | Fee: \$180 | 320 hrs | 33013 | HTC 143 |
|-----|---------------|---------------|------------|---------|-------|---------|

MEDICAL TERMINOLOGY: A WORD ASSOCIATION APPROACH – ONLINE

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage will be provided for each root term, and word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94045 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94046 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94047 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94481 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94482 | online |

MEDICAL TRANSCRIPTION EDITOR, PART I – ONLINE

Learn from home at the convenience of your computer! This course is the first course in a two-part program designed to teach students to transfer audio-recorded dictation into hard copy medical documents. The course provides training in keyboarding, grammar, medical terminology, anatomy, and transcription. Students will also gain the knowledge of and skills in speech recognition editing, which will help them produce and review medical documents that are used by physicians, medical personnel, and courts of law on a daily basis. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 390 hrs | 94545 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 390 hrs | 94446 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 390 hrs | 94447 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 390 hrs | 94448 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 390 hrs | 94449 | online |

MEDICAL TRANSCRIPTION EDITOR, PART II – ONLINE

Complete the medical transcription editor program! The Online Medical Transcription Editor Part II course is designed to teach students to transfer audio-recorded dictation into hard copy medical documents. The course provides training in transcription, editing theory, editing technique, and editing transcription reports. Students will also gain the knowledge of and skills in speech recognition editing, which will help them to produce and review medical documents that are used by physicians, medical personnel, and courts of law on a daily basis. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PREREQUISITE:** Successful completion of Online Medical Transcription Editor Part I. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 250 hrs | 94548 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 250 hrs | 94451 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 250 hrs | 94452 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 250 hrs | 94453 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 250 hrs | 94454 | online |

PHLEBOTOMY

This course prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. The job of a phlebotomist includes maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients, the selection of venipuncture sites, the care of blood specimens, the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experience in performing blood collections. Emphasis is placed on safety and proper selection of collection sites and the care of the collected specimen. Upon successful completion of this program, the student should be prepared to take the National Phlebotomy Certification Examination. The course requires the student to comply with FTCC's Immunization policy. Please note that some clinical facilities also require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **An insurance fee of \$14.50 is due prior to entering the clinical site. Textbook Requirement: The Phlebotomy Textbook, 3rd Edition. Photocopies of the following are required: Picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR card and cannot expire during class dates). For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.**

Instructor: TBA

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|------|----------------|---------------|------------|---------|-------|---------|
| M-Th | 5:00pm-10:00pm | Aug 31-Dec 07 | Fee: \$180 | 258 hrs | 57073 | CEC 112 |
| M-Th | 8:30am-3:30pm | Sep 21-Dec 03 | Fee: \$180 | 258 hrs | 57053 | SLC 211 |

PHLEBOTOMY – HYBRID

This course prepares the student to draw blood specimens from patients for the purpose of testing and analyzing blood. The job of a phlebotomist includes maintenance of equipment used in obtaining blood specimens, the use of appropriate communication skills when working with patients, the selection of venipuncture sites, the care of blood specimens, the entry of the testing process into the computer, as well as clerical duties associated with record keeping of the blood tests. The course consists of theory and clinical experience in performing blood collections. Emphasis is placed on safety and proper selection of collection sites and the care of the collected specimen. Upon successful completion of this program, the student should be prepared to take the National Phlebotomy Certification Examination. The course requires the student to comply with FTCC's Immunization policy. Please note that some clinical facilities also require a criminal background check prior to attending clinical rotation. If a student cannot meet the criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. This course is Hybrid (Blended) which requires students to attend course on certain dates and complete online assignment utilizing Blackboard platform. Clinical will be required during this course and students can expect to attend additional dates to meet this requirement. **An insurance fee of \$14.50 is due prior to entering the clinical site. Textbook Requirement: The Phlebotomy Textbook, 3rd Edition. Photocopies of the following are required: Picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR card and cannot expire during class dates). For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.**

Instructor: TBA

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|------|----------------|---------------|------------|---------|-------|---------|
| M-W | 6:00pm-10:00pm | Sep 14-Feb 02 | Fee: \$180 | 258 hrs | 57076 | SLC 211 |
| W | 5:00pm-10:00pm | Sep 16-Dec 17 | Fee: \$180 | 258 hrs | 57074 | CEC 126 |
| M-Th | 8:30pm-1:30pm | Sep 28-Dec 15 | Fee: \$180 | 258 hrs | 57075 | CEC 126 |

PHYSICAL THERAPY OFFICE PROFESSIONAL – ONLINE

Are you ready to begin a career in healthcare? Train for a career as Physical Therapy Office Professional and learn valuable skills that will make you an essential part of a physical therapy practice! This course will equip an individual with the knowledge and skills necessary to prepare equipment for patient treatment, assist the physical therapist in selected procedures, aid in moving patients, maintain order and cleanliness throughout a physical therapy practice, and perform clerical duties such as taking inventory, managing electronic health records, and patient scheduling and communication. Additional topics covered in this course include: medical terminology, anatomy and physiology, healthcare structure and organization, documentation and reimbursement, medical records management, patient interaction, patient preparation, Microsoft Office software, and the Health Insurance Portability and Accountability Act (HIPAA). Individuals also will complete 15 hours of physical therapy aide simulations. Upon successful completion of this course, an individual will be prepared to sit for the Basic Life Support/CPR certification, the Certified Electronic Health Records Specialist (CEHRS) certification through the National Healthcareer Association (NHA), and the Certified Physical Therapy Aide Specialist (CPTAS) certification through the National Career Certification Board (NCCB). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 395 hrs | 94551 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 395 hrs | 94436 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 395 hrs | 94437 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 395 hrs | 94438 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 395 hrs | 94439 | online |

PROFESSIONAL MEDICAL CODING & BILLING, PART I – ONLINE

This course is the first course in a two-part, AHIMA-approved program that prepares students for the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) certification exams. Medical coding is the process of assigning formal, standardized codes to diagnoses and procedures performed or identified by physicians. Medical coders utilize medical records and patient charts to find diagnostic and procedural information that can be put into numerical codes and used by insurance companies and third party payers for payment. The Professional Medical Coding and Billing Part I course helps students learn medical terminology, anatomy and physiology, pharmacology, healthcare information management, healthcare delivery systems, reimbursement methodologies, and ICD-10 coding. Topics explored in this course are important as they prepare students for learning the remaining elements of ICD-10 coding, which will be covered in the Online Professional Medical Coding and Billing Part II course. Reference books are included in this course. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 389 hrs | 94554 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 389 hrs | 94421 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 389 hrs | 94422 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 389 hrs | 94423 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 389 hrs | 94424 | online |

PROFESSIONAL MEDICAL CODING & BILLING, PART II – ONLINE

Complete the medical coding and billing program! The second part of this AHIMA-approved program is a course that helps students learn CPT and HCPCS coding, advanced biomedical sciences, advanced ICD-10 coding, and advanced ICD-10-PCS coding. Students also practice their medical coding skills in extensive practical modules to gain valuable hands-on experience before taking their final exams. By the end of the course, students will be prepared to take the Certified Coding Associate (CCA) and Certified Professional Coder (CPC) examinations through AHIMA and AAPC respectively. Reference books are included in this course. **PREREQUISITE:** Successful completion of Online Professional Medical Coding & Billing Part I. For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 368 hrs | 94557 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 368 hrs | 94426 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 368 hrs | 94427 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 368 hrs | 94428 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 368 hrs | 94429 | online |

REGISTERED MEDICAL ASSISTANT I – HYBRID

This is a two-part program requires the completion and passing of both parts. This course prepares the student to become a multi-skilled front and back office professional. Upon completion of Part I and Part II, students will be able to sit for a National Medical Assistant examination through AMT.

Please Note: Clinical facilities require a criminal background check and drug screen prior to attending clinical rotations. Failure to meet the criminal background check and pass the drug screen requirements will result in dismissal from the course. Up to date Immunizations, Clinical Sites require Background and Drug Screens.

Insurance Fee: \$14.50 required to be paid at time of registration.

This course is Hybrid (Blended) which requires students to attend course on certain dates and complete online assignment utilizing Blackboard platform.

PREREQUISITE: CPR Card (American Heart Association), HS Diploma.

Questions For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu.

Pre-Registration is required.

Instructor: TBA

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-W | 5:00pm-9:00pm | Aug 03-Dec 18 | Fee: \$180 | 390 hrs | 57082 | CEC 114 |
|-----|---------------|---------------|------------|---------|-------|---------|

REGISTERED MEDICAL ASSISTANT II - HYBRID

This is a two-part program requires the completion and passing of both parts. This course prepares the student to become a multi-skilled front and back office professional. Upon completion of Part I and Part II, students will be able to sit for a National Medical Assistant examination through AMT.

Please Note: Clinical facilities require a criminal background check and drug screen prior to attending clinical rotations. Failure to meet the criminal background check and pass the drug screen requirements, will result in dismissal from the course. This course is Hybrid (Blended) which requires students to attend course on certain dates and complete online assignment utilizing Blackboard platform.

Insurance Fee: \$14.50 required to be paid at time of registration.

PREREQUISITE: Certificate of completion for RMA I Program.

For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

Instructor: TBA

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|------|---------------|---------------|------------|---------|-------|---------|
| M-Th | 8:30am-3:30pm | Sep 14-Dec 16 | Fee: \$180 | 390 hrs | 57087 | CEC 135 |
|------|---------------|---------------|------------|---------|-------|---------|

WORKING IN THE PHARMACY – ONLINE

The Working in the Pharmacy-Online training program is designed to help students gain the knowledge and skills necessary to aid in the successful daily operations of a pharmacy. Course modules will emphasize pharmacy job roles and responsibilities, keyboarding accuracy and skills, knowledge of pharmacy computer hardware and software, communication skills, customer service techniques, payment processing, familiarity with various forms of insurance plans, and pharmacy law, regulations, and standards. Students will also become familiar with pharmacology, prescriptions, pharmaceutical calculations, and non-sterile compounding. Upon successful completion of the Online Working in the Pharmacy and Online Working in the Pharmacy Part II courses, students will be eligible to take the Pharmacy Technician Certification Examination (PTCE) through the Pharmacy Technician Certification Board (PTCB). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

***Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

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|--------|--------|---------------|------------|---------|-------|--------|
| online | online | Aug 05-Nov 24 | Fee: \$180 | 287 hrs | 94560 | online |
| online | online | Sep 19-Jan 05 | Fee: \$180 | 287 hrs | 94404 | online |
| online | online | Oct 07-Jan 26 | Fee: \$180 | 287 hrs | 94405 | online |
| online | online | Nov 04-Feb 23 | Fee: \$180 | 287 hrs | 94406 | online |
| online | online | Dec 02-Mar 23 | Fee: \$180 | 287 hrs | 94407 | online |

SUBSTANCE ABUSE COUNSELING

FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART I

This course is designed to introduce you to the field of chemical dependency with an overview of the counseling concepts and processes involved. Studies will include a historical perspective, the addictive process, classifications and effects of drugs, an in-depth view of the state certification process of becoming a certified Substance Abuse Counselor for North Carolina, and substance abuse prevention strategies. **Textbook Requirement:** *Chemical Dependency Counseling (A Practical Guide)*, 5th Edition.

Instructor: TBA

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Sep 01-Oct 15 | Fee: \$125 | 42 hrs | 90733 | HTC TBA |
|------|---------------|---------------|------------|--------|-------|---------|

FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART II

This course builds on those skills developed in Part I and includes fundamental counseling skills and relapse prevention. **Textbook Requirement:** *Chemical Dependency Counseling (A Practical Guide)*, 5th Edition. **PREREQUISITE:** Fundamental Skills for Substance Abuse Counselors Part I.

Instructor: Louis Leake

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Aug 18-Oct 01 | Fee: \$125 | 42 hrs | 90579 | HTC 231 |
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|-----|---------------|---------------|------------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Sep 12-Nov 21 | Fee: \$125 | 44 hrs | 90734 | HTC 231 |
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Instructor: Stephanie Dixon

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|------|---------------|---------------|------------|--------|-------|---------|
| T,Th | 6:00pm-9:00pm | Oct 20-Dec 15 | Fee: \$125 | 48 hrs | 90732 | HTC 233 |
|------|---------------|---------------|------------|--------|-------|---------|

HOW TO BECOME A SUBSTANCE ABUSE COUNSELOR

This seminar is designed to introduce you to the field of substance abuse counseling with an overview of the counseling concepts and processes involved. You will learn about the state certification process of becoming a certified Substance Abuse Counselor for North Carolina.

Instructor: Louis Leake

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|---|---------------|--------|-----------|-------|-------|---------|
| M | 6:00pm-9:00pm | Aug 24 | Fee: \$20 | 3 hrs | 90581 | HTC 141 |
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|---|---------------|--------|-----------|-------|-------|---------|
| M | 6:00pm-9:00pm | Nov 09 | Fee: \$20 | 3 hrs | 90735 | HTC 141 |
|---|---------------|--------|-----------|-------|-------|---------|

PHYSIOLOGY, ANATOMY, AND PHARMACOLOGY OF SUBSTANCE ABUSE

Continue your training to become a certified substance abuse counselor or gain additional information to those already employed as substance abuse counselors by taking this course. Instruction will include the varied roles drugs play in contemporary society including the historical context of drug use, misuse, and addiction, an overview of cell permeability and human neuronal physiology, how the human brain's reward system functions, and the pharmacology of the classes of psychoactive substances and tolerance, withdrawal, and protocol for detoxification from each. **Textbook Requirement:** *Uppers, Downers, All Arounders: Physical and Mental Effects of Psychoactive Drugs*, 8th edition.

Instructor: Stephanie Dixon

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Aug 17-Oct 12 | Fee: \$70 | 24 hrs | 90736 | HTC 231 |
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SUBSTANCE ABUSE COUNSELORS' STATE BOARD EXAM PREPARATION

This course is a continuation of the Fundamental Skills for Substance Abuse Counselors series and is designed for the advanced substance abuse student who has successfully completed Parts I and II and intends to sit for the NC State Boards exam. Discussions will include the application of substance abuse counseling in business, industry, and in various professions. Students will receive test prep tips for passing the State Boards Exam. **Textbook Requirement:** *Chemical Dependency Counseling (A Practical Guide)*, 5th Edition.

Instructor: TBA

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|-----|---------------|---------------|------------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Sep 14-Oct 28 | Fee: \$125 | 42 hrs | 90737 | HTC 141 |
|-----|---------------|---------------|------------|--------|-------|---------|

HOSPITALITY SERVICES—HOTEL/RESTAURANT

CAKE DECORATING FOR PROFESSIONALS

Professional cake decorating is a popular field to enter, but it's imperative to start with the correct skill set. In this course you will learn the fundamentals of cake decorating to include the practical and time-saving techniques that are needed to meet the demands of decorators employed in various environments. You will be introduced to the latest tools and techniques necessary for decorating a variety of cakes. Your instructor will guide you through the basics of entering the cake decorating business and appropriate pricing for your services. **NOTE:** On the first day of class, your instructor will provide an introductory demonstration, review the course syllabus, safety and sanitation, and discuss the required supplies. **Supplies:** You will need to bring your supplies by the 2nd class meeting. To request this list before the first day, please call (910) 678-8431 or email your instructor at rosannam33@gmail.com.

Instructor: Chef Rosanna Bonilla

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Oct 07-Dec 02 | Fee: \$70 | 24 hrs | 90740 | CEC 146 |
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SANITATION FOR FOOD SERVICE

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

Instructor: Charlisa Davis

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|------|---------------|---------------|-----------|-------|-------|---------|
| T,Th | 6:00pm-8:00pm | Aug 04-Aug 13 | Fee: \$50 | 8 hrs | 33930 | CBI 111 |
| T,Th | 6:00pm-8:00pm | Oct 06-Oct 15 | Fee: \$50 | 8 hrs | 33057 | HTC 143 |
| T,Th | 6:00pm-8:00pm | Dec 01-Dec 10 | Fee: \$50 | 8 hrs | 33059 | HTC 143 |

Instructor: Orlando Diggs

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|------|----------------|---------------|-----------|-------|-------|---------|
| T,Th | 9:00am-11:00am | Sep 15-Sep 24 | Fee: \$50 | 8 hrs | 33056 | HTC 143 |
| T,Th | 9:00am-11:00am | Nov 03-Nov 12 | Fee: \$50 | 8 hrs | 33058 | HTC 143 |

SERVSAFE FOOD SAFETY TRAINING

The restaurant and food service industry’s pre-eminent food safety training, the ServSafe program is recognized and accepted by more federal, state, and local jurisdictions than any other food safety program. It prepares the industry to prevent food-borne illness, reduce liability risks, lower insurance costs, and improve food quality. Effective training means your entire operation will be more efficient, profitable, and have a better understanding of health department inspections. ***ALL Food establishments are required by law to have a certified food protection manager (CFPM) at the food establishment during all hours of operation per section 2-102.12 of the NC Food Code. In order to meet this, an ANSI accredited program must be taken. Textbook Requirement: ServSafe Course Book with Online Exam Voucher.**

Instructor: Andrew Early

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|-----|---------------|---------------|-----------|--------|-------|---------|
| M,W | 5:00pm-9:00pm | Aug 03-Aug 12 | Fee: \$70 | 16 hrs | 33904 | CBI 110 |
| M,W | 5:00pm-9:00pm | Sep 14-Sep 23 | Fee: \$70 | 16 hrs | 33009 | CBI 110 |
| M,W | 5:00pm-9:00pm | Oct 05-Oct 14 | Fee: \$70 | 16 hrs | 33010 | CBI 110 |
| M,W | 5:00pm-9:00pm | Nov 02-Nov 11 | Fee: \$70 | 16 hrs | 33011 | CBI 110 |
| M,W | 5:00pm-9:00pm | Dec 07-Dec 16 | Fee: \$70 | 16 hrs | 33012 | CBI 110 |

HUMAN RESOURCES DEVELOPMENT

The HRD program provides skill assessment services, career exploration, professional interviewing, job application training, and résumé writing for the job seeker and career changer to help them prepare for the changing workforce. Students may qualify for fee waivers. Qualified adults are those individuals who are unemployed, under-employed, or are working part-time. For additional information, please call (910) 678-8495.

