



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

Our Purpose is Helping You Succeed!



SPRING 2020

CLASS SCHEDULE



REGISTER NOW!

www.faytechcc.edu/continuing-education

**SCHOLARSHIPS
AVAILABLE**
See page 8 for details

Corporate & Continuing Education

WELCOME FROM THE PRESIDENT

Moment by moment and line by line, our experiences etch the memories we gather during a lifetime. Great educational experiences—ones which change lives in positive ways—are an important component of special memories.

At Fayetteville Technical Community College, the promise of hope and new opportunities through the pathway of education always thrills me as well as the dedicated faculty and staff members who support our students. This schedule of classes provided through Corporate & Continuing Education illustrates the amazing educational opportunities awaiting. Enjoy your FTCC classes and thank you for choosing your community college.

Sincerely,



Dr. J. Larry Keen, President



VISIT OUR CAMPUS



Center for Business & Industry



Education Center



Continuing Education Center

OFFICE HOURS

Monday-Friday

8:00am-4:45pm

REGISTRATION/RECORDS OFFICE

NEILL A. CURRIE BUILDING • HULL ROAD

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

HELPFUL CONTACTS

Corporate & Continuing Education Departments:

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

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

Additional Information

HOW TO REGISTER

3 Ways to Register:



Online



Walk-In



Mail-In

Online registration is available for select classes marked with the  symbol. See additional instructions on page 75.

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 you with updates or changes (to include cancellations) regarding your classes. Go to <http://forms2.faytechcc.edu/cced-online/> to update your information. The form is available in the WebAdvisor Online Registration process.

REFUNDS

- The refund policy for Fayetteville Technical Community College's Corporate & Continuing Education Division was established by the North Carolina Department of Community Colleges in Raleigh on October 15, 1993 and updated 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:
 - 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.
 - 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.
 - 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 Webpage or go to the www.faytechcc.edu click on Security at the bottom of the page, then click on the Annual Campus Crime Report. You may also request a paper copy from the Public Safety & Security Department located in the General Classroom Building, Room 102.

- HOLIDAYS -

FAYETTEVILLE, SPRING LAKE
& FORT BRAGG CAMPUSES

JANUARY 1, 20; APRIL 13; MAY 25

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WOULD YOU LIKE TO TEACH FOR US?

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

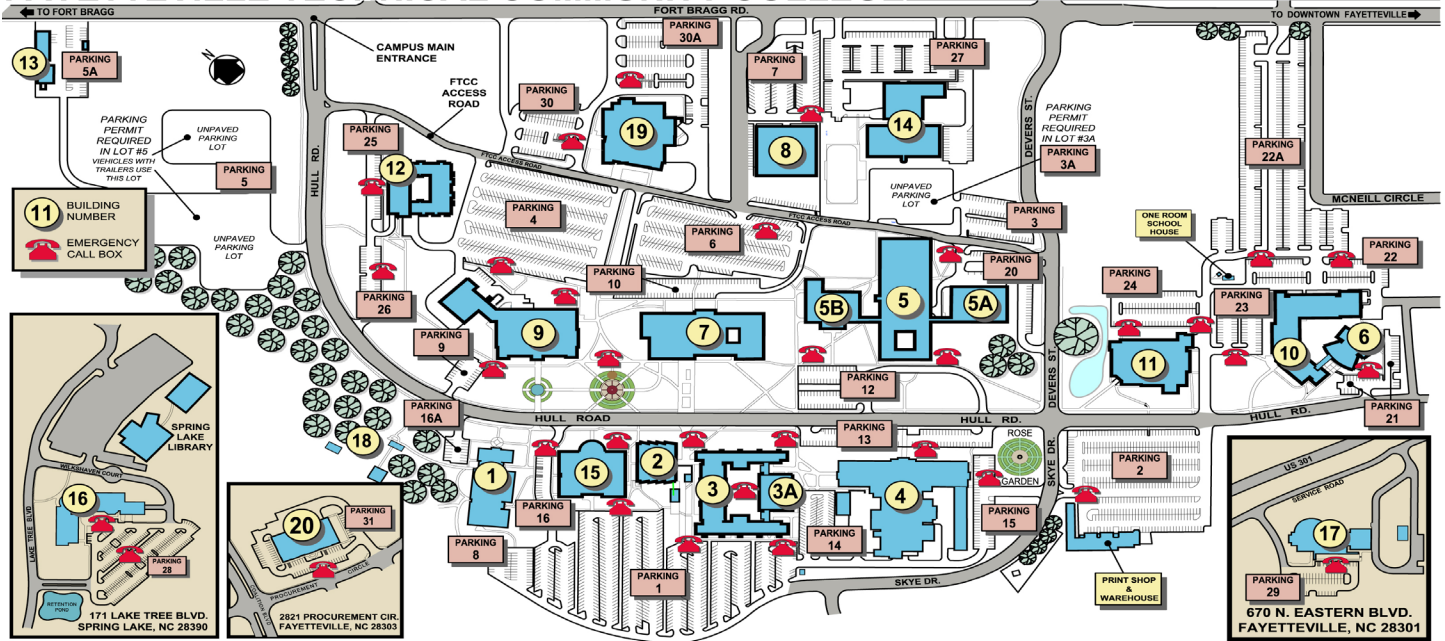
To apply, visit the FTCC website at www.faytechcc.edu and select Employment Opportunities.

Areas we particularly need instructors:

Bank/Credit Union Teller.....	678-0033	Ground School for Pilots.....	678-8227
Barbering (Part-time).....	678-0033	HVAC.....	486-7354
Basic Computers.....	678-8243	Math.....	678-8243
Cooking.....	678-8243	Photography.....	678-8227
Electrical.....	486-7354	Real Estate.....	678-0033
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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

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



1. THOMAS R. MCLEAN ADMINISTRATION BUILDING (ADM)
 - ⇒ President - Rm. 1
 - ⇒ Cashier, Student Accts. - Rm. 107 & 109
2. PAUL H. THOMPSON LIBRARY (LRC)
 - ⇒ Library Reference - Rm. 104
 - ⇒ Library - Second Floor
3. CUMBERLAND HALL (CUH)
- 3A. AUDITORIUM
4. LAFAYETTE HALL (LAH)
 - ⇒ Facility Services - Rm. 100A
 - ⇒ Rose Garden Reservations - Rm. 100A
5. HORACE SISK BUILDING (HOS)
 - ⇒ Evening Office, Curriculum - Rm. 610F
- 5A. CULINARY DINING - Rm. 700 (CAF)
- 5B. GYMNASIUM - Rm. 801 (GYM)
6. NEILL CURRIE BUILDING (NCB)
 - ⇒ Continuing Education Registration - Rm. 3
 - ⇒ Learning Support Center - Rm. 7A
7. TONY RAND STUDENT CENTER (SDC)
 - ⇒ Information Desk - Commons Area
 - ⇒ Admissions Center - Rm. 3
 - ⇒ Cashier - Rm. 132
 - ⇒ Financial Aid Service Center - Rm. 2
 - ⇒ Registration & Records - Rm. 124
8. CENTER FOR BUSINESS & INDUSTRY (CBI)
 - ⇒ Industry Training - Rm. 104
 - ⇒ Business Training - Rm. 106
9. ADVANCED TECHNOLOGY CENTER (ATC)
 - ⇒ Computer Lab - Rm. 104
10. CONTINUING EDUCATION CENTER (CEC)
 - ⇒ HSE (GED/HSET) Testing - Rm. 101
 - ⇒ Adult Basic Education - Rm. 203
 - ⇒ Adult High School Diploma - Rm. 203E
11. HEALTH TECHNOLOGIES CENTER (HTC)
 - ⇒ Dental Clinic - Rm. 102
12. EARLY CHILDHOOD EDUCATION CENTER (ECC)
 - ⇒ Day Care Center - Ground Floor
13. AUTOMOTIVE SERVICE ANNEX (ASA)
14. COSMETOLOGY SERVICES EDUCATIONAL CENTER (CSEC)
15. HARRY F. SHAW VIRTUAL COLLEGE CENTER (VCC)
 - ⇒ NC Information Highway Classroom - Rm. 101
 - ⇒ Audio Visual Check Out - Room 123
 - ⇒ Success Center - Rm. 232
16. SPRING LAKE CAMPUS (SLC)
 - ⇒ Admissions & Registrar - Rm. 101
 - ⇒ NC Information Highway Classroom - Rm. 119
 - ⇒ William S. Wellons, Sr. Memorial Auditorium - Rm. 121
17. HORTICULTURE EDUCATIONAL CENTER (HEC)
 - ⇒ Multipurpose Room - Rm. 104
18. GROUNDS DEPARTMENT COMPLEX
19. GENERAL CLASSROOM BUILDING (GCB)
 - ⇒ Security - Rm. 102
 - ⇒ Bookstore - Rm. 104
 - ⇒ All American Veteran Center - Rm. 202
 - ⇒ Small Business Center - Rm. 205
20. COLLISION REPAIR & REFINISHING TECHNOLOGY CENTER

REV 05/2018

LOCATION INDEX

Location	Abbreviation	Address	City	Phone #
Bordeaux Library	BOLI	3711 Village Drive	Fayetteville	424-4008
Center for Business and Industry	CBI	Fayetteville Campus, 2723 Ft. Bragg Road	Fayetteville	678-8494
Center of Empowerment and Economic Development	CEED	230 Hay Street	Fayetteville	323-3377
Cliffdale Library	CRBL	6882 Cliffdale Road	Fayetteville	864-3800
Continuing Education Center	CEC	Fayetteville Campus, Hull Road	Fayetteville	678-8386
Fayetteville Billiards Supply		1813 Pamalee Drive	Fayetteville	488-8826
FTCC Education Center	EDC	225 B. Street	Fayetteville	678-0052
Ft. Bragg Soldier Development Center	FB SDC	Armistead Street, Building 2-1728	Ft. Bragg	678-1090
Headquarters Library	HBL	300 Maiden Lane	Fayetteville	678-8462/8496
Horticulture Educational Center	HEC	670 N. Eastern Boulevard	Fayetteville	678-8309/678-0065
Institute for Career Development (left of Monarch Cleaners)	ICD	5411 Ramsey Street	Fayetteville	678-8431
Loving Stitches	LVS	7076 Ramsey Street	Fayetteville	678-8309/630-3912
Neill Currie Building	NCB	Fayetteville Campus	Fayetteville	678-8386
Spring Lake Campus	SLC	171 Laketree Boulevard	Spring Lake	678-8386
The Cycle Shop		104 S. 2nd Street	Spring Lake	497-3686
The Studio		5458 Trade Street	Hope Mills	759-3616
The Wine Café	TWC	108 Hay Street	Fayetteville	678-8431/779-2766
West Regional Library	WRBL	7469 Century Circle	Fayetteville	487-0440

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

SCHOLARSHIPS

**Our #1 goal is helping
YOU SUCCEED!**

**Check out the following
programs offering
scholarships & contact
our office on the next
steps to register!**



PROGRAM	PHONE
Airframe & Powerplant License Prep	678-8230
Barbering I	678-0032
Certified Personal Trainer	678-0032
Comprehensive Fiber Optics	678-8230

PROGRAM	PHONE
Computer Technician – Online	678-8446
Electronic Health Records Office Professional – Online	678-8446
EMT-Paramedic Part B	678-8251
FTCC Accounting Clerk – Online	678-8446
FTCC Administrative Office Assistant – Online	678-8446
FTCC Customer Service Representative – Online	678-8446
FTCC Medical Administrative Assistant – Online	678-8446
FTCC Medical Billing – Online	678-8446
FTCC Medical ICD-10 Coding Part I – Online	678-8446
FTCC Records Clerk – Online	678-8446
FTCC Working in the Pharmacy – Online	678-8446
GTAW (Gas Tungsten Arc Welding), Part I	678-8230
Health Information Technology Part I – Online	678-8446
High School Equivalency	678-8459
Medical Billing (Intermediate) – Online	678-8446
Medical Coding Certification Exam Prep – Online	678-8446
Medical Transcription Editor Part I – Online	678-8446
NCCER Welding Technology	678-8230
Professional Medical Coding & Billing Part I – Online	678-8446
Working in the Pharmacy Part I – Online	678-8446

SECU Foundation

PEOPLE HELPING PEOPLE®

**The SECU® Bridge to Career Cohort program
is providing scholarships to students
registering for the following programs:**

Certified Nursing Assistant (CNA)

Commercial Truck Driver Training (CDL)

CompTIA

Contact FTCC today for details!

Anke Turner

turnera@faytechcc.edu





CAREER/ JOB TRAINING

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

AUTOMOTIVE/MOTORCYCLE

AUTO DEALER'S 12-HOUR PRE-LICENSING COURSE

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

Instructor: Dennis Mauk

T,W	8:30am-3:30pm	Jan 14-Jan 15	Fee: \$175	12 hrs	91827	NCB 7A
T,W	8:30am-3:30pm	Apr 07-Apr 08	Fee: \$175	12 hrs	91829	NCB 7A

AUTO DEALER'S RENEWAL TRAINING

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

Instructor: Dennis Mauk

Th	8:30am-3:30pm	Jan 16	Fee: \$75	6 hrs	91830	NCB 7A
Th	8:30am-3:30pm	Apr 09	Fee: \$75	6 hrs	91831	CEC 143

LOAD ESCORT VEHICLE OPERATOR CERTIFICATION

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

Instructor: Ronald Starling

F	8:00am-5:00pm	Mar 06	Fee: \$70	8 hrs	61032	CBI 127
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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

Sat	8:00am-12:00N	Mar 07	Fee: \$70	4 hrs	61033	CBI 127
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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

T	6:00pm-10:00pm	Jan 21-Apr 07	Fee: \$125	48 hrs	90443	Cycle Shop
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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>. ***This is a self-supporting class; fee-exempt status does not apply.*****

Instructor: Mike Davis/James Gibson

T,Th	6:00pm-10:00pm	Jan 14-Jan 16	Fee: \$70	8 hrs	61044	CBI 128
T,Th	6:00pm-10:00pm	Jan 28-Jan 30	Fee: \$70	8 hrs	61045	CBI 128
T,Th	6:00pm-10:00pm	Feb 11-Feb 13	Fee: \$70	8 hrs	61046	CBI 128
M,W	6:00pm-10:00pm	Feb 17-Feb 19	Fee: \$70	8 hrs	61047	CBI 128
T,Th	6:00pm-10:00pm	Feb 25-Feb 27	Fee: \$70	8 hrs	61048	CBI 128
T,Th	6:00pm-10:00pm	Mar 10-Mar 12	Fee: \$70	8 hrs	61049	CBI 128
M,W	6:00pm-10:00pm	Mar 16-Mar 18	Fee: \$70	8 hrs	61050	CBI 128
T,Th	6:00pm-10:00pm	Mar 24-Mar 26	Fee: \$70	8 hrs	61051	CBI 128
T,Th	6:00pm-10:00pm	Apr 07-Apr 09	Fee: \$70	8 hrs	61052	CBI 128
M,W	6:00pm-10:00pm	Apr 20-Apr 22	Fee: \$70	8 hrs	61053	CBI 128
T,Th	6:00pm-10:00pm	Apr 28-Apr 30	Fee: \$70	8 hrs	61054	CBI 128
T,Th	6:00pm-10:00pm	May 12-May 14	Fee: \$70	8 hrs	61055	CBI 128
M,W	6:00pm-10:00pm	May 18-May 20	Fee: \$70	8 hrs	61056	CBI 128
T,Th	6:00pm-10:00pm	May 26-May 28	Fee: \$70	8 hrs	61057	CBI 128

