



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

IT'S A NEW DAY!



FALL 2022

CLASS SCHEDULE



REGISTER NOW!

www.faytechcc.edu/continuing-education

**FTCC Corporate & Industry
Training ofrece cursos
en Español!**

Ver páginas 14 y 41!



- Dr. Keen -

***You have led us well & the Corporate & Continuing Education Division
wishes you the very best in this next season of retirement!
We hope to see you in class!***



Corporate & Continuing Education

WELCOME FROM THE PRESIDENT

As you peruse the Fall Class Schedule and consider the wide range of exciting choices available, you'll find the perfect classes to help enhance your employability skills, change careers, and explore a new hobby or personal interest. Education provides the path that broadens the mind and leads the way to experiences filled with new information, environments, opportunities, and friends—all leading in the direction of personal growth. As autumn ushers in beautiful colors and changes our landscape, I hope you will be inspired to consider how education also brings about remarkable transformations. FTCC is the place where education never stops, and any time is the perfect time to find your way forward. Your community college is committed to bringing you high-quality education at an affordable price delivered conveniently to meet your needs! Take time to enjoy life, enjoy your educational journeys, and thank you for choosing FTCC.

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 #218 • HULL ROAD

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

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 ENCOURAGED!

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 encourage students to pre-register a week before the start date (*applies to all methods of registration*). If you wait, your class may either be full or canceled due to low enrollment.

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

Additional Information

REFUNDS

- The refund policy for Fayetteville Technical Community College's Corporate & Continuing Education Division was established by the North Carolina Department of Community Colleges in Raleigh on October 15, 1993 and updated April 1, 2020. The full refund policy is listed in the State Board of Community Colleges Code 1E SBCCC 900.2 with a brief statement of the policy made available on the FTCC website.

Please view the policy by visiting: www.faytechcc.edu/corporate-continuing-education/

- Choose "Register Now!"
- The refund policy is listed under 'Registration Instructions'.

GENERAL INFORMATION

- **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.
- **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.
- **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.
- **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 <https://www.faytechcc.edu/campus-offices-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.
- **SACSCOC ACCREDITATION STATEMENT:**
Fayetteville Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Fayetteville Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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.



QUESTIONS? View the Corporate & Continuing Education Directory on page 9.
We are here for you!

- HOLIDAYS -
FAYETTEVILLE, SPRING LAKE
& FORT BRAGG CAMPUSES

SEPTEMBER 5
NOVEMBER 24 & 25
DECEMBER 19-31

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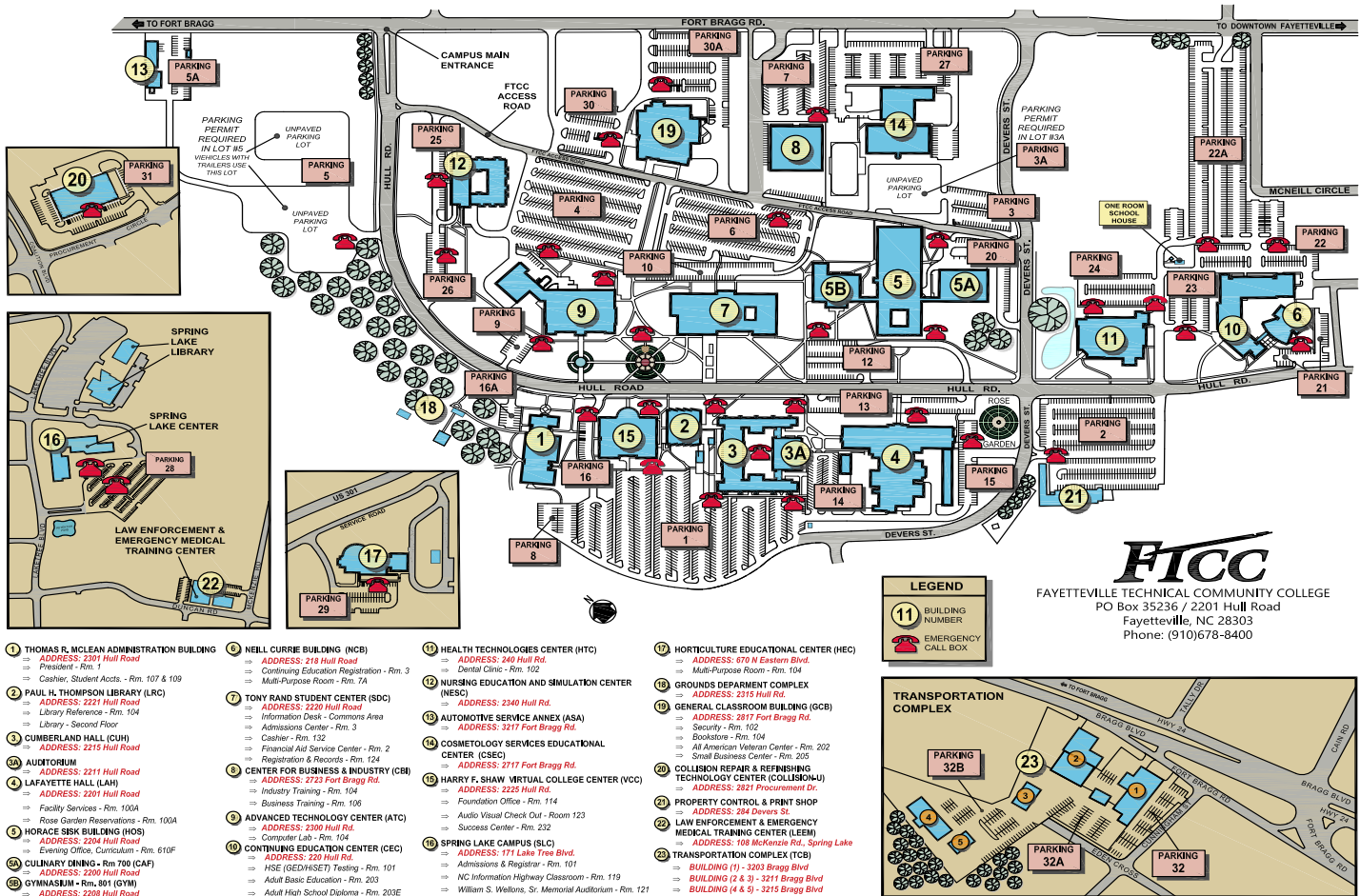
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The Corporate & Continuing Education Division is seeking part-time instructors for the following areas:

Basic Computers.....	678-8404
Carpentry.....	486-7354
Cooking.....	678-8404
Electrical.....	486-7354
English.....	678-8404
Exercise/Dance.....	678-8404
Fiber Optics.....	486-7354
HVAC.....	486-7354
Math.....	678-8404
Plumbing.....	486-7354
ServSafe.....	678-0033
Sign Language.....	678-8227



LOCATION INDEX

Location	Abbreviation	Address	City	Phone #
Bordeaux Library	BOLI	3711 Village Drive	Fayetteville	424-4008
Center for Business and Industry	CBI	Fayetteville Campus, 2723 Ft. Bragg Road	Fayetteville	678-8494
Center of Empowerment and Economic Development	CEED	230 Hay Street	Fayetteville	323-3377
Cliffdale Library	CRBL	6882 Cliffdale Road	Fayetteville	864-3800
Continuing Education Center	CEC	Fayetteville Campus, Hull Road	Fayetteville	678-8386
Fayetteville Billiards Supply		1813 Pamalee Drive	Fayetteville	488-8826
FTCC Education Center	EDC	225 B. Street	Fayetteville	678-0052
Ft. Bragg Soldier Development Center	FB SDC	Armistead Street, Building 2-1728	Ft. Bragg	678-1090
Furniture Upholstery/Commercial Sewing Center		311 Williams Street	Fayetteville	678-8431
Headquarters Library	HBL	300 Maiden Lane	Fayetteville	678-8462/8496
Horticulture Educational Center	HEC	670 N. Eastern Boulevard	Fayetteville	678-8309/678-0065
Institute for Career Development (left of Monarch Cleaners)	ICD	5411 Ramsey Street	Fayetteville	678-8431
Loving Stitches	LVS	7076 Ramsey Street	Fayetteville	678-8309/630-3912
Neill Currie Building	NCB	Fayetteville Campus Bldg #218	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
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.				

Corporate & Continuing Education Programs Directory

<u>Career & Community Enrichment</u>	Auto Dealer Training, Computer Education, Cooking, Crafts, Effective Teacher Training for Substitutes & Teacher Assistants, Music, Financial Planning, Gardening, Sewing, Recreation, Therapeutic Massage	(910) 678-8309
	Barbering, Certified Personal Trainer, Defensive Driving, Notary Public, Real Estate CE, Sanitation for Food Service, Servsafe®	(910) 678-0032
	Barbering & Therapeutic Massage Discounted Services	(910) 678-0148
	American Sign Language, Art, Drone Training, Foreign Language, Furniture Upholstery, Photography, Pottery, Substance Abuse Counselor Training	(910) 678-8431
	Motorcycle Basic Rider Course, Online Programs	(910) 678-8446 LearnFTCC@faytechcc.edu
	Summerscapes: A Summer Program for School Age Children	(910) 678-8309
<u>College & Career Readiness</u>	Adult High School, High School Equivalency	(910) 678-8351
	ASVAB	(910) 678-8491
	BSEP	(910) 396-6983
	English as a Second Language	(910) 678-8459
	GED® & HiSET Testing	(910) 678-0053
<u>Corporate & Industry Training</u>	Building & Construction, Communications, Electrical, Forklift Operator, Load Escort Vehicle Operator, OBD2 Emissions Inspection, OSHA, Vehicle Safety Inspection, Welding, HVAC	(910) 678-8230
	Collision U	(910) 678-9896
	Commercial Truck Driver	(910) 486-3909
	Cumberland GROW : Basic Building Construction Training	(910) 678-9799
	Customized Training	(910) 678-0026/0168
	Human Resources Development & Jobs Service Center	(910) 678-8495
	Programs for Spanish Speakers: Electrical, Plumbing, Carpentry, Forklift	(910) 486-7430
	Property Maintenance Technician	(910) 678-9896
<u>Emergency Services & Health Programs</u>	Cardiovascular Tech, Certified Nursing Assistant (CNA), Patient Care Tech, Phlebotomy, Registered Medical Assistant (RMA)	(910) 486-3923
	EMT & Paramedic	(910) 678-8251
<u>Fire Training</u>	Fire Training (Continuing Education)	(910) 433-1566
<u>Law Enforcement Training</u>	Law Enforcement Training (Continuing Education)	(910) 678-1032
<u>Records & Registration for Continuing Education</u>	Continuing Education Records & Registration Neill A. Currie #218, 2201 Hull Rd, Fayetteville, NC 28303	(910) 678-8386
	Current Course Schedules- https://www.faytechcc.edu/corporate-continuing-education/corporate-continuing-education-schedules/#schedules	
<u>Small Business Center & Center for Innovation & Entrepreneurship</u>	Small Business Center	(910) 678-8496
	Center for Innovation & Entrepreneurship	(910) 678-8496
<u>Transition Tech</u>	Transition Tech for soldiers transitioning from military service.	transtech@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.

SARA indicates this training program prepares students for an industry credential. See FTCC website for details.

ANIMAL RELATED

BECOME A VETERINARY ASSISTANT

FTCC's Veterinary Assistant course is designed to prepare individuals for the role as an entry-level Veterinary Assistant working in veterinary clinics and shelters. The course training will include instruction in veterinary terminology, anatomy and physiology, animal behavior, proper handling and restraining of animals, office procedures and telephone etiquette, nutrition, breeds, breeding and genetics, history taking and physical exam, immunology, animal nursing and assisting, pharmacology, radiology, surgical assisting, client management, roles in the veterinary profession, and office management in reference to medical records, charting, inventory, and pet health insurance to be included.

To register for this course, please visit www.LearnFTCC.com. Textbook Requirement: *Textbook for the Veterinary Assistant* by Kara Burns and Lori Renda-Francis and *Tasks for the Veterinary Assistant* by Paula Pattengale and Teresa Sonsthagen.

***Students may qualify for a discounted registration fee. Please call 910-678-0032 for more information.**

Instructor: TBA

M,T	9:00am-2:30pm	Sep 26-Dec 13	Fee: \$180	132 hrs	33719	HTC 151
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VETERINARY OFFICE ASSISTANT – ONLINE – NEW! **SARA**

This program will prepare you to become a veterinary assistant within North Carolina and a medical office manager. Veterinary assistants work with animals daily, so topics covered will include: animal safety and nutrition, small and large animal information, pharmacy and pharmacology principles, laboratory and surgical procedures and patient management. In addition to the veterinary assistant knowledge, students will also learn principles of medical administrative assistant. Computer fundamentals, Healthcare foundational knowledge, business writing, and communication and customer service will also be covered. With the successful completion of this course, students will be eligible to take the Certified Medical Administration Assistant (CMAA) exam. 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 CLASS START DATE. Call (910) 678-8446 with questions.

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	270 hrs	94616	online
online	online	Oct 12-Jan 31	Fee: \$180	270 hrs	94617	online
online	online	Nov 09-Feb 28	Fee: \$180	270 hrs	94618	online
online	online	Dec 07-Mar 28	Fee: \$180	270 hrs	94619	online

AUTOMOTIVE/MOTORCYCLE

AUTO DEALER'S 12-HOUR PRE-LICENSING COURSE – FACE-TO-FACE **SARA**

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 course; fee-exempt status does not apply.** When registering, please check that your name is spelled correctly and matches your ID. For more information, please call (910) 678-8309.

Instructor: Dennis Mauk

W,Th	8:30am-3:30pm	Aug 03-Aug 04	Fee: \$175	12 hrs	91929	CEC 118
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

AUTO DEALER'S 12-HOUR PRE-LICENSING COURSE – ONLINE

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. **Supplies:** Students must have access to a computer or tablet with a microphone and camera. **NOTE: Course workbook is included in the registration fee. This is a self-supporting course; fee-exempt status does not apply. To register for this course, please visit www.LearnFTCC.com. PRE-REGISTRATION IS DUE BY 4:45 PM TWO BUSINESS DAYS BEFORE THE CLASS START DATE. When registering, please check that your name is spelled correctly and matches your ID. For more information, please call (910) 678-8309.**

Instructor: Dennis Mauk

M-W	5:30pm-9:30pm	Oct 03-Oct 05	Fee: \$175	12 hrs	91299	online
M-W	5:30pm-9:30pm	Dec 05-Dec 07	Fee: \$175	12 hrs	91300	online

AUTO DEALER'S RENEWAL TRAINING – FACE-TO-FACE

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 course; fee-exempt status does not apply. When registering, please check that your name is spelled correctly and matches your ID. For more information, please call (910) 678-8309.**

Instructor: Dennis Mauk

T	8:30am-3:30pm	Aug 02	Fee: \$75	6 hrs	91931	NC 7A
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AUTO DEALER'S RENEWAL TRAINING – ONLINE

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. **Supplies:** Students must have access to a computer or tablet with a microphone and camera. **NOTE: Course workbook is included in the registration fee. This is a self-supporting course; fee-exempt status does not apply. To register for this course, please visit www.LearnFTCC.com. PRE-REGISTRATION IS DUE BY 4:45 PM TWO BUSINESS DAYS BEFORE THE CLASS START DATE. When registering, please check that your name is spelled correctly and matches your ID. For more information, please call (910) 678-8309.**

Instructor: Dennis Mauk

Th,F	5:30pm-8:30pm	Oct 06-Oct 07	Fee: \$85	6 hrs	91301	online
Th,F	5:30pm-8:30pm	Dec 08-Dec 09	Fee: \$85	6 hrs	91302	online

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

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. During this hands-on class, 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: This class is 100% hands-on and held on location at The Cycle Shop, 104 S. 2nd St, Spring Lake.**

With questions, please contact Patrick Morrison at 910-497-3686.

Instructor: Patrick Morrison

T	6:00pm-10:00pm	Sep 20-Dec 06	Fee: \$125	48 hrs	90620	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 course; fee-exempt status does not apply. PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor(s): Edward Horner/Tyler Manion

T,Th	6:00pm-10:00pm	Aug 16-Aug 18	Fee: \$70	8 hrs	61319	CBI 128
M,W	6:00pm-10:00pm	Sep 12-Sep 14	Fee: \$70	8 hrs	61320	CBI 128
T,Th	6:00pm-10:00pm	Sep 27-Sep 29	Fee: \$70	8 hrs	61321	CBI 128
T,Th	6:00pm-10:00pm	Oct 04-Oct 06	Fee: \$70	8 hrs	61322	CBI 128
M,W	6:00pm-10:00pm	Oct 10-Oct 12	Fee: \$70	8 hrs	61323	CBI 128
T,Th	6:00pm-10:00pm	Oct 18-Oct 20	Fee: \$70	8 hrs	61316	CBI 128
T,Th	6:00pm-10:00pm	Oct 25-Oct 27	Fee: \$70	8 hrs	61324	CBI 128
M,W	6:00pm-10:00pm	Nov 07-Nov 09	Fee: \$70	8 hrs	61325	CBI 128
T,Th	6:00pm-10:00pm	Nov 15-Nov 17	Fee: \$70	8 hrs	61326	CBI 128
T,Th	6:00pm-10:00pm	Nov 29-Dec 01	Fee: \$70	8 hrs	61327	CBI 128
M,W	6:00pm-10:00pm	Dec 05-Dec 07	Fee: \$70	8 hrs	61328	CBI 128
T,Th	6:00pm-10:00pm	Dec 13-Dec 15	Fee: \$70	8 hrs	61329	CBI 128

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

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. **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 486-7354.**

Instructor: Willie Simpson

Sat	9:00am-1:00pm	Sep 17-Dec 10	Fee: \$125	48 hrs	61334	ICD, 5411 Ramsey St.
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

VEHICLE SAFETY INSPECTION **SARA**

This course will certify vehicle safety inspectors in accordance with the NC Department of Transportation laws. **Students will need to know their Inspection Station Number and have a Valid North Carolina Driver's License when completing paperwork in class; also, students will need to go to the following link, print a copy of the LT-310 form, have the shop owner, partner or officer sign and date, and bring with you on the first day of class: <https://connect.ncdot.gov/business/DMV/Pages/Inspection-Stations.aspx>. This is a self-supporting course; fee-exempt status does not apply. **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.****

Instructor: Mike Davis/Mr. Horner/Tyler Manion

T,Th	6:00pm-10:00pm	Aug 23-Aug 25	Fee: \$70	8 hrs	61338	CBI 128
T,Th	6:00pm-10:00pm	Sep 13-Sep 15	Fee: \$70	8 hrs	61339	CBI 128
M,W	6:00pm-10:00pm	Sep 26-Sep 28	Fee: \$70	8 hrs	61340	CBI 128
T,Th	6:00pm-10:00pm	Oct 11-Oct 13	Fee: \$70	8 hrs	61341	CBI 128
M,W	6:00pm-10:00pm	Oct 24-Oct 26	Fee: \$70	8 hrs	61342	CBI 128
M,W	6:00pm-10:00pm	Nov 28-Nov 30	Fee: \$70	8 hrs	61343	CBI 128
T,Th	6:00pm-10:00pm	Dec 06-Dec 08	Fee: \$70	8 hrs	61344	CBI 128
M,W	6:00pm-10:00pm	Dec 12-Dec 14	Fee: \$70	8 hrs	61345	CBI 128

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

ZERO-TURN MOWER REPAIR & SERVICE

The industry is utilizing more zero-turn mowers. During this course, your instructor will provide hands-on training for the repair and service of zero-turn lawn-mower engines. Emphasis will be placed upon the shop practices and safety fundamentals of the repair and maintenance of these small engines. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 486-7354.**

Instructor: Willie Simpson

Th	6:00pm-9:30pm	Sep 08-Dec 15	Fee: \$125	48 hrs	61346	ICD, 5411 Ramsey St.
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

COLLISION REPAIR & REFINISHING TECHNOLOGY

AUTOMOTIVE RESTORATION & PANEL REPAIR TRAINING

The course is designed to provide training for the hobbyist or DIY individuals interested in methods, techniques and tools used for restoring older vehicles and fabricating repair panels to repair rusted body parts. Training will include the use of state-of-the-art equipment used by the automotive collision industry in repair of damaged and rusted body parts as well as historical methods of repair used to restore older vehicles. This course will cover instruction in the areas of methods of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair panels using the proper methods and techniques as well as determining whether to repair or replace a panel based on the extent of damage. No refinishing will be done in this class. **NOTE:** Students will be responsible for Personal Protection Equipment (PPE) including safety glasses, mechanic's gloves, and appropriate clothing and footwear. Students will also need to bring their own hand tools such as wrenches, screwdrivers, sockets, etc. FTCC will provide all specialty tools for the course including hammers and dollies. For more information please call (910) 678-8430.