ACT WORKKEYS PREPARATION

This course is designed to assist the student in preparing to take the ACT WorkKey Test to earn a nationally recognized Career Readiness Certificate (CRC) which is preferred or required by area employers. During this course, the student will be given an assessment (practice test), module lessons to improve score and registered for the official WorkKeys Test. Students will also learn time management, anxiety relief and general standardized test-taking tips. **PRE-REGISTRATION IS NOT REQUIRED. For more information, call (910) 678-0055. Fee waivers and scholarships available for the registration and testing fees.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

| | | | | |
|------|---------------|---------------------------|------------|----------|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI 135B |
|------|---------------|---------------------------|------------|----------|

CAREER ASSESSMENT & PREPARATION FOR EMPLOYMENT SUCCESS LAB

This course is an open, drop in lab designed to provide one on one assistance in the process of personal goal and career decision-making, educational planning and job searching techniques. Topics include analyzing personal career interests, values and aptitudes, surveying and researching career fields with related educational and training requirements, practicing the decision-making process, and basic job search skills such as completing applications, writing cover letters, completing applications, developing and using resumes effectively, organizing a professional portfolio and improving interviewing expertise. **PRE-REGISTRATION FOR THE LAB IS NOT REQUIRED. For more information, call HRD at (910) 678-8495 or (910) 678-0055. Ask about the requirements for a Fee Waiver.**

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|------|---------------|---------------------------|------------|----------|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI 135B |
|------|---------------|---------------------------|------------|----------|

CAREER MAKEOVER

This course is designed to teach shortcuts for preparing a powerful resume and acing the interview. Topics include tips on writing an effective cover letter and resume as well as how to answer the most difficult interview questions. Students will learn how to enhance their skills as a successful job seeker.

| | | | | |
|------|---------------|---------------------------|------------|-----|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI |
|------|---------------|---------------------------|------------|-----|

CAREER PATHWAYS FOR SOCIAL SERVICES CAREERS

This course is for those interested in working the human services field. The class is taught in two phases. Phase I covers basic keyboarding skills, workplace ethics, communications skills and problem-solving strategies as well as learning how to enter client applications. Phase II is hands-on experience using the Department of Health and Human Services NC FAST System. There is a \$125 fee for each phase. Call 678-8495 to ask about schedules, registration, class locations and fee waivers. **NOTE: For students who have successfully completed Phase I and are ready to move on to Phase II of Career Pathways for Social Careers, please call (910) 678-0032 for information on class schedules and registration.**

CAREER PLANNING AND ASSESSMENT

This course is designed to assess the interests, attitudes, aptitudes and readiness as it relates to career, employment and or educational goals. The class focuses on the following topics: personal development, career exploration, goal setting and the development of a written plan of action. **For more information and to inquire about Fee Waiver Requirements, call HRD at (910) 678-8495.**

| | | | | |
|------|---------------|---------------------------|------------|-----|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI |
|------|---------------|---------------------------|------------|-----|

CAREER READINESS/PATHWAYS

This course is an open employability lab providing assistance for specific occupations and addresses one or more of the following topics: career exploration, job seeking and keeping strategies, entry-level skill awareness and development and training success strategies including note-taking, test-taking strategies, reducing test anxiety and preparing for certification exams and placement tests. **For more information and to inquire about Fee Waiver Requirements, call HRD at (910) 678-8495.**

| | | | | |
|------|---------------|---------------------------|------------|-----|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI |
|------|---------------|---------------------------|------------|-----|

ECONOMIC LITERACY

This course is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better-informed decisions related to their role as a member of the workforce. Topics include, but are not limited to wage improvement plans, workplace business concepts and basic economic literacy concepts. **For more information and to inquire about Fee Waiver Requirements, call HRD at (910) 678-8495.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

| | | | | |
|------|---------------|---------------------------|------------|-----|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI |
|------|---------------|---------------------------|------------|-----|

EMPLOYABILITY LAB

This course is required for those individuals interested in taking the ACT WorkKeys Test to get a Career Readiness Certificate (CRC). Prior to registering for the official test, students must first take an assessment to demonstrate readiness. Students who have successfully completed assessment will then be required to pay a testing fee of \$30 prior to being officially registered for the CRC Test. **PRE-REGISTRATION FOR THE LAB IS NOT REQUIRED. For more information, call HRD at (910) 678-0055. Ask about Fee Waiver requirements.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

| | | | | |
|------|---------------|---------------------------|------------|-----|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI |
|------|---------------|---------------------------|------------|-----|

EMPLOYMENT ESSENTIAL SKILLS

This course is designed to promote the development and improvement of employability skills needed for success in the workplace. Through the completion of this course, the learner will be introduced to Critical and Analytical Thinking, Problem Solving and Decision Making, Cultural Sensitivity, Interpersonal Skills, Communication, Reliability and Dependability, Time and Resource Management, and Teamwork. No matter who you are and what level of experience you possess, this is a self-paced course that will prove to be beneficial for gaining, sustaining, and/or increasing your employability. This course is offered in a lab setting with open enrollment. **PRE-REGISTRATION FOR THE LAB IS NOT REQUIRED. For more information, call (910) 678-8495 or (910) 678-0055. Don't forget to ask about a Fee Waiver.** *Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.*

| | | | | |
|------|---------------|---------------------------|------------|----------|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI 135B |
|------|---------------|---------------------------|------------|----------|

JOB READY

This course is designed to prepare the learner for what is required to enter and succeed in the workplace. During the instruction of the course the student will learn about employer expectations and standards prior to entering the workplace; essential skills required to sustain employment; desirable traits and skills necessary to blossom in the workplace. Through the completion of this course the student will be introduced to eight critical skills fundamental to entering and maintaining employment in any workplace. This course is offered in a lab setting where students receive individual assistance based on their needs. Students may register throughout the semester for the open, drop-in lab. **PRE-REGISTRATION IS NOT REQUIRED. For more information, call (910) 678-8495 or (910) 678-0055. Fee Waivers and Scholarships are available for the registration fee.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

| | | | | |
|------|---------------|---------------------------|------------|----------|
| M-Th | 8:00am-9:00pm | Aug-Dec (Open Enrollment) | Fee: \$180 | CBI 135B |
|------|---------------|---------------------------|------------|----------|

WORKPLACE TECHNOLOGY

This course is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer-use skills, introduce the internet, develop email capabilities, and develop skills in navigating the internet and using search engines. The class will focus on the following topics: using the computer to search for jobs and occupational information, compiling employment-related documents (resume, cover letters and applications), accessing governmental and educational resources and emphasizing the role of information technology in the world of work. **For more information and to inquire about Fee Waiver requirements, call HRD at (910) 678-8495.**

M-Th 8:00am-9:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

CBI

INDUSTRIAL TRAINING

FORKLIFT –FUNDAMENTALS FOR FORKLIFT DRIVER

This course is designed for inexperienced operators or operators who haven't driven for some time. The fundamentals of forklift operation will be covered in detail as well as safety concerns. This course meets the requirements for OSHA Standard 29 CFR 1910.178(1). Students will gain experience in operating a lift by negotiating an obstacle course, stacking pallets, and performing other tasks. **Requirements: Coaching Systems Response Book you can purchase from FTCC Book Store for \$6.50. CLASS IS LIMITED TO 12 STUDENTS.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Patrick Bower/Michael McKoy

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|-------|---------------|---------------|-----------|--------|-------|---------|
| Sat | 8:00am-5:00pm | Aug 08-Aug 22 | Fee: \$70 | 24 hrs | 61092 | CBI 122 |
| Sat | 8:00am-5:00pm | Sep 12-Sep 26 | Fee: \$70 | 24 hrs | 61172 | CBI 122 |
| M,T,W | 8:00am-5:00pm | Sep 21-Sep 23 | Fee: \$70 | 24 hrs | 61173 | CBI 127 |
| Sat | 8:00am-5:00pm | Oct 10-Oct 24 | Fee: \$70 | 24 hrs | 61174 | CBI 122 |
| Sat | 8:00am-5:00pm | Nov 07-Nov 21 | Fee: \$70 | 24 hrs | 61175 | CBI 122 |
| M,T,W | 8:00am-5:00pm | Nov 16-Nov 18 | Fee: \$70 | 24 hrs | 61176 | CBI 122 |
| F,Sat | 8:00am-5:00pm | Dec 04-Dec 12 | Fee: \$70 | 24 hrs | 61177 | CBI 122 |

FORKLIFT – SPANISH FUNDAMENTALS FOR FORKLIFT DRIVER – NEW!

This course is designed for inexperienced operators or operators who haven't driven for some time. The fundamentals of forklift operation will be covered in detail as well as safety concerns. This course meets the requirements for OSHA Standard 29 CFR 1910.178(1). Students will gain experience in operating a lift by negotiating an obstacle course, stacking pallets, and performing other tasks. **Requirements: Coaching Systems Response Book you can purchase from FTCC Book Store for \$ 6.50. CLASS IS LIMITED TO 12 STUDENTS.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Rafael Torres

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|------|---------------|---------------|-----------|--------|-------|---------|
| W-F | 8:00am-5:00pm | Aug 26-Aug 28 | Fee: \$70 | 24 hrs | 61191 | CBI 122 |
| Th-M | 8:00am-5:00pm | Sep 10-Sep 14 | Fee: \$70 | 24 hrs | 61192 | CBI 122 |
| T-Th | 8:00am-5:00pm | Oct 27-Oct 29 | Fee: \$70 | 24 hrs | 61193 | CBI 122 |
| M-W | 8:00am-5:00pm | Nov 23-Nov 25 | Fee: \$70 | 24 hrs | 61194 | CBI 122 |
| M-W | 8:00am-5:00pm | Dec 14-Dec 16 | Fee: \$70 | 24 hrs | 61195 | CBI 122 |

OSHA 10-HOUR CONSTRUCTION SAFETY COURSE

This course is designed to provide OSHA Training to companies and/or individuals who are interested in obtaining an OSHA 10-hour Construction Industry Card. The rights of today's workers as well as safety concerns are covered. This course meets the requirements for OSHA Standards found in 29 CFR 1926. **Additional fees include OSHA 10 card \$8.00.**

Instructor: Frank Arnold

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|-----|---------------|---------------|-----------|--------|-------|---------|
| T,W | 8:00am-1:00pm | Aug 04-Aug 05 | Fee: \$70 | 10 hrs | 61103 | CBI 129 |
| T,W | 8:00am-1:00pm | Oct 06-Oct 07 | Fee: \$70 | 10 hrs | 61184 | CBI 129 |

OSHA 10-HOUR GENERAL INDUSTRY COURSE

This course is designed to provide OSHA Training to companies and/or individuals who are interested in obtaining an OSHA 10-hour General Industry card. The rights of today's workers as well as safety concerns are covered. This course meets the requirements for OSHA Standards found in 29 CFR 1910. **Additional fees include OSHA 10 card \$8.00.**

Instructor: Frank Arnold

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|-----|---------------|---------------|-----------|--------|-------|---------|
| M,T | 8:00am-1:00pm | Aug 10-Aug 11 | Fee: \$70 | 10 hrs | 61104 | CBI 129 |
| M,T | 8:00am-1:00pm | Oct 12-Oct 13 | Fee: \$70 | 10 hrs | 61185 | CBI 129 |

OSHA 30-HOUR GENERAL INDUSTRY COURSE

This course provides students with a foundational knowledge of OSHA policies, procedures, and standards for general industry as well as safety and health principles. The course is recognized by the US Department of Labor and taught by an authorized OSHA General Industry Outreach instructor. Students who pass the written exam receive certificates of completion from Federal OSHA. This course is appropriate for safety and human resources professionals, line supervisors, managers and safety committee representatives, or those who have a need for a deeper understanding of current OSHA standards for their company or plant. ***This is a self-supporting class: fee-exempt does not apply. Additional fees include OSHA 30 card \$8.00.***

Instructor: TBA

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|-----|---------------|---------------|------------|--------|-------|---------|
| T-F | 8:00am-5:00pm | Sep 08-Sep 11 | Fee: \$225 | 32 hrs | 61186 | CBI 129 |
|-----|---------------|---------------|------------|--------|-------|---------|

WELDING – GTAW (GAS TUNGSTEN ARC WELDING) – TIG, PART I

Highly skilled and trained welders are in demand in both the military and civilian sectors. This TIG welding course is designed to teach the fundamentals, knowledge and skills needed for a successful career in welding. This course is performance and safety oriented.

Instructor: TBA

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|------|---------------|---------------|------------|---------|-------|---------|
| M-Th | 5:30pm-9:30pm | Sep 28-Nov 18 | Fee: \$180 | 124 hrs | 61190 | CBI 118 |
|------|---------------|---------------|------------|---------|-------|---------|

WELDING – NCCER WELDING TECHNOLOGY

This course is designed to prepare the student for practical application of all forms of welding and cutting. It will focus on the fundamentals and procedures used in oxyacetylene and plasma cutting, air-carbon arc cutting and gouging, SMAW, GMAW, GTAW welding application. Training will be based on NCCER curriculum. **Textbook Requirement:** Students will be responsible for purchasing NCCER books for the course. *Core 13: 978-0-13-413098-9 \$73.50; Level 1 13:978-0-13-416311-6 \$88.50; Level 2 13: 978-0-13-416310-9 \$126.00; Level 3 13: 978-0-13-213511-5 \$126.00; Level 4 13: 978-0-13-451422-2 \$126.00 plus tax.* The students will receive NCCER Accreditation for successful completion of this course. **For more information please call (910) 678-8494.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Ricky Yandle/George Weeks

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|------|---------------|---------------|------------|---------|-------|---------|
| M-Th | 8:00am-5:00pm | Aug 17-Oct 19 | Fee: \$180 | 280 hrs | 61188 | CBI 118 |
| F | 8:00am-12:00N | | | | | |
| M-Th | 8:00am-5:00pm | Oct 12-Dec 07 | Fee: \$180 | 280 hrs | 61189 | CBI 118 |
| F | 8:00am-12:00N | | | | | |

YELLOW BELT /LEAN SIX SIGMA

This course provides an overview of Six Sigma and the introduction to the Define-Measure-Analyze-Improve-Control (DMAIC) process improvement cycle. ***This is a self-supporting class: fee-exempt does not apply. For more information please call (910) 678-8494.***

Instructor: Solomon EOS

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|-----|---------------|---------------|------------|--------|-------|---------|
| M-W | 8:00am-5:00pm | Sep 14-Sep 16 | Fee: \$225 | 24 hrs | 61187 | CBI 129 |
|-----|---------------|---------------|------------|--------|-------|---------|

MILITARY PROGRAMS

***These programs are designed for the transitioning soldier and veterans.
Tuition and fees may be company sponsored or funded by NC Works. Contact the
Transition Tech office for eligibility requirements at transtech@faytechcc.edu.***

***Additional courses available at <http://www.faytechcc.edu>
(choose Military/Veterans Transition Tech)***

***Students who register on campus must be prepared to pay the insurance fee at the time of
registration. Please check course descriptions for insurance requirements.***



CDL TRUCK DRIVER TRAINING

This is a ten (10) week CDL training program. Topics include operation of a tractor-trailer, pre/post trip inspections, driving practice, trip planning, service log reporting and all applicable rules and regulations for CDL Class A license. **There is no funding for this program. Students are required to pay all expenses including tuition, non-refundable maintenance fee, DOT Long Form Physical, drug screening, driving record, Class A CDL permit and Class A CDL license; total cost of \$525.00. For more information, please email us at transtech@faytechcc.edu. NOTE: Students will be required to pay a non-refundable maintenance fee.**

Instructor: Eric Smith

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|-----|----------------|---------------|------------|---------|-------|---------|
| M-F | 6:00pm-10:00pm | Sep 15-Nov 24 | Fee: \$230 | 400 hrs | 62103 | CEC 105 |
| M-F | 6:00pm-10:00pm | Dec 01-Feb 16 | Fee: \$230 | 400 hrs | | CEC 105 |

CERTIFIED PRODUCTION TECHNICIAN

This is a 9-week course designed to assist students in gaining the knowledge and skills associated with becoming a Certified Production Technician in the manufacturing industry. The training will include human resource development, OSHA 10 General Industry, forklift driving, safety, quality control, equipment and production line safety, production rates, equipment preventative maintenance, and tooling. Upon successful completion, students will have obtained eight (7) industry credentials. **Approval and acceptance by The Manufacturing Institute is required. For more information, please email us at transtech@faytechcc.edu.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: TBA

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-F | 8:00am-5:00pm | Aug 05-Sep 23 | Fee: \$360 | 224 hrs | 62119 | CBI 126 |
| M-F | 8:00am-5:00pm | Oct 21-Dec 10 | Fee: \$180 | 224 hrs | 62102 | CBI 126 |

CISCO CCNA CERTIFICATION TRAINING

This is an eight (8) week program designed to prepare students for the ICND1 (100-105 Interconnecting Cisco Networking Devices) and ICND2 (200-105) industry certification exams. Students will learn the basics of networking, troubleshoot LAN switching technologies and configure routers and distinguish the various routing technologies. This course also incorporates Human Resources Development (HRD) and a Career Development Day to assist in civilian resume preparation as well as techniques and etiquette tips for interviewing. HRD & Career Day are required portions of this course. Testing fees include ICND1 \$165 and ICND2 \$165. **This class is split into two sections. Students must register for both sections. For more information, please email us at transtech@faytechcc.edu.**

Instructor: Joseph Phillippe

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|-----|---------------|---------------|------------|---------|-------------|---------|
| M-F | 8:00am-5:00pm | Oct 12-Dec 11 | Fee: \$360 | 320 hrs | 91742/91743 | GCB 219 |
|-----|---------------|---------------|------------|---------|-------------|---------|

**The required HRD portion of this class will be held Oct 07-Oct 09.*

More information will be provided upon enrollment with the Transition Tech office.

