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BUSINESS & LEADERSHIP



**HEALTH & MEDICAL
OCCUPATIONS**



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CONSTRUCTION



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**CULINARY ARTS &
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Location Codes and Addresses

CHSC	Chatham Health Sciences Center	75 Ballentrae Court Pittsboro, NC
CWI	Center for Workforce Innovation	5910 Enterprise Park Dr. Sanford, NC
DCTR	Dunn Center	660 E. Johnson Street Dunn, NC
DWCC	Dennis Wicker Civic Center	1801 Nash Street Sanford, NC
ESTC	Emergency Services Training Center	3000 Airport Road Sanford, NC
HHSC	Harnett Health Science Center	51 Red Mulberry Way Lillington, NC
HMC	Harnett Main Campus	1075 E. Cornelius Harnett Blvd. Lillington, NC
LACTR	Lee Enrichment Center	1615 S.Third Street Sanford, NC
LCI	Lee County Industry, Innovation Center	5825 Clyde Rhyne Drive Sanford, NC
LCS	Lee County Schools - Southern Lee High School	2301 Tramway Road Sanford, NC
LMC	Lee Main Campus	1105 Kelly Drive Sanford, NC
PMC	Pittsboro Main Campus	764 West Street Pittsboro, NC
SCMC	Siler City Main Campus	400 Progress Blvd. Siler City, NC
TS	Triangle South Enterprise Center	600 S. Magnolia Ave. Dunn, NC
WHC	Western Harnett Center	145 Olive Farm Drive Sanford, NC

For additional location information or directions, visit www.cccc.edu/locations.

Distance

Business

Emotional Intelligence: Work Leverage

Understanding the root causes of your emotions can help you effectively identify who you are and how you interact with others in every aspect of life. Learn tools that will help you be emotionally intelligent at work, such as managing your impulses, communicating effectively, managing change, solving problems, and related topics.

D1699	36 Hrs	3/22 - 4/28	M T W Th F Sa Su	DECO online	C. Wade	\$126.60
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Professional Business Skills

Upgrading employment skills is a necessity in today's fast changing work environment. This professional development course focuses on strategies and techniques that will help you enhance work-related skills such as verbal and written communication including virtual meetings, phone & face-to-face interactions, emails and business writing, and presentation skills. Basic computer skills are required.

D1315	20 Hrs	3/08 - 4/05	M T W Th F Sa Su	0:01AM - 11:59PM DECO online	C. Wade	\$71.60
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Quality Fundamentals

This course addresses philosophical and general application of quality essentials, and provides a foundation for more in-depth training in the concepts. Students will learn the basics of Total Quality Management (TQM) including deploying quality techniques and strategies in the manufacturing environment to help improve processes.

D1689	6 Hrs	4/11 - 4/24	T Th	7:00PM - 8:30PM DECO online	C. Swindell	\$71.60
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Career & Employment Training

Career Ready: Jobs 101

Job searching is more complicated than it seems at first. This course will help you develop essential job searching skills including navigating job boards, preparing effective resumes and cover letters, applying for jobs, and successfully preparing for interviews. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

D1317	9 Hrs	3/16 - 4/01	T Th	5:30PM - 7:00PM DECO online	L. Batchelor	\$70.00
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Social Media & Your Career

Learn how your online presence impacts your employability and how you can make social media work for you. This virtual course focuses on social media etiquette and professionalism. Participants will learn about and discuss positive behaviors on various social media sites (i.e. Facebook & Instagram) and strategies to develop an effective LinkedIn account. A waiver for registration cost is available for those who qualify. Basic computer proficiency is required.

D1311	20 Hrs	4/05 - 4/28	M W	5:00PM - 6:30PM DECO online	C. Wade	\$70.00
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Success Skills for Life Sciences

Implementing positive organizational change often begins with understanding structural processes, and employee behaviors. Learn soft skills needed for employment, or to enhance skills for future roles and responsibilities in life sciences. Topics include work ethics, collaboration, critical thinking, deduction reasoning, interpersonal skills, progressive discipline, and much more. This course complements the Continuing Education BioWork course. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

D1692	4 Hrs	4/28 - 4/28	W	1:00PM - 5:00PM DECO online	G. Brown	\$70.00
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Success Skills for Skilled Trades