Instructor: Joshua Armour

T,Th	6:00pm-10:00pm	Aug 02-Sep 01	Fee \$150	40 hrs	62737	CUSF 109
T,Th	6:00pm-10:00pm	Sep 27-Oct 27	Fee \$150	40 hrs	62738	CUSF 109
T,Th	6:00pm-10:00pm	Nov 08-Dec 08	Fee \$150	40 hrs	62739	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, training in the latest auto body repair technology and trends as well as understanding of 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. For more information please call (910) 678-8430.

Instructor: Doug Irish

T,Th	6:00pm-10:00pm	Sep 12-Oct 12	Fee \$150	40 hrs	62732	CUSF 106
M,W	6:00pm-10:00pm	Nov 07-Dec 14	Fee \$150	40 hrs	62733	CUSF 106

NON-STRUCTURAL ALUMINUM WELDING FOR AUTOBODY REPAIR TRAINING

The course is designed to provide training for auto body technicians in all facets of non-structural aluminum welding repairs for automotive repair. Training will include the use of state-of-the-art welding equipment used by the collision industry in the repair of damaged aluminum panels. This course will offer instruction in the areas of damage assessment, method of repairs, and usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair Aluminum non-structural panels and determine 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 welding respirator. For more information please call (910) 678-8430.

Instructor: Matthew Conley

M,W	6:00pm-10:00pm	Sep 12-Oct 12	Fee \$150	40 hrs	62744	CUSL 111
M,W	6:00pm-10:00pm	Nov 07-Dec 14	Fee \$150	40 hrs	62745	CUSL 111

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 determine whether to repair or replace panels based on the extent of damage. **NOTE:** Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and welding respirator. For more information please call (910) 678-8430.

Instructor: Joshua Armour

M,Th	6:00pm-10:00pm	Aug 22-Aug 25	Fee \$150	16 hrs	62749	CUSF 109
M,W	6:00pm-10:00pm	Oct 24-Oct 27	Fee \$150	16 hrs	62750	CUSF 109

NON-STRUCTURAL STEEL WELDING FOR FABRICATION

This course is designed to provide training for general knowledge and practice. The student will learn the methods and techniques of welding steel including 22 gauge – 1/8 structural steel. Students will also learn to weld tubing of different thicknesses. This course is ideal for the “do it yourself” person with an interest in welding. This is a general knowledge and practice program and will not focus on automotive but all principles and will apply to those hoping to learn more about welding for restoration projects. This course will cover instruction in the areas of 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 sheet metal and steel round tubing. For more information please call (910) 678-8430.

Instructor: Matthew Conley

M-Th	6:00pm-10:00pm	Aug 22-Aug 25	Fee \$150	16 hrs	62754	CUSF 112
M-Th	6:00pm-10:00pm	Oct 24-Oct 27	Fee \$150	16 hrs	62755	CUSF 112

PLASTIC PANEL & BUMPER REPAIR TRAINING

The course is designed to provide training for anyone interested in repairing plastic bumpers and automotive body parts. Training will include the use of state-of-the-art plastic welding equipment used by the automotive collision industry in the repair of damaged bumper and body parts as well as adhesive materials used to make a repair. The course will cover instruction in the areas of method of repairs, usage of tools and materials of the trade. Practical exercises will support and reinforce lecture topics. The student will learn to repair panels using the proper methods, techniques and materials as well as determining whether to repair or replace a panel based on the extent of damage. **NOTE:** Students will be responsible for Personal Protection Equipment (PPE) including safety glasses and mechanic’s gloves. For more information please call (910) 678-8430.

Instructor: Joshua Armour

M,W	6:00pm-10:00pm	Sep 12-Oct 12	Fee \$150	40 hrs	62726	CUSL 112
M,W	6:00pm-10:00pm	Nov 07-Dec 14	Fee \$150	40 hrs	62727	CUSL 112

AVIATION

AIRFRAME AND POWERPLANT LICENSE PREP COURSE **SARA**

The Airframe and Powerplant preparatory course provides a 128-hour self-paced program of study with a certified FAA Airframe and Powerplant facilitator. It will prepare the student for the three written tests, and the oral and practical test of the FAA Airframe & Powerplant Certificate. **Students are required to provide two signed copies of the FAA 8610-2 form documenting at least 30 concurrent months of work experience in both Airframe and Powerplant prior to course registration. PRE-REGISTRATION IS REQUIRED. Contact Elizabeth Byrd at (910) 678-9896 for information about these forms or for any information.**

Instructor: Cape Fear Aviation Maintenance

M,T,Th	5:30pm-9:30pm	Sep 06-Nov 08	Fee: \$180	128 hrs	61300	CBI 127/ Airport
Sat	8:00am-5:00pm					

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

DRONE TRAINING, PART I **SARA**

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 initial aeronautical exam known as the FAA Knowledge 107 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	5:30pm-8:30pm	Sep 19-Nov 07	Fee: \$70	24 hrs	90622	EDC 16
Sat	9:00am-12:00N	Oct 15-Dec 10	Fee: \$70	24 hrs	90621	EDC 16

DRONE TRAINING, PART II **SARA**

Continue your drone training in this course to increase your knowledge to pass the FAA 107 Knowledge Test for UAS Operators and brush up on flying skills. 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

Sat	9:00am-12:00N	Aug 06-Oct 01	Fee: \$70	24 hrs	90491	EDC 16
M,W	5:30pm-8:30pm	Aug 15-Sep 12	Fee: \$70	24 hrs	90493	EDC 16
W	5:30pm-8:30pm	Sep 14-Nov 02	Fee: \$70	24 hrs	90623	EDC 16

BUILDING/CONSTRUCTION

CLASES DE ELECTRICIDAD – RESIDENCIAL Y COMERCIAL **SARA**

Este curso está diseñado para que aprendamos los principios del cableado eléctrico que se usa en centros comerciales, y en residencias. Le daremos énfasis a las leyes de corriente alterna y continua, circuitos en serie, en paralelo, uso de herramientas, equipos eléctricos, materiales de cableado y conceptos de electricidad.

Aprenderemos la importancia del mantenimiento preventivo, solución de problemas técnicos y el Código Eléctrico Nacional. Todas las clases tienen un componente en línea que es un requisito. **Se requiere que se inscriba antes del inicio de la clase. Para más información llame a Miguel Figueroa, 910-678-8430.**

Avanzado

Instructores: Bolivar Rivera, Kelvin Flores

LMMJ	6:00pm-10:00pm	agosto 15 a diciembre 15	Costo: \$180	280 horas	61354	CBI125
Sábados	8:00am-5:00pm	agosto 20 a diciembre 17	Costo: \$180	268 horas	61353	CBI125

•Tenemos becas para los que califican

Intermedio

Instructores: Bolivar Rivera, Pablo Girón

LMMJ	6:00pm-10:00pm	agosto 15 a diciembre 15	Costo: \$180	280 horas	61351	CBI124
Sábados	8:00am-5:00pm	agosto 20 a diciembre 17	Costo: \$180	268 horas	61352	CBI124

•Tenemos becas para los que califican

Básico

Instructores: José León Colón, Kelvin Flores

LMMJ	6:00pm-10:00pm	agosto 15 a diciembre 16	Costo: \$180	280 horas	61350	CBI126
Sábados	8:00am-5:00pm	agosto 20 a diciembre 17	Costo: \$180	268 horas	61349	CBI126

•Tenemos becas para los que califican

Introducción

Instructores: Miguel Figueroa, Rafael Torres

LMJV	6:00pm-10:00pm	agosto 15 a diciembre 16	Costo: \$180	268 horas	61347	CBI123
Sábados	8:00am-5:00pm	agosto 20 a diciembre 17	Costo: \$180	268 horas	61348	CBI123

Debido al impacto de COVID-19, las clases pueden cambiar de presenciales a híbridas o totalmente virtuales. La División de Educación Continua y Corporativa Contactará a los estudiantes matriculados, si las clases cambian de entorno (presencial a híbrido o totalmente virtual).

ELECTRICAL – BASIC ELECTRICAL WIRING (RESIDENTIAL)

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

Instructor: Eddie Evans

T,Th	6:00pm-9:00pm	Sep 06-Sep 29	Fee: \$70	24 hrs	61301	CBI 126
T,Th	6:00pm-9:00pm	Oct 25-Nov 17	Fee: \$70	24 hrs	61317	CBI 126

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

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 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. For more information please call (910) 678-8430.**

Instructor: Frank Arnold

Sat	8:00am-5:00pm	Aug 20	Fee: \$70	8 hrs	61303	CBI 111
<i>Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.</i>						

ELECTRICAL CONTRACTOR'S LICENSE RENEWAL – PREPARATION UNIT 2

Electrical contractors are required to complete eight (8) contact hours of continuing education per year to be eligible for relicensing. This course will provide contractors with updated information on the changes in the National Electric Code, the NC Electric Code, and local utility company requirements. This course will also provide the necessary information on wiring methods, materials, and equipment for general use. ***This is a self-supporting course; fee-exempt status does not apply.*** **NOTE: Please bring calculator and current NEC book. For more information please call (910) 678-8430.**

Instructor: Eddie Evans

Sat	8:00am-5:00pm	Sep 17	Fee: \$70	8 hrs	61304	CBI 129
<i>Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.</i>						

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. 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. For more information please call (910) 678-8430.**

Instructor: Frank Arnold

Sat	8:00am-5:00pm	Oct 15	Fee: \$70	8 hrs	61305	CBI 111
<i>Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.</i>						

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. This course will also provide the necessary information on wiring methods, materials, and equipment for general use. ***This is a self-supporting course; fee-exempt status does not apply.*** **NOTE: Please bring calculator and current NEC book. For more information please call (910) 678-8430.**

Instructor: Eddie Evans

Sat	8:00am-5:00pm	Nov 19	Fee: \$70	8 hrs	61306	CBI 111
<i>Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.</i>						

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) 486-7354.**

Instructor: Willie Simpson

T	6:00pm-9:00pm	Aug 16-Nov 29	Fee: \$125	48 hrs	61310	ICD, 5411 Ramsey Street
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

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

This course is tailored to provide knowledge of the laws and regulations governing the work performed in target housing, child care facilities, and pre-1978 buildings in accordance with 40 CFR Part 745. The course will include proper methods of safety and warning signs, disposal of contaminants, clean-up and proper actions in the containment area. ***This is a self-supporting course; fee-exempt status does not apply.*** **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 486-7354.**

Instructor: Bill Rinehart

Th	8:00am-5:00pm	Oct 20	Fee: \$100	8 hrs	61315	CBI 127
<i>Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.</i>						

MINOR HOME REPAIR

This course is designed to teach homeowners, renters, and/or landlords simple residential repairs. You will be taught how to repair or replace footings, foundation, wall, girder, and various wall repairs, and include the repair of faucets, toilets, water and drain lines, electrical receptacles, fuses, and circuit breakers. The instructor will also guide you to understand the proper tools to use in order to complete repairs. **Supplies:** You may need to purchase basic hand tools if you do not have what is necessary at home. A list of tools will be provided the first day. **For more information please call (910) 486-7354.**

Instructor: Willie Simpson

M,W	6:00pm-9:00pm	Sep 12- Nov 02	Fee: \$125	48 hrs	61318	ICD, 5411 Ramsey St.
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

PROPERTY MAINTENANCE TECHNICIAN

This course will introduce the elements of construction building trades, safety (OSHA 10), tools, carpentry, appliance maintenance, drywall, certified pool operator, and HVAC to anyone interested in working in the property maintenance field. **For more information please call (910) 678-8430.**

Instructor: Various

M-F	8:00am-5:00pm	Jul 18-Sep 02	Fee: \$343	280 hrs	62410	CBI 126
M-F	8:00am-5:00pm	Oct 24-Dec 13	Fee: \$343	280 hrs	62411	CBI 126

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

AC/HVAC/REFRIGERATION

HVAC – CIRCUITS AND CONTROLS **SARA**

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. **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor: Ivan Dela Cruz

M,Th	6:00pm-10:00pm	Oct 03-Nov 14	Fee: \$125	50 hrs	61302	CBI 122
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

HVAC – EPA REFRIGERANT RECOVERY/RECYCLING CERTIFICATION **SARA**

This course is designed to prepare technicians for the CFC Recovery/Recycling Certification examination given on the last class date. The course will include a core materials component for small appliance technicians. The characteristics of refrigerants used for short-term, long-term, high, medium, and low-pressure applications will also be covered. **The NC State Board of Refrigeration charges \$40 for the exam that is given the last day of class. This is a self-supporting class; fee-exempt status does not apply. PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor: Mike Thompson

Sat	9:00am-1:00pm	Sep 03-Sep 17	Fee: \$70	12 hrs	61308	CBI 127
Sat	9:00am-1:00pm	Dec 03-Dec 17	Fee: \$70	12 hrs	61309	CBI 127

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

HVAC – HEAT PUMP TECHNOLOGY **SARA**

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. **PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor: John Santana

T,Th	6:00pm-8:30pm	Oct 04 -Dec 13	Fee: \$125	50 hrs	61312	CBI 125
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.



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

BUSINESS

A TO Z GRANTWRITING – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94141	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94540	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94541	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94542	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94543	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	Sep 07-Dec 27	Fee: \$180	224 hrs	94803	online
online	online	Nov 02-Feb 21	Fee: \$180	224 hrs	94804	online

FTCC ONLINE ADMINISTRATIVE OFFICE ASSISTANT

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

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

Instructor: Dawn Gillis

online	online	Sep 07-Dec 27	Fee: \$180	224 hrs	94799	online
online	online	Nov 02-Feb 21	Fee: \$180	224 hrs	94800	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	Sep 07-Dec 27	Fee: \$180	224 hrs	94801	online
online	online	Nov 02-Feb 21	Fee: \$180	224 hrs	94802	online



FTCC's Career & Education Success Center

serves as a resource for all traditional and non-traditional students and is committed to helping students make the right connections to achieve the goal of earning a college degree and obtain job training skills.

Come by our office in the Tony Rand Student Center,
Room 112 or call us at 910.678.8419.

We are here to help you reach your goals!



FTCC ONLINE RECORDS CLERK

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

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

Instructor: Dawn Gillis

online	online	Sep 07-Dec 27	Fee: \$180	224 hrs	94805	online
online	online	Nov 02-Feb 21	Fee: \$180	224 hrs	94806	online

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94207	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94632	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94633	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94634	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94635	online

MANAGING A SHORT-TERM RENTAL

If you are considering operating a short-term rental (e.g., Airbnb, Vrbo, Houfy, etc.), then this class is for you! Topics will include setup, operation, time commitment, organization, financial considerations, regulation, technology, and many others. Please note that this class is designed for those with little to no experience with short-term rental management. However, veteran operators are welcome to join us in order to learn new tips.

Instructor: Irene Grimes

M,T	5:30pm-8:30pm	Aug 01-Aug 02	Fee: \$40	6 hrs	91987	HTC 155
M,T	5:30pm-8:30pm	Oct 03-Oct 04	Fee: \$40	6 hrs	91345	CEC 118
M,T	5:30pm-8:30pm	Dec 05-Dec 06	Fee: \$40	6 hrs	91346	HTC 155

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

PROPERTY MANAGEMENT

Property management is a well-respected profession that can be quite profitable. Whether you are interested in residential or commercial property management, you will find many different types of jobs available. Instruction will include an overview of property management, the manager-owner relationship, leases and tenant relations, managing residential property, managing commercial property, legal issues in property management, as well as marketing your management services. This information will also be helpful to those interested in managing their own property investments. **NOTE:** This does not qualify as a real estate license course.

Instructor: Lena Hutton

Sat	10:00am-1:00pm	Aug 06-Oct 01	Fee: \$70	24 hrs	90625	CEC 219
Sat	10:00am-1:00pm	Oct 08-Dec 03	Fee: \$70	24 hrs	90626	CEC 219

REAL ESTATE BASICS FOR HOME BUYERS & SELLERS – FACE-TO-FACE

The real estate market in Cumberland County is picking up! There is a lot to learn when you are thinking about buying or selling a house. In this course you will learn the basics of home buying and selling from a real estate professional. Topics include the mortgage process, escrow, taxes, down payments, and more! Learn tips from a professional on getting your house ready for sale and things to look for when purchasing a new one.