SMALL GAS ENGINE REPAIR

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

Instructor: Willie Simpson

Sat	9:00am-1:00pm	Jan 25-Apr 18	Fee: \$125	48 hrs	61073	ICD, 5411 Ramsey Street
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**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>. This is a self-supporting class; fee-exempt status does not apply.**

Instructor: Mike Davis/James Gibson

T,Th	6:00pm-10:00pm	Jan 07-Jan 09	Fee: \$70	8 hrs	61058	CBI 128
T,Th	6:00pm-10:00pm	Jan 21-Jan 23	Fee: \$70	8 hrs	61059	CBI 128
T,Th	6:00pm-10:00pm	Feb 04-Feb 06	Fee: \$70	8 hrs	61060	CBI 128
M,W	6:00pm-10:00pm	Feb 10-Feb 12	Fee: \$70	8 hrs	61061	CBI 128
T,Th	6:00pm-10:00pm	Feb 18-Feb 20	Fee: \$70	8 hrs	61062	CBI 128
T,Th	6:00pm-10:00pm	Mar 03-Mar 05	Fee: \$70	8 hrs	61063	CBI 128
T,Th	6:00pm-10:00pm	Mar 17-Mar 19	Fee: \$70	8 hrs	61064	CBI 128
T,Th	6:00pm-10:00pm	Mar 31-Apr 02	Fee: \$70	8 hrs	61065	CBI 128
M,W	6:00pm-10:00pm	Apr 06-Apr 08	Fee: \$70	8 hrs	61066	CBI 128
T,Th	6:00pm-10:00pm	Apr 21-Apr 23	Fee: \$70	8 hrs	61067	CBI 128
T,Th	6:00pm-10:00pm	May 05-May 07	Fee: \$70	8 hrs	61068	CBI 128
M,W	6:00pm-10:00pm	May 11-May 13	Fee: \$70	8 hrs	61069	CBI 128
T,Th	6:00pm-10:00pm	May 19-May 21	Fee: \$70	8 hrs	61070	CBI 128

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) 678-8230.

Instructor: Willie Simpson

Th	6:00pm-9:30pm	Jan 16-Apr 16	Fee: \$125	48 hrs	61074	ICD, 5411 Ramsey Street
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COLLISION REPAIR & REFINISHING TECHNOLOGY

AUTOMOTIVE RESTORATION & PANEL REPAIR TRAINING

The course is designed to provide training for the hobbyist or DIY individuals interested in methods, techniques and tools used for restoring older vehicles and fabricating repair panels to repair rusted body parts. Training will include the use of state-of-the-art equipment used by the automotive collision industry in repair of damaged and rusted body parts as well as historical methods of repair used to restore older vehicles. This course will cover instruction in the areas of methods of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair panels using the proper methods and techniques as well as determining whether to repair or replace a panel based on the extent of damage. **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

T,Th	6:00pm-10:00pm	Jan 28-Feb 27	Fee \$150	40 hrs	62700	CUSF 109
M-Th	6:00pm-10:00pm	Mar 16-Mar 31	Fee \$150	40 hrs	62701	CUSF 109

ESTIMATING, INSURANCE, AND BODY SHOP BUSINESS

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

Instructor: Doug Irish

T,Th	6:00pm-10:00pm	Jan 28-Feb 27	Fee \$150	40 hrs	62702	CUSF 107
M-Th	6:00pm-10:00pm	Apr 20-May 05	Fee \$150	40 hrs	62703	CUSF 107

NON-STRUCTURAL ALUMINUM WELDING FOR AUTOBODY REPAIR TRAINING

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

Instructor: Matthew Conley

M,W	6:00pm-10:00pm	Jan 27-Feb 26	Fee \$150	40 hrs	62704	CUSL 112
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NON-STRUCTURAL STEEL WELDING FOR AUTOBODY REPAIR TRAINING

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

Instructor: Joshua Armour

M-Th	6:00pm-10:00pm	Apr 20-May 05	Fee \$150	40 hrs	62705	CUSF 107
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NON-STRUCTURAL STEEL WELDING FOR FABRICATION

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

Instructor: Matthew Conley

M-Th	6:00pm-10:00pm	Mar 02-Mar 05	Fee \$70	16 hrs	62706	CUSL 112
M-Th	6:00pm-10:00pm	Mar 16-Mar 19	Fee \$70	16 hrs	62707	CUSL 112

PLASTIC BUMPER & PANEL REPAIR TRAINING

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

Instructor: Antonio Rojas

M,W	6:00pm-10:00pm	Jan 27-Feb 26	Fee \$150	40 hrs	62708	CUSF 109
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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.**

***Students may qualify for a discounted registration fee. Call (910) 678-8230 with questions.**

Instructor: Cape Fear Aviation Maintenance

M,T,Th	5:30pm-9:30pm	Jan 21-Mar 28	Fee: \$180	128 hrs	61001	CBI 127/
Sat	8:00am-5:00pm					Airport
M,T,Th	5:30pm-9:30pm	Apr 06-Jun 13	Fee: \$180	128 hrs	61002	CBI 127/
Sat	8:00am-5:00pm					Airport

DRONE TRAINING, PART I

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

Instructor: Dennis Johnson

M,W	5:30pm-8:30pm	Jan 27-Feb 19	Fee: \$70	24 hrs	90427	EDC 16
W	5:30pm-8:30pm	Mar 04-Apr 22	Fee: \$70	24 hrs	90429	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	Mar 02-Apr 27	Fee: \$70	24 hrs	90428	EDC 16
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GROUND SCHOOL FOR PILOTS

Have you always wanted to become a pilot but didn't know how to get started? Begin with the ground instruction taught by an FAA Certified Flight Instructor and prepare for the FAA Private Pilot exam and receive FAA Remote Pilot knowledge. Topics will include aerodynamics, aircraft systems including UAS (aka drones), flight planning, navigation, weather and communication. **Textbook Requirement:** Students will be required to purchase a textbook and will be notified prior to class start date.

Instructor: TBA

T	6:00pm-9:00pm	Feb 04-Mar 24	Fee: \$70	24 hrs	90477	CUH 354
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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	Jan 14-Feb 06	Fee: \$70	24 hrs	61003	CBI 124
T,Th	6:00pm-9:00pm	Mar 10-Apr 02	Fee: \$70	24 hrs	61004	CBI 124
T,Th	6:00pm-9:00pm	May 12-Jun 04	Fee: \$70	24 hrs	61005	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	Mar 28-Jun 13	Fee: \$125	40 hrs	61107	Workshop
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CABINETMAKING (INTRODUCTION)

This course will provide an overview of the cabinetmaking process. Topics will include wood characteristics and selection; hand and power tools; safety practices; gluing and clamping; abrasives; joinery; laminates; finishing techniques; and kitchen and bath layout. ***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	Jan 04-Mar 07	Fee: \$125	40 hrs	61006	Workshop
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ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 1

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

Instructor: Eddie Evans/Frank Arnold

Sat	8:00am-5:00pm	Jan 11	Fee: \$70	8 hrs	61012	CBI 111
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ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 2

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

Instructor: Eddie Evans/Frank Arnold

Sat	8:00am-5:00pm	Feb 15	Fee: \$70	8 hrs	61013	CBI 111
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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	Mar 14	Fee: \$70	8 hrs	61014	CBI 111
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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	Apr 18	Fee: \$70	8 hrs	61015	CBI 111
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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	May 16	Fee: \$70	8 hrs	61016	CBI 111
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FLOOR COVERING & TILE INSTALLATION

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

Instructor: Willie Simpson

T	6:00pm-9:00pm	Jan 14-Apr 28	Fee: \$125	48 hrs	61077	ICD, 5411 Ramsey Street
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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	Feb 06	Fee: \$100	8 hrs	61030	CBI 127
Th	8:00am-5:00pm	May 07	Fee: \$100	8 hrs	61031	CBI 127

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) 678-8230.

Instructor: Willie Simpson

M,W	6:00pm-9:00pm	Jan 27-Mar 18	Fee: \$125	48 hrs	61075	ICD, 5411 Ramsey Street
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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, size 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) 678-8230.

Instructor: Willie Simpson

M	6:00pm-9:00pm	Mar 23-May 18	Fee: \$70	24 hrs	61076	ICD, 5411 Ramsey Street
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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: Edgar Turner

M,W	6:00pm-8:30pm	Jan 27-Apr 01	Fee: \$125	50 hrs	61008	CBI 124
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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

Sat	9:00am-1:00pm	Feb 08-Feb 22	Fee: \$70	12 hrs	61018	CBI 124
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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: Edgar Turner

T,Th	6:00pm-8:30pm	Feb 04-Apr 09	Fee: \$125	50 hrs	61028	CBI 126
T,Th	6:00pm-8:30pm	May 12-Jul 23	Fee: \$125	50 hrs	61029	CBI 126

NC DEPARTMENT OF INSURANCE CODE COURSES

MECHANICAL STANDARD INSPECTION, LEVEL I

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

Instructor: Jason Everage

F,Sat	8:00am-5:00pm	Feb 07-Feb 15	Fee: \$125	32 hrs	61034	CBI 127
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MECHANICAL STANDARD INSPECTION, LEVEL II

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

Instructor: Jason Everage

F,Sat	8:00am-5:00pm	Apr 17-Apr 25	Fee: \$70	24 hrs	61035	CBI 127
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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

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94861	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94862	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94863	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94864	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94865	online

FTCC ONLINE ACCOUNTING CLERK

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

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

Instructor: Dawn Gillis

online	online	Jan 15-May 05	Fee: \$180	220 hrs	94266	online
online	online	Mar 04-Jun 23	Fee: \$180	220 hrs	94267	online
online	online	May 06-Aug 25	Fee: \$180	220 hrs	94268	online

FTCC ONLINE ADMINISTRATIVE OFFICE ASSISTANT

Whether you are beginning your professional career, looking for a new career path, or searching for professional development, learning administrative office skills is vital! After all, administrative staff are integral to the successful daily operations of all work environments! From correspondence to maintaining detailed records for internal and external audits, this course will give you the knowledge and skillsets to have the competitive edge in the workplace. Come learn communication and correspondence skills and gain proficiency with programs such as Microsoft Word, Excel, and Outlook. This course will also cover topics such as recordkeeping and soft skills that will help you succeed in the modern office setting! For more information about this course and its requirements, please

visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Textbook/Course Materials: Please call 910-678-8446 for more information.

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

Instructor: Dawn Gillis

online	online	Jan 15-May 05	Fee: \$180	220 hrs	94269	online
online	online	Mar 04-Jun 23	Fee: \$180	220 hrs	94270	online
online	online	May 06-Aug 25	Fee: \$180	220 hrs	94271	online

FTCC ONLINE CUSTOMER SERVICE REPRESENTATIVE

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

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

Instructor: Dawn Gillis

online	online	Jan 15-May 05	Fee: \$180	220 hrs	94272	online
online	online	Mar 04-Jun 23	Fee: \$180	220 hrs	94273	online
online	online	May 06-Aug 25	Fee: \$180	220 hrs	94274	online

FTCC ONLINE RECORDS CLERK

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

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

Instructor: Dawn Gillis

online	online	Jan 15-May 05	Fee: \$180	220 hrs	94275	online
online	online	Mar 04-Jun 23	Fee: \$180	220 hrs	94276	online
online	online	May 06-Aug 25	Fee: \$180	220 hrs	94277	online

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT – ONLINE

If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will learn how to make a successful transition from employee to manager and you will learn how to manage your time so that you can deal with the constant demands of a managerial job. You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance. Finally, you will learn how to solve problems and resolve conflicts so you can accomplish your job more effectively. This program/course is a good choice for those looking for project management experience and those aspiring to obtain a PMI credential. It is also an excellent choice for existing PMI credential holders looking for an approved activity for PMI's continuing certification PDUs. For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94971	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94972	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94973	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94974	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94975	online

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

T	6:00pm-8:00pm	Feb 04-Mar 31	Fee: \$125	42 hrs	33835	TBA
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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

Sat	9:00am-2:00pm	Feb 08	Fee: \$25	5 hrs	90417	CEC 118
Sat	9:00am-2:00pm	Apr 04	Fee: \$25	5 hrs	90418	CEC 118

CENTER FOR INNOVATION & ENTREPRENEURSHIP

For additional course information, please visit: <http://tiny.cc/CIEofFTCC> or call: (910) 678-8496

GET AN ENTREPRENEURIAL MINDSET WITH THE ICE HOUSE METHODOLOGY – HYBRID – NEW!

Learning how to use QuickBooks or run your Facebook campaigns is good, but first you must think like an entrepreneur. Based on the award-winning business memoir, “*Who Owns the Ice House: Eight Life Lessons from an Unlikely Entrepreneur*” by Clifton Taulbert and Gary Schoeniger, this program has helped launch thousands of new businesses. If you’ve had an idea for a business but never got started, or if you want to reboot your existing company with innovations, this workshop will provide the tools to obtain the entrepreneurial mindset. **NOTE: This is a hybrid format with classes meeting online every Monday and at the FTCC Main Campus every Wednesday evening. Textbook and materials requirement: *Who Owns the Ice House: Eight Life Lessons from an Unlikely Entrepreneur*, paperback edition; access code for online materials; printed workbook with assignments. \$129 + tax. **Upon successful completion of this course, credit for prior learning may be issued for BUS 139.****

Instructor: Kent Hill

M	6:00pm-8:00pm	Jan 27-Mar 16	Fee: \$180	52 hrs	40100	online
W	6:00pm-8:00pm	Jan 29-Mar 18				GCB 224

NC REAL ENTREPRENEURSHIP – HYBRID – NEW!

