FALL 2019
CLASS SCHEDULE

REGISTER NOW!
www.faytechcc.edu/continuing-education

SCHOLARSHIPS AVAILABLE
See page 8 for details
Thank you for making the smart choice to enroll in Fall classes at Fayetteville Technical Community College!

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.

Find the perfect course to help you 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
HOW TO REGISTER

3 Ways to Register:

Online registration is available for select classes marked with the symbol. See additional instructions on page 68.

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 can provide updates or changes (to include cancelations) to you 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 May 16, 2014. 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 below:
  1. A pre-registered student who officially withdraws from a Continuing Education class(es) prior to the first section meeting of the class will be eligible for a refund by completing an official request form. In order to be eligible for a 100 percent refund, it is required that a student’s drop request be made prior to the first class meeting and FTCC encourages students to request a drop at least 24 hours before the first class meeting.
  2. A 75 percent refund will be given if a student officially withdraws after the start of the class and prior to the 10 percent point of the class. This applies to all courses except a course that begins and ends on the same day. A refund shall not be granted after the start of a course that begins and ends on the same day.
  3. No refunds will be given after the 10 percent of class meetings.

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.

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 Website 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.
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W O U D L Y O U LIKE
T O T E A C H F O R U S ?

The Corporate & Continuing Education Division is seeking instructors for various areas.

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

Areas we particularly need instructors:

Bank/Credit Union Teller ............................................. 678-0033
Barbering ................................................................. 678-0033
Basic Computers ....................................................... 678-8243
CompTIA A+ .............................................................. 678-8243
Cooking ................................................................. 678-8243
Electrical ................................................................. 486-7354
English ................................................................. 678-8243
Exercise/Dance ....................................................... 678-8243
HVAC ................................................................. 486-7354
Math ................................................................. 678-8243
Photography ........................................................... 678-8272
Property Management ............................................. 678-8227
Real Estate .............................................................. 678-0033
Sign Language ......................................................... 678-8227
LOCATION INDEX

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

Bordeaux Library - BOL
3711 Village Drive, Fayetteville, 424-4008

Center for Business & 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

Headquarters Library - HBL
300 Maiden Lane, Fayetteville, 678-8462/8496

Horticulture Educational Center - HEC
670 N. Eastern Boulevard, Fayetteville, 678-8309/678-0066

Institute for Career Development - ICD
(left of Monarch Cleaners)
5411 Ramsey Street, Fayetteville, 678-8431, 568-5915

Loving Stitches - LVS
7076 Ramsey Street, Fayetteville, 678-8309/630-3912

Neill Currie Building - NCB
Fayetteville Campus, Hull Road, Fayetteville, 678-8386

Spring Lake Campus - SLC
171 Laketree Boulevard, Spring Lake, 678-1000

The Cycle Shop
104 S. 2nd Street, Spring Lake, 497-3686, 678-8431

The Re-Store Warehouse - RSW
205 Forsythe Street, Fayetteville, 678-8431/321-0780

The Studio
5458 Trade Street, Hope Mills, 759-3616, 678-8431

The Wine Café - TWC
108 Hay Street, Fayetteville, 678-8431/779-2766

West Regional Library - WRBL
7469 Century Circle, Fayetteville, 487-0440

Fayetteville Campus
2201 Hull Road

FTCC
Education Center
225 B Street

Spring Lake Campus
171 Laketree Blvd.

Horticulture Educational Center
670 N. Eastern Blvd
**SCHOLARSHIPS**

Call TODAY for more information regarding possible scholarships for programs listed below.

*There is no application required!*

Scholarships are available on a first-come, first-served basis.

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<tr>
<td>Barbering I</td>
<td>678-0032</td>
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<tr>
<td>Certified Personal Trainer</td>
<td>678-0032</td>
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<tr>
<td>Comprehensive Fiber Optics</td>
<td>678-9896</td>
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<tr>
<td>Computer Technician – Online</td>
<td>678-8446</td>
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<tr>
<td>Electronic Health Records Office Professional – Online</td>
<td>678-8446</td>
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<tr>
<td>EMT-Paramedic Part B</td>
<td>678-8251</td>
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<tr>
<td>FTCC Accounting Clerk – Online</td>
<td>678-8446</td>
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<td>FTCC Administrative Office Assistant – Online</td>
<td>678-8446</td>
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<tr>
<td>FTCC Customer Service Representative – Online</td>
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<tr>
<td>FTCC Medical Administrative Assistant – Online</td>
<td>678-8446</td>
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<tr>
<td>FTCC Medical Billing – Online</td>
<td>678-8446</td>
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<tr>
<td>FTCC Medical ICD-10 Coding Part I – Online</td>
<td>678-8446</td>
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<tr>
<td>FTCC Records Clerk – Online</td>
<td>678-8446</td>
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<tr>
<td>FTCC Working in the Pharmacy – Online</td>
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<td>GTAW (Gas Tungsten Arc Welding), Part I</td>
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<tr>
<td>Health Information Technology Part I – Online</td>
<td>678-8446</td>
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<td>678-8459</td>
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<td>Medical Billing (Intermediate) – Online</td>
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<td>Medical Coding Certification Exam Prep – Online</td>
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<td>Medical Transcription Editor Part I – Online</td>
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<td>NCCER Welding Technology</td>
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<td>Professional Medical Coding &amp; Billing Part I – Online</td>
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<tr>
<td>Working in the Pharmacy Part I – Online</td>
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**FTCC’s Massage Therapy & Barber Training programs provide discounted services for you & the family!**

- Haircuts: $2.00
- Eyebrow Arch: $2.00
- Facial: $2.00
- Lineup: $2.00
- Beard Lineup: $2.00
- Shampoo/Style: $6.00
- Shave (Razor/Clipper): $2.00
- 60 minute Spa Massage: $20.00

**Call** today to find out how to get your haircut for FREE!

**Services:**

- Appointments necessary for massages.
- Training Program:
  - (910) 678-0032/0033
  - allenk@faytechcc.edu

**Appointments necessary for massages.**

**Check-In Lobby**

2201 Hull Road
Continuing Ed. Center
Room 150B
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. Complete information is available at https://connect.ncdot.gov/business/DMV/Pages/car-dealers.aspx.

NOTE: Course workbook is included in the registration fee. This is a self-supporting class; fee-exempt status does not apply.

Instructor: Dennis Mauk

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
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<td>T,W</td>
<td>8:30am-3:30pm</td>
<td>Aug 06-Aug 07</td>
<td>$175</td>
<td>12 hrs</td>
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<td>M,T</td>
<td>8:30am-3:30pm</td>
<td>Oct 14-Oct 15</td>
<td>$175</td>
<td>12 hrs</td>
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<tr>
<td>T,W</td>
<td>8:30am-3:30pm</td>
<td>Nov 19-Nov 20</td>
<td>$175</td>
<td>12 hrs</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th</td>
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<td>Aug 08</td>
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<td>6 hrs</td>
</tr>
<tr>
<td>W</td>
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<td>8:30am-3:30pm</td>
<td>Nov 21</td>
<td>$75</td>
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</tr>
</tbody>
</table>

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.

Instructor: Ronald Starling

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>8:00am-5:00pm</td>
<td>Aug 09</td>
<td>$70</td>
<td>8 hrs</td>
</tr>
<tr>
<td>F</td>
<td>8:00am-5:00pm</td>
<td>Oct 11</td>
<td>$70</td>
<td>8 hrs</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>4 hrs</td>
<td>61127</td>
<td>CBI 126</td>
</tr>
<tr>
<td>Oct 12</td>
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<td>$70</td>
<td>4 hrs</td>
<td>61162</td>
<td>CBI 126</td>
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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

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$125</td>
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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](https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx). **This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Mike Davis/James Gibson

<table>
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<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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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. With questions, please call (910) 678-8431.

Instructor: Willie Simpson

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Fee</th>
<th>Hours</th>
<th>Location</th>
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</table>

Continuing Education classes begin in different weeks & months. **Check start dates to be sure you won’t miss a course!**
**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](https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx). This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Mike Davis/James Gibson

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
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<th>Location</th>
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<td>Dec 03-Dec 05</td>
<td>$70</td>
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<td>61182</td>
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</table>

**ZERO-TURN MOWER REPAIR & SERVICE**

The industry is changing toward the utilization of more zero-turn motors. 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. With questions, please call (910) 678-8431.

Instructor Willie Simpson

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
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<td>90232</td>
<td>ICD, 5411 Ramsey Street</td>
</tr>
</tbody>
</table>

**COLLISION REPAIR & REFINISHING TECHNOLOGY**

**AUTOMOTIVE RESTORATION & PANEL REPAIR TRAINING – NEW!**

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. **NOTE:** No refinishing will be done in this class. 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: Joshua Armour

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<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
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<td>$150</td>
<td>40</td>
<td>62731</td>
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</tr>
</tbody>
</table>

**ESTIMATING, INSURANCE, AND BODY SHOP BUSINESS – NEW!**

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. Student will be responsible for Personal Protection Equipment (PPE) including safety glasses.

Instructor: Doug Irish

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Fee</th>
<th>Hours</th>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$150</td>
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</tr>
</tbody>
</table>
NON-STRUCTURAL ALUMINUM WELDING FOR AUTOBODY REPAIR TRAINING – NEW!  
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 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: Matt Conley  
M,W  6:00pm-10:00pm  Sep 09-Oct 09  Fee: $150  40 hrs  62726  CUSL 112

NON-STRUCTURAL STEEL WELDING FOR AUTOBODY REPAIR TRAINING – NEW!  
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: Joshua Armour  
M,W  6:00pm-10:00pm  Oct 21-Nov 21  Fee: $150  40 hrs  62730  CUSF 109

NON-STRUCTURAL STEEL WELDING FOR FABRICATION – NEW!  
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 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: Matt Conley  
M-Th  6:00pm-10:00pm  Oct 14-Oct 17  Fee: $70  16 hrs  62729  CUSL 112

PLASTIC BUMPER & PANEL REPAIR TRAINING – NEW!  
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. Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and mechanic’s gloves.

Instructor: Joshua Armour  
M,W  6:00pm-10:00pm  Sep 09-Oct 09  Fee: $150  40 hrs  62725  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 to successfully 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. Contact Adam Nowiski at (910) 678-9896 for information about these forms.