Instructor: Kai Murphy

W,Th	6:00pm-9:00pm	Sep 07-Sep 08	Fee: \$40	6 hrs	91329	CEC 118
W,Th	6:00pm-9:00pm	Nov 02-Nov 03	Fee: \$40	6 hrs	91330	CEC 118

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

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: Lena Hutton						
Sat	10:00am-2:00pm	Aug 27	Fee: \$25	4 hrs	90497	CEC 118
Sat	10:00am-2:00pm	Sep 24	Fee: \$25	4 hrs	90627	CEC 118

BANKING

BANK/CREDIT UNION TELLER TRAINING

This course will enable you to gain the knowledge and skills necessary to become employed as an entry-level teller or a customer service representative. Topics to be covered are banking history, teller operations, customer relations, security, credit applications, credit ratings, and collecting accounts.

Instructor: Miranda Roberts of the State Employees Credit Union						
T,Th	6:00pm-9:00pm	Sep 06-Sep 29	Fee: \$70	24 hrs	33714	CEC 219



Checkout some of the NEW Healthcare/Medical Office Training courses being offered this Fall!

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Healthcare IT Professional Part I - Online	33
Healthcare IT Professional Part II - Online	33

CENTER for INNOVATION & ENTREPRENEURSHIP

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

Starting a Business?

If you're serious about starting a business, start with the FTCC Small Business Center and get started right.

From **IDEA**
to *Opening!*
Soon!



To support Cumberland County entrepreneurs, the FTCC Small Business Center provides... **FREE** of charge...

- Hundreds of 1 to 3-hour free webinars about everything from Bookkeeping, Marketing, How to Write a Business Plan, How to Get Funding and many other business-building topics
- Confidential business counseling when you're ready to start building your business
- Access to valuable resources, like market data, reference materials and other tools

Last year, the FTCC Small Business Center helped launch 31 new businesses and create more than 130 jobs in Cumberland County. This year will you just have an idea, or will you turn your dream into a business?



For more information email us at: FTCCsbc@faytechcc.edu or call (910) 678-8496
Register for FREE Webinars: <http://tiny.cc/SBCNWebinars>

To register for Small Business Seminars please go to: <http://tiny.cc/ftccsbc2>

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

W	8:00am-12:00N	Aug 17	Fee: \$55	4 hrs	33674	online
W	8:00am-12:00N	Sep 07	Fee: \$55	4 hrs	33720	CEC 147
M	1:00pm-5:00pm	Oct 17	Fee: \$55	4 hrs	33723	CEC 147
Sat	8:00am-12:00N	Nov 05	Fee: \$55	4 hrs	33726	online
M	8:00am-12:00N	Dec 05	Fee: \$55	4 hrs	33729	CEC 147

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

ELECTIVE – THE CONTRACT MAZE

This class fulfills the annual continuing education credit for Real Estate Brokers as mandated by the North Carolina Real Estate Commission. 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

Sat	8:00am-12:00N	Aug 06	Fee: \$55	4 hrs	33669	CEC 118
Sat	8:00am-12:00N	Sep 24	Fee: \$55	4 hrs	33722	online
W	8:00am-12:00N	Oct 05	Fee: \$55	4 hrs	33725	CEC 147
W	1:00pm-5:00pm	Nov 30	Fee: \$55	4 hrs	33728	CEC 147
M	1:00pm-5:00pm	Dec 05	Fee: \$55	4 hrs	33731	CEC 147

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

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

W	8:00am-12:00N	Aug 10	Fee: \$55	4 hrs	33670	online
M	8:00am-12:00N	Sep 12	Fee: \$55	4 hrs	33721	CEC 147
W	1:00pm-5:00pm	Oct 05	Fee: \$55	4 hrs	33724	CEC 147
M	8:00am-12:00N	Nov 14	Fee: \$55	4 hrs	33727	CEC 147
M	1:00pm-5:00pm	Dec 12	Fee: \$55	4 hrs	33730	CEC 147

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

NOTARY PUBLIC

E-NOTARY PUBLIC **SARA**

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

Instructor: Bret Kane

W	1:00pm-5:00pm	Aug 17	Fee: \$70	4 hrs	33677	CBI 129
W	1:00pm-5:00pm	Nov 16	Fee: \$70	4 hrs	33733	CBI 129

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

NOTARY PUBLIC SARA

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

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

Instructor: Mike Brown

W	8:00am-5:00pm	Aug 03	Fee: \$70	8 hrs	33685	CBI 129
W	8:00am-5:00pm	Aug 10	Fee: \$70	8 hrs	33686	CBI 129
W	8:00am-5:00pm	Aug 24	Fee: \$70	8 hrs	33687	CBI 129
W	8:00am-5:00pm	Sep 07	Fee: \$70	8 hrs	33734	CBI 129
W	8:00am-5:00pm	Sep 14	Fee: \$70	8 hrs	33735	CBI 129
W	8:00am-6:00pm	Sep 21	Fee: \$70	9 hrs	33736	online
W	8:00am-5:00pm	Sep 28	Fee: \$70	8 hrs	33737	CBI 129
W	8:00am-5:00pm	Oct 05	Fee: \$70	8 hrs	33738	CBI 129
W	8:00am-5:00pm	Oct 12	Fee: \$70	8 hrs	33739	CBI 129
W	8:00am-5:00pm	Oct 26	Fee: \$70	8 hrs	33740	CBI 129
W	8:00am-5:00pm	Nov 02	Fee: \$70	8 hrs	33741	CBI 129
W	8:00am-5:00pm	Nov 09	Fee: \$70	8 hrs	33742	CBI 129
W	8:00am-6:00pm	Nov 16	Fee: \$70	9 hrs	33743	online
W	8:00am-5:00pm	Dec 07	Fee: \$70	8 hrs	33744	CBI 129
W	8:00am-5:00pm	Dec 14	Fee: \$70	8 hrs	33745	CBI 129

Instructor: Bret Kane

M,W	5:30pm-9:30pm	Aug 15-Aug 17	Fee: \$70	8 hrs	33691	CBI 129
M,W	5:30pm-9:30pm	Sep 19-Sep 21	Fee: \$70	8 hrs	33746	CBI 129
M,W	5:30pm-9:30pm	Oct 17-Oct 19	Fee: \$70	8 hrs	33747	CBI 129
M,W	5:30pm-9:30pm	Nov 14-Nov 16	Fee: \$70	8 hrs	33748	CBI 129
M,W	5:30pm-9:30pm	Dec 05-Dec 07	Fee: \$70	8 hrs	33749	CBI 129

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

COMMUNICATIONS

ELECTRICAL LINEWORKER SARA

The Lineworker course has been designed and coordinated with PWC to provide specific aspects of building and maintaining electrical power circuits and equipment for overhead and underground construction. This course will cover definitions, voltage ratings, pole climbing, types and use of electrical tools/equipment, electrical safety, Arc Flash Safety, material assembly, OSHA 10 Construction Certification and CPR/First Aid/AED Certifications. Human Resource Development will aid in resume writing, soft skills, and the interview process. **Students are required to purchase accident insurance for \$2, OSHA Card Certification for \$8 and CPR/First Aid/AED for \$20 which is payable at the time of registration. Students will be responsible for paying all permit cost, completing all testing at the DMV, completing a physical, and drug screening. 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. PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor: William Rinehart

M-Th	8:00am-5:00pm	Aug 29-Nov 16	Fee: \$210	368 hrs	61307	CBI 127/ Pole Farm
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.



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

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 cover turning on the computer, 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: TBA

W	5:30pm-8:30pm	Aug 31-Oct 19	Fee: \$80	24 hrs	91959	CEC 108
Sat	9:00am-12:00N	Oct 08-Dec 03	Fee: \$80	24 hrs	91307	CEC 257

COMPUTER LITERACY FOR ABSOLUTE BEGINNERS II

Once you have learned the basics of using a computer, you're ready to explore the top 15 Internet activities everyone needs to know! In this class, topics will include, e-mail, sharing files & photos, free TV, reading books, banking, shopping, research, using the cloud, and so much more. This fun, hands-on and informative class will increase your ability to use the computer with confidence. **PREREQUISITE:** Students must have earned a passing grade in Computer Literacy for Absolute Beginners within 1 year of the start date of this course. Please call (910) 678-8309 to ask about exceptions to this policy. **Supplies:** Please bring a 2GB USB Drive to class.

Instructor: TBA

Sat	9:00am-12:00N	Aug 13-Sep 24	Fee: \$60	18 hrs	91964	CEC 257
W	5:30pm-8:30pm	Nov 02-Dec 14	Fee: \$60	18 hrs	91321	CEC 108

COMPUTER LITERACY IN SPANISH

¿Desea aprender acerca de las computadoras, pero no sabe dónde empezar? Si es así, únase a nosotros para este curso de nivel básico en computación. En esta clase vamos a empezar desde encender la computadora, hasta como usar un ratón y un teclado, navegar por el sistema operativo, uso de impresoras, navegación por internet y muchos otros temas introductorios. **NOTA:** Por favor complete este curso antes de pasar a otros cursos de computadora a menos que tenga este conocimiento.

Instructor: TBA

T	5:30pm-8:30pm	Sep 20-Nov 08	Fee: \$75	24 hrs	91308	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 welcome to bring their modern tablets, laptops, and notebooks to class.

Instructor: TBA

Th	5:30pm-8:30pm	Sep 01-Oct 20	Fee: \$80	24 hrs	91272	CEC 257
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

CONNECTING YOUR TECH DOTS LEVEL II

Has learning new technology kept you from exploring all there is to offer? This hands-on, interactive course will teach you how to use your laptop, tablet, phone, and more! A seasoned "techie" will teach you behaviors and universal symbols which, once learned, will have you enjoying technology. **PREREQUISITE:** Students must have earned a passing grade in Connecting Your Tech Dots within 1 year of the start date of this course. Please call (910) 678-8309 to ask about exceptions to this policy. **NOTE:** Students are welcome to bring their modern tablets, laptops, and notebooks to class.

Instructor: TBA

Th	5:30pm-8:30pm	Nov 03-Dec 15	Fee: \$60	18 hrs	91269	CEC 257
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

CREATING WEB PAGES – ONLINE

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

START DATE.

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94219	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94648	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94649	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94650	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94651	online

INTERNET SAFETY SEMINAR

Phishing scams, malware scares, and viruses are all present-day concerns that alarm computer users, particularly seniors. This seminar will provide you with an in-depth overview of safety and security measures to observe during daily computer use. While the course is aimed at senior citizens, all are welcome to attend.

Instructor: TBA

Sat	9:00am-12:00N	Aug 06	Fee: \$20	3 hrs	91992	CEC 257
T	5:30pm-8:30pm	Sep 13	Fee: \$20	3 hrs	91341	CEC 108
Sat	9:00am-12:00N	Oct 01	Fee: \$20	3 hrs	91342	CEC 257
T	5:30pm-8:30pm	Nov 22	Fee: \$20	3 hrs	91343	CEC 108
Sat	9:00am-12:00N	Dec 10	Fee: \$20	3 hrs	91344	CEC 257

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: TBA

W	5:30pm-8:30pm	Aug 10-Sep 28	Fee: \$70	24 hrs	91976	CEC 257
W	5:30pm-8:30pm	Oct 12-Dec 07	Fee: \$70	24 hrs	91298	CEC 257

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

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: TBA

M	5:30pm-8:30pm	Oct 17-Dec 05	Fee: \$80	24 hrs	91313	CEC 108
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

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! Your instructor will help 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 reusable organizational systems available on Microsoft, Apple & Android computers and devices. **PREREQUISITE:** Students must have earned a passing grade in Microsoft Office Sampler within 1 year of the start date of this course. Please call (910) 678-8309 to ask about exceptions to this policy. **Supplies:** Please bring a 2+GB USB drive to class.

Instructor: TBA

M	5:30pm-8:30pm	Aug 15-Sep 26	Fee: \$60	18 hrs	91965	CEC 108
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

NETWORKING (INTRODUCTION) – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94273	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94720	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94721	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94722	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94723	online

COMPTIA COMPUTER TECHNICIAN SUPPORT PROGRAMS

A+ CERTIFICATION: HARDWARE (INTRODUCTION) – ONLINE SARA

Time to roll up those sleeves and dive inside the personal computer! This introductory CompTIA A+ 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, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$100	24 hrs	94144	online
online	online	Sep 14-Nov 04	Fee: \$100	24 hrs	94544	online
online	online	Oct 12-Dec 02	Fee: \$100	24 hrs	94545	online
online	online	Nov 16-Jan 06	Fee: \$100	24 hrs	94546	online
online	online	Dec 14-Feb 03	Fee: \$100	24 hrs	94547	online

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

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

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. For more information, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Neal Verzosa

T,Th	5:30pm-8:30pm	Aug 11-Dec 13	Fee: \$180	105 hrs	94511	GCB 211
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

COMPTIA CERTIFICATION TRAINING – ONLINE – NEW! SARA

Technology can be complicated and in today's world it's everchanging. It's essential to the success of any business-big or small. That means there is plenty of opportunity for professionals with a knack for IT security, OS installation, and firewall maintenance. In this course, students will learn hardware and software concepts, networking and cyber security, and will become prepared to take the industry certification exams for CompTIA A+, Network+ and Security+. For more information, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	290 hrs	94528	online
online	online	Oct 12-Jan 31	Fee: \$180	290 hrs	94529	online
online	online	Nov 09-Feb 28	Fee: \$180	290 hrs	94530	online
online	online	Dec 07-Mar 28	Fee: \$180	290 hrs	94531	online

COMPTIA NETWORK+ – FACE-TO-FACE SARA

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. For more information, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Neal Verzosa

M,W	5:30pm-8:30pm	Aug 10-Oct 05	Fee: \$125	48 hrs	94510	GCB 211
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.



Interested in taking classes, but not sure you have the time?
Learn from the convenience of your home with our online classes!
Register NOW for online programs at www.LearnFTCC.com

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.*

CPR-HEALTHCARE PROVIDER SARA

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

Instructor: TBA

M	9:00am-2:00pm	Aug 08	Fee: \$45	5 hrs	56030	NC 7A
W	5:00pm-10:00pm	Aug 17	Fee: \$45	5 hrs	56031	SLC 108
M	9:00am-2:00pm	Aug 22	Fee: \$45	5 hrs	56032	NC 7A
W	5:00pm-10:00pm	Aug 31	Fee: \$45	5 hrs	56033	SLC 108
M	9:00am-2:00pm	Sep 12	Fee: \$45	5 hrs	56034	NC 7A
W	5:00pm-10:00pm	Sep 14	Fee: \$45	5 hrs	56035	SLC 108
W	5:00pm-10:00pm	Sep 21	Fee: \$45	5 hrs	56036	SLC 103
M	9:00am-2:00pm	Sep 26	Fee: \$45	5 hrs	56037	NC 7A
W	5:00pm-10:00pm	Oct 05	Fee: \$45	5 hrs	56038	SLC 103
M	9:00am-2:00pm	Oct 10	Fee: \$45	5 hrs	56039	NC 7A
W	5:00pm-10:00pm	Oct 19	Fee: \$45	5 hrs	56040	SLC 108
M	9:00am-2:00pm	Oct 24	Fee: \$45	5 hrs	56041	NC 7A
M	9:00am-2:00pm	Nov 07	Fee: \$45	5 hrs	56042	NC7A
W	5:00pm-10:00pm	Nov 16	Fee: \$45	5 hrs	56043	SLC 108
M	9:00am-2:00pm	Nov 28	Fee: \$45	5 hrs	56044	NC 7A
W	5:00pm-10:00pm	Nov 30	Fee: \$45	5 hrs	56045	SLC 108
M	9:00am-2:00pm	Dec 05	Fee: \$45	5 hrs	56046	NC 7A
W	5:00pm-10:00pm	Dec 07	Fee: \$45	5 hrs	56047	SLC 108

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

EMERGENCY MEDICAL TECHNICIAN INITIAL SARA

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. Clinical Rotation Fee (may be applicable): \$29.99.** 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, Fully Vaccinated for Covid 19 and a Valid Driver License.

Instructor: TBA

M-Th	8:00am-5:00pm	Aug 01-Oct 03	Fee: \$180	288 hrs	56051	SLC 219
M-Th	8:00am-5:00pm	Oct 10-Dec 12	Fee: \$180	288 hrs	56052	SLC 219

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

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 face-2-face Monday, Wednesday and Thursday with an online component that requires students to complete a minimum of four hours each week online through Blackboard assignments. *** Students are required to have a Valid Driver's License.** Student's will be required to complete EMS driving safety training within this course.

NOTE: A liability and accident insurance fee of \$14.50 is due on the day of registration. Clinical Rotation Fee (may be applicable): \$29.99. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call (910) 678-0177 or email us at EMSCONED@faytechcc.edu. **Students are strongly encouraged to have access to a reliable computer/laptop/tablet, Internet access, and good computer literacy skills to be successful in this program.

PREREQUISITE: High school credentials, Fully Vaccinated for Covid 19

Instructor: Mark Betts

M,W,Th	6:00pm-10:00pm	Aug 31-Dec 15	Fee: \$180	288 hrs	56773	SLC 105
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

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 678-8469 or email EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT-Basic certification.

Instructor: TBA

T-Th 6:00pm-10:00pm Aug 23-Oct 27 Fee: \$180 80 hrs 56776 SLC 102

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

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 / Wednesday with an online component that requires students to complete a minimum of eight hours each week online through Blackboard assignments. **Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-0177 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT certification (NC / NR Current Licensure) and Fully Covid 19 Vaccinated.

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

Instructor: Mary Beth Crawford

T,W 8:00am-5:00pm Aug 09- Jun 21 Fee: \$180 656 hrs 56784 SLC 119

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

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/ 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. Clinical Rotation Fee (may be applicable): \$29.99. Pre-Registration is required in the Neill Currie Building, Room 8. For more information, please call 678-0177 or email us at EMSCONED@faytechcc.edu.**

PREREQUISITE: Current EMT certification (NC / NR Current Licensure) and Fully Covid 19 Vaccinated.

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

Instructor: Mary Beth Crawford

Th -F 8:00am-5:00pm Aug 11-Jun 23 Fee: \$180 656 hrs 56785 SLC 119

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

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 678-8469 or email us at EMSCONED@faytechcc.edu.**

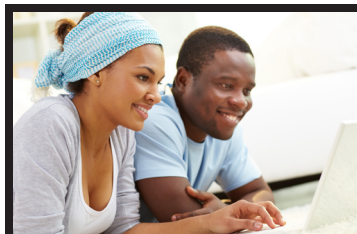
PREREQUISITE: Current Paramedic certification

Instructor: Helen Christensen

T,Th 6:00pm-10:00pm Aug 23-Oct 18 Fee: \$180 120 hrs 56775 SLC 111

Sat 8:00am-5:00pm

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



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FOREIGN LANGUAGE

ARABIC (BEGINNING)

The need for Arabic linguists has never been greater! With Arabic the native language of over 200 million people living in 20 different countries, it is essential that more Americans develop and maintain linguistic and cultural expertise in order to build a better understanding of the Arab world. While there are many Arabic dialects, including Classical Arabic, this course will concentrate on a widely spoken, adapted dialect, known as Modern Standard Arabic. This dialect is used most often in books, newspapers, on television and radio, in political speeches, and in conversation between Arabs from different countries. Once you have learned standard Arabic, it is relatively easy to adapt to a local dialect later.