For over 30 years, this workshop has helped launch all types of new businesses across the state. This thorough and realistic workshop provides the tools and information... everything from Accounting to Yelp... to help plan and launch your new venture. **NOTE: This is a hybrid format with classes meeting online every Monday evening and on the FTCC Main Campus every Wednesday evening. Textbook and materials requirement: *REAL Entrepreneurship Workbook*; \$20, plus tax. **Upon successful completion of this course, credit for prior learning may be issued for BUS 280.****

Instructor: Sebastien Braxton/Kent Hill

M	6:00pm-9:00pm	Mar 23-May 18	Fee: \$180	72 hrs	40102	online
W	6:00pm-9:00pm	Mar 25-May 20				GCB 224

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

T	1:00pm-5:00pm	Feb 11	Fee: \$55	4 hrs	33797	CEC 118
Th	8:00am-12:00N	Mar 19	Fee: \$55	4 hrs	33798	CEC 118
Th	1:00pm-5:00pm	Apr 09	Fee: \$55	4 hrs	33799	CEC 118
Th	8:00am-12:00N	May 07	Fee: \$55	4 hrs	33800	CEC 118

ELECTIVE – AND THE COURT SAID

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

Instructor: Buddy Blackmon

T	8:00am-12:00N	Jan 21	Fee: \$55	4 hrs	33806	CEC 118
T	8:00am-12:00N	May 05	Fee: \$55	4 hrs	33807	CEC 118

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

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

Th	1:00pm-5:00pm	Apr 23	Fee: \$55	4 hrs	33811	CEC 118
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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

T	8:00am-12:00N	Mar 10	Fee: \$55	4 hrs	33810	CEC 118
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ELECTIVE – THE CONTRACT MAZE

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

Instructor: Buddy Blackmon

T	1:00pm-5:00pm	Feb 25	Fee: \$55	4 hrs	33808	CEC 118
Th	8:00am-12:00N	May 21	Fee: \$55	4 hrs	33809	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

T	8:00am-12:00N	Jan 14	Fee: \$55	4 hrs	33801	CEC 118
T	1:00pm-5:00pm	Mar 10	Fee: \$55	4 hrs	33802	CEC 118
T	8:00am-12:00N	Apr 07	Fee: \$55	4 hrs	33803	CEC 118
T	1:00pm-5:00pm	May 05	Fee: \$55	4 hrs	33804	CEC 118
Th	8:00am-12:00N	May 14	Fee: \$55	4 hrs	33805	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	8:00am-12:00N	Feb 19	Fee: \$70	4 hrs	33832	CBI 111
W	5:30pm-9:30pm	May 13	Fee: \$70	4 hrs	33833	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	Jan 08	Fee: \$70	8 hrs	33812	CBI 111
W	8:00am-5:00pm	Jan 15	Fee: \$70	8 hrs	33813	CBI 111
W	8:00am-5:00pm	Feb 05	Fee: \$70	8 hrs	33815	CBI 111
W	8:00am-5:00pm	Feb 12	Fee: \$70	8 hrs	33816	CBI 111
W	8:00am-5:00pm	Mar 04	Fee: \$70	8 hrs	33818	CBI 111
W	8:00am-5:00pm	Apr 15	Fee: \$70	8 hrs	33822	CBI 111
W	8:00am-5:00pm	May 06	Fee: \$70	8 hrs	33824	CBI 111
M,W	5:30pm-9:30pm	May 18-May 20	Fee: \$70	8 hrs	33831	CBI 111
W	8:00am-5:00pm	May 27	Fee: \$70	8 hrs	33826	CBI 111

Instructor: Bret Kane

M,W	5:30pm-9:30pm	Jan 20-Jan 22	Fee: \$70	8 hrs	33827	CBI 111
W	8:00am-5:00pm	Jan 29	Fee: \$70	8 hrs	33814	CBI 111
M,W	5:30pm-9:30pm	Feb 17-Feb 19	Fee: \$70	8 hrs	33828	CBI 111
W	8:00am-5:00pm	Feb 26	Fee: \$70	8 hrs	33817	CBI 111
W	8:00am-5:00pm	Mar 11	Fee: \$70	8 hrs	33819	CBI 111
M,W	5:30pm-9:30pm	Mar 16-Mar 18	Fee: \$70	8 hrs	33829	CBI 111
W	8:00am-5:00pm	Mar 25	Fee: \$70	8 hrs	33820	CBI 111
W	8:00am-5:00pm	Apr 08	Fee: \$70	8 hrs	33821	CBI 111
M,W	5:30pm-9:30pm	Apr 20-Apr 22	Fee: \$70	8 hrs	33830	CBI 111
W	8:00am-5:00pm	Apr 29	Fee: \$70	8 hrs	33823	CBI 111
W	8:00am-5:00pm	May 13	Fee: \$70	8 hrs	33825	CBI 111

SMALL BUSINESS CENTER

To view schedules & register for free seminars, please visit: <http://tiny.cc/ftccsbc> or call: (910) 678-8496

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.)**

***Students may qualify for a discounted registration fee. Call (910) 678-8230 with questions.**

Instructor: William Van Ewert

M-W	8:00am-5:00pm	Jan 07-Feb 04	Fee: \$180	120 hrs	61009	CBI 128
Th	8:00am-3:00pm					
M-W	8:00am-5:00pm	Feb 24-Mar 19	Fee: \$180	120 hrs	61010	CBI 128
Th	8:00am-3:00pm					
M-W	8:00am-5:00pm	Apr 20-May 14	Fee: \$180	120 hrs	61011	CBI 128
Th	8:00am-3:00pm					

ELECTRICAL LINEWORKER

The Lineworker course has been designed and coordinated with PWC to provide specific aspects of building and maintaining electrical power circuits and equipment for overhead and underground construction. 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	Jan 21-Apr 08	Fee: \$210	368 hrs	61017	CBI 122
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COMPUTER EDUCATION

COMPUTER LITERACY FOR ABSOLUTE BEGINNERS

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

Instructor: Lisbeth Leddin

T	5:30pm-8:30pm	Jan 14-Mar 03	Fee: \$70	24 hrs	91835	CEC 257
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COMPUTER LITERACY FOR ABSOLUTE BEGINNERS II

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

Instructor: Lisbeth Leddin

T	5:30pm-8:30pm	Mar 10-Apr 28	Fee: \$70	24 hrs	91836	CEC 257
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CONNECTING YOUR TECH DOTS

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

NOTE: Students are encouraged to bring their devices to class.

Instructor: Lisbeth Leddin

W	5:30pm-8:30pm	Mar 04-Apr 22	Fee: \$70	24 hrs	91834	CEC 257
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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. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94926	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94927	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94928	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94929	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94930	online

MICROSOFT EXCEL LEVEL I

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

Instructor: Lisbeth Leddin

Th	5:30pm-8:30pm	Feb 20-Apr 09	Fee: \$70	24 hrs	91837	CEC 257
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MICROSOFT OFFICE SAMPLER

If you possess fundamental computer skills, then you are ready to learn the most popular features of Microsoft Office and Windows 10. This training will guide you towards developing computer skills that are productive and creative! **Supplies:** Please bring a 2+GB USB drive to class.

Instructor: Lisbeth Leddin

M	5:30pm-8:30pm	Jan 06-Mar 02	Fee: \$65	24 hrs	91832	CEC 257
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MICROSOFT OFFICE SAMPLER II

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. **Supplies:** Please bring a 2+GB USB drive to class.

Instructor: Lisbeth Leddin

M	5:30pm-8:30pm	Mar 09-May 04	Fee: \$65	24 hrs	91833	CEC 257
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NETWORKING (INTRODUCTION) – ONLINE

Introduction to Networking explains computer networking basics in terms that you can easily understand using concepts common to everyday, non-computing experience. A brief introduction to networking history provides context and explains how networks have become so important to businesses and individuals. The course emphasizes networking fundamentals, which explains the software and hardware that makes networking possible. The course stresses understanding how and why networks work rather than focusing on memorization of terms or numbers. Upon completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity or configuring connections to an Internet Service Provider (ISR). This course will give you the foundation you need to begin training for CCNA certification or employment in a computer networking career. For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94081	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94082	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94083	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94084	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94085	online

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. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Jan 15-Mar 06	Fee: \$100	24 hrs	94876	online
online	online	Feb 12-Apr 03	Fee: \$100	24 hrs	94877	online

online	online	Mar 18-May 08	Fee: \$100	24 hrs	94878	online
online	online	Apr 15-Jun 05	Fee: \$100	24 hrs	94879	online
online	online	May 13-Jul 03	Fee: \$100	24 hrs	94880	online

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

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

Instructor: TBA

M,W	6:00pm-9:00pm	Feb 03-Jun 08	Fee: \$180	105 hrs	91899	GCB 211
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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	Mar 31-May 21	Fee: \$125	48 hrs	91900	GCB 211
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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	Jan 28-Mar 19	Fee: \$125	48 hrs	91901	GCB 211
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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	online	Jan 15-May 05	Fee: \$180	270 hrs	94221	online
online	online	Feb 05-May 26	Fee: \$180	270 hrs	94222	online
online	online	Mar 04-Jun 23	Fee: \$180	270 hrs	94223	online
online	online	Apr 01-Jul 21	Fee: \$180	270 hrs	94224	online
online	online	May 06-Aug 25	Fee: \$180	270 hrs	94225	online

FTCC CORPORATE & CONTINUING EDUCATION

*Where education
never stops!*



EMERGENCY SERVICES TRAINING

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

BASIC ANATOMY & PHYSIOLOGY

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

PREREQUISITE: Emergency Medical Technician- Initial

Instructor: TBA

online	online	Jan 14-Mar 07	Fee: \$180	96 hrs	56029	online
online	online	Mar 17-May 09	Fee: \$180	96 hrs	56030	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

W	5:00pm-10:00pm	Jan 08	Fee: \$45	5 hrs	56000	SLC 108
M	9:00am-2:00pm	Jan 13	Fee: \$45	5 hrs	56001	NC 7A
W	5:00pm-10:00pm	Jan 22	Fee: \$45	5 hrs	56002	SLC 108
M	9:00am-2:00pm	Jan 27	Fee: \$45	5 hrs	56003	NC 7A
M	9:00am-2:00pm	Feb 03	Fee: \$45	5 hrs	56004	NC 7A
W	5:00pm-10:00pm	Feb 12	Fee: \$45	5 hrs	56005	SLC 108
M	9:00am-2:00pm	Feb 17	Fee: \$45	5 hrs	56006	NC 7A
M	9:00am-2:00pm	Feb 24	Fee: \$45	5 hrs	56007	NC 7A
W	5:00pm-10:00pm	Feb 26	Fee: \$45	5 hrs	56008	SLC 108
M	9:00am-2:00pm	Mar 02	Fee: \$45	5 hrs	56009	NC 7A
W	5:00pm-10:00pm	Mar 11	Fee: \$45	5 hrs	56010	SLC 103
M	9:00am-2:00pm	Mar 16	Fee: \$45	5 hrs	56011	NC 7A
W	5:00pm-10:00pm	Mar 25	Fee: \$45	5 hrs	56012	SLC 108
M	9:00am-2:00pm	Mar 30	Fee: \$45	5 hrs	56013	NC 7A
W	5:00pm-10:00pm	Apr 01	Fee: \$45	5 hrs	56014	SLC 108
M	9:00am-2:00pm	Apr 06	Fee: \$45	5 hrs	56015	NC 7A
W	5:00pm-10:00pm	Apr 08	Fee: \$45	5 hrs	56016	SLC 108
M	9:00am-2:00pm	Apr 20	Fee: \$45	5 hrs	56017	NC 7A
W	5:00pm-10:00pm	Apr 22	Fee: \$45	5 hrs	56018	SLC 108
M	9:00am-2:00pm	Apr 27	Fee: \$45	5 hrs	56019	NC 7A
M	9:00am-2:00pm	May 04	Fee: \$45	5 hrs	56020	NC 7A
W	5:00pm-10:00pm	May 06	Fee: \$45	5 hrs	56021	SLC 108
M	9:00am-2:00pm	May 11	Fee: \$45	5 hrs	56022	NC 7A
W	5:00pm-10:00pm	May 13	Fee: \$45	5 hrs	56023	SLC 108

EMERGENCY MEDICAL TECHNICIAN INITIAL

This course provides training in the first phase of the EMT career structure. This class exceeds National Registry standards for EMT certification. Upon completion of this course, students will be eligible to take the NC State or National Registry Certification Exam. **NOTE: A liability and accident insurance fee of \$14.50 is due on the day of registration. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call (910) 678-8251 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: High school credentials.

Instructor: TBA

M-Th	8:00am-5:00pm	Jan 13-Mar 16	Fee: \$180	288 hrs	56024	SLC 106
M-Th	8:00am-5:00pm	Mar 23-May 26	Fee: \$180	288 hrs	56028	SLC 106

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

PREREQUISITE: High school credentials.

Instructor: TBA

M,W,Th	6:00pm-10:00pm	Jan 13-Apr 22	Fee: \$180	288 hrs	56031	SLC 106
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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

T-Th	6:00pm-10:00pm	Jan 14-Feb 26	Fee: \$180	80 hrs	56027	SLC 108
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MOBILE INTEGRATED HEALTH CARE – ONLINE

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	online	Jan 14-Mar 05	Fee: \$180	115 hrs	56025	online
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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	Jan 14-Oct 28	Fee: \$180	660 hrs	56032	SLC 109
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PARAMEDIC INITIAL (B)

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

PREREQUISITE: Current EMT certification

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

Instructor: TBA

Th or F	8:00am-5:00pm	Jan 16-Oct 30	Fee: \$180	670 hrs	56033	SLC 109
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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	Jan 14-Mar 05	Fee: \$180	120 hrs	56026	SLC 103
Sat	8:00am-5:00pm					

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

W	6:00pm-9:00pm	Jan 15-Mar 04	Fee: \$70	24 hrs	90403	HTC 233
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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	Mar 11-Apr 29	Fee: \$70	24 hrs	90404	HTC 233
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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

T	6:00pm-9:00pm	Jan 14-Mar 03	Fee: \$70	24 hrs	90407	HTC 141
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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

T	6:00pm-9:00pm	Mar 10-Apr 28	Fee: \$70	24 hrs	90408	HTC 141
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RUSSIAN I

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

Instructor: Shorena Duduchava-Parrish

T	6:00pm-9:00pm	Feb 11-Mar 31	Fee: \$70	24 hrs	90391	CUH 356
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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: Marysol Martinez

T,Th	6:00pm-9:00pm	Jan 21-Mar 12	Fee: \$125	48 hrs	90440	CEC 226
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Instructor: Isis Perez

Sat	9:00am-12:00N	Jan 25-Mar 14	Fee: \$70	24 hrs	90444	CEC 214
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Instructor: Natalia Aguilar

Th	6:00pm-9:00pm	Mar 19-May 07	Fee: \$70	24 hrs	90374	CEC 217
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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: Ingrid Leon

Sat	9:00am-1:00pm	Jan 25-Feb 29	Fee: \$70	24 hrs	90437	CEC 135
Sat	9:00am-12:00N	Mar 21-May 16	Fee: \$70	24 hrs	90438	CEC 214
Instructor: Marysol Martinez						
T	6:00pm-9:00pm	Mar 17-May 05	Fee: \$70	24 hrs	90441	CEC 217

SPEED SPANISH I – ONLINE

Imagine yourself speaking, reading, and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You will learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you will be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno! For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94141	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94142	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94143	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94144	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94145	online

HEALTHCARE/MEDICAL OFFICE TRAINING

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

Please check course descriptions for insurance requirements.

AFAA GROUP FITNESS INSTRUCTOR – HYBRID – NEW!