COMMERCIAL SOLAR CONSTRUCTION

This course is designed to provide class participants with the knowledge and skills to become solar installation specialist. In coordination with Horne Brothers Construction Incorporated, this instruction will include OSHA 30 Construction, Flagger Training, Load Escort, CPR, First Aid, AED, PPE, CDL Prep, Basic Construction, and Basic Electrical Training. Load Escort certification will require additional course work and cost to complete. Students will be responsible for covering cost and completing the CDL permit test at a state facility. ***There will be additional charges of \$20.00 for CPR, First Aid and AED Certification; and an \$8.00 OSHA Card Fee. For more information, please email us at transtech@faytechcc.edu.***

Instructor: TBA

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-F | 8:00am-5:00pm | Oct 12-Nov 13 | Fee: \$208 | 200 hrs | 62144 | CBI 124 |
|-----|---------------|---------------|------------|---------|-------|---------|

COMPREHENSIVE FIBER OPTICS

This course is designed to assist students gain the knowledge and skills to become Certified Fiber Optic Technicians (CFOT) with additional information and certifications in Premises and Outside Plant Fiber Optic operations. Students will learn the basics of Fiber Optics, Fiber Optic Networks, and Fiber Optic repair equipment and its proper use. Use of the Optical Time Domain Reflectometer (OTDR) is covered. Fusion Splicer, Mechanical splicer and Visual Fault Location will be demonstrated and used by each student for accurate testing procedures in association with optical transmission. Emphasis is placed on preparing students to properly determine design, testing, and evaluation of Fiber Optics networks and systems. Information will be provided to assist in finding Fiber Optic job positions for local, national and international locations. **Textbook Requirement: *Fiber Optics Technician's Manual, 4th Edition.* This course provides hands-on training. Additional fee of \$90 for the Fiber Optics Associate CFOT and Certified Fiber Optic Specialist Outside Plant Certification Exams, includes a 3-year license (additional specialty certifications may be available). For more information, please email us at transtech@faytechcc.edu.**

Instructor: TBA

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-W | 8:00am-5:00pm | Sep 22-Oct 20 | Fee: \$180 | 120 hrs | 61164 | CBI 128 |
| Th | 8:00am-3:00pm | | | | | |
| M-W | 8:00am-5:00pm | Nov 16-Dec 17 | Fee: \$180 | 120 hrs | 61165 | CBI 128 |
| Th | 8:00am-3:00pm | | | | | |

COMPTIA A+, NETWORK+, SECURITY+

This is an eight (8) week program designed to prepare students for the CompTIA A+, Network+ and Security+ exams. Students will learn about hardware, operating systems, networking, security and troubleshooting as well as more specialized topics such as mobile devices, laptops and printers. This course also incorporates Human Resource Development (HRD) and a Career Development Day to assist in civilian resume preparation as well as techniques and etiquette tips for interviewing. HRD and Career Day are required portions of the program. **Testing fees include A+ Exam 1001, \$103.00; A+ Exam 1002, \$103.00; Network+ Exam, \$159.00; Security+ Exam, \$221.00. This class is split into two sections. Students must register for both sections. For more information, please email us at transtech@faytechcc.edu.**

Instructor: Darryl Carter

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|-----|---------------|---------------|------------|---------|-------------|---------|
| M-F | 8:00am-5:00pm | Oct 12-Dec 11 | Fee: \$360 | 320 hrs | 91734/91735 | GCB 211 |
|-----|---------------|---------------|------------|---------|-------------|---------|

**The required HRD portion of this class will be held Oct 07-Oct 09.*

More information will be provided upon enrollment with the Transition Tech office.

EMT-BASIC

This course is an eight (8) week program which provides training in the first phase of the EMT career structure. Topics include basic emergency care skills, such as defibrillation, airway maintenance, CPR, spinal immobilization, bleeding control, and fracture management. This class exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the North Carolina State and/or National Registry certification exams. This course also incorporates Human Resource Development (HRD) and a Career Development Day to assist in civilian resume preparation as well as techniques and etiquette tips for interviewing. HRD and Career Day are required portions of the program. **Additional fees include insurance \$14.00 and uniforms. For more information, please email us at transtech@faytechcc.edu.**

Instructor: TBA

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-F | 8:00am-5:00pm | Sep 14-Nov 12 | Fee: \$180 | 288 hrs | 56054 | SLC 104 |
|-----|---------------|---------------|------------|---------|-------|---------|

**The required HRD portion of this class will be held Sep 09-Sep 11.*

More information will be provided upon enrollment with the Transition Tech office.

PIPE/STRUCTURAL WELDING

This course is a sixteen (16) week pipe/structural welding program offered in conjunction with Ingalls Shipbuilding. Topics include GTAW, SMAW, and GMAW welding techniques, equipment setup, safety practices and OSHA standards based upon the National Center for Construction Education and Research (NCCER) curriculum. **For more information, please email us at transtech@faytechcc.edu.**

Due to the impact of COVID-19, this class may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for this course one week prior if the course format changes.

Instructor: Matthew Clark

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|-----|---------------|---------------|------------|---------|-------|---------|
| M-F | 6:00am-2:00pm | Aug 31-Dec 18 | Fee: \$180 | 600 hrs | 62122 | SLC 125 |
| T-F | 7:00am-5:00pm | | | | | |

SALON RELATED/COSMETIC ARTS

BARBER TRAINING I & II

This state board approved program consists of 1,528 hours of training for men and women interested in becoming entry-level barbers. Topics include theory and lab experience to prepare for the NC State Board of Licensure examination. Students will be responsible for the additional cost of a barber board fee, textbooks, barber kit, and uniforms. For a complete list of required items and to register for this class, please visit www.LearnFTCC.com. ***NOTE: *Part I registration includes \$25 Student Permit cost. You will be required to complete Parts I, II-A, and II-B of the program to obtain the 1,528 State Board required hours and you must re-register for each part before the individual section begins for a total fee of \$565 in tuition. Scholarships may be available for Part I only on a first come, first served basis. Please call (910) 678-0032 or email allenk@faytechcc.edu for more information.**

Instructor: Virginia Stinney (Part I)

| | | | | | | |
|------|---------------|---------------|-------------|---------|-------|---------|
| M-Th | 8:00am-4:45pm | Sep 08-Dec 16 | *Fee: \$205 | 504 hrs | 33005 | CEC 151 |
| F | 8:00am-12:00N | | | | | |

Instructors: Broin Davis (Part II-A) & David Richardson (Part II-B)

| | | | | | | |
|------|---------------|---------------|------------|---------|-------|-----------|
| M-Th | 8:00am-4:45pm | Sep 08-Dec 16 | Fee: \$180 | 504 hrs | 33006 | CEC 150-1 |
| F | 8:00am-12:00N | | | | | |

NOTE: If you are a transfer student from another school with hours, you will need to call 910-678-0146 to make an appointment to meet with the lead instructor for an interview.

MANICURING AND NAIL TECHNOLOGY

Nail care is one of the hottest specialties in the beauty profession today! This state approved nail technology course develops skills in all facets of manicuring, pedicuring, nail extensions, and artificial nails. This program prepares the student for the North Carolina State Cosmetic Arts Licensing Exam. Students will be responsible for the additional cost of textbooks, manicurist kit, and uniforms. Please call 678-0159 for more information. **NOTE: Students must have a social security card or Tax ID number and also a form of identification that confirms their date of birth. Confirmation of a social security number or Tax ID number and confirmation of birth date are required to enroll in the program.**

***A scholarship for \$50 off the tuition may be available. Please call 678-0159 or email guionsv@faytechcc.edu for more information.**

Instructors: Tonya Francis

| | | | | | | |
|------|----------------|---------------|------------|---------|-------|---------|
| M-Th | 5:00am-10:00pm | Nov 30-Apr 15 | Fee: \$180 | 330 hrs | 35318 | CSEC 10 |
|------|----------------|---------------|------------|---------|-------|---------|



FTCC CAREER TRAINING
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NATURAL HAIR CARE SPECIALIST

Become a licensed Natural Hair Care Specialist! Learn exciting Natural Hair styling including Braiding, Locs, Twists, Bantu Knots, Blowouts, and much more! Upon completion of the 300+ hour course, students will qualify to take the NC State licensure examination. You must earn a 75% or higher on the state exam to become licensed. Students are responsible for the cost of textbooks, work kit, uniforms, and the state licensure fees. **Please Note: Students must have a social security card or Tax ID number and also a form of identification that confirms their date of birth. Confirmation of a social security number or Tax ID number and confirmation of birth date are required to enroll in the program.**

***A scholarship for \$50 off the tuition may be available. Please call 678-0159 or email guionsv@faytechcc.edu for more information.**

Instructors: Lashona Cameron

| | | | | | | |
|------|----------------|---------------|------------|---------|-------|-----------|
| M-Th | 5:00pm-10:00pm | Nov 30-Apr 15 | Fee: \$180 | 330 hrs | 35319 | CSEC 11,4 |
|------|----------------|---------------|------------|---------|-------|-----------|

SIGN LANGUAGE TRAINING

SIGN LANGUAGE I

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

Instructor: Sarah Gonzalez

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Sep 01-Oct 20 | Fee: \$70 | 24 hrs | 90716 | HTC 151 |
|---|---------------|---------------|-----------|--------|-------|---------|

Instructor: Garris Egbert

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Sep 12-Oct 17 | Fee: \$70 | 24 hrs | 90715 | HTC 151 |
|-----|---------------|---------------|-----------|--------|-------|---------|

SIGN LANGUAGE II

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

Instructor: Garris Egbert

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Oct 24-Dec 05 | Fee: \$70 | 24 hrs | 90717 | HTC 151 |
|-----|---------------|---------------|-----------|--------|-------|---------|

Instructor: Sarah Gonzalez

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Oct 27-Dec 15 | Fee: \$70 | 24 hrs | 90718 | HTC 151 |
|---|---------------|---------------|-----------|--------|-------|---------|

SIGN LANGUAGE III

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

Instructor: Paul Meister

| | | | | | | |
|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:15pm-9:15pm | Sep 03-Oct 22 | Fee: \$70 | 24 hrs | 90719 | HTC 151 |
|----|---------------|---------------|-----------|--------|-------|---------|



FTCC

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Differentiated Instruction in the Classroom

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



Spanish in the Classroom

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Please consult your County Professional Development Coordinator for continuing education approval.

TEACHER TRAINING

BLACKBOARD BASICS LEVEL 1

Are you a new or seasoned college faculty member who is eager to learn how to use the learning management system (LMS) Blackboard? If so, this course is a great introduction to the mechanics of Blackboard and using the software's tools to enhance the online learning experience! Topics in this course include maintaining Americans with Disabilities Act (ADA) compliance, using a template course shell, communicating with students, building discussion boards, creating assessments, utilizing reports, and archiving courses for administrative recordkeeping. Upon completion, participants should be able to demonstrate the ability to use Blackboard proficiently for online course delivery. Participants should have an understanding of the roles that both instructors and students perform in Blackboard. Participants also should have developed the skills to maintain the integrity of a templated course for professional evaluation and assessment.

Instructor: Torie Quismundo

| | | | | | | |
|--------|--------|---------------|------------|--------|-------|--------|
| online | online | Aug 12-Oct 16 | Fee: \$125 | 40 hrs | 94300 | online |
| online | online | Oct 14-Dec 08 | Fee: \$125 | 40 hrs | 94301 | online |

BLACKBOARD BASICS LEVEL 2

Take your skills to a new level and learn to create and build Blackboard courses from scratch! This course is designed for new and seasoned educators and administrators who are interested in taking course ideas from concepts to finished courses! Topics in this course include maintaining Americans with Disabilities Act (ADA) compliance, building course structure, creating and uploading a course syllabus, developing module structure and content, incorporating communication tools and best practices, creating community and augmenting learning through discussion boards, designing appropriate assessments, incorporating Blackboard Collaborate sessions for student interactivity, adding closed-captioning to Collaborate session recordings, and archiving courses for administrative recordkeeping. Upon completion, participants should be able to demonstrate the ability to create and deploy a Blackboard course. **PREREQUISITE:** It is recommended that students complete Blackboard Basics Level 1, but it is not required.

Instructor: Torie Quismundo

| | | | | | | |
|--------|--------|---------------|------------|--------|-------|--------|
| online | online | Aug 12-Oct 16 | Fee: \$125 | 40 hrs | 94302 | online |
| online | online | Oct 14-Dec 08 | Fee: \$125 | 40 hrs | 94303 | online |

EFFECTIVE TEACHING TRAINING & CCS SUBSTITUTE TEACHER ORIENTATION

Would you like to be a substitute teacher, but you have never had any training? This course will provide training in instructional feedback, presentation skills, learning expectations, monitoring students' interactions, appropriate social interactions, time management, non-instructional duties, and evaluations. Information specific to Cumberland County Schools will be presented as this course is the first step in applying to be a substitute teacher for Cumberland County Schools.

Instructor: TBA

| | | | | | | |
|------|---------------|---------------|-----------|--------|-------|---------|
| M-W | 8:30am-5:00pm | Aug 03-Aug 05 | Fee: \$70 | 24 hrs | 94304 | CEC 108 |
| M-W | 8:30am-5:00pm | Aug 10-Aug 12 | Fee: \$70 | 24 hrs | 94305 | CEC 108 |
| M-W | 8:30am-5:00pm | Aug 17-Aug 19 | Fee: \$70 | 24 hrs | 94983 | CEC 108 |
| M-W | 8:30am-5:00pm | Aug 24-Aug 26 | Fee: \$70 | 24 hrs | 94984 | CEC 108 |
| M-W | 8:30am-5:00pm | Aug 31-Sep 02 | Fee: \$70 | 24 hrs | 94985 | CEC 108 |
| T-Th | 8:30am-5:00pm | Sep 08-Sep 10 | Fee: \$70 | 24 hrs | 94986 | CEC 108 |
| M-W | 8:30am-5:00pm | Sep 14-Sep 16 | Fee: \$70 | 24 hrs | 94987 | CEC 108 |
| M-W | 8:30am-5:00pm | Sep 21-Sep 23 | Fee: \$70 | 24 hrs | 94988 | CEC 108 |
| M-W | 8:30am-5:00pm | Sep 28-Sep 30 | Fee: \$70 | 24 hrs | 94989 | CEC 108 |
| M-W | 8:30am-5:00pm | Oct 05-Oct 07 | Fee: \$70 | 24 hrs | 94990 | CEC 108 |
| M-W | 8:30am-5:00pm | Oct 12-Oct 14 | Fee: \$70 | 24 hrs | 94991 | CEC 108 |
| M-W | 8:30am-5:00pm | Oct 19-Oct 21 | Fee: \$70 | 24 hrs | 94992 | CEC 108 |
| M-W | 8:30am-5:00pm | Oct 26-Oct 28 | Fee: \$70 | 24 hrs | 94993 | CEC 108 |
| M-W | 8:30am-5:00pm | Nov 02-Nov 04 | Fee: \$70 | 24 hrs | 94994 | CEC 108 |
| M-W | 8:30am-5:00pm | Nov 09-Nov 11 | Fee: \$70 | 24 hrs | 94995 | CEC 108 |
| M-W | 8:30am-5:00pm | Nov 16-Nov 18 | Fee: \$70 | 24 hrs | 94996 | CEC 108 |
| M-W | 8:30am-5:00pm | Nov 23-Nov 25 | Fee: \$70 | 24 hrs | 94997 | CEC 108 |
| M-W | 8:30am-5:00pm | Nov 30-Dec 02 | Fee: \$70 | 24 hrs | 94998 | CEC 108 |
| M-W | 8:30am-5:00pm | Dec 07-Dec 09 | Fee: \$70 | 24 hrs | 94999 | CEC 108 |

NOTE: The Effective Teaching Training and CCS Substitute Teacher Orientation course requires 100% attendance. Students must be present for the full 24 hours of course time. There are no excused absences.