Instructor: Samar Abdelfatah
M,W 5:30pm-7:30pm Oct 26-Dec 12 Fee: \$70 24 hrs 91297 HTC 143

ARABIC (INTERMEDIATE)

This course is designed for those who would like to build communicative competence in Modern Standard Arabic. Your instructor will work with you to build your reading, writing, listening, and speaking skills.

PREREQUISITE: Completion of Arabic (Beginning) course or equivalent experience.

Instructor: Samar Abdelfatah
M,W 5:30pm-7:30pm Sep 07-Oct 19 Fee: \$70 24 hrs 91296 HTC 153

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: Morgann Lyles
Th 5:30pm-8:30pm Oct 13-Dec 08 Fee: \$70 24 hrs 90499 CUH 356

MANDARIN CHINESE (BEGINNING)

This is going to be a beginning course in Mandarin Chinese, the official language in Mainland China. Chinese is also one of the two official languages in Hong Kong and one of the four in Singapore; and according to a recent survey, it is now the fastest growing foreign language chosen for study by American college students. This course is designed for beginners with an emphasis on developing minimum communicative competence in Chinese. You will be introduced to the basics of the Chinese language; the pinyin, characters and grammar, and learn how to carry out simple conversations in Chinese on a variety of topics.

Instructor: Qian Wang
M 5:30pm-7:30pm Sep 12-Dec 12 Fee: \$70 24 hrs 91319 HTC 151

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: Isis Perez
Sat 9:00am-12:00N Aug 06-Oct 01 Fee: \$70 24 hrs 90503 CEC 214
Sat 9:00am-12:00N Oct 15-Dec 10 Fee: \$70 24 hrs 90630 CEC 214
Instructor: Jonathan Cobb
T 6:00pm-9:00pm Sep 06-Oct 25 Fee: \$70 24 hrs 90631 HTC 141
Instructor: Natalia Aguilar
W 6:00pm-9:00pm Sep 28-Nov 16 Fee: \$70 24 hrs 90632 HTC 141

SPANISH (INTERMEDIATE)

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

Instructor: Natalia Aguilar
W 6:00pm-9:00pm Aug 03-Sep 21 Fee: \$70 24 hrs 90508 HTC 141
Instructor: Jonathan Cobb
Sat 9:00am-12:00N Aug 06-Oct 01 Fee: \$70 24 hrs 90507 HTC 141
T 6:00pm-9:00pm Nov 01-Dec 13 Fee: \$70 21 hrs 90633 HTC 141

SPEED SPANISH I – ONLINE

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

Instructor: Ed2Go
online online Aug 17-Oct 07 Fee: \$70 24 hrs 94180 online
online online Sep 14-Nov 04 Fee: \$70 24 hrs 94592 online
online online Oct 12-Dec 02 Fee: \$70 24 hrs 94593 online
online online Nov 16-Jan 06 Fee: \$70 24 hrs 94594 online
online online Dec 14-Feb 03 Fee: \$70 24 hrs 94595 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.*

BECOME A PHYSICAL THERAPY AIDE – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94237	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94672	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94673	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94674	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94675	online

BECOME AN OPTICAL ASSISTANT – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94234	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94668	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94669	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94670	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94671	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 as scheduled. This course will require students to do online work using a Blackboard computer component each week. Pre-Registration is required.**

Photocopies of the following are required: Picture ID and high school credentials.

For more information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu.

Instructor: TBA

W,Th &F	9:00am-1:00pm online	Aug 17-Oct 26	Fee: \$180	124 hrs	57255	NC 7A
T,W &M	6:00pm-10:00pm online	Sep 13-Nov 22	Fee: \$180	124 hrs	57256	NC 7A

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

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. **Clinical Rotation Fee (may be applicable): \$29.99.** For list of requirements and information, please call (910) 678-8429 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

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

Instructor: TBA

M-W	5:00pm-10:00pm	Aug 15-Nov 16	Fee: \$180	204 hrs	58006	SLC 202
M-W	5:30pm-10:00pm	Aug 17-Dec 07	Fee: \$180	204 hrs	58015	HTC 233
M-Th	8:00am-2:00pm	Sep 06-Nov 02	Fee: \$180	204 hrs	58004	SLC 202
T-Th	8:30am-2:30pm	Sep 20-Dec 08	Fee: \$180	204 hrs	58005	SLC 204

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

CERTIFIED NURSING ASSISTANT I – HYBRID **SARA**

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 (both face to face and virtual), 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. **Clinical Rotation Fee (may be applicable): \$29.99.** For list of requirements and information, please call (910) 678-8429 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

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

Instructor: TBA

M,W	8:30am-1:30pm	Aug 17- Nov 30	Fee: \$180	200 hrs	58012	SLC 206
&T,Th	online					
T,Th	5:00pm-10:00pm	Aug 30- Dec 08	Fee: \$180	200 hrs	58011	HTC 206F
&M,W	online					
T,Th	5:00pm-10:00pm	Aug 30- Dec 08	Fee: \$180	200 hrs	58010	SLC 206
&M,W	online					

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

CERTIFIED NURSING ASSISTANT II **SARA**

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. **Clinical Rotation Fee (may be applicable): \$29.99.** For list of requirements and information, please call (910) 678-8429 or email us at healthprograms@faytechcc.edu. Pre-Registration is required in the Neill Currie Building Room 9.

Photocopies of the 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,T,W	8:00am-12:00N	Aug 15-Dec 06	Fee: \$180	192 hrs	58017	HTC 233
T,Th	8:30am-2:30pm	Aug 16-Dec 06	Fee: \$180	192 hrs	58019	SLC 206

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

ELECTRONIC HEALTH RECORDS OFFICE PROFESSIONAL – ONLINE **SARA**

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

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

Instructor: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	283 hrs	94300	online
online	online	Sep 07-Dec 27	Fee: \$180	283 hrs	94755	online
online	online	Oct 12-Jan 31	Fee: \$180	283 hrs	94756	online
online	online	Nov 09-Feb 28	Fee: \$180	283 hrs	94757	online
online	online	Dec 07-Mar 28	Fee: \$180	283 hrs	94758	online

FTCC ONLINE MEDICAL ADMINISTRATIVE ASSISTANT **SARA**

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 DUE 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: Tina Gross

online	online	Sep 07-Dec 27	Fee: \$180	320 hrs	94797	online
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FTCC ONLINE MEDICAL BILLING **SARA**

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:** Documented successful completion of a medical coding program and/or professional coding experience. **PRE-REGISTRATION IS DUE 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: Tina Gross

online	online	Sep 07-Dec 27	Fee: \$180	320 hrs	94796	online
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FTCC ONLINE MEDICAL ICD-10 CODING, PART I **SARA**

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 DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.** Call (910) 678-8446 with questions.

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

Instructor: Deborah Hammond

online	online	Sep 07-Dec 27	Fee: \$180	320 hrs	94790	online
online	online	Nov 02-Feb 21	Fee: \$180	320 hrs	94791	online

FTCC ONLINE MEDICAL ICD-10 CODING, PART II **SARA**

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:** Documented 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*, 2022 ed. Students will be required to have the textbook on the start date of the course. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Deborah Hammond

online	online	Sep 07-Dec 27	Fee: \$180	320 hrs	94792	online
online	online	Nov 02-Feb 21	Fee: \$180	320 hrs	94793	online

FTCC ONLINE WORKING IN THE PHARMACY **SARA**

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 DUE 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: Kristy Smith, PHARM.D

online	online	Sep 07-Dec 27	Fee: \$180	320 hrs	94798	online
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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 basic course with additional hours of required clinics.

Textbook requirement: *Long Term Care for Activity Professionals, Social Service Professionals, and Recreation Therapists*, 6th Edition.

Instructor: Kim Bazemore, CTRS

T, Th/Sat	6pm-9pm/8am-1pm	Aug 16-Oct 25	Fee: \$180	88 hrs	33713	HTC 231
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HEALTHCARE DOCUMENTATION SPECIALIST, PART I – ONLINE – NEW! **SARA**

This course is the first in a two-part program designed to train students in the area of healthcare documentation. Healthcare Documentation Specialists track patient outcomes for quality assessment, use classification software to assign clinical codes for insurance reimbursement, and record data for collection, storage, analysis, retrieval, and reporting. In Part I of this course, you will learn about the laws regarding healthcare, comprehensive HIPAA information, medical terminology and anatomy and physiology. 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 CLASS START DATE.**

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

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	173 hrs	94747	online
online	online	Oct 12-Jan 31	Fee: \$180	173 hrs	94748	online
online	online	Nov 09-Feb 28	Fee: \$180	173 hrs	94749	online
online	online	Dec 07-Mar 28	Fee: \$180	173 hrs	94750	online

HEALTHCARE DOCUMENTATION SPECIALIST, PART II – ONLINE – NEW! **SARA**

Complete the Healthcare Documentation Specialist program in this final course! After successful completion of Part I, you will move on to learning Pharmacology, Electronic Health Records, Scribe Essentials, and Grammar and Writing Skills for Healthcare Professionals. With the successful completion of Healthcare Documentation Specialist Part I and Part II courses, you will be eligible to take the Medical Scribe Certification Exam (MSCE TM) and the Certified Electronic Health Records Specialist (CEHRS) Exam. **PREREQUISITE:** Documented successful completion of the Healthcare Documentation Specialist Part I 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 CLASS START DATE. Call (910) 678-8446 with questions.**

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	149 hrs	94751	online
online	online	Oct 12-Jan 31	Fee: \$180	149 hrs	94752	online
online	online	Nov 09-Feb 28	Fee: \$180	149 hrs	94753	online
online	online	Dec 07-Mar 28	Fee: \$180	149 hrs	94754	online

HEALTHCARE IT PROFESSIONAL, PART I – ONLINE – NEW! **SARA**

This course is the first in a two-part program designed to train students for a new career in the medical office! This program will prepare students to manage the front office administration and computer support responsibilities of today's healthcare office. HIPAA compliance officer training, healthcare cyber security, Microsoft Office Specialist, and CompTIA A+ are some of the areas in which the student will be trained. This comprehensive course will give students the knowledge to sit for the the CompTIA A+ certification exams at the successful completion of the 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 CLASS START DATE. Call (910) 678-8446 with questions.**

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	273 hrs	94743	online
online	online	Oct 12-Jan 31	Fee: \$180	273 hrs	94744	online
online	online	Nov 09-Feb 28	Fee: \$180	273 hrs	94745	online
online	online	Dec 07-Mar 28	Fee: \$180	273 hrs	94746	online

HEALTHCARE IT PROFESSIONAL, PART II – ONLINE – NEW! **SARA**

Complete your Healthcare IT Professional course! In the second part of the course, information security, service desk training and computer user support will be addressed This comprehensive course will give students the knowledge to sit for the CompTIA A+ certification exams at the successful completion of the 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 CLASS START DATE. Call (910) 678-8446 with questions.**

Instructor: Career Step

online	online	Sep 07-Dec 27	Fee: \$180	235 hrs	94807	online
online	online	Oct 12-Jan 31	Fee: \$180	235 hrs	94808	online
online	online	Nov 09-Feb 28	Fee: \$180	235 hrs	94809	online
online	online	Dec 07-Mar 28	Fee: \$180	235 hrs	94810	online

MEDICAL BILLING (INTERMEDIATE) – ONLINE **SARA**

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. This course prepares students to sit for the Certified Professional Biller certification exam through the AAPC. **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 DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

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

Instructor: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	367 hrs	94324	online
online	online	Sep 07-Dec 27	Fee: \$180	367 hrs	94773	online
online	online	Oct 12-Jan 31	Fee: \$180	367 hrs	94774	online
online	online	Nov 09-Feb 28	Fee: \$180	367 hrs	94775	online
online	online	Dec 07-Mar 28	Fee: \$180	367 hrs	94776	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:** Documented 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, 2022 Ed., AMA-CPT Codebook, 2022 Ed. (Standard or Professional Editions ONLY), AMA-HCPCS Level II Code Book, 2022 Ed.* **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

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

Instructor: Deborah Hammond

online	online	Sep 07-Nov 01	Fee: \$180	160 hrs	94794	online
online	online	Nov 02-Dec 27	Fee: \$180	160 hrs	94795	online

MEDICAL CODING FOR OUTPATIENT & INPATIENT SERVICES PART I – ONLINE **SARA**

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 Medical Coding for Outpatient & Inpatient Services Part I course helps students learn medical terminology, law, liability & ethics topics, health care delivery systems, medical records, and medical billing. 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 Medical Coding for Outpatient & Inpatient Services Part II 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.**

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

Instructor: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	326 hrs	94308	online
online	online	Sep 07-Dec 27	Fee: \$180	326 hrs	94763	online
online	online	Oct 12-Jan 31	Fee: \$180	326 hrs	94764	online
online	online	Nov 09-Feb 28	Fee: \$180	326 hrs	94765	online
online	online	Dec 07-Mar 28	Fee: \$180	326 hrs	94766	online

MEDICAL CODING FOR OUTPATIENT & INPATIENT SERVICES PART II – ONLINE **SARA**

Complete the medical coding program! The second part of this AHIMA-approved program is a course that helps students learn CPT and HCPCS coding, anatomy & physiology, pharmacology, and health information management. 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) through AHIMA, the Certified Professional Coder (CPC) examinations through the AAPC and the CBCS exam through the NHA. Reference books are included in this course. **PREREQUISITE:** Documented successful completion of Medical Coding for Outpatient & Inpatient Services Part I. 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: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	329 hrs	94312	online
online	online	Sep 07-Dec 27	Fee: \$180	329 hrs	94767	online
online	online	Oct 12-Jan 31	Fee: \$180	329 hrs	94768	online
online	online	Nov 09-Feb 28	Fee: \$180	329 hrs	94769	online
online	online	Dec 07-Mar 28	Fee: \$180	329 hrs	94770	online

MEDICAL ICD/CPT CODING, PART I – FACE-TO-FACE **SARA**

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. To register for this class please visit www.LearnFTCC.com. **For more information please call (910) 678-0032.**

Instructor: Sheryl Casey

M-Th	5:30pm-9:00pm	Oct 24-Apr 27	Fee: \$180	322 hrs	33712	HTC 153
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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, please visit www.LearnFTCC.com. **PRE-REGISTRATION IS DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE.**

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94210	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94636	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94637	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94638	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94639	online

PHLEBOTOMY – HYBRID **SARA**

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. **Insurance Fee: \$14.50 required to be paid at time of registration. Clinical Rotation Fee (may be applicable): \$29.99. For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.**

Photocopies of the following are required: 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 &M,W	5:00pm-10:00pm online	Aug 30-Dec 06	Fee: \$180	258 hrs	57258	CEC 126
M,T,Th &W	8:30am-3:30pm online	Oct 03-Dec 15	Fee: \$180	258 hrs	57259	CEC 126
W &M,T,Th	5:00pm-10:00pm online	Oct 12-Feb 06	Fee: \$180	258 hrs	57261	CEC 126

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

PHYSICAL THERAPY OFFICE PROFESSIONAL – ONLINE **SARA**

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

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

Instructor: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	384 hrs	94304	online
online	online	Sep 07-Dec 27	Fee: \$180	384 hrs	94759	online
online	online	Oct 12-Jan 31	Fee: \$180	384 hrs	94760	online
online	online	Nov 09-Feb 28	Fee: \$180	384 hrs	94761	online
online	online	Dec 07-Mar 28	Fee: \$180	384 hrs	94762	online

REGISTERED BEHAVIOR TECHNICIAN – ONLINE **SARA**

Through the Registered Behavior Technician program, you have the opportunity to become a paraprofessional in the field of Autism services. This course provides an understanding of Autism Spectrum Disorder (ASD) and best practices for assisting children and adults with functional communication acquisition, social skill development, and behavior change. You will learn about Applied Behavior Analysis (ABA), an empirically validated method for changing behaviors and teaching social and adaptive living skills. Successful completion of the course results in a certificate of completion for the 40-hour Registered Behavior Technician (RBT) course, leading towards RBT certification by the Behavior Analyst Certification Board. The RBT is a paraprofessional who practices under the supervision of a Board-Certified Behavior Analyst. Prevalence of Autism Spectrum Disorder and changes in insurance mandates drive high demand for ABA services and RBT recruitment. Students interested in certification can take a competency assessment and schedule the RBT exam, making them highly marketable to potential employers. Students will also have the opportunity to interview for RBT job placement at CCABA's two Fayetteville clinic locations. Start your new career today! 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 CLASS START DATE. For more information please contact Denise DeCandia at Denise@carolinacenterforaba.com.**

Instructor: Carolina Center for ABA & Autism Treatment

T,W,Th/F	4:30pm-6:30pm	Aug 02-Aug 26	Fee: \$180	65 hrs	90510	online
T,W,Th/F	4:30pm-6:30pm	Oct 04-Oct 28	Fee: \$180	65 hrs	90638	online

REGISTERED MEDICAL ASSISTANT I – HYBRID

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

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

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

Insurance Fee: \$14.50 required to be paid at time of registration. For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

Photocopies of the following are required: 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,T,W	5:00pm-10:00pm	Oct 03-Mar 13	Fee: \$180	390 hrs	57262	SLC 209
&Th	online					
M,T,W,Th	8:30am-3:30pm	Oct 17-Feb 08	Fee: \$180	390 hrs	57263	CEC 135
&F	online					

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

REGISTERED MEDICAL ASSISTANT II **SARA**

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.

PREREQUISITE: Certificate of completion for RMA I Program.

Insurance Fee: \$14.50 required to be paid at time of registration. Clinical Rotation Fee (may be applicable): \$29.99. For list of requirements and information, please call (910) 486-3923 or email us at healthprograms@faytechcc.edu. Pre-Registration is required.