Instructor: Cape Fear Aviation Maintenance  
M,T,Th  5:30pm-9:30pm  Sep 09-Nov 16  Fee: $180  128 hrs  61144  CBI 127/ 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  
M,W  5:30pm-8:30pm  Sep 09-Oct 02  Fee: $70  24 hrs  90233  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 5:30pm-8:30pm Oct 14-Dec 02 Fee: $70 24 hrs 90234 EDC 16

UAS DRONE TRAINING WORKSHOP

This course is designed for those who would like to understand more about Unmanned Aircraft Systems (UAS) also known as drones. Join us and learn from an FAA Certified Flight Instructor an overview of terminology, history, operations, and regulations for these up and coming technologies. Supplies: Practice drones are provided. With questions, please contact your instructor at johnsden@faytechcc.edu.

Instructor: Dennis Johnson
Th 5:30pm-8:30pm Aug 15 Fee: $25 3 hrs 90098 EDC 16

BUILDING/CONSTRUCTION

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.

Instructor: Eddie Evans
T,Th 6:00pm-9:00pm Aug 06-Aug 29 Fee: $70 24 hrs 61104 CBI 124
T,Th 6:00pm-9:00pm Sep 17-Oct 10 Fee: $70 24 hrs 61145 CBI 124
T,Th 6:00pm-9:00pm Oct 29-Nov 21 Fee: $70 24 hrs 61146 CBI 124

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
Sat 8:30am-12:30pm Oct 05-Dec 14 Fee: $125 40 hrs 61147 Workshop

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 information on the conductors, cabinets, boxes, enclosures, flexible cords and cables, switches, and wires used for general wiring. 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
Sat 8:00am-5:00pm Sep 14 Fee: $70 8 hrs 61081 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 hazardous locations and general use equipment such as switchboard, panel board, lighting fixtures, appliances, motors, and generators. 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
Sat 8:00am-5:00pm Oct 12 Fee: $70 8 hrs 61082 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. It will also provide information on the rules governing garages, hospitals, assemblies, mobile and manufactured homes, recreational vehicles and parks, pools, fountains, and fire pumps. 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
Sat 8:00am-5:00pm Nov 09 Fee: $70 8 hrs 61083 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.
Instructor: Eddie Evans/Frank Arnold
Sat 8:00am-5:00pm Dec 07 Fee: $70 8 hrs 61084 CBI 111
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) 678-8431.
Instructor: Willie Simpson
T 6:00pm-9:00pm Sep 03-Dec 17 Fee: $125 48 hrs 90235 ICD, 5411 Ramsey Street
LEAD-BASED PAINT RENOVATION, REPAIR, AND PAINTING COURSE (RRP)
This course is tailored to provide students with 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 apply.
Instructor: Bill Rinehart
Th 8:00am-5:00pm Aug 08 Fee: $100 8 hrs 61119 CBI 127
Th 8:00am-5:00pm Nov 14 Fee: $100 8 hrs 61160 CBI 111
MINOR HOME REPAIR
This course is designed to teach homeowners, renters, and/or landlords simple residential repairs through lecture and various visual aids. You will be taught how to repair or replace footing, 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. With questions, please call (910) 678-8431.
Instructor: Willie Simpson
M,W 6:00pm-9:00pm Sep 09-Oct 30 Fee: $125 48 hrs 90236 ICD, 5411 Ramsey Street
STORAGE BUILDING CONSTRUCTION
Storage is always needed, whether it be at home or in the workplace! 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, footings types, sizes of buildings, material selection, cost estimation and the 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. With questions, please call (910) 678-8431.
Instructor: Willie Simpson
M 6:00pm-9:30pm Nov 04-Dec 16 Fee: $70 24 hrs 90237 ICD, 5411 Ramsey Street
**AC/HVAC/REFRIGERATION**

**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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**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. Further, 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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**FUNDAMENTALS OF REFRIGERATION I**
This course is designed for the person who is interested in learning the fundamentals of heating and air conditioning systems. Maintenance, repair, and basic installation will also be covered in this course.

Instructor: TBA

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**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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**NC DEPARTMENT OF INSURANCE CODE COURSES**

**MECHANICAL STANDARD INSPECTION, LEVEL II**

Instructor: Jason Everage

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**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 about this course and its requirements, 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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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

<table>
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<th>Course Title</th>
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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

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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! 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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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

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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 about this course and its requirements, 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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LOCAL GOVERNMENT FINANCE IN NORTH CAROLINA – HYBRID – NEW!
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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PROJECT MANAGEMENT ESSENTIALS – NEW!
Are you interested in receiving the prestigious PMP or CAPM certification? Would you like to learn more about the process and the exam? If so, then join us for this new class! In this course you will learn about the steps it takes to become certified, get help with your portfolio, and learn test taking strategies to successfully pass the examinations. Emphasis will be placed on project management principles and the knowledge that is necessary to receive this certification. Supplies: Supplies and Textbook requirements will be discussed on the first evening of class.
Instructor: Valerie Johnson, PMP Certified

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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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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.

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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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
Th 8:00am-12:00N Aug 22 Fee: $55 4 hrs 33636 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
Th 1:00pm-5:00pm Aug 15 Fee: $55 4 hrs 33633 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
Th 8:00am-12:00N Aug 15 Fee: $55 4 hrs 33634 CEC 118
Th 1:00pm-5:00pm Aug 22 Fee: $55 4 hrs 33635 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.
Instructor: Mike Brown
W 5:30pm-9:30pm Oct 09 Fee: $70 4 hrs 33704 CBI 111

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.
Instructor: Mike Brown
W 8:00am-5:00pm Aug 07 Fee: $70 8 hrs 33618 CBI 111
W 8:00am-5:00pm Aug 14 Fee: $70 8 hrs 33619 CBI 111
W 8:00am-5:00pm Aug 28 Fee: $70 8 hrs 33620 CBI 111
W 8:00am-5:00pm Sep 04 Fee: $70 8 hrs 33707 CBI 111
W 8:00am-5:00pm Sep 11 Fee: $70 8 hrs 33708 CBI 111
W 8:00am-5:00pm Oct 09 Fee: $70 8 hrs 33710 CBI 111
W 8:00am-5:00pm Oct 30 Fee: $70 8 hrs 33712 CBI 111
W 8:00am-5:00pm Dec 04 Fee: $70 8 hrs 33715 CBI 111
M,W 5:30pm-9:30pm Nov 18-Nov 20 Fee: $70 8 hrs 33720 CBI 111
The FTCC Center for Innovation, Entrepreneurship & Small Business offers Two Paths to Business Success:

- Free Seminars on a variety of topics for entrepreneurs and business owners
- Free 1-on-1 Confidential Business Counseling
- Free Access to Databases, Market Research and other valuable resources


THE FAST TRACK TO BUSINESS SUCCESS:
The Center for Innovation & Entrepreneurship offers intensive 10-week programs to fast-forward your business plan into reality, or move your existing business from 'Good to Great'. Each 10-week program is only $180 and includes one-on-one confidential business counseling and support. Call 910.678.8496 for more information.

To register for Small Business Seminars please go to: http://tiny.cc/ftccsbc
COMMUNICATIONS

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). 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 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 20-Sep 17 Fee: $180 120 hrs 61148 CBI 128
Th 8:00am-3:00pm
M-W 8:00am-5:00pm Sep 30-Oct 24 Fee: $180 120 hrs 61149 CBI 128
Th 8:00am-3:00pm
M-W 8:00am-5:00pm Nov 12-Dec 10 Fee: $180 118 hrs 61150 CBI 128
Th 8:00am-3:00pm

ELECTRICAL LINEWORKER – NEW!
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. We have expanded our program in 2019 to meet the Energy Consortium’s demands of a regional 350 hour outline. 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. We have added a bucket truck and are presently in the process of purchasing a Derrick-Digger for our summer class. 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. The CDL permit portion will require an additional cost of $125.00 to get a Drug Screen and Physical BEFORE CLASS STARTS. 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 and completing all 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. For more information, call (910) 678-8230.

Instructor: William Rinehart
M-Th 8:00am-5:00pm Jun 10-Aug 29 Fee: $210 368 hrs 61202 CBI 122
M-Th 8:00am-5:00pm Sep 19-Dec 12 Fee: $210 368 hrs 61203 CBI 122

COMPUTER EDUCATION

BLOCKCHAIN BASICS
In this class students will be introduced to the basics of understanding the technology breakthrough, blockchain. Blockchain is described by many as, “the most important technology invented since the Internet”. Students will learn how it was invented, what it really is, what it is built on, how to work with it, how to apply it, and the very basics on how to build it. Students will also learn how blockchain is solving problems for businesses and how it is being incorporated into the enterprise level. Join Miguel in learning the record-keeping technology behind bitcoin!

Instructor: Miguel Lopez
M 6:00pm-9:00pm Aug 19-Oct 14 Fee: $70 24 hrs 91665 TBA

COMPUTACIÓN EN ESPAÑOL (COMPUTER LITERACY IN SPANISH)
Desea aprender acerca de computadoras, pero no se sabe dónde empezar? Si es así, únete a nosotros para este curso de nivel básico en computación. En esta clase te enseñaremos desde como encender la computadora, hasta como usar un ratón y un teclado. También podrás navegar por el sistema operativo (Windows), usar impresoras, navegar la internet y muchos otros temas introductorios. NOTA: Por favor complete este curso antes de pasar a otros cursos de computadora a menos que ya tenga este conocimiento.

Instructor: Miguel Lopez
W 6:00pm-8:00pm Sep 18-Nov 06 Fee: $70 16 hrs 91666 GCB 207
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. **NOTE**: Please complete this course before moving on to any other computer courses unless you have this knowledge.

Instructor: Lisbeth Leddin

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COMPUTER LITERACY FOR ABSOLUTE BEGINNERS II – NEW!

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.

Instructor: Lisbeth Leddin

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CONNECTING YOUR TECH DOTS – NEW!

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!

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

Instructor: Lisbeth Leddin

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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 about this course and its requirements, please visit [www.LearnFTCC.com](http://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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<td>Dec 11-Jan 31</td>
<td>$70</td>
<td>24 hrs</td>
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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

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<td>$70</td>
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MICROSOFT OFFICE SAMPLER

In this class, students will learn and understand the programs behind Microsoft Office. This course is divided between exploring Word, Excel, Outlook, and PowerPoint. Students should possess basic keyboard and computer skills for this course. Join Lisbeth in understanding the software behind Microsoft Office!

Instructor: Lisbeth Leddin

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<td>Sep 17-Nov 05</td>
<td>$70</td>
<td>24 hrs</td>
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MICROSOFT OFFICE SAMPLER II – NEW!

