

# CRAVEN

COMMUNITY COLLEGE

## Workforce Development and The Lifetime Learning Center Spring 2012 Schedule

### A NEW VIEW

Craven brings its Workforce Development programs into underserved areas.

See pages 2-3

### Also inside:

#### AIR TIME

The college can help you prepare for the FAA's licensure exams.

See pages 5-6

#### TO YOUR HEALTH

Craven's Medical Specialties classes get you ready for a job in health care.

See page 12-13

#### ARRRGH!

Explore the treasures of Blackbeard's ship and learn about other pirates' lives.

See page 35

[www.cravencc.edu](http://www.cravencc.edu)

# Putting the college into the community

Craven works with community organizations to expand learning options and opportunities



Craven Community College's Workforce Development Learning Center is doing its part to make sure that Craven lives up to its name as a *community* college.

Workforce Development staffers are building partnerships with area non-profit groups, churches and others in an effort to bring Craven's education and training programs to traditionally underserved areas.

The fledging effort is called "CommunityUP." Its goal is simple: To develop accessible training programs that teach men and women the skills they need to earn certificates, develop skills, find jobs and

improve their lives.

"People are thrilled and somewhat surprised that we've been able to do this," said Layne J. Harpine, dean of the college's Workforce Development Learning Center. "We're just trying to do what makes sense for the community."

Workforce Development already has worked with the Uptown Business and Professional Association to bring computer skills classes and GED classes to the group's Queen Street center.

Now, at the Uptown group's suggestion, Craven staffers are building on that effort by creating an ambitious partnership with Religious Community Services (RCS) on George Street in New Bern. The plan is to offer GED and Employment Readiness classes there as well as to offer certification training courses in areas such as **Residential Green Building/Weatherization Program** and the **Professional Janitorial Certificate Program**.

"It's all about jobs," Harpine said. "We hope that bringing these programs to the community will show people a pathway to success. We want to show them that these classes lead to real objectives such as employment and a better life."

The first classes at RCS are slated to begin in January.

The programs that Workforce Development is taking off campus are the same high-quality offerings that are available at the college. The only difference is they're being offered in places that are more accessible to some residents.

For example, the Residential Green Building/Weatherization Program that soon will be offered at RCS' annex building is the same high-tech program available at the New Bern Campus. Completion of the program leads to a certification, which can be helpful when looking for a job.

Harpine said he's now working to find money to help RCS participants pay their enrollment fees for certification programs. Other offerings, including GED and Employment Readiness classes, will be offered free, he said.

Mike McMillan, executive director of Religious Community Services in New Bern, says he's excited about the prospect of Craven instructors using his organization's annex



Students in Craven's Residential Green Building Trades/Weatherization Certificate program, top photo, take part in a Habitat for Humanity project in Havelock. In the bottom photo, instructor Keith Williams cuts through a thermal membrane for a doorway while a group of students looks on.



*On the cover:* Instructor Keith Williams demonstrates a thermal imaging gun on a New Bern landmark. The Residential Green Building Trades/Weatherization Certificate program, which includes a module on energy conservation, is one of the courses the college is bringing to underserved areas.

building to teach RCS clients the skills they can use to find work and improve their lives.

"RCS, for almost 30 years, has met the basic emergency needs of folks in the community – food, clothing and shelter," he said. "Intertwining that assistance with some educational benefits is the natural next step. I think it's going to be great to point to the annex building and tell clients that there's an educational center back there for them."

Workforce Development staffers aren't sitting still. They also have forged a partnership with Habitat for Humanity that allows students to develop their skills by working on Habitat homes. They're also exploring certificate programs for the area food service industry and looking for ways to work with the forthcoming brownfields cleanup initiative.

Workforce Development staffers plan to survey area businesses to find out what their workforce needs are and then will determine the skills training needed to help individuals fill those jobs.

The key to the CommunityUP effort is to find both willing partners and prospective students who are ready to change their lives through education, Harpine said.

"You can't be the lone ranger out there," he said. "The keys are to be responsive to community needs and to get buy-in from the community, too."

*For details about the college's Residential Green Building/Weatherization Program featured in photos here, please see page 19.*

## CONTENTS

Registration Information	29
Maps	28

### WORKFORCE DEVELOPMENT

<b>Basic Skills/Literacy Programs</b>	<b>25</b>
Adult Basic Skills, ESL, GED, Compensatory Education	
<b>Career Training</b>	<b>4</b>
Occupational and Job-Related Classes	
<b>Distance Education - (ed2Go)</b>	<b>16</b>
Six-Week Online Occupational and Job-Related Instruction	
<b>Emergency Medicine</b>	<b>21</b>
<b>Environmental and Safety</b>	<b>18</b>
<b>Firefighter Certification Classes</b>	<b>23</b>
<b>Human Resources Development and Employment Readiness</b>	<b>24</b>
<b>Medical Specialties</b>	<b>12</b>
<b>Small Business Center</b>	<b>26</b>
<b>Summer Camps</b>	<b>27</b>
<b>Workforce Development/Computers</b>	<b>14</b>
Computer Skills and Software Training	

### THE LIFETIME LEARNING CENTER

<b>Adult Enrichment Classes</b>	<b>32</b>
Art, Business, Crafts, Dance, Games, Gardening, History, Music, Motorcycle Safety, Photography	
<b>Travel and Events</b>	<b>30</b>
Travel, Broadway, Films and Lectures	



**ACCOUNTING AND TAXES**

**Federal Income Taxes-Online**

This course provides an overview of federal income taxes for individuals, partnerships and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships and corporations. (ACC 131 text and registration by Jan. 31 required.)

21802 Feb. 7-May 8 Online \$175

**This is a co-curricular class with ACC 131-NWL1. It may be taken for college credit or as a Workforce Development offering.**

**N.C. Business Taxes-Online**

This course introduces the relevant laws governing North Carolina taxes as they apply to businesses. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes. (ACC 132 text and registration by Jan. 31 required.)

21803 Feb. 7-May 8 Online \$120

**This is a co-curricular class with ACC 132-NWL1. It may be taken for college credit or as a Workforce Development offering.**

**Principles of Financial Accounting-NB & HV Hybrid (Seated and online portions)**

This co-curricular course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. (ACC 120 text and registration by Jan. 4 is required.)

Online:

21804 Jan. 8-May 8 Online \$175

Havelock Hybrid – Part of this course is online.

21805 Jan. 9-March 5 M/W 6-7:15 p.m. Redd 112 \$175

(No class on Jan. 16)

New Bern Hybrid – Parts of these courses is online.

21806 Jan. 10-May 8 T/Th 9:30-10:45 a.m. BIT 117 \$175

(No class on March 6, April 3 and April 5)

21807 Jan. 11-May 2 W 6-9:30 p.m. BIT 217 \$175

(No class on April 4)

**These are co-curricular classes with various sections of ACC 120 and may be taken for college credit or as a Workforce Development offering.**

**AIR CONDITIONING/HEATING**

**Advanced Heating Technology-NB**

Study system operation, maintenance and troubleshooting of residential and light commercial heating systems.

21462 Jan. 12-March 29 Th 6-9 p.m. Kelso 107 \$120

**Advanced Cooling Technology-NB**

Study system operation, maintenance and troubleshooting of residential and light commercial cooling systems.

21464 April 5-June 28 Th 6-9 p.m. Kelso 107 \$120

**CFC/Refrigerant Certification-NB**

The course prepares technicians for the certification that authorizes purchase of refrigerant coolants and includes examination for CFC Types I, II, III and universal. Topics address small appliances and high and low pressure systems. Scoring of examination requires separate payment of \$25 payable to the State Board of Refrigeration Examiners.

21465 Feb. 21-28 T 6-10 p.m. Brock 206 \$65

**NATE Core Preparation-NB**

This course is designed to prepare technicians with the necessary information and materials for taking the NATE (North American Technical Excellence) Core test in both installation and service KATEs (Knowledge Area of Technical Expertise).

21783 March 13-15 T/Th 6-10 p.m. Brock 206 \$65

**AUTOMOTIVE**

**Auto Mechanics (Motorcycle)-NB**

This course teaches basic inspection, troubleshooting and maintenance procedures for the major mechanic components of a motorcycle.

21782 Jan. 26-May 10 Th 6-9 p.m. Student Center 122 \$120+\$35

**Safety Inspection-Initial-NB**

This course offers DMV Initial Safety Inspection Certification.

21467 Jan. 17-19 T/Th 6-10 p.m. Student Center 128 \$65

21468 March 13-15 T/Th 6-10 p.m. Student Center 128 \$65

21469 May 15-17 T/Th 6-10 p.m. Student Center 128 \$65

**Auto Safety Inspection-Renewal-NB**

This course offers DMV Safety Renewal Certification.

21470 Feb. 16 Th 6-10 p.m. Student Center 128 \$65

21471 April 19 Th 6-10 p.m. Student Center 128 \$65

**Auto Servicing I-NB**

This is a lab course that places emphasis on shop operations and troubleshooting, adjusting, repairing and replacing components using appropriate test equipment and service information.

25452 Jan. 10-May 4 T/Th 6-8:30 p.m. Student Center 121 \$120+\$35

**Engine Performance I-NB**

This course covers the introduction, theory of operation and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices.

21533 Jan. 9-May 2 M/W 11:30 a.m.-12:15 p.m. Student Center 121 175+\$35

T/Th 3-4:15 p.m.

Student Center 121

**This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.**

**Independent Auto Dealer-Renewal-NB**

This course is designed to meet the continuing education training requirements for the Used Motor Vehicle Dealer's license renewal.

21547 May 17 Th 9 a.m.-4 p.m. AMC 104 \$65

**Onboard Diagnostic (OBD) Emissions Inspection-Initial-NB**

This course offers DMV OBDE Initial certification. Course materials are available on-line at [http://www.ncdot.gov/dmv/vehicle\\_services/emissionsinspection](http://www.ncdot.gov/dmv/vehicle_services/emissionsinspection).

19314 Jan. 24-26 T/Th 6-10 p.m. Student Center 128 \$65

21472 March 6-8 T/Th 6-10 p.m. Student Center 128 \$65

21474 May 8-10 T/Th 6-10 p.m. Student Center 128 \$65

**Onboard Diagnostic (OBD) Emissions Inspection-Renewal-NB**

This course offers DMV OBDE Renewal certification. Course materials are available on-line at [http://www.ncdot.gov/dmv/vehicle\\_services/emissionsinspection](http://www.ncdot.gov/dmv/vehicle_services/emissionsinspection).

21476 Feb. 14 T 6-10 p.m. Student Center 128 \$65

21477 April 10 T 6-10 p.m. Student Center 128 \$65



**AVIATION**

**Aviation Sheet Metal Fabrication-HV**

Learn the skills to become an entry-level Aviation Sheet Metal Artisan. Learning objectives include: corrosion control, PTC, FOD, flight line, shop safety, personal protective equipment, tools, micrometer, rivets and blind fasteners and fuselage stations. The college provides student guide and handouts. Student is responsible for providing a three-ring binder, safety glasses, ear protection, shoes that fully cover the feet and gloves.

19462 March 5-June 18 M/W 6-10 p.m. Havelock \$300

21368 Sept. 10-Dec. 17 M/W 6-10 p.m. Havelock \$300

**FAA Airframe and Powerplant Exam Prep-HV**

This 128-hour program prepares individuals for the FAA Written Exams and FAA Oral and Practical Exam. Pre-Requisite: FAA 8610 Sign-Off. To obtain 8610 Sign-Off, please go to: Airman Certificate and Rating Application <http://forms.faa.gov/forms/faa8610-2.pdf>. For Sign-Off interview, contact FAA office in Greensboro: FAA, FSDO EA-39 - 6433 Bryan Blvd., Greensboro, NC 27409 - Phone: (336) 369-3900 - Fax: (336) 369-3980. For additional information, please call (252) 444-3257.

**General/Airframe-Havelock Campus**

19465 March 13-July 25 T/Th 4-8 p.m. Havelock \$1,500

21488 Sept. 10-Feb. 6 M/W 4-8 p.m. Havelock \$1,500

**AVIATION** (continued)

**General/Powerplant-Havelock Campus**

19466 March 12-July 25 M/W 4-8 p.m. Havelock \$1,500  
 21490 Sep. 11-Feb. 7 T/Th 4-8 p.m. Havelock \$1,500

**General/Airframe-MCAS New River**

19463 March 12-July 24 M/W 5:30-9:30 p.m. New River \$1,500  
 21491 Sept. 11-Feb. 7 T/Th 5:30-9:30 p.m. New River \$1,500

**General/Powerplant-MCAS New River**

19464 March 13-July 25 T/Th 5:30-9:30 p.m. New River \$1,500  
 21578 Sept. 10-Feb. 6 M/W 5:30-9:30 p.m. New River \$1,500

**BLUEPRINT READING/ DRAFTING**

**Design Process-NB**

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views and assembly drawings.

21534 Jan. 9-May 8 M/W 9 a.m.-noon AMC 114 \$175+\$25  
**This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.**

**BUSINESS AND MANAGEMENT**

**Getting Paid to Talk: Making Money with Your Voice-HV**

Explore numerous aspects of voiceover work including all the basics. Learn to prepare the all-important demo and how to be successful and earn great income in this exciting field. Get the opportunity to ask questions and hear examples of demos recorded by professional voice actors.

21761 May 24 Th 6:30-9 p.m. Redd 115 \$25

**Interpersonal Communication-Online ed2go**

Communication is more than speaking, hearing or even having a good vocabulary. This course explores strategies for success in everyday interpersonal communication. You'll explore clear examples of verbal and nonverbal habits, effective listening, self-concept, differences in cultural and gender conversation styles and conflict management. You'll also gain practical strategies you can use today to improve communication at home, in social situations and in the workplace.

21793 Jan. 18-March 9 Online; Register and pay by Jan. 13 \$65  
*Later start dates available...visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)*



Courtesy KVDP

**CODE ENFORCEMENT**

**Building, Level 1-NB**

Study the N.C. State Code books – Accessibility, Building, Manufactured Home and Residential Housing – and qualify to sit for the examination as a Level I Building Inspector. Students furnish their own copies of the books, which are available from the N.C. Department of Insurance at (919) 661-5880.

19348 Jan. 21-29 Sa/Su 8 a.m.-5 p.m. Brock 208 \$120

**Code Enforcement Officer: CE-NB**

This course is designed to meet the continuing education training requirements for individuals with an active certification as a Code Enforcement Officer. Effective July 1, 2006, the NC Code Officials Qualification Board requires six (6) hours of continuing education as a condition of renewal of standard and limited certificates. Training must be completed by June 30 per renewal year.

21784 Feb. 25 Sa 9 a.m.-4 p.m. AMC 104 \$65

**Electrical, Level 1-NB**

Study the current National Electric Code to match electrical code requirements to residential and commercial installations. Code book is available from the Department of Insurance at (919) 661-5880.

21481 Feb. 3-12 F/Sa/Su 6-10 p.m./8-5 p.m. Brock 208 \$120

**Law and Administration-NB**

Study N.C. Administrative and Enforcement Requirements Code (available from the N.C. Department of Insurance at (919)-661-5880) and qualify to sit for any of the State Code Enforcement examinations.

19354 March 30-April 1 F/Sa/Su Brock 204 \$65  
 Fri: 7-9 p.m., Sat: 8 a.m.-5 p.m., Sun: 8 a.m.-2 p.m.

21483 July 13-15 F/Sa/Su Brock 204 \$65  
 Fri: 7-9 p.m., Sat: 8 a.m.-5 p.m., Sun: 8 a.m.-2 p.m.

**CONTINUOUS PROCESS IMPROVEMENT – LEAN SIX SIGMA**

Lean Six Sigma seeks to improve the quality of process outputs by identifying and removing the causes of defects and minimizing variability in manufacturing and business processes. It uses a set of quality management methods, including statistical methods, and creates a special infrastructure of people within the organization who are experts in these methods. Each Six Sigma project carried out within an organization follows a defined sequence of steps and has quantified financial targets. There are three levels of knowledge of project team members: Yellow Belt, Green Belt and Black Belt. These courses can be customized and contracted to teach to a specific group or organization. For additional information, contact Kim Zaccardelli at (252) 444-6013.

**Lean Six Sigma Yellow Belt Certificate**

21790 Feb. 7-16 T/Th 5:30-9 p.m. Havelock \$75  
 21791 March 6-15 T/Th 5:30-9 p.m. Havelock \$75  
 21792 April 3-12 T/Th 5:30-9 p.m. Havelock \$75

**Lean Six Sigma Green Belt Certification**

21788 May 1-July 19 T/Th 5:30-8:30 p.m. Havelock \$225

**Lean Six Sigma Black Belt Certification**

21676 Sept. 11-Feb. 26 T/Th 5:30-8:30 p.m. Havelock \$1,500

**DRIVING**

**Vehicle Escort Certification Training (Oversize/Overweight Vehicles)-NB**

This eight-hour course focuses on safe operations of escort vehicles as required by the N.C. Department of Transportation. This course, along with the Defensive Driving Course, must be completed in order to receive certification as a vehicle escort operator.