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

Instructor: Traci Payne

M	9:00am-12:00N	Feb 04-Mar 25	Fee: \$125	50 hrs	33849	TBA
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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

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94886	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94887	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94888	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94889	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94890	online

BECOME AN OPTICAL ASSISTANT – ONLINE

If you think you would like to become an optical assistant, this is the course for you! We will take a comprehensive look into the diverse world of optical assisting, and you will see why optometry is such an interesting field and how rewarding it can be to help people solve their vision problems. We will cover optical assisting in private practice, healthcare clinics, the military, teaching facilities, and in retail sales. You will discover the personal and professional skills needed to work in a front and back office and in an optical dispensary and lab. You will become familiar with all the things optical assistants must know about frames, styles, lenses, contact lenses, and working with people. You will also discover how our amazing eyes work and come to understand some common eye conditions. In addition, we will delve into specialty areas that optical assistants can work in such as refractive surgery centers, low vision clinics, and vision training practices. And finally, we will cover how to become certified and licensed, which will open up even more opportunities for you! For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94891	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94892	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94893	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94894	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94895	online

CARDIOVASCULAR MONITOR/TECHNICIAN – HYBRID

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

Instructor: TBA

Th	5:00pm-10:00pm	Jan 23-Mar 19	Fee: \$180	125 hrs	57019	SLC 217
Th	5:00pm-10:00pm	Mar 26-May 21	Fee: \$180	125 hrs	57020	SLC 217

CERTIFIED MEDICATION AIDE – NEW!

The course prepares graduates to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration for non-licensed personnel. Topics will include medication administration via the oral, topical and instillation routes, medical asepsis, hand hygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

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

Registration Fee: \$125.

Photocopies of the following are required: Social security card, picture ID, high school credentials, and CPR card (must be the American Heart Association's Healthcare Provider CPR and cannot expire during class dates) and copy of C.N.A. Certification (must be active and in good standing with the Registry).

Instructor: TBA

W	8:30am-3:00pm	Jan 22-Jan 29	Fee: \$125	29 hrs	57000	SLC 208
W	8:30am-3:00pm	Mar 18-Mar 25	Fee: \$125	29 hrs	57001	SLC 208

CERTIFIED NURSING ASSISTANT I

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

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

M-Th	8:30am-1:30pm	Jan 13-Mar 24	Fee: \$180	204 hrs	57021	SLC 206
M-Th	8:00am-2:00pm	Jan 13-Mar 11	Fee: \$180	204 hrs	57005	SLC 202
M-W	5:00pm-10:00pm	Jan 13-Apr 20	Fee: \$180	204 hrs	57009	SLC 202
M-Th	6:00pm-10:00pm	Jan 21-Apr 20	Fee: \$180	204 hrs	57008	SLC 208

CERTIFIED NURSING ASSISTANT I – HYBRID

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

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

T-Th	8:30am-1:30pm	Jan 21-May 05	Fee: \$180	204 hrs	57007	SLC 204
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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 criminal background check requirements, he or she will not be able to complete the program and will be dismissed from the course without a refund. **Insurance Fee:** \$14.50 required to be paid at time of registration. **For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required 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

M-W	8:30am-2:30pm	Jan 21-Apr 01	Fee: \$180	192 hrs	57003	HTC 233
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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. **NOTE: Required insurance fee of \$14.50 is included with registration fee.**

***Ask about available scholarships for discounted tuition! Please call (910) 678-0032 for details.**

Instructor: Tracie Payne

T,Th	6:00pm-9:00pm	Mar 03-Jul 16	Fee: \$180	336 hrs	33778	CEC 257
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ELECTRONIC HEALTH RECORDS OFFICE PROFESSIONAL – ONLINE

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

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

Instructor: Career Step

online	online	Jan 15-May 05	Fee: \$180	285 hrs	94206	online
online	online	Feb 05-May 26	Fee: \$180	285 hrs	94207	online
online	online	Mar 04-Jun 23	Fee: \$180	285 hrs	94208	online
online	online	Apr 01-Jul 21	Fee: \$180	285 hrs	94209	online
online	online	May 06-Aug 25	Fee: \$180	285 hrs	94210	online

FTCC ONLINE MEDICAL ADMINISTRATIVE ASSISTANT

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

Textbook/Course Materials: Please call (910) 678-8446 for more information.

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

Instructor: Tina Gross

online	online	Mar 04-Jun 23	Fee: \$180	320 hrs	94278	online
online	online	May 06-Aug 25	Fee: \$180	320 hrs	94279	online

FTCC ONLINE MEDICAL BILLING

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

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

Instructor: Tina Gross

online	online	Mar 04-Jun 23	Fee: \$180	320 hrs	94280	online
online	online	May 06-Aug 25	Fee: \$180	320 hrs	94281	online

FTCC ONLINE MEDICAL ICD-10 CODING, PART I

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

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

Instructor: Deborah Hammond

online	online	Jan 15-May 05	Fee: \$180	320 hrs	94285	online
online	online	Mar 04-Jun 23	Fee: \$180	320 hrs	94286	online
online	online	May 06-Aug 25	Fee: \$180	320 hrs	94287	online

FTCC ONLINE MEDICAL ICD-10 CODING, PART II

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

Instructor: Deborah Hammond

online	online	Jan 15-May 05	Fee: \$180	320 hrs	94288	online
online	online	Mar 04-Jun 23	Fee: \$180	320 hrs	94289	online
online	online	May 06-Aug 25	Fee: \$180	320 hrs	94290	online

FTCC ONLINE WORKING IN THE PHARMACY

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

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

Instructor: Kristy Smith, PHARMD

online	online	Jan 15-May 05	Fee: \$180	320 hrs	94291	online
online	online	May 06-Aug 25	Fee: \$180	320 hrs	94292	online

HEALTH INFORMATION TECHNOLOGY, PART I – ONLINE

Train for a new career in a medical office! This course is the first course in the Health Information Technology program, which prepares students to manage 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

online	online	Jan 15-May 05	Fee: \$180	280 hrs	94211	online
online	online	Feb 05-May 26	Fee: \$180	280 hrs	94212	online
online	online	Mar 04-Jun 23	Fee: \$180	280 hrs	94213	online
online	online	Apr 01-Jul 21	Fee: \$180	280 hrs	94214	online
online	online	May 06-Aug 25	Fee: \$180	280 hrs	94215	online

HEALTH INFORMATION TECHNOLOGY, PART II – ONLINE

Complete the Health Information Technology program! This course is the second course in the Health Information Technology program, which prepares students to manage 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

online	online	Jan 15-May 05	Fee: \$180	202 hrs	94216	online
online	online	Feb 05-May 26	Fee: \$180	202 hrs	94217	online
online	online	Mar 04-Jun 23	Fee: \$180	202 hrs	94218	online
online	online	Apr 01-Jul 21	Fee: \$180	202 hrs	94219	online
online	online	May 06-Aug 25	Fee: \$180	202 hrs	94220	online

HEALTHCARE ACTIVITY DIRECTORS TRAINING COURSE FOR NURSING HOMES & DOMICILIARY HOMES

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

Instructor: Kim Bazemore, CTRS

M,W	6:00pm-9:00pm	Mar 23-Jun 08	Fee: \$180	60 hrs	33779	HTC TBA
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HOSPITAL BILLING AND CODING – HYBRID

This course is designed to provide in depth knowledge of billing and coding in a hospital setting. Upon completion the student will be prepared for entry level positions in the Hospital Billing and Coding industry. Topics that will be covered are managed healthcare, insurance plans, filing commercial claims and more. At the conclusion of the course the student will be prepared to sit for the Certified Inpatient Coding Certification Exam by the AAPC. **NOTE:** This course is hybrid and students are required to complete a portion of the class online through Blackboard weekly. **PRE-REQUISITE: Must have taken Coding classes previously or currently be working in the Coding field.**

Instructor: Sheryl Casey

Th	5:30pm-8:30pm	Feb 06-May 28	Fee: \$180	150 hrs	33780	HTC TBA
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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

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94011	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94012	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94013	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94014	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94015	online

MEDICAL BILLING (INTERMEDIATE) – ONLINE

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

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

Instructor: Career Step

online	online	Jan 15-May 05	Fee: \$180	310 hrs	94226	online
online	online	Feb 05-May 26	Fee: \$180	310 hrs	94227	online
online	online	Mar 04-Jun 23	Fee: \$180	310 hrs	94228	online
online	online	Apr 01-Jul 21	Fee: \$180	310 hrs	94229	online
online	online	May 06-Aug 25	Fee: \$180	310 hrs	94230	online

MEDICAL CODING CERTIFICATION EXAM PREPARATION – ONLINE

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

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

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

Instructor: Deborah Hammond

online	online	Jan 15-Mar 10	Fee: \$180	160 hrs	94282	online
online	online	Mar 04-Apr 28	Fee: \$180	160 hrs	94283	online
online	online	May 06-Jun 30	Fee: \$180	160 hrs	94284	online

MEDICAL ICD-10 CODING PART I-HYBRID

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

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

Instructor: Sheryl Casey

M,T	5:30pm-8:30pm	Feb 17-Jun 02	Fee: \$180	320 hrs	33781	HTC 143
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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	Jan 15-Mar 06	Fee: \$70	24 hrs	94056	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94057	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94058	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94059	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94060	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	Jan 15-May 05	Fee: \$180	390 hrs	94231	online
online	online	Feb 05-May 26	Fee: \$180	390 hrs	94232	online
online	online	Mar 04-Jun 23	Fee: \$180	390 hrs	94233	online
online	online	Apr 01-Jul 21	Fee: \$180	390 hrs	94234	online
online	online	May 06-Aug 25	Fee: \$180	390 hrs	94235	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	Jan 15-May 05	Fee: \$180	250 hrs	94236	online
online	online	Feb 05-May 26	Fee: \$180	250 hrs	94237	online
online	online	Mar 04-Jun 23	Fee: \$180	250 hrs	94238	online
online	online	Apr 01-Jul 21	Fee: \$180	250 hrs	94239	online
online	online	May 06-Aug 25	Fee: \$180	250 hrs	94240	online

PHLEBOTOMY

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

Instructor: TBA

M-Th	8:30am-3:30pm	Jan 13-Mar 26	Fee: \$180	258 hrs	57022	SLC 211
M-Th	8:30am-12:30pm	Jan 27- May 19	Fee: \$180	258 hrs	57023	SLC 126
M-Th	5:00pm-10:00pm	Jan 27-Apr 27	Fee: \$180	258 hrs	57024	CEC 112

PHLEBOTOMY – HYBRID

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

Instructor: TBA

M-W	6:00pm-10:00pm	Jan 13-May 06	Fee: \$180	258 hrs	57022	SLC 211
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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	Jan 15-May 05	Fee: \$180	395 hrs	94241	online
online	online	Feb 05-May 26	Fee: \$180	395 hrs	94242	online
online	online	Mar 04-Jun 23	Fee: \$180	395 hrs	94243	online
online	online	Apr 01-Jul 21	Fee: \$180	395 hrs	94244	online
online	online	May 06-Aug 25	Fee: \$180	395 hrs	94245	online

PROFESSIONAL MEDICAL CODING & BILLING, PART I – ONLINE

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

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

Instructor: Career Step

online	online	Jan 15-May 05	Fee: \$180	389 hrs	94246	online
online	online	Feb 05-May 26	Fee: \$180	389 hrs	94247	online
online	online	Mar 04-Jun 23	Fee: \$180	389 hrs	94248	online
online	online	Apr 01-Jul 21	Fee: \$180	389 hrs	94249	online
online	online	May 06-Aug 25	Fee: \$180	389 hrs	94250	online

PROFESSIONAL MEDICAL CODING & BILLING, PART II – ONLINE

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

Instructor: Career Step

online	online	Jan 15-May 05	Fee: \$180	368 hrs	94251	online
online	online	Feb 05-May 26	Fee: \$180	368 hrs	94252	online
online	online	Mar 04-Jun 23	Fee: \$180	368 hrs	94253	online
online	online	Apr 01-Jul 21	Fee: \$180	368 hrs	94254	online
online	online	May 06-Aug 25	Fee: \$180	368 hrs	94255	online

REGISTERED MEDICAL ASSISTANT I

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

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

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

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

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	8:30am-3:30pm	Jan 13-May 12	Fee: \$180	390 hrs	57026	SLC 209
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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 require student to complete six hours each week online using Blackboard internet.

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

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

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-W	5:00pm-10:00pm	Jan 13-Jun 04	Fee: \$180	390 hrs	57025	CEC 135
M-W	5:00pm-10:00pm	Mar 09-Jul 23	Fee: \$180	390 hrs	57027	SLC 209

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

PREREQUISITE: Certificate of completion for RMA I Program.

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

Instructor: TBA

M-Th	8:30am-3:30pm	Jan 13-May 12	Fee: \$180	390 hrs	57028	CEC 135
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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. Upon successful completion of the Online Working in the Pharmacy and Online Working in the Pharmacy Part II courses, students will be eligible to take the Pharmacy Technician Certification Examination (PTCE) through the Pharmacy Technician Certification Board (PTCB). For more information about this course and its requirements, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS REQUIRED BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

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

Instructor: Career Step

online	online	Jan 15-May 05	Fee: \$180	287 hrs	94256	online
online	online	Feb 05-May 26	Fee: \$180	287 hrs	94257	online
online	online	Mar 04-Jun 23	Fee: \$180	287 hrs	94258	online
online	online	Apr 01-Jul 21	Fee: \$180	287 hrs	94259	online
online	online	May 06-Aug 25	Fee: \$180	287 hrs	94260	online

SUBSTANCE ABUSE COUNSELING

FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART I



This course is designed to introduce you to the field of chemical dependency with an overview of the counseling concepts and processes involved. Studies will include a historical perspective, the addictive process, classifications and effects of drugs, an in-depth view of the state certification process of becoming a certified Substance Abuse Counselor for North Carolina, and substance abuse prevention strategies.