Implementing positive organizational change often begins with understanding structural processes, and employee behaviors. Learn soft skills needed for employment, or to enhance skills for future roles and responsibilities in skilled trades, including construction. Topics include work ethics, collaboration, critical thinking, deduction reasoning, interpersonal skills, progressive discipline, and much more. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

D1691	4 Hrs	3/24 - 3/24	W	1:00PM - 5:00PM DECO online	G. Brown	\$70.00
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Computer Training

Cybersecurity

Safety and security of business information is critical. Implementing effective security measures will offer liability protection, and help increase efficiency and productivity. Learn to safeguard information and protect systems from impairment, or theft, which could thwart success. Topics include understanding cybersecurity, malware, breaches, cyberattacks and threats, prevention software and defense.

D1685	8 Hrs	4/12 - 4/25	M T W Th F Sa Su	DECO online	C. Oliver	\$71.60
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Government Regulations

Wastewater Operator I Training

This course provides a general knowledge of the operation of wastewater treatment systems. In addition to related laws and regulations, students will learn about the equipment used in plants and sampling procedures. This course prepares students for the NC Water Pollution Control System Operator (I) Certification Commission Examination. Textbooks are required. Call for details.

D1682	35 Hrs	4/12 - 4/16	M T W Th F	8:00AM - 4:00PM DECO online	A. Grenier	\$126.60
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Wastewater Operator II Training

This course provides a general knowledge of the operation of wastewater treatment systems. Students will learn about general mechanical and maintenance requirements, activated sludge, solids disposal, and lab procedures. This course prepares students for the NC Water Pollution Control System Operator (II) Certification Commission Examination. Prerequisite: Wastewater Operator I. A textbook is required.

D1700	40 Hrs	4/20 - 5/10	M T Th	8:00AM - 5:00PM DECO online	A. Grenier	\$126.60
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Wastewater Operator III

This course provides a general knowledge of the operation of wastewater treatment systems. Students will learn about general mechanical and maintenance requirements, activated sludge, solids disposal, and lab procedures. This course prepares students for the NC Water Pollution Control System Operators Certification Commission Examination. Textbooks are required. Call for details. Prerequisite: WAT-3100W3 Wastewater Operator II

D1683	35 Hrs	2/01 - 2/05	M T W Th F	8:00AM - 4:00PM DECO online	A. Grenier	\$126.60
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Health & Medical Occupations

Critical Care Transport

This course prepares students to work with critical patients that must be transported between facilities and require a different level of care. Students will gain an understanding of the special needs of critical patients during transport and different equipment that may be needed. This course is directed at Paramedics and Nurses.

D1181	180 Hrs	2/01 - 5/23		DECO online	J. Munn	\$180.00
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Introduction to Sonography

This course is designed to provide an introduction to medical sonography. Topics include applications, terminology, history, patient care, ethics, and basic skills. Coursework will include theory and lab activities. Upon completion, students should also be able to define sonographic applications and perform basic patient care skills and preliminary scanning techniques. A textbook is required.

D1910	77 Hrs	1/11 - 5/02	M T W Th F Sa Su	DECO online	B. Winn-Davis	\$181.60
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Medical Math (Hybrid)

This course is designed to provide students with experience in computing mathematical problems that are common in healthcare careers like nursing, medical assisting, and pharmacy technician. Students begin with a review of basic math and progress to percents, ratio and proportion, and equations used in healthcare. One day a week, face-to-face class meetings will be conducted online through Blackboard Collaborate. A textbook is required.

D1009	78 Hrs	1/11 - 5/03	M	DECO online	L. Stephenson	\$181.60
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Human Services

Human Services Exploration:DSS Casework

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Services agencies. This course is a pre-requisite to HSE-3220 Income Maintenance Caseworker - NC FAST. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

D2301	48 Hrs	5/03 - 6/02	M W	5:00PM - 6:30PM DECO online	C. Wade	\$125.00
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Teacher Training

e-Learning Development

Using the Quality Matters Standards of best practices in effective online course design, delivery, teaching, and learning, this QM™ certified course prepares instructors to design and deliver online educational content. Topics covered in this course include communication, interaction (student-to-student, student-to-instructor, and student-content), course technology, learner support, and accessibility (Universal Design for Learning). This is a QM™ certified course; no participant credential or certification is associated with this course. Basic computer proficiency is required. Blackboard experience is helpful, but not required.