21690 Jan. 19 Th 8 a.m.-5 p.m. Bender 107 \$65  
 21691 March 15 Th 8 a.m.-5 p.m. Bender 107 \$65  
 21692 April 4 W 8 a.m.-5 p.m. Bender 107 \$65

**EDUCATION AND TRAINING**

**Effective Teacher Training-NB**

Course content will include training in effective methods of instruction and discipline, as well as policies and legal issues in the public schools. This course provides specialized training using an experienced-based approach to learning.

21763 Feb. 7-16 T/W/Th 8:30 a.m.-2:30 p.m. TBD \$120  
 (MUST register and pay by Feb. 2)

21764 Feb. 14-March 15 T/Th 5:30-8:30 p.m. TBD \$120  
 (MUST register and pay by Feb. 9)

**Teacher Professional Development-Online ed2go**

Craven offers Teacher Professional Development courses online through its ed2go program (see page 16). This is a pre-pay program that requires registration and payment by noon on the Friday prior to start date of the classes. You may register/pay in person, by fax or by mail/e-mail. For information on how to register, visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc) or call (252) 638-7248. All courses are 24 hours (2.4 CEUs) and cost \$65. Sample titles include:

- Creating K-12 Learning Materials
- Empowering Students with Disabilities
- Integrating Technology in the Classroom
- Microsoft Powerpoint in the Classroom
- Ready, Set, Read!
- Solving Classroom Discipline Problems
- Spanish in the Classroom
- Teaching Preschool: A Year of Inspiring Lessons
- Web 2.0: Blogs, Wikis and Podcasts

Every course is offered every session:

Jan. 18-March 9 Online; Register and pay by Jan. 13 \$65  
 Feb. 15-April 6 Online; Register and pay by Feb. 10 \$65  
 Mar. 21-May 11 Online; Register and pay by March 16 \$65  
 April 18-June 8 Online; Register and pay by April 13 \$65  
 May 16-July 6 Online; Register and pay by May 11 \$65

Visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc) for a comprehensive class list and detailed course information.

**ELECTRICAL/ELECTRONICS**

**Basic Wiring-NB**

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electric Code. Topics include electrical safety and electrical blueprint reading; planning, layout and installation of electrical distribution equipment; lighting, overcurrent protection; conductors; branch circuits; and conduits.

21535 Jan. 10-May 8 T/Th 9 a.m.-12:45 p.m. AMC 105 \$175+\$25

**This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.**

**Communication Systems-NB**

This course introduces the fundamentals of electronic communications systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers and digital communication.

21536 Jan. 11-May 8 T Noon-2:45 p.m. AMC 120 \$120+\$25

**This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.**

### Contractor License Preparation/Renewal-NB

This class prepares a person interested in becoming a licensed limited electrical contractor to sit for the N.C. Electrical Contractors' exams through study of the National Electrical Code. Instruction includes trade calculations and installation practices. Licensed electrical contractors can earn eight hours of required continuing education credit.

21540	Jan. 31-Feb. 28	M	6-8 p.m.	Brock 206	\$65
21541	May 7-June 4	M	6-8 p.m.	Brock 206	\$65

### Contractor License Renewal Four (4)-Hour Update-NB

Study the current National Electric Code book for updates, rule changes and earn four-hour license renewal credits.

21542	Feb. 14	T	Noon-4 p.m.	BIT 109	\$65
21543	May 15	T	Noon-4 p.m.	BIT 109	\$65

### Digital Electronics-NB

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC conversions and other related topics.

21537	Jan. 9-May 9	M/W	9-11:45 a.m.	AMC 120	\$175+\$25
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**This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.**

### National Electrical Code-NB

This course covers the use of the current National Electrical Code (NEC). Topics include the NEC history, wiring methods, overcurrent protection, materials and other related topics. Upon completion, students should be able to effectively use the NEC.

21544	Jan. 9-March 5	T/Th	6-7:45 p.m.	AMC 105	\$120
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## HEALTH AND HUMAN SERVICES

### Peer Support Training-NB

This class is offered for those who are interested in pursuing state certification as a Peer Support Specialist using the "Take Your Heart to Work" state-approved curriculum. Peer Support Specialists are people who are living in recovery with mental health and/or substance abuse challenges. They provide support to others who can benefit from their life experiences. This 100-hour class satisfies both the state required hours for Peer Support training and the additional hours of training needed for certification. The additional hours of training include receiving training and certificates in basic Wellness Recovery Action Planning and Career Readiness. Tuition assistance is available.

21762	Jan. 17-May 15	T/Th	5:30-8:30 p.m.	TBD	\$175
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(No class on April 3 and 5)

A free information session will be held Jan. 10 from 6:30-7:30 p.m. in room 115 of the Student Center. Please register for it at [pstinfor.eventbrite.com](http://pstinfor.eventbrite.com)



### REAL Home Health Care Entrepreneurship-NB

This course prepares those in home health care programs with the necessary skills to start their own businesses. Participants complete a self-assessment and conduct market feasibility, operational feasibility and financial feasibility studies necessary for starting a home health care business. Course activities lead participants to complete a business plan, including market, operational and financial information for their home health care businesses. Additionally, participants will be introduced to and receive support from the college's Small Business Center. Tuition assistance is available.

21765	Jan. 25-March 28	W	5:15-7:30 p.m.	TBD	\$65
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## HUMAN RESOURCES MANAGEMENT

### Employment Law Fundamentals-Online ed2go

Learn the basics of employment law so you can legally hire, evaluate and manage employees. Learn the difference between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

21810	Jan. 18-March 9	Online	Register and pay by Jan. 13	\$65
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Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

### Human Resource Management-NB and Online

This co-curricular course is an introduction to the functions of personnel/human resources management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning and employee relations. BUS 153 text and registration by Jan. 4 required.

21808	Jan. 9-May 8	Online	\$120
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21809	Jan. 9-May 7	M/W	8-9:15 a.m.	BIT 107	\$120
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**This is a co-curricular class with BUS 153 NW1/ND1. It may be taken for college credit or as a Workforce Development offering.**

### Understanding the Human Resources Function-Online

ed2go

This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resources functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered. This program has been approved for 22 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute.

21811	Jan. 18-March 9	Online	Register and pay by Jan. 13	\$65
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Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

## INSURANCE SPECIALIST TRAINING

### Life and Health License Preparation-NB

Offered under the approval of the N.C. Department of Insurance, this course prepares and certifies a person to sit for the state's licensing examination as a life and health insurance agent. Topics include types of insurance and policies, annuities, policy provisions and relevant state statutes and regulations.

21766	Jan. 25-Feb. 27	M/W	5-9:45 p.m.	TBD	\$120
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### Medicare and Long-Term Care License Preparation-NB

Offered under the approval of the N.C. Department of Insurance, this course prepares a person to sit for the state's licensing examination as a long-term care insurance agent. Topics include types of insurance and relevant state statutes and regulations. Persons seeking license as a Medicare/LTC agent must also hold current license as a Life and Health agent.

21767	March 12-26	M/W	5-9:45 p.m.	TBD	\$65
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### Property and Casualty License Preparation-NB

Offered under approval of the N.C. Department of Insurance, this course prepares and qualifies a participant to sit for the state's licensing examination as a property and casualty insurance agent. Topics include automobile, general liability, workers' compensation, fire, crime, homeowners and casualty insurance.

21768	April 9-May 9	M/W	5-9:45 p.m.	TBD	\$120
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## LANGUAGES

### Beginning French-Online

ed2go

Discover how easy it can be to learn common words and phrases for both leisure and business. This course makes pronunciation simple, with phonetic spellings for every word and phrase you need to learn. The course even includes audio, so you'll be able to hear and practice the language with a click of your mouse! You'll also learn cultural tips in each lesson that will make you more comfortable in a foreign setting. After finishing this course, you'll be prepared to speak French in a wide variety of settings and situations.

21769	Jan. 18-March 9	Online	Register and pay by Jan. 13	\$65
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Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

### Conversational Japanese-Online

ed2go

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. Guided by a native Japanese instructor, you'll learn useful conversational phrases and vocabulary words, while getting a tour of some fascinating spots in Japan. By the end of this course, you'll not only have basic conversational skills that will enable you to travel around the country easily, but you'll have discovered the heart of Japan!

21770	Jan. 18-March 9	Online	Register and pay by Jan. 13	\$65
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Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

### Instant Italian-Online

ed2go

Learn how to ask directions, book a room, order a meal and much more – in Italian! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. This course will prepare you to speak basic Italian in a wide variety of settings and situations, and it promises to enrich your experiences while traveling in Italy. Benissimo!

21771	Jan. 18-March 9	Online	Register and pay by Jan. 13	\$65
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Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

Speed Spanish-Online

ed2go

Learn to speak, read and write Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. 21772 Jan. 18-March 9 Online; Register and pay by Jan. 13 \$65 Later start dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

MACHINING

Machine Technology 1

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders and layout instruments.

21545 Jan. 9-May 7 M 6-9:30 p.m. Kelso 109 \$175 + \$75 This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.

NON-PROFIT MANAGEMENT

The following courses are offered online through our ed2go program (see page 16). This is a pre-pay program that requires registration and payment by noon on the Friday prior to start date of the classes. You may register/pay in person, by fax or by mail/e-mail. For information on how to register, visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc) or call (252) 638-7248. All courses are 24 hours (2.4 CEUs) and cost \$65.

- Starting a Nonprofit
- Introduction to Nonprofit Management
- Nonprofit Fundraising Essentials
- Writing Effective Grant Proposals

Every course is offered every session:

- Jan. 18-March 9 Online; Register and pay by Jan. 13
- Feb. 15-April 6 Online; Register and pay by Feb. 10
- March 21-May 11 Online; Register and pay by March 16
- April 18-June 8 Online; Register and pay by April 13
- May 16-July 6 Online; Register and pay by May 11

Visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc) for a comprehensive class list and detailed course information.

NOTARY PUBLIC

Notary Public Certification-NB & HV

Earn notary public certification by studying the history, laws, forms, qualifications and procedures relevant to the duties of a notary. State examination administered in class. Students must be 18 years old, high school graduates or equivalent and have no criminal record. Obtain and read Notary Public Guidebook for NC -10th Edition (ISBN: 978-1-56011-480-2) prior to course.

21775	Jan. 13	F	9 a.m.-4:30 p.m.	Bender 106	\$65
21776	Feb. 21-23	T/Th	6-9:30 p.m.	Bender 106	\$65
21777	March 3	Sa	9 a.m.-4:30 p.m.	Bender 106	\$65
21779	March 20-22	T/Th	6-9:30 p.m.	Bender 106	\$65
21780	April 13	F	9 a.m.-4:30 p.m.	Bender 106	\$65
21781	May 8-10	T/Th	6-9:30 p.m.	Redd 115	\$65

REAL ESTATE

Real Estate Pre-Licensing Brokerage Preparation-NB

Course objectives are (1) to provide the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and (2) to prepare and qualify persons to sit for the state real estate license examination.

21794	Jan. 21-Feb. 26	Sa/Su	8 a.m.-4:30 p.m.	Orringer 122	\$175
21795	March 13-April 26	TWTh	8 a.m.-2 p.m.	TBD	\$175

Real Estate Post-Licensing: Broker Relationships and Responsibilities-NB

Review of agency relationships in sales transactions and an agent's legal duties.

21796	Jan. 7-15	Sa/Su	8 a.m.-4:30 p.m.	Orringer 122	\$120
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Real Estate Post-Licensing: Real Estate Contracts and Closing-NB

Sales contract preparation and common procedures, license status and education issues.

21797	March 17-25	Sa/Su	8 a.m.-4:30 p.m.	Orringer 122	\$120
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Real Estate Post-Licensing: Selected Topics-NB

Commercial brokerage, property management, land use, loan funds, license law issues, fair housing, establishing a brokerage firm and manufactured and modular homes.

21798	April 14-22	Sa/Su	8 a.m.-4:30 p.m.	Orringer 122	\$120
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Real Estate Continuing Education: Update and Elective-NB

Complete the annual mandatory Real Estate Update course prescribed by the N.C. Real Estate Commission and an elective.

21799	Feb. 3	F	8 a.m.-5 p.m.	Orringer 122	\$65/both
21800	May 4	F	8 a.m.-5 p.m.	Orringer 122	\$65/both
21801	June 1	F	8 a.m.-5 p.m.	Orringer 122	\$65/both

Real Property Appraisal

The path to becoming a real estate appraiser begins with the 90-hour training program which consists of these four pre-licensing courses:

Basic Appraisal Principles	30 hours	\$120
Basic Appraisal Procedures	30 hours	\$120
Residential Market Analysis and Highest and Best Use	15 hours	\$65
National USPAP Course	15 hours	\$65

Visit [ncappraisalboard.org](http://ncappraisalboard.org) for additional requirements for becoming licensed in the appraisal field. For course information including the Spring schedule, contact Margaret Chance at 638-5467 or [chancem@cravenc.edu](mailto:chancem@cravenc.edu).

WELDING

Basic Processes Specialist Training-NB

Study and practice basic welding and cutting processes emphasizing beads applied with gases, mild steel fillers and electrodes and the capillary action of solder. Students provide their own aprons, gloves and goggles.

Gas Metal Arc Weld (MIG) FCAW/Plate-NB

This course introduces GMAW (gas metal arc welding) and FCAW (flux core arc welding) processes on carbon steel plate with prescribed electrodes in the flat, horizontal and overhead positions. Topics include equipment setup and fillet and groove welds. Students provide their own apron, gloves and goggles.

21440 Jan. 10-May 8 T 6-10 p.m. Student Center 109 \$175+\$30

21442 Jan. 9-May 9 M/W 6-10 p.m. Student Center 109 \$175+\$30

This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.

Gas Tungsten Arc (TIG) Plate-NB

This course introduces the GTAW (gas tungsten arc (TIG) welding) processes. Topics include correct selection of tungsten, polarity, gas and proper filler rod with emphasis placed on safety equipment set-up and welding techniques. Students provide their own apron, gloves and goggles.

21443 Jan. 9-May 11 M/T/W/Th 8-9:45 a.m. Student Center 109 \$175+\$30

This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.

Shielded Metal Arc Weld (SMAW) (Stick) Plate-NB

This course introduces shielded metal arc (SMAW) stick welding on carbon plate with prescribed electrodes. Emphasis is placed on padding, fillet and groove welds in various positions with SMAW electrodes. Students provide own apron, gloves and goggles.

21444 Jan. 9-May 9 M/W 6-9:15 p.m. Student Center 109 \$175+\$30

This is a co-curricular class. It may be taken for college credit or as a Workforce Development offering.

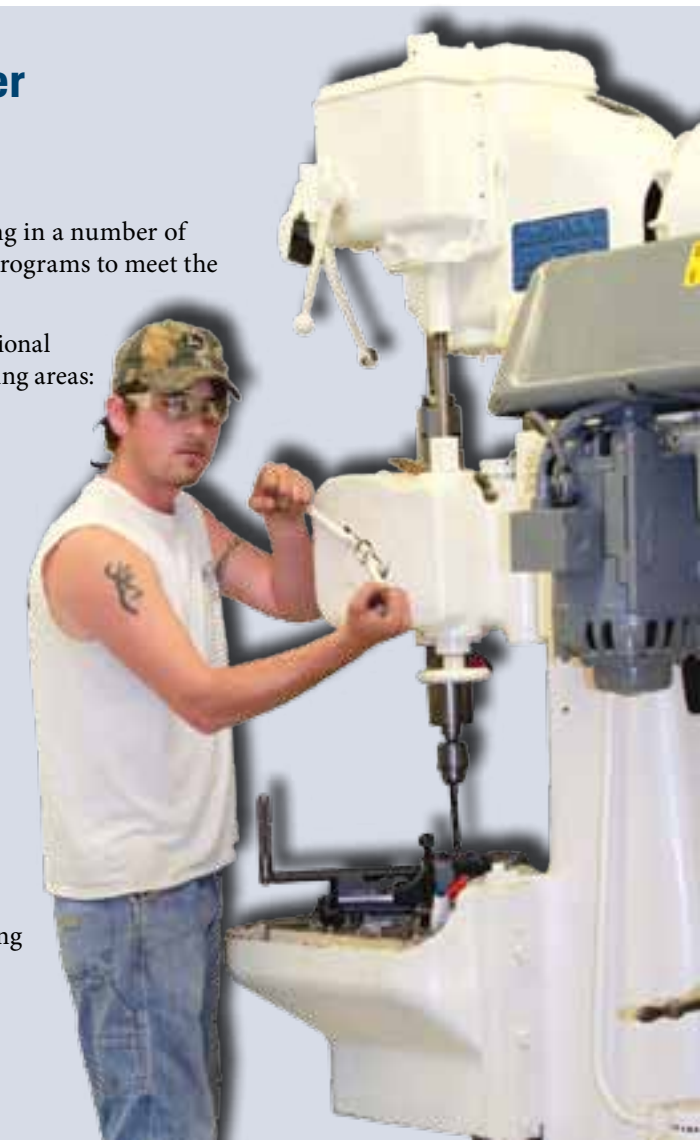
The Workforce Development Learning Center can build its programs to meet your needs!