GUIDED READING AND WRITING: STRATEGIES FOR MAXIMUM STUDENT ACHIEVEMENT – ONLINE

The road to literacy is also the road to ingenuity, invention, and imagination, and you will soon learn how to take your students from groans to grins with creative lesson plans that really work! Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. This course will cover the reasons reading and writing are so difficult for students, the total literacy framework and its solutions to literacy problems, and steps for turning a successful guided reading into a writing lesson. If you are looking for the right way to get students excited about the power of literacy, this is the course for you! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94924 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94925 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94926 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94267 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94268 | online |

INTEGRATING TECHNOLOGY IN THE CLASSROOM – ONLINE

In this professional development course for teachers, you will learn the secrets of technology integration in the classroom and gain the skills needed to effectively use wikis, podcasts, and blogs. In this course, you will discover simple ways to integrate technology to enhance your subject material and meet your course goals. Additionally, you will explore quick-and-easy, standards-based solutions for more interactive lesson plans, exciting WebQuests, and challenging assignments. This course also covers the power of Web resources, Word, Excel, and PowerPoint. Furthermore, you will learn how to design your presentation station, identify kid-friendly Internet search tools, teach keyboarding and word processing, and develop standards-based, integrated lesson plans in reading, writing, science, math, social studies, music, and art. Finally, you will delve into ways to reach special needs, GATE, and English language learners. Whether you are new to the integration process or already use emerging technologies in your classroom, this course is a must for today's educators who often have to produce more and more in less and less time. By the end of the course, you will have a reservoir of ideas for integrating all types of technology into your lesson plans across the curriculum! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94928 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94929 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94930 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94272 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94273 | online |

SINGAPORE MATH: MODEL DRAWING FOR GRADES 1-6 – ONLINE

As a teacher, you know that many students groan when it is time to solve word problems. Why is that? Are the problems too difficult? Do students get lost trying to decipher the wording or figure out the computation? Do they simply not know which strategy to use? Actually, it is a combination of all these issues. Luckily, model drawing, a Singapore Math strategy for working word problems, will help your students start to enjoy math in a way they may never have before. The secret behind model drawing is that it gives students a concrete, reliable set of seven steps that they can use to solve 80% of the word problems out there. They will not have to memorize 20 different techniques and know when to use which technique anymore. Instead, they will learn how to read the problem, determine its variables, draw a unit bar (the visual model), adjust that bar, place the question mark to indicate what they are solving for, do the computation, and write a complete sentence at the end. Come join this professional development course for teachers and get the training you need to start teaching model drawing! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94936 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94937 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94938 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94282 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94283 | online |

SOLVING CLASSROOM DISCIPLINE PROBLEMS – ONLINE

Why do some teachers enjoy peaceful, orderly classrooms while others face daily discipline battles? The answer is that some teachers know the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94944 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94945 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94946 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94292 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94293 | online |

SURVIVAL KIT FOR NEW TEACHERS – ONLINE

Feel a little trepidation before entering your classroom? You are not alone! Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive course, you will learn the particulars of running a motivational classroom. You will find out how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events and – most important – keep stress at bay so you can feel good about going to work every morning. Whether you are already teaching, a newly credentialed graduate, or a substitute teacher looking to transition to full-time teaching, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94948 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94949 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94950 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94297 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94298 | online |

TEACHING PRESCHOOL: A YEAR OF INSPIRING LESSONS – ONLINE

If you have been teaching preschoolers or are in the process of becoming a preschool teacher, you know what short attention spans preschoolers have. You have probably wondered how to structure your days to make the most of the way they learn. In the past, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer! In this course, you will learn how to create a solid lesson plan template with many interchangeable activities. You will learn over 100 circle-discussions, art, literacy, fine and large motor skills, science, and music activities that you can take into your classroom right away. By the end of this course, you will have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you are already teaching or you are just investigating a career as an early childhood educator, you are sure to find the right mix of inspiration, motivation, and practical tips in this course. For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94952 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94953 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94954 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94302 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94303 | online |

WEDDING/EVENT PLANNING

CORPORATE & SOCIAL EVENT PLANNING

Are you interested in learning more about planning meetings/seminars, product launches, galas, trade shows, retirement parties, and more? The objectives set for this course will allow you to expand your knowledge by learning in-depth terminology for the corporate world. You will also learn how to design events, set budgets, plan and execute decisions successfully, review performances, and charge for services. Take your event planning business to the next level and become a corporate event planner! Your instructor will help you develop a philosophy of success that will prepare you to start an organized event planning business or elevate your current business and teach you how to prepare essential business forms.

Instructor: Vivian Baldwin

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 5:30pm-8:30pm | Sep 09-Oct 28 | Fee: \$70 | 24 hrs | 90741 | CUH 356 |
|---|---------------|---------------|-----------|--------|-------|---------|

D.I.Y. BRIDE

Are you a bride-to-be without an event planner, overwhelmed by the list of “to do’s” and you don’t know where to begin? During this course, you will learn what is necessary to pull a beautiful wedding together through smart tips from a professional and without breaking the bank! Topics will include easy table decorations, the do’s and don’ts of a bride-to-be, how to take control of your event, setting a budget, who pays for what, organizing the order of service and reception, and what’s needed for welcoming your guests. Shake off the stress and enjoy the experience of planning a beautiful wedding with the guidance of a professional.

Supplies: Students will need to purchase some supplies to complete course projects and cost for these is kept to a minimum. You may request this list at Records & Registration or obtain a list on the first day of class. We suggest waiting to purchase supplies until after meeting with your instructor the first day. With questions regarding this class, please call (910) 678-8431.

Instructor: Leah Hamilton-Smith

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Nov 09-Dec 07 | Fee: \$70 | 24 hrs | 90742 | CUH 354 |
|-----|---------------|---------------|-----------|--------|-------|---------|

WEDDING & EVENT PLANNING: PART I

With weddings becoming larger and more expensive, many couples are turning to the services of wedding planners for help. If you like working with people, are detail oriented, have good communication skills, and a lot of patience, this may be the ideal business for you. Whether you are interested in establishing a home-based business, working on a part-time basis, or beginning a new career, wedding and event planning may be exactly what you are looking for. During this course, emphasis will be placed upon wedding history, etiquette, traditions, and how to coordinate and direct a wedding from beginning to end. You will learn about the various types of wedding ceremonies, how to work with couples, establish a budget, and select sites and vendors (caterers, florists, photographers). You will also learn the importance of an “emergency kit,” the bridal folder, mapping out a wedding and reception, and evaluating the final product. This course should be of interest to those who are considering a career in the wedding business or those who are already working in the services dealing with weddings, such as florists, caterers, or other event/wedding services.

Instructor: Leah Hamilton-Smith

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Sep 14-Oct 07 | Fee: \$70 | 24 hrs | 90743 | HTC 151 |
|-----|---------------|---------------|-----------|--------|-------|---------|

WEDDING & EVENT PLANNING: PART II

Continue your training to become a wedding/event planner as you learn how to prepare business forms, choose a name for your business, determine office needs, and prepare a wedding/event planner’s notebook. You will learn about the various types of wedding ceremonies. Your instructor will help you develop a philosophy of success that will prepare you to start an organized wedding/event planning business. There will be time in class for hands-on practice for the wedding. Whether you want to work part-time or full-time, out of your own home or a separate office, being a wedding/event planner is a profession you can enter with very little start-up expense and the potential to earn an excellent income. During this course, you will also be introduced to the steps on how to write a business plan, write a mission statement, establish a business policy, register the name of your business, obtain a business license, set fees and prepare contracts, and market your business. **PREREQUISITE:** Wedding & Event Planning Part I or equivalent experience.

Instructor: Leah Hamilton-Smith

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|---------|
| M,W | 6:00pm-9:00pm | Oct 12-Nov 04 | Fee: \$70 | 24 hrs | 90744 | CUH 354 |
|-----|---------------|---------------|-----------|--------|-------|---------|

WEDDING & EVENT PLANNING: PARTS I & II

With weddings and special events becoming larger and more complicated to coordinate, many people are turning to the services of professional event planners for help. If you enjoy working with people, are detail-oriented, have good communication skills, and a lot of patience, this may be the ideal business for you! Whether you are interested in establishing a home-based business, working part-time, or beginning a new career, training to become a certificate-holding professional Wedding & Event Planner may afford you many opportunities to earn supplemental income. The main topics covered during this course will include wedding history, etiquette, traditions, how to coordinate and direct weddings for couple of any faith, select sites and vendors (caterers, florists, photographers), choose a name for your business, how to write a business plan and obtain a business license, and prepare a wedding/event planner’s notebook. Your instructor will also help you develop a philosophy of success that will prepare you to start an organized business with very little start-up expense and the potential to earn an excellent income. This course should be of interest to those who are considering a career in the wedding/event business or those who are already working in the services dealing with weddings, such as florists, caterers, or other event/wedding services.

Instructor: Vivian Baldwin

| | | | | | | |
|---|---------------|---------------|------------|--------|-------|---------|
| M | 5:30pm-8:30pm | Sep 21-Dec 14 | Fee: \$125 | 39 hrs | 90745 | CUH 356 |
|---|---------------|---------------|------------|--------|-------|---------|

WANT TO AMP UP YOUR COMPUTER SKILLS?

*Check out the
Computer Education
classes on page 21!*





PERSONAL INTEREST

*Fayetteville Technical Community College
has a genuine commitment to serving the
educational needs of the entire community.*

*The courses included in this section
have been designed to encourage
lifelong learning by providing you
with a means to express your
creative, cultural, civic,
and leisure interests.*

ACADEMIC/TEST PREP

ALGEBRA REFRESHER

So you finished high school a few years ago and now you've decided to go back to school. The problem is you're not sure that you can handle the college-level algebra that will be required. This course is designed for people just like you—high school graduates who need to review basic algebra in order to increase their chances of success in a college-level classroom. This course is a review of the basic concepts of algebra using formulas, exponents, signs, squares and square roots, equations, and inequalities.

Instructor: Emily Robinson

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Sep 14-Nov 02 | Fee: \$65 | 24 hrs | 91104 | CEC 226 |
|---|---------------|---------------|-----------|--------|-------|---------|

GRAMMAR REFRESHER

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You'll explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths!

Instructor: Martha Sisk

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Oct 05-Nov 23 | Fee: \$60 | 24 hrs | 91105 | CEC 235 |
|---|---------------|---------------|-----------|--------|-------|---------|

GRAMMAR REFRESHER – ONLINE

Whatever your goals, a grasp of English grammar is important if you want to improve your speaking and writing skills. This course will help you gain confidence in your ability to produce clean, grammatically correct work. You will explore the basics of English grammar—like sentence structure and punctuation—as well as more sophisticated concepts—like logic and clarity. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put what you learn into practice. Reacquaint yourself with old, forgotten rules, meet some new ones, and discover your own grammatical strengths! For more information including the fee amount, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94823 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94824 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94825 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94345 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94346 | online |

GRE PREPARATION

If you are ready to go for that advanced degree but have never taken the Graduate Record Exam (GRE), **PLEASE** prepare for it. No one should go into the exam cold and not knowing what it is all about. Moreover, the GRE exam has changed, and the new format should be reviewed before you take the exam! Your admission into advanced degree programs may well depend on your score on this exam. This course is designed to help you prepare for all parts of the re-formatted general exam to include a review of the verbal, quantitative, and written sections of the exam. You will also learn useful test-taking tips and hints. **Textbook Requirement:** *ETS: The Official Guide to the GRE Revised General Test*, 3rd edition. **Supplies:** Please bring a notebook, pencils, and a calculator to class each session.

Instructor: TBA

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|----|---------------|---------------|------------|--------|-------|---------|
| Th | 5:30pm-8:30pm | Sep 10-Oct 29 | Fee: \$150 | 24 hrs | 91106 | CEC 226 |
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GRE PREPARATION I (VERBAL AND ANALYTICAL) – ONLINE

If you are planning to apply to graduate school, you will likely have to take the GRE. This course is here to help! Part I takes you through all the question types on the verbal reasoning and analytical writing sections, including reading comprehension, text completion, sentence equivalence questions, and both essay tasks. You will also gain pointers on time management, anxiety relief, scoring, and general standardized test-taking. Be prepared to excel on exam day to achieve your best potential score! For more information including the fee amount, please visit www.LearnFTCC.com. *This is a self-supporting class; fee-exempt status does not apply.* **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94883 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94884 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94885 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94237 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94238 | online |

GRE PREPARATION II (QUANTITATIVE) – ONLINE

Complete your GRE preparation! This course features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique question formats. You will find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! For more information including the fee amount, please visit www.LearnFTCC.com. *This is a self-supporting class; fee-exempt status does not apply.* **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

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|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94887 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94888 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94889 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94242 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94243 | online |

MATH REFRESHER

When you were in high school, did you avoid the “tough” math courses like algebra? Now you’d like to go to college. This course is designed for those who need a review in basic math and pre-algebra in order to prepare for more advanced math such as algebra and college mathematics. You will review basic arithmetic operations with integers such as addition, subtraction, multiplication, and division, fractions and decimals, percents, measurements, and word problems.

Instructor: Emily Robinson

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Oct 28-Dec 09 | Fee: \$65 | 18 hrs | 91107 | CEC 226 |
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PREPARATION FOR THE SAT

Get ready for the SAT—one of the most important exams you will ever take. This comprehensive preparation program is designed to help you meet the challenges of the exam format. You will receive a thorough overview of the SAT and become familiar with every question type that appears on the exam. The course will cover both math and verbal skills. Practice will include math skills and review of test questions including algebra, geometry, percentages, pictorials, and quantitative comparisons. Verbal skills will also be covered with special emphasis placed on the critical reading section which includes single and paired passages, sentence completion, analogies, and vocabulary enhancement. The text includes in-class and home-study materials. **Textbook Requirement:** *SAT Prep 2020*, by Kaplan. **Supplies:** Please bring a notebook, pencils, and a calculator to class each session.

Instructor: TBA

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|----|---------------|---------------|------------|--------|-------|---------|
| Th | 5:30pm-8:30pm | Sep 10-Oct 29 | Fee: \$150 | 24 hrs | 91108 | CEC 235 |
|----|---------------|---------------|------------|--------|-------|---------|

ART

ACRYLIC PAINTING TECHNIQUES

Are you looking to explore your artistic side using acrylics? During this course, your instructor will offer a variety of ideas and techniques that you can apply to many different surfaces. You will be able to create hand-painted decorative pieces to share! **Supplies:** Students will need to purchase some supplies and you may wait until after the first class meeting to purchase.

Instructor: Susan Keels

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 1:00pm-4:00pm | Sep 16-Nov 04 | Fee: \$60 | 24 hrs | 90746 | CEC 139 |
| T | 1:00pm-4:00pm | Oct 27-Dec 15 | Fee: \$60 | 24 hrs | 90747 | CEC 139 |

ACRYLIC POUR PAINTING – NEW!

Acrylic pouring is a fun and easy way to create one-of-a-kind works of art. It is a painting technique where acrylic paint is mixed with a type of pouring medium and then poured onto a surface in a variety of ways in which you will learn about throughout this course. During the paint-pouring process, the paint colors interact in unpredictable yet always fascinating ways. All of the techniques you will learn are straightforward and simple, which will enable you to enjoy the creative process! **Supplies:** Students will need to purchase some supplies and you may wait until after the first class meeting to purchase.

Instructor: Sherry Young

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 9:00am-12:00N | Oct 01-Nov 19 | Fee: \$60 | 24 hrs | 90748 | CEC 139 |
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CONTEMPORARY ACRYLICS – NEW!

Expand your knowledge of acrylic painting techniques and create with unparalleled freedom. This class will review elements and principals of design and then push the boundaries of representational art and explore non-local color. Paintings that incorporate non-local color have a livelier, fresher, and more engaging appearance. We will work with landscapes and portraits to develop expressive and passionate paintings. **Supplies:** Students will need to purchase some supplies and you may wait until after the first class meeting to purchase.

Instructor: Sherry Young

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 1:00pm-4:00pm | Sep 01-Oct 20 | Fee: \$60 | 24 hrs | 90750 | CEC 139 |
|---|---------------|---------------|-----------|--------|-------|---------|

DRAWING AND PAINTING WITH COLORED PENCILS

During this course you will learn different techniques for colored pencil drawing and painting. You will learn to use colored pencils as a fine-arts medium to create works of art to sketch or to create fully rendered drawings and paintings. Your instructor will focus on using ink and water colored pencils, setup, how to lay down a solid drawing foundation, and the drawing/painting of simple still-life, landscapes, animals, flowers and foliage, advanced still-life, and individual student projects. **Supplies:** Please e-mail your instructor for required supplies to nancymg@aol.com.

Instructor: Nancy Gasper

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 9:00am-12:00N | Sep 14-Nov 02 | Fee: \$60 | 24 hrs | 90753 | CEC 139 |
| M | 9:00am-12:00N | Nov 09-Dec 14 | Fee: \$50 | 18 hrs | 90754 | CEC 139 |

DRAWING (BEGINNING)

Have you always wanted to draw but didn't think that you could? This beginner's drawing class is the perfect introduction into drawing, a fundamental skill for learning other art forms. In just a few short weeks you will be able to tap into your creative side and see as an artist sees. As a result, you will be able to draw any subject matter, including portraits, and learn perspective and shading. **Supplies:** If you would like to know what supplies to purchase before class, please request a list at registration, or you may obtain one the first day.

Instructor: Susan Keels

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 9:00am-12:00N | Sep 16-Nov 04 | Fee: \$60 | 24 hrs | 90751 | CEC 139 |
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Instructor: Addrienne VanOver

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|---|---------------|---------------|-----------|--------|-------|---------|
| F | 1:00pm-4:00pm | Sep 18-Nov 06 | Fee: \$60 | 24 hrs | 90752 | CEC 139 |
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EXPLORING TEXTURE

Have you ever wondered "How do I paint....tree bark, animal fur, or maybe glass or metal?" Since everything has texture, it is important that artists know how to express texture in a painting. As we learn how to observe textures, we will experiment with painting textures using various techniques. Learning to see and paint textures will increase your enjoyment of painting! **Supplies:** Students will need to purchase some supplies for class and can request a supply list by emailing your instructor at kargo81@yahoo.com or by calling (910) 366-0479.

Instructor: Karen Argo

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 9:00am-12:00N | Oct 13-Dec 01 | Fee: \$60 | 24 hrs | 90756 | CEC 139 |
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JEWELRY MAKING AND SILVERSMITHING (BEGINNING)

Learning to create jewelry through the technique of silversmithing is one of the most rewarding methods to create a one-of-a-kind work of art. This course is designed to cover the fundamentals of silversmithing to include silver soldering, sawing, forming, filing, and texture creation. While this course is designed for the beginning student, your instructor will work to meet the needs of students from a variety of jewelry making backgrounds. Emphasis will be placed upon soldering techniques as you work on various projects. **Supplies:** You will be provided with the basic copper and wire needed to practice the metalsmithing skills on your first project; however, please be prepared to spend between \$60-\$150 in supplies, depending on the project you choose to complete. You are also welcome to provide your own metal of choice at your cost if you prefer not to use the provided copper. Basic hand tools are available in the FTCC studio for novice students. Please contact the instructor with questions by e-mailing transformationartsgail@gmail.com.