Photocopies of the following are required: 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,T,W	5:00pm-10:00pm	Oct 17-Feb 28	Fee: \$180	390 hrs	57264	CEC 135
&Th,F	online					

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

WORKING IN THE PHARMACY, PART I – ONLINE **SARA**

The two-part 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 DUE BY 5:00 P.M. ONE WEEK BEFORE THE CLASS START DATE. *Students may qualify for a discounted registration fee. Call (910) 678-8446 with questions.**

Instructor: Career Step

online	online	Aug 10-Nov 29	Fee: \$180	287 hrs	94292	online
online	online	Sep 07-Dec 27	Fee: \$180	213 hrs	94777	online
online	online	Oct 12-Jan 31	Fee: \$180	213 hrs	94778	online
online	online	Nov 09-Feb 28	Fee: \$180	213 hrs	94779	online
online	online	Dec 07-Mar 28	Fee: \$180	213 hrs	94780	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	Sep 20-Nov 10	Fee: \$125	48 hrs	90634	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: Louis Leake

Sat	9:00am-1:30pm	Oct 08-Dec 10	Fee: \$125	40 hrs	90516	HTC 143
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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

Th	6:00pm-9:00pm	Aug 18	Fee: \$20	3 hrs	90519	HTC 151
Th	6:00pm-9:00pm	Oct 06	Fee: \$20	3 hrs	90635	HTC 153
Th	6:00pm-9:00pm	Dec 01	Fee: \$20	3 hrs	90636	HTC 151

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	Sep 12-Oct 31	Fee: \$70	24 hrs	90637	HTC 205
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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: Louis Leake

M,W	6:00pm-9:00pm	Aug 01-Aug 10	Fee: \$70	12 hrs	90518	HTC TBA
M,W	6:00pm-9:00pm	Nov 14-Nov 28	Fee: \$70	12 hrs	90639	HTC 151

THE BRAIN & MENTAL HEALTH

Students taking this course, with the interest in becoming a substance abuse counselor or continuing their education, will learn the historical context of psychopathology and how the brain works. Emphasis will also be placed up understanding genetics, mental health, the scientific method of researching the brain, how to assess for disorders, the various disorders in the DSM-5 and how they are classified, the legal implications of treatment, and how to develop a treatment plan based on a diagnosis.

Instructor: Stephanie Dixon

W	6:00pm-9:00pm	Sep 07-Dec 14	Fee: \$125	42 hrs	90640	HTC 205
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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.

Instructor: Chef Toni Johnson

W	5:30pm-8:30pm	Aug 03-Sep 21	Fee: \$70	24 hrs	90641	CEC 146
W	5:30pm-8:30pm	Oct 05-Nov 30	Fee: \$70	24 hrs	90642	CEC 146

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 course; fee exempt status does not apply.**

Instructor: Charlisa Davis

T,Th	6:00pm-8:00pm	Aug 02-Aug 11	Fee: \$50	8 hrs	33697	CBI 122
T,Th	6:00pm-8:00pm	Oct 04-Oct 13	Fee: \$50	8 hrs	33754	CBI 122

Instructor: Orlando Diggs

T,Th	9:00am-11:00am	Sep 06-Sep 15	Fee: \$50	8 hrs	33753	CBI 122
T,Th	9:00am-11:00am	Nov 01-Nov 10	Fee: \$50	8 hrs	33755	CBI 122

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: Certified ServSafe Instructor

M,W	5:00pm-9:00pm	Aug 01-Aug 10	Fee: \$70	16 hrs	33668	CBI 110
M,W	5:00pm-9:00pm	Sep 12-Sep 21	Fee: \$70	16 hrs	33715	CBI 110
M,W	5:00pm-9:00pm	Oct 10-Oct 19	Fee: \$70	16 hrs	33716	CBI 110
M,W	5:00pm-9:00pm	Nov 07-Nov 16	Fee: \$70	16 hrs	33717	CBI 110

HUMAN RESOURCES DEVELOPMENT

The HRD program provides skill assessment services, career exploration, professional interviewing techniques, 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 have been laid off. For additional information, please call (910) 678-8495.

ACT WORKKEYS PREPARATION

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

M-Th	8:00am-5:00pm	Aug-Dec (Open Enrollment)	Fee: \$180	LRC 203
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Due to the impact of COVID-19, these classes may change from traditional to a hybrid or online setting. The Corporate and Continuing Education Division will make contact with all students registered for these courses one week prior if the course format changes.

CAREER ASSESSMENT & PREPARATION FOR EMPLOYMENT SUCCESS LAB

This course is an open 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-5:00pm	Aug-Dec (Open Enrollment)	Fee: \$180	LRC 203
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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-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

CAREER PATHWAYS FOR SOCIAL SERVICES CAREERS **SARA**

This course is for those interested in working in 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-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

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

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-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

ECONOMIC LITERACY **SARA**

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-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

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

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 \$36 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-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

EMPLOYMENT ESSENTIAL SKILLS

This course is designed to promote the development and improvement of employability skills needed for success in the workplace. Through the completion of this course, the learner will be introduced to Critical and Analytical Thinking, Problem Solving and Decision Making, Cultural Sensitivity, Interpersonal Skills, Communication, Reliability and Dependability, Time and Resource Management, and Teamwork. No matter who you are and what level of experience you possess, this is a self-paced course that will prove to be beneficial for gaining, sustaining, and/or increasing your employability skills. This course is offered in a lab setting with open enrollment. **PRE-REGISTRATION FOR THE LAB IS NOT REQUIRED. For more information, call (910) 678-8495 or (910) 678-0055. Don't forget to ask about a Fee Waiver.**

M-Th 8:00am-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

JOB READY

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

M-Th 8:00am-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

LRC 203

VIRTUAL HRD CLASSROOM

This course is designed to prepare the learner for what is required to enter the workplace. During the instruction of the course the student will learn about developing a resume, cover letter and honing their interview skills. This course is offered in a virtual setting where students receive individual assistance based on their needs. Students may register throughout the semester for the open, drop-in lab. **PRE-REGISTRATION IS NOT REQUIRED. For more information, call (910) 678-8495 or (910) 678-0055. Fee Waivers and Scholarships are available for the registration fee.**

M-Th 8:00am-5:00pm

Aug-Dec (Open Enrollment)

Fee: \$180

online

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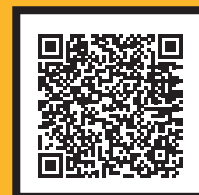
Operador de Montacargas con la certificación
del Consejo Nacional de Seguridad



**Para más información
comuníquese con**

Miguel Figueroa-Pagán
Department Chair
Bilingual Program
(910) 678-8430

figueromi@faytechcc.edu



WORKPLACE TECHNOLOGY **SARA**

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-5:00pm Aug-Dec (Open Enrollment) Fee: \$180 LRC 203

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

INDUSTRIAL TRAINING

FORKLIFT – OSHA FORKLIFT OPERATOR – 24 HOURS **SARA**

This course provides instruction on the operation and maintenance of an industrial forklift for adults seeking employment as an operator. Core topics include: forklift design; controls and instrumentation; pre-use inspection; safety awareness; and forklift stability. This course meets the training requirements for related Occupational Safety and Health Administration (OSHA) regulations. **Requirements: Coaching the Lift Truck Operator 3 book which you can purchase from FTCC Book Store for \$6.50. CLASS IS LIMITED TO 12 STUDENTS. PRE-REGISTRATION IS REQUIRED. For more information please call (910) 678-8430.**

Instructor: Raymond Henley/Michael McKoy

Sat	8:00am-5:00pm	Aug 06-Aug 20	Fee: \$70	24 hrs	61330	CBI 122
M,T,W	8:00am-5:00pm	Sep 12-Sep 14	Fee: \$70	24 hrs	61331	CBI 122
Sat	8:00am-5:00pm	Oct 08-Oct 22	Fee: \$70	24 hrs	61332	CBI 122
M,T,W	8:00am-5:00pm	Nov 14-Nov 16	Fee: \$70	24 hrs	61333	CBI 122

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

HAZMAT – NEW! **SARA**

This is a four-day course designed to teach all facets of Hazmat according to ELDT. Instruction will cover Basic, Intro, & Operational Hazardous Material (HM) requirements, reporting HM crashes and releases, tunnels and railroad highway grade crossing requirements, loading and unloading HM, HM on passenger vehicles, bulk packages, operating emergency equipment, emergency response procedures, engine fueling, tire check, routes and route planning and hazardous materials safety permits (HMSF). **For more information, please call Eric Smith at 910-486-3909.**

Instructor: Eric Smith

T-F	6:00pm-10:00pm	Aug 23-Aug 26	Fee: \$79	16 hrs	62226	CEC 105
T-F	6:00pm-10:00pm	Sep 27-Sep 30	Fee: \$79	16 hrs	62227	CEC 105
T-F	6:00pm-10:00pm	Oct 25-Oct 28	Fee: \$79	16 hrs	62228	CEC 105
T-F	6:00pm-10:00pm	Nov 15-Nov 18	Fee: \$79	16 hrs	62229	CEC 105

MONTACARGAS – OPERADOR DE MONTACARGAS EN ESPAÑOL BASADO EN LA NORMATIVA DE OSHA – 24 HORAS **SARA**

En este curso aprenderemos en español el funcionamiento y mantenimiento de montacargas. Los temas centrales incluyen: Diseño de montacargas, Controles e instrumentación, Inspección previa al uso, Conciencia de seguridad, Estabilidad del montacargas. Está diseñado para adultos que quieran ser operadores de montacargas. Este curso cumple los requisitos de OSHA-Administración de Salud y Seguridad Ocupacional. **Libro Requerido: Capacitación para el Operador de Montacargas de Horquillas - 2da Edición. Compre el libro en la librería de FTCC, costo \$8.00. Se requiere que se inscriba antes del inicio de la clase. La clase está limitada a 12 estudiantes. Para más información, por favor llame al (910) 678-8430.**

Instructor: Rafael Torres

L,M,M	8:00am-5:00pm	Oct 17-Oct 19	Fee: \$70	24 hrs	61335	CBI 122
L,M,M	8:00am-5:00pm	Dec 12-Dec 14	Fee: \$70	24 hrs	61336	CBI 122

Debido al impacto de COVID-19, las clases pueden cambiar de presenciales a híbridas o totalmente virtuales. La División de Educación Continua y Corporativa Contactará a los estudiantes matriculados, si las clases cambian de entorno (presencial a híbrido o totalmente virtual).

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

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. **PRE-REGISTRATION IS REQUIRED. For information please call (910) 486-7354.**

Instructor: Abraham Williams

M-Th	5:30pm-9:30pm	Jul 11-Aug 31	Fee: \$180	124 hrs	61009	CBI 118
M-Th	5:30pm-9:30pm	Oct 24-Dec 15	Fee: \$180	124 hrs	61311	CBI 118

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

WELDING – INDUSTRIAL WELDING TECHNOLOGY **SARA**

This course was designed to provide instruction on welding principles and practices. Emphasis is on OSHA-10 General Industry, NCCER principles, SMAW (stick), GMAW (MIG), GTAW (TIG), oxyacetylene, plasma, air-carbon arc cutting and gouging. Upon completion, students will be prepared to perform detail welding task, and sit for various AWS industry specific certification/qualification. **Textbook Requirement:** The students will receive OSHA 10 General Industry Accreditation for successful completion of this course. **PRE-REGISTRATION IS REQUIRED. For information please call (910) 486-7354.**

Instructor: Ricky Yandle/Royce Bernhardt

M-Th	7:30am-4:30pm	Jul 18-Sep 12	Fee: \$180	288 hrs	61313	CBI 118
F	7:30am-11:30am					
M-Th	7:30am-4:30pm	Oct 03-Nov 29	Fee: \$180	288 hrs	61314	CBI 118
F	7:30am-11:30am					

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

SALON RELATED/COSMETIC ARTS

BARBER TRAINING I & II **SARA**

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

PRE-REQUISITE for Barber Training I is high school credentials. PRE-REQUISITE for Part II-A is Barber Training I. PRE-REQUISITE for Part II-B is Part II-A.

Instructor: Christopher Parker

M-Th	8:00am-5:00pm	Aug 29-Dec 16	Fee: \$205	552 hrs	33710	CEC 151
F	8:00am-12:00N					

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

M-Th	8:00am-5:00pm	Aug 29-Dec 16	Fee: \$180	552 hrs	33711	CEC 150-1
F	8:00am-12:00N					

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

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: Glenna Hendrickson

Sat	8:30am-1:30pm	Nov 05-Dec 10	Fee: \$70	24 hrs	90643	HTC 151
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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: Glenna Hendrickson

Sat	9:00am-1:00pm	Aug 06-Sep 17	Fee: \$70	24 hrs	90523	HTC 153
T	6:00pm-9:00pm	Sep 06-Oct 25	Fee: \$70	24 hrs	90644	CUH 356

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: Glenna Hendrickson

Sat	9:00am-1:00pm	Sep 24-Oct 29	Fee: \$70	24 hrs	90645	HTC 151
T	5:30pm-9:00pm	Nov 01-Dec 13	Fee: \$70	24 hrs	90646	CUH 356

Complete Your Continuing Education Teacher Renewal Credits Here!

Our classes are informative and they're offered through a convenient and highly interactive online environment! Choose from a variety of online courses, built to address the needs of today's educator and assist you in meeting your continuing education requirements.

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



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Help students with high-functioning autism and Asperger's Syndrome unlock their potential.



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(910) 678-8446

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

TEACHER TRAINING

EFFECTIVE TEACHING TRAINING & CCS SUBSTITUTE TEACHER ORIENTATION



SARA

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: Paula Harris

M-W	8:30am-5:00pm	Aug 01-Aug 03	Fee: \$70	24 hrs	91956	CEC 108
M-Th	9:00am-4:00pm	Aug 08-Aug 11	Fee: \$70	24 hrs	91957	CEC 108
M-W	8:30am-5:00pm	Aug 15-Aug 17	Fee: \$70	24 hrs	91972	CEC 108
M-Th	9:00am-4:00pm	Aug 22-Aug 25	Fee: \$70	24 hrs	91973	CEC 108
M-W	8:30am-5:00pm	Aug 29-Aug 31	Fee: \$70	24 hrs	91974	CEC 108
T-F	9:00am-4:00pm	Sep 06-Sep 09	Fee: \$70	24 hrs	91281	CEC 108
M-W	8:30am-5:00pm	Sep 12-Sep 14	Fee: \$70	24 hrs	91282	CEC 108
M-Th	9:00am-4:00pm	Sep 19-Sep 22	Fee: \$70	24 hrs	91283	CEC 108
M-W	8:30am-5:00pm	Sep 26-Sep 28	Fee: \$70	24 hrs	91284	CEC 108
M-Th	9:00am-4:00pm	Oct 03-Oct 06	Fee: \$70	24 hrs	91285	CEC 108
M-W	8:30am-5:00pm	Oct 10-Oct 12	Fee: \$70	24 hrs	91286	CEC 108
M-Th	9:00am-4:00pm	Oct 17-Oct 20	Fee: \$70	24 hrs	91287	CEC 108
M-W	8:30am-5:00pm	Oct 24-Oct 26	Fee: \$70	24 hrs	91288	CEC 108
M-Th	9:00am-4:00pm	Oct 31-Nov 03	Fee: \$70	24 hrs	91289	CEC 108
M-W	8:30am-5:00pm	Nov 07-Nov 09	Fee: \$70	24 hrs	91290	CEC 108
M-Th	9:00am-4:00pm	Nov 14-Nov 17	Fee: \$70	24 hrs	91291	CEC 108
M-W	8:30am-5:00pm	Nov 21-Nov 23	Fee: \$70	24 hrs	91292	CEC 108
M-Th	9:00am-4:00pm	Nov 28-Dec 01	Fee: \$70	24 hrs	91293	CEC 108
M-W	8:30am-5:00pm	Dec 05-Dec 07	Fee: \$70	24 hrs	91294	CEC 108
M-Th	9:00am-4:00pm	Dec 12-Dec 15	Fee: \$70	24 hrs	91295	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.

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

INTEGRATING TECHNOLOGY IN THE CLASSROOM – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94171	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94580	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94581	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94582	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94583	online

SOLVING CLASSROOM DISCIPLINE PROBLEMS – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94174	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94584	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94585	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94586	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94587	online

SURVIVAL KIT FOR NEW TEACHERS – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94177	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94588	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94589	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94590	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94591	online

TRANSPORTATION

The FTCC CDL Program is registered by the Federal Motor Carrier Safety Administration (FMCSA) and certified as a Training Provider.

CDL TRAINING CLASS B W/P

This course will teach all facets of knowledge and provide practical skills opportunities to pass the Commercial Driver License examination. During instruction, subject material will include: Hours of Service reporting, Pre-Trip/Post Trip Inspections, Driving practice, Trip-Planning, and DMV testing. In Addition, there will be additional areas included to ensure student's success in the transportation industry. For more information email Eric Smith at smith@faytechc.edu.

Instructor: Mattie Howard

T-F	7:00am-6:00pm	Aug 02-Sep 02	Fee: \$230	200 hrs	62182	CEC 105
T-F	7:00am-6:00pm	Sep 27-Oct 28	Fee: \$230	200 hrs	62183	CEC 105
T-F	7:00am-6:00pm	Nov 08-Dec 14	Fee: \$230	200 hrs	62183	CEC 105

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

M	5:30pm-8:30pm	Sep 12-Oct 31	Fee: \$70	24 hrs	90647	CUH 356
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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

W	5:30pm-8:30pm	Sep 07-Dec 14	Fee: \$125	42 hrs	90648	CUH 356
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PERSONAL INTEREST



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

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

ACADEMIC/TEST PREP

ALGEBRA REFRESHER

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

Instructor: TBA

M	5:30pm-8:30pm	Oct 31-Dec 05	Fee: \$60	18 hrs	91322	CEC 143
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CREATIVE WRITING

Open up the world of creative writing and learn the techniques that can put you in print. In this course, you will experience the hands-on practice of learning to say what you want in the best, most efficient and attractive way possible. There will be discussions on the art of criticism and how it helps, not hurts. You will learn the specifics of editing, manuscript preparation, querying, and submission of your writings. Emphasis will be on learning to develop your own voice or recognizable style. The world is waiting for that book you've been planning or that short story you've been meaning to write!

Instructor: TBA

F	5:30pm-8:30pm	Aug 12-Oct 07	Fee: \$70	24 hrs	91034	CEC 257
M	5:30pm-7:30pm	Oct 17-Dec 05	Fee: \$55	16 hrs	91323	CEC 257

GRAMMAR REFRESHER – FACE-TO-FACE

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: TBA

W	5:30pm-8:30pm	Aug 17-Sep 21	Fee: \$60	18 hrs	91008	CEC 235
W	5:30pm-8:30pm	Oct 05-Nov 09	Fee: \$60	18 hrs	91277	HTC 231

GRAMMAR REFRESHER – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$70	24 hrs	94135	online
online	online	Sep 14-Nov 04	Fee: \$70	24 hrs	94536	online
online	online	Oct 12-Dec 02	Fee: \$70	24 hrs	94537	online
online	online	Nov 16-Jan 06	Fee: \$70	24 hrs	94538	online
online	online	Dec 14-Feb 03	Fee: \$70	24 hrs	94539	online

GRE PREPARATION – FACE-TO-FACE

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:** *The Official Guide to the GRE General Test*, Third Edition, by ETS. **Supplies:** Please bring a notebook, pencils, and a calculator to class each session.