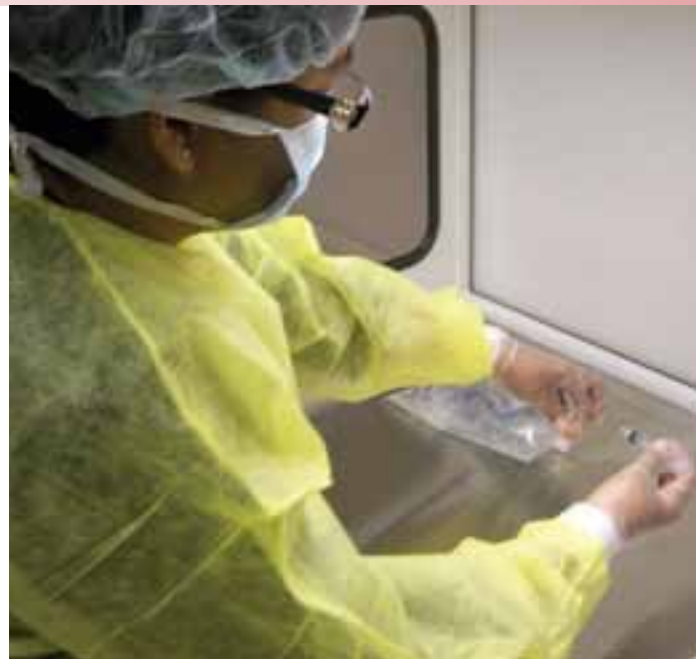
Craven Community College is proud to offer high-quality, customized training in a number of important career and technical areas. The college can tailor these courses and programs to meet the needs of students, organizations and local businesses.

Intense, short-term courses, including some that offer certifications from the National Institute for Metalworking Skills (NIMS) are available this summer in the following areas:

- Industrial Maintenance
- CNC Machining
- GibbsCAM/CNC Software Basics
- Hydraulics and Pneumatics
- Measurement, Materials and Safety (NIMS certificate)
- Job Planning, Benchwork and Layout (NIMS certificate)
- Drill Press (NIMS certificate)
- Manual Milling Skills (NIMS certificate)
- CNC Milling: Program Set-up and Operations (NIMS certificate)
- CNC Turning: Program Set-up and Operations (NIMS certificate)
- Precision Measurement and Quality Inspection Procedures
- Measuring for Production Inspection
- Basic Measuring
- Welding

Don't see what you're looking for? Customized offerings are available! For more information, call Eddie Foster, Craven's director of customized training and workforce development, at (252) 638-3919.





All classroom assignments will be posted on the Workforce Training Board in Perdue Hall at the New Bern Campus. Required supplies, textbooks or class requirements will be given out at the time of registration or at the first meeting of class. NOTE: The following class listings are subject to change.

**Activity Director-NB Hybrid**

This course prepares activity professionals for the integral role of promoting the quality of life for residents in long-term care. The course meets the minimum qualification requirements of federal and state regulations for Nursing Homes and/or Domiciliary Homes Activity Coordinators. It does not provide professional certification for Activity Coordinators.  
21694 E-mail contact info. to [jenkinsk@cravenc.edu](mailto:jenkinsk@cravenc.edu)  
New Bern site \$175

**Basic Cardiology and EKG Training course-Part I-NB**

This hands-on course will provide basic cardiology topics along with performing EKG examinations. This course will prepare the student to make application for the optional National EKG certification exam, proctored at Craven CC.  
21695 Jan. 30-March 28 M/W 6-9 p.m. Perdue Hall \$120+\$10  
21697 May 14-July 16 M/W 6-9 p.m. Perdue Hall \$120+\$10

**Advanced EKG Training course-Part II-NB**

This second EKG course will prepare the student to identify cardiac changes on the EKG strips, Holter monitor and Stress tests, through discussion of cardiac conditions/diseases.  
21696 April 16-May 9 M/W 6-9 p.m. Perdue Hall \$65

**EKG National Examination-NB**

This optional examination is proctored monthly at the New Bern Campus for individuals who have completed an EKG course or who work as an EKG technician. Contact ASPT at 1-828-294-0078 or via the Internet [www.aspt.org](http://www.aspt.org) for information and payment of fees.

**Personal Care Assistant-NB**

This course prepares individuals to provide personal care assistance in a variety of medical settings. Lecture, practicals and clinicals are components of this program.  
21700 Jan. 24-March 21 M/T 9:30 a.m.-1:30 p.m. Perdue Hall \$175+\$16  
27701 Jan. 24-April 18 M/W 5:30-9 p.m. Perdue Hall \$175+\$16

**Medical Terminology and Intro to Billing/Insurance-Part A-NB**

This course will provide medical terminology with billing/insurance topics for medical office personnel to work in a variety of settings. Part B will cover coding topics following this class.  
21750 Jan. 24-May 31 T/Th 6-9 p.m. Perdue Hall \$175

**Medical Coding-Part 3 of the trio series-NB**

This is the final course of the three-part Medical Coding series. This course will provide coding topics designed for the medical office personnel.  
21746 Jan. 24-May 10 T/Th 6-9 p.m. Perdue Hall \$175

**Basic Medication Aide-NB**

This course approved by the NCBON will provide information about administering specific types of medications in certain facilities. Certification exams are required to pass medications in Assisted Living and Skilled Nursing Facilities. Limited seats are available per class.  
21751 Feb. 1-16 W/Th 9 a.m.-1 p.m. Perdue Hall \$65+\$5  
21752 Feb. 1-22 W/Th 5:30-9 p.m. Perdue Hall \$65+\$5

**Medication Aide for Assisted Living-NB**

This course designed by the Adult Care Licensure Division will provide information about administering specific types of medications in certain facilities. Certification exams are required to pass medications in Assisted Living and Skilled Nursing Facilities. Limited seats are available per class.  
21754 Jan. 17-31 T/W 9 a.m.-1 p.m. Perdue Hall \$65  
21753 March 6-21 T/W 5:30-9 p.m. Perdue Hall \$65

**Nurse Aide Skills Review-NB**

This course will provide a review of skills plus feeding assistant certificate through hands-on practicals for skill prep for the state competency exam for nursing assistants who work in a variety of medical settings. Successful completion of the N.C. Competency Exam will register nurse aides to work in facilities that require NC NA I listing.  
21702 Jan. 23-Feb. 15 M/W 6-9 p.m. Perdue Hall \$65  
21703 Feb. 27-March 21 M/W 6-9 p.m. Perdue Hall \$65  
21704 April 16-May 9 M/W 6-9 p.m. Perdue Hall \$65

**Nurse Aide II-NB**

This course prepares NC NA I individuals to perform more complex skills for patients. 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 by the N.C. Board of Nursing.  
21699 Jan. 17-April 18 M/T/W 8:30 a.m.-1:30 p.m. Perdue Hall \$175+\$16

**Certified Pharmacy Technician Prep-NB**

This course provides training to assist pharmacists in a variety of medical practices. This course prepares the students to take an optional independent certification examination.  
21755 Jan. 17-May 15 T/Th 6-9 p.m. Perdue Hall \$175

**Phlebotomy and Basic Lab Procedures-NB**

This course prepares individuals in venipuncture, basic lab skills and lab skills for usage in many medical settings. A flexible schedule for off-campus clinicals is required for this course. Information regarding the optional National Phlebotomy exam will be presented.  
21706 Jan. 23-April 19 M/W/Th class 9 a.m.-2:30 p.m. Perdue Hall \$175+\$16+\$50  
Th flexible hours for lab time  
Clinicals: Flexible day/week schedule required for all clinicals.

21756 May 1-Aug. 14 M/W/Th class 9 a.m.-2:30 p.m. Perdue Hall \$175+\$16+\$50  
Th-flexible hours for lab time  
Clinicals: Flexible day/week schedule required for all clinicals.

**Office Phlebotomist Training-NB**

This short course will review basic phlebotomy skills for medical offices/labs. Lecture and hands-on skills will be components of this short program.  
21707 Jan. 24-March 15 T/Th 6-9 p.m. Perdue Hall \$120

**Physical Therapy Tech-NB**

This program is designed to prepare individuals for entry-level positions under the direction of Licensed Physical Therapists. Flexible day time schedule for off-campus internships.  
21745 Feb. 7-May 10 T/Th 6-9 p.m. Perdue Hall \$175

**Spanish for Medical Workers-NB**

This Spanish course will aid first responders such as EMS, firefighters and police officers for basic communication skills to render aid on scene. Evening class will be scheduled. E-mail contact information to [jenkinsk@cravenc.edu](mailto:jenkinsk@cravenc.edu)  
Perdue Hall \$65

**Veterinarian Assistant-NB**

This course will provide medical terminology/body systems, small animal care, grooming techniques and therapies, office management skills and other related topics through lecture and hands-on lab. Internships will be provided during the course.  
21698 Feb. 6-May 14 M/W 6-9 p.m. Perdue Hall \$175+\$16



Courtesy Andrew Dunn

Let Craven Community College be your Information Technology training department! Craven offers trainings for organizations and companies at an affordable price. The college's experienced instructors will work with you to customize the materials to serve your needs. Please contact Margaret Chance at (252) 638-5467 or [chancem@cravenc.edu](mailto:chancem@cravenc.edu)

NOTE: Please register one week in advance. Most classes require a USB drive ("flash drive"). All seated computer classes have a \$5 technology fee in addition to their course fees.

## GETTING STARTED

### Computer Literacy: Part 1-NB

Join the cyber-age and get started in the right direction. Gentle instruction for the absolute beginner helps users become familiar with the keyboard, mouse, Windows operating system, Internet and e-mail.

21711	Jan. 19-Feb. 20	M/Th 5:30-8 p.m.	BIT 112	\$65+\$5
21709	Feb. 6-29	M/W 9 a.m.-noon	BIT 112	\$65+\$5
21710	March 5-28	M/W 1-4 p.m.	BIT 112	\$65+\$5

### Computer Literacy: Part 2-NB

Learn the basics of Microsoft Word, Excel and Powerpoint. At the end of this course, you will be able to perform basic editing tasks, navigate in documents and among open files, insert, delete, select, replace, move, copy text and many other functions. Requires completion of "Computer Literacy: Part 1" course or equivalent experience.

21714	Feb. 27-March 29	M/Th 5:30-8 p.m.	BIT 112	\$65+\$5
21712	March 5-28	M/W 9 a.m.-noon	BIT 112	\$65+\$5
21713	April 9-May 2	M/W 1-4 p.m.	BIT 112	\$65+\$5

### Computer Skills for the Workplace-Onlineed2go

Learn the fundamental computer skills you need to succeed in today's workplace. You'll discover practical applications for e-mail, word processors, spreadsheets and databases, gaining a working foundation for the critical computer skills you need to survive in the modern job market. The course requires Microsoft Windows 95 or newer with any edition of Microsoft Office 2000 or newer. View a demo of the first lesson at [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc).

21734	Jan. 18-March 9	Online; Register and pay by Jan. 13	\$65
21735	Feb. 15-April 6	Online; Register and pay by Feb. 10	\$65
21736	March 21-May 11	Online; Register and pay by March 16	\$65
21737	April 18-June 8	Online; Register and pay by April 13	\$65
21738	May 16-July 6	Online; Register and pay by May 11	\$65

### Navigating the Internet-Online ed2go

Master the ins and outs of the Internet with this informative, behind-the-scenes look at the World Wide Web, search engines and directories, social networking and bookmarking, blogs, wikis and more. Learn powerful research techniques to help you find whatever you want whenever you want; take advantage of the power of cloud computing; reconnect with friends and family; share documents and photos; plan vacations and major purchases; and discover how you can better defend your computer against external threats. View a demo of the first lesson at [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc).

21739	Jan. 18-March 9	Online; Register and pay by Jan. 13	\$65
21740	Feb. 15-April 6	Online; Register and pay by Feb. 10	\$65
21741	March 21-May 11	Online; Register and pay by March 16	\$65
21742	April 18-June 8	Online; Register and pay by April 13	\$65
21743	May 16-July 6	Online; Register and pay by May 11	\$65

## SOFTWARE

### Introduction to Microsoft Office Basics 2007-NB

Through easy-to-follow, step-by-step instructions, you'll get comfortable creating Word documents, Excel spreadsheets and Powerpoint presentations. In each program, we'll take a quick tour that shows you how to perform the most common everyday tasks.

21723	Feb. 3-24	F 9 a.m.-4 p.m.	BIT 112	\$65+\$5
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### Microsoft Office 2007 Update-NB

On the surface, MS Office 2007 looks a lot different than previous versions (no more menus or toolbars!), but by learning to understand the dramatically changed "ribbon-based" interface, you'll quickly get back on the road to productivity. In each program, we'll take a quick tour that shows you how to perform the most common everyday tasks. If you're considering upgrading, take a test drive with us.

21724	March 16	F 9 a.m.-4 p.m.	BIT 112	\$65+\$5
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### Microsoft Excel 2007 for Beginners-NB

This course will help you learn how to utilize spreadsheets for your finances. The course will include fundamental formula creation, formatting features, display characteristics, editing, moving and copying and sorting.

21720	Jan. 25-March 7	W 5:30-8 p.m.	BIT 112	\$65+\$5
21719	Feb. 9-March 15	Th 1-4 p.m.	BIT 112	\$65+\$5

### Microsoft Excel 2007 Intermediate-NB

This advanced-level course covers the theory and uses of electronic spreadsheets, including applications, model design, report generation and other features.

21722	March 14-May 2	W 5:30-8 p.m.	BIT 112	\$65+\$5
(No class on April 4)				
21721	March 22-May 3	Th 1-4 p.m.	BIT 112	\$65+\$5
(No class on April 5)				

### Microsoft Word 2007 for Beginners-NB

Learn the many features of this popular word processing software. Create letters, memos, résumés and reports and learn to use features such as spelling and grammar check, cut and paste, tabs and tables.

21716	Jan. 24-March 6	T 5:30-8 p.m.	BIT 112	\$65+\$5
21715	Feb. 7-March 13	T 9 a.m.-noon	BIT 112	\$65+\$5

### Microsoft Word 2007 Intermediate-NB

Expand your knowledge and learn to use time-saving features such as templates, wizards, macros, mail merge and more. Learn to use Word's desktop publishing tools.

21718	March 13-May 1	T 5:30-8 p.m.	BIT 112	\$65+\$5
(No class on April 3)				
21717	March 20-May 1	T 9 a.m.-noon	BIT 112	\$65+\$5
(No class on April 3)				

## NETWORKING

### Introduction to Networking-Online ed2go

Learn why networks have become so important, how software and hardware makes networking possible, and how networks function in terms you can easily understand. Begin training for CCNA Certification or employment in a computer networking career. View a demo of the first lesson at [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc).

21725	Jan. 18-March 9	Online; Register and pay by Jan. 13	\$65
21726	March 21-May 11	Online; Register and pay by March 16	\$65
21727	May 16-July 6	Online; Register and pay by May 11	\$65

### Intermediate Networking-Online ed2go

Continue to build your knowledge of networks and networking with detailed treatments of TCP/IP, how switches and routers operate, DNS and more. Gain a full understanding of almost every aspect of networking technology, including hot topics such as virtual private networks, security, Internet connectivity and cloud computing. Completion of this course and its prerequisite should serve as a springboard for a career in computer networking or training for CCNA Certification. Requires completion of "Introduction to Networking" ed2go course or equivalent experience.

21728	March 21-May 11	Online; Register and pay by March 16	\$65
21729	May 16-July 6	Online; Register and pay by May 11	\$65

[www.cravenc.edu](http://www.cravenc.edu)

Ready to register? Check out page 27. (Payment is due at time of registration.)