Textbook Requirement: *Chemical Dependency Counseling (A Practical Guide), 5th Edition.*

Instructor: Stephanie Dixon

T,Th	6:00pm-9:00pm	Jan 21-Mar 12	Fee: \$125	48 hrs	90387	HTC 143
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Instructor: Louis Leake

M	6:00pm-9:00pm	Jan 27-May 18	Fee: \$125	48 hrs	90434	HTC 151
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FUNDAMENTAL SKILLS FOR SUBSTANCE ABUSE COUNSELORS, PART II

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

Instructor: Stephanie Dixon

T,Th	6:00pm-9:00pm	Mar 17-May 07	Fee: \$125	48 hrs	90388	HTC 231
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HOW TO BECOME A SUBSTANCE ABUSE COUNSELOR

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

Instructor: Louis Leake

T	6:00pm-9:00pm	Jan 14	Fee: \$20	3 hrs	90435	HTC 231
T	6:00pm-9:00pm	Mar 03	Fee: \$20	3 hrs	90436	HTC 231

PHYSIOLOGY, ANATOMY, AND PHARMACOLOGY OF SUBSTANCE ABUSE

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

Instructor: Stephanie Dixon

M	6:00pm-9:00pm	Mar 16-May 11	Fee: \$70	24 hrs	90389	HTC 231
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SUBSTANCE ABUSE COUNSELORS' STATE BOARD EXAM PREPARATION

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

Instructor: Janelle Prescott

T,Th	6:00pm-9:00pm	May 12-Jun 25	Fee: \$125	42 hrs	90390	HTC 141
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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	Jan 22-Mar 11	Fee: \$70	24 hrs	90383	CEC 146
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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	Mar 18-May 06	Fee: \$70	24 hrs	90384	CEC 146
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SANITATION FOR FOOD SERVICE

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

Instructor: Orlando Diggs

T,Th	9:00am-11:00am	Jan 07-Jan 16	Fee: \$50	8 hrs	33784	CBI 111
T,Th	9:00am-11:00am	Mar 03-Mar 12	Fee: \$50	8 hrs	33786	CBI 111

Instructor: Charlisa Davis

T,Th	6:00pm-8:00pm	Feb 04-Feb 13	Fee: \$50	8 hrs	33785	CBI 111
T,Th	6:00pm-8:00pm	Apr 07-Apr 16	Fee: \$50	8 hrs	33787	CBI 111

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

M,W	5:00pm-9:00pm	Jan 06-Jan 15	Fee: \$70	16 hrs	33788	CBI 126
M,W	5:00pm-9:00pm	Feb 03-Feb 12	Fee: \$70	16 hrs	33789	CBI 126
M,W	5:00pm-9:00pm	Mar 09-Mar 18	Fee: \$70	16 hrs	33790	CBI 126
M,W	5:00pm-9:00pm	Apr 20-Apr 29	Fee: \$70	16 hrs	33792	CBI 126
M,W	5:00pm-9:00pm	May 11-May 20	Fee: \$70	16 hrs	33791	CBI 126

HUMAN RESOURCES DEVELOPMENT

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

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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI 135B
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan-Apr (Open Enrollment)	Fee: \$180	CBI
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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	Jan 11-Jan 25	Fee: \$70	24 hrs	61019	CBI 122
Sat	8:00am-5:00pm	Feb 08-Feb 22	Fee: \$70	24 hrs	61020	CBI 122
M-W	8:00am-5:00pm	Mar 09-Mar 11	Fee: \$70	24 hrs	61021	CBI 127
Sat	8:00am-5:00pm	Mar 14-Mar 28	Fee: \$70	24 hrs	61022	CBI 122
Sat	8:00am-5:00pm	Apr 04-Apr 25	Fee: \$70	24 hrs	61023	CBI 122
M-W	8:00am-5:00pm	Apr 06-Apr 08	Fee: \$70	24 hrs	61024	CBI 127
Sat	8:00am-5:00pm	May 02-May 16	Fee: \$70	24 hrs	61025	CBI 122

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.

***Students may qualify for a discounted registration fee. Call (910) 678-8230 with questions.**

Instructor: Jason Tilley

M-Th	5:30pm-9:30pm	Jan 06-Feb 27	Fee: \$180	124 hrs	61026	CBI 118
M-Th	5:30pm-9:30pm	Mar 09-May 06	Fee: \$180	124 hrs	61027	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.

***Students may qualify for a discounted registration fee. Call (910) 678-8230 with questions.**

Instructor: Ricky Yandle/Jason Tilley

M-Th	8:00am-5:00pm	Jan 06-Feb 28	Fee: \$180	280 hrs	61036	CBI 118
F	8:00am-12:00N					
M-Th	8:00am-5:00pm	Mar 02-Apr 24	Fee: \$180	280 hrs	61037	CBI 118
F	8:00am-12:00N					
M-Th	8:00am-5:00pm	Apr 27-Jun 19	Fee: \$180	280 hrs	61038	CBI 118
F	8:00am-12:00N					

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: Frank Arnold

T,W	8:00am-1:00pm	Feb 11-Feb 12	Fee: \$70	10 hrs	61039	CBI 127
T,W	8:00am-1:00pm	May 05-May 06	Fee: \$70	10 hrs	61040	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: Frank Arnold

M,T	8:00am-1:00pm	Feb 17-Feb 18	Fee: \$70	10 hrs	61041	CBI 127
M,T	8:00am-1:00pm	May 11-May 12	Fee: \$70	10 hrs	61042	CBI 127

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: Denise Burbank

T-F	8:00am-5:00pm	Mar 03-Mar 06	Fee: \$225	32 hrs	61071	CBI 129
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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. **This is a self-supporting class: fee-exempt does not apply.**

Instructor: Solomon EOS

M-W	8:00am-5:00pm	Mar 09-Mar 11	Fee: \$225	24 hrs	61072	CBI 129
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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

M-F	6:00pm-10:00pm	Jan 06-May 29	Fee: \$230	400 hrs	62106	CEC 105
T-F	7:00am-6:00pm	Feb 04-Apr 14	Fee: \$230	400 hrs	62100	CEC 105
T-F	7:00am-6:00pm	Apr 21-Jun 26	Fee: \$230	400 hrs	62101	CEC 105

CERTIFIED PRODUCTION TECHNICIAN

This is a 9-week course designed to assist students in gaining the knowledge and skills associated with becoming a Certified Production Technician in the manufacturing industry. The training will include human resource development, OSHA 10 General Industry, forklift driving, safety, quality control, equipment and production line safety, production rates, equipment preventative maintenance, and tooling. Upon successful completion, students will have obtained eight (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	Jan 08-Feb 27	Fee: \$360	228 hrs	62116	CBI 129
M-F	8:00am-5:00pm	Mar 16-May 06	Fee: \$360	228 hrs	62117	CBI 129

CISCO CCNA CERTIFICATION TRAINING

This is an eight (8) week program designed to prepare students for the ICND1 (100-105 Interconnecting Cisco Networking Devices) and ICND2 (200-125) 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 Phillipe

M-F	8:00am-5:00pm	Jan 13-Mar 09	Fee: \$360	320 hrs	91736/91737	GCB 219
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**The required HRD portion of this class will be held Jan 08-Jan 10. Career Day will be held Mar 10.*

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

M-F	8:00am-5:00pm	Mar 30-May 26	Fee: \$360	320 hrs	91738/91896	GCB 19
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**The required HRD portion of this class will be held Mar 25-Mar 27. Career Day will be held May 27.*

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	Jan 14-May 15	Fee: \$360	720 hrs	62124/62125	LAH 150
T-F	7:00am-6:00pm	Feb 25-Jun 26	Fee: \$360	720 hrs	62126/62127	LAH 150
T-F	7:00am-6:00pm	Apr 14-Aug 14	Fee: \$360	720 hrs	62126/62127	LAH 150

COMPREHENSIVE FIBER OPTICS

This course is designed to assist students gain the knowledge and skills to become Certified Fiber Optic Technicians (CFOT) with additional information and certifications in Premises and Outside Plant Fiber Optic operations. Students will learn the basics of Fiber Optics, Fiber Optic Networks, and Fiber Optic repair equipment and its proper use. Use of the Optical Time Domain Reflectometer (OTDR) is covered. Fusion Splicer, Mechanical splicer and Visual Fault Location will be demonstrated and used by each student for accurate testing procedures in association with optical transmission. Emphasis is placed on preparing students to properly determine design, testing, and evaluation of Fiber Optics networks and systems. Information will be provided to assist in finding Fiber Optic job positions for local, national and international locations. **Textbook Requirement: *Fiber Optics Technician's Manual, 4th Edition*. This course provides hands-on training. Additional fee of \$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	Jan 07-Feb 04	Fee: \$180	120 hrs	61009	CBI 128
Th	8:00am-3:00pm					
M-W	8:00am-5:00pm	Feb 24-Mar 19	Fee: \$180	120 hrs	61010	CBI 128
Th	8:00am-3:00pm					
M-W	8:00am-5:00pm	Apr 20-May 14	Fee: \$180	120 hrs	61011	CBI 128
Th	8:00am-3:00pm					

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	Feb 03-Apr 02	Fee: \$180	288 hrs		SLC 103
*The required HRD portion of this class will be held Jan 29-Jan 31. Career Day will be held Apr 03. More information will be provided upon enrollment with the Transition Tech office.						
M-F	8:00am-5:00pm	Apr 06-Jun 09	Fee: \$180	288 hrs		SLC 104
*The required HRD portion of this class will be held Apr 01-Apr 03. Career Day will be held June 10. 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, \$150.00; Security+ Exam, \$215.00. This class is split into two sections. Students must register for both sections. For more information, please email us at transtech@faytechcc.edu.**

Instructor: Darryl Carter

M-F	8:00am-5:00pm	Jan 13-Mar 09	Fee: \$360	320 hrs	91728/91727	GCB 211
*The required HRD portion of this class will be held Jan 08-Jan 10. Career Day will be held Mar 10. More information will be provided upon enrollment with the Transition Tech office.						
M-F	8:00am-5:00pm	Apr 06-Jun 02	Fee: \$360	320 hrs	91730/ 91729	GCB 211
*The required HRD portion of this class will be held Apr 01-Apr 03. Career Day will be held Jun 3. 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	Jan 02-Apr 21	Fee: \$180	640 hrs	62121	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	Feb 24-Mar 27	Fee: \$180	320 hrs	62113	CBI 124
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**The required HRD portion of this class will be held Feb 29-Feb 21. Career Day will be held Mar 30.*

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

M-F	8:00am-5:00pm	May 04-Jun 08	Fee: \$180	320 hrs	62114	CBI 124
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**The required HRD portion of this class will be held Apr 29-May 01. Career Day will be held Jun 09.*

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 \$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. Please call (910) 678-0032 or email allenk@faytechcc.edu for more information.**

***Students may qualify for a discounted tuition rate.**

Instructor: Virginia Stinney

M-Th	8:00am-4:45pm	Jan 06-May 01	Fee: \$180	568 hrs	33775	CEC 151
F	8:00am-12:00N					

ESTHETICS & SKIN CARE PART I

Train to become an Esthetician! This is the first part of an exciting program that provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. You will also learn make-up application and lash application. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Part II will follow this portion of the program. This program prepares the student for the North Carolina State Cosmetic Arts Licensing Exam.

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. Please call 678-0159 or email guionsv@faytechcc.edu for more information.

***A scholarship for \$50 off the tuition may be available.**

Instructor: Jessica Long

M-Th	5:00pm-10:00pm	Jan 06-May 19	Fee: \$180	350 hrs		CSEC 7, 20
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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. Please call 678-0159 or email guionsv@faytechcc.edu for more information.**

***A scholarship for \$50 off the tuition may be available.**

Instructor: Cedricka Francisco

M-Th	5:00pm-10:00pm	Mar 23-Jul 22	Fee: \$180	330 hrs		CEC 10
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NATURAL HAIR CARE SPECIALIST

Become a licensed Natural Hair Care Specialist! Learn exciting Natural Hair styling including Braiding, Locs, Twists, Bantu Knots, Blowouts, and much more! Upon completion of the 300+ hour course, students will qualify to take the NC State licensure examination. You must earn a 75% or higher on the state exam to become licensed. Students are responsible for the cost of textbooks, work kit, uniforms, and the state licensure fees. **Please Note: Students must have a social security card or Tax ID number and also a form of identification that confirms their date of birth. Confirmation of a social security number or Tax ID number and confirmation of birth date are required to enroll in the program. Please call 678-0159 or email guionsv@faytechcc.edu for more information.**

***A scholarship for \$50 off the tuition may be available.**

Instructor: LaShonna Cameron

M-Th	5:00pm-10:00pm	Mar 23-Jul 22	Fee: \$180	330 hrs		GCB 214, CSEC 4, 19
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THERAPEUTIC MASSAGE

The Therapeutic Massage program provides future massage therapists with the practical skills and knowledge necessary to be successful in the salon/spa industry, as well as the field of healthcare. Students will gain a thorough understanding of the human body, its anatomy and physiology, as well as administering a professional massage in a clinical environment. Students will be prepared to become licensed massage therapists in North Carolina. Students will be responsible for the additional cost of textbooks and uniforms. **Textbook Requirements:** *Trail Guide to the Body*, 5th Edition plus Workbook and *Theory and Practice of Therapeutic Massage*, 6th Edition plus Workbook. **To register for this class please visit www.LearnFTCC.com. (*Registration \$180; Clinicals \$50; required student insurance \$14.50) Please call (910) 678-0032 or email allenk@faytechcc.edu for more information.**

***Students may qualify for a discounted tuition rate.**

Instructor: Henrike Bowman						
T-F	9:30am-2:30pm	Jan 09-Nov 23	Fee: \$180	660 hrs	33793	CEC 147
T-F	5:00pm-10:00pm	Jan 09-Nov 23	Fee: \$180	660 hrs	33795	CEC 147

SIGN LANGUAGE TRAINING

SIGN LANGUAGE I

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

Instructor: Sarah Gonzalez						
T	6:00pm-9:00pm	Jan 14-Mar 03	Fee: \$70	24 hrs	90409	HTC 151
Instructor: Garris Egbert						
Sat	9:00am-1:00pm	Jan 25-Feb 29	Fee: \$70	24 hrs	90410	HTC 151

SIGN LANGUAGE II

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

Instructor: Garris Egbert						
Sat	9:00am-1:00pm	Mar 07-Apr 18	Fee: \$70	24 hrs	90411	HTC 143
Instructor: Sarah Gonzalez						
T	6:00pm-9:00pm	Mar 10-Apr 28	Fee: \$70	24 hrs	90412	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-1:00pm	Apr 25-Jun 06	Fee: \$70	24 hrs	90392	HTC 143
T	6:15pm-9:15pm	May 05-Jun 23	Fee: \$70	24 hrs	90393	HTC 151



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TEACHER TRAINING

BLACKBOARD BASICS LEVEL 1

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

Instructor: Torie Quismundo

online	online	Jan 15-Mar 10	Fee: \$125	40 hrs	94839	online
online	online	Mar 18-May 12	Fee: \$125	40 hrs	94840	online

BLACKBOARD BASICS LEVEL 2

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

Instructor: Torie Quismundo

online	online	Jan 15-Mar 10	Fee: \$125	40 hrs	94841	online
online	online	Mar 18-May 12	Fee: \$125	40 hrs	94842	online

EFFECTIVE TEACHING TRAINING & CCS SUBSTITUTE TEACHER ORIENTATION – NEW!