Instructor: TBA

Sat	9:00am-1:00pm	Aug 27-Oct 08	Fee: \$150	24 hrs	91339	HTC 231
Sat	9:00am-1:00pm	Oct 22-Dec 03	Fee: \$150	24 hrs	91340	HTC 231

GRE PREPARATION I (VERBAL AND ANALYTICAL) – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94159	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94564	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94565	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94566	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94567	online

GRE PREPARATION II (QUANTITATIVE) – ONLINE

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

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94162	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94568	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94569	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94570	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94571	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, percentages, measurements, and word problems.

Instructor: TBA

M	5:30pm-8:30pm	Sep 12-Oct 17	Fee: \$60	18 hrs	91327	HTC 231
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PREPARATION FOR THE SAT

Get ready for the SAT—one of the most important exams you will ever take. This comprehensive preparation program is designed to help you meet the challenges of the exam format. You will receive a thorough overview of the SAT and become familiar with every question type that appears on the exam. The course will cover both math and verbal skills. Practice will include math skills and review of test questions including algebra, geometry, percentages, pictorials, and quantitative comparisons. Verbal skills will also be covered with special emphasis placed on the critical reading section which includes single and paired passages, sentence completion, analogies, and vocabulary enhancement. The text includes in-class and home-study materials. **Textbook Requirement:** *SAT Prep Plus 2021*, by Kaplan. **Supplies:** Please bring a notebook, pencils, and a calculator to class each session.

Instructor: TBA

W	5:30pm-8:30pm	Aug 10-Sep 28	Fee: \$150	24 hrs	91007	HTC 151
W	5:30pm-8:30pm	Oct 12-Dec 07	Fee: \$150	24 hrs	91338	HTC 155

ART

ACRYLIC PORTRAITURE

Acrylic paint is a wonderful medium that enables artists to create beautiful portraits! During this course, you will be educated on various painting techniques to apply while working with acrylic paint. Through your diligent practice and observations during Instructor demonstrations, you will create unique pet and human portraits. Your Instructor comes with years of experience teaching art and the use of various mediums. Come enjoy. **Supplies:** Students will need to purchase some supplies and may request this list by emailing the Instructor at ohernl@faytechcc.edu.

Instructor: Angela Stout

M	1:00pm-4:00pm	Aug 15-Oct 10	Fee: \$60	24 hrs	90649	CEC 139
M	1:00pm-4:00pm	Oct 17-Dec 05	Fee: \$60	24 hrs	90650	CEC 139

ACRYLIC POUR PAINTING

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

Instructor: Angela Stout

W	1:00pm-4:00pm	Sep 07-Oct 26	Fee: \$60	24 hrs	90651	CEC 139
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ACRYLIC POUR PAINTING (INTERMEDIATE)

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

Instructor: Angela Stout

W	1:00pm-4:00pm	Nov 02-Dec 14	Fee: \$55	21 hrs	90652	CEC 139
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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	Nov 04-Dec 09	Fee: \$45	15 hrs	90653	CEC 139
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CLAY SCULPTING

Clay sculpting can be a very therapeutic and rewarding method of creating finished artwork. The process involves shaping clay into various designs and firing the clay into a solid structure. Angela has years of experience with clay sculpting and clay hand-building skills. She will provide basic and intermediate level designs for students of both levels to hone your skill set. **Supplies:** Students will need to provide their own clay and this may be purchased at the FTCC Bookstore.

Instructor: Angela Stout

W	6:00pm-9:00pm	Aug 24-Oct 12	Fee: \$65	24 hrs	90654	HOS 627
W	6:00pm-9:00pm	Oct 19-Dec 14	Fee: \$65	24 hrs	90655	HOS 627

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 ohernl@faytechcc.edu for required supplies.

Instructor: Nancy Gasper

M	9:00am-12:00N	Aug 15-Oct 10	Fee: \$60	24 hrs	90656	CEC 139
M	9:00am-12:00N	Oct 17-Dec 05	Fee: \$60	24 hrs	90657	CEC 139

DRAWING (BEGINNING)

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

Instructor: Susan Keels

W	9:00am-12:00N	Aug 17-Oct 05	Fee: \$60	24 hrs	90658	CEC 139
W	9:00am-12:00N	Oct 12-Nov 30	Fee: \$60	24 hrs	90659	CEC 139

JEWELRY MAKING AND SILVERSMITHING (BEGINNING)

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

Instructor: Gail Ferguson

M	2:00pm-5:00pm	Aug 22-Oct 17	Fee: \$80	24 hrs	90660	CEC 145
T	5:30pm-8:30pm	Aug 23-Oct 25	Fee: \$80	24 hrs	90661	CEC 145
Sat	2:00pm-5:00pm	Sep 17-Nov 19	Fee: \$80	24 hrs	90664	CEC 145
M	2:00pm-5:00pm	Oct 24-Dec 12	Fee: \$75	21 hrs	90662	CEC 145
T	5:30pm-8:30pm	Nov 08-Dec 13	Fee: \$70	18 hrs	90663	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 bring in a 12" x 16" sized canvas. Please e-mail ohernl@faytechcc.edu for the supply list, or we will provide one to you on the first day.

Instructor: Kim Cowger

M	6:00pm-9:00pm	Sep 12-Nov 14	Fee: \$70	30 hrs	90665	CEC 139
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OIL PAINTING (BEGINNING)

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

Instructor: Angela Stout

T	6:00pm-9:00pm	Sep 06-Oct 25	Fee: \$60	24 hrs	90666	CEC 139
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OIL PAINTING (INTERMEDIATE)

This course is designed for students who have completed a beginning level oil painting course or have equivalent experience. For those who have not painted in a while, your instructor will review some of the basics and move into choosing subjects, setting up a still life, painting from life and photographs, and landscapes. **Supplies:** Students will need to purchase some supplies and may request this list by emailing ohernl@faytechcc.edu.

Instructor: Angela Stout

T	6:00pm-9:00pm	Nov 01-Dec 13	Fee: \$55	21 hrs	90667	CEC 139
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PAINTING OPEN STUDIO – NEW!

Ever heard your teacher announce that "time is up" before you've completed your painting? 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 paintings under the guidance of your instructor. All artists are welcome regardless of what paint medium you are using! **Supplies:** Students will need to bring their art pieces the first day of class.

Instructor: Angela Stout

T	1:00pm-4:00pm	Aug 30-Oct 18	Fee: \$60	24 hrs	90670	CEC 139
T	1:00pm-4:00pm	Oct 25-Dec 13	Fee: \$60	24 hrs	90671	CEC 139

PAINTING WHAT YOU SEE

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

Instructor: Talmadge Potter

Th	1:00pm-4:00pm	Aug 18-Oct 06	Fee: \$60	24 hrs	90668	CEC 139
Th	1:00pm-4:00pm	Oct 13-Dec 08	Fee: \$60	24 hrs	90669	CEC 139

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: Casey Long

T	6:00pm-9:00pm	Aug 23-Dec 06	Fee: \$100	48 hrs	90674	HOS 627
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Instructor: Carson Aubin

F	1:00pm-5:00pm	Aug 26-Dec 09	Fee: \$115	60 hrs	90672	HOS 627
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Sat	9:00am-1:00pm	Sep 10-Dec 10	Fee: \$105	52 hrs	90673	HOS 627
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Instructor: TBA

M	6:00pm-9:00pm	Sep 12-Dec 12	Fee: \$90	42 hrs	90675	HOS 627
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POTTERY: DECORATION & DESIGN

Every work of art needs that finishing touch to make it complete. In this class you will learn techniques to make your pottery unique! We will use carving, stencils, underglazes, design transfers, graffito, Mishima, scoring and slipping of clay forms to your work in order to create beautiful pottery. Join Muriel as she guides you to making your pottery a complete work of art! **Supplies:** Students will need to bring leather hard pieces that they've been working on. Cylinders suitable for decoration will be provided at the first class.

Instructor: TBA

Th	6:00pm-9:00pm	Aug 04-Sep 22	Fee: \$65	24 hrs	90676	HOS 627
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Th	6:00pm-9:00pm	Oct 06-Dec 01	Fee: \$65	24 hrs	90677	HOS 627
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STONE CUTTING: BASIC CABOCHONS

Cabochons are gems that have been cut and polished but not faceted into the setting. Adding gems to your jewelry brings your designs to the next level and will allow you to incorporate even more unique characteristics to your designs! During this class you will be introduced to the process of cutting and polishing stones, and how to determine the best shape that is appropriate for your custom jewelry design. Using our trim saw and CabKing capping machine, you will learn safety procedures and steps to operating the equipment for best results. **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.

Instructor: Gail Ferguson

W	5:30pm-8:30pm	Aug 24-Oct 26	Fee: \$80	24 hrs	90678	CEC 145
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W	5:30pm-8:30pm	Nov 09-Dec 14	Fee: \$65	15 hrs	90679	CEC 145
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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.

Instructor: Talmadge Potter

F	9:00am-12:00N	Sep 09-Oct 28	Fee: \$60	24 hrs	90680	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 ohernl@faytechcc.edu.

Instructor: Roxanne Rothenberger

Th	9:00am-12:00N	Aug 18-Oct 06	Fee: \$60	24 hrs	90681	CEC 139
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Th	9:00am-12:00N	Oct 13-Dec 08	Fee: \$60	24 hrs	90682	CEC 139
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WOODBURNING ART

Have you ever seen beautiful pictures and works of art made onto wood? They make unique gifts and decoration for your home or office! During this class you will learn the process of tracing and burning an image into a piece of wood to make art. **Supplies:** Students may be required to purchase some supplies, which will be discussed during the first class meeting.

Instructor: Gail Ferguson

Th	5:30pm-8:30pm	Sep 01-Nov 10	Fee: \$80	24 hrs	90683	CEC 145
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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) 678-8309.

ALL ABOUT PIES!

Pies are all the rage! From a chicken pot-pie meal to a cherry cheese pie dessert, sometimes a slice of scrumptious pie is all you need! During this class the baker will cover classic and cookie crust pies, while also providing instruction on fruit, nut, and cream pie fillings! We will explore pie crusts and sweet and savory derivations! Crumb, decorative, and meringue toppings will also be covered just to name a few. Let's have a pie party!

Instructor: TBA

F	5:30pm-8:30pm	Sep 23-Oct 07	Fee: \$55	9 hrs	91264	CEC 146
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APPETIZING DELIGHTS

Who doesn't love a tasty appetizer to serve guests that will complement 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

M	5:30pm-8:30pm	Nov 07-Nov 28	Fee: \$60	12 hrs	91276	CEC 146
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AUTHENTIC MEXICAN CUISINE

Do you love Mexican food and the rich spices in every dish? The best part of Mexican cuisine is how delicious it is and how healthy many of the dishes have become. Join this class as your instructor teaches you the secret behind preparing truly authentic Mexican cuisine

Instructor: TBA

T	5:30pm-8:30pm	Aug 16-Aug 23	Fee: \$50	6 hrs	91970	CEC 146
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BIRTHDAY AND WEDDING CAKES

This class will focus on decorating 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 Toni Johnson

Th	5:30pm-8:30pm	Sep 08-Oct 13	Fee: \$70	18 hrs	91268	CEC 146
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BÛCHE DE NOËL - YULE LOG - NEW!

Bake a spectacular Christmas dessert and centerpiece all in one! The classic European dessert known as Bûche de Noël (or yule log) is a wonderful rolled cake made to resemble the traditional log that burns on Christmas Eve. It can be made with any number of flavors to suit your personal taste and is decorated with snowmen, holly leaves, and meringue mushrooms. You will learn how to do all this and make a gorgeous cake that will wait in your freezer until your Christmas celebration. No cake decorating experience is necessary – only the desire to create a personal masterpiece.

Instructor: TBA

T	5:30pm-8:30pm	Dec 06	Fee: \$45	3 hrs	91274	CEC 146
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CHOCOLATE CHIP COOKIE WORKSHOP

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

Instructor: TBA

Sat	10:00am-1:00pm	Dec 03	Fee: \$45	3 hrs	91270	CEC 146
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COMFORT FOODS

Comfort food is simply prepared and associated with home or contentment. Join us and learn some of the most popular comfort food recipes. From homemade macaroni and cheese to rich, yet simple desserts – there is so much to cook!

Instructor: TBA

T	5:30pm-8:30pm	Sep 27-Oct 04	Fee: \$50	6 hrs	91279	CEC 146
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CRÊPES MADE EASY

Ever wanted to learn how to master a crêpe recipe? Crêpes may look intimidating to make, but with the help of the instructor, you'll want to share your crêpe recipe with your friends and family! Join us in learning the basics in crêpe making. From how long crêpe batter should rest to how to flip the crêpe properly, you'll learn everything you need to know about making the most delicious crêpes! **Supplies:** Supplies will be discussed at the first class meeting.

Instructor: TBA

T	5:30pm-8:30pm	Oct 25	Fee: \$45	3 hrs	91263	CEC 146
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CUPCAKES, CAKE POPS, AND COOKIES

Design, bake, and decorate in this fun and colorful baking class! During this class we will focus on decorating techniques for cupcakes, simple royal icing designs for cookies, and stress-free cake pops that stay on the stick! Mmm! Join us as we learn new techniques and have some fun!

Supplies: Please bring 1 dozen un-iced cupcakes to the first class meeting.

Instructor: Chef Toni Johnson

Th	5:30pm-8:30pm	Nov 03-Dec 01	Fee: \$60	12 hrs	91266	CEC 146
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FABULOUS FLAVORS OF INDIA

Are you tired of bland-tasting foods? Why not spice up your dinner table with the aromas and flavors of India. Join us as we explore the kitchen traditions of Indian cuisine. We will learn about traditional Indian spice blends such as masalas, chutneys, tamarind, cilantro, coconut, and mango. This class will teach you to create unusual and magically spiced dishes such as samosa, curry, pulao, pakoras, mango pie, mango lassi, mango milk shakes, and kulfi. Come taste the flavors of India!

Instructor: TBA

M	5:30pm-8:30pm	Aug 01	Fee: \$45	3 hrs	91945	CEC 146
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FRENCH CUISINE

This class is intended to capture your innermost thoughts, dreams, and ideas about French cuisine. At the completion of this workshop, you should have a basic understanding of how to prepare one or more of the six basic sauces: espagnole, brown, béchamel, velouté, marinara, and Dutch (hollandaise). You will also learn to prepare a classic entrée as seen in many five-star restaurants.

Instructor: TBA

Th	5:30pm-8:30pm	Aug 25	Fee: \$45	3 hrs	91971	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, fettucine and linguine.

Instructor: TBA

F	5:30pm-8:30pm	Sep 09	Fee: \$45	3 hrs	91267	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

Sat	10:00am-1:00pm	Aug 27	Fee: \$45	3 hrs	91960	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

T	5:30pm-8:30pm	Sep 13	Fee: \$45	3 hrs	91265	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	5:30pm-8:30pm	Oct 28-Dec 02	Fee: \$65	15 hrs	91262	CEC 146
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SO, YOU CAN'T BOIL WATER

Come join us as we start from the beginning in the kitchen! In this course you will identify common kitchen tools (what is a sieve?) and learn how to prepare basic yet delicious dishes for you and your loved ones. This class is designed for those who are just starting out on their culinary journeys and want to get over that first hurdle!

Instructor: TBA

Sat	10:00am-1:00pm	Oct 22-Nov 12	Fee: \$60	12 hrs	91280	CEC 146
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SPICE IT UP!

Is your cooking bland and boring? Life is better with spices! It doesn't matter which cuisine you are preparing, spices will make it better! There is a rich and flavorful world of spices waiting for you to learn to use. During this class, we will focus on the commonly used spices, the difference between whole and ground spices, how to store spices, and 6 common blend spices. We will prepare dishes utilizing various spices to demonstrate this cooking skill. Join us for this seasoned cooking experience!

Instructor: TBA

Sat	10:00am-1:00pm	Sep 17-Oct 01	Fee: \$55	9 hrs	91271	CEC 146
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STIR FRY SPECIALTIES

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

Instructor: Chef Felicia Bonner

M	5:30pm-8:30pm	Sep 26-Oct 17	Fee: \$60	12 hrs	91275	CEC 146
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TASTY MEALS FOR A TIGHT BUDGET

Hot dogs, macaroni and cheese, peanut butter and jelly, oh my! There must be a better way to eat and save money! If you are living by a strict budget and find yourself searching for creative ways to feed your family and not spend a fortune, this is the class for you! Your instructor will show you clever ways to cut corners in the kitchen that will not only help you to save money but time, too! Come join us and share tasty frugal recipes for the first time.

Instructor: TBA

M	5:30pm-8:30pm	Aug 15-Aug 29	Fee: \$55	9 hrs	91966	CEC 146
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THANKSGIVING AND HOLIDAY MEALS – NEW!

As families gather together for the holidays, you want to have a solid plan for your Thanksgiving menu. This class will teach you how to prepare an impressive Thanksgiving spread in a shorter time than you imagined. The holidays are already full of rushing so why spend all your time in the kitchen? In this class, you will be introduced to new recipes and ideas for traditional holiday favorites, including the turkey!

Instructor: TBA

T	5:30pm-8:30pm	Nov 08-Nov 15	Fee: \$50	6 hrs	91273	CEC 146
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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: Cheryl Thomas

T	5:30pm-8:30pm	Aug 09-Oct 25	Fee: \$85	36 hrs	91035	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 Cheryl to complete your unfinished baskets. Join us and finish up your masterpieces!

Instructor: Cheryl Thomas

T	5:30pm-8:30pm	Nov 08-Dec 13	Fee: \$50	15 hrs	91303	CEC 144
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STAINED GLASS I & II

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

Instructor: Petra Cox

T	6:00pm-9:00pm	Aug 02-Sep 20	Fee: \$75	24 hrs	91967	CEC 143
M	10:00am-1:00pm	Aug 08-Oct 03	Fee: \$75	24 hrs	91968	CEC 143
F	6:00pm-9:00pm	Aug 19-Oct 14	Fee: \$75	24 hrs	91969	CEC 143
W	10:00am-1:00pm	Sep 07-Nov 09	Fee: \$85	30 hrs	91331	CEC 143
T	6:00pm-9:00pm	Oct 04-Dec 06	Fee: \$85	30 hrs	91332	CEC 143
M	10:00am-1:00pm	Oct 17-Dec 05	Fee: \$75	24 hrs	91333	CEC 143
F	6:00pm-9:00pm	Oct 28-Dec 02	Fee: \$60	15 hrs	91334	CEC 143

Arabic
French
Italian
Chinese
Spanish

INCREASE YOUR EMPLOYABILITY! LEARN A NEW LANGUAGE!