D1314	38 Hrs	4/05 - 6/01	M T W Th F Sa Su	DECO online	C. Wade	\$126.60
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Lee County

Automotive

OBD

This class prepares auto technicians and service personnel as OBD inspectors for assessing motor vehicles. Course topics include regulations and test inspection procedures required by the NCDMV Enforcement Section for OBD emission inspectors. Students must be able to read and write in English and possess a driver's license valid in North Carolina. Prerequisite is Vehicle Safety Inspection.

L1121	8 Hrs	1/19 - 1/20	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1122	8 Hrs	2/09 - 2/10	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1127	8 Hrs	2/16 - 2/17	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1123	8 Hrs	3/09 - 3/10	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1128	8 Hrs	3/16 - 3/17	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1124	8 Hrs	4/13 - 4/14	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1129	8 Hrs	4/20 - 4/21	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1125	8 Hrs	5/11 - 5/12	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60

Vehicle Safety Inspection

This course is designed to prepare auto technicians and service personnel as Safety inspectors for motor vehicles. Students will be taught all regulations and test inspections. Taking this course will prepare students to take the State certification exam.

L1116	8 Hrs	1/12 - 1/13	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1117	8 Hrs	2/02 - 2/03	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1118	8 Hrs	3/02 - 3/03	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1119	8 Hrs	4/06 - 4/07	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1120	8 Hrs	5/04 - 5/05	T W	6:00PM - 10:00PM	LMC Joyner Hall, Rm. 0516	P. Eckley	\$71.60

Business

SHRM-CP/SCP Certification Preparation

In partnership with SHRM this course is designed by global subject matter experts and covers the SHRM Body of Competency & Knowledge. This course utilizes the SHRM Learning System to help you learn and retain the material effectively and efficiently by combining the exam preparation system with peer discussion. The cost of the class includes all textbooks and materials.

L1145	42 Hrs	2/11 - 5/13	Th	6:30PM - 9:30PM	DECO online	G. Brown	\$1,096.60
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Career & Employment Training

Success in Bioworks

Beat the competition by crafting a resume that meets industry standards, and engage in learning that increases your hiring potential including interview skills! This is ideal for individuals with previous work experience in BioWork and/or currently in a BioWork training course. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

L1316	21 Hrs	3/01 - 3/29	M	9:00AM - 1:00PM	CWI CWI, Rm. 0146	A. English	\$70.00
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Culinary Arts & Hospitality

Advanced Baking

This is an advanced baking class that will teach you how to make specialty breads, sourdough, classical desserts, laminated pastry dough, cake and torte decorating, dessert plating and presentation skills. This is a parallel course completed in a curriculum environment. Uniform required (hat or hair covering, chef's coat, smock or apron and closed-toe shoes). A textbook is required.

L1501	72 Hrs	1/14 - 5/06	Th	10:15AM - 2:45PM	DWC Dennis A. Wicker Civic Ctr, Rm. 168	K. Horrell	\$181.60
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Culinary Essentials (Garde Manager)

Students will learn basic knife skills, basic cold food preparation techniques, salads, sandwiches, and appetizers. Uniform required: hat or hair covering, chef's coat, smock or apron and closed toe shoes.

L1505	72 Hrs	1/12 - 5/04	T	9:30AM - 2:30PM	DWC Dennis A. Wicker Civic Ctr, Rm. 168	K. Burton	\$181.60
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Healthy Cooking Essentials

Students will cover holistic education, whole food culinary techniques, fundamentals of nutrition, and the connection between food, health and sustainability. This is a parallel course completed in a curriculum environment. Uniform required (hat or hair covering, chef's coat, smock or apron and closed-toe shoes).