### Wireless Networking-Online ed2go

Learn how wireless works, how wireless devices connect to networks and how to build and connect to your own wireless network. We'll also explore wireless standards, wireless security, satellite Internet and cellular phone technology, as well as the future of wireless. Requires completion of "Introduction to Networking" ed2go course or equivalent experience.

21730	March 21-May 11	Online; Register and pay by March 16	\$65
21731	May 16-July 6	Online; Register and pay by May 11	\$65

## SECURITY AND REPAIR

### Introduction to PC Security-Online ed2go

Learn why you're at risk and what you can do to protect your personal and business data from the outside world. Learn the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system and how you can implement simple solutions to minimize your risks. View a demo of the first lesson at [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc). Requires familiarity with general PC terminology, an understanding of Windows and an ability to locate programs and change settings.

21733	Jan. 18-March 9	Online; Register and pay by Jan. 13	\$65
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Monthly starting dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

### Introduction to PC Troubleshooting-Online ed2go

Go step by step through the typical hardware and operating system problems encountered by technicians, learn troubleshooting techniques to decipher any problems and gain the skills you need to solve them. Study some of the more advanced and nasty problems that sometimes crop up in the PC and how to diagnose and fix those problems. Learn how to maintain and optimize a Windows PC. View a demo of the first lesson at [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc). Requires a computer equipped with any Microsoft Windows 95 or newer and access to one or more computers that do not contain any data you consider sensitive.

21733	Jan. 18-March 9	Online; Register and pay by Jan. 13	\$65
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Monthly starting dates available... visit [www.ed2go.com/cravenc](http://www.ed2go.com/cravenc)

Don't see exactly what you need at the time you need it?

Customized scheduling is usually available for groups of six or more. Call Margaret Chance at (252) 638-5467. We're here to help!





Our instructor-facilitated online courses are informative, fun, convenient and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more. You can complete any course entirely from your home or office at any time of the day or night.

**How to Get Started:**

1. Visit our Online Instruction Center: [www.ed2go.com/cravencc](http://www.ed2go.com/cravencc)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. **Follow the instructions to enroll and pay for your course.** Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

[www.ed2go.com/cravencc](http://www.ed2go.com/cravencc)

**Accounting Fundamentals**

Gain a marketable new skill by learning the basics of double entry bookkeeping, financial reporting and more.

**Keys to Effective Communication**

Lost for words? Don't be! Learn to build rapport, trust, warmth and respect through conversation.

**Computer Skills for the Workplace**

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

**Grammar Refresher**

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

**A to Z Grantwriting**

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals.

**Project Management Fundamentals**

Gain the skills you'll need to succeed in the fast-growing field of project management.

**Medical Terminology: A Word Association Approach**

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

**Introduction to Microsoft Access**

Store, locate, print and automate access to all types of information.

**Introduction to Microsoft Word**

Learn how to create and modify documents with the world's most popular word processor.

**Introduction to Microsoft Excel**

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

**Intermediate Microsoft Excel**

Work faster and more productively with Excel's most powerful tools.

**Introduction to PC Troubleshooting**

Learn to decipher and solve almost any problem with your PC.

**Discover Digital Photography**

An informative introduction to the fascinating world of digital photography equipment.

**Introduction to PowerPoint**

Build impressive slide presentations filled with text, images, video, audio, charts and more.

**Real Estate Investing**

Build and protect your wealth by investing in real estate.

**Six Sigma: Total Quality Fundamentals**

Learn the basics of total quality management.

**Six Sigma: Total Quality Applications**

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality

**Speed Spanish**

Learn six easy recipes to glue Spanish words together into sentences and you'll be speaking Spanish in no time.

**Fundamentals of Supervision and Management**

Learn the people skills required to motivate and delegate and learn tools for solving problems and resolving conflicts.

**Introduction to QuickBooks**

Learn how to quickly and efficiently gain control over the financial aspects of your business.

**Creating Web Pages**

Learn the basics of HTML so you can design, create and post your very own site on the Web.

**Creating Web Pages II**

Learn to develop polished and interactive pages complete with tables, forms, frames, audio and CSS.

**Introduction to Dreamweaver**

Harness the broad range of capabilities Dreamweaver brings to Web development.

**GRE Preparation - Part 1**

Discover powerful strategies for success in the verbal and analytical sections of the GRE.

**Learn More...**

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **Six Weeks of Instruction**

**New course sessions begin on the third Wednesday of each month. Please visit our Online Instruction Center to see exact start dates for the courses that interest you.**

**Enroll Now!**

**Visit our Online Instruction Center today!**

[www.ed2go.com/cravencc](http://www.ed2go.com/cravencc)

or call:

**(252) 638-7248**

<b>Dec. 14-Feb. 3</b>	<b>Register by Dec. 9</b>
<b>Jan. 18-Mar. 9</b>	<b>Register by Jan. 13</b>
<b>Feb. 15-April 6</b>	<b>Register by Feb. 10</b>
<b>March 21-May 11</b>	<b>Register by March 16</b>
<b>April 18-June 8</b>	<b>Register by April 13</b>
<b>May 16-July 6</b>	<b>Register by May 11</b>

**All courses are:**

**\$65**

**Requirements:**

All courses require Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

More courses are available at our online Instruction Center.  
[www.ed2go.com/cravencc](http://www.ed2go.com/cravencc)

## 8-Hour Hazardous Waste Operator Refresher-NB

This course meets the requirements of 29 CFR 1910.120 (HAZWOPER) for employees who have the responsibility to respond to actual or potential releases of hazardous materials or hazardous waste.

21554	Jan. 10-12	T/Th	5-9 p.m.	Kelso 107	\$65
21559	Feb. 10	F	8 a.m.-5 p.m.	Kelso 107	\$65

## 40-Hour Hazardous Waste Operator-NB

This course is designed to meet the requirements of 29 CFR 1910.120 (HAZWOPER) and is for employees who have the responsibility to respond to actual or potential releases of hazardous materials or hazardous waste. The course requires participants to take part in tabletop exercises and hands-on exercises as well as score a minimum of 70 on the final exam. A certificate of completion will be issued upon completion of the course.

21634	Jan. 17-Feb.16	T/Th	5-9 p.m.	Kelso 107	\$595
21635	Feb. 20-24	M-F	8 a.m.-5 p.m.	Kelso 107	\$595
21636	March 5-April 6	M/W	5-9 p.m.	Kelso 107	\$595

## OSHA 30-Hour Construction-NB

This course is designed for individuals who need a detailed understanding of how to use the OSHA 1926 Construction standards and how the standards apply to the construction industry. The course includes a written exam. A certificate of completion is awarded through OSHA to students completing the course.

21637	Jan. 9-Feb.13	M/W	5-8 p.m.	Kelso 105	\$595
21638	Feb. 27-March 2	M-F	8 a.m.-3 p.m.	Kelso 105	\$595
21639	April 10-May 10	T/Th	5-8 p.m.	Kelso 107	\$595

## OSHA 30-Hour General Industry Standards-NB

This course is designed for individuals who need a detailed understanding of how to use the OSHA 1910 General Industry standards and how the standards apply to the general industry. The course includes a written exam. A certificate of completion is awarded through OSHA to students completing the course.

21641	Jan. 16-20	M/W	5-8 p.m.	Kelso 105	\$595
21642	March 5-9	M-F	8 a.m.-3 p.m.	Kelso 105	\$595
21643	April 23-May 4	T/Th	5-8 p.m.	Kelso 107	\$595

## RCRA Hazardous Waste-NB

This eight-hour program is designed for companies whose employees handle hazardous waste as a part of their job responsibilities. The program covers generator responsibilities, satellite accumulation areas, storage areas, the Uniform Manifest, marking, labeling and contingency plans. A final exam is required for successful completion of this course. Certificates of completion will be issued to all students completing the program.

21573	Feb. 21-23	T/Th	5-9 p.m.	Kelso 105	\$65
21575	April 16-20	M-F	8 a.m.-5 p.m.	Kelso 105	\$65

## Powered Industrial Trucks (Forklift)-NB

This course is designed to meet the requirements of 29 CFR 1910.178 Powered Industrial Trucks. The course includes a lecture with a written exam and a student evaluation for forklift inspection and operation. A certificate of completion and an operator license is awarded to all students completing the program.

21577	Feb. 6-8	M/W	5-8 p.m.	Kelso 105	\$65
21579	March 30	F	8 a.m.-3 p.m.	Kelso 105	\$65
21581	April 24-26	T/Th	5-8 p.m.	Kelso 105	\$65
21582	May 9	W	8 a.m.-3 p.m.	Kelso 105	\$65

## Excavation Safety Course-NB

This 16-hour course is designed to meet the requirements of 29 CFR 1926 Subpart P Excavation. The course provides the students with the information required to work safely and effectively in and adjacent to cavities, trenches and manmade cuts. It includes the knowledge required by OSHA for Competent Person. A minimum score of 70 is required on the final exam and an evaluation of an excavation to include soil classification and an inspection of an excavation to complete the program. A certificate of completion is awarded to all students completing the program.

21601	Feb. 13-15	M/W	8 a.m.-5 p.m.	Kelso 105	\$65
21604	March 6-7	T/W	8 a.m.-5 p.m.	Kelso 105	\$65
21606	April 9-13	M-Th	5-9 p.m.	Kelso 105	\$65
21607	May 7-10	M-Th	5-9 p.m.	Kelso 105	\$65

## Permit Required Confined Space-NB

This 16-hour course is designed to meet the requirements of 29 CFR 1910.146 for employees and supervisors of employees whose job requires that they enter permit required spaces. This program requires students to enter and perform work-related tasks in a mock permit required confined space as a part of the training. Students will learn how to use equipment in confined space entries including personal protective equipment, ventilation equipment, air monitoring equipment and tripod and winching equipment. A final score of 70 is required to complete this program on the final exam. A certificate of completion is awarded to all students completing the program.

21650	April 24-25	T/W	8 a.m.-5 p.m.	Kelso 105	\$295
21651	May 7-10	M-Th	5-9 p.m.	Kelso 105	\$295

Be sure to check out our contractor licensure courses listed on page 8!

## Residential Green Building Trades/Weatherization Certificate Program-NB

This certificate program is designed to provide comprehensive training that will qualify students as a Weatherization Installer/Green Builder Technician. This program offers information and practices for the design, construction and operation of energy efficient homes. In addition, the program offers ways to determine the amount of energy being used in a residential home and ways to minimize that amount of usage. The program is offered through classroom lecture, hands-on practices and field trips. Participants who complete the entire program will be awarded a Certificate of Completion and will have the opportunity to earn the Career Readiness Certificate (CRC).

### Course 1: Green Building

Module 1:	Hand Tool and Power Tool Safety	24 Hours	
Module 2:	Plans, Specifications and Codes	24 Hours	
Module 3:	Introduction to Carpentry	12 Hours	
Module 4:	Constructing the Building Shell	40 Hours	
Module 5:	Energy Conservation	24 Hours	
Module 6:	OSHA 10-Hour Construction	10 Hours	
21627	Jan. 9-Feb. 24	M-F 8 a.m.-noon	RCS* \$175
*Class location: Religious Community Services Annex, 919 George St., New Bern			
21663	Jan. 9-Feb. 24	M-F 8 a.m.-12 p.m.	Kelso 105 \$175

### Course 2: Green Building

Module 1:	Masonry	16 Hours	
Module 2:	Footing, Foundations and Forms	16 Hours	
Module 3:	Constructing the Building Shell	40 Hours	
Module 4:	Roof Maintenance	16 Hours	
Module 5:	Installing Windows	16 Hours	
Module 6:	Installing Roofing and Siding	24 Hours	
Module 7:	Structural Painting	16 Hours	
Module 8:	Finishing the Building Interior	16 Hours	
Module 9:	Plumbing Systems	24 Hours	
21630	Feb. 27-May 1	M-F 8 a.m.-12 p.m.	RCS* \$175
*Class location: Religious Community Services Annex, 919 George St., New Bern			
21664	Feb. 27-May 1	M-F 8 a.m.-12 p.m.	Kelso 105 \$175

## Commercial Custodial Certification Program-NB

This 60-hour class is designed to provide detailed information on how to start and operate a business in one of the most lucrative and fastest growing industries in America: cleaning. This training is provided through classroom lecture and hands-on applications. The students will learn about the equipment needed in cleaning services, safety procedures, how to strip, clean, wax and buff various floor surfaces, and daily and weekly cleaning procedures for bathrooms and offices. Students will have the opportunity to work with some of the latest cleaning equipment on the market and work with numerous types of cleaning and sanitizing products. Students completing this program will have the opportunity to earn a Career Readiness Certificate (CRC). Class location: Religious Community Services Annex, 919 George St., New Bern

21631	Jan. 9-30	M-F	1:00-5:00 p.m.	RCS	\$175
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## Energy Conservation Management

This 30-hour class is designed to update personnel in the most current energy conservation techniques. Special emphasis is placed on preventive measures in the following broad areas: cooling, heating, structural and electrical. Energy alternatives will be addressed, including electric, gas, solar and geothermal. Students will examine wind turbines and solar panels for residential and commercial applications. This course will enhance the knowledge of those students already employed in the field or will provide the necessary information for persons new to this field to begin their education or employment in this field. For more information, call (252) 638-7248.





Courtesy U.S. Navy

**Mold Inspection and Remediation**

This 24-hour course provides an understanding of what molds are, conditions promoting growth and an awareness of diseases caused by molds. Upon completion, students should be able to conduct an inspection for mold and know how to perform remediation and cleanup.

21644	Feb. 20-27	M-F	5-9 p.m.	Kelso 107	\$375
21645	May 7-9	M-W	8 a.m.-5 p.m.	Kelso 107	\$375

**Lead Abatement Worker**

Training includes demonstrations and hands-on training. This course is recommended for people who will be working in lead-based paint abatement, such as renovation, remodeling, demolition and other activities that are intended to permanently remove lead-based paint hazards. This course meets the requirements of EPA for contractors employed in lead renovation projects.

21647	March 12-15	M-Th	5-9 p.m.	Kelso 107	\$325
21648	May 7-8	M/T	8 a.m.-5 p.m.	Kelso 107	\$325

Craven has received approval to offer the **Lead Renovator Initial English** course! This eight-hour course will be offered on evenings and Saturdays. For more information or to request this training, contact Eddie Foster at (252) 638-3919.

**Environmental/ Safety Diploma Certification**

The 252-hour diploma program consists of two (2) courses in environmental and safety topics and the HRD Employability Skills program. Participants who successfully complete the entire program will receive a certificate of completion and will have the opportunity to earn the Career Readiness Certificate (CRC).

**Course 1: Environmental/Safety Training**

This course provides detailed instruction in the following areas: OSHA General Industry; HAZWOPER 40 Hour; Water Quality Analysis/Environmental Chemistry; Site Assessment Training Phase 1 and Phase 2; Material Handling-Forklift Safety; and Respiratory and Personal Protective Equipment.

Module 1	Intro. to Environmental Technology	20 Hours
Module 2	OSHA 30-Hour General Industry	30 Hours
Module 3	OSHA 30-Hour Construction	30 Hours
Module 4	HAZWOPER 40-Hour	40 Hours
Module 5	Water Quality Analysis/ Environmental Chemistry	16 Hours
Module 6	Soil Sampling Techniques	16 Hours
Module 7	Site Assessment Training, (Phase 1 and Phase 2)	24 Hours
Module 8	Material Handling-Forklift Safety	8 Hours
Module 9	Respirator and Personal Protective Equipment	12 Hours
21632	Jan. 9-May 1 M-Th 5-8 p.m.	CCC \$175

**Course 2: Environmental/Safety Training**

This course provides detailed instruction in the following areas: Excavation Safety Competent Person; Confined Space Entry Permit Required; DOT HazMat; CRC Assessment; and HRD Employability Skills.

Module 1	Excavation Safety Competent Person	16 Hours
Module 2	Confined Space Entry Permit Required	16 Hours
Module 3	DOT HazMat	24 Hours
Module 4	CRC Assessments	4 Hours
Module 5	HRD Employability Skills	4 Hours
21633	May 7-June 11 M-Th 5-8 p.m.	CCC \$175

**EMERGENCY MEDICINE**

**EMT-Basic-NB &HV (Evening)**

This 200-hour program was developed in accordance with the NCOEMS policies and guidelines. This course is designed to train individuals for a career in Emergency Medical Services. The course outline is regulated by the N.C. Office of Emergency Management. In addition to the 180 hours of classroom work, each participant in this class will be required to participate in 32 hours of ride along time with an ambulance service provider in Craven County. Textbook: Brady's Emergency Medical Care 12-Edition. ISBN-13: 978-0-13-282441-5.