Check out pages 29 to see what classes are available!

FINANCIAL PLANNING

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

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: Attorney Tracey Henderson

T	1:00pm-3:00pm	Aug 09	Fee: \$20	2 hrs	91043	CEC 143
T	1:00pm-3:00pm	Nov 01	Fee: \$20	2 hrs	91325	CEC 143

INTRODUCTION TO INVESTING

Roth IRA, 401k, CD's – do these words seem foreign to you? If so, come learn the basics of investing in this short class. The experienced instructor will help you to understand the world of investing and make you a more savvy investor!

Instructor: Jonathan Proffitt

T	5:30pm-7:30pm	Nov 29-Dec 06	Fee: \$30	4 hrs	91305	CEC 118
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LIVING IN RETIREMENT

This seminar is designed for working professionals who are within 10 years of transitioning into retirement AND for those who are currently retired. The instructor will provide guidance to help you live comfortably during your retirement. Topics will include: sources of retirement income (including Social Security), estate planning, types of retirement accounts, and portfolio construction or realignment. Feel free to bring questions! Civilians and military personnel are welcome.

Instructor: Jonathan Proffitt

T	10:00am-12:00N	Sep 27	Fee: \$15	2 hrs	91315	NC 7A
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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 experienced with mutual funds.

Instructor: Isaac Allen

T	3:00pm-5:00pm	Oct 25	Fee: \$20	2 hrs	91336	CEC 143
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PREPARING FOR RETIREMENT

Are you a working professional looking to begin planning for retirement? If so, sign up for this seminar to make sure that you are on track to accomplish your financial goals. The instructor will discuss and answer questions about the following topics: what retirement is, sources of retirement income (including Social Security), estate planning, types of retirement accounts, and portfolio construction. Please note that this seminar is targeted towards those who are about 10-30 years away from retirement. Civilians and military personnel are welcome.

Instructor: Jonathan Proffitt

W	10:00am-12:00N	Aug 24	Fee: \$20	2 hrs	91036	CEC 143
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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	Nov 17	Fee: \$20	2 hrs	91324	CEC 143
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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: Jonathan Proffitt

T	10:00am-12:00N	Oct 11	Fee: \$10	2 hrs	91335	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	Dec 13	Fee: \$20	2 hrs	91304	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: Attorney Tracey Henderson

T	1:00pm-3:00pm	Sep 20	Fee: \$20	2 hrs	91278	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	Sep 10	Fee: \$30	3 hrs	91310	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 class.

Instructor: Roger Mercer

Sat	10:00am-1:00pm	Aug 20	Fee: \$30	3 hrs	91029	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: Vesperia Padilla

Th	6:00pm-9:00pm	Sep 08-Oct 13	Fee: \$75	18 hrs	91259	HEC 109
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FLORAL ARRANGING (INTERMEDIATE)

This class is designed for students that want more experience in floral arranging and design. In this class you will learn how to do arrangements for occasions such as parties and banquets. Come learn from Vesperia as she expands your skills and teaches you new and exciting floral designs!

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

Instructor: Vesperia Padilla

Th	6:00pm-9:00pm	Oct 27-Dec 08	Fee: \$75	18 hrs	91252	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	Aug 06	Fee: \$30	3 hrs	91021	HEC 109
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Sat	10:00am-1:00pm	Oct 08	Fee: \$30	3 hrs	91311	HEC 109
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HOW TO FIND AND GROW HOSTAS

Looking for a perennial to add to your garden? Why not give beautiful, easy hostas a try? In this class, you will learn how to select and grow amazing new varieties of hosta plants that push the envelope of what is possible in brighter colors, forms, sizes, and leaf shapes. Gardeners of all experience levels are welcome.

Instructor: Roger Mercer

Sat	10:00am-1:00pm	Sep 24	Fee: \$30	3 hrs	91314	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	Oct 22	Fee: \$30	3 hrs	91320	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: Cheryl Garrett

Sat	10:00am-1:00pm	Nov 05	Fee: \$40	3 hrs	91309	HEC 109
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INDUSTRIAL SEWING

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

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	6:00pm-9:00pm	Sep 06-Dec 13	Fee: \$125	45 hrs	90405	311 Williams St.
T	9:00am-1:00pm	Sep 13-Nov 29	Fee: \$125	48 hrs	90402	311 Williams St.
Th	9:00am-1:00pm	Sep 15-Dec 08	Fee: \$125	48 hrs	90408	311 Williams St.

FURNITURE UPHOLSTERY (INTERMEDIATE)

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

Instructor: Milagros Whitted

Th	6:00pm-9:00pm	Oct 13-Dec 08	Fee: \$70	24 hrs	90411	311 Williams St.
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UPHOLSTERY SEWING


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

Instructor: Carolyn Hunt

T,Th	1:00pm-5:00pm	Aug 30-Dec 15	Fee: \$180	124 hrs	90688	311 Williams St.
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GOT A SMART PHONE?



 Scan this code & go to our website to see a complete listing of available classes.

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 DOT-approved helmet, gloves, eye protection, long-sleeved clothing, long pants, and sturdy, over-the-ankle, leather footwear.** 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 ENCOURAGED. 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 (910) 678-8488 for class availability; for all other questions please call (910) 678-8446. NOTE: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be 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 and your registration fee forfeited.**

Instructor: TBA

F/S,Su	5:30-10pm/7am-5pm	Aug 05-Aug 07	Fee: \$150	22.5 hrs	94116	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Aug 12-Aug 14	Fee: \$150	22.5 hrs	94117	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Aug 19-Aug 21	Fee: \$150	22.5 hrs	94728	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Aug 26-Aug 28	Fee: \$150	22.5 hrs	94729	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Sep 09-Sep 11	Fee: \$150	22.5 hrs	94730	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Sep 16-Sep 18	Fee: \$150	22.5 hrs	94731	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Sep 23-Sep 25	Fee: \$150	22.5 hrs	94732	CEC 108
F/S,Su	5:30-10pm/7am-5pm	Sep 30-Oct 02	Fee: \$150	22.5 hrs	94733	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Oct 14-Oct 16	Fee: \$150	22.5 hrs	94734	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Oct 21-Oct 23	Fee: \$150	22.5 hrs	94735	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Oct 28-Oct 30	Fee: \$150	22.5 hrs	94736	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Nov 04-Nov 06	Fee: \$150	22.5 hrs	94737	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Nov 18-Nov 20	Fee: \$150	22.5 hrs	94738	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Dec 02-Dec 04	Fee: \$150	22.5 hrs	94739	CEC 108
F/S,Su	5:30-10pm/8am-6pm	Dec 09-Dec 11	Fee: \$150	22.5 hrs	94740	CEC 108

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. During this hands-on class, 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: This class is 100% hands-on and held on location at The Cycle Shop, 104 S. 2nd St, Spring Lake. With questions, please contact Patrick Morrison at 910-497-3686.**

Instructor: Patrick Morrison

T	6:00pm-10:00pm	Sep 20-Dec 06	Fee: \$125	48 hrs	90620	Cycle Shop
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MUSIC/DRAMATIC ARTS

DRAMA FOR BEGINNERS

Lights, camera, action! It's time to let your inner star shine. In the course, we will be exploring drama in a creative way. We will dive into stage presence and performance, improvisation, design props for scenes and work with our voices. This class is sure to provide you with tips and tricks for beginning actors as we introduce you to the dramatic arts.

Instructor: TBA

M	5:30pm-7:30pm	Aug 08-Sep 19	Fee: \$60	12 hrs	91028	HOS 641B
Sat	10:00am-12:00N	Oct 01-Nov 05	Fee: \$60	12 hrs	91318	HOS 641B

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: Yanira Colon Lugo

T	5:30pm-8:30pm	Oct 11-Dec 06	Fee: \$70	24 hrs	91328	CEC 108
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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: Yanira Colon Lugo
Th 5:30pm-8:30pm Aug 25-Sep 29 Fee: \$60 18 hrs 91961 CUH 366

HOW TO READ MUSIC

Do you have friends who play musical instruments and you want to get in on the fun? Or do you just want to expand your artistic knowledge? Join us and learn the basics of reading music. In this class you will learn about clefs, time signatures, types of notes, symbols and more! Join us and learn to read music!

Instructor: Yanira Colon Lugo
Th 6:00pm-8:00pm Oct 27-Dec 08 Fee: \$55 12 hrs 91337 CUH 366

PIANO (EARLY BEGINNER)

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:** All students need to bring a set of headphones. Keyboards are available in the classroom, but they only have 76 of the standard 88 keys, and the keys are very lightly weighted. Students have the option of bringing their own keyboards and x-stands. **Textbook Requirement:** *Adult Piano Adventures All-in-One Piano Course Book 1* by Faber & Faber.

Instructor: Sylvia Morris
M 6:00pm-9:00pm Aug 15-Oct 10 Fee: \$80 24 hrs 91999 CUH 366
M 6:00pm-9:00pm Oct 17-Dec 12 Fee: \$80 24 hrs 91316 CUH 366

PIANO (LATE BEGINNER)

The curriculum for this class is best suited for a student who is ready for page 100 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 learn more about music form and continue building coordination with scales. 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:** All students need to bring a set of headphones. Keyboards are available in the classroom, but they only have 76 of the standard 88 keys, and the keys are very lightly weighted. Students have the option of bringing their own keyboards and x-stands. **Textbook Requirement:** *Adult Piano Adventures All-in-One Piano Course Book 1* by Faber & Faber.

Instructor: Sylvia Morris
W 6:00pm-9:00pm Aug 17-Oct 05 Fee: \$80 24 hrs 91000 CUH 366
W 6:00pm-9:00pm Oct 19-Dec 14 Fee: \$80 24 hrs 91317 CUH 366

PIANO (MID-BEGINNER)

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:** All students need to bring a set of headphones. Keyboards are available in the classroom, but they only have 76 of the standard 88 keys, and the keys are very lightly weighted. Students have the option of bringing their own keyboards and x-stands. **Textbook Requirement:** *Adult Piano Adventures All-in-One Piano Course Book 1* by Faber & Faber.

Instructor: Sylvia Morris
T 6:00pm-9:00pm Aug 16-Oct 04 Fee: \$80 24 hrs 91010 CUH 366
T 6:00pm-9:00pm Oct 18-Dec 13 Fee: \$80 24 hrs 91312 CUH 366



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

NEEDLECRAFTS AND SEWING

ALL ABOUT QUILTING

Express your creativity through your very own quilt! In this course, you will learn everything about quilting, from creating your own design to finishing with machine quilting. **Supplies:** Supplies will be discussed during the first class. **NOTE:** Students should have some prior quilting experience. Questions regarding this class? Please call (910) 678-8309.

Instructor: Irene Grimes

F	9:00am-1:00pm	Sep 09-Oct 28	Fee: \$85	32 hrs	91256	CEC 144
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CREATIVE QUILTING

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

Instructor: Annette Ornelas

W	9:30am-12:30pm	Aug 10-Sep 28	Fee: \$75	24 hrs	91033	Loving Stitches
W	9:30am-12:30pm	Oct 12-Dec 07	Fee: \$75	24 hrs	91260	Loving Stitches

KNITTING & CROCHETING (BEGINNING/INTERMEDIATE)

This course is designed for individuals who have no experience in knitting or crocheting, or who have minimal skill levels. For those who are learning to knit, you will learn to cast-on, bind off, knit, purl, and increase and decrease stitches. For those who are learning to crochet, you will learn the basic stitches: slipstitch, chain stitch, single crochet, half-double crochet, double crochet, and treble crochet. Other stitches will be introduced as needed. You will learn to recognize symbols and read patterns. You will be able to make at least one item of your choice. **Supplies:** Supplies will be discussed on the first night of class. Supply costs will not exceed \$30.

Instructor: TBA

Th	5:30pm-8:30pm	Sep 08-Nov 10	Fee: \$75	30 hrs	91326	CEC 144
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QUILTING 101

Have you been thinking about starting to quilt, but don't know where to start? Well, then look no further than our Quilting 101 class! This introductory class will give you the knowledge and skills you need to be an experienced quilter! The amount of time and effort that goes into the creation of a quilt makes these crafts a priceless family heirloom that will be passed down from generation to generation. This class is tailored for first time quilters. Please take this class before the intermediate-level courses. **NOTE:** You may bring your own machine to class along with the manual, or you may use machines provided by FTCC. **Supplies:** Supply list and pattern will be given at first class meeting. Questions regarding this class? Please call (910) 678-8309.

Instructor: Irene Grimes

M	1:30pm-4:30pm	Aug 08-Sep 19	Fee: \$60	18 hrs	91996	CEC 144
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QUILTING & PIECING

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

Instructor: Annette Ornelas

M	9:30am-12:30pm	Aug 08-Oct 03	Fee: \$75	24 hrs	91032	Loving Stitches
M	9:30am-12:30pm	Oct 17-Dec 05	Fee: \$75	24 hrs	91261	Loving Stitches

QUILTING WORKSHOP

This class gives you the opportunity to catch up on all those projects that you have unfinished! This class will give you the chance to have an instructor present to guide you and get those projects finished. Join us and finish up your masterpieces! **NOTE:** Questions regarding this class? Please call (910) 678-8309.

Instructor: Irene Grimes

F	1:30pm-4:30pm	Oct 07-Dec 02	Fee: \$75	24 hrs	91254	CEC 144
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SEWING I

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

Instructor: Audrey Tannahill

M	10:00am-1:00pm	Aug 08-Oct 03	Fee: \$75	24 hrs	91005	CEC 144
W	6:00pm-9:00pm	Oct 12-Dec 07	Fee: \$75	24 hrs	91347	CEC 144

Instructor: Carolyn Hunt

T	9:00am-12:00N	Aug 30-Oct 18	Fee: \$75	24 hrs	91006	CEC 144
Th	9:00am-12:00N	Sep 29-Nov 17	Fee: \$75	24 hrs	91258	CEC 144

SEWING II

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

Instructor: Carolyn Hunt

Sat	9:00am-12:00N	Aug 13-Sep 24	Fee: \$65	18 hrs	91004	CEC 144
T	9:00am-12:00N	Nov 01-Dec 06	Fee: \$65	18 hrs	91257	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

W	6:00pm-9:00pm	Aug 03-Sep 21	Fee: \$75	24 hrs	91997	CEC 144
M	10:00am-1:00pm	Oct 17-Dec 05	Fee: \$75	24 hrs	91253	CEC 144

PERSONAL INTEREST/VOLUNTEER TRAINING

HOW TO HOMESTEAD

With the cost of living going up, the idea of "homesteading" to become more self-sufficient is turning into a popular topic! During this course the instructor will teach you what you need to do to raise crops and food to help cut costs and reduce trips to the store. Key topics will include growing crops, raising farm animals, bee keeping, worm farming and how all of these things work together to make everyone more self-sufficient. Join Dennis as he teaches you the art of living the simpler life through self-sufficiency. **NOTE:** Students do not need to purchase any supplies for this course. With questions, please contact your instructor at johnsden@faytechcc.edu.

Instructor: Dennis Johnson

T	6:00pm-9:00pm	Aug 30-Oct 18	Fee: \$60	24 hrs	90689	HEC 109
T	6:00pm-9:00pm	Oct 25-Dec 13	Fee: \$60	24 hrs	90690	HEC 109

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	Aug 08	Fee: \$10	1.5 hrs	91985	CEC 118
M	5:30pm-7:00pm	Nov 14	Fee: \$10	1.5 hrs	91250	CEC 118

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

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 virtual tour of area hospitals. If you have any questions, please call the Rape Crisis Center at (910) 485-7273.

Instructor: Ze Surratt

T	8:00am-5:00pm	Aug 02-Aug 09	Fee: \$20	16 hrs	91980	CEC 118
Sat	8:00am-5:00pm	Oct 15-Oct 22	Fee: \$20	16 hrs	91251	CEC 118

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

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	Aug 06-Aug 13	Fee: \$15	4 hrs	91978	CEC 143
Sat	9:00am-11:00am	Oct 15-Oct 22	Fee: \$15	4 hrs	91249	CEC 143

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

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 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.

Instructor: Frank Galluccio

F	9:00am-12:00N	Aug 12-Sep 30	Fee: \$60	24 hrs	90693	CEC 143
F	9:00am-12:00N	Oct 07-Dec 02	Fee: \$60	24 hrs	90694	CEC 143

Instructor: John Patota

Th	6:00pm-9:00pm	Aug 25-Oct 13	Fee: \$60	24 hrs	90695	CEC 143
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Instructor: Tony Wooten

W	6:00pm-9:00pm	Sep 07-Oct 26	Fee: \$60	24 hrs	90691	CEC 143
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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.

Instructor: John Patota

Th	6:00pm-9:00pm	Oct 20-Dec 15	Fee: \$50	24 hrs	90696	CEC 143
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Instructor: Tony Wooten

W	6:00pm-9:00pm	Nov 02-Dec 14	Fee: \$50	18 hrs	90692	CEC 143
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DISCOVER DIGITAL PHOTOGRAPHY

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

THE CLASS START DATE.

Instructor: Ed2Go

online	online	Aug 17-Oct 07	Fee: \$85	24 hrs	94153	online
online	online	Sep 14-Nov 04	Fee: \$85	24 hrs	94556	online
online	online	Oct 12-Dec 02	Fee: \$85	24 hrs	94557	online
online	online	Nov 16-Jan 06	Fee: \$85	24 hrs	94558	online
online	online	Dec 14-Feb 03	Fee: \$85	24 hrs	94559	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.

Instructor: Tony Wooten

Sat	9:00am-6:00pm	Aug 20	Fee: \$30	8 hrs	90560	CEC 143
Sat	9:00am-6:00pm	Oct 08	Fee: \$30	8 hrs	90697	CEC 143

PHOTOSHOP FOR BEGINNERS

Do you want to make your photographs “pop”? This course is designed to give you all the basics and some neat tricks to make your photographs look amazing. Take your photos from dull to crisp, clean, and vibrant. You will be surprised at what you can learn in a short amount of time.

NOTE: You will be working with Adobe Photoshop software provided by FTCC, and it is required for students to setup a free Adobe account prior to class. To setup a free account, please go to www.account.adobe.com and bring your login and password to use in class.