If you’ve completed Microsoft Sampler I or you’re already comfortable using the basic features of Microsoft Word, Excel, PowerPoint & OneNote…you’re ready to add Intermediate functions to your skill-set! Join Lisbeth as you take your presentation to the next level by learning how to add Audio & Video Media. In this class you will create beautiful slideshow presentations, learn how to create professional documents, improve the impact of your spreadsheets, share notebooks, and create re-usable organizational systems available on Microsoft, Apple & Android computers and devices. **PREREQUISITE**: Students must complete the Microsoft Office Sampler course prior to registration.

Instructor: Lisbeth Leddin

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MICROSOFT WORD 2019 BASICS

MS Word 2016 is the latest word processing software that allows the end-user to produce documents such as forms, reports, resumes, letters, memos, and newsletters and much more. In this course you will learn to create different documents at the basic and intermediate level that will include the use of built-in tools to create, edit, save, open, close, retrieve, format, print and style documents. **Supplies:** Please bring a flash drive to class each session. **PREREQUISITE:** Students must have completed Computer Literacy for Absolute Beginners or have the following knowledge: basic computer functions, an e-mail address, and knowledge of browsing the Internet.

Instructor: Miguel Lopez  
Th 6:00pm-9:00pm  
Oct 17-Dec 12  
Fee: $70  
24 hrs  
91664  
CEC 108

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 (ISP). 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 about this course and its requirements, please visit [www.LearnFTCC.com](http://www.LearnFTCC.com). **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go  
online Aug 14-Oct 04  
Fee: $70  
24 hrs  
94760  
online  
Sep 11-Nov 01  
Fee: $70  
24 hrs  
94043  
online Oct 16-Dec 06  
Fee: $70  
24 hrs  
94044  
online Nov 13-Jan 03  
Fee: $70  
24 hrs  
94045  
online Dec 11-Jan 31  
Fee: $70  
24 hrs  
94046

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 about this course and its requirements, please visit [www.LearnFTCC.com](http://www.LearnFTCC.com). **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go  
online Aug 14-Oct 04  
Fee: $100  
24 hrs  
94666  
online Sep 11-Nov 01  
Fee: $100  
24 hrs  
94919  
online Oct 16-Dec 06  
Fee: $100  
24 hrs  
94920  
online Nov 13-Jan 03  
Fee: $100  
24 hrs  
94921  
online Dec 11-Jan 31  
Fee: $100  
24 hrs  
94922

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.

Instructor: TBA  
M,W 6:00pm-9:00pm  
Sep 09-Jan 27  
Fee: $180  
105 hrs  
91655  
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  
T,Th 6:00pm-9:00pm  
Aug 20-Oct 10  
Fee: $125  
48 hrs  
91725  
GCB 211

www.faytechcc.edu/continuing-education
**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  
T, Th 6:00pm-9:00pm  
Oct 15-Dec 12  
Fee: $125  
48 hrs  
91726  
GCB 211

**COMPUTER TECHNICIAN – ONLINE**
This course is specifically designed to prepare students for the CompTIA A+ certification exams. Students learn about hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. In addition to one-on-one support from experienced instructors throughout the course, students receive two quick-reference exam study guides, a computer repair tool kit, a power supply tester, and a USB drive. 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  
Aug 07-Nov 26  
Fee: $180  
270 hrs  
94823  
online

**EMERGENCY SERVICES TRAINING**

*Students who register on campus must be prepared to pay the insurance fee at the time of registration.*

**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 to required online work. **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

Instructor: TBA  
online  
Aug 27-Oct 19  
Fee: $180  
96 hrs  
56422  
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

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<td>5 hrs</td>
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<td>Dec 09</td>
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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 $14.00 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.
Instructor: TBA
M-Th 8:00am-5:00pm  Sep 16-Nov 14  Fee: $180  288 hrs  56480  SLC 108

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 four hours each week online through Blackboard assignments. **NOTE:** A liability and accident insurance fee of $14.00 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.
Instructor: TBA
M,W,Th 6:00pm-10:00pm  Aug 05-Dec 13  Fee: $180  288 hrs  56477  SLC 109

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.
Instructor: TBA
M-W 6:00pm-10:00pm  Oct 14-Nov 26  Fee: $180  80 hrs  56478  SLC 108

MOBILE INTEGRATED HEALTH CARE
This is a program designed with advanced training to respond to non-acute 9-1-1 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)
Instructor: Suzanne King
online  Aug 20-Nov 05  Fee: $180  115 hrs  56479  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. The flip / flop course meets either Tuesday or Wednesday each week. 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
**COREQUISITE:** PARAMEDIC INITIAL (B), BASIC ANATOMY & PHYSIOLOGY
Instructor: TBA
T or W 8:00am-5:00pm  Sep 10-Jun 17  Fee: $180  624 hrs  56356  SLC 126
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 $14.00 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
COREQUISITE: PARAMEDIC INITIAL (A), BASIC ANATOMY & PHYSIOLOGY
Instructor: TBA
Th or F 8:00am-5:00pm Sep 12-Jun 12 Fee: $180 624 hrs 56357 SLC 126

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
Instructor: Helen Christensen
T,Th 6:00pm-10:00pm Oct 15-Dec 10 Fee: $180 120 hrs 56475 SLC 103

FOREIGN LANGUAGE

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
T 6:00pm-9:00pm Oct 29-Dec 17 Fee: $70 24 hrs 90242 HTC 233

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
W 6:00pm-9:00pm Sep 04-Oct 23 Fee: $70 24 hrs 90243 HTC 141

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
M 6:00pm-9:00pm Oct 28-Dec 16 Fee: $70 24 hrs 90244 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
W 6:00pm-9:00pm Oct 16-Dec 11 Fee: $70 24 hrs 90245 HTC 143
RUSSIAN I – NEW!
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
T  6:00pm-9:00pm Sep 03-Oct 22  Fee: $70  24 hrs  90247  HTC 143

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
Th  6:00pm-9:00pm Aug 08-Sep 26  Fee: $70  24 hrs  90107  CEC 217
Instructor: TBA
T/Th  9:00am-12:00N Sep 03-Oct 24  Fee: $70  24 hrs  90248  HTC 143
Instructor: Isis Perez
Sat  9:00am-12:00N Sep 14-Nov 02  Fee: $70  24 hrs  90249  CEC 214
Instructor: Marysol Martinez
T,Th  6:00pm-9:00pm Oct 01-Nov 21  Fee: $125  48 hrs  90250  CUH 354

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: Marysol Martinez
Th  6:00pm-9:00pm Oct 03-Nov 21  Fee: $70  24 hrs  90252  CEC 226
Instructor: Ingrid Leon
Sat  9:00am-1:00pm Sep 14-Oct 19  Fee: $70  24 hrs  90251  HTC 231

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 about this course and its requirements, 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 14-Oct 04  Fee: $70  24 hrs  94790  online
online  online Sep 11-Nov 01  Fee: $70  24 hrs  94083  online
online  online Oct 16-Dec 06  Fee: $70  24 hrs  94084  online
online  online Nov 13-Jan 03  Fee: $70  24 hrs  94085  online
online  online Dec 11-Jan 31  Fee: $70  24 hrs  94086  online
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 about this course and its requirements, 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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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 about this course and its requirements, please visit www.LearnFTCC.com. PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.
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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 required 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
| W  | 5:00pm-10:00pm | Jun 12-Aug 14 | Fee: $180  | 125 hrs  | 57256  | CEC 103 |
| Th | 5:00pm-10:00pm | Sep 12-Nov 07 | Fee: $180  | 125 hrs  | 57257  | SLC 217 |
| W  | 5:00pm-10:00pm | Sep 18-Nov 13 | Fee: $180  | 125 hrs  | 57258  | CEC 103 |
**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 clinical 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:** $14.00 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. **Registration Fee:** $180.

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

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**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 clinical 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:** $14.00 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. **Registration Fee:** $180.

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

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**CERTIFIED NURSING ASSISTANT II**
The Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II with the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the listed Nursing Assistant II will work under the direction and supervision of licensed personnel. The course requires the student to comply with FTCC Immunization policy. Please note that some clinical facilities require a criminal background check prior to attending clinical rotation. If a student cannot meet the clinical 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:** $14.00 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 in the Neill Currie Building, Room 8.

**Textbook Requirement:** *Custom ACP Nurse Aide II, 2nd Edition*

Photocopies of following are required: Social security card, picture ID, high school credentials, CPR card (must be the American Heart Association’s Healthcare Provider CPR and cannot expire during class dates), current listing on North Carolina Registry as a Nursing Assistant I (cannot expire during class dates), and successful completion of a formal CNA I program.

Instructor: TBA

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**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](http://www.LearnFTCC.com). **NOTE:** Required insurance fee of $14.00 is included with registration fee.

**A scholarship for $80 off the tuition may be available. Please call (910) 678-0032 for details.**

Instructor: Tracie Payne

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www.faytechcc.edu/continuing-education
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

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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.
*Students may qualify for a discounted registration fee. Textbook/Course Materials: Please call (910) 678-8446 for more information.
Instructor: Tina Gross

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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.
*Students may qualify for a discounted registration fee. Textbook/Course Materials: Please call (910) 678-8446 for more information.
Instructor: Tina Gross

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

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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, 2019 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

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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 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 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.

*Students may qualify for a discounted registration fee. Textbook/Course Materials: Please call (910) 678-8446 for more information.
Instructor: Kristy Smith, PHARMD

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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 front office administrative and basic computer support responsibilities of today’s healthcare office. In this 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 CompTIA A+ 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 CLASS START DATE.