21514	March 5-June 23	M/W	6-10 p.m.	Barker 200	\$175+\$16
		Sa	8 a.m.-5p.m. once a month		
21513	March 6-June 30	T/Th	6-10 p.m.	Havelock	\$175+\$16
		Sa	8 a.m.-5 p.m. once a month		

**EMT-Intermediate-NB (Evening)**

This 306-hour program was developed in accordance with the NCOEMS policies and guidelines, which details more advanced airway devices, intravenous lines, AED and some drug therapy, in accordance with local protocols. Total hours: 306 with 206 Didactic, 50 Clinical and 50 Field Internship hours. Registration fee of \$175 and \$16 liability insurance fee may apply. Textbook: Brady's Intermediate Emergency Care. ISBN#0-13-113607-0

21515	Jan. 2-May 26	M/W	6-10 p.m.	Brock 217	\$175+\$16
		Sa	8 a.m.-5 p.m. once a month		

**EMT-Intermediate to Paramedic-NB (Evening)**

This 840-hour program was developed in accordance with the NCOEMS policies and guidelines. Specific training areas include administration of eight different IV fluids, advanced airway management, cardiac monitoring including Defibrillation, Cardioversion, Cardiac Pacing and the administration of 46 different medications. Registration fee of \$175 and \$16 liability insurance fee may apply. Textbook: Brady's Essentials of Paramedic Care.

21516	April 3-April 20, 2013				
		T/Th	6-10 p.m.	Barker 200	\$175+\$16
		Sa	8 a.m.-5 p.m. once a month		

**EMT-Basic Refresher-NB (Evening)**

This 72-hour program was developed in accordance with the NCOEMS policies and guidelines. The course outline is regulated by the N.C. Office of Emergency Management. Classroom participation to include all topics required for recertification. Technical Scope of Practice and Written exam with be required to complete the course. Textbook: TBA

21517	Feb. 13-April 11	M/W	6-10 p.m.	Brock 219	\$175
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Listings continue next page.

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Ready to register? Check out page 28. (Payment is due at time of registration.)

**Craven's new EMS coordinator brings energy and enthusiasm**

The new coordinator of Craven Community College's Emergency Medical Services (EMS) classes says it's very exciting to work in the EMS field, but it's also very serious business.

Jon Stephens, a 34-year-old Jacksonville native, wants to bring the same high levels of excitement and care to the college's EMS classes so that local emergency medical responders have the skills they need to be effective in a crisis.

"I want to expand the college's program," he said recently. "Right now, we're assessing needs and working to address the needs of the EMS community."

Stephens became coordinator of Craven's EMS classes in July. In his position, he is in charge of scheduling courses and meeting the training requirements of all emergency responders, paid and volunteer.

The college is working hard to meet the needs of EMS responders, officials say. In addition to hiring Stephens, Craven has purchased new equipment and has dedicated classroom space to EMS classes.

"We are listening to the EMS community and are responding with action," said Layne Harpine, the college's dean of Workforce Development and Community Affairs. "We will continue to support the development of EMS offerings."

Stephens is no stranger to Craven: He previously worked at the college as a part-time instructor. He served as a firefighter and paramedic in Havelock for seven years before taking the full-time job at Craven.

Stephens became interested in emergency medicine when he was 21 years old. He went on to earn an associate's degree in Emergency Medical Science from Carteret Community College.

Stephens is excited about his new position at Craven and looks forward to working with emergency responders from across the area.

"I love the job," he said. "It's really rewarding."



Jon Stephens says the college is committed to meeting the training needs of area emergency responders.

## EMT-Intermediate Refresher-NB (Evening)

This 86-hour program was developed in accordance with the NCOEMS policies and guidelines. The course outline is regulated by the N.C. Office of Emergency Management. Classroom participation to include all topics required for recertification. Technical Scope of Practice and Written exam with be required to complete the course. Textbook: TBA

21518 Feb. 7-April 19 T/Th 6-10 p.m. Brock 217 \$175

## EMT-Paramedic Refresher-NB (Evening)

This 86-hour program was developed in accordance with the NCOEMS policies and guidelines. The course outline is regulated by the N.C. Office of Emergency Management. Classroom participation to include all topics required for recertification. Technical Scope of Practice and Written exam with be required to complete the course. Textbook: TBA

21519 Feb. 21-May 3 T/Th 6-10 p.m. Brock 219 \$175



Courtesy U.S. Navy

## Anatomy and Physiology for EMS: EMS 3000 NB and HV (Evening)

This 92-hour program was developed in accordance with the NCOEMS policies and guidelines. The course outline is regulated by the N.C. Office of Emergency Management. This course is a prerequisite to the Paramedic program. This course provides a basic study of the structure and function of the human body. Brady's Anatomy & Physiology for Emergency Care, 2nd Edition ISBN: 0132342987

**Anatomy and Physiology for EMS: EMS 3000-HV (Evening)**  
21520 Jan. 2-March 19 M/W 6-10 p.m. Havelock \$175

**Anatomy and Physiology for EMS: EMS 3000-NB (Evening)**  
21521 Jan. 3-March 20 T/Th 6-10 p.m. Barker 200 \$175

## MONTHLY CONTINUING EDUCATION CLASSES

Month	Date	Topic	Location
January	5	EMS Systems/Ambulance Ops	Vanceboro
	10	EMS Systems/Ambulance Ops	CCC
	17	EMS Systems/Ambulance Ops	Jasper
	26	EMS Systems/Ambulance Ops	Havelock
February	2	BLS Skills Testing/TSOP	Vanceboro
	7	ALS Skills Testing/TSOP	CCC
	14	BLS Skills Testing/TSOP	Cove City
	23	ALS Skills Testing/TSOP	Havelock
March	1	Burns/Shock Management	Vanceboro
	6	Burns/Shock Management	CCC
	13	Burns/Shock Management	Fort Barnwell
	22	Burns/Shock Management	Havelock
April	5	Airway Mgmt./Allergic Reaction	Vanceboro
	10	Airway Mgmt./Allergic Reaction	CCC
	17	Airway Mgmt./Allergic Reaction	Jasper
	26	Airway Mgmt./Allergic Reaction	Havelock
May	3	General Pharmacology/IV Therapy	Vanceboro
	8	General Pharmacology/IV Therapy	CCC
	15	General Pharmacology/IV Therapy	Cove City
	24	General Pharmacology/IV Therapy	Havelock
June	7	MCI/Rescue Scene Management	Vanceboro
	12	MCI/Rescue Scene Management	CCC
	19	MCI/Rescue Scene Management	Fort Barnwell
	28	MCI/Rescue Scene Management	Havelock

## FIREFIGHTER CERTIFICATION CLASSES

### Firefighter I & II-HV and Online

Successful completion of this hybrid (online instruction and face-to-face instruction and exams) program will result in a Firefighter I and II certification by the N.C. Office of State Fire Marshall. The online portion of this class will be presented using the Moodle Learning Platform. The hands-on portion for this program will meet monthly at the Havelock Fire Department's West End Station.

Participants must:

- Be at least 18 years old
- Be a high school graduate or must have completed a GED
- Be an active member of a N.C. fire department (A letter from the chief of the department on department letterhead is required.)
- Furnish proper personal protective equipment to complete the practical evolutions

Required Text: Essentials of Fire Fighting 5th Edition

### Fire Department Orientation & Safety-FIP 3323

20869 Feb. 6-March 11 Online  
Exam March 11 1-5 p.m. Havelock West End FD

### Fire Behavior-FIP 3304

20924 Feb. 13-March 11 Online  
Exam March 11 8-10 a.m. Havelock West End FD

### Building Construction-FIP 3322

20922 Feb. 20-March 11 Online  
Exam March 11 10 a.m.-Noon Havelock West End FD

### Personal Protective Equipment-FIP 3306

20946 Feb. 27-March 10 Online  
Exam March 10 8 a.m.-5 p.m. Havelock West End FD

### Ladders-FIP 3310

20975 March 12-April 14 Online  
Exam April 14 8 a.m.-5 p.m. Havelock West End FD

### Water Supplies-FIP 3318

20980 March 19-April 15 Online  
Exam April 15 8 a.m.-noon Havelock West End FD

### Portable Fire Extinguishers-FIP 3305

20985 March 26-April 15 Online  
Exam April 15 1-4 p.m. Havelock West End FD

### Fire Hose, Streams and Appliances-FIP 3311

20995 April 16-May 20 Online  
Exam May 20 8 a.m.-5 p.m. Havelock West End FD

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Ready to register? Check out page 28. (Payment is due at time of registration.)

### Overhaul-FIP 3315

20996 April 23-May 19 Online  
Exam May 19 8-10 a.m. Havelock West End FD

### Forcible Entry-FIP 3307

20997 April 30-May 19 Online  
Exam May 19 10 a.m.-noon Havelock West End FD

### Ventilation-FIP 3308

20998 May 7-19 Online  
Exam May 19 1-5 p.m. Havelock West End FD

### Salvage-FIP 3314

20999 May 21-June 23 Online  
Exam June 23 1-4 p.m. Havelock West End FD

### Foam Fire Streams-FIP 3312

21001 May 28-June 23 Online  
Exam June 23 8 a.m.-noon Havelock West End FD

### Ropes-FIP 3309

21005 June 4-24 Online  
Exam June 24 1-5 p.m. Havelock West End FD

### Emergency Medical Care-FIP 3309

21008 June 11-24 Online  
Exam June 24 8 a.m.-noon Havelock West End FD  
(If you hold a N.C. Medical Responder or higher certification, you can submit a copy to the N.C. Office of State Fire Marshall to receive credit for this class.)

### Fire Alarms and Communications-FIP 3303

21009 July 16-Aug. 11 Online  
Exam Aug. 11 8-10 a.m. Havelock West End FD

### Fire Prevention, Cause and Education-FIP 3321

21011 July 23-Aug. 11 Online  
Exam Aug. 11 10 a.m.-noon Havelock West End FD

### Sprinklers-FIP 3319

21015 July 30-Aug. 11 Online  
Exam Aug. 11 1-5 p.m. Havelock West End FD

### Rescue-FIP 3317

21016 Aug. 13-26 Online  
Exam Aug. 25-26 8 a.m.-5 p.m. Havelock West End FD

### Fire Control-FIP 3313

21017 Oct. 8-21 Online  
Exam Oct. 20-21 8 a.m.-5 p.m. Havelock West End FD

## Human Resources Development/Employment Readiness

**You may be eligible** to take Human Resources Development/Employment Readiness classes at no cost if you are currently unemployed or underemployed, laid off, working a minimum wage job or are interested in making a career change. Call (252) 638-7247 for more information or to pre-register.

### Technology Literacy and Employability Skills-NB

This course provides instruction in the basics of using a computer for unemployed and underemployed adults. The focus of the class is to assess and help students develop technology literacy and to help them develop a moderate level of basic computer skills to aid in job searches. The class involves creating and developing documents for job searches, from turning on the computer properly to creating and saving files. You also will learn how to use the computer in developing and implementing job-search strategies and how to use employability tools such as Microsoft Word for employment documents such as résumés and cover letters. Students also will develop Excel spreadsheets, develop e-mail accounts, learn how to use the keyboard and how to conduct searches on the Internet for employment search, resources and employment websites. You will also learn the role of technology in the workplace.

21839	Jan. 9-20	M-F	8 a.m.-3 p.m.	Kelso 105	\$120
21840	Jan.17-March 20	T/Th	6-9 p.m.	Kelso 105	\$120
21841	Jan. 23-March 26	M/W	6-9 p.m.	Uptown Bus. 912 Queen St., New Bern	\$120
21842	Feb. 27-March 9	M-F	8 a.m.-3 p.m.	Kelso 105	\$120
21843	April 23-May 4	M-F	8 a.m.-3 p.m.	Kelso 105	\$120

### Building an Effective Résumé-NB **New!**

This course teaches students how to start the process and structure for building an effective, marketable résumé. Students will learn to identify transferable, functional and personable skills and learn action verbs that employers are looking for. Students should have a draft for a structured and marketable resume upon completing this class.

21845	Jan. 24-25	T-W	8 a.m.-3 p.m.	Kelso 105	\$65
21846	March 12-13	M-T	8 a.m.-3 p.m.	Kelso 105	\$65
21847	March 27-April 12	T/Th	6-9 p.m.	Kelso 105	\$65
21849	May 7-May 8	M-T	8 a.m.-3 p.m.	Kelso 105	\$65

### Custom Résumés/Cover Letters/Internet Job Search-NB

Prepare for job searches by learning to develop and/or update a résumé, develop cover letters and use the Internet for job searches and resource information.

21850	Jan. 26-27	Th-F	8 a.m.-5 p.m.	Kelso 105	\$65
21851	March 14-16	W-F	8 a.m.-1:30 p.m.	Kelso 105	\$65
21852	April 17-May 1	T/Th	6-9 p.m.	Kelso 105	\$65
21853	May 9-11	W-F	8 a.m.-1:30 p.m.	Kelso 105	\$65

If you are interested in these classes being offered in the evening or for a select group, please call (252) 638-7247.

### Dress for Success and Interviews-NB **New!**

Students will learn why a professional presence is extremely important to their success in job searches and networking. Learn and identify what is appropriate and inappropriate attire for work, interviews and positions in the workplace. You will understand the meaning of “traditional” business attire and the limitation of the term “business casual.” Become aware of how grooming, speech and personal habits can have an effect on whether you get the job or not!

21854	Jan. 23-Feb. 27	M	6-9 p.m.	Kelso 107	\$65
21855	March 12-April 23	M	6-9 p.m.	Kelso 107	\$65

### Workforce Skills for Success-NB **New!**

(Determining Your Next Step in a Changing World)

This course is designed to improve workforce behaviors at all levels of job responsibility with the objective to introduce, explain and apply personal development skills for success. Participants will experience a highly interactive approach to topics that include awareness of resources for career choices, scheduling and time management techniques, critical thinking, communication skills, learning styles and goal/priority setting. Students who complete this course will be better prepared to re-enter the workforce and/or an educational setting.

21856	Jan. 20-Feb. 17	F	9 a.m.-noon	Kelso 107	\$65
21857	Jan. 23-Feb.6	M/W	6-9 p.m.	Kelso 105	\$65

### Pathways to Employment and Career Success-NB

This course will assist adults who are unemployed, underemployed, laid off or looking to change their career paths. Learn the personal and professional development skills that will get you there.

21860	Jan. 30-Feb. 24	M-F	8 a.m.-1:30 p.m.	Kelso 105	\$175
21861	Mar. 19-Apr. 20	M-F	8 a.m.-1:30 p.m.	Kelso 105	\$175
21862	May 14-June 8	M-F	8 a.m.-1:30 p.m.	Kelso 105	\$175

### Survival Skills for Men and Women-NB

This course covers a series of topics to enhance the personal and economic empowerment of adults. Participants will learn how to better manage their households, money, health and the behavior and education of their children

21657	Jan. 23-27	M-F	9 a.m.-3:30 p.m.	Kelso 107	\$120
21658	Feb. 20-24	M-F	9 a.m.-3:30 p.m.	Kelso 107	\$120
21659	March 26-30	M-F	9 a.m.-3:30 p.m.	Kelso 107	\$120
21660	April 23-27	M-F	9 a.m.-3:30 p.m.	Kelso 107	\$120
21661	May 21-25	M-F	9 a.m.-3:30 p.m.	Kelso 107	\$120

\*Craven Community College’s HRD Program wants to know if you are interested in courses on “developing résumés for federal jobs”; money management in difficult times; or stress management for the unemployed and laid off. If so, please call (252) 638-7247 to express your interest.\*

## Basic Skills Program/Literacy

Brock Hall, New Bern Campus (NB), (252) 638-7265 and Off-Campus Sites  
Monday-Thursday 8 a.m.-6 p.m.  
Friday 8 a.m.-5 p.m.

**Basic Skills classes are offered free of charge.**

Students who are 16 or 17 years old need special permission from a parent/guardian and the school district before enrolling in any Basic Skills program.

**NOTE:** Basic Skills classes run for the entire term. However, students may join a class after completing a two-day orientation session. The next orientation sessions are scheduled for:

Feb. 20-21	M/T	5-9 p.m.	AMC 102	Free
Feb. 23-24	Th/F	9 a.m.-1 p.m.	AMC 102	Free
April 23-24	M/T	5-9 p.m.	AMC 102	Free
April 26-27	Th/F	9 a.m.-1 p.m.	AMC 102	Free

All sessions in New Bern are held in room 102 of the Bosch and Siemens Advanced Manufacturing Center at the New Bern Campus.

**IMPORTANT:** Please arrive on site 15 minutes before the start of orientation. Call (252) 638-7265 for more information.