Instructor: Gail Ferguson

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 5:30pm-8:30pm | Sep 08-Oct 27 | Fee: \$80 | 24 hrs | 90758 | CEC 145 |
| M | 2:00pm-5:00pm | Sep 14-Nov 02 | Fee: \$80 | 24 hrs | 90757 | CEC 145 |
| T | 5:30pm-8:30pm | Nov 03-Dec 15 | Fee: \$75 | 21 hrs | 90760 | CEC 145 |
| M | 2:00pm-5:00pm | Nov 09-Dec 14 | Fee: \$70 | 18 hrs | 90759 | CEC 145 |

JEWELRY MAKING: BRACELET DESIGNS

Continue perfecting your metalsmithing skills as we create beautiful jewelry pieces. During this class, we will build on previously learned techniques to increase your ability to design and create bracelets, pendants, and rings through the aid of the hydraulic press for perfect shaping and finishing. **PREREQUISITE:** Completion of Jewelry Making & Silversmithing (Beginning) or equivalent experience. **Supplies:** You will be provided with the basic copper and wire needed to practice the metalsmithing skills on your first project; however, please be prepared to spend between \$60-\$150 in supplies, depending on the project you choose to complete. You are also welcome to provide your own metal of choice at your cost if you prefer not to use the provided copper. Please contact the instructor with questions by e-mailing transformationartsgail@gmail.com.

Instructor: Gail Ferguson

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|---|----------------|---------------|-----------|--------|-------|---------|
| W | 10:00am-1:00pm | Sep 09-Oct 28 | Fee: \$80 | 24 hrs | 90761 | CEC 145 |
| W | 10:00am-1:00pm | Nov 04-Dec 09 | Fee: \$70 | 18 hrs | 90762 | CEC 145 |

JEWELRY MAKING: GLASS FUSING DESIGNS

Glass fusing is a beautiful method of creating art that is used to join glass pieces together by partly melting the glass at high temperatures. During this class we will cover the simpler rules of coefficients as well as the use of different types of glass such as the frits, stringers, noodles, and confetti. We will thoroughly discuss the different kilns and kiln temperatures used for all projects to begin with basic fusing, decals, and we will finish with embossing. All levels are welcome to this class! **Supplies:** You will be provided with the basic copper and wire needed to practice the metalsmithing skills on your first project; however, please be prepared to spend between \$60-\$150 in supplies, depending on the project you choose to complete. Please contact the instructor with questions by e-mailing transformationartsgail@gmail.com.

Instructor: Gail Ferguson

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|----|----------------|---------------|-----------|--------|-------|---------|
| Th | 10:00am-1:00pm | Sep 10-Oct 29 | Fee: \$80 | 24 hrs | 90763 | CEC 145 |
| Th | 10:00am-1:00pm | Nov 05-Dec 10 | Fee: \$65 | 15 hrs | 90806 | CEC 145 |

JOY OF PAINTING

Who painted that? Now you can say "I DID." You can learn the exciting oil painting method used on PBS's Joy of Painting with Bob Ross. This course is taught by a Bob Ross trained and certified instructor. This is a method that is especially suited for people who have never painted before. **Supplies:** Please e-mail the instructor at kim@joy2paint.com for the supply list, or we will provide one to you on the first day.

Instructor: Kim Cowger

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Sep 14-Dec 14 | Fee: \$80 | 36 hrs | 90765 | CEC 139 |
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LIFE DRAWING

Drawing is a fundamental skill that is used to build onto many art techniques. During this class, your instructor will introduce you to drawing the human form using charcoal, conte and ink on newsprint and specialty papers. You will develop a portfolio of various human form drawings and gain an understanding of various drawing techniques. Beginners and experienced artists are welcome! **Supplies:** Students will need to bring 3 items the first day. Please request a list at registration. You may email your instructor with questions at vanovera@faytechcc.edu.

Instructor: Addrienne VanOver

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Nov 05-Dec 05 | Fee: \$45 | 15 hrs | 90755 | CEC 139 |
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OIL PAINTING (BEGINNING)

This course is designed to introduce the basic elements of oil painting to students with little or no experience. Students will work with oil colors and explore the many ways oil paint can be used. Basic care and handling of materials will be covered as well as studio safety. Instruction will be done on a variety of materials, and specific exercises will be given so that students can explore color, light, texture, transparency/impasto and composition. The class projects will concentrate on developing technical skills and aesthetic goals in regards to handling oil painting media. Special emphasis will be given to personal style development while adhering to proper technique. **Supplies:** Students will need to purchase some supplies and this cost is kept at a minimum. Please e-mail your instructor for a list of required supplies at roxannerotherberger@gmail.com.

Instructor: Roxanne Rothenberger

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Sep 09-Oct 28 | Fee: \$60 | 24 hrs | 90766 | CEC 139 |
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OIL PAINTING (INTERMEDIATE)

This course is designed for students who have completed a beginning level oil painting course or have equivalent experience. For those who have not painted in a while, your instructor will review some of the basics and move into choosing subjects, setting up a still life, painting from life and photographs, and landscapes. **Supplies:** Students will need to purchase some supplies and this cost is kept at a minimum. Please e-mail your instructor for a list of required supplies at roxannerotherberger@gmail.com.

Instructor: Roxanne Rothenberger

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Nov 04-Dec 16 | Fee: \$50 | 18 hrs | 90767 | CEC 139 |
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OPEN STUDIO

Ever heard your teacher announce that “time is up” before you’ve completed your work of art? Don’t fret because we are opening the art room doors to guide you as you complete those unfinished projects. Join the group as we add the finishing touches to our art under the guidance of your instructor. All artists are welcome regardless of what medium you are using! **Supplies:** Students will need to bring their art pieces the first day of class.

Instructor: Talmadge Potter

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|---|---------------|---------------|-----------|--------|-------|---------|
| F | 9:00am-12:00N | Oct 30-Dec 11 | Fee: \$50 | 18 hrs | 90749 | CEC 139 |
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PAINTING WHAT YOU SEE

Painting a lasting piece of artwork is a process and, in this class, we will explore the steps within that process to guide you from concept to creation and the final step of preserving your work of art. “Seeing” is step one, followed by learning to develop a pleasing composition. During this class, we will focus on preparing your canvas, then applying your composition to that surface, while also exploring color, color theory, color harmony, complimentary colors and identifying the color of your light and shadows. There are many other factors which will impact the result in your artwork to include the edges, different mediums, quality paint brushes and paint to apply to the canvas. Join us as we create timeless art pieces to preserve and enjoy together! **Supplies:** Please email your instructor at rpotter@nc.rr.com for the supply list.

Instructor: Talmadge Potter

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 1:00pm-4:00pm | Aug 13-Oct 01 | Fee: \$60 | 24 hrs | 90768 | CEC 139 |
| Th | 1:00pm-4:00pm | Oct 08-Dec 03 | Fee: \$60 | 24 hrs | 90769 | CEC 139 |

PORTRAITURE DRAWING

Creating a portrait that can display the likeness, personality, and even the mood of a person is no easy feat. In this course, however, you will gain the skills to do just that. The instructor will guide you through exercises designed to increase your anatomical and realistic drawing abilities. By applying the principles, elements, techniques and conceptual approaches of portrait drawing, you will gain confidence in your ability to create a beautiful portrait. Special emphasis will be given to anatomical structure as a tool in portrait drawing. **Supplies:** Students will need to purchase some supplies and this cost is kept at a minimum. Please e-mail your instructor for a list of required supplies at roxannerotherberger@gmail.com.

Instructor: Roxanne Rothenberger

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Sep 10-Oct 29 | Fee: \$60 | 24 hrs | 90770 | CEC 139 |
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POTTERY (BEGINNING)

If you have always been fascinated watching potters and thought it looked like fun, come and learn just how much fun it really is. Pottery is not difficult to learn, but it takes patience and the willingness to get a little dirty. As a beginning student, you will learn basic throwing techniques with emphasis on making functional forms such as mugs, bowls, and vases. You will learn how to trim, decorate (if desired), and glaze your pieces. If you are interested, you can also work on hand-built pieces. **Supplies:** Students will need to purchase their own clay (available from FTCC bookstore). Glazes are provided.

Instructor: Guy Jencks

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|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Sep 02-Oct 21 | Fee: \$65 | 24 hrs | 90771 | HOS 627 |
| M | 6:00pm-9:00pm | Sep 14-Dec 14 | Fee: \$90 | 42 hrs | 90773 | HOS 627 |
| W | 6:00pm-9:00pm | Oct 28-Dec 16 | Fee: \$60 | 21 hrs | 90772 | HOS 627 |

Instructor: Carson Aubin

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|-----|---------------|---------------|------------|--------|-------|---------|
| Sat | 9:00am-1:00pm | Sep 12-Dec 05 | Fee: \$100 | 48 hrs | 90774 | HOS 627 |
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POTTERY (BEGINNING/INTERMEDIATE)

Beginning students will be making clay objects with emphasis on the potter’s wheel and will learn about types of clay, forming, decorating, and glaze preparation. Students at the intermediate level will work on the development of technique and form. You will also learn additional decorating techniques. **Supplies:** Students will need to purchase their own clay (available from the FTCC bookstore). Glazes are provided.

PREREQUISITE: Completion of Pottery (Beginning) or equivalent skill set.

Instructor: Guy Jencks

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|---|---------------|---------------|------------|--------|-------|---------|
| T | 6:00pm-9:00pm | Sep 01-Dec 15 | Fee: \$100 | 48 hrs | 90775 | HOS 627 |
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PRODIGIOUS PASTELS – NEW!

Explore the impressive, remarkable, and extraordinary diverse ways soft pastels can be used in your artwork. Celebrate color with a free, impressionistic handling of shimmering pastel pigments. Blend and layer directly on the surface focusing on the vibrant effects and the tactile quality of its texture. Create a well-structured composition through a solid drawing with the interaction of shapes and values. We will work from photographs and your creative inspiration. All levels of skill and high enthusiasm are welcome. **Supplies:** If you would like to know what supplies to purchase before class, please request a list at registration, or you may obtain one the first day.

Instructor: Sherry Young

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 1:00pm-4:00pm | Sep 21-Nov 09 | Fee: \$60 | 24 hrs | 90777 | CEC 139 |
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THE ART OF PAINTING

The “Art of Painting” is a step-by-step method of oil painting that will acquaint you with materials, mediums, and tools necessary to create works of art. If you are a newcomer to the world of painting or have experience, you will benefit from this class. From concept to completion we will employ proven techniques and methods that have served to develop and enhance many artists. **NOTE:** Novice and experienced painters are welcome. **Supplies:** Please request a supply list at the time of registration, or you may wait until the first class to purchase supplies after class discussion. You may bring any oil painting supplies you have at home and contact your instructor at rpotter@nc.rr.com for questions.

Instructor: Talmadge Potter

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|---|---------------|---------------|-----------|--------|-------|---------|
| F | 9:00am-12:00N | Sep 04-Oct 23 | Fee: \$60 | 24 hrs | 90778 | CEC 139 |
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WATERCOLOR (BEGINNING/INTERMEDIATE)

Have you always wanted to learn how to paint using watercolors but felt intimidated by the rumor that this type of painting is difficult? This is an excellent course for the beginning painter or for those who have some experience. In this course, students will learn about composition, principles of design, color harmony, and the inherent qualities of their materials. Demonstrations by the instructor will include wet-in-wet, dry-brush, and how to get rid of mistakes in watercolor techniques. Join us as we discover the beauty in painting watercolors! The instructor will also work with students at the intermediate level teaching new techniques. **Supplies:** Supplies will be discussed on the first day. Students will need to purchase some tools. You can request a supply list by emailing your instructor at kargo81@yahoo.com or by calling (910) 366-0479.

Instructor: Karen Argo

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 9:00am-12:00N | Aug 18-Oct 06 | Fee: \$60 | 24 hrs | 90779 | CEC 139 |
|---|---------------|---------------|-----------|--------|-------|---------|

WATERCOLOR OPEN STUDIO

Ever heard your teacher announce that “time is up” before you’ve completed your work of art? Don’t fret because we are opening the art room doors for you to complete those unfinished watercolor masterpieces! Join the group as we add the finishing touches to our art under the guidance of your instructor. **Supplies:** Students will need to bring their art pieces and supplies the first day.

Instructor: Karen Argo

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Aug 04-Aug 25 | Fee: \$35 | 12 hrs | 90596 | CEC 139 |
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COOKING

No matter your place in the world, food is used as one of the most popular forms of entertainment. The Corporate & Continuing Education Division offers an assortment of creative cooking classes for you no matter your interest or skill set. Whether you are interested in learning more about how to prepare delicious foods in the formal or everyday setting, or you simply would like to know how to bake, we have a class for almost everything! All cooking classes will require students to bring some items to class; however, these costs will be kept as low as possible. With questions regarding supplies, please call (910) 678-8243.

APPETIZING DELIGHTS

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

Instructor: Chef Corbin Henderson

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 9:00am-12:00N | Nov 03-Dec 08 | Fee: \$65 | 18 hrs | 91109 | CEC 146 |
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BIRTHDAY AND WEDDING CAKES

This class will focus on making amazing birthday and wedding cakes. Throughout the course, you will learn how to cover cakes with fondant and buttercream, create decorations using melted chocolate and make fondant flowers. Join us and become the star of your next event!

Supplies: Supplies will be discussed at the first class meeting.

Instructor: Chef Rosanna Bonilla

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Oct 22-Dec 17 | Fee: \$75 | 24 hrs | 91110 | CEC 146 |
|----|---------------|---------------|-----------|--------|-------|---------|

BREAD BASICS

Mmm...who doesn’t love the aroma of fresh-baked bread? Homemade breads are a great gift idea or a simple way to treat your family. In this class, you will learn the basics of bread baking as well as how to make classic breads through hands on instruction. **Supplies:** Supplies will be discussed on the first evening of class.

Instructor: Chef Rosanna Bonilla

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|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Sep 10-Oct 15 | Fee: \$65 | 18 hrs | 91111 | CEC 146 |
|----|---------------|---------------|-----------|--------|-------|---------|

CAKE DECORATING: QUICK & EASY

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

Instructor: Chef Randi Beck

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Sep 08-Oct 27 | Fee: \$75 | 24 hrs | 91112 | CEC 146 |
|---|---------------|---------------|-----------|--------|-------|---------|

CHOCOLATE CHIP COOKIE WORKSHOP

Join Chef Henderson as you explore everyone's favorite: the chocolate chip cookie! This workshop will give you knowledge of the individual components, their functions in the recipe, and how to leverage those ingredients in the best way possible. Grab a cold glass of milk and join us!

Instructor: Chef Corbin Henderson

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|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 9:00am-12:00N | Dec 05 | Fee: \$45 | 3 hrs | 91114 | CEC 146 |
|-----|---------------|--------|-----------|-------|-------|---------|

HOMEMADE BISCUITS

Who doesn't love hot, homemade biscuits? During this workshop we will discuss gluten development, mixing methods, and makeup methods for healthy biscuit production. We will prepare, bake, and taste, not only southern style biscuits, but sweet and savory options as well! Join us for this delicious workshop on healthy homemade biscuits!

Instructor: Chef Felicia Bonner

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|---|---------------|--------|-----------|-------|-------|---------|
| F | 6:00pm-9:00pm | Sep 18 | Fee: \$45 | 3 hrs | 91115 | CEC 146 |
|---|---------------|--------|-----------|-------|-------|---------|

SAUCES, DRESSINGS, AND MARINADES

A drizzle of this....a dip of that! Sauces are a must in today's American eating! In this course we will explore sauces, salad dressings, and marinades made from scratch. From savory to sweet, a wide variety of tastes and recipes will be introduced that fit any recipe or preference. Join the chef to learn about vinaigrettes, BBQ sauces, and lots of other delicious sauces!

Instructor: Chef Felicia Bonner

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|---|---------------|--------|-----------|-------|-------|---------|
| F | 5:30pm-8:30pm | Oct 09 | Fee: \$45 | 3 hrs | 91116 | CEC 146 |
|---|---------------|--------|-----------|-------|-------|---------|

SAVORY WINTER SOUPS

As the temperature drops, our appetite for soup soars! Let's explore the season of winter soups throughout the culture of American Cuisine. We will start with cream style soups and move on to hearty vegetable-style soups. Join us for a "souper" time!

Instructor: Chef Felicia Bonner

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|---|---------------|---------------|-----------|--------|-------|---------|
| F | 6:00pm-9:00pm | Oct 23-Dec 04 | Fee: \$65 | 18 hrs | 91117 | CEC 146 |
|---|---------------|---------------|-----------|--------|-------|---------|

STIR FRY SPECIALTIES

There are endless combinations to try when you stir fry! Join us and learn some traditional recipes for stir fry, the history behind it, and the proper techniques to use to create the best stir fry. Chef Henderson is here to guide you and help you create your personalized version of this humble dish.