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

Instructor: TBA

M-W	8:30am-5:00pm	Jan 06-Jan 08	Fee: \$70	24 hrs	94820	CEC 108
M-W	8:30am-5:00pm	Jan 13-Jan 15	Fee: \$70	24 hrs	94821	CEC 108
T-Th	8:30am-5:00pm	Jan 21-Jan 23	Fee: \$70	24 hrs	94822	CEC 108
M-W	8:30am-5:00pm	Jan 27-Jan 29	Fee: \$70	24 hrs	94823	CEC 108
M-W	8:30am-5:00pm	Feb 03-Feb 05	Fee: \$70	24 hrs	94824	CEC 108
M-W	8:30am-5:00pm	Feb 10-Feb 12	Fee: \$70	24 hrs	94825	CEC 108
M-W	8:30am-5:00pm	Feb 17-Feb 19	Fee: \$70	24 hrs	94826	CEC 108
M-W	8:30am-5:00pm	Feb 24-Feb 26	Fee: \$70	24 hrs	94827	CEC 108
M-W	8:30am-5:00pm	Mar 02-Mar 04	Fee: \$70	24 hrs	94828	CEC 108
M-W	8:30am-5:00pm	Mar 09-Mar 11	Fee: \$70	24 hrs	94829	CEC 108
M-W	8:30am-5:00pm	Mar 16-Mar 18	Fee: \$70	24 hrs	94830	CEC 108
M-W	8:30am-5:00pm	Mar 23-Mar 25	Fee: \$70	24 hrs	94831	CEC 108
M-W	8:30am-5:00pm	Mar 30-Apr 01	Fee: \$70	24 hrs	94832	CEC 108
M-W	8:30am-5:00pm	Apr 06-Apr 08	Fee: \$70	24 hrs	94833	CEC 108
T-Th	8:30am-5:00pm	Apr 14-Apr 16	Fee: \$70	24 hrs	94834	CEC 108
M-W	8:30am-5:00pm	Apr 20-Apr 22	Fee: \$70	24 hrs	94835	CEC 108
M-W	8:30am-5:00pm	Apr 27-Apr 29	Fee: \$70	24 hrs	94836	CEC 108
M-W	8:30am-5:00pm	May 04-May 06	Fee: \$70	24 hrs	94837	CEC 108
M-W	8:30am-5:00pm	May 11-May 13	Fee: \$70	24 hrs	94838	CEC 108

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

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

The road to literacy is also the road to ingenuity, invention, and imagination, and you will soon learn how to take your students from groans to grins with creative lesson plans that really work! Get the professional development training you need to improve student literacy as an accomplished teacher shares the secrets of turning guided reading strategies into opportunities for teaching writing. This course will cover the reasons reading and writing are so difficult for students, the total literacy framework and its solutions to literacy problems, and steps for turning a successful guided reading into a writing lesson. If you are looking for the right way to get students excited about the power of literacy, this is the course for you! For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94006	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94007	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94008	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94009	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94010	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. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94016	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94017	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94018	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94019	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94020	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. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94116	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94117	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94118	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94119	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94120	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

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94126	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94127	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94128	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94129	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94130	online

SURVIVAL KIT FOR NEW TEACHERS – ONLINE

Feel a little trepidation before entering your classroom? You are not alone! Teaching is a balancing act, and it requires a blend of subject expertise and classroom skills to reach all of your diverse learners. In this informational and interactive course, you will learn the particulars of running a motivational classroom. You will find out how to write winning lesson plans, reach diverse learners through differentiated instruction, communicate clearly, plan memorable events and – most important – keep stress at bay so you can feel good about going to work every morning. Whether you are already teaching, a newly credentialed graduate, or a substitute teacher looking to transition to full-time teaching, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze. For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94166	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94167	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94168	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94169	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94170	online

TEACHING PRESCHOOL: A YEAR OF INSPIRING LESSONS – ONLINE

If you have been teaching preschoolers or are in the process of becoming a preschool teacher, you know what short attention spans preschoolers have. You have probably wondered how to structure your days to make the most of the way they learn. In the past, crafting original and inspiring lesson plans may have been a daunting task, but not for much longer! In this course, you will learn how to create a solid lesson plan template with many interchangeable activities. You will learn over 100 circle-discussions, art, literacy, fine and large motor skills, science, and music activities that you can take into your classroom right away. By the end of this course, you will have ample material for crafting memorable, balanced, and engaging lesson plans. Whether you are already teaching or you are just investigating a career as an early childhood educator, you are sure to find the right mix of inspiration, motivation, and practical tips in this course. For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94171	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94172	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94173	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94174	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94175	online

WEDDING/EVENT PLANNING

CORPORATE & SOCIAL EVENT PLANNING

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

Instructor: Vivian Baldwin

W	5:30pm-8:30pm	Mar 04-Apr 22	Fee: \$70	24 hrs	90382	CUH 356
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D.I.Y. BRIDE

Are you a bride-to-be without an event planner, overwhelmed by the list of “to do’s” and you don’t know where to begin? During this course, you will learn what is necessary to pull a beautiful wedding together through smart tips from a professional and without breaking the bank! Topics will include easy table decorations, the do’s and don’ts of a bride-to-be, how to take control of your event, setting a budget, who pays for what, organizing the order of service and reception, and what’s needed for welcoming your guests. Shake off the stress and enjoy the experience of planning a beautiful wedding with the guidance of a professional. **Supplies:** Students will need to purchase some supplies to complete course projects and cost for these is kept to a minimum. You may request this list at Records & Registration or obtain a list on the first day of class. We suggest waiting to purchase supplies until after meeting with your instructor the first day. With questions regarding this class, please call (910) 678-8431.

Instructor: Leah Hamilton-Smith

W	6:00pm-9:00pm	Mar 25-May 13	Fee: \$70	24 hrs	90416	HTC 231
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EVENT STAGING & PROP DESIGNS

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

M	6:00pm-9:00pm	Mar 23-May 18	Fee: \$70	24 hrs	90415	CUH 354
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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

M,W	6:00pm-9:00pm	Jan 27-Feb 19	Fee: \$70	24 hrs	90413	HTC 143
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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

M,W	6:00pm-9:00pm	Feb 24-Mar 18	Fee: \$70	24 hrs	90414	HTC 143
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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

M	5:30pm-8:30pm	Feb 03-Jun 01	Fee: \$125	48 hrs	90381	CUH 356
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PERSONAL INTEREST

*Fayetteville Technical Community College
has a genuine commitment to serving the
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*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	Jan 13-Mar 09	Fee: \$65	24 hrs	91838	CEC 226
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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	Mar 02-Apr 27	Fee: \$60	24 hrs	91840	CEC 235
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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

online	online	Jan 15-Mar 06	Fee: \$70	24 hrs	94986	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94987	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94988	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94989	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94990	online

GRE PREPARATION

If you are ready to go for that advanced degree but have never taken the Graduate Record Exam (GRE), PLEASE prepare for it. No one should go into the exam cold and not knowing what it is all about. Moreover, the GRE exam has changed, and the new format should be reviewed before you take the exam! Your admission into advanced degree programs may well depend on your score on this exam. This course is designed to help you prepare for all parts of the re-formatted general exam to include a review of the verbal, quantitative, and written sections of the exam. You will also learn useful test-taking tips and hints. **Textbook Requirement:** *ETS: The Official Guide to the GRE Revised General Test*, 2nd edition. **Supplies:** Please bring a notebook, pencils, and a calculator to class each session.

Instructor: TBA

Th	5:30pm-8:30pm	Feb 06-Mar 26	Fee: \$150	24 hrs	91841	CEC 233
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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

online	online	Jan 15-Mar 06	Fee: \$75	24 hrs	94991	online
online	online	Feb 12-Apr 03	Fee: \$75	24 hrs	94992	online
online	online	Mar 18-May 08	Fee: \$75	24 hrs	94993	online
online	online	Apr 15-Jun 05	Fee: \$75	24 hrs	94994	online
online	online	May 13-Jul 03	Fee: \$75	24 hrs	94995	online

GRE PREPARATION II (QUANTITATIVE) – ONLINE

Complete your GRE preparation! This course features a math review and techniques for tackling the quantitative comparison, data interpretation, and standard math questions that make up the quantitative reasoning sections, as well as how to tackle the GRE's unique question formats. You will find pointers on time management, anxiety relief, scoring, and general standardized test-taking, too. Be prepared to excel on exam day and to achieve your best potential score! For more information 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

online	online	Jan 15-Mar 06	Fee: \$75	24 hrs	94996	online
online	online	Feb 12-Apr 03	Fee: \$75	24 hrs	94997	online
online	online	Mar 18-May 08	Fee: \$75	24 hrs	94998	online
online	online	Apr 15-Jun 05	Fee: \$75	24 hrs	94999	online
online	online	May 13-Jul 03	Fee: \$75	24 hrs	94000	online

MATH REFRESHER

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

Instructor: Emily Robinson

W	6:00pm-9:00pm	Mar 18-May 06	Fee: \$65	24 hrs	91839	CEC 226
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PREPARATION FOR THE SAT

Get ready for the SAT—one of the most important exams you will ever take. This comprehensive preparation program is designed to help you meet the challenges of the exam format. You will receive a thorough overview of the SAT and become familiar with every question type that appears on the exam. The course will cover both math and verbal skills. Practice will include math skills and review of test questions including algebra, geometry, percentages, pictorials, and quantitative comparisons. Verbal skills will also be covered with special emphasis placed on the critical reading section which includes single and paired passages, sentence completion, analogies, and vocabulary enhancement. The text includes in-class and home-study materials. **Textbook Requirement:** *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	Feb 06-Mar 26	Fee: \$150	24 hrs	91842	CEC 235
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ART

ACRYLIC PAINTING TECHNIQUES

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

Instructor: Susan Keels

W	1:00pm-4:00pm	Jan 15-Mar 04	Fee: \$60	24 hrs	90430	CEC 139
W	1:00pm-4:00pm	Mar 11-Apr 29	Fee: \$60	24 hrs	90433	CEC 139

ART OPEN STUDIO

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

Instructor: Talmadge Potter

F	9:00am-12:00N	Jan 10-Feb 28	Fee: \$60	24 hrs	90445	CEC 139
F	9:00am-12:00N	Mar 06-Apr 24	Fee: \$60	24 hrs	90447	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	Feb 20-Apr 09	Fee: \$75	24 hrs	90426	HOS 627
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DIBUJO Y PINTURA AL ÓLEO (DRAWING & OIL PAINTING IN SPANISH)

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 una introducción 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	Jan 21-Mar 10	Fee: \$60	24 hrs	90373	CEC 139
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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	Jan 27-Mar 16	Fee: \$60	24 hrs	90405	CEC 139
M	9:00am-12:00N	Mar 23-May 18	Fee: \$60	24 hrs	90406	CEC 139

DRAWING (BEGINNING)

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

Instructor: Susan Keels

W	9:00am-12:00N	Jan 15-Mar 04	Fee: \$60	24 hrs	90431	CEC 139
W	9:00am-12:00N	Mar 11-Apr 29	Fee: \$60	24 hrs	90432	CEC 139
Instructor: Addrienne VanOver						
F	1:00pm-4:00pm	Feb 07-Mar 27	Fee: \$60	24 hrs	90453	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	Apr 07-May 26	Fee: \$60	24 hrs	90378	CEC 139
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JEWELRY MAKING AND SILVERSMITHING (BEGINNING)

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

Instructor: Gail Ferguson

M	2:00pm-5:00pm	Jan 13-Mar 09	Fee: \$80	24 hrs	90394	CEC 145
T	5:30pm-8:30pm	Jan 14-Mar 03	Fee: \$80	24 hrs	90395	CEC 145
T	5:30pm-8:30pm	Mar 10-Apr 30	Fee: \$80	24 hrs	90398	CEC 145
M	2:00pm-5:00pm	Mar 16-May 11	Fee: \$80	24 hrs	90401	CEC 145

JEWELRY MAKING: BRACELET DESIGNS

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

Instructor: Gail Ferguson

W	10:00am-1:00pm	Jan 15-Mar 04	Fee: \$80	24 hrs	90396	CEC 145
W	10:00am-1:00pm	Mar 11-Apr 29	Fee: \$80	24 hrs	90399	CEC 145

JEWELRY MAKING: GLASS FUSING DESIGNS

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

Instructor: Gail Ferguson

Th	2:00pm-5:00pm	Jan 16-Mar 05	Fee: \$80	24 hrs	90397	CEC 145
Th	2:00pm-5:00pm	Mar 12-Apr 30	Fee: \$80	24 hrs	90400	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	Jan 13-Mar 09	Fee: \$60	24 hrs	90474	CEC 139
M	6:00pm-9:00pm	Mar 16-May 18	Fee: \$60	24 hrs	90475	CEC 139

LIFE DRAWING

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

Instructor: Addrienne VanOver

Th	6:00pm-9:00pm	Jan 16-Mar 05	Fee: \$60	24 hrs	90481	CEC 139
Th	6:00pm-9:00pm	Mar 12-Apr 30	Fee: \$60	24 hrs	90482	CEC 139

OIL PAINTING 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 oil paintings under the guidance of your instructor. **Supplies:** Students will need to bring their oil painting pieces the first day of class.

Instructor: Kim Cowger

W	6:00pm-9:00pm	Mar 18-May 06	Fee: \$60	24 hrs	90480	CEC 139
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PAINTING ANIMALS AND LANDSCAPES IN MIXED MEDIA

Add life and intrigue to your paintings by including animals! Through the use of a variety of acrylics and oils, Kim will guide you through a specific painting technique with step-by-step instructions on how to paint fur and feathers with confidence! These lessons will enable you to paint animals within your landscapes. No drawing experience needed. **Supplies:** Students will need to request a supply list from the instructor by e-mailing kim@joy2paint.com.

Instructor: Kim Cowger

W	6:00pm-9:00pm	Jan 22-Mar 11	Fee: \$60	24 hrs	90476	CEC 139
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PAINTING WHAT YOU SEE

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

Instructor: Talmadge Potter

Th	1:00pm-4:00pm	Jan 30-Mar 19	Fee: \$60	24 hrs	90446	CEC 139
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POTTERY (BEGINNING)

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

Instructor: Carson Aubin

Sat	9:00am-1:00pm	Jan 11-Mar 21	Fee: \$85	40 hrs	90379	HOS 627
Sat	9:00am-1:00pm	Apr 04-May 16	Fee: \$65	24 hrs	90380	HOS 627

Instructor: Guy Jencks

W	6:00pm-9:00pm	Jan 15-Mar 04	Fee: \$65	24 hrs	90421	HOS 627
M	6:00pm-9:00pm	Jan 27-May 18	Fee: \$100	48 hrs	90422	HOS 627
W	6:00pm-9:00pm	Mar 11-Apr 29	Fee: \$65	24 hrs	90424	HOS 627
W	6:00pm-9:00pm	May 06-Jun 24	Fee: \$65	24 hrs	90425	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 the FTCC bookstore). Glazes are provided.

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

Instructor: Guy Jencks

T	6:00pm-9:00pm	Jan 21-May 05	Fee: \$100	48 hrs	90423	HOS 627
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SPRING WATERCOLORS

Painting using watercolors is one of the most popular forms of art! Join this class and learn to apply your knowledge of composition, principles of design, and color harmony to create a beautiful springtime 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. You will be learning from an experienced artist who has been painting in watercolors for many years. **Supplies:** Students will need to purchase some tools. A list will be provided the first day of class; however, you may contact your instructor to obtain one before class by calling (910) 366-0479 or by emailing kargo81@yahoo.com.

Instructor: Karen Argo

T	9:00am-12:00N	Mar 10-Mar 31	Fee: \$40	12 hrs	90376	CEC 139
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THE ART OF PAINTING

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

Instructor: Talmadge Potter

Th	1:00pm-4:00pm	Mar 26-May 14	Fee: \$60	24 hrs	90448	CEC 139
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WATERCOLOR (BEGINNING/INTERMEDIATE)

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

Instructor: Karen Argo

T	9:00am-12:00N	Jan 14-Mar 03	Fee: \$60	24 hrs	90375	CEC 139
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WATERCOLOR OPEN STUDIO

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

Instructor: Karen Argo

Th	9:00am-12:00N	Mar 12-Apr 30	Fee: \$60	24 hrs	90377	CEC 139
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COOKING

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

APPETIZING DELIGHTS

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

Instructor: TBA

T	9:00am-12:00N	Mar 10-Apr 14	Fee: \$65	18 hrs	91843	CEC 146
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BIRTHDAY AND WEDDING CAKES

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

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

Instructor: Chef Rosanna Bonilla

M	6:00pm-9:00pm	Feb 10-Mar 16	Fee: \$65	18 hrs	91844	CEC 146
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BREAD BASICS

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

Instructor: Chef Rosanna Bonilla

Th	6:00pm-9:00pm	Mar 05-Apr 09	Fee: \$65	18 hrs	91845	CEC 146
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CAKE DECORATING: QUICK & EASY

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

Instructor: Chef Rosanna Bonilla

T	6:00pm-9:00pm	Jan 14-Mar 03	Fee: \$70	24 hrs	91846	CEC 146
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CARIBBEAN ADVENTURE

Caribbean cuisine is an incredible blending of tropical flavors and multicultural influences that have been enhanced over centuries. Influences can be seen from Africa, Europe, China and East India to make this cuisine flavorful. In this class we will prepare Caribbean rice and beans, battered fishes, jerk chicken, and fresh island fruit salads.