### Adult Basic Education/Pre-GED/Pre-Adult High School Classes (ABE):

Not quite ready for GED or Adult High School classes? These small-group classes are designed to help students brush up on their reading, writing and math skills so they can prepare to take GED and Adult High School classes. For more information, call (252) 638-7265.

### Adult High School Diploma (AHSD)

This program is designed to help students earn their adult high school diplomas. Students must complete a minimum of 20 credits, including required credits, to earn their diplomas. We offer small classes, a self-paced learning environment and online learning. For more information, call (252) 638-1587.

### English as a Second Language (ESL)

Our classes are designed to provide reading, writing, speaking and basic living skills to students with a limited English-speaking background. Interested students should attend the class that is convenient for them. Registration and assessment will be completed at this time. For questions, please call (252) 638-4755. Students may enroll in ESL classes at any time during the semester.

Nuestras clases son para proveer las habilidades en leer, escribir, hablar y habilidades básicas a los que no entiendan inglés muy bien. Los estudiantes interés deben asistir a la clase más conveniente para ellos. Se tiene que inscribir y tomar un examen al llegar a la clase. Para más información: (252) 638-4755. Se puede inscribirse durante las horas siguientes.

### ESL Distance Ed – Online

21424	Jan. 9-May 4	24 hours/7 days	Online	Free
	9 de enero-4 mayo			Gratis

### ESL Beginning-NB

21421	Jan. 10-May 3	T/Th	6-9 p.m.	Brock 208	Free
	10 de enero-3 mayo		martes/jueves		Gratis

### ESL Intermediate/Advanced-NB

21422	Jan. 10-May 3	T/Th	6-9 p.m.	Brock 210	Free
	10 de enero-3 mayo		martes/jueves		Gratis

### ESL Multi-Level-NB

21420	Jan. 9-May 4	M/W/F	9 a.m.-noon	Barker 105	Free
	9 de enero-4 mayo		lunes/miércoles/viernes		Gratis

### GED Family Literacy Programs

The Even Start Family Literacy Program provides educational opportunities for children and their parents/guardians by integrating early childhood education and adult education into a unified program. Adults may study ESL (English as a Second Language), basic math and reading classes and also study to take the GED. In addition, the program includes transportation to school, breakfast and lunch. Children newborn to 5 years of age may attend. For more information, contact Craven Community College at 638-7265 or the Even Start Family Literacy Program at (252) 244-3225 in Vanceboro or (252) 672-7023 in Cove City.

### GED Prep Classes Uptown

Craven will be offering GED prep classes at the Uptown Business and Professional Association Training Center in uptown New Bern. Classes will run Jan. 9 thru May 4. Hours are 9 a.m. to noon. Call (252) 638-7265 for more information.

### Compensatory Education (CED)

This program is designed specifically for adults with intellectual disabilities. The focus of the program is to help the individual become as independent as possible through acquiring basic life skills needed to function successfully in daily living. Contact (252) 638-5532 for more information regarding this program.

### On location at RCS

Plans are in the works to offer Basic Skills/Literacy classes at the Religious Community Services annex building in New Bern. Call (252) 638-7265 for more information.

## Small Business Center

**At the Small Business Center, we love to talk business!** Find us in room 109 of Barker Hall at the New Bern Campus, call (252) 638-7353 or (252) 638-1166 or e-mail us at sbc@cravenc.edu

Register for courses online at: [www.cravenc.edu/continuingeducation/smallbusinesscenter/sbc-class-registration.cfm](http://www.cravenc.edu/continuingeducation/smallbusinesscenter/sbc-class-registration.cfm)

### ENTREPRENEUR ACADEMY

This program is designed to prepare aspiring entrepreneurs for business ownership and to help current business owners sharpen their focus. This term's series of free seminars will run Jan. 17 to Feb. 16. Seminars will include:

#### Seminar Orientation: Business Basics-NB

Business basics and registration, prepare for business ownership, building commitment in a phase program, discuss the importance of a business plan

21445 Jan. 17 T 6:30-9:30 p.m. AMC 102 Free

#### Essentials for Small Business

Preparing for small business operations, life cycle of the business and its products, set up for break-even calculations, discuss break-even CD, define product and service groupings, determine fixed expense categories

21446 Jan. 19 Th 6:30-9:30 p.m. AMC 102 Free

#### Marketing a Small Business

Effectively incorporate various marketing strategies in your business plan.

21447 Jan. 24 T 6:30-9:30 p.m. AMC 102 Free

#### Internet Marketing-Online Business

Web domains, Internet marketing, useful practices available online for business advertising and promotion

21448 Jan. 26 Th 6:30-9:30 p.m. AMC 102 Free

#### General Business Guidelines and Business Plan

Organizational choices: Legal options available to business owners. This is an informative presentation about the best way to legally structure your business to protect your business, yourself and your assets.

21449 Jan. 31 T 6:30-9:30 p.m. AMC 104 Free

#### How to Finance a Business

NRDA loan essentials, government loan programs available to business owners. What you need to know about obtaining credit through the government. How is credit reviewed? Upfront costs to the business owner

21450 Feb. 2 Th 6:30-9:30 p.m. AMC 104 Free

#### How to Finance a Business-Banking a Business

Commercial bank loan essentials. What are the requirements in obtaining a business loan from a bank? What are the upfront costs? Loan application review

21451 Feb. 7 T 6:30-9:30 p.m. AMC 104 Free

#### Taxes and Recording

Business tax considerations: What are the various ways business owners file taxes? Why is it important to keep diligent records?

21452 Feb. 9 Th 6:30-9:30 p.m. AMC 104 Free

#### Starting a Business

Business licensing: What type of license do you need to start a business? Review marketing, operations and finance.

21453 Feb. 14 T 6:30-9:30 p.m. AMC 104 Free

#### Retail Essentials

Business plan completion and discussion. What's next?

21454 Feb. 16 Th 6:30-9:30 p.m. AMC 104 Free

### EXPORT UNIVERSITY 101

This is specialized, simple-to-understand training in international trade practices and financing. We have engaged professional instructors from the U.S. Department of Commerce - International Trade Division, the U.S. Small Business Association, the Small Business Technical Development Center, N.C. Economic Developers, the Military Business Center, local Chambers of Commerce and experts in international trade to provide training in international market operations. Lunch is included.

21455 Feb. 23 Th 8 a.m.-4 p.m. AMC 102 \$70

### SUSTAINABLE GARDENING ACADEMY

Learn all aspects of maintaining your own productive garden. Attendees also receive instruction on canning and freezing their harvest for personal use or sale.

#### Introduction: Soil and Water Requirements

Introduction and program outcomes, gardening as a business, soil and water requirements for healthy plant growth

21665 Feb. 15 W 9-11 a.m. Barker 109 Free

#### Hands-on Gardening-Monarch Garden

21666 Feb. 22 W 9-11 a.m. Barker 109 Free

21668 March 7 W 9-11 a.m. Barker 109 Free

21670 March 21 W 9-11 a.m. Barker 109 Free

#### Variety Practices

Fruit tree considerations. Use and product identification for harvest and distribution

21667 Feb. 29 W 9-11 a.m. Barker 109 Free

#### Disease Identification

Identifying diseases and solutions for disease management

21669 March 14 W 9-11 a.m. Barker 109 Free

#### Pesticide Use and Regulation

Environmental considerations when using pesticides. What organic alternatives are available? Advantages and disadvantages

21671 March 28 W 9-11 a.m. Barker 109 Free

#### Canning your Harvest

Best practices for canning your harvest. Food storage safety

21673 April 4 W 9-11 a.m. Barker 109 Free

### QUICKBOOKS FOR SMALL BUSINESS OWNERS

This series is designed for existing business owners.

#### Seminar Orientation

Introduction to QuickBooks, getting started, setting up QuickBooks, working with lists

21675 March 13 T 9-11 a.m. Barker 109 Free

#### Taxes and Record Keeping

Working with bank account, using other accounts in QuickBooks, entering sales information

21678 March 15 Th 8:30-10:30 a.m. Barker 109 Free

## Great Explorations:

### The Craven Summer College Program 2012

Whether you're a high school senior ready to enter college, a middle school student expanding your horizons or an elementary school student beginning your educational journey, Great Explorations: The Craven Summer College Program is a great place for you!

These summer day camps are designed to be interesting, educational and fun!

Some camp details, including prices, are still being finalized. For additional information, registration forms or to be added to our mailing list, visit the Educational Partnerships page on the Craven Community College website (<http://www.cravenc.edu/outreach/index.cfm>) or contact the Office of Educational Partnerships (252-638-7382 or [forrests@cravenc.edu](mailto:forrests@cravenc.edu)) or visit the Educational Partnerships Facebook page (<https://www.facebook.com/EducPartnerships.CCC>).

See some of the camps we're developing:

#### Global Connections: CCC Art Camp

Travel around the world through an exciting week of learning and art-related fun! Participants will learn about fused-glass, pottery, plaster-carving and print-making. There are plans for a community-based project and a public "opening" and reception.

**Ages:** Rising 5th, 6th, 7th and 8th graders

**Dates and times:** Monday, June 11, through Friday, June 15; 9 a.m. to 4 p.m.

#### Out-to-Sea: CCC Marine Biology Camp

Get your "sea legs" and join us for a week of marine biology-related fun. Activities include learning about, identifying and dissecting a variety of marine life, collecting field samples, trawling experiences, related art activities and field trips.

**Ages:** Rising 6th, 7th and 8th graders

**Dates and times:** Monday, June 25, through Friday, June 29; 9 a.m. to 2 p.m. Monday through Thursday, 8:30 a.m. to 4:30 p.m. on Friday

#### Retail Essentials

Receiving payments and making deposits, entering and paying bills, analyzing financial data

21679 March 20 T 8:30-10:30 a.m. Barker 109 Free

#### Critique of Business Practices

Setting up inventory, tracking and paying sales tax

21680 March 22 Th 8:30-10:30 a.m. Barker 109 Free

#### Essentials for Small Business

Estimating and progress invoicing, tracking time, customizing forms and writing letters

21681 March 27 T 8:30-10:30 a.m. Barker 109 Free

#### Beauty School Boot Camp

Join us for an exciting week of learning and cosmetology-related fun! Activities will include hairstyling and braiding, manicures and pedicures, make-up techniques, photography experiences, modeling and a fashion show. These activities will enhance students' self-esteem and encourage an appreciation for all forms of beauty.

**Ages:** Rising 6th, 7th and 8th graders

**Dates and times:** Monday, July 16, through Friday, July 20; 8:30 a.m.-12:30 p.m., Monday through Thursday, 9 a.m.-3 p.m. on Friday

#### ENCORE! Music Camp

Craven Community College's ENCORE! ensemble will be providing a unique opportunity for 2012-13 selectees: A free one-week ENCORE! Camp. By participating in this camp, students will improve their sight-reading skills, learn correct vocal techniques and music theory, participate in choreography activities and learn the 2012-13 performance material.

**Ages:** Graduating high school seniors and adults who will be registered CCC students during the 2012-13 academic year

**Dates and times:** Monday, July 30, through Thursday, Aug. 2 9 a.m.-noon

**Registration deadline:** Camp participants (future ENCORE! members) will be enrolled at CCC during the 2012-13 academic year and will be selected through auditions and interviews. Students will receive their audition results by July 1.

*Make plans now to join us for Great Explorations: The Craven Summer College Program. We look forward to seeing you soon!*



# How do I register for Workforce Development and Adult Enrichment classes at Craven Community College?

Preregistration is a necessity! Because space may be limited for some classes, **advanced registration is required for all courses** with the exception of Basic Skills. All classes/instructors provided are subject to change because of specific circumstances. Low enrollment may result in class cancellation. All pre-registered students will be notified in advance of any changes to classes. If you are not pre-registered, you may not receive notice of changes. **Payment is due at the time of registration.**

## Craven Community College

800 College Court, New Bern, NC 28562  
(252) 638-7248  
or 305 Cunningham Blvd, Havelock NC 28532  
(252) 444-3257

### Student Registration Form

\*Class Title and Number \_\_\_\_\_  
Please print legibly.

\*Social Security Account Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

\*Name: \_\_\_\_\_  
(Use full name from driver's license, state ID, or SSN card; no nicknames please)

E-Mail Address: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_  
(Street)

(City) (State) (Zip)

\*Home Telephone:(\_\_\_\_)\_\_\_\_\_ Business Telephone:(\_\_\_\_)\_\_\_\_\_

\*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*Sex:  Female  Male  
(Month) (Day) (Year)

\*Race:  White  Black  Hispanic  Native American  
 Asian  Other

\*Circle Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12  
13 - Adult HS 14 - 1 yr. Voc. 15 - AA/AS 16 - BA/BS 17 - MA/MS

GED/HS Equivalency

\*State of Residence: \_\_\_\_\_ \*County of Residence: \_\_\_\_\_

Occupation: \_\_\_\_\_

\*Employment:  Full-time  Part-time  Unemployed  Retired

Employer: \_\_\_\_\_

\*Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

\*Required for enrollment.

(FOR OFFICE USE ONLY)

C/S/D ID #: \_\_\_\_\_ Student ID #: \_\_\_\_\_

## Where do I find the Workforce Development offices?

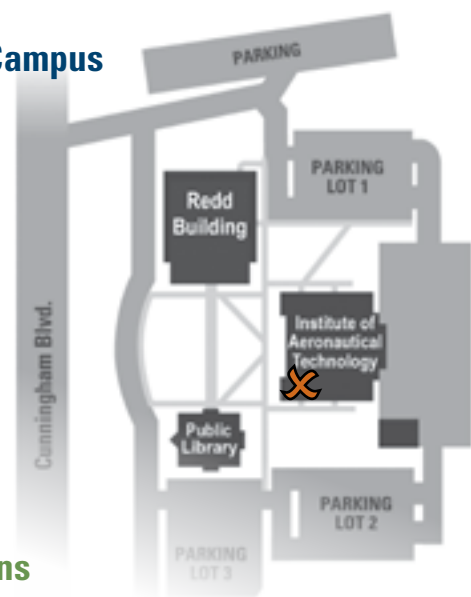
The Workforce Development offices at the New Bern Campus are located in Suite 102 of the Brock Administration Building. Meanwhile, the Workforce Development offices at the Havelock-Cherry Point Campus are in the Institute of Aeronautical Technology.

For information about New Bern Campus courses, please call (252) 638-7248. For Havelock-Cherry Point Campus courses, please call (252) 444-3257.

### New Bern Campus



### Havelock - Cherry Point Campus



### Three Locations

**New Bern Campus**  
Brock Admin. Building  
(252) 638-7248

**Havelock - Cherry Point Campus**  
Institute of Aeronautical Tech.  
(252) 444-3257

**Cherry Point Office**  
Marvel Training and Education Building  
MCAS Cherry Point  
(252) 444-6000

### Important:

- Registration hours of operation: Monday-Thursday 8 a.m.-6 p.m., Friday 8 a.m.-5 p.m.
- Registration in the Workforce Development Center is on a first come-first served basis.
- Fees **MUST** be paid by check, money order or credit card (MasterCard or Visa). Mail registration form and fee to CCC Workforce Development Center, 800 College Court, New Bern, NC 28562.
- Fax registration paid with a credit card to (252) 672-4699 to Attention: Registration.
- Any adult 18 years of age or older (and out of high school) may register for a course.
- Individuals 16-18 years of age must have written permission from their high school official before registering for a class. (We will provide the Underage Release Form).
- No walk-in registration on the first day of classes with the exception of Basic Skills continuing students.
- New and returning Basic Skills students must attend an orientation or assessment.
- You must be registered at least three (3) days before class start date. (This excludes Basic Skills classes.)
- Senior citizens who are residents of North Carolina can take only one occupational extension class free per semester.
- There are no fees for job-related courses for law enforcement, fire and EMS personnel.
- Craven Community College reserves the right to change schedules at any time and to add or withdraw courses.

### Refund Policy

Students in occupational extension classes may only request a registration fee refund by filling out an official withdrawal/refund request form in the Workforce Development Center at the New Bern Campus or Havelock-Cherry Point Campus offices.