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

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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 front office administrative and basic computer support responsibilities of today’s healthcare office. In this specific course, students will focus on technology topics that affect medical offices such as hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers. Students will be provided with a computer repair kit and flash drive. These materials will be shipped to the student several weeks into the course. 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 CompTIA A+ certification exams through the National Healthcareer Association (NHA). 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.
Instructor: Career Step

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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 about this course and its requirements, please visit www.LearnFTCC.com.
PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.
Instructor: Ed2Go

HEALTHCARE ACTIVITY DIRECTORS TRAINING COURSE FOR NURSING HOMES & DOMICILIARY HOMES – NEW!
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. 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.
*Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.
Instructor: Kim Bazemore, CTRS
M,W 6:00pm-9:00pm Sep 09-Nov 13 Fee: $180 60 hrs 33746 TBA

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.
*Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.
Instructor: Career Step
online online Aug 14-Oct 04 Fee: $70 24 hrs 94723 online
online online Sep 11-Nov 01 Fee: $70 24 hrs 94995 online
online online Oct 16-Dec 06 Fee: $70 24 hrs 94996 online
online online Nov 13-Jan 03 Fee: $70 24 hrs 94997 online
online online Dec 11-Jan 31 Fee: $70 24 hrs 94998 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.
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
online online Sep 11-Nov 05 Fee: $180 160 hrs 94180 online
online online Nov 06-Dec 31 Fee: $180 160 hrs 94181 online
MEDICAL ICD-10 CODING PART II-HYBRID
This course helps provide the student a more in-depth understanding of the coding rules for the CPT, ICD-10-CM, ICD-9-CM, and Level II (HCPCS) coding systems and then accurately and effectively applying the rules to code patient services. The course will help the student by making unfamiliar medical language more approachable, and carefully sequenced medical terminology lessons to help the student 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. PREREQUISITE: Medical ICD-10 Coding Part I-Hybrid
Instructor: Sheryl Casey
M,T online Oct 07-Jan 28 Fee: $180 320 hrs 33696 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 about this course and its requirements, 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 14-Oct 04 Fee: $70 24 hrs 94741 online
online online Sep 11-Nov 01 Fee: $70 24 hrs 94019 online
online online Oct 16-Dec 06 Fee: $70 24 hrs 94020 online
online online Nov 13-Jan 03 Fee: $70 24 hrs 94021 online
online online Dec 11-Jan 31 Fee: $70 24 hrs 94022 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
online online Aug 07-Nov 26 Fee: $180 390 hrs 94829 online
online online Sep 11-Dec 31 Fee: $180 390 hrs 94135 online
online online Oct 02-Jan 21 Fee: $180 390 hrs 94136 online
online online Nov 06-Feb 25 Fee: $180 390 hrs 94137 online
online online Dec 04-Mar 24 Fee: $180 390 hrs 94138 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
online online Aug 07-Nov 26 Fee: $180 250 hrs 94832 online
online online Sep 11-Dec 31 Fee: $180 250 hrs 94139 online
online online Oct 02-Jan 21 Fee: $180 250 hrs 94140 online
online online Nov 06-Feb 25 Fee: $180 250 hrs 94141 online
online online Dec 04-Mar 24 Fee: $180 250 hrs 94142 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 $14.00 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
M-Th 5:00pm-10:00pm Jun 3-Sep 03 Fee: $180 258 hrs 57215 CEC 126
M-Th 8:30am-3:30pm Jun 17-Aug 29 Fee: $180 258 hrs 57216 SLC 211
M-Th 8:30am-3:30pm Sep 9-Nov 19 Fee: $180 258 hrs 57217 SLC 211
M-Th 5:00pm-10:00pm Sep 16-Dec 17 Fee: $180 258 hrs 57251 CEC 126

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 $14.00 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
W 5:00pm-10:00pm Jul 31-Oct 30 Fee: $180 258 hrs 57250 CEC 126
M-Th 8:30am-12:30pm Sep 16-Dec 17 Fee: $180 258 hrs 57252 CEC 126
W 5:00pm-10:00pm Nov 16-Feb 24 Fee: $180 258 hrs 57253 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
online online Aug 07-Nov 26 Fee: $180 395 hrs 94835 online
online online Sep 11-Dec 31 Fee: $180 395 hrs 94143 online
online online Oct 02-Jan 21 Fee: $180 395 hrs 94144 online
online online Nov 06-Feb 25 Fee: $180 395 hrs 94145 online
online online Dec 04-Mar 24 Fee: $180 395 hrs 94146 online

PRE-REGISTRATION IS REQUIRED - YOU MAY REGISTER ONLINE FOR CLASSES MARKED WITH 📲 SYMBOL.
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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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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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.

This course will required student to complete six hours each week online using Blackboard internet.

Insurance Fee: $14.00 required to be paid at time of registration.

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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REGISTERED MEDICAL ASSISTANT II
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. Insurance Fee: $14.00 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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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. 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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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: Janelle Prescott  
T,Th 6:00pm-9:00pm Aug 20-Oct 01 Fee: $125 39 hrs 90122 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  
W 6:00pm-9:00pm Aug 21-Oct 09 Fee: $70 24 hrs 90261 CEC 146

CAKE DECORATING FOR PROFESSIONALS (INTERMEDIATE)

This course is designed for those of you who are pursuing work as a professional pastry or cake decorator and wish to continue strengthening your skills. During this class, your instructor will guide you to learning advanced skills needed to present yourself competitively in the field. She will also provide you with hands-on training as you learn techniques to complete projects with a reasonable speed. **PRE-REQUISITE:** You should have completed a beginner level course of cake decorating or have some experience before taking the Intermediate level. **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  
W 6:00pm-9:00pm Oct 16-Dec 11 Fee: $70 24 hrs 90262 CEC 146

HOSPITALITY MANAGEMENT/HOUSEKEEPING – NEW!

This course will train you for managerial positions in the hospitality industry. The principles learned can be transferred to multiple accommodation types such as hotels, motels and resorts. You will learn the different management structures of hospitality and how to organize and oversee staff. Topics will include, basic housekeeping, building guest loyalty, leadership and teamwork, expense control, safety and security and quality assurance.

Instructor: Shanna Watson

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: Orlando Diggs

T,Th 9:00am-11:00am Sep 03-Sep 12 Fee: $50 8 hrs 33723 CBI 122
T,Th 9:00am-11:00am Nov 05-Nov 14 Fee: $50 8 hrs 33725 CBI 127
Instructor: Charlisa Davis

T,Th 6:00pm-8:00pm Aug 06-Aug 15 Fee: $50 8 hrs 33609 CBI 122
T,Th 6:00pm-8:00pm Oct 15-Oct 24 Fee: $50 8 hrs 33724 CBI 120
T,Th 6:00pm-8:00pm Dec 03-Dec 12 Fee: $50 8 hrs 33726 CBI 122

**COMING SOON!**

Please call 910-678-0032 for schedule & information.
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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HUMAN RESOURCES DEVELOPMENT/JOB PREPARATION

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.

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.

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

INTRODUCTION TO COMPUTER SKILLS
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

FUNDAMENTALS FOR FORKLIFT DRIVER
This course is designed for inexperienced operators or operators who have not 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. CLASS IS LIMITED TO 12 STUDENTS. Instructor: Raymond Henley
Sat 8:00am-5:00pm Aug 10-Aug 24 Fee: $70 24 hrs 61112 CBI 122
Sat 8:00am-5:00pm Sep 07-Sep 21 Fee: $70 24 hrs 61157 CBI 122
Sat 8:00am-5:00pm Oct 05-Oct 19 Fee: $70 24 hrs 61158 CBI 122
Sat 8:00am-5:00pm Nov 02-Nov 16 Fee: $70 24 hrs 61159 CBI 122

OSHA 10-HOUR CONSTRUCTION SAFETY COURSE
This course is designed to provide OSHA Outreach Training to companies and/or individuals who are interested in obtaining an OSHA 10-hour Construction Industry Card. Covered in the course are the rights of today’s workers, as well as safety concerns. This course meets the requirements for OSHA Standards found in 29 CFR 1926. Students will gain the knowledge needed to work safely in any construction site. Additional fees include $8.00 for an OSHA 10 card. Instructor: TBA
T,W 8:00am-1:00pm Sep 17-Sep 18 Fee: $70 10 hrs 61164 CBI 127

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. Covered in the course are the rights of today’s workers, as well as safety concerns. This course meets the requirements for OSHA Standards found in 29 CFR 1910. Students will gain the knowledge needed to work safely in an office or shop environment. Additional fees include $8.00 for an OSHA 10 card. Instructor: TBA
M,T 8:00am-1:00pm Aug 12-Aug 13 Fee: $70 10 hrs 61114 CBI 127
M,T 8:00am-1:00pm Oct 14-Oct 15 Fee: $70 10 hrs 61163 CBI 126

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
Th,F,M,T 8:00am-5:00pm Aug 08-Aug 13 Fee: $225 32 hrs 62122 CBI 129
M-Th 8:00am-5:00pm Nov 18-Nov 21 Fee: $225 32 hrs 62124 CBI 129

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: Jason Tilley
M-Th 5:30pm-9:30pm Oct 07-Nov 26 Fee: $180 120 hrs 61151 CBI 118
NCCER WELDING TECHNOLOGY
This course is designed to prepare the student for practical application of all forms of welding and cutting. This course will focus on the fundamentals and procedures used in oxyacetylene and plasma cutting, air-carbon arc cutting and gouging, SMAW, GMAW, GTAW welding application. We will cover all NCCER Level 1 welder modules for certification of students. SMAW, GMAW, GTAW applications from NCCER Level 2, 3 and 4 will be covered by progressing students. NCCER Core curriculum will be covered by all students for the NCCER card certification process. Certifications will be provided by NCCER and FTCC.
Instructor: Ricky Yandle/Jason Tilley
M-Th 8:00am-5:00pm Aug 19-Oct 11 Fee: $180 280 hrs 61142 CBI 118
F 8:00am-12:00N
M-Th 8:00am-5:00pm Oct 14-Dec 09 Fee: $180 280 hrs 61143 CBI 118
F 8:00am-12:00N

YELLOW BELT /LEAN SIX SIGMA
This course provides an overview of Six Sigma concepts and language and an introduction to the Define-Measure-Analyze-Improve-Control (DMAIC) process improvement cycle. The overall objective of this class is to provide students with the first step tools and concepts for implementation of process improvement strategies in a manufacturing environment.
Instructor: TBA
W-F 8:00am-5:00pm Aug 14-Aug 16 Fee: $225 24 hrs 62123 CBI 129
F 8:00am-5:00pm Nov 22-Nov 26 Fee: $225 24 hrs 62124 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
T-F 7:00am-6:00pm Aug 27-Nov 01 Fee: $230 400 hrs 62103 CEC 105
T-F 7:00am-6:00pm Nov 12-Jan 31 Fee: $230 400 hrs 62104 CEC 105

CERTIFIED PRODUCTION TECHNICIAN – NEW!
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 General Industry, fork lift driving, safety, quality control, equipment and production line safety, production rates, equipment preventative maintenance, and tooling. Upon successful completion, students will have obtained eight (8) industry credentials. Approval and acceptance by The Manufacturing Institute is required. For more information, please email us at transtech@faytechcc.edu.
Instructor: TBA
M-F 8:00am-5:00pm Oct 07-Dec 12 Fee: $360 228 hrs 62145 CBI 129

CISCO CCNA CERTIFICATION TRAINING – NEW!
This is an eight (8) week program designed to prepare students for the ICND1 (100-105 Interconnecting Cisco Networking Devices) and ICND2 (200-125) 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
M-F 8:00am-5:00pm Aug 05-Sep 30 Fee: $360 320 hrs 91743/91744 GCB 219
*The required HRD portion of this class will be held Jul 31-Aug 02. Career Day will be held Oct 1. More information will be provided upon enrollment with the Transition Tech office.
M-F 8:00am-5:00pm Oct 14-Dec 13 Fee: $360 320 hrs 91745/91746 GCB 219
*The required HRD portion of this class will be held Oct 09-Oct 11. Career Day will be held Dec 16. More information will be provided upon enrollment with the Transition Tech office.