L1504	88 Hrs	1/11 - 5/10	M	8:30AM - 2:00PM	DWC Civic Ctr Addition, Rm. 0108	K. Burton	\$181.60
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Emergency Medical Services

ACLS

L1187	16 Hrs 2/18 - 2/19	Th F	9:00AM - 5:30PM	ESTC	ESTC-NEW, Rm. 0121	K. Lorkiewicz	\$70.00
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ACLS INSTRUCTOR

L1183	8 Hrs 2/08 - 2/08	M	9:00AM - 5:30PM	ESTC	ESTC-NEW, Rm. 0121	K. Lorkiewicz	\$70.00
L1184	8 Hrs 2/09 - 2/09	T	9:00AM - 5:30PM	ESTC	ESTC-NEW, Rm. 0121	K. Lorkiewicz	\$70.00

EMT NATIONAL REGISTRY

This Course prepares students to work in the pre-hospital field as an EMT. Pre-requisites: possession of a high school or GED; placement test, immunizations and background check. Graduates are eligible for the National Registry & North Carolina Emergency Medical Technician credential. There are additional clinical costs. A textbook is required.

L1170	324 Hrs 1/11 - 6/30	M W	6:00PM - 10:00PM	ESTC	Emergency Services, Rm. 0102	Q. Edwards	\$191.60
		Sa Su	9:00AM - 5:30PM				

PALS INSTRUCTOR

L1186	8 Hrs 2/11 - 2/11	Th	9:00AM - 5:30PM	ESTC	ESTC-NEW, Rm. 0121	K. Lorkiewicz	\$70.00
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Fire & Rescue Services

FIRE AND LIFE SAFETY

L1011	12 Hrs 2/01 - 2/09	M T Th	6:00PM - 10:00PM	LFD	Northwest Pocket Vfd, Rm. 0001	T. McNeill	\$70.00
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FIRE BEHAVIOR

L1016	12 Hrs 2/23 - 3/04	T Th	6:00PM - 10:00PM	LFD	Carolina Trace Vfd, Rm. 0001	R. Howard	\$70.00
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FIRE INSTRUCTOR II

L1003	40 Hrs 1/11 - 1/20	M W F	8:00AM - 5:00PM	LFD	Cape Fear Vfd, Rm. 0001	W. Dunn	\$125.00
		T	8:00AM - 5:00PM				

HEALTH AND WELLNESS

L1006	8 Hrs 1/19 - 1/20	T W	6:00PM - 10:00PM	LFD	Cape Fear Vfd, Rm. 0001	T. McNeill	\$70.00
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ORIENTATION & SAFETY

L1033	16 Hrs 3/02 - 3/16	M T Th	6:00PM - 10:00PM	LFD	Tramway Vfd, Rm. 0001	T. McNeill	\$70.00
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TIM TRAFFIC INCIDENT MGMT

L1007	4 Hrs 1/28 - 1/28	Th	6:00PM - 10:00PM	LFD	Carolina Trace Vfd, Rm. 0001	R. Howard	\$70.00
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WATER SUPPLIES

L1043	20 Hrs 3/03 - 3/22	T W Th	6:00PM - 10:00PM	LFD	Cape Fear Vfd, Rm. 0001	C. Cox	\$70.00
		M	6:00PM - 10:00PM				

Government Regulations

OSHA BLOODBORNE PATHOGENS

L1199	3 Hrs 2/08 - 2/08	M	7:00PM - 10:00PM	LFD	Deep River Vfd, Rm. 0001	W. Dunn	\$70.00
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Health & Medical Occupations

Cardiovascular Monitor Technician

This course is designed to prepare the student to become a certified EKG Technician and a certified Cardiovascular Monitor Technician. Upon completion of the class, the student will be eligible for the Cardiovascular Monitor Technician Certification Examination through the American Board of Cardiovascular Medicine (ABCM). A high school diploma and textbook are required.

L1914	132 Hrs 3/22 - 7/19	M W	9:00AM - 1:00PM	CWI	CWI, Rm. 0132	L. Yow	\$181.60
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CPR Health Care Provider

L1179	4 Hrs 1/11 - 1/11	M	6:00PM - 10:00PM	LFD	Carolina Trace Vfd, Rm. 0001	P. Wicker	\$70.00
L1190	6 Hrs 2/15 - 2/17	M W	7:00PM - 10:00PM	LFD	Deep River Vfd, Rm. 0001	T. McMillan	\$70.00

Nurse Aide I

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates are eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Supplies are required. Criminal background check, immunization records, and drug testing are required before clinical rotation. This class is offered in traditional, hybrid, and accelerated formats.