Instructor: Kai Murphy

Sat	9:00am-12:00N	Oct 01-Nov 19	Fee: \$60	24 hrs	90699	ATC 229
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PHOTOSHOP WORKSHOP

Photoshop is great a tool that can be used to enhance the photos you have taken, making them pop! Join this workshop with classmates from various levels and learn what a piece of art your photography can become through the use of Adobe Photoshop! **NOTE:** You will be working with Adobe Photoshop software provided by FTCC, and it is required for students to setup a free Adobe account prior to class. To setup a free account, please go to www.account.adobe.com and bring your login and password to use in class.

Instructor: Kai Murphy

Sat	9:00am-2:00pm	Sep 10	Fee: \$30	5 hrs	90563	ATC 229
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RECREATION

ADVANCED BILLIARDS

After mastering Intermediate Billiards, try your hand at Advanced Billiards. This course will extend your skills, and soon you will be executing cue ball spin techniques and draw shots. Join Dwight in learning what the pros already know! **Supplies:** Supplies will be discussed at the first class meeting.

Instructor: Dwight Lovick, pbia Certified Instructor

Sat	10:00am-1:00pm	Nov 05-Dec 03	Fee: \$55	12 hrs	91242	Fayetteville Billiard Supply
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DANCE BOOTCAMP

If you need motivation and inspiration for exercise, join this cross training class that will incorporate various styles of dance! Each week we will use elements from a specific style of dance to improve cardiovascular endurance and transform muscles using simple choreography. This class will help beginners and intermediate individuals reach a healthy level of fitness. **NOTE:** Please wear comfortable clothing, tennis shoes, and bring water.

Instructor: TBA

W	6:00pm-7:30pm	Sep 28-Nov 16	Fee: \$65	12 hrs	91306	HOS 641B
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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

Sat	8:30am-9:30am	Aug 20-Oct 01	Fee: \$35	6 hrs	91982	GYM 801
Sat	8:30am-9:30am	Oct 15-Nov 19	Fee: \$35	6 hrs	91244	GYM 801

INTERMEDIATE BILLIARDS

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

Instructor: Dwight Lovick, pbia Certified Instructor

Sat	10:00am-12:00N	Sep 24-Oct 29	Fee: \$55	12 hrs	91243	Fayetteville Billiard Supply
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SELF-DEFENSE

Self-defense training enables practitioners to protect themselves and others against a wide range of real-world threats and attacks. Come join our experienced instructor as he/she teaches you this important skill. **NOTE:** Please wear comfortable clothing and tennis shoes.

Instructor: TBA

Sat	10:00am-1:00pm	Aug 13	Fee: \$25	3 hrs	91039	GYM 801
Sat	10:00am-1:00pm	Dec 10	Fee: \$25	3 hrs	91245	GYM 801

YOGA (BEGINNING)

Yoga has been recognized medically for the many benefits that it promotes. It 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	6:30pm-7:30pm	Sep 20-Dec 06	Fee: \$70	12 hrs	91247	GYM 801
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YOGA (INTERMEDIATE)

Join us for a more challenging yoga class. This class is designed for students with prior yoga experience. This class will involve more challenging poses to encourage growing your skills. **NOTE:** Please wear comfortable clothing, socks, and bring your yoga mat, towel, and water.

Instructor: TBA

Th	6:30pm-7:30pm	Sep 22-Dec 01	Fee: \$55	10 hrs	91246	GYM 801
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ZUMBA

Need to change up your workout routine? Join us for an exciting dance fitness class with music from all over the world. It is so much fun, you will forget you are exercising. **NOTE:** Please wear comfortable clothing and sneakers.

Instructor: TBA

F	6:00pm-7:00pm	Aug 12-Oct 07	Fee: \$50	8 hrs	91037	HOS 641B
F	6:00pm-7:00pm	Oct 21-Dec 02	Fee: \$40	6 hrs	91248	HOS 641B



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in many
areas through
Corporate &
Continuing
Education!***

Automotive
Aviation
Building & Construction Trades
Business
Computer Technologies
Education
Emergency Services
Fire Training
Healthcare
Hospitality Services
Industrial Training
Law Enforcement
Salon & Cosmetic Arts
Transportation

<https://www.faytechcc.edu/corporate-continuing-education/>



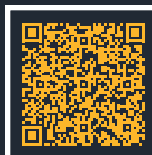
FTCC's Law Enforcement Training Program

The FTCC Law Enforcement Training department is committed to offering timely, relevant, and professional training commensurate with established mandates of the Sheriff's Commission, the North Carolina Training and Standards Commission, and/or the Private Protective Services Board.

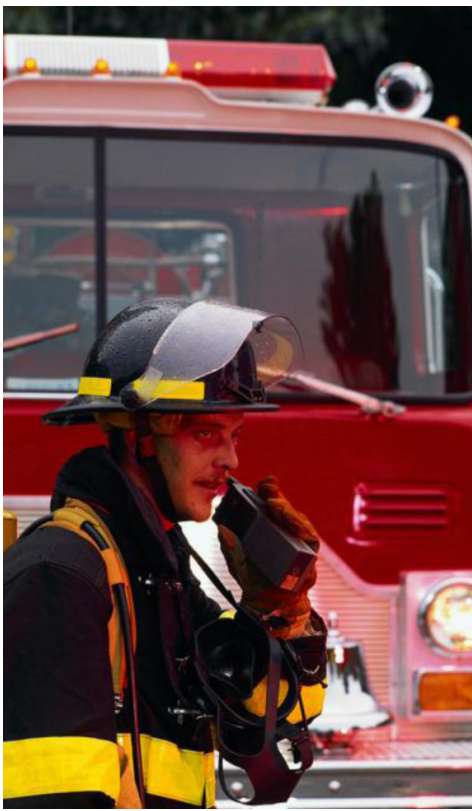
The majority of the course offerings are restricted to law enforcement or emergency services personnel. Some security course offerings are open to the general public, with the state prescribed registration fee required.

Courses are conducted by our staff and a carefully selected group of experienced police and security officer trainers.

FTCC



**For more info
SCAN HERE!**



Fire Training Program



FTCC's Corporate & Continuing Education Fire Training Program

offers a number of certification courses that will allow fire fighters to keep their certifications current and their skills up to date. Some of the classes include but are not limited to Fire Fighter I & II, All Technical Rescuer courses, Driver Operator, Fire Inspection, National Fire Academy classes and the IFSTA Airport certification course.

The College is proud to introduce to the community the new state-of-the-art
Swiftwater Rescue Training Facility,



where Firefighter professionals from along the east coast will train to perform high level safety drills.

Contact us today as we are here to help you reach your educational goals.



MILITARY PROGRAMS



***Transition from Military Service
& into the Workforce with FTCC!***



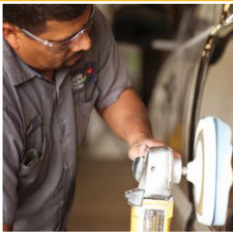
Basic Construction Technology

- 12-week program
- OSHA Certification
- Masonry
- Carpentry
- Electrical
- Building Codes
- Estimating



Information Technology

- Training available in
- CompTIA
 - CISCO CCNA
 - Red Hat Certified System



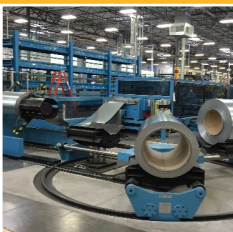
Changing Lanes Collision Repair

- 15-week program
- Pre-hire by Caliber Collision



EMT- Basic

- 5-week program
- National Registry and State of North Carolina Exam Preparation



Certified Production Technician

- 7-week program
- OSHA 10
- Forklift Certification
- Certified Production
- Technical Certification
- Additional Certifications from the Manufacturing Skills Standard Council



Solar Construction Training

- 5-week program
- Basic Electrical
- Basic Construction
- OSHA 30 Certification
- Forklift Certification
- CPR Certification
- Solar Installation Hands-on Clinic with Home Brothers Construction

Commercial Driver's License

10-week program • Total Cost \$538.00 • No Company Commitment



Welding Programs

- Pipe/Structural Welding
- Mobile Structural & Pipe Welding

Point of Contact: Pendy Eldridge • FTCC Transition Tech Recruiter • transtech@faytechcc.edu

FTCC's Barber Training

**program provides
discounted services
for you &
the family!**

Barber License Prep Course – NEW!

This course will prepare you
to pass the NC State Board Exam.

For more information or course schedules,
please contact us at 910-678-0033.

PREREQUISITE: Students should have
completed the required 1528 hrs
or be in the last 2 months
of a training program.

Check-In Lobby
Continuing Ed. Ctr,
Rm 150-B
2201 Hull Road

For more information, contact:
Services: 910-678-0148
Program: 910-678-0032
allenk@faytechcc.edu



Haircuts: \$2.00

Eyebrow Arch: \$2.00

Facial: \$2.00

Lineup: \$2.00

Beard Lineup: \$2.00

Shampoo/Blowdry: \$2.00

Shave (Razor/Clipper): \$2.00

***Cash only please.**

START A NEW CAREER OR HOBBY WITH FTCC!

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

We offer a variety of courses!

Accounting Clerk

Administrative Office Assistant

Certified Personal Trainer

Computer Technician

Customer Service Representative

Electronic Health Records Professional

Health Information Technology

Medical Administrative Assistant

Medical Billing

Medical Coding Certification Exam Prep

Medical ICD-10 Coding

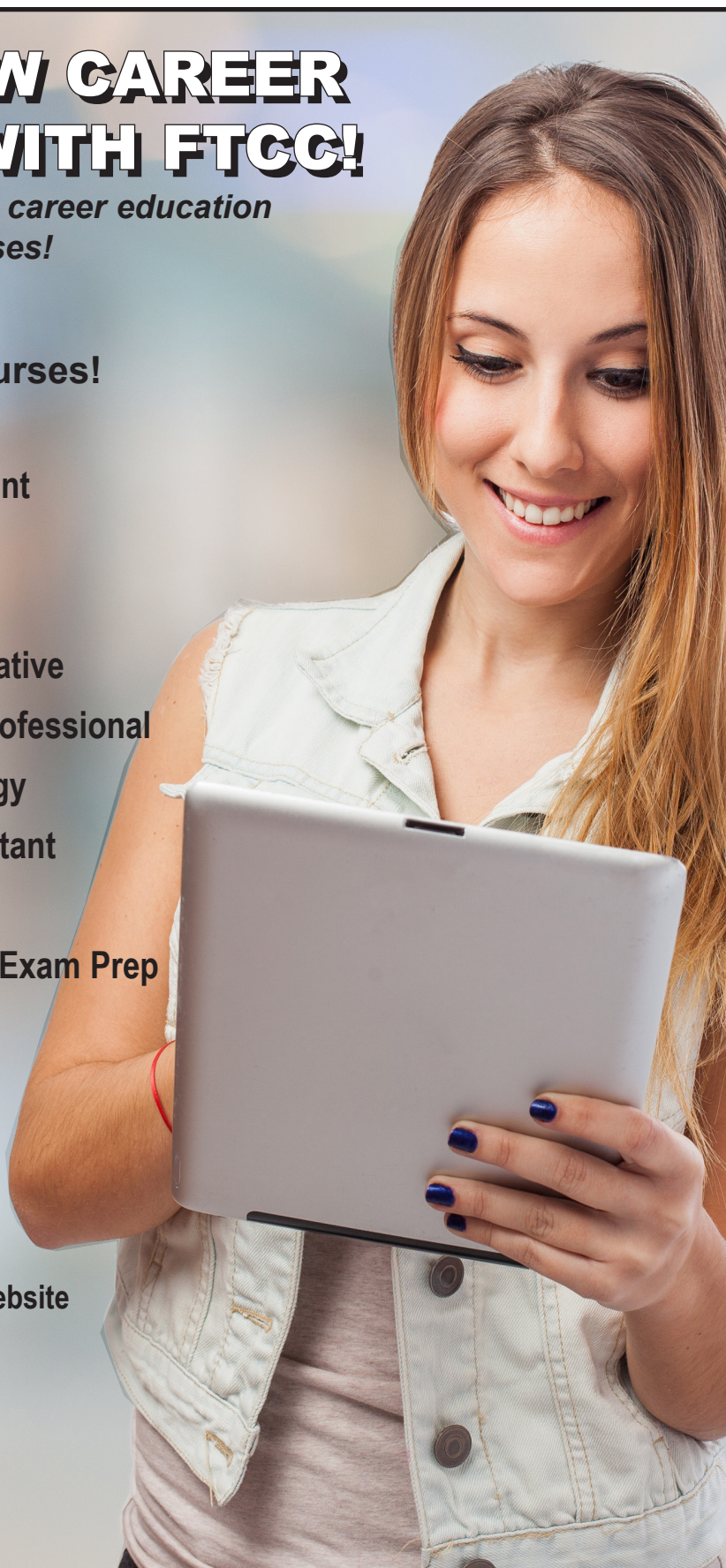
Medical Transcription Editor

Working in the Pharmacy

**More courses available on our website
& new classes start every month!**

(910) 678-8446

www.LearnFTCC.com





THERE ARE SO MANY WAYS
TO SUCCEED THROUGH

**CORPORATE &
CONTINUING
EDUCATION!**

**LET US GUIDE YOU
TO THAT NEXT STEP!**



Traditional, Hybrid, & Online Settings Available



PLANNING ON JOINING THE MILITARY?

***FTCC is offering free
ASVAB classes!***

***Armed Services Vocational
Aptitude Battery***

**Contact Margarete Morley today to get started!
(910) 678-0182 morleym@faytechcc.edu**

**Enter Your
NEW
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Adult High School

ASVAB Prep

**English as a
Second Language**

GED®/HiSET®

**Math & English
review courses**

*We are standing by to
guide you to the next step!*

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

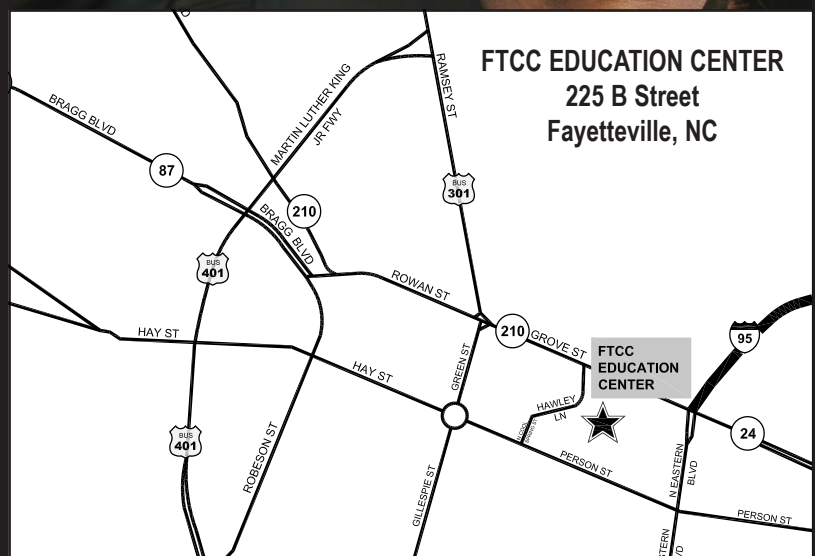
Phone:
(910) 678-8351

Email:
williara@faytechcc.edu

Web:
www.faytechcc.edu/continuing-education



*Follow
"FTCC College and
Career Readiness"*



START HERE!

COLLEGE AND CAREER READINESS ASSESSMENT

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

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

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

ACCESSING CAREER EDUCATION (ACE) PROGRAM

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

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



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) 678-8478/0052

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 Enforce. Emerg. Mgmt. Bldg. Rm 214
MTWThF morning/afternoon FREE FTCC Education Center
MW evening FREE FTCC Education Center
TBA evening FREE Hope Mills Recreation Center
TTh evening FREE Westover High School
Online online FREE Computer-based

For more information, call (910) 678-0182/8491



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 Opportunity

Do you need flexibility in your schedule? CCR offers one ESL distance education program to meet your needs.

Burlington Online Online FREE Continuing Education, Room 208



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 2

ENTER COURSE NUMBER AS
LISTED IN CATALOG

TERM

Fail Spr Smr

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE
CORPORATE & CONTINUING EDUCATION

SECTION # (FOR OFFICE USE ONLY)

STUDENT REGISTRATION FORM

PLEASE PRINT LEGIBLY

STUDENT ID OR SOCIAL SECURITY NUMBER (REQUIRED)

NAME OF COURSE

LOCATION OF INSTRUCTION

1. Name _____
LAST FIRST

2. Address _____

3. City _____

4. State _____

5. Zip Code _____

6. E-mail Address _____

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

10. State of Residence _____

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

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

Student's Signature _____ Date _____

\$ _____
Amount Collected Payment Method Signature of Collector Date12. Highest Education Level
Enter Highest Grade Completed

01-11 Highest Grade Completed

☐ 12 High School Graduate☐ HSE☐ 13 Adult High School Diploma☐ 14 Post High School Vocational Diploma☐ 15 Associate Degree☐ 16 Bachelor's Degree☐ 17 Master's Degree or higher

13. Employment Status

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

14. Educational Goal

☐ Personal Enrichment☐ Enhance Present Job Skills☐ Certification

15. Home Phone _____

16. Work Phone _____ Cell Phone _____

17. Occupation _____

18. Employer _____

19. Citizenship

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

20. Military Status

☐ Active☐ Retired

HOW TO REGISTER

SPECIAL INSTRUCTIONS:

- **Pre-Registration is Encouraged!**

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 encourage students to pre-register a week before the start date (*applies to all methods of registration*).

If you wait, your class may either be full or canceled due to low enrollment.

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

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

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

FEES:


- Registration fees for Corporate & Continuing Education courses vary with the type of course. Note: fees are subject to change. See course listings and contact the program for current fees.
- All personal interest classes are self-supporting; no fee-exemptions apply.
- Students are responsible for buying books, supplies, and kits.
- Students may purchase accident insurance to cover class activities at the CE registration office, located in the Neill Currie Building #218, 2201 Hull Road.

POLICIES:

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

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

ONLINE REGISTRATION

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

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

WALK-IN REGISTRATION

You may register in-person at the following location:

Records & Registration Office

Neill A. Currie, Building #218

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?

Give us a call!

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

(910) 678-8386

Fayetteville Technical Community College

FTCC's Corporate & Continuing Education is in the business of preparing adults for success in the classroom so they can excel in the workforce!

Contact us today if you are ready to start your next chapter!



(910) 678-8432

www.faytechcc.edu/continuing-education