Instructor: Chef Corbin Henderson

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|---|---------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Sep 14-Nov 02 | Fee: \$75 | 24 hrs | 91113 | CEC 146 |
|---|---------------|---------------|-----------|--------|-------|---------|

WINE SIPS & WINE BITS

This exciting class focuses on the overall knowledge bits of the world of wine. Your instructor will provide a beautiful overview of the main wine regions, grape varietals, wine-making techniques, how to order wine in a restaurant, how to store and serve wine properly. As you are educated on the methods of evaluating different wines, you will enjoy tasting a variety of wines that will be accompanied with a cheese and fruit plate. This class is excellent for those just venturing into the world of wine to the connoisseur and restaurant industry professional. **NOTE:** You must be 21 years or older to participate and proof of age will be required. This class will be held at THE WINE CAFÉ located at 108 Hay Street.

Instructor: Angela Malavé

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|---|---------------|--------|-----------|---------|-------|---------------|
| W | 5:30pm-8:00pm | Nov 04 | Fee: \$45 | 2.5 hrs | 90780 | The Wine Café |
|---|---------------|--------|-----------|---------|-------|---------------|

WINE TASTING 101

Do you enjoy tasting wines but you'd like to have an understanding of the varieties and their origins? During this fun class your instructor will guide you through the proper techniques of tasting wine, which will enhance your wine tasting experience on a daily basis. Join us for a colorful evening full of wine tasting fun and education! **NOTE:** You must be 21 years or older to participate and proof of age will be required. This class will be held at THE WINE CAFÉ located at 108 Hay Street.

Instructor: Angela Malavé

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|---|---------------|--------|-----------|---------|-------|---------------|
| W | 5:30pm-8:30pm | Aug 12 | Fee: \$45 | 2.5 hrs | 90618 | The Wine Café |
| W | 5:30pm-8:00pm | Sep 23 | Fee: \$45 | 2.5 hrs | 90781 | The Wine Café |



**Continuing Education classes begin in different weeks & months.
Check start dates to be sure you won't miss a course!**

CRAFTS

ART OF BASKET WEAVING

Baskets have been created for thousands of years in all parts of the world and out of every sort of material. Today, basket makers are keeping a wonderful tradition alive as well as creating new techniques! In this course, you will learn about many different types of designs, materials, and techniques. You may choose to create several small baskets or one large basket and be as traditional or adventurous as you want to be!

Supplies: Your instructor will give you a supply list the first night of class.

Instructor: Donna Shupe

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Aug 25-Nov 10 | Fee: \$85 | 36 hrs | 91118 | CEC 144 |
|---|---------------|---------------|-----------|--------|-------|---------|

BASKET WEAVING WORKSHOP

This class will give you the opportunity to catch up on all those projects that you have sitting in your house unfinished. This class will give you the chance to work with Donna to complete your unfinished baskets. Join us and finish up your masterpieces!

Instructor: Donna Shupe

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|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Nov 17-Dec 15 | Fee: \$45 | 15 hrs | 91119 | CEC 144 |
|---|---------------|---------------|-----------|--------|-------|---------|

CALLIGRAPHY (BEGINNING)

Have you wanted to be able to make beautiful place cards, bookmarks, or other lettered gifts? Come join Juanita and learn the art of calligraphy! You will be introduced to different types of lettering, learn the rules of letter construction, and discuss the topics of pens, papers, and more! **Supplies:** Supplies will be discussed on the first night of class. Supply costs will not exceed \$30.

Instructor: Juanita Baldwin

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|---|----------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Sep 14-Nov 30 | Fee: \$70 | 24 hrs | 91124 | CEC 143 |
| T | 10:00am-12:00N | Sep 15-Dec 01 | Fee: \$70 | 24 hrs | 91125 | CEC 143 |

STAINED GLASS I & II

Join us as we work with beginners and more experienced crafters to create projects that will highlight the beauty of stained-glass art. Stained glass is an ancient art using colorful glass to make unique creations. Working with the brilliance of refracted light, you will develop a better understanding of design as it relates to glass, as well as sensitivity to color. Progress will be made at an individual pace. **Supplies:** Supplies will be discussed the first night of class.

Instructor: Petra Cox

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|---|---------------|---------------|-----------|--------|-------|---------|
| F | 6:00pm-9:00pm | Aug 21-Oct 09 | Fee: \$75 | 24 hrs | 91121 | CEC 143 |
| T | 6:00pm-9:00pm | Sep 01-Nov 03 | Fee: \$75 | 24 hrs | 91120 | CEC 143 |
| F | 6:00pm-9:00pm | Oct 16-Dec 11 | Fee: \$75 | 24 hrs | 91123 | CEC 143 |
| T | 6:00pm-9:00pm | Nov 10-Dec 15 | Fee: \$60 | 15 hrs | 91122 | CEC 143 |

FINANCIAL PLANNING

ESTATE PLANNING

Estate planning is a subject no one likes to think about, but one that requires thoughtful consideration. If you fail to plan for the settlement of your estate, the state subjects your assets to probate, a potentially time-consuming, expensive, and public procedure that could make an already difficult time impossible for your heirs. Fortunately, good estate planning can help out during your lifetime and help your family later. Join us! Topics will include wills, gifts, and joint ownership.

Instructor: Tracey Henderson

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|---|---------------|--------|-----------|-------|-------|---------|
| T | 1:00pm-3:00pm | Sep 22 | Fee: \$20 | 2 hrs | 91126 | CEC 143 |
|---|---------------|--------|-----------|-------|-------|---------|

MUTUAL FUND INVESTING

Some of the fastest growing investment vehicles are mutual funds. This course will help you understand how mutual funds work and how they can be used to meet almost any investment goal. While geared to the beginner, this course can be helpful for those already using mutual funds.

Instructor: Isaac Allen

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|---|---------------|--------|-----------|-------|-------|---------|
| T | 3:00pm-5:00pm | Oct 20 | Fee: \$20 | 2 hrs | 91127 | CEC 143 |
|---|---------------|--------|-----------|-------|-------|---------|

ROTH IRA

A Roth IRA is an individual retirement plan that bears many similarities to the original IRA except that it is not tax deductible. It is important that people understand the details of a retirement investment so they may reap the most benefits. In this course, the instructor will explain the best retirement investment method that is appropriate for each individual and explain the benefits and risks involved with a Roth IRA.

Instructor: Isaac Allen

| | | | | | | |
|----|---------------|--------|-----------|-------|-------|---------|
| Th | 3:00pm-5:00pm | Dec 03 | Fee: \$20 | 2 hrs | 91128 | CEC 143 |
|----|---------------|--------|-----------|-------|-------|---------|

SOCIAL SECURITY RETIREMENT SEMINAR

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

Instructor: TBA

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|---|---------------|--------|-----------|-------|-------|-------|
| T | 12:00N-2:00pm | Oct 13 | Fee: \$10 | 2 hrs | 91129 | NC 7A |
|---|---------------|--------|-----------|-------|-------|-------|

STOCK MARKET BASICS

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

Instructor: Isaac Allen

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|---|---------------|--------|-----------|-------|-------|---------|
| T | 6:00pm-8:00pm | Nov 10 | Fee: \$20 | 2 hrs | 91130 | CEC 118 |
|---|---------------|--------|-----------|-------|-------|---------|

WILLS AND TRUSTS

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

Instructor: Tracey Henderson

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|---|---------------|--------|-----------|-------|-------|---------|
| T | 1:00pm-3:00pm | Nov 10 | Fee: \$20 | 2 hrs | 91131 | CEC 143 |
|---|---------------|--------|-----------|-------|-------|---------|

FLORAL/GARDENING/LANDSCAPING

COMPOSTING WITH VERMICULTURE

Composting is the natural process of decomposition and recycling of organic material into a humus-rich soil amendment. Vermiculture is a method of composting with various species of worms who eat your decomposing food waste. Why not try both? Join Cheryl Garrett to learn how to start and enjoy the experience of doing it yourself! Learn different ways to build a “Brown & Green” composting bin and also how to set up an earth worm bin to eat your garbage and enhance your gardening soil. In this class, you will begin to see why composting in the world today is a necessity.

Instructor: Cheryl Garrett

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|-----|----------------|--------|-----------|-------|-------|---------|
| Sat | 10:00am-1:00pm | Sep 19 | Fee: \$30 | 3 hrs | 91132 | HEC 109 |
|-----|----------------|--------|-----------|-------|-------|---------|

DAYLILIES

Come learn from the master of Daylilies what makes them so special! Roger will teach you everything you ever wanted to know about these beautiful flowers. From seeds, to transplantation, to grafting, you will learn it all in this new class.

Instructor: Roger Mercer

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|-----|----------------|--------|-----------|-------|-------|---------|
| Sat | 10:00am-1:00pm | Aug 15 | Fee: \$30 | 3 hrs | 91133 | HEC 109 |
|-----|----------------|--------|-----------|-------|-------|---------|

GARDENING FOR DUMMIES: FROM A TO Z

This course is designed to help the new gardener know what steps to take to set up a home garden. Students will receive clear information on what planning needs to be done before that first seed goes in to the soil. Students will be able to discuss their personal garden goals with the instructor and receive feedback to plan their home garden!

Instructor: Cheryl Garrett

| | | | | | | |
|-----|----------------|--------|-----------|-------|-------|---------|
| Sat | 10:00am-1:00pm | Aug 29 | Fee: \$30 | 3 hrs | 91134 | HEC 109 |
|-----|----------------|--------|-----------|-------|-------|---------|

IRRIGATION FACTS & MYTHS

Do I need a sprinkler system? Should I be watering my lawn every day? These questions and more will be answered during this short informational class. There are many ways to keep your yard looking its best, and your instructor will let you in on some myths of irrigation that we all may be guilty of! This course will help you understand irrigation systems and help you make your yard the greenest on the block!

Instructor: Roger Mercer

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|-----|----------------|--------|-----------|-------|-------|---------|
| Sat | 10:00am-1:00pm | Oct 03 | Fee: \$30 | 3 hrs | 91135 | HEC 109 |
|-----|----------------|--------|-----------|-------|-------|---------|

PLANT SELECTION TIPS

Choosing plants for your yard, porch, or indoors may seem like a daunting task. Come learn from an expert about how to select the right plants so that they will thrive! This course will go over different types of plants and where to place them. Bring your questions and we will have the answers!

Instructor: Roger Mercer

| | | | | | | |
|-----|----------------|--------|-----------|-------|-------|---------|
| Sat | 10:00am-1:00pm | Oct 24 | Fee: \$30 | 3 hrs | 91136 | HEC 109 |
|-----|----------------|--------|-----------|-------|-------|---------|

SUCCULENT GARDENING

If you've noticed, succulent plants are right on trend for current home décor. In this workshop, students will learn how to select, plant, and care for succulents. Students will use textures, colors, size, and a variety of shapes. At the end of class, students will plant and take their very own succulent garden home.

Instructor: Cheryl Garrett

Sat 10:00am-1:00pm

Nov 07

Fee: \$40

3 hrs

91137

HEC 109

INDUSTRIAL SEWING

The Furniture Upholstery classes are offered to provide training to students that will allow them to increase their skills from novice to professional. For additional information, please call (910) 678-8431.

COMMERCIAL SEWING MACHINE TECHNICIAN

Operating an industrial sewing machine is a skill that can be learned with proper training and then used for obtaining employment. During this course you will learn to setup, operate, and maintain industrial sewing machines. Emphasis will be placed upon the mastering the skill of sewing straight lines, corners, curves and welts. Upon completion of this course, you should be able to thread, operate and perform basic maintenance repairs to industrial sewing machines. This is an excellent course for those interested in working professionally in the sewing industry or learning furniture upholstery. **Supplies:** Students will be required to provide their own tools to include scissors, nippers, straight pins, long tweezers, measuring tapes and additional items. Practice fabric is provided. However, students may desire to bring their own fabric for projects.

Instructor: Carolyn Hunt

T,Th 1:00pm-5:00pm

Sep 01-Dec 10

Fee: \$180

116 hrs

90782

311 Williams St.

DRAPERIES & WINDOW TREATMENTS

Are you interested in learning the professional skill of sewing draperies and window treatments? During this course you will learn the proper method and technique for sewing fabric on an industrial sewing machine to make window treatments. Emphasis will be placed upon learning to operate the machine, setup, threading, sewing straight lines, curves and performing basic maintenance. This is an excellent course for those interested in working professionally in the sewing industry or learning furniture upholstery and/or window treatment design. **Supplies:** Students will be required to provide their own tools to include scissors, nippers, straight pins, long tweezers, measuring tapes and additional items. Practice fabric is provided. However, students may desire to bring their own fabric for projects.

Instructor: Carolyn Hunt

M,W 1:00pm-4:00pm

Sep 14-Nov 04

Fee: \$125

48 hrs

90783

311 Williams St.

M,W 1:00pm-5:00pm

Nov 09-Dec 16

Fee: \$125

48 hrs

90784

311 Williams St.

FURNITURE UPHOLSTERY (BEGINNING)

Do you have a desire to learn how to restore furniture by replacing the upholstery? During this course you will be given an introduction to the safe use of inside and outside upholstery tools, materials and techniques to re-upholster small seats on chairs, footstools and small pieces of furniture. Students may progress to sewing additional types of covers for re-upholstery, how to re-tie and tie springs, brace the frame and how to secure the webbing – all part of the upholstery process. Upon completion, students should understand techniques of upholstering small pieces of furniture. **Supplies:** Please bring the following tools the first day of class: tape measure, fabric scissors, needle-nosed pliers, wire cutters, upholstery nail remover, tack remover. **NOTE:** Students who have not sewn on the industrial machines will need to start with a small cushion, pillow, bench cushion or wingback chair in order to gain the basic skills. Please bring your project to the first day of class and contact the instructor with questions before by calling (910) 494-5468.

Instructor: Milagros Whitted

T 9:00am-1:00pm

Sep 15-Dec 01

Fee: \$125

48 hrs

90785

311 Williams St.

T 6:00pm-9:00pm

Sep 15-Nov 03

Fee: \$70

24 hrs

90786

311 Williams St.

Th 9:00am-1:00pm

Sep 17-Dec 10

Fee: \$125

48 hrs

90787

311 Williams St.

FURNITURE UPHOLSTERY (INTERMEDIATE)

This course is designed for those of you who would like to expand your skills with new techniques in upholstering furniture and restoring wood furniture frames. Emphasis will be placed upon techniques for upholstering difficult or odd shaped pieces of furniture, repair/replacement of the wood frames, and sewing double welt trim and cushions with button tufting, attaching skirts, and making arm covers. Upon completion, students should understand basic and intermediate level techniques of upholstering furniture starting with the fabric and wooden frame, then combining them to make furniture. **Supplies:** Please bring the following tools the first day of class: tape measure, fabric scissors, needle-nosed pliers, wire cutters, upholstery nail remover, tack remover. **NOTE:** You will need to bring one piece of furniture on the first day of class. Please contact the instructor with questions by calling (910) 494-5468.

Instructor: Milagros Whitted

Th 6:00pm-9:00pm

Sep 17-Nov 05

Fee: \$70

24 hrs

90788

311 Williams St.

UPHOLSTERY SEWING

During this course you will be introduced to various methods and techniques of sewing upholstery covers and how to operate the machine to sew straight lines, corners, curves, and welts. Upon the completion of this course, students should be able to thread, maintain and operate sewing machines to complete various projects sewing upholstery fabric. **Supplies:** Please bring the following tools the first day of class: tape measure, fabric scissors, needle-nosed pliers, wire cutters, upholstery nail remover, tack remover. **NOTE:** You will need to bring one piece of furniture on the first day of class. Please contact the instructor with questions by calling (910) 494-5468.

Instructor: Milagros Whitted

| | | | | | | |
|-----|---------------|---------------|------------|---------|-------|------------------|
| M,W | 9:00am-12:00N | Sep 14-May 26 | Fee: \$180 | 200 hrs | 90789 | 311 Williams St. |
| M,W | 6:00pm-9:00pm | Sep 14-May 26 | Fee: \$180 | 200 hrs | 90790 | 311 Williams St. |

MOTORCYCLE

MOTORCYCLE: BASIC RIDER COURSE

Learn safe motorcycle riding under the direction of Motorcycle Safety Foundation (MSF) certified instructors. This beginning course is designed for riders with little or no experience. Based on extensive data, research, and field tests, this course combines classroom and on-bike experience to give overall understanding of motorcycling and prepares the student with basic riding skills. Motorcycles are provided. **Students will need gloves, eye protection, long-sleeved clothing, long pants, and sturdy, over-the-ankle, leather footwear.** Helmets will be provided, but you may bring your own. You must be able to ride a bicycle and lift and keep the motorcycle upright. For registration and more information about this course, please visit www.LearnFTCC.com and search under the "Instructor Led" tab at the top of the screen. **BECAUSE CLASS SIZE IS LIMITED, PRE-REGISTRATION IS REQUIRED. Students have the option to purchase \$2.00 accident insurance to cover class activities. Accident insurance can be purchased at the Neill Currie Continuing Education building on FTCC's Main Campus. Please call 678-8488 for class availability; for all other questions please call 678-8446. NOTE: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance and in your classroom seat at 5:30pm when the first class begins. Failure to be on time will result in your slot being denied.**

Instructor: TBA

| | | | | | | |
|--------|-------------------|---------------|------------|----------|-------|---------|
| F/S,Su | 5:30-10pm/7am-5pm | Aug 07-Aug 09 | Fee: \$150 | 22.5 hrs | 94318 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Aug 14-Aug 16 | Fee: \$150 | 22.5 hrs | 94319 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Aug 21-Aug 23 | Fee: \$150 | 22.5 hrs | 94894 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Aug 28-Aug 30 | Fee: \$150 | 22.5 hrs | 94895 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Sep 04-Sep 05 | Fee: \$150 | 22.5 hrs | 94896 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Sep 11-Sep 13 | Fee: \$150 | 22.5 hrs | 94897 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Sep 18-Sep 20 | Fee: \$150 | 22.5 hrs | 94898 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Sep 25-Sep 27 | Fee: \$150 | 22.5 hrs | 94899 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Oct 02-Oct 04 | Fee: \$150 | 22.5 hrs | 94900 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Oct 09-Oct 11 | Fee: \$150 | 22.5 hrs | 94901 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Oct 16-Oct 18 | Fee: \$150 | 22.5 hrs | 94902 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Oct 23-Oct 25 | Fee: \$150 | 22.5 hrs | 94903 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Oct 30-Nov 01 | Fee: \$150 | 22.5 hrs | 94904 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Nov 06-Nov 08 | Fee: \$150 | 22.5 hrs | 94905 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Nov 13-Nov 15 | Fee: \$150 | 22.5 hrs | 94906 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Nov 20-Nov 22 | Fee: \$150 | 22.5 hrs | 94907 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Nov 27-Nov 29 | Fee: \$150 | 22.5 hrs | 94908 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Dec 04-Dec 11 | Fee: \$150 | 22.5 hrs | 94909 | CEC 108 |
| F/S,Su | 5:30-10pm/7am-5pm | Dec 11-Dec 13 | Fee: \$150 | 22.5 hrs | 94910 | CEC 108 |

NOTE: Successful completion of the e-course portion of the class is required. A few days prior to the course start date, an e-course code will be e-mailed to each student that will exempt each student from having to pay the \$20 e-course registration fee. If a student does not receive an e-mailed e-course code, the course instructors will provide the student with an e-course code on the first night of the course (Friday). If a student does not present the e-course certificate of completion to the instructor by the end of the course, the instructor will give the student's certificate and course graduation cards to the department chair.