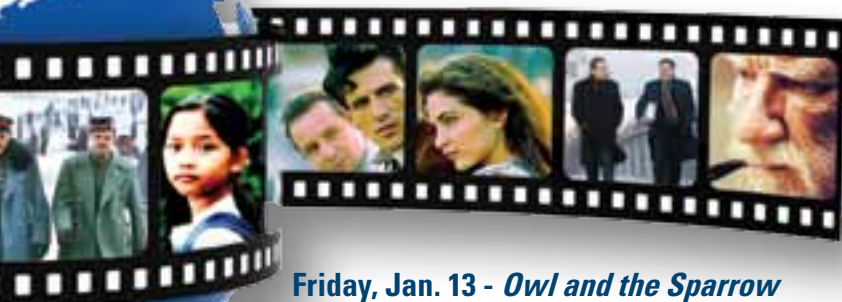
1. The student will be eligible for a 100 percent refund if he/she officially withdraws from the class(es) prior to the first class meeting.
2. The student will be eligible for a 100 percent refund if an applicable class fails to "make" because of insufficient enrollment.
3. The student will be eligible for a 75 percent refund if the student officially withdraws from a class that has begun if the official withdrawal from the class is prior to or on the 10 percent point of the scheduled hours of the class.
4. The student will be eligible for a 75 percent refund if the student officially withdraws from a contact hours class prior to or on the 10th day from the first class meeting.
5. All registration fee(s) for the semester/term may be refunded to the estate of the deceased if the student, having paid the required registration fee for a semester/term, dies during that semester/term (prior to or on the last day of examinations of the semester/term).
6. Students in all other Workforce Development classes **WILL NOT BE ELIGIBLE** for refunds unless the class fails to "make" because of insufficient enrollment.

### Repeat Policy

A student who takes the same occupational extension course more than twice within a five-year period shall pay his or her cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is taught. There is no fee waiver for senior citizens taking an occupational extension class for the third time. This provision is waived if the course repetition is required for certification licensure or recertification.

# EXPLORATIONS

## Lecture Series



### Friday, Jan. 13 - *Owl and the Sparrow* Vietnam (2007)

After angering her stern uncle, a 10-year-old girl decides to run away and lands on the tough streets of Saigon. *Owl and the Sparrow* tracks a week in the separate lives of three young Vietnamese people: a flight attendant on holiday, a zoo employee and the young girl. (PG, 103 minutes)

### Friday, Feb. 3 - *Gloomy Sunday - Germany* (1999)

A romantic melodrama set in Budapest before and during the Holocaust, this film centers on a love triangle with tragic consequences. The restaurant owner Laszlo hires the pianist András to play in his restaurant. Both men fall in love with the beautiful waitress Ilona, who inspires András to his only composition. (NR, 114 minutes)

### Friday, March 2 - *My Best Friend - France* (2007)

François is a middle-aged antiques dealer. He's arrogant, self-centered and harsh, and his friends don't believe he knows the meaning of friendship. His business partner Catherine makes him a bet: If he can produce his best friend, she will let him keep the massive Greek vase he acquired that afternoon on the company tab. If not, it's hers. (PG, 139 minutes)

### Friday, April 27 - *The Grandfather - Spain* (1999)

An elderly man returns to Spain after visiting California where he lost his fortune during the Gold Rush. At home, he discovers that his son had left a letter with startling news that one of his two daughters was actually the product of his wife's affair. Intent on discovering the identity of his real granddaughter, Don Rodrigo clashes with his widowed daughter-in-law. This film received a 1999 Oscar nomination for Best Foreign Language Film. (PG, 135 minutes)



Explorations: The International Film and Lecture Series is a production of the CCC Foundation's Lifetime Learning Center and is co-sponsored by Public Radio East.

Thursday, Jan. 19, 2012

### *Underwater Archeology: Bringing up History from the Queen Anne's Revenge*

**Nautical Archeologist David Moore**

(See page 35 for a full description of this lecture and additional information on LLC classroom connections related to this topic.)

Thursday, Feb., 16

### *Covering Capitol Hill*

**NPR Congressional Correspondent Andrea Seabrook**

In each report submitted for broadcast on NPR, Andrea Seabrook explains the daily complexities of legislation and the longer trends in American politics. She delivers critical, insightful reporting – from the last Republican Majority, through the speakership of Nancy Pelosi and the Democrats' control of the House, to the GOP landslide of 2010. Join us as we welcome Andrea Seabrook as she shares her insights into the complexities of political reporting from Capitol Hill.



**\*Bonus Event! - Thursday, March 22**

### *Forbidden, Banned and Silenced:*

### *A History of Censorship in Classical Music*

**N.C. Symphony Resident Conductor William Henry Curry**

(See page 36 for a full description of this lecture and additional information on LLC classroom connections related to this topic.)

FILM AND LECTURE EVENTS TAKE PLACE AT  
ORRINGER AUDITORIUM - NEW BERN CAMPUS  
FILMS - 2:30 p.m. and 7:30 p.m. - \*LECTURES - 7:30 p.m.  
Admission is \*FREE - Donations support the series.

*\*Note: The bonus lecture with William Henry Curry on Thursday, March 22, will take place at the Cullman Performance Hall, N.C. History Center, Tryon Palace. It is a ticketed event. Call (252) 638-7351 to reserve ticket for this event.*

EXPLORATIONS programs are made possible in part by a generous grant from:

**Mr. Terry Tait, CFP® ChFC**  
with securities offered through

**RAYMOND JAMES™**  
FINANCIAL SERVICES, INC.  
Member FINRA/SIPC

## BEST OF BROADWAY - Performance Trips

The Lifetime Learning Center is pleased to continue its very popular Best of Broadway trips. All performances feature shows direct from Broadway, presented at the Durham Performing Arts Center. Our season ticket commitment ensures premier orchestra seating for each performance, providing a great Broadway experience at North Carolina's premier theatre.

Our March trip to see *Chicago* is a bit different than our usual one-day trips. This trip will be an overnight excursion featuring an evening performance, fine dining, hotel accommodations as well as visits to additional attractions in the Durham area. The registration fee is \$288 per person (double occupancy).

Registration fees are inclusive of transportation, breakfast, a three-course gourmet meal, preferred orchestra seating and snack. Leave the driving and planning to us and join in the fun and excitement of The Best of Broadway!



### *Chicago* An Overnight Bus Trip Tuesday-Wednesday, March 20-21

There's never been a better time to experience *Chicago*, Broadway's razzle-dazzle smash. This triumphant hit musical is the recipient of six Tony Awards®, two Olivier Awards, a Grammy® and thousands of standing ovations. A sensational tale of sin, corruption and all that jazz, it's no surprise that *Chicago* has wowed audiences from Mexico City to Moscow, from Sao Paulo to South Africa. And now it's coming to Durham!

This performance is a DPAC limited engagement and for that reason we're creating an overnight trip to Durham centered around the show, with visits to other area attractions of interest.

Deadline is Feb.15  
Registration fee - \$288



### *West Side Story* Day Trip Saturday, June 9

More than 50 years ago, one musical changed theater forever. Now it's back on stage and mesmerizing audiences once again. From the first note to the final breath, *West Side Story* soars as the greatest love story of all time. *West Side Story* remains as powerful, poignant and timely as ever. The new Broadway cast album of *West Side Story* recently won the 2010 Grammy Award for Best Musical Show Album. The Bernstein and Sondheim score is considered to be one of Broadway's finest and features such classics of the American musical theatre as "Something's Coming," "Tonight," "America," "I Feel Pretty" and "Somewhere."

Deadline is April 20  
Registration fee - \$178

REGISTER NOW!  
Call (252) 638-7351

Enrollment for all of the Lifetime Learning Center day trips and overnight travel is limited to the capacity of our motorcoach or other booking factors. Early registration is highly recommended. Fees must be paid at the time of registration.

To register by phone, please call the Craven Community College Foundation office at (252) 638-7351. (Master Card and Visa are accepted.)

Jennifer Baer, coordinator of Foundation Outreach and the Lifetime Learning Center, is your contact for programs including the Explorations International Film and Lecture Series, day trips, regional trips and international travel-and-learn opportunities. She can be reached at (252) 633-2618 or via email at baerj@cravencc.edu.

## Refunds

Registration fees will be refunded when the predetermined trip minimum enrollment is not met by the printed deadline and the trip is canceled because of low enrollment. A refund of fees will only occur when a cancellation is made in advance and a replacement from the waiting list registers for the open spot. Please contact the Lifetime Learning Center as soon as possible if a last-minute circumstance arises.



## Adult Enrichment

Registration for Adult Enrichment classes is completed through the Workforce Development Learning Center office. To register and pay for a class, call (252) 638-7248. For further information about Adult Enrichment classes, Charlene White is your contact. She can be reached at (252) 638-7295 or via email at whitec@cravenc.edu.

All courses are "self-supporting" and are open to adults ages 16 and over. (Students under 18 must have a school release form signed.) No participant is exempt from payment of the registration fee. Some courses require a supply fee; these fees are included within the tuition fees when noted. Other supplies are to be provided by student. No refunds will be issued unless a class fails to "make" because of insufficient enrollment.

**IMPORTANT:** Each course requires a minimum enrollment or it will be canceled. The minimum number of students required is included in parentheses with each class listing.

**All Classes are Pre-pay.** All classes in the Adult Enrichment program are "Pre-paid." Participants in these programs must register and pay for the program a minimum of three days in advance of the start date. Fees **MUST** be paid by check, money order or credit card (MasterCard or Visa).

### ARTS AND APPRECIATION

#### Oil Painting-NB

In this course, an art instructor will cover all the basic foundations needed to learn oil painting techniques. Each lesson will cover a specific topic in oil painting with a high degree of detail. Individual style is encouraged. Students will be taught how to handle brushes more adeptly, incorporate composition, learn glazing techniques paint mixing and color theory. First class will meet for one hour to go over supply needs. (Minimum of 10)  
21511 Feb. 1-March 28 W 1-4 p.m. Orringer 121 \$65

#### Pottery-Hand Build and Wheel-NB

This six-week course is an introduction to creating pottery. The classroom experience will be divided between the hand-building method and the wheel method. The core outcome of the class will be for students to complete the pottery process including glazing and firing. (No class on Feb. 16; this week will be devoted to drying out the clay.) Pottery clay and glaze are included in fees; students will need to purchase a set of basic pottery tools for personal use. Class size is limited. (Minimum of seven)  
21563 Jan.19-March 1 Th 6-9 p.m. Orringer 124 \$135



Courtesy Lorraine DiBella

### BUSINESS AND FINANCE

#### Investing and Wealth Building in Uncertain Times-NB

This course is designed to explain how understanding stocks, bonds, mutual funds and other financial tools can help to build wealth. (Minimum of four)  
21580 Feb. 7-28 T 7-9 p.m. Orringer 106 \$40

### CRAFTS AND NEEDLEWORK

#### Basket Weaving-NB

Learn different styles and techniques of weaving very simple to complex baskets. This class is multi-level with different baskets woven most weeks. The first class will meet for one hour to discuss supply list. (Minimum of eight)  
21583 Feb. 6-Apr. 2 M 1-4 p.m. Orringer 121 \$75

#### Floral Arranging/Silk Flowers-NB

Learn to create different designs such as classic and naturalistic. Throughout this class, an experienced floral designer will teach a wide variety of arrangements, including bow tying, center-pieces and arrangements. On the first night class, students will meet for one hour to discuss supplies needed for this session. (Minimum of eight)  
21584 March 1-April 26 Th 6:30-8:30 p.m. Orringer 121 \$65

#### Knitting-NB

Our knitting classes are multi-leveled, but great for beginners who are looking for the very basics. The class will include tips and techniques for choosing yarn and patterns. Some of the projects being made are afghans, baby items, scarves, shawls, hats, sweaters and new lace projects. (Minimum of nine)  
21585 Jan. 30-March 19 M 6:30-9 p.m. Orringer 104 \$65  
21586 Feb. 2-April 5 Th 9-11:30 a.m. Orringer 104 \$75

### Craven Community College

Workforce Development - Spring 2012 Schedule

## Lifetime Learning Center

### CULINARY ARTS

#### Cake Decorating-NB & HV

This is a beginner's course in cake decorating for the home. Students will be taught how to frost cakes, make borders, write on cakes, design frosting roses and more. First class will meet for one hour to go over supply list. (Minimum of nine)  
21593 Jan. 30-March 26 M 6:30-9 p.m. Havelock \$65  
21594 Jan. 31-March 27 T 6:30-9 p.m. Orringer 121 \$65

### DANCE AND EXERCISE

#### Golf Swing-NB

Join this hands-on class to help improve your golf swing. A professional teaches this class. Limited space. (Minimum of nine)  
21595 March 3-April 21 Sa 9:30-11:30 a.m. Emerald Golf Course \$65

#### Golf Swing (Intermediate)-NB

Join this hands-on class for the experienced golfer to help improve your golf form. A professional teaches this class. Eight-week course. Limited space. (Minimum of nine)  
21596 March 3-April 21 Sa Noon-2 p.m. Emerald Golf Course \$65



#### T'ai Chi for Wellness-NB

T'ai Chi strengthens and mobilizes joints and muscles, thereby improving physical fitness and health benefits. It is especially suitable for arthritis and other painful diseases with its slow and gentle movements. The level of exertion can be adjusted to suit each person's physical makeup. The class explores the origins and traditions of T'ai Chi as well as practices the movements of various forms, including Sun T'ai Chi. (Minimum of 10)  
21597 Feb. 1-April 11 W 6-7:30 p.m. Student Center 121A \$65

#### Yoga for Better Health-NB

This is a Hatha yoga class that emphasizes flexibility and strengthening core muscles. The benefits include more personal energy, increased stamina, more flexible joints and relaxation. The class is designed for both beginners and students who have taken yoga before. (11 weeks) (Minimum of 10)  
21598 Jan. 20-March 30 F 9:30-11 a.m. River Bend Town Hall \$65  
21599 Jan. 31-April 10 T 6-7:30 p.m. Student Center 121A \$65

#### Quilting-(Beginning)-NB

This 12-week beginner's class is for the new or novice quilter. You will learn techniques from selecting fabrics to adding a label to your completed piece. If you have started a quilt and need help, you are welcome in this class. (Minimum of nine)  
21588 Feb. 1-Apr. 18 W 9-11:30 a.m. Orringer 106 \$95

#### Sewing: Getting to Know Your Sewing Machine-NB

Learn the basics of sewing on your sewing machine. This four-week class is for new sewing machine owners. You must bring your working sewing machine, book and all its accessories, one spool of thread recommended by the sewing machine manufacturer of your machine (any solid color or variegation) and one yard of bleached muslin to the first class. Supply list will be provided in the first class. (Minimum of six)  
21590 Jan. 31-Feb. 21 T 9-11:30 a.m. Orringer 106 \$49

#### Sewing: Learn to Sew by Making Craft Projects-NB

This is a beginner sewing class; you will learn different sewing techniques by creating craft and gift items. You must know the basics of operating your particular sewing machine (threading, winding bobbins, changing feet, selecting stitches, etc.) Projects and supply list will be discussed in class. (Minimum of six)  
21591 March 6-April 10 T 9-11:30 a.m. Orringer 106 \$75

### COMPUTER SKILLS AND TECHNOLOGY

#### Computers for Seniors-NB

This is a course for those who need a comprehensive class on computer use. Students will be continually introduced to essential computer terminology and core software applications. Hands-on usage of computers is emphasized throughout class. (Minimum of 10)  
21592 Feb.16-April 5 Th 9:30 a.m.-noon BIT 112 \$75+\$5 tech fee

#### The Digital Life: A Beginner's Guide-NB **New!**

Feeling left out in the 21st century? If so, then upgrade your knowledge of all things digital. This show-and-tell class will demystify new-fangled gadgets and gizmos such as smartphones, tablet computers, e-Readers and more. Tour some popular websites that everyone talks about like Facebook and YouTube, learn about Web 2.0 tools like blogs and wikis, and see the possibilities of today's technology. (Minimum of 9)  
21677 Feb. 25-March 17 Sa 9 a.m.-noon Orringer 110 \$75

[www.cravenc.edu](http://www.cravenc.edu)

Ready to register? Check out page 28. (Payment is due at time of registration.)