COLLISION REPAIR/CHANGING LANES
This is an eighteen (18) week auto body technician training program offered in conjunction with Caliber Collision. Topics include safety, tool identification, vehicle disassembly and reassembly, plastic welding and repair, metal welding and repair. Approval and acceptance by Caliber Collision is required. Successful candidates must accept employment with Caliber Collision. This class is split into two sections. Students must register for both sections. For more information, please email us at transtech@faytechcc.edu.
Instructor: Caliber Collision
T-F 7:00am-6:00pm Sep 03-Jan 01 Fee: $360 720 hrs 62133/62134 LAH 150
T-F 7:00am-6:00pm Oct 15-Feb 14 Fee: $360 720 hrs 62135/62136 LAH 150

NOTE: Students will be required to pay a non-refundable maintenance fee. 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.

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
T-F 7:00am-6:00pm Aug 27-Nov 01 Fee: $230 400 hrs 62103 CEC 105
T-F 7:00am-6:00pm Nov 12-Jan 31 Fee: $230 400 hrs 62104 CEC 105

CERTIFIED PRODUCTION TECHNICIAN – NEW!
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 General Industry, fork lift driving, safety, quality control, equipment and production line safety, production rates, equipment preventative maintenance, and tooling. Upon successful completion, students will have obtained eight (8) industry credentials. Approval and acceptance by The Manufacturing Institute is required. For more information, please email us at transtech@faytechcc.edu.
Instructor: TBA
M-F 8:00am-5:00pm Oct 07-Dec 12 Fee: $360 228 hrs 62145 CBI 129

CISCO CCNA CERTIFICATION TRAINING – NEW!
This is an eight (8) week program designed to prepare students for the ICND1 (100-105 Interconnecting Cisco Networking Devices) and ICND2 (200-125) 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
M-F 8:00am-5:00pm Aug 05-Sep 30 Fee: $360 320 hrs 91743/91744 GCB 219
*The required HRD portion of this class will be held Jul 31-Aug 02. Career Day will be held Oct 1. More information will be provided upon enrollment with the Transition Tech office.
M-F 8:00am-5:00pm Oct 14-Dec 13 Fee: $360 320 hrs 91745/91746 GCB 219
*The required HRD portion of this class will be held Oct 09-Oct 11. Career Day will be held Dec 16. More information will be provided upon enrollment with the Transition Tech office.

COLLISION REPAIR/CHANGING LANES
This is an eighteen (18) week auto body technician training program offered in conjunction with Caliber Collision. Topics include safety, tool identification, vehicle disassembly and reassembly, plastic welding and repair, metal welding and repair. Approval and acceptance by Caliber Collision is required. Successful candidates must accept employment with Caliber Collision. This class is split into two sections. Students must register for both sections. For more information, please email us at transtech@faytechcc.edu.
Instructor: Caliber Collision
T-F 7:00am-6:00pm Sep 03-Jan 01 Fee: $360 720 hrs 62133/62134 LAH 150
T-F 7:00am-6:00pm Oct 15-Feb 14 Fee: $360 720 hrs 62135/62136 LAH 150

PRE-REGISTRATION IS REQUIRED - YOU MAY REGISTER ONLINE FOR CLASSES MARKED WITH SYMBOL.
COMPREHENSIVE FIBER OPTICS – NEW!
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 students 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 $60 for the Fiber Optics Associate CFOT Certification Exam, includes a 3-year license (additional specialty certifications may be available). 
Instructor: TBA 
M-W 8:00am-5:00pm Nov 12-Dec 10 Fee: $180 118 hrs 61150 CBI 128 
Th 8:00am-3:00pm 
*The required HRD portion of this class will be held Nov 06-Nov 08. Career Day will be held Dec 11. More information will be provided upon enrollment with the Transition Tech office.*

INFORMATION TECHNOLOGY/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 901, $100.00; A+ Exam 902, $100.00; Network+ Exam, $154.00; Security+ Exam, $215.06. 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 
M-F 8:00am-5:00pm Aug 05-Sep 30 Fee: $360 320 hrs 91473/91474 GCB 211 
*The required HRD portion of this class will be held Jul 31-Aug 02. Career Day will be held Oct 01. 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 
M-F 8:00am-5:00pm Sep 09-Oct 28 Fee: $180 288 hrs 56773 SLC 103 
*The required HRD portion of this class will be held Sep 04-Sep 06. Career Day will be held Oct 29. 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.** 
Instructor: Matthew Clark 
M-F 6:00am-2:00pm Aug 26-Dec 20 Fee: $180 640 hrs 62115 SLC 125 
T-F 7:00am-5:00pm 

SOLAR READY VETS
This course is a seven (7) week program designed to provide all facets of knowledge and skills necessary to prepare a student to pass the North American Board of Certified Energy Practitioners (NABCEP) entry level 1 exam. Topics include training in basic electrical, basic construction, OSHA 30, and Photovoltaic instruction. This course also incorporates Human Resource Development and mock interview session 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. **For more information, please email us at transtech@faytechcc.edu.** 
Instructor: TBA 
M-F 8:00am-5:00pm Sep 09-Oct 11 Fee: $180 320 hrs 62128 CBI 124 
*The required HRD portion of this class will be held Sep 04-Sep 06. Career Day will be held Oct 14. More information will be provided upon enrollment with the Transition Tech office.*
SALON RELATED/COSMETIC ARTS

BARBER TRAINING I
This state board approved, three-part 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 a $25 Student Permit cost. You will be required to complete Parts I, II, and III to complete the program and you must re-register for each part before the individual section begins for a total fee of $565 in tuition.

Students may qualify for a discounted tuition rate. Please call (910) 678-0032 or email allenk@faytechcc.edu for more information.

Instructor: Virginia Stinney
M-Th 8:00am-4:45pm
F 8:00am-12:00N
Sep 03-Dec 18 Fee: $205 540 hrs 33692 CEC 151

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.

Instructor: Cedricka Francisco
M-Th 5:00pm-10:00pm
Nov 04-Mar 19 Fee: $180 330 hrs CSEC

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.

Instructor: LaShonna Cameron
M-Th 5:00pm-10:00pm
Nov 04-Mar 19 Fee: $180 330 hrs GCB/CSEC

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
Sat 9:00am-1:00pm Aug 03-Sep 21 Fee: $70 24 hrs 90263 HTC 151
T,Th 6:00pm-9:00pm Aug 06-Aug 29 Fee: $70 24 hrs 90131 HTC 151
T 6:00pm-9:00pm Oct 29-Dec 17 Fee: $70 24 hrs 90265 CEC 226

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: Sarah Gonzalez
T 6:00pm-9:00pm Sep 03-Oct 22 Fee: $70 24 hrs 90266 CUH 356
Sat 9:00am-1:00pm Sep 28-Nov 02 Fee: $70 24 hrs 90267 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: Garris Egbert
Sat 9:00am-2:00pm Nov 09-Dec 14 Fee: $70 24 hrs 90268 CEC 257
Complete Your Continuing Education
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Our classes are informative and they’re offered through a convenient and highly interactive online environment! Choose from a variety of online courses, built to address the needs of today’s educator and assist you in meeting your continuing education requirements.

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  Enrich the lives of your children by helping them become proficient speakers and thinkers.

- **Teaching Students With Autism: Strategies for Success**
  Help students with high-functioning autism and Asperger’s Syndrome unlock their potential.

- **Differentiated Instruction in the Classroom**
  Improve your ability to teach diverse learners with real-world examples from the classrooms.

- **Spanish in the Classroom**
  Learn the essential Spanish to communicate with your Spanish-speaking students and parents.

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Students have access 24/7!
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(910) 678-8446

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

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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

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EFFECTIVE TEACHING TRAINING FOR SUBSTITUTES AND TEACHER ASSISTANTS
Would you like to be a substitute teacher or teacher assistant, but you have never had any training? This course will provide training in vital components of effective teaching: instructional feedback, presentation skills, learning expectations, monitoring students’ interactions, social interactions, time management, non-instructional duties, and evaluation and assessment. After completing this course, students will be equipped with the foundational skills required to step into the classroom and thrive!
Instructor: TBA

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NOTE: The Effective Teaching Training for Substitutes and Teacher Assistants course requires 100% attendance. Students must be present for the full 24 hours of course time. There are no excused absences.
EFFECTIVE TEACHING TRAINING – HYBRID
Would you like to be a substitute teacher or teacher assistant, but you have never had any training? This course will provide training in vital components of effective teaching: instructional feedback, presentation skills, learning expectations, monitoring students’ interactions, social interactions, time management, non-instructional duties, and evaluation and assessment. After completing this course, students will be equipped with the foundational skills required to step into the classroom and thrive! **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Students will meet in a classroom on the first and the last days of class, and all other class meetings will be online. For additional information, please call (910) 678-8446 or register at [www.faytechcc.edu -> WebAdvisor -> Continuing Education](http://www.faytechcc.edu/continuing-education). 