L1911	184 Hrs	1/19 - 6/24	T Th	5:00PM - 9:00PM	CWI	CWI, Rm. 0144	E. Chavez	\$191.60
L1903	184 Hrs	3/16 - 8/26	T Th	1:00PM - 5:00PM	CWI	CWI, Rm. 0132	J. Vasilik	\$191.60

Nurse Aide I - Hybrid Accelerated

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Supplies are required. Criminal background check, immunization records, and drug testing are required before clinical rotation.

L1909	184 Hrs	1/12 - 3/18	T W Th	5:00PM - 9:00PM	CWI	CWI, Rm. 0135	D. Brown	\$191.60
L1912	184 Hrs	4/06 - 6/23	T W	5:00PM - 9:00PM	CWI	CWI, Rm. 0135	T. Pritchard	\$191.60

Nurse Aide I Accelerated

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Supplies are required. Criminal background check, immunization records, and drug testing are required before clinical rotation.

L1901	184 Hrs	1/04 - 2/24	M T W	8:00AM - 4:30PM	CWI	CWI, Rm. 0144	M. Jacobs	\$191.60
L1902	184 Hrs	3/08 - 4/27	M T W	8:00AM - 4:30PM	CWI	CWI, Rm. 0144	M. Jacobs	\$191.60

Nurse Aide II

This course is designed to prepare a previously certified Nurse Aide I's to complete a theory review and skills competency testing to prepare for retaking the National Nurse Aide Assessment Program (NNAAP) Certification examination. A textbook and supplies are required. Current NA I listing and HSD/GED required at registration. Criminal background check, immunizations, drug testing, and supplies required before clinical rotation.

L1904	180 Hrs	3/16 - 8/24	T Th	8:00AM - 12:00PM	CWI	CWI, Rm. 0132	J. Vasilik	\$191.60
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Pharmacy Technician

This course provides instruction in technical procedures for preparing and dispensing drugs under the supervision of a registered pharmacist. Emphasis is placed on drug packaging/labeling and customer service. Graduates are eligible for the Pharmacy Technician Certification Board's (PTCB), Certified Pharmacy Technician Examination (CPhT). A textbook is required. This class has campus specific enrollment requirements and textbooks.

L1913	192 Hrs	5/03 - 11/01	M W	5:30PM - 9:30PM	CWI	CWI, Rm. 0133	K. Koballa	\$181.60
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Phlebotomy Technician

This course provides instruction in blood/specimen collection techniques and handling. Graduates are eligible for the American Society for Clinical Pathology certification. A textbook, supplies, criminal background check, and immunization records are required. Drug test is required at some clinical locations. Clinical hours may vary from scheduled class times.

L1907	200 Hrs	1/05 - 4/15	T W Th	5:30PM - 9:30PM	CWI	CWI, Rm. 0130	P. Smith	\$191.60
L1905	200 Hrs	1/19 - 4/06	M T W Th	9:00AM - 1:00PM	CWI	CWI, Rm. 0130	C. Vaughan	\$191.60
L1906	200 Hrs	4/12 - 6/29	M T W Th	9:00AM - 1:00PM	CWI	CWI, Rm. 0130	P. Smith	\$191.60

Industrial/Manufacturing

BioWork

The BioWork course can lead to an entry-level position as a process technician. Students will learn foundational principles and skills needed for a career with a biotechnology, pharmaceutical, or chemical manufacturing company. This course articulates to BPM110 Bioprocess Practices, PTC110 Industrial Environment and also prepares students for the State Certification Exam for Process Technicians. Prerequisites: High School Diploma or High School Equivalency (GED, HiSET, TASC) and attend an online information session. Math and reading placement tests may be required. A textbook is required.

L1146	136 Hrs	1/08 - 5/10	Th Su	LMC	Marchant Hall, Rm. 9237	K. Nebolisa	\$181.60
L1147	136 Hrs	3/08 - 5/10	M W Su	LMC	Marchant Hall, Rm. 9237	E. Riley	\$181.60

Motor Vehicles & Driving

Alive at 25

Whether you've received a ticket or just want to be a safer driver, you can learn defensive driving techniques. "Alive at 25" is designed for students under 24 years of age and may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers' licenses. You will need your driver's license, citation number, violation type and court date when you register.

L1137	4 Hrs	1/