MOTORCYCLE REPAIR & MAINTENANCE

With the popularity of motorcycles and ATVs comes the opportunity to earn a living in motorcycle repair and maintenance. Maybe you already have some automotive repair experience and want to see if this is something that might interest you. Emphasis will be placed upon two-and four-stroke engines, calibration and synchronization of carburetors, braking system safety and maintenance, what to do when the lights and power fails, repair of frame and suspension, and which oils are best at preventing damage. This course is also open to those who own a motorcycle or are considering buying one and want to learn how to do some of their own repair and maintenance. **NOTE:** With questions, please contact Patrick Morrison at (910) 497-3686 or email cycleshop104@gmail.com.

Instructor: Patrick Morrison

| | | | | | | |
|---|----------------|---------------|------------|--------|-------|------------|
| T | 6:00pm-10:00pm | Sep 01-Nov 17 | Fee: \$125 | 48 hrs | 90708 | Cycle Shop |
|---|----------------|---------------|------------|--------|-------|------------|

MUSIC/DRAMATIC ARTS

BEGINNING PIANO I/PRACTICE ASSISTANCE

The class is best suited for a beginner who knows nothing about music! However, any level student may attend this class and receive practice assistance. In this course, the student will learn simple rhythms, dynamics and begin the early steps of reading music from the staff. We will learn Penta Scales and begin the work of developing hand coordination. With the help of the instructor, students will write out goals and will receive mini one-on-one lessons while getting some good uninterrupted practice done! **Supplies:** Students will need to provide their own keyboard, x-stand, bench, music rest and a set of headphones. **Textbook Requirement:** *Adult Piano Adventures All-in-One Piano Course Book 1* by Faber & Faber.

Instructor: Sylvia Morris

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Aug 19-Oct 07 | Fee: \$70 | 24 hrs | 91138 | CEC 108 |
| W | 6:00pm-9:00pm | Oct 14-Dec 09 | Fee: \$70 | 24 hrs | 91140 | CEC 108 |

BEGINNING PIANO II/PRACTICE ASSISTANCE

The curriculum for this class is best suited for a student who is ready for page 50 and beyond in Faber and Faber's *Adult Piano Adventures All-in-One Piano Course Book 1*. However, any level student may attend this class and receive practice assistance. Students will be reading music on the staff, learning more about music form and continue building coordination with scales. With the help of the instructor, students will write out goals and you will receive mini one-on-one lessons while getting some good uninterrupted practice done! **Supplies:** Students will need to provide their own keyboard, x-stand, bench, music rest and a set of headphones. **Textbook Requirement:** *Adult Piano Adventures All-in-One Piano Course Book 1* by Faber & Faber.

Instructor: Sylvia Morris

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| T | 6:00pm-9:00pm | Aug 18-Oct 06 | Fee: \$70 | 24 hrs | 91139 | CEC 108 |
| T | 6:00pm-9:00pm | Oct 13-Dec 01 | Fee: \$70 | 24 hrs | 91141 | CEC 108 |

GUITAR (BEGINNING)

This is a course for the beginner who has never picked up a guitar or one who can only strum a few chords. You will learn to read basic chord forms, simple melody lines, and musical notations. You'll soon be playing chord accompaniments to popular folk, rock, and country songs. **NOTE:** This is a course for acoustic guitars only. Students will need to provide their own guitar and music stand. **Textbook Requirement:** *Essential Elements for Guitar Book 1*.

Instructor: Angela Tournon

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:30pm-9:30pm | Aug 26-Oct 14 | Fee: \$70 | 24 hrs | 91142 | CEC 105 |
|---|---------------|---------------|-----------|--------|-------|---------|

GUITAR (MID-BEGINNER)

This course is for the advancing student learning the basics of guitar. Students will build on their knowledge of the open major, minor, and dominant 7th chords and play these chords in simple songs. They will also learn music fundamentals pertaining to guitar. **NOTE:** This is a course for acoustic guitars only. Students will need to provide their own guitar and music stand. **Textbook Requirement:** *Essential Elements for Guitar Book 1*.

Instructor: Angela Tournon

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:30pm-9:30pm | Oct 21-Dec 16 | Fee: \$70 | 24 hrs | 91143 | CEC 105 |
|---|---------------|---------------|-----------|--------|-------|---------|

NEEDLECRAFTS AND SEWING

ALL ABOUT QUILTING

Express your creativity through your very own quilt! In this course, you will learn everything about quilting, from creating your own design to finishing with machine quilting. **Supplies:** Supplies will be discussed during the first class. **NOTE:** Students should have some prior quilting experience. Questions regarding this class? Please email the instructor at irene-grimes@hotmail.com.

Instructor: Irene Grimes

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| F | 9:00am-1:00pm | Aug 14-Oct 02 | Fee: \$85 | 32 hrs | 91144 | CEC 144 |
| F | 9:00am-1:00pm | Oct 09-Dec 18 | Fee: \$85 | 32 hrs | 91145 | CEC 144 |

CREATIVE QUILTING

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

Instructor: Annette Ornelas

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|-----------------|
| W | 9:30am-12:30pm | Aug 19-Oct 14 | Fee: \$75 | 24 hrs | 91148 | Loving Stitches |
| W | 9:30am-12:30pm | Nov 04-Dec 16 | Fee: \$70 | 21 hrs | 91149 | Loving Stitches |

PATTERN DRAFTING 101

Ever wanted to tweak a pattern but not quite sure where to start? This class is for you! With the help of the instructor, this course will offer you the basics in body measurements and how to use the proper tools to draft those changes and construct a bodice, or transform your measurements from paper to skirt muslin. **NOTE:** Questions regarding this class? Please email the instructor at abnaudrey@hotmail.com.

Supplies: Please ask for a supply list at the time of registration.

Instructor: Audrey Tannahill

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Aug 17-Oct 12 | Fee: \$70 | 24 hrs | 91157 | CEC 144 |
| T | 10:00am-1:00pm | Sep 01-Oct 20 | Fee: \$70 | 24 hrs | 91158 | CEC 144 |

QUILTING 101

Have you been thinking about starting to quilt, but don't know where to start? Well, then look no further than our Quilting 101 class! This introductory class will give you the knowledge and skills you need to be an experienced quilter! The amount of time and effort that goes into the creation of a quilt makes these crafts a priceless family heirloom that will be passed down from generation to generation. This class is tailored for first time quilters. Please take this class before the intermediate-level courses. **NOTE:** You may bring your own machine to class along with the manual, or you may use machines provided by FTCC. **Supplies:** Supply list and pattern will be given at first class meeting.

Instructor: Sue Oakes

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Aug 19-Oct 07 | Fee: \$75 | 24 hrs | 91152 | CEC 144 |
| W | 6:00pm-9:00pm | Oct 21-Dec 16 | Fee: \$75 | 24 hrs | 91153 | CEC 144 |

QUILTING & PIECING

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

Instructor: Annette Ornelas

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|-----------------|
| M | 9:30am-12:30pm | Aug 17-Oct 12 | Fee: \$75 | 24 hrs | 91150 | Loving Stitches |
| M | 9:30am-12:30pm | Nov 02-Dec 14 | Fee: \$70 | 21 hrs | 91151 | Loving Stitches |

QUILTING WORKSHOP

This class gives you the opportunity to catch up on all those projects that you have unfinished! This class will give you the chance to have an instructor present to guide you and get those projects finished. Join us and finish up your masterpieces! **NOTE:** Questions regarding this class? Please email the instructor at irene-grimes@hotmail.com.

Instructor: Irene Grimes

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| F | 1:30pm-4:30pm | Aug 14-Oct 02 | Fee: \$75 | 24 hrs | 91146 | CEC 144 |
| F | 1:30pm-4:30pm | Oct 09-Dec 18 | Fee: \$75 | 24 hrs | 91147 | CEC 144 |

SEWING I

This beginning course will introduce you to the sewing machine, pattern and fabric selection, and basic sewing projects. Students may repeat this class many times, making different projects until they feel they are proficient! **Supplies:** Supplies will be discussed at the first class. **NOTE:** You may bring your own sewing machine along with the user's manual to class, or you may use machines provided by FTCC.

Instructor: Shana Pickett

| | | | | | | |
|----|----------------|---------------|-----------|--------|-------|---------|
| W | 10:00am-1:00pm | Aug 19-Oct 07 | Fee: \$70 | 24 hrs | 91155 | CEC 144 |
| Th | 6:00pm-9:00pm | Aug 20-Oct 08 | Fee: \$70 | 24 hrs | 91154 | CEC 144 |

Instructor: Audrey Tannahill

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|---------|
| M | 6:00pm-9:00pm | Oct 19-Dec 07 | Fee: \$70 | 24 hrs | 91159 | CEC 144 |
| T | 10:00am-1:00pm | Oct 27-Dec 15 | Fee: \$70 | 24 hrs | 91160 | CEC 144 |

SEWING II

This intermediate-level course is designed for students who have completed Sewing I or have some previous sewing experience. Instruction will focus on working with more complex sewing techniques including necklines, facings, interfacing, and inserting sleeves, cuffs, and collars. **PREREQUISITE:** Must have completed Sewing I or have equivalent experience. **Supplies:** Supplies will be discussed at the first class. **NOTE:** You may bring your own sewing machine along with the user's manual to class, or you may use machines provided by FTCC.

Instructor: Shana Pickett

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|---------|
| W | 10:00am-1:00pm | Oct 14-Dec 02 | Fee: \$65 | 24 hrs | 91156 | CEC 144 |
|---|----------------|---------------|-----------|--------|-------|---------|

PERSONAL INTEREST/VOLUNTEER TRAINING

BILLIARD FUNDAMENTALS

Are you are interested in learning how to master the art of Billiards but haven't known where to start? This class offers you the step-by-step approach in learning the set, pause, finish technique, fundamentals of the grip, bridges your stance and the stroke, how to aim shots using the Ghost Ball aiming method, and eye patterns. Join Dwight in learning the basic principles of Billiards, made simple and easy to understand!

Supplies: Supplies will be discussed at the first class meeting.

Instructor: Dwight Lovick, pbiq Certified Instructor

| | | | | | | |
|-----|----------------|---------------|-----------|--------|-------|---------------------------------|
| Sat | 10:00am-12:00N | Aug 22-Sep 26 | Fee: \$55 | 12 hrs | 91161 | Fayetteville Billiard Supply |
|-----|----------------|---------------|-----------|--------|-------|---------------------------------|

COMMUNITY EMERGENCY RESPONSE TEAM

The Community Emergency Response Team (CERT) in cooperation with the Department of Homeland Security provides the basic training to help our citizens take care of themselves and then help others in their communities for the first three days following a disaster. This course consists of 20 hours of training in such areas as disaster preparedness, fire suppression, medical triage operations, search and rescue, disaster psychology, and terrorism. The course is designed to be of value to private citizens, businesses, churches, and schools that want the skills and knowledge required to prepare and respond to a disaster. After receiving this training, you will have a greater understanding of what you need to do to prepare yourself and your family for situations such as Hurricane Katrina or 9/11. For additional information, please contact the CERT Commander for Cumberland County, Marlin Scott, by e-mail at tanzabug@aol.com. **Pre-registration is required. Please see the registration instructions in the catalog.**

Instructor: CERT Volunteers

| | | | | | | |
|------|----------------|---------------|-----------|--------|-------|---------|
| F | 6:00pm-10:00pm | Sep 18-Sep 20 | Fee: Free | 20 hrs | 90791 | CEC 118 |
| S,Su | 8:00am-5:00pm | | | | | |
| F | 6:00pm-10:00pm | Dec 04-Dec 06 | Fee: Free | 20 hrs | 90792 | CEC 118 |
| S,Su | 8:00am-5:00pm | | | | | |

INTERMEDIATE BILLIARDS

After taking Billiard Fundamentals, join us for Intermediate Billiards. This course will build on the skills you have and incorporate the diamond system, learning how to measure the ball on the table, and the technique of kicking. This course will help you hone your game and make you a better billiards player! **PREREQUISITE:** Students should have mastered skills learned in Billiard Fundamentals before moving on to the intermediate-level course. **Supplies:** Supplies will be discussed at the first class meeting.

Instructor: Dwight Lovick, pbiq Certified Instructor

| | | | | | | |
|-----|----------------|---------------|-----------|--------|-------|---------------------------------|
| Sat | 10:00am-12:00N | Oct 03-Nov 07 | Fee: \$55 | 12 hrs | 91162 | Fayetteville Billiard Supply |
|-----|----------------|---------------|-----------|--------|-------|---------------------------------|

OPIATE OVERDOSE FIRST RESPONDER

The United States makes up about 5% of the world's population, yet the US consumes approximately 80% of the world's opiate-based pain pills. With such high consumption, opiate abuse and addiction has become the most pervasive hidden epidemic in our culture. This workshop has been created to train families and friends of opiate users to respond to an overdose with Naloxone, a first-line medication that reverses the effects of opiates and saves lives. The participants in this course will learn about the history of opiate use in the US and locally, how to recognize opiate use and abuse, risk factors, and much more.

Instructor: Stephanie Dixon

| | | | | | | |
|---|---------------|--------|-----------|---------|-------|---------|
| M | 5:30pm-7:00pm | Oct 19 | Fee: \$10 | 1.5 hrs | 91163 | CEC 118 |
| M | 5:30pm-7:00pm | Nov 09 | Fee: \$10 | 1.5 hrs | 91164 | CEC 118 |

RAPE CRISIS SENSITIVITY TRAINING

This course is conducted by the Rape Crisis Volunteers of Cumberland County and is designed to increase awareness in the community of rape and its effects on the victim and society. You will learn special counseling techniques that are used to help rape victims. It will cover medical, law enforcement, legal procedures, and will include a tour of area hospitals. If you have any questions, please call the Rape Crisis Center at (910) 485-7273.

Instructor: Anna Salenko

| | | | | | | |
|-----|---------------|---------------|-----------|--------|-------|-------|
| Sat | 8:00am-5:00pm | Oct 17-Oct 24 | Fee: \$15 | 16 hrs | 91165 | NC 7A |
|-----|---------------|---------------|-----------|--------|-------|-------|

ROADSIDE SURVIVAL

Two hundred million licensed motor vehicle drivers in the US expose themselves routinely to a significant risk while betting that they will not become stranded when they drive. Would you like to become one of the drivers who has the ability to help yourself if something were to happen? If so, come join Walt as he walks you through easy solutions to many issues that may befall you as a motor vehicle operator. His experience will help you learn how to address problems such as tire blowouts, overheated engines and dead batteries. One part of the class will be spent in the classroom learning theory, and another part of the class will be spent outside with your personal vehicle putting all you have learned into action!

Instructor: Walt Brinker

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|-----|----------------|---------------|-----------|-------|-------|---------|
| Sat | 9:00am-11:00am | Sep 12-Sep 19 | Fee: \$15 | 4 hrs | 91166 | CEC 118 |
| Sat | 9:00am-11:00am | Nov 07-Nov 14 | Fee: \$15 | 4 hrs | 91167 | CEC 118 |

PHOTOGRAPHY

Photography is one of the most popular ways to express your creativity! Whether you enjoy capturing beautiful photos as a hobby or as a profession, our photography instructors have the experience and professional background to take you to the next level. You'll notice we offer a variety of classes that will introduce you to the basic functions of a camera, to editing the images you've captured, with tips on how to run a successful photography business. With questions regarding these classes, please call (910) 678-8431.

DIGITAL PHOTOGRAPHY FOR SENIORS

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

Instructor: Frank Galluccio

| | | | | | | |
|---|----------------|---------------|-----------|--------|-------|---------|
| F | 10:00am-12:00N | Sep 04-Oct 23 | Fee: \$45 | 16 hrs | 90795 | CEC 143 |
|---|----------------|---------------|-----------|--------|-------|---------|

DIGITAL PHOTOGRAPHY FUNDAMENTALS

Would you like to have more control over your camera? Frustrated because you can't make your camera work for you? This course will expand your ability to use your DSLR (digital single lens reflex) camera. You will gain an understanding of photographic terms, expressions, and techniques. Instruction will include basic camera controls, setting your camera up for optimal quality, using your camera in a variety of situations, using various modes to capture photographs in various situations, and the use of manual controls. We also cover art and composition as well as equipment selection. **NOTE:** Not recommended for point-and-shoot cameras. You will need to bring your camera and owner's manual on the first night of class. If you have questions about the class, please email the instructor.