Instructor: Tammy Holland
M 6:00pm-7:00pm Aug 05-Aug 30 Fee: $70 24 hrs 94857 online/CEC 108
F 8:00am-1:00pm
M 6:00pm-7:00pm Sep 09-Oct 04 Fee: $70 24 hrs 94175 online/CEC 108
F 8:00am-1:00pm
M 6:00pm-7:00pm Oct 07-Nov 01 Fee: $70 24 hrs 94176 online/CEC 108
F 8:00am-1:00pm
M 6:00pm-7:00pm Nov 11-Dec 06 Fee: $70 24 hrs 94177 online/CEC 108
F 8:00am-1:00pm

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 about this course and its requirements, please visit [www.LearnFTCC.com](http://www.LearnFTCC.com). **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go
online online Aug 14-Oct 04 Fee: $70 24 hrs 94720 online
online online Sep 11-Nov 01 Fee: $70 24 hrs 94991 online
online online Oct 16-Dec 06 Fee: $70 24 hrs 94992 online
online online Nov 13-Jan 03 Fee: $70 24 hrs 94993 online
online online Dec 11-Jan 31 Fee: $70 24 hrs 94994 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 about this course and its requirements, please visit [www.LearnFTCC.com](http://www.LearnFTCC.com). **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go
online online Aug 14-Oct 04 Fee: $70 24 hrs 94726 online
online online Sep 11-Nov 01 Fee: $70 24 hrs 94999 online
online online Oct 16-Dec 06 Fee: $70 24 hrs 94000 online
online online Nov 13-Jan 03 Fee: $70 24 hrs 94001 online
online online Dec 11-Jan 31 Fee: $70 24 hrs 94002 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 about this course and its requirements, please visit [www.LearnFTCC.com](http://www.LearnFTCC.com). **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go
online online Aug 14-Oct 04 Fee: $70 24 hrs 94778 online
online online Sep 11-Nov 01 Fee: $70 24 hrs 94067 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 about this course and its requirements, 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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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 about this course and its requirements, 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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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 about this course and its requirements, 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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<tr>
<th>Start Date</th>
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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

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**D.I.Y. BRIDE – NEW!**

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

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<th>M</th>
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**EVENT STAGING & PROP DESIGNS – NEW!**

Working in the event planning business often requires one to have a variety of skill-sets to offer various services. During this course, we will review the basics of organizing special events such as large gatherings, weddings, and conventions. You will also receive instruction on the fundamentals of event staging and prop-design while Leah shows you how to organize an event on a budget through do-it-yourself props! If you’re looking to increase your marketability as a professional event planner and prop designer, then this class is for you! **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

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**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

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<tr>
<th>M,W</th>
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<th>Aug 19-Sep 16</th>
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**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

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**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

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<th>24 hrs</th>
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<th>HTC 231</th>
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Page 46
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
M 6:00pm-9:00pm Oct 14-Dec 02 Fee: $60 24 hrs 91671 CEC 226

EFFECTIVE WRITING
Do you love writing and are seeking to improve your skills? Perhaps you are out of practice and are seeking guidance to write effectively. This course is for individuals who are interested in practicing and improving their writing skills. The class will encompass words, phrases, clauses, sentences, paragraphs, and documents. Emphasis will be placed on adjectives and adverbs, vocabulary, spelling, grammar and all things related to perfecting your writing!
Instructor: Martha Sisk
T 6:00pm-9:00pm Aug 27-Oct 15 Fee: $60 24 hrs 91667 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
M 6:00pm-9:00pm Oct 14-Dec 02 Fee: $60 24 hrs 91668 CEC 217

PLEASE VISIT FTCC’S CONTINUING EDUCATION HOME PAGE AT:
WWW.FAYTECHCC.EDU/CONTINUING-EDUCATION

PRE-REGISTRATION IS REQUIRED - YOU MAY REGISTER ONLINE FOR CLASSES MARKED WITH SYMBOL.
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 about this course and its requirements, 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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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, 2nd edition. Supplies: Please bring a notebook, pencils, and a calculator to class each session.
Instructor: TBA

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<td>Th 5:30pm-8:30pm Sep 05-Oct 24 $150 24 hrs 91669 CEC 233</td>
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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 about this course and its requirements, 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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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 about this course and its requirements, 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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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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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: The Official SAT Study Guide, 2018 Edition. Supplies: Please bring a notebook, pencils, and a calculator to class each session.
Instructor: TBA
Th 5:30pm-8:30pm Sep 05-Oct 24 Fee: $150 24 hrs 91670 CEC 235

ART
ACRYLIC PAINTING TECHNIQUES—NEW!
Are you looking to explore your artistic side using a different medium? Acrylic paints provide beautiful results! If you want to experience working with a paint that dries quickly and cleans up with water then this is the class for you! We will learn about brushes, painting surfaces, styles, color mixing and how quickly you can work with this medium to make beautiful works of art! Supplies: Students will need to purchase some supplies and this cost is kept to a minimum. Please request a list at registration or from your instructor: 56houstons@gmail.com.
Instructor: Susan Keels
W 1:00pm-4:00pm Sep 11-Oct 30 Fee: $60 24 hrs 90341 CEC 139
W 1:00pm-4:00pm Nov 06-Dec 11 Fee: $45 15 hrs 90342 CEC 139

ART OPEN STUDIO – NEW!
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
F 9:00am-12:00N Sep 13-Nov 01 Fee: $60 24 hrs 90334 CEC 139
F 9:00am-12:00N Nov 08-Dec 13 Fee: $45 15 hrs 90335 CEC 139

BEAUTY OF FLOWER PAINTING
There is something very satisfying and magical about painting a flower and preserving its essence forever. The thousands of varieties of beautiful flowers in a myriad of fabulous colors and shapes are inspiring for any artist. From huge original canvases to small flower prints, most people have at least one flower painting adorning the walls of their homes or offices. This course is for those who want to learn to paint in an easy-to-understand technique and capture that beauty on canvas with oil paints. Supplies: Please e-mail the instructor at kim@joy2paint.com for a supply list.
NOTE: This course is for beginning painters.
Instructor: Kim Cowger
W 6:00pm-9:00pm Sep 11-Nov 13 Fee: $60 24 hrs 90275 CEC 139

CERAMIC SURFACE DESIGN: CRYSTALLINE GLAZES
Designing ceramics with crystalline glazes is done through chemical glaze compositions and designing crystal and background colors through the use of minerals. During this course, students will explore micro and macro crystalline glazes as we design and make our own glazes. Students will also learn how to program a digital kiln to create their own firing schedule to optimize crystal growth. The focus will be on the glazing but students may have time to create additional pieces to glaze. PREREQUISITE: Completion of two pottery classes or equivalent skill set. Students should have 3 pieces of bisque pottery ready to glaze. With questions regarding this course, please contact Guy Jencks at jencks3@yahoo.com.
Instructor: Guy Jencks
Th 6:00pm-9:00pm Sep 19-Nov 07 Fee: $75 24 hrs 90276 HOS 627

CHAMPLEVÉ (BEGINNING/INTERMEDIATE) – NEW!
Design a custom work of art through champlevé enameling! During this course, your instructor will cover the creation of a champlevé metal base by sweat soldering, adding bassetaille features to the metal base using gravers and stamps, sifting and wet packing enamel layers, and the use of the kiln to fuse the enamel. Each student will focus on completing one project from design to polishing the metal. Supplies: Students will need to bring a respirator face mask on the first class and may utilize the tools provided in class. Additional supplies may be required depending on your choice of project materials. With questions regarding this course, please contact David Wendelken, david_wendelken@nc.rr.com.
Instructor: David Wendelken
Sat 8:00am-5:00pm Nov 09-Nov 16 Fee: $50 16 hrs 90278 CEC 145
### CLOISONNÉ ENAMELING (BEGINNING/INTERMEDIATE)

Enameling is the art of fusing glass onto metal. In this course, students will follow the cloisonné technique to make enameled jewelry, beads, and other artwork using kilns or torches. The instructor will guide students through the shaping of cloisonné in wire, sifting and wet packing enamel layers, use of the torch in preparing the metal surface, and use of the kiln to fuse the enamel. Additional design techniques will include basse taille using gravers and stamps, and the use of metal leaf or custom imprinted foils. Students will also be trained on the final step to include grounding the jewelry to shape and polishing the work of art. Students will have the opportunity to make several pieces of enameled jewelry during the course. **PREREQUISITE:** This course is designed for novice and experienced students. Experience is not required. **Supplies:** Students will need to bring a respirator face mask on the first class and may utilize the tools provided in class. Additional supplies may be required depending on your choice of project materials. With questions regarding this course, please contact David Wendelken, david_wendelken@nc.rr.com.

**Instructor:** David Wendelken  
**Sat 8:00am-5:00pm**  
**Sep 14-Sep 21**  
**Fee:** $50  
**16 hrs**  
**90277**  
**CEC 145**

### DIBUJO Y PINTURA AL ÓLEO (DRAWING & OIL PAINTING IN SPANISH) – NEW!

Ahora en Español Presentamos este nuevo curso de dibujo y pintura al óleo diseñado para principiantes con deseos de explorar sus habilidades artísticas. Comienza con un introdcción al dibujo y continúa con técnicas de pintura al óleo y logra tus sueños de expresarte a través de la pintura. La clases se imparten en español. Suministros: Por favor solicite una lista en el registro o su instructor por correo electrónico. También puede contactar a su instructor con preguntas antes de la clase. Correo electrónico: naticatracha@gmail.com. ¡Pasos de inscripción están disponibles en línea, www.faytechcc.edu!

**Instructor:** Natalia Aguilar  
**T 6:00pm-9:00pm**  
**Sep 10-Oct 29**  
**Fee:** $60  
**24 hrs**  
**90279**  
**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  
**M 9:00am-12:00N**  
**Aug 26-Oct 21**  
**Fee:** $60  
**24 hrs**  
**90280**  
**CEC 139**  
**M 9:00am-12:00N**  
**Oct 28-Dec 16**  
**Fee:** $60  
**24 hrs**  
**90281**  
**CEC 139**

### DRAWING (BEGINNING) – NEW!

If you have ever been one of those to say, “I can’t draw a straight line”, then this is the class for you! This beginners drawing class is the perfect introduction into drawing where you will be using simple tools to learn how to make perspective drawings, draw with a grid and how to make a sheet of paper look 3-D! Artists of all levels are welcome! **Supplies:** Students will need to purchase some supplies and this cost is kept to a minimum. Please request a list at registration or from your instructor. With questions, please call 678-8431.

**Instructor:** Susan Keels,  
**56houstons@gmail.com**

**W 9:00am-12:00N**  
**Sep 11-Oct 30**  
**Fee:** $60  
**24 hrs**  
**90343**  
**CEC 139**  
**W 9:00am-12:00N**  
**Nov 06-Dec 11**  
**Fee:** $45  
**15 hrs**  
**90344**  
**CEC 139**  
**F 1:00pm-4:00pm**  
**Oct 04-Nov 22**  
**Fee:** $60  
**24 hrs**  
**90352**  
**CEC 139**

### 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  
**T 9:00am-12:00N**  
**Oct 29-Dec 17**  
**Fee:** $60  
**24 hrs**  
**90282**  
**CEC 139**

### HOLIDAY WATERCOLORS

During this course, you will learn to apply your knowledge of composition, principles of design, and color harmony to create a beautiful holiday watercolor painting! Enjoy learning through demonstrations by the instructor to include wet-in-wet, dry-brush, and how to get rid of mistakes in watercolor techniques. Join the group as we explore new methods to painting in watercolor and creating works of art that can be beautiful gifts during the holidays! **Supplies:** Students will need to purchase some supplies. A list will be provided the first day of class; however, you may contact your instructor to obtain one before class by e-mailing kargo81@yahoo.com.