## Adult Enrichment

### Zumba-NB

The program combines international music with dance in an effort to make exercise fun. The class exercises include music with fast and slow rhythms and resistance training for fitness and losing weight. (Minimum of 10)

21682 Jan. 28-April 7Sa 9-10 a.m. Student Center 121A \$75  
21600 Jan. 30-April 9M 6-7 p.m. Student Center 121A \$75

### FUN AND GAMES

#### Bridge (Beginners)-NB

Improve your social life by learning the most popular card game in New Bern and develop all the techniques you will need to play a relaxing evening of social bridge. (Minimum of 12)

21602 Jan. 31-April 3 T 1-3:30 p.m. Orringer 104 \$85

#### Bridge (Intermediate)-NB

A review of the basics. Improve your bidding, declarer play and defense, including all the basic conventions. (Minimum of 10)

21603 March 27-May 15 T 9:30 a.m.-noon Orringer 104 \$85

#### Bridge (Advanced)-NB

Topics in advanced bridge: Time to start taking home the quarters, including member's request. (Minimum of 10)

21605 Feb. 6-April 9 M 1-3:30 p.m. Orringer 104 \$85

### HISTORY AND HUMANITIES

#### Civil War (History of New Bern and the Region during the Civil War)-NB

This eight-week course will cover New Bern's involvement in the Civil War, from secession in 1861 through the close of the war. Class will include several field days, including a walking tour of significant homes and buildings and a day at the battlefield. (Minimum of eight)

21683 March 1-April 19 Th 1-3 p.m. Orringer 104 \$75

#### Creative Writing Series-NB

Try your hand at various forms of creative writing, including structured forms and free verse. You will look at certain aspects of creative writing, including symbolism, character development and theme. This should be a good class to help you sample different styles and find your creative voice. (Minimum of eight)

21609 Jan. 17-Feb. 21 T 5-7 p.m. Orringer 104 \$75

#### Creative Writing Series-The Joy of Writing-NB

Translate into print life-transforming experiences, events and even everyday observations. With help from selected authors, we can learn how to "unblock" our imaginations and produce some remarkable "joyful" writings together. (Minimum of six)

21611 Feb. 6-March 12 M 1-3 p.m. Orringer 122 \$75



#### Novel Writing-NB

If you love to write or dream of writing, consider this class a great opportunity. This class will introduce the elements of novel writing, covering such topics as character, staging, scene and plot, among others. (Minimum of eight)

21612 Feb.1-March 21 W 6-8 p.m. Orringer 104 \$75

#### Screenwriting-NB

The class is aimed for writers who are interested in seeing their own productions shot as independent projects. Learn the mechanics and art of writing a script. While full-length scripts will be discussed and analyzed, the class work will include the writing, by each student, of a short script of up to five pages. The class work will also include some field time in which participants will work on a short production. (Minimum of eight)

21613 March 6-April 24 T 6-8 p.m. Orringer 104 \$75

#### The Business Side of Writing-NB

So you've written a book and edited it to perfection. Now what? Learn the basics of the other side of writing, from writing a query letter to approaching agents and publishers to marketing ideas and how to sell your book to the public. Led by a bestselling author of more than 40 books and e-books, this course will teach you the nuts and bolts of getting your book from your hands into those of your readers. (Minimum of six)

21616 April 2 M 6-9 p.m. Orringer 121 \$25

#### Spanish Beginner (Conversational)-NB

This class is designed with the tourist in mind or for the person who would like to expand their use of phrases, vocabulary and verbs. (Minimum of eight)

21617 Feb. 1-March 21 W 6:30-8:30 p.m. Orringer 104 \$75

#### Spanish (Advanced)-NB

Students must have taken the other two levels of Spanish. This class will encourage students to retain and use the Spanish language. (Minimum of eight)

21618 Jan. 31-March 20 T 6:30-8:30 p.m. Orringer 110 \$75



Courtesy Frank E Schoonover

### HISTORY AND HUMANITIES

#### Explorations - Lecture Event - FREE

Thursday, Jan. 19, 2012 - Underwater Archeology :  
**Bringing up History from the Queen Anne's Revenge**  
Nautical Archeologist David Moore

In 1718, the notorious pirate Blackbeard lost his flagship, the Queen Anne's Revenge, when it ran aground in Beaufort Inlet. In 1996, the shipwreck was located and after many dives on the wreck, numerous artifacts have been brought from the sea to the surface. David Moore is the North Carolina Maritime Museum's researcher and a nautical archaeologist. He will provide us with an update on what archeologists have learned from the numerous recovered artifacts and the overall status of the QAR project.

Orringer Auditorium -New Bern Campus - 7:30 p.m.  
Admission is FREE - Donations support the series.

## Lifetime Learning Center

# EXPLORATIONS IN PIRACY ARRRRGH!

### Classroom Connections Featured classes - New!

#### N.C. Maritime History and the Golden Age of Piracy-NB

Piratical enterprises played an important role in the early history of colonial North Carolina. During this four-week course participants will receive an in-depth look at piracy in the Atlantic world during the 16th to 18th centuries and its political, economic and cultural impact and influences on English colonialism, especially as they relate to the Carolinas. Paul Fortenoy, the curator of maritime research for the N.C. Maritime Museum, Beaufort, will lead the class sharing information from contemporary sources, narratives, archaeological artifacts, modern literature, images and videos. (Minimum of eight)

21615 Feb. 7-28 T 6:30-8:30 p.m. Orringer 122 \$49

#### Conserving the Artifacts of the Queen's Ann Revenge-NB

This two-part series will focus on the conservation of artifacts from the Queen Anne's Revenge (QAR) shipwreck, Blackbeard's flagship that ran aground in Beaufort Inlet in 1718. The line where archaeology ends and conservancy begins is often blurred in an underwater archaeological excavation as both play crucial roles from the time of discovery to public display. Conservation is considered from inception as resources must be in place to house and treat the finds recovered. Conservators have the monumental responsibility of caring for the artifacts and documenting everything that happens to an object until it goes to the museum. Even then, conservators collaborate with museum curators to ensure proper storage and display. The March 22 lecture will outline a conservation history of the project, describe the role of conservation in the field, explain the conservation process used in the lab and illustrate how a multidisciplinary approach to conservation is essential. A tour of the QAR lab facility in Greenville will be given on March 23. A lunch stop will be made on the way back to New Bern. (Lunch on your own.) Limited availability. (Minimum of 12, maximum of 20)

21614 March 22 Th 6:30-8:30 p.m. AMC 102 \$79  
March 23 F 8:15 a.m.-2:45 p.m. ECU lab tour  
(meet in Orringer Hall; transportation provided.)

**LANDSCAPE AND HOME DESIGN**

**Landscape Design-NB**

Have you seen beautiful landscape designs on television and envisioned creating your very own landscape design for your home or business? If the answer is yes, then this course is for you. Students in this course will be walked through a step-by-step process to design and organize their particular sites, from trees, plants and flowers to water features, entertainment areas, walls and trellises. (Minimum of seven)

21619 Jan. 25-Feb. 22 W 6:30-8:30 p.m. Orringer 121 \$65

**Landscaping 101-Zone 7-NB**

Not only will you be taught the basic science of landscaping, as well as basic lawn and plant care for planting, you will learn to apply your own creativity to transform your yard into a work of art. Learn the basics of natural transitions of proportion and line and how to evaluate your present landscape, gather ideas and assess whether or not you need professional help. This instruction will guide you away from common mistakes and help you make the most of the plants you have.

(Minimum of eight)

21620 March 7- Apr. 11 W 6:30-8:30 p.m. Orringer 121 \$65

**Interior Design (Basics)-NB**

Are you a “do-it-yourselfer” who wants to learn the basic, preliminary steps that the pros use before begin each project? Or if you find yourself overwhelmed and don’t know how to start your interior design project, then this class is for you!

Learn valuable information from a professional designer on the techniques used to create beautiful spaces, like those seen on HGTV and in magazines. Using a room in your own home as a class project, you will learn how to measure, arrange furniture, accessorize, hang artwork, select fabrics and paint colors, as well as receive tips and advice relating directly to your specific room in your home. (Minimum of eight)

21621 March 1-Apr. 19 Th 6:30-8:30 p.m. Orringer 104 \$75

# EXPLORATIONS IN MUSIC



Courtesy NC Symphony

**Explorations Lecture Event!**

**Thursday, March 22**

***Forbidden, Banned and Silenced: A History of Censorship in Classical Music***

**William Henry Curry, N.C. Symphony Resident Conductor**

For 250 years, the limits of artistic freedom have embroiled countless composers and performers. Please join the Lifetime Learning Center on Thursday, March 22, as we welcome William Henry Curry as our speaker for a fascinating lecture that investigates the controversies and compromises of a life in the arts.

This event will take place at the North Carolina History Center at Tryon Palace. A pre-event reception for Mr. Curry will begin at 6:15 p.m. in Mattocks Hall, with the lecture in the Cullman Performance Hall starting at 7:30 p.m.

Tickets for the event are \$15 and can be purchased by credit card by calling (252) 638-7351. All ticket holders are invited to join us for the pre-event reception .

Reception: 6:15 p.m.

Lecture: 7:30 p.m.

**Tickets - \$15**  
**Call (252) 633-2618**  
**Seating is limited, call today!**



**MUSIC AND APPRECIATION**

**Classroom Connections**

*Featured class - NEW!*

**Classical Composers of Austria and Germany-NB**

Join us for a series of six classes covering the “Viennese” or “Classical” period of music history. We will take an in-depth look at the lives and music of composers from this important period. Some of the composers covered may include Johann Strauss I, Johann Strauss II, Franz Schubert, Ludwig van Beethoven, Wolfgang Amadeus Mozart, Carl Phillip Emmanuel Bach and Christoph Willibald Gluck. Not only has the music of these composers greatly influenced many generations of musicians, the stories of their lives are also interesting and informative. This class includes an extra overview of Gregorian chants from Benedictine monks, such as those from the Melk Abbey in Austria. (Minimum of seven)

21622 Feb. 2-March 8 Th 6:30-8:30 p.m. Orringer 110 \$75

**Bluegrass Banjo-NB**

This is a hands-on class in learning how to play the banjo with individual and group practice. (Minimum of six)

21653 Feb. 6-March 26 M 6:30-8:30 p.m. Orringer 106 \$75

**Guitar-Beginning-NB**

Discover the basics of playing the acoustic guitar, from basic chords to understanding scales. (Minimum of seven)

21624 Jan. 31-March 20 T 6:30-8:30 p.m. Orringer 115 \$75

**Guitar II-NB**

Adding chords and learning more difficult music. (min. of six)

21625 April 3-May 8 T 6:30-8:30 p.m. Orringer 115 \$59

[www.cravencc.edu](http://www.cravencc.edu)

Ready to register? Check out page 28. (Payment is due at time of registration.)

**MOTORCYCLE SAFETY**

**Motorcycle Safety-Basic Rider Course-NB**

This three-day motorcycle safety course is designed for beginning riders and for re-entry riders who have not ridden in a long time. Successful completion of the Basic Rider Course will earn you a skills waiver card for the N.C. Division of Motor Vehicles. This means the DMV will not require you to take its motorcycle riding test. (You will still be required to visit your local DMV office and take a written exam before being issued a motorcycle endorsement.) The college provides the motorcycles for the class. Each session is limited to 10 enrollments, so early registration is recommended. Your name will not be placed on the list until the class fee has been paid. Contact Rick McCormac at (252) 638-7361 for more information.

Spring sessions:

All sessions follow the same schedule:

21684 March 16-18 F 6-9 p.m. Bender 106/Parking Lot 1

21685 March 30-April 1 Sa 8 a.m.-6 p.m.

21686 April 13-15 Su 8 a.m.-5 p.m.

21687 April 27-29

21688 May 4-6

21689 May 18-20

The fee for all sessions is \$145.

**PHOTOGRAPHY**

**Digital Photography-NB**

Get the most from your digital camera. Whether you are just beginning to venture into the wonderful world of photography or are an advanced photographer, this eight-week plus a four-hour field trip is a great way to try out your new skills! Bring your digital camera, manual and sample photos of your work. (Minimum of nine)

21626 Feb. 6-March 26 M 6:30-8:30 p.m. Orringer 122 \$85

**Intermediate Digital Photography-NB**

Get more from your digital camera. If you are a photographer with a basic understanding of your digital camera, take it to the next step. This class will open up new worlds of artistic flair in your photographs. If you want to improve your skills, come join us! This class will include a four-hour off-site field trip to polish your skills. (Minimum of nine)

21652 April 9-May 14 M 6:30-8:30 p.m. Orringer 104 \$85

**Photoshop Elements 9 for Photographers (Beginner)-NB**

Get more from your digital camera. If you are an advanced photographer and want to know more about how to enhance and edit your images with the latest version of Elements, this class is for you. If you want to know more about photography as art, come join us on Saturday mornings to improve your computer skills. (Minimum of nine)

21628 Feb. 25-March 31 Sa 9 a.m.-noon BIT 112

\$75+\$5 tech fee

The Craven Community College Foundation  
announces

## The 2nd Annual Community Fabric Awards

Mark your calendar for Tuesday, April 17, 2012  
Luncheon and Presentations - Noon to 1:30 p.m  
New Bern Riverfront Convention Center

The Community Fabric Awards will once again showcase individual, educational and business excellence in leadership as demonstrated by outstanding initiative, impact of service and the inspiration of others. The event celebrates the spirit of civic engagement as the fabric that weaves together our communities.

Net proceeds generated from the event will benefit the Craven Community College Foundation in support of the many new and emerging priorities of the college and the students we serve.

There are number of ways that businesses, organizations and individuals can participate in the celebration:

At this time the Craven Community Foundation is accepting nominations for two awards.

Community Fabric Award for Individual Leadership

Community Fabric Award for Business Leadership

An independent committee will make the final award selections from the nominees provided. The deadline for receipt of nominations is 5 p.m. on Wednesday, Feb. 10, 2012.

To learn more and to access the specific award selection criteria as well as nomination forms, we invite you to visit the associated website at: [www.cravencc.edu/foundation/community-fabric-awards.cfm](http://www.cravencc.edu/foundation/community-fabric-awards.cfm)

The Foundation is also accepting business and individual sponsorship dollars in support of the event. There are multiple sponsorship levels and each level has generous benefits, including recognition and priority seating at the event. Contact Suzanne Gifford, executive director, for sponsorship details.



Suzanne Gifford, Executive Director  
800 College Court  
New Bern, NC 28562  
(252) 638-7351  
giffords@cravencc.edu

Call (252) 638-7351 for information or go online to:  
[www.cravencc.edu/foundation/community-fabric-awards.cfm](http://www.cravencc.edu/foundation/community-fabric-awards.cfm)

Announcing our Presenting Sponsor:



### ACADEMIC PROGRAMS

Accounting  
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Associate in Arts  
Associate in Fine Arts: Art and Music  
Associate in General Education  
Associate in Science  
Automotive Systems Technology  
Aviation Systems Technology  
Basic Law Enforcement Training (BLET)  
Biotechnology  
Business Administration: Accounting, Economics, Finance, Management and Marketing  
Communications  
Computer Information Technology  
Computer Programming  
Computer Science  
Cosmetology  
Criminal Justice  
Early Childhood Associate  
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Health Information Technology  
History  
Infant/Toddler Care  
Information Systems Security  
Machining Technology  
Manufacturing Technology  
Manufacturing Technology Composites\*  
Mechanical Engineering Technology  
Medical Assisting  
Medical Office Administration  
Middle Grades Education  
Networking Technology  
Nursing  
Pharmacy Technology\*  
Physical Education  
Physical Therapy Assistant\*  
Psychology  
School-Age Education  
Social Work  
Sociology  
Special Education  
Welding Technology

\*New Programs

For complete class listings for our degree-seeking students, please visit [www.cravencc.edu](http://www.cravencc.edu) and click on the "Classes" link at the top of the home page.

## Are you interested in one of Craven's curriculum programs?

*There's still time to register for the Spring 2012 semester!*



Online registration for all returning students continues thru Jan. 6.

Face-to-face registration for all new and returning students, excluding high school students, will be held Jan. 4-6.

Classes begin Jan. 9

The registration period for the 12-week Late Start term is Feb. 2-6; Late Start classes begin Feb. 7.

The registration period for B-Term classes (second eight weeks) is March 2-6; B-Term classes begin March 7.



800 College Court New Bern, NC 28562

Dated Materials

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ECR WSS POSTAL CUSTOMER

Craven Community College Workforce Development

New Bern (252) 638-7248 Havelock (252) 444-3257

- Mark Best, Employment Readiness Director
Zeledith Blakely, Basic Skills Director
Bob Bordeaux, Firefighting Coordinator
Margaret Chance, ed2go/Business and Technology Coordinator
Bob Ericksen, Small Business Center Director
Eddie Foster, Dir. of Customized Training and Workforce Development
Layne Harpine, Dean of Workforce Development
Katie Jenkins, Health Care Program Coordinator

- George Kramer, Occupational Extension Coordinator
Robin Matthews, Coordinator of Workforce Dev./ Military Programs, Havelock
Rick McCormac, Occupational Extension Coordinator
Jon Stephens, EMS/EMT Coordinator
Constance Swindell, Administrative Assistant to the Dean
Kim Zaccardelli, Coordinator of Workforce Dev./Military Programs, Havelock

- Jennifer Baer, Lifetime Learning Center Coordinator
Charlene White, Adult Enrichment Coordinator

58,000 copies of this document were printed at a cost of \$0



New coordinator Jon Stephens is the college's new coordinator for EMS classes. Learn more about Stephens and our course offerings on page 21.



Get better with our Golf Academy! This hands-on, concentrated class will help you work on your grip, stance, footwork and swing. Both Beginner and Intermediate classes are available. See page 33.



Scan Craven's QR code with your smartphone app.