Instructor: TBA

Sat	9:00am-12:00N	Apr 04-May 02	Fee: \$60	15 hrs	91847	CEC 146
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FRESH PASTA WORKSHOP

Pasta is a staple food of traditional Italian cuisine, with the first references dating back to 1154 in Sicily. In this class we will look at the equipment used to make pasta into various shapes, and the cooking techniques as well. As an alternative for those wanting a different taste, or who need to avoid products containing gluten, we will explore using different types of flour to make pasta. For this workshop we will concentrate on two different shapes, fettuccine and linguine.

Instructor: TBA

Sat	9:00am-12:00N	Feb 01	Fee: \$45	3 hrs	91848	CEC 146
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HOMEMADE BISCUITS

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

Instructor: Chef Felicia Bonner

F	6:00pm-9:00pm	Mar 20	Fee: \$45	3 hrs	91849	CEC 146
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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	6:00pm-9:00pm	Apr 03	Fee: \$45	3 hrs	91850	CEC 146
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SAVORY WINTER SOUPS

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

Instructor: Chef Felicia Bonner

F	6:00pm-9:00pm	Jan 10-Feb 14	Fee: \$65	18 hrs	91851	CEC 146
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WINE SIPS & WINE BITS

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

Instructor: Angela Malavé

W	5:30pm-8:00pm	Apr 08	Fee: \$45	2.5 hrs	90439	The Wine Café
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WINE TASTING: MY SWEET VALENTINE – NEW!

Valentine's Day is February 14 and it will be here before we know it! Dazzle your date this Valentine's with an evening at The Wine Cafe, full of a rich lesson on the best wines to suite your taste buds. During this evening, you'll have the opportunity to taste delicious wines and learn from a wine expert to understand how to pair wines with your favorite savory foods. **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	Feb 05	Fee: \$45	2.5 hrs	90478	The Wine Café
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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	Jan 07-Mar 24	Fee: \$80	36 hrs	91852	CEC 144
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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	Apr 07-May 12	Fee: \$55	18 hrs	91853	CEC 144
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CALLIGRAPHY (BEGINNING)

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

Instructor: Juanita Baldwin

M	6:00pm-8:00pm	Jan 06-Mar 16	Fee: \$63	20 hrs	91897	CEC 143
T	10:00am-12:00N	Feb 25-May 12	Fee: \$65	24 hrs	91898	CEC 143

STAINED GLASS I & II

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

Supplies: Supplies will be discussed the first night of class.

Instructor: Petra Cox

T	6:00pm-9:00pm	Jan 07-Mar 10	Fee: \$65	24 hrs	91854	CEC 143
T	6:00pm-9:00pm	Mar 17-May 19	Fee: \$65	24 hrs	91855	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	Feb 04	Fee: \$20	2 hrs	91860	CEC 118
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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	Jan 28	Fee: \$20	2 hrs	91856	CEC 118
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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	Feb 20	Fee: \$20	2 hrs	91857	CEC 118
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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	Apr 07	Fee: \$10	2 hrs	91585	NC 7A
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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	Mar 24	Fee: \$20	2 hrs	91859	CEC 118
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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	Mar 31	Fee: \$20	2 hrs	91861	CEC 143
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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	Apr 11	Fee: \$25	3 hrs	91865	HEC 109
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DAYLILIES

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

Instructor: Roger Mercer

Sat	10:00am-1:00pm	Mar 28	Fee: \$25	3 hrs	91862	HEC 109
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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	Jan 16-Feb 20	Fee: \$60	18 hrs	91867	HEC 109
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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	May 09	Fee: \$25	3 hrs	91866	HEC 109
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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	May 02	Fee: \$25	3 hrs	91863	HEC 109
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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	Feb 08	Fee: \$25	3 hrs	91864	HEC 109
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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: TBA

W	6:30pm-9:30pm	May 06	Fee: \$25	3 hrs	91868	HEC 109
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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. For 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, upholstery nail remover, tack remover. **NOTE:** Students who have not sewn on the industrial machines will need to start with a small cushion, pillow, bench cushion or wingback chair in order to gain the basic skills. Please bring your project to the first day of class and contact the instructor with questions before by calling (910) 494-5468.

Instructor: Milagros Whitted

T	9:00am-12:00N	Jan 14-Apr 28	Fee: \$125	48 hrs	90456	TBA
T	6:00pm-9:00pm	Jan 14-Apr 28	Fee: \$125	48 hrs	90457	TBA
Th	9:00am-12:00N	Jan 16-Mar 05	Fee: \$70	24 hrs	90458	TBA
Th	6:00pm-9:00pm	Jan 16-Mar 05	Fee: \$70	24 hrs	90459	TBA

FURNITURE UPHOLSTERY (INTERMEDIATE)

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

Instructor: Milagros Whitted

Th	9:00am-12:00N	Mar 12-Apr 30	Fee: \$70	24 hrs	90460	TBA
Th	6:00pm-9:00pm	Mar 12-Apr 30	Fee: \$70	24 hrs	90461	TBA

MOTORCYCLE

MOTORCYCLE: BASIC RIDER COURSE

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

Instructor: TBA

F/S,Su	5:30-10pm/8am-6pm	Jan 10-Jan 12	Fee: \$150	22.5 hrs	94843	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Jan 17-Jan 19	Fee: \$150	22.5 hrs	94844	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Jan 24-Jan 26	Fee: \$150	22.5 hrs	94845	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Jan 31-Feb 02	Fee: \$150	22.5 hrs	94846	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Feb 07-Feb 09	Fee: \$150	22.5 hrs	94847	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Feb 14-Feb 16	Fee: \$150	22.5 hrs	94848	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Feb 21-Feb 23	Fee: \$150	22.5 hrs	94849	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Feb 28-Mar 01	Fee: \$150	22.5 hrs	94850	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Mar 06-Mar 08	Fee: \$150	22.5 hrs	94851	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Mar 13-Mar 15	Fee: \$150	22.5 hrs	94852	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Mar 20-Mar 22	Fee: \$150	22.5 hrs	94853	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Mar 27-Mar 29	Fee: \$150	22.5 hrs	94854	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Apr 03-Apr 05	Fee: \$150	22.5 hrs	94855	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Apr 17-Apr 19	Fee: \$150	22.5 hrs	94856	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Apr 24-Apr 26	Fee: \$150	22.5 hrs	94857	CEC 108
F/S,Su	5:30-10pm/7am-5pm	May 01-May 03	Fee: \$150	22.5 hrs	94858	CEC 108
F/S,Su	5:30-10pm/7am-5pm	May 08-May 10	Fee: \$150	22.5 hrs	94859	CEC 108
F/S,Su	5:30-10pm/7am-5pm	May 15-May 17	Fee: \$150	22.5 hrs	94860	CEC 108

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

MOTORCYCLE REPAIR & MAINTENANCE

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

Instructor: Patrick Morrison

T	6:00pm-10:00pm	Jan 21-Apr 07	Fee: \$125	48 hrs	90443	Cycle Shop
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MUSIC/DRAMATIC ARTS

BEGINNING PIANO I/PRACTICE ASSISTANCE – NEW!

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

Instructor: Sylvia Morris

W	6:00pm-9:00pm	Jan 08-Feb 26	Fee: \$65	24 hrs	91870	CEC 108
W	6:00pm-9:00pm	Mar 11-Apr 29	Fee: \$65	24 hrs	91872	CEC 108

BEGINNING PIANO II/PRACTICE ASSISTANCE – NEW!



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

Instructor: Sylvia Morris

T	6:00pm-9:00pm	Jan 07-Feb 25	Fee: \$65	24 hrs	91871	CEC 108
T	6:00pm-9:00pm	Mar 10-Apr 28	Fee: \$65	24 hrs	91873	CEC 108

GUITAR (BEGINNING)



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

Instructor: Angela Touron

W	6:30pm-9:30pm	Jan 08-Feb 26	Fee: \$65	24 hrs	91869	CEC 105
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GUITAR (MID-BEGINNER)



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

Instructor: Angela Touron

W	6:30pm-9:30pm	Mar 04-Apr 22	Fee: \$65	24 hrs	91874	CEC 105
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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	Jan 10-Mar 27	Fee: \$100	48 hrs	91875	CEC 144
F	9:00am-1:00pm	Apr 03-May 08	Fee: \$59	24 hrs	91876	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	Jan 29-Apr 08	Fee: \$70	30 hrs	91883	LVS
W	9:30am-12:30pm	Apr 22-May 20	Fee: \$55	15 hrs	91884	LVS

QUILTING & PIECING



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

Instructor: Annette Ornelas

M	9:30am-12:30pm	Jan 27-Apr 06	Fee: \$70	30 hrs	91881	LVS
M	9:30am-12:30pm	Apr 20-May 18	Fee: \$55	15 hrs	91882	LVS

QUILTING 101

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

Instructor: Sue Oakes

W	6:00pm-9:00pm	Jan 08-Feb 26	Fee: \$65	24 hrs	91879	CEC 144
W	6:00pm-9:00pm	Mar 11-Apr 29	Fee: \$65	24 hrs	91880	CEC 144

QUILTING WORKSHOP

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

Instructor: Irene Grimes

F	1:30pm-4:30pm	Jan 10-Mar 27	Fee: \$75	36 hrs	91877	CEC 144
F	1:30pm-4:30pm	Apr 03-May 08	Fee: \$57	18 hrs	91878	CEC 144

SEWING I

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

Instructor: Audrey Tannahill

M	6:00pm-9:00pm	Jan 06-Mar 09	Fee: \$65	24 hrs	91885	CEC 144
T	10:00am-1:00pm	Jan 07-Mar 03	Fee: \$65	24 hrs	91886	CEC 144

SEWING II & SERGING

This course is designed to show you how to thread and operate the serger. During class you will complete simple projects entirely on the serger and learn to use it with the sewing machine. You will also learn how to use a serger to cut, sew, and finish any project with ease. **PREREQUISITE:** Must have completed Sewing I or have equivalent experience. **Supplies:** Supplies will be discussed at the first class. **NOTE:** You may bring your own sewing machine along with the user's manual to class, or you may use machines provided by FTCC.

Instructor: Audrey Tannahill

M	6:00pm-9:00pm	Mar 16-May 11	Fee: \$65	24 hrs	91887	CEC 144
T	10:00am-1:00pm	Mar 10-Apr 28	Fee: \$65	24 hrs	91888	CEC 144

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. Please see the registration instructions in the catalog.**

Instructor: CERT Volunteers

F	6:00pm-10:00pm	Jan 24-Jan 26	Fee: Free	20 hrs	90385	CEC 118
S,Su	8:00am-5:00pm					
F	6:00pm-10:00pm	Mar 20-Mar 22	Fee: Free	20 hrs	90386	CEC 118
S,Su	8:00am-5:00pm					

OPIATE OVERDOSE FIRST RESPONDER

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

Instructor: Stephanie Dixon

M	5:30pm-7:00pm	Feb 10	Fee: \$10	1.5 hrs	91891	CEC 118
M	5:30pm-7:00pm	May 18	Fee: \$10	1.5 hrs	91892	CEC 118

RAPE CRISIS SENSITIVITY TRAINING

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

Instructor: Anna Salenko

Sat	8:00am-5:00pm	Jan 25-Feb 01	Fee: \$15	16 hrs	91889	NC 7A
Sat	8:00am-5:00pm	May 02-May 09	Fee: \$15	16 hrs	91890	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

Sat	9:00am-11:00am	May 02-May 09	Fee: \$15	4 hrs	91893	CEC 143
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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	Feb 28-Mar 17	Fee: \$45	16 hrs	90402	CEC 143
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DIGITAL PHOTOGRAPHY FUNDAMENTALS

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

Instructor: Johnny Horne, jhorne@fayobserver.com

Th	6:00pm-9:00pm	Jan 30-Mar 19	Fee: \$60	24 hrs	90419	CEC 143
Th	6:00pm-9:00pm	Mar 26-May 14	Fee: \$60	24 hrs	90420	CEC 143
Instructor: Tony Wooten, tonywooten4@gmail.com						
W	6:00pm-9:00pm	Mar 18-May 06	Fee: \$60	24 hrs	90463	CEC 143

DIGITAL PHOTOGRAPHY (INTERMEDIATE)

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

Instructor: Tony Wooten, tonywooten4@gmail.com

W	6:00pm-9:00pm	Jan 22-Mar 11	Fee: \$60	24 hrs	90462	CEC 143
M	6:00pm-9:00pm	Mar 23-May 18	Fee: \$60	24 hrs	90464	CEC 143

DISCOVER DIGITAL PHOTOGRAPHY

This course introduces the technology that has catapulted the photographic world into the 21st century. You will explore a broad overview of the basics of digital photography including equipment, software, and practical uses. We will discuss different types of digital cameras, from phones and tablets to digital SLRs, all of which offer a wide array of photographic options. We will also help you decide what type of equipment fits your needs, and you will have hands-on exercises so you can explore the areas that interest you. A discussion of digital photography would not be complete without digital editing options. We will explore a number of software packages, and you will learn how to compose your shots when you know you have digital editing available to you. You will also find out about your digital storage options—on the camera, the computer, and even beyond into cloud storage and online backups. Digital photography plays a big part in social media communication and image sharing, and we will discuss the basics of posting images online and some pros and cons of uploading to the Internet. Whether you are new to photography or a long-time photographer looking to move comfortably into the new world of digital work, this class provides opportunities for putting digital photography to use. This course serves as an excellent introduction before taking Secrets of Better Photography where we focus our time on camera settings, features, and the mechanics of taking better pictures. For more information 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	Jan 15-Mar 06	Fee: \$70	24 hrs	94941	online
online	online	Feb 12-Apr 03	Fee: \$70	24 hrs	94942	online
online	online	Mar 18-May 08	Fee: \$70	24 hrs	94943	online
online	online	Apr 15-Jun 05	Fee: \$70	24 hrs	94944	online
online	online	May 13-Jul 03	Fee: \$70	24 hrs	94945	online

PHOTOGRAPHY FUNDAMENTALS WORKSHOP

Would you like to have more control over your camera? Frustrated because you can't make your camera work for you? This course will expand your ability to use your DSLR (digital single lens reflex) camera. This all-day workshop will include an information-rich lecture and hands-on training to enable you to be familiar with the basic functions of your camera. You will gain an understanding of photographic terms, expressions, and techniques. Instruction will include basic camera controls, setting your camera up for optimal quality, using your camera in a variety of situations, using various modes to capture photographs in various situations, and the use of manual controls. We also cover art and composition as well as equipment selection. **NOTE:** Not recommended for point-and-shoot cameras. You will need to bring your camera and owner's manual on the first night of class. With questions, please contact the instructor at (910) 759-3616.