**Instructor:** Karen Argo  
**Sat 9:00am-12:00N**  
**Nov 09**  
**Fee:** $25  
**3 hrs**  
**90283**  
**CEC 139**
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
M 2:00pm-5:00pm Aug 05-Aug 26 Fee: $40 12 hrs 90145 CEC 145
M 2:00pm-5:00pm Sep 09-Oct 28 Fee: $80 24 hrs 90284 CEC 145
T 5:30pm-8:30pm Sep 10-Oct 29 Fee: $80 24 hrs 90285 CEC 145
M 2:00pm-5:00pm Nov 11-Dec 16 Fee: $60 18 hrs 90286 CEC 145
T 5:30pm-8:30pm Nov 12-Dec 17 Fee: $60 18 hrs 90287 CEC 145

JEWELRY MAKING: BRACELET DESIGNS – NEW!
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
W 10:00am-1:00pm Sep 11-Oct 30 Fee: $80 24 hrs 90288 CEC 145
W 10:00am-1:00pm Nov 13-Dec 11 Fee: $50 15 hrs 90289 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 kiln 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
Th 2:00pm-5:00pm Sep 12-Oct 31 Fee: $80 24 hrs 90290 CEC 145
Th 2:00pm-5:00pm Nov 14-Dec 12 Fee: $40 12 hrs 90291 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
M 6:00pm-9:00pm Sep 09-Dec 16 Fee: $80 39 hrs 90292 CEC 139

LIFE DRAWING – NEW!
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 that you can apply to your artwork. The course will focus on developing your techniques in drawing as well as your understanding of the human form. PREREQUISITE: Completion of Life Drawing or equivalent experience. Supplies: You will be provided with the supply list, or we will provide one to you on the first day. Please request a list at registration. You may email your instructor with questions: blainedavidson1@gmail.com.
Instructor: Blaine Davidson
Th 9:00am-12:00N Sep 12-Oct 31 Fee: $60 24 hrs 90332 CEC 139
Th 6:00pm-9:00pm Sep 12-Oct 31 Fee: $60 24 hrs 90333 CEC 139

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@ncrr.com for the supply list.
Instructor: Talmadge Potter
Th 1:00pm-4:00pm Aug 22-Oct 10 Fee: $60 24 hrs 90293 CEC 139

PRE-REGISTRATION IS REQUIRED - YOU MAY REGISTER ONLINE FOR CLASSES MARKED WITH SYMBOL.
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
W 6:00pm-9:00pm Aug 14-Sep 04 Fee: $45 12 hrs 90158 HOS 627
W 6:00pm-9:00pm Sep 11-Oct 30 Fee: $65 24 hrs 90294 HOS 627
M 6:00pm-9:00pm Sep 16-Nov 04 Fee: $65 24 hrs 90295 HOS 627
W 6:00pm-9:00pm Nov 06-Dec 11 Fee: $50 15 hrs 90297 HOS 627
M 6:00pm-9:00pm Nov 11-Dec 16 Fee: $55 18 hrs 90296 HOS 627
Instructor: Carson Aubin
Sat 9:00am-1:00pm Sep 21-Dec 14 Fee: $100 48 hrs 90298 HOS 627

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 FTCC bookstore). Glazes are provided.
PREREQUISITE: Completion of Pottery (Beginning) or equivalent skill set.
Instructor: Guy Jencks
T 6:00pm-9:00pm Sep 03-Dec 17 Fee: $100 48 hrs 90299 HOS 627

SAND CASTING
During this course, students will learn the basics of casting metal into a mold made out of formed sand to create a finished work of art. Emphasis will be placed upon the individual steps to include creating a model and frame, safely melting metal, pouring the metal into the mold, and how to finish the piece after casting. Students will work on two pieces of increasing complexity over the duration of the course. PREREQISITE: This course is designed for a mixture of novice and experienced students. Experience is not required. Supplies: Students will need to wear clothing made out of natural materials, not man-made ones, and closed-toe shoes. Safe clothing materials include cotton, linen, wool, silk, or leather; please no rayon or polyester. Additional supplies may be required depending on your choice of project materials.
With questions regarding this course, please contact David Wendelken, david_wendelken@nc.rr.com.
Instructor: David Wendelken
Sat 8:00am-5:00pm Oct 19-Oct 26 Fee: $50 16 hrs 90300 CEC 145

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 rpoter@nc.rr.com for questions.
Instructor: Talmadge Potter
Th 1:00pm-4:00pm Oct 17-Dec 12 Fee: $60 24 hrs 90302 CEC 139

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
T 9:00am-12:00N Sep 03-Oct 22 Fee: $60 24 hrs 90303 CEC 139

WATERCOLOR OPEN STUDIO – NEW!
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
Th 9:00am-12:00N Nov 07-Dec 12 Fee: $45 15 hrs 90353 CEC 139
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 John Jefferies
Sat 9:00am-12:00N Aug 10-Sep 07 Fee: $65 15 hrs 91673 CEC 146

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
Th 6:00pm-9:00pm Oct 17-Dec 12 Fee: $70 24 hrs 91674 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. *The class marked by the (*) will alternate meeting Tuesday then Thursday every other week.
Instructor: Chef Rosanna Bonilla
T 6:00pm-9:00pm Aug 20-Oct 08 Fee: $70 24 hrs 91676 CEC 146
*T,Th 10:00am-1:00pm Sep 03-Oct 24 Fee: $70 24 hrs 91675 CEC 146

CREPES MADE EASY – NEW!
Ever wanted to learn how to master a crepe recipe? Crepes may look intimidating to make, but with the help of the instructor, you’ll want to share your crepe recipe with your friends and family! Join us in learning the basics in crepe making. From how long crepe batter should rest to how to flip the crepe properly, you’ll learn everything you need to know about making the most delicious crepes! Supplies: Supplies will be discussed at the first class meeting.
Instructor: TBA
M 5:30pm-8:30pm Nov 04-Nov 25 Fee: $60 12 hrs 91680 CEC 146

HOLIDAY SIDES – NEW!
Everyone knows that during the holidays, the sides are the real stars of the meal! In this class, students will create holiday sides and learn the tips and tricks in perfecting what delicious sides will pair with the perfect entée. Join Felicia in learning how to create and perfect popular holiday sides to share at your next family meal!
Instructor: Chef Felicia Bonner
F 5:30pm-8:30pm Nov 01 Fee: $45 3 hrs 91678 CEC 146

PIZZA THREE WAYS – NEW!
If you’ve ever wanted to stray away from the boring order-out pizza and learn how to make it your own, this class is for you! With the help of the instructor, students will create pizzas three different ways to broaden this simple recipe into something creative and fun! Join us in learning how to create a savory, gluten-free, and sweet pizza in this informative course. Supplies: Supplies will be discussed at the first class meeting.
Instructor: TBA
Th 5:30pm-8:30pm Sep 05-Sep 26 Fee: $60 12 hrs 91681 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
F 5:30pm-8:30pm Sep 20 Fee: $45 3 hrs 91677 CEC 146
**SUSHI BASICS – NEW!**

Want to learn how to create one of the most popular dishes of food and make it your own? This course is for you! With the help of the instructor, students will learn about sushi history, vocabulary, etiquette, and most importantly, how to create a delicious sushi roll all your own! Experiment with traditional rolls, vegetarian options, and various types of sushi in this informative class! **Supplies:** Supplies will be discussed at the first class meeting.

Instructor: TBA  
M 5:30pm-8:30pm  Oct 07-Oct 28  Fee: $60  12 hrs  91679  CEC 146

**WINE SIP S & WINE BITS – NEW!**

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  
W 5:30pm-8:00pm  Dec 04  Fee: $45  2.5 hrs  90305  The Wine Café

**WINE TASTING 101 – NEW!**

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  
W 5:30pm-8:00pm  Oct 02  Fee: $45  2.5 hrs  90304  The Wine Café

**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  
T 6:00pm-9:00pm  Aug 20-Nov 05  Fee: $80  36 hrs  91682  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  
T 6:00pm-9:00pm  Nov 12-Dec 17  Fee: $55  18 hrs  91683  CEC 144

**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  
T 6:00pm-9:00pm  Aug 06-Oct 08  Fee: $65  24 hrs  91684  CEC 143  
T 6:00pm-9:00pm  Oct 15-Dec 03  Fee: $60  18 hrs  91685  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  
T 1:00pm-3:00pm  Sep 17  Fee: $20  2 hrs  91690  CEC 118
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
T  3:00pm-5:00pm  Aug 27  Fee: $20  2 hrs  91686  CEC 118

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  Oct 03  Fee: $20  2 hrs  91687  CEC 118

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: Brenda Brown, Social Security Administration
T  12:00N-2:00pm  Oct 08  Fee: $10  2 hrs  91688  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
T  6:00pm-8:00pm  Nov 05  Fee: $20  2 hrs  91689  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
T  1:00pm-3:00pm  Nov 12  Fee: $20  2 hrs  91691  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
Sat  10:00am-1:00pm  Sep 21  Fee: $25  3 hrs  91695  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 class.
Instructor: Roger Mercer
Sat  10:00am-1:00pm  Aug 17  Fee: $25  3 hrs  91692  HEC 109

FLORAL ARRANGING (BEGINNING)
This beginning level course will include lecture, demonstration, and hands-on practice in the principles and elements of floral design. You will be taught designs for special occasions or locations, as well as many tips and tricks the professionals use to create beautiful arrangements.
Supplies: Supplies will be discussed on the first night of class.
Instructor: TBA
Th  6:30pm-9:30pm  Aug 22-Sep 26  Fee: $60  18 hrs  91697  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 Oct 05 Fee: $25 3 hrs 91696 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
Sat 10:00am-1:00pm Aug 31 Fee: $25 3 hrs 91693 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 Sep 14 Fee: $25 3 hrs 91694 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
W 6:30pm-9:30pm Oct 23 Fee: $25 3 hrs 91698 HEC 109

FURNITURE UPHOLSTERY
The Furniture Upholstery classes are offered to provide training to students that will allow them to increase their skills from novice to professional. These classes are located at 205 Forsythe Street in The Re-Store Warehouse. Students enter on the side of the building and the classroom is located downstairs. If you need additional information, please call (910) 678-8431.