Instructor: Johnny Horne, jhorne@fayobserver.com

| | | | | | | |
|----|---------------|---------------|-----------|--------|-------|---------|
| Th | 6:00pm-9:00pm | Oct 01-Nov 19 | Fee: \$60 | 24 hrs | 90796 | CEC 143 |
|----|---------------|---------------|-----------|--------|-------|---------|

DIGITAL PHOTOGRAPHY (INTERMEDIATE)

Have you ever heard someone say, "You have an eye for photography"? This is a trait that you must have, but many who are interested in photography simply were not born with the skill of finding the perfect light or angle when taking a picture. In this class, you will be given instruction on how to look for that artistic angle and capture that very moment before it passes. **PRE-REQUISITE:** Digital Photography Fundamentals or equivalent experience. **Supplies:** You will need to bring your camera on the first class meeting. A digital single-lens reflex camera is recommended, but is not required. If you have questions about the class, please email the instructor.

Instructor: Tony Wooten, tonywooten4@gmail.com

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|---------|
| W | 6:00pm-9:00pm | Sep 09-Oct 28 | Fee: \$60 | 24 hrs | 90793 | CEC 143 |
|---|---------------|---------------|-----------|--------|-------|---------|

DISCOVER DIGITAL PHOTOGRAPHY

This course introduces the technology that has catapulted the photographic world into the 21st century. You will explore a broad overview of the basics of digital photography including equipment, software, and practical uses. We will discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We will also help you decide what type of equipment fits your needs, and you will have hands-on exercises so you can explore the areas that interest you. A discussion of digital photography would not be complete without digital editing options. We will explore a number of software packages, and you will learn how to compose your shots when you know you have digital editing available to you. You will also find out about your digital storage options—on the camera, the computer, and even beyond into cloud storage and online backups. Digital photography plays a big part in social media communication and image sharing, and we will discuss the basics of posting images online and some pros and cons of uploading to the Internet. Whether you are new to photography or a long-time photographer looking to move comfortably into the new world of digital work, this class provides opportunities for putting digital photography to use. This course serves as an excellent introduction before taking Secrets of Better Photography where we focus our time on camera settings, features, and the mechanics of taking better pictures. For more information including the fee amount, please visit www.LearnFTCC.com. PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.

Instructor: Ed2Go

| | | | | | | |
|--------|--------|---------------|--|--------|-------|--------|
| online | online | Aug 12-Oct 02 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94875 | online |
| online | online | Sep 19-Nov 06 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94876 | online |
| online | online | Oct 14-Dec 04 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94877 | online |
| online | online | Nov 11-Jan 01 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94410 | online |
| online | online | Dec 09-Jan 29 | Fee: Available at www.LearnFTCC.com | 24 hrs | 94411 | online |

PHOTOGRAPHY FUNDAMENTALS WORKSHOP

Would you like to have more control over your camera? Frustrated because you can't make your camera work for you? This course will expand your ability to use your DSLR (digital single lens reflex) camera. This all-day workshop will include an information-rich lecture and hands-on training to enable you to be familiar with the basic functions of your camera. You will gain an understanding of photographic terms, expressions, and techniques. Instruction will include basic camera controls, setting your camera up for optimal quality, using your camera in a variety of situations, using various modes to capture photographs in various situations, and the use of manual controls. We also cover art and composition as well as equipment selection. **NOTE:** Not recommended for point-and-shoot cameras. You will need to bring your camera and owner's manual on the first night of class. With questions, please call (910) 678-8431. **Please go to the online registration portal for current schedules.**

PHOTOSHOP WORKSHOP

Photoshop is great a tool that should be used to enhance the photos you have taken, making t-hem pop! Join this workshop with people from various levels and learn what a piece of art your photography can be through the use of Photoshop! You will be working with Adobe Photoshop Elements software, and you may be asked to bring your digital camera throughout the course.

Instructor: Addrienne VanOver

| | | | | | | |
|-----|---------------|--------|-----------|-------|-------|---------|
| Sat | 9:00am-2:00pm | Aug 29 | Fee: \$30 | 5 hrs | 90631 | ATC 229 |
| Sat | 9:00am-2:00pm | Sep 12 | Fee: \$30 | 5 hrs | 90800 | ATC 229 |
| Sat | 9:00am-2:00pm | Oct 17 | Fee: \$30 | 5 hrs | 90801 | ATC 229 |

RECREATION

GENTLE YOGA

This course takes the emphasis off accomplishing something and puts it more on experiencing something. Join us for this gentle yoga class that will challenge you and help you to gain strength and flexibility. We will warm up the body to avoid stiffness, stagnant energy, and lethargy. Use this practice to boost circulation, increase energy, and relax. All experience levels are welcome. **NOTE:** Please wear comfortable clothing, socks, and bring your yoga mat, towel, and water.

Instructor: Nicole Winget

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|----------|
| T | 6:00am-7:00am | Aug 25-Oct 27 | Fee: \$55 | 10 hrs | 91168 | HOS 641B |
| T | 6:00am-7:00am | Nov 03-Dec 08 | Fee: \$40 | 6 hrs | 91170 | HOS 641B |

YOGA (BEGINNING)

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

Instructor: Nicole Winget

| | | | | | | |
|---|---------------|---------------|-----------|--------|-------|----------|
| T | 7:00pm-8:00pm | Aug 25-Oct 27 | Fee: \$55 | 10 hrs | 91171 | HOS 641B |
| T | 7:00pm-8:00pm | Nov 03-Dec 08 | Fee: \$40 | 6 hrs | 91169 | HOS 641B |

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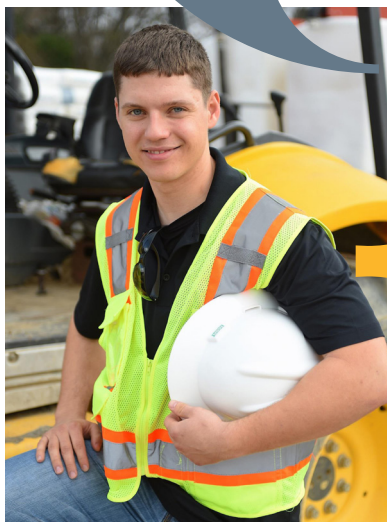


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Workforce Career Development & Job Resource Center

The Workforce Career Development & Job Resource Center provides FTCC students, citizens of the community, military members and their families satisfying jobs and career opportunities.



Work-Based Learning (WBL) is an educational program that integrates classroom and practical learning. The primary goals of WBL are to provide the employer with capable, cost-effective and productive workers while providing the student with the best possible preparation for employment. Through collaborative innovation of job shadowing, work experience, internships, on-the-job training and apprenticeship, this program offers students the skills to achieve successful employment.

Career Assessment & Preparation for Employment Success Lab

- Exploring Career Options & Goal Setting
- Writing a Winning Resume
- Mastering Branding & Social Networking
- Managing Electronic Image
- Acing the Interview
- Learning How to Manage Your Time
- Standing Out at a Job Fair
- Improving Workplace Technology Skills
- Building Your Portfolio



The career fairs, hosted by the **Career Development Center**, provide individuals an opportunity to meet with a variety of perspective employers. Attending one is a helpful way to help you explore the career options available within many different organizations.

Call or stop in today to explore your options and find the tools to help you get there!

Center for Business and Industry
2723 Fort Bragg Rd., Fayetteville, NC 28303
910.678.8494

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the Education Center, and
other locations throughout
Cumberland County.

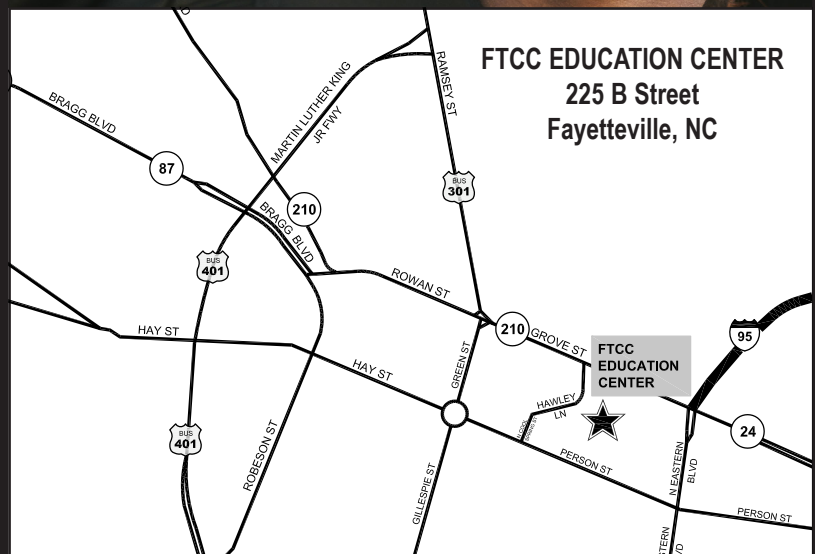
Phone:
(910) 678-8498

Email:
williara@faytechcc.edu

Web:
www.faytechcc.edu/continuing-education



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START HERE!

COLLEGE AND CAREER READINESS ASSESSMENT

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

M-Th 8:00am-8:00pm FREE FTCC Education Center

All individuals to be assessed must bring a picture ID with proof of age. For more information on alternate documentation, please contact 678-8478. **For more information on testing at the Continuing Education Center at FTCC, please call 678-8478/8353/0052.**

ACCESSING CAREER EDUCATION (ACE) PROGRAM

An educational opportunity for adults, that offers Adult Basic Education classes in reading, writing and math, with an emphasis on:

- Developing employability skills
 - Career exploration
 - Effective communication skills
 - Critical thinking skills
- **NEW!** Current Training:
Automotive Detailing

For more information, call (910) 678-0182



ADULT BASIC EDUCATION (CCR REVIEW)

Learn or refresh basic reading, writing, math, money management, problem-solving, employment, and survival skills. Prepare to enter the Adult High School or High School Equivalency Diploma (HSE) Programs.

MTWThF morning/afternoon FREE FTCC Education Center
MW evening FREE FTCC Education Center
TBA evening FREE Hope Mills Recreation Center
TTh evening FREE LEEM 214
TTh evening FREE Westover High School
Online online FREE Computer-based
Home-based FREE Correspondence

For more information, call (910) 678-8483

ADULT HIGH SCHOOL

Qualified adults may choose to study for and earn the Adult High School Diploma issued by FTCC in cooperation with the Cumberland County Board of Education.

MTWThF morning/afternoon FREE Continuing Education Center

For more information, call (910) 678-8498

HIGH SCHOOL EQUIVALENCY/GED®/HiSET

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

TTh evening FREE Law Enforcement Emerg. Mgmt. Bldg.
MTWThF morning/afternoon FREE FTCC Education Center
MW evening FREE FTCC Education Center
TBA evening FREE Hope Mills Recreation Center
TTh evening FREE LEEM 214
TTh evening FREE Westover High School
MW evening FREE Old Wilmington Road
Online online FREE Computer-based
Home-based FREE Correspondence

For more information, call (910) 678-8497/8491



ENGLISH AS A SECOND LANGUAGE

English as a Second Language classes are designed for any adult who is not a native English-speaker. Reading, writing, and speaking skills are taught. Students are placed in class levels with others who have similar language needs. Those seeking to prepare to become United States citizens will also receive instruction in American civics, customs, and culture.

| | | | |
|--------------|-------------------------|------------|-------------------------------|
| MW | evening | FREE | Continuing Education Center |
| MTWThF | morning/afternoon | FREE | Continuing Education Center |
| TTh | evening | FREE | Continuing Education Center |
| MTWThF | morning/afternoon | FREE | Ft. Bragg Soldier Dev. Center |
| WTh | evening | FREE | Saint Patrick Catholic Church |
| TWTh | morning/afternoon | FREE | Hillsboro Street |
| MTWThF | morning/afternoon | FREE | McPherson Presbyterian Church |
| MTWTh | morning/afternoon | FREE | Cumberland Road Elementary |

Distance Education Opportunities

Do you need more flexibility in your schedule? CCR offers two ESL distance education programs to meet your needs.

Burlington Online Online FREE Continuing Education, Room 208
 Coffee and English Distance Learning FREE Continuing Education, Room 212



Coffee and English

Center for English Language Learners Assessment (CELL)

Monday-Thursday
8:00am-9:00pm

Friday
8:00am-12:00N

**ESL Intake,
 Orientation and
 Assessment**

For more information, call (910) 678-8461 or 678-8459



**Continuing Education Center,
 Room 208**

2 0

ENTER COURSE NUMBER AS
LISTED IN CATALOG

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

SECTION # (FOR OFFICE USE ONLY)

TERM

✓
Fall Spr Smr

PLEASE PRINT LEGIBLY

STUDENT ID OR SOCIAL SECURITY NUMBER (REQUIRED)

NAME OF COURSE

LOCATION OF INSTRUCTION

1. Name _____
LAST FIRST

2. Address _____

3. City _____

4. State _____

5. Zip Code _____

6. E-mail Address _____

7. Birthdate _____
MM DD YY8. Sex 1. ☐ Male 2. ☐ Female9. Race 1. ☐ White 2. ☐ Black 3. ☐ American/Alaska Native4. ☐ Hispanic 5. ☐ Asian 6. ☐ Hawaiian/Pacific Islander

10. State of Residence _____

11. County _____
(County Code)
(Office Use ONLY)

The information on this data form is accurate to the best of my knowledge. Please enclose your registration fee.

Student's Signature _____ Date _____

\$ _____
Amount Collected Payment Method Signature of Collector Date12. Highest Education Level
Enter Highest Grade Completed☐ 01-11 Highest Grade Completed☐ 12 High School Graduate☐ HSE☐ 13 Adult High School Diploma☐ 14 Post High School
Vocational Diploma☐ 15 Associate Degree☐ 16 Bachelor's Degree☐ 17 Master's Degree or higher

13. Employment Status

☐ Retired☐ Unemployed (not seeking)☐ Unemployed (seeking)☐ Employed (1-10 hrs. per week)☐ Employed (11-20 hrs. per week)☐ Employed (21-39 hrs. per week)☐ Employed (40 hrs. or more)

14. Educational Goal

☐ Personal Enrichment☐ Enhance Present Job Skills☐ Certification

15. Home Phone _____

16. Work Phone _____ Cell Phone _____

17. Occupation _____

18. Employer _____

19. Citizenship

☐ U US Citizen☐ E Eligible Legalized Alien☐ N Naturalized Citizen☐ A Non-Resident Alien

20. Military Status

☐ Active☐ Retired

HOW TO REGISTER

SPECIAL INSTRUCTIONS:

- **Pre-Registration is Required!**

You may register for Corporate & Continuing Education classes on a first-come, first-served basis.

Please register well before the beginning date of your class. We require pre-registrations to be in a week before the start date (applies to all methods of registration). If you wait, your class may either be full or canceled due to low enrollment.

- **Payment Options:** We accept VISA, Mastercard, cash, moneyorders, and checks. Make checks payable to FTCC, including a pre-printed in-state address and your driver's license number on the check.

- **Active-duty Military Personnel** using mail-in registration for courses marked by an asterisk (*) will show military unit rather than home address.

- **Register for online programs** through walk-in registration or at www.LearnFTCC.com.

FEES:


- Registration fees for Corporate & Continuing Education courses vary with the type of course. Note: fees are subject to change. See course listings and contact the program for current fees.
- All personal interest classes are self-supporting; no fee-exemptions apply.
- Students are responsible for buying books, supplies, and kits.
- Students may purchase accident insurance to cover class activities at the CE registration office, located in the Neill Currie Building, 2201 Hull Road.

POLICIES:

- Admission is open to anyone 16 years of age or older (Additional requirements for College and Career Readiness and other select programs).
- FTCC does not practice nor condone discrimination, in any form, on the basis of race, color, national origin, religion, sex, age, handicap, or political affiliation.
- FTCC reserves the right to cancel any class due to insufficient enrollment, inadequate facilities, or if qualified instructors are not available.
- CE classes are not offered for college credit and are non-transferable to Curriculum programs leading to associates degrees, diplomas, or certificates unless stated otherwise. CEUs (Cont. Edu. Units) may be awarded for successful completion of specific courses at the rate of one CEU for each ten hours of class participation.

Instrucciones de inscripción en español, disponible en <http://www.faytechcc.edu/continuing-education/registration/>

ONLINE REGISTRATION

Search and register for select classes within minutes using our simple online registration process! Pay with your VISA or MASTERCARD. Check course listings within this catalog for the  symbol to register online.

- Visit www.faytechcc.edu
- Scroll to the bottom and click on WebAdvisor
- Choose "Continuing Education"
- Enter a search word from the course title

WALK-IN REGISTRATION

You may register in-person at the following location:

Records & Registration Office:

Neill A. Currie Center for Continuing Education
2201 Hull Road, Fayetteville, NC 28303

MAIL-IN REGISTRATION

Complete the registration form located on the left side page, insert your payment

(do not mail cash) and mail to:

Continuing Education Mail-In Registration
Fayetteville Technical Community College
P.O. Box 35236
Fayetteville, NC 28303-0236

QUESTIONS?

**We are standing by
to assist you!**

(910) 678-8386

FTCC IS HERE FOR YOU!

Always striving to help our students succeed!

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In an effort to support our students during the impact of COVID-19, many of our classes are being made available through various online settings.



»»

Contact Us Today!

(910) 678-8432

www.faytechcc.edu/continuing-education

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