Instructor: Cherri Stoute

Sat	9:00am-6:00pm	Jan 25	Fee: \$30	8 hrs	90449	CEC 143
Sat	9:00am-6:00pm	Mar 14	Fee: \$30	8 hrs	90450	CEC 143
Sat	9:00am-6:00pm	Apr 25	Fee: \$30	8 hrs	90451	CEC 143

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

Th	6:00pm-9:00pm	Feb 20-Apr 09	Fee: \$70	24 hrs	90442	VCC 124
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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

Sat	9:00am-2:00pm	Feb 01	Fee: \$30	5 hrs	90452	ATC 229
Sat	9:00am-2:00pm	Mar 07	Fee: \$30	5 hrs	90454	ATC 229
Sat	9:00am-2:00pm	Apr 18	Fee: \$30	5 hrs	90455	ATC 229

RECREATION

GENTLE YOGA

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

Instructor: TBA

T,Th 7:00pm-8:00pm Mar 17-May 07 Fee: \$65 16 hrs 91895 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 Jan 14-Mar 05 Fee: \$65 16 hrs 91894 HOS 641B

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- Customer Service Representative
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- Health Information Technology
- Medical Administrative Assistant
- Medical Billing
- Medical Chart Auditor (hybrid)
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CISCO Pathway
Drone Training
Foreign Language
Fundamental Skills for Substance
Abuse Counselors
Funeral Service Continuing Education
Healthcare Activity Director's Training for
Nursing Homes and Domiciliary Homes

Medical Office Certifications (Traditional, Online,
& Hybrid settings)
Motorcycle Basic Rider Course & Motorcycle
Repair Course
Notary Public
Property Management
Online Training (visit www.LearnFTCC.com & see page 65)
Real Estate License Renewal CEU courses
Sign Language Training
Self-Enrichment course (see pages 50-65)
Sanitation for Food Service
Servsafe Food Safety Training
Substance Abuse Counseling
Teacher Renewal & Substitute Teacher Training
Therapeutic Massage
Wedding & Event Planning

(910) 678-8431



CORPORATE & INDUSTRY TRAINING

Basic Electrical Wiring (Residential)

Cabinetmaking

Circuits & Controls

Commercial Driver's License Program (CDL)

Comprehensive Fiber Optics

Electrical Contractor's License Renewal

Engine Repair

EPA Refrigerant Recovery/
Recycling Certification

Fundamentals for Forklift Driver

Airframe & Powerplant License Prep Course

GTAW (Gas Tungsten Arc Welding)

Heat Pump Technology

Lead-Based Paint Renovation, Repair, & Painting Course (RRP)

Line Worker Basic Training Course

Load Escort Vehicle Operator Certification & Recertification

NCCER Welding Technology

OBD2 Emissions Inspection

OSHA 10-Hour & 30-Hour General Industry Course

Vehicle Safety Inspection

(910) 678-8230

EMERGENCY SERVICES & HEALTHCARE PROGRAMS

Basic Anatomy & Physiology

Cardiovascular Monitor Technician

Certified Medication Aide

Certified Nursing Assistant (CNA)

CPR- Healthcare Provider

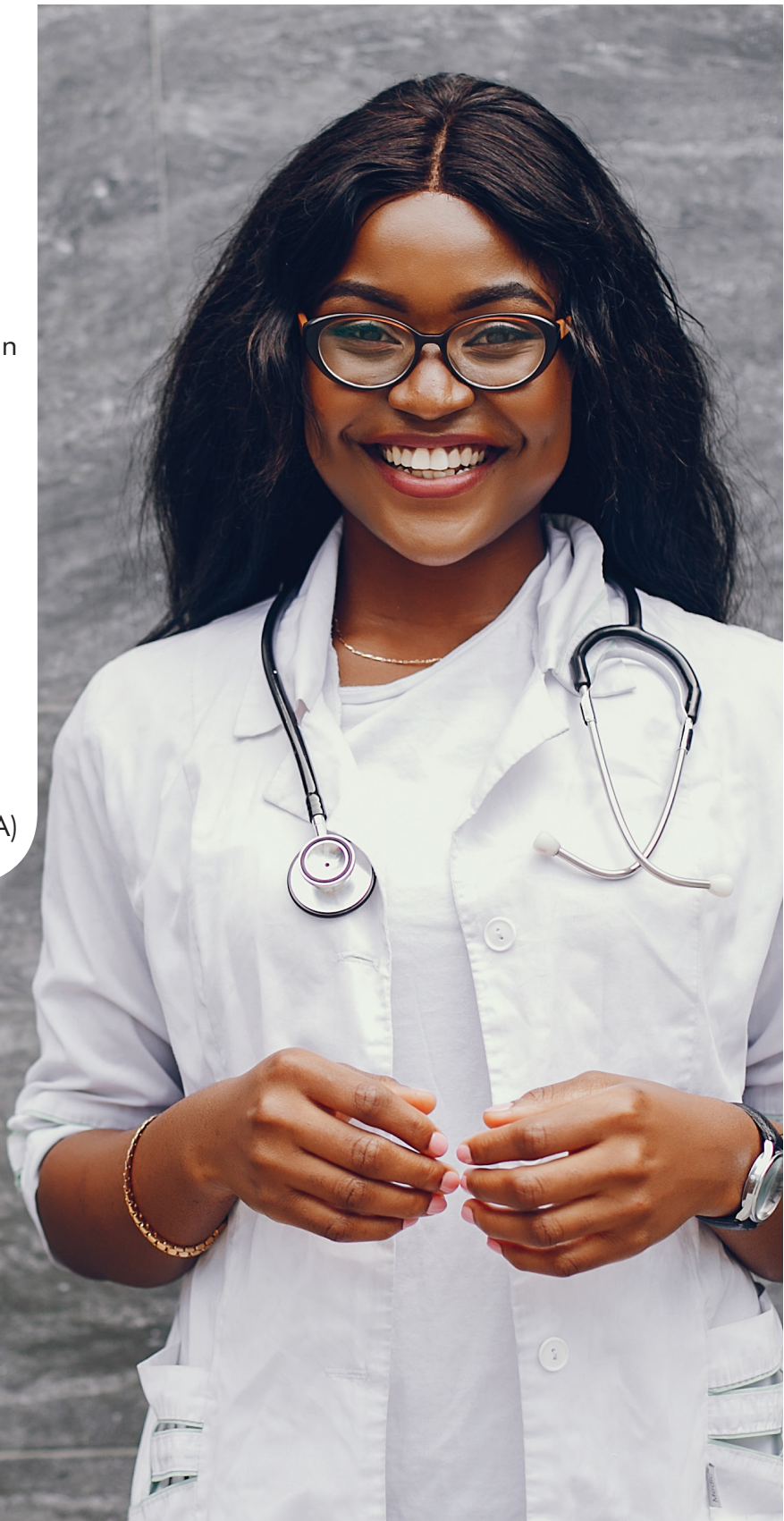
Emergency Medical Technician-
Initial & Refresher

Paramedic Initial & Refresher

Phlebotomy

Mobile Integrated Healthcare

Registered Medical Assistant (RMA)



(910) 486-3923



MILITARY PROGRAMS

CDL Truck Driver Training

Certified Production Technician

Cisco CCNA Certification Training

Collision Repair/Changing Lanes

Comprehensive Fiber Optics

EMT-Basic

Information Technology/CompTIA A+, Network +, Security +

Pipe/Structural Welding

Solar Ready Vets

transtech@faytechcc.edu

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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

- ***Appointments necessary for massages.***

- ***Cash only please!***

Services: (910) 678-0148

Training Program: (910) 678-0032/0033

allenk@faytechcc.edu



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the Education Center, and
other locations throughout
Cumberland County.

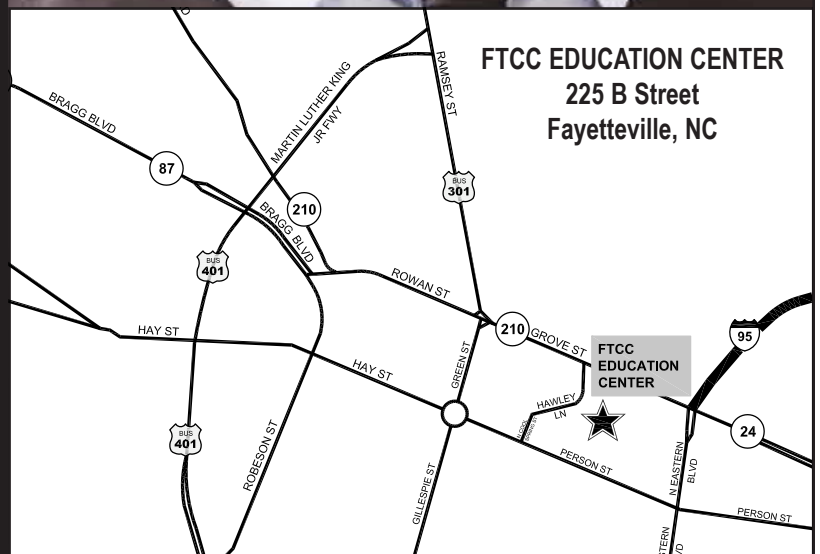
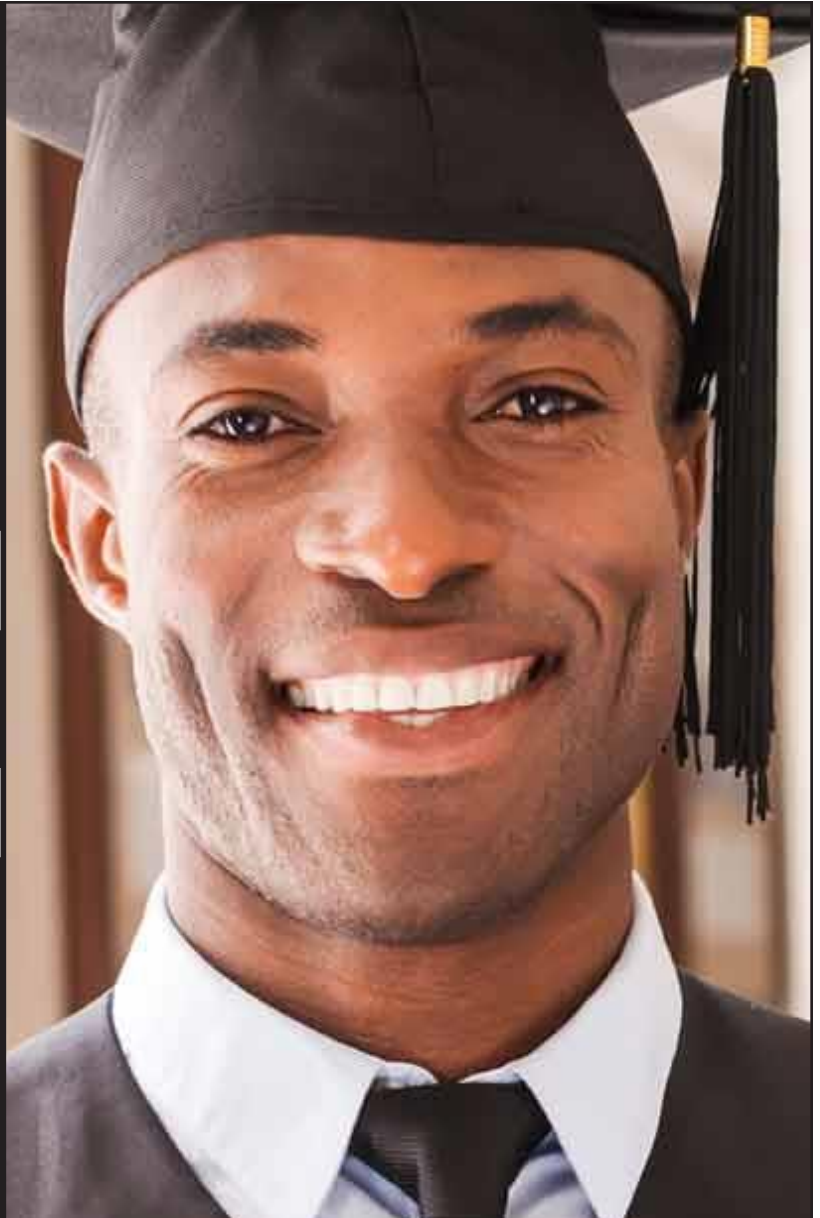
Phone:
(910) 678-8498

Email:
williara@faytechcc.edu

Web:
www.faytechcc.edu/continuing-education



*Follow
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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
TBA evening FREE Hope Mills Recreation Center
TTh evening FREE LEEM 214
TTh evening FREE Westover High School
Online online FREE Computer-based
Home-based FREE Correspondence

For more information, call (910) 678-8483

ADULT HIGH SCHOOL

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

MTWThF morning/afternoon FREE Continuing Education Center

For more information, call (910) 678-8498

HIGH SCHOOL EQUIVALENCY/GED®/HiSET

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

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

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



ENGLISH AS A SECOND LANGUAGE

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

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

Distance Education Opportunities

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

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



Coffee and English

Center for English Language Learners Assessment (CELL)

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

Friday
8:00am-12:00N

**ESL Intake,
 Orientation and
 Assessment**

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



**Continuing Education Center,
 Room 208**

2 0

ENTER COURSE NUMBER AS
LISTED IN CATALOG

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

SECTION # (FOR OFFICE USE ONLY)

TERM

Fall Spr Smr

PLEASE PRINT LEGIBLY

STUDENT ID OR SOCIAL SECURITY NUMBER (REQUIRED)

NAME OF COURSE

LOCATION OF INSTRUCTION

1. Name _____
LAST FIRST

2. Address _____

3. City _____

4. State _____

5. Zip Code _____

6. E-mail Address _____

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

10. State of Residence _____

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

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

Student's Signature _____ Date _____

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

13. Employment Status

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

14. Educational Goal

☐ Personal Enrichment☐ Enhance Present Job Skills☐ Certification

15. Home Phone _____

16. Work Phone _____ Cell Phone _____

17. Occupation _____

18. Employer _____

19. Citizenship

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

20. Military Status

☐ Active☐ Retired

HOW TO REGISTER

SPECIAL INSTRUCTIONS:

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

• 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, including a pre-printed in-state address and your driver's license number on the check.

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

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

FEES:

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

POLICIES:

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

ONLINE REGISTRATION

Search and register for select classes within minutes using our simple online registration process! Pay with your VISA or MASTERCARD. *Some classes may not be listed in this portal. Check course listings within this catalog.

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

WALK-IN REGISTRATION

You may register in-person at the following location:

Records & Registration Office:

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

MAIL-IN REGISTRATION

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

(do not mail cash) and mail to:

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

QUESTIONS?

**We are standing by
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