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, upholsterer 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-12:00N Sep 03-Dec 10 Fee: $125 48 hrs 90306 RSW
T 6:00pm-9:00pm Sep 03-Dec 10 Fee: $125 48 hrs 90307 RSW

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, upholsterer 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 9:00am-1:00pm Aug 15-Oct 31 Fee: $125 48 hrs 90176 RSW
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

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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 online, classroom, and on-bike experience to give an overall understanding of motorcycling and prepares the student with basic riding skills. To be eligible to take this course, students must be able to ride a bicycle and lift and keep a motorcycle upright. In this course, motorcycles and helmets are provided to students. **Students will need gloves, eye protection, long-sleeved clothing, long pants, and sturdy over-the-ankle leather footwear.** For more information, please visit [www.ncmotorcyclesafety.org](http://www.ncmotorcyclesafety.org). The registration fee for this course includes $2.00 for accident insurance to cover class activities. Please call (910) 678-8386 for class availability; for all other questions, please call (910) 678-8446. **NOTE:** The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be present 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. *If you need to register at a class as a stand-by, you must bring exact change. If not, you will be asked to leave and obtain exact change and risk being late for class.*

Instructor: TBA

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**NOTE:** Successful completion of the e-course portion of the class is required. On the first night of the course (Friday), the course instructors will provide each student with an e-course code that will exempt each student from having to pay the $20 e-course registration fee. 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 with the documentation.
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 10-Nov 26 Fee: $125 48 hrs 90230 Cycle Shop

MUSIC/DRAMATIC ARTS

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 Touron
W 6:30pm-9:30pm Sep 18-Nov 06 Fee: $65 24 hrs 91699 CEC 105

PIANO (BEGINNING)
Do you ever wish you had learned to play the piano? Here’s your chance. This class will combine traditional piano lessons with learning to play by ear to help you on your way. Absolutely no prior knowledge of how to play music is necessary. A commitment to at-home-practice is recommended in order to make swift progress. Supplies: Students will need to provide their own keyboard, keyboard seat, 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 07-Sep 25 Fee: $65 24 hrs 91700 CEC 108
W 6:00pm-9:00pm Oct 09-Dec 04 Fee: $65 24 hrs 91702 CEC 108

PIANO (MID-BEGINNER)
This class is for the aspiring pianist who is able to read from the Grand Staff and understands the basics of rhythm. Piano (Beginning) isn’t necessary if you already have these skills. We will expand on the concepts learned in Piano (Beginning); delving deeper into technique issues and understanding the theory of how music is created which will enhance playing by ear. Good practice habits are encouraged. Supplies: Students will need to provide their own keyboard, keyboard seat, 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 06-Sep 24 Fee: $65 24 hrs 91701 CEC 108
T 6:00pm-9:00pm Oct 08-Nov 26 Fee: $65 24 hrs 91703 CEC 108

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: Please request a supply list at the time of registration. 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 02-Sep 27 Fee: $75 32 hrs 91704 CEC 144
F 9:00am-1:00pm Oct 04-Dec 13 Fee: $75 32 hrs 91705 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 Oct 02-Dec 11 Fee: $65 24 hrs 91715 LVS
PATTERN DRAFTING 101 – NEW!

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

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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

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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

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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

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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:** Audrey Tannahill

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PERSONAL INTEREST/VOLUNTEER TRAINING

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.**

**Instructor:** CERT Volunteers

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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
W 5:30pm-7:00pm Aug 28 Fee: $10 1.5 hrs 91718 CEC 118
W 5:30pm-7:00pm Nov 13 Fee: $10 1.5 hrs 91719 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. The training will cover medical, law enforcement, and legal procedures. If you have any questions, please call the Rape Crisis Center at (910) 485-7273.
Instructor: Rape Crisis Volunteers
T 8:00am-5:00pm Aug 13-Aug 20 Fee: $15 16 hrs 91499 NC 7A
Sat 8:00am-5:00pm Oct 19-Oct 26 Fee: $15 16 hrs 91716 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
T 9:00am-1:00pm Sep 10 Fee: $15 4 hrs 91720 CEC 143
Sat 9:00am-11:00am Sep 14-Sep 21 Fee: $15 4 hrs 91721 CEC 143

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 20-Nov 08 Fee: $45 16 hrs 90312 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: Tony Wooten, tonywooten4@gmail.com
M 6:00pm-9:00pm Aug 26-Oct 21 Fee: $60 24 hrs 90313 CEC 143
W 6:00pm-9:00pm Sep 18-Nov 06 Fee: $60 24 hrs 90314 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. **PREREQUISITE:** 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*

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**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 about this course and its requirements, 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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**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 contact the instructor at (910) 759-3616.

Instructor: Cherri Stoute

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<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sep 28</td>
<td>9:00am-6:00pm</td>
<td>$30</td>
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<tr>
<td>Oct 12</td>
<td>9:00am-6:00pm</td>
<td>$30</td>
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<tr>
<td>Nov 09</td>
<td>9:00am-6:00pm</td>
<td>$30</td>
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**PHOTOGRAPHY STUDIO & LIGHTING TECHNIQUES**

As a photographer, sometimes setting the lighting “just right” is what makes or breaks a photo. During this course, you will learn the art of lighting an outdoor or studio space to control the quality of your images being captured. Emphasis will be placed upon amateur and professional techniques demonstrating operation to control, continuous and flash lighting using daylight, studio lamps and personal camera-mounted flash. **PREREQUISITE:** Completion of Digital Photography Fundamentals course or equivalent experience. **Supplies:** You should bring your camera to class on the first day. With questions regarding this class, please email the instructor.

Instructor: Scott Meinhardt, *scott.meinhardt@mac.com*

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<tr>
<td>Oct 03-Dec 06</td>
<td>6:00pm-9:00pm</td>
<td>$70</td>
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**PHOTOSHOP WORKSHOP**

Photoshop is great a tool that should be used to enhance the photos you have taken, making them 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

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<th>Date</th>
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<tr>
<td>Aug 24</td>
<td>9:00am-2:00pm</td>
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<td>Sep 28</td>
<td>9:00am-2:00pm</td>
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<tr>
<td>Nov 16</td>
<td>9:00am-2:00pm</td>
<td>$30</td>
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BILLIARD FUNDAMENTALS – NEW!

Are you 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!

Instructor: Dwight Lovick, pbia Certified Instructor

Sat 12:00N-2:00pm  Sep 07-Oct 12  Fee: $55  12 hrs  91722  Fayetteville Billiards Supply

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: TBA

T,Th 7:00pm-8:00pm  Oct 22-Dec 17  Fee: $35  8 hrs  91724  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: TBA

T,Th 7:00pm-8:00pm  Aug 20-Oct 10  Fee: $65  16 hrs  91723  HOS 641B

START A NEW CAREER OR HOBBY WITH FTCC!

Learn online, any time with career education and personal interest courses!

We offer a variety of course topics!

- Accounting Clerk
- Administrative Office Assistant
- Certified Personal Trainer (hybrid)
- Computer Technician
- Customer Service Representative
- Electronic Health Records Professional
- Health Information Technology
- Medical Administrative Assistant
- Medical Billing
- Medical Chart Auditor (hybrid)
- Medical Coding Certification Exam Prep
- Medical ICD-10 Coding
- Medical Transcription Editor
- Professional Medical Coding & Billing
- Records Clerk
- Working in the Pharmacy

More topics available on our website. New classes start every month!

(910) 678-8446
www.LearnFTCC.com
CHANGE IS WITHIN YOUR REACH!

Are you ready for the next step?

Adult High School

ASVAB Prep

English as a Second Language

GED®/HiSET®

Math & English review courses

Our staff is standing by to guide you to the next step!

Classes are available on FTCC’s Fayetteville Campus, the Education Center, and other locations throughout Cumberland County.

Phone: (910) 678-8351

Email: lowerye@faytechcc.edu

Web: www.faytechcc.edu/continuing-education

Follow “FTCC College and Career Readiness”
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

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

MW ................................................ evening .................................. FREE .................. FTCC Education Center

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) 678-8498

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 Emergency Management Bldg.

MTWThF ........................................ morning/afternoon .................... FREE .................. FTCC Education Center

MW ................................................ evening .................................. FREE .................. FTCC Education Center

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
TTh ........................................ 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

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
STUDENT REGISTRATION FORM

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
CORPORATE & CONTINUING EDUCATION

1. Name
   LAST FIRST

2. Address

3. City

4. State

5. Zip Code

6. E-mail Address

7. Birthdate
   MM DD YYYY

8. Sex
   1. Male
   2. Female

9. Race
   1. White
   2. Black
   3. American/Alaska Native
   4. Hispanic
   5. Asian
   6. Hawaiian/Pacific Islander

10. State of Residence

11. County

12. 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
   1. Retired
   2. Unemployed (not seeking)
   3. Unemployed (seeking)
   4. Employed (1-10 hrs. per week)
   5. Employed (11-20 hrs. per week)
   6. Employed (21-39 hrs. per week)
   7. Employed (40 hrs. or more)

14. Home Phone
   - - - -

15. Work Phone
   - - Cell Phone
   - -

16. Occupation

17. Employer

18. Citizenship
   U US Citizen
   E Eligible Legalized Alien
   N Naturalized Citizen
   A Non-Resident Alien

19. Military Status
   Active
   Retired

20. Military Status

THE INFORMATION ON THIS DATA FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE. PLEASE ENDORSE YOUR REGISTRATION FORM.

STUDENT ID OR SOCIAL SECURITY NUMBER (REQUIRED)

NAME OF COURSE

LOCATION OF INSTRUCTION

TERM

PLEASE PRINT LEGIBLY

SIGNATURE OF COLLECTOR

AMOUNT COLLECTED

PAYMENT METHOD

STUDENT REGISTRATION FORM

ENTIRE COURSE NUMBER AS LISTED IN CATALOG

SECTION # (FOR OFFICE USE ONLY)

NAME OF COURSE

SIGNATURE OF COLLECTOR

DATE

$
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.

• Paying by Check: Make checks payable to FTCC and please ensure checks have 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.

• All community service classes are self-supporting; no fee-exemptions apply.

• Students are responsible for buying books and supplies.

• 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.

ONLINE REGISTRATION

Register for classes within minutes using our simple online registration process! Search for classes by following the instructions listed below and pay with your VISA or MASTERCARD.

→ Visit www.faytechcc.edu
→ Scroll to the bottom and click on WebAdvisor
→ Choose “Corporate & Continuing Education”
→ Enter 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
AT FTCC OUR BUSINESS IS LIFELONG LEARNING!

Our Continuing Education programs offer something for everyone!

Enjoy a variety of self-enrichment courses!

Attend FREE seminars at our Small Business Center!

Train to enter today’s leading career fields!

Earn your high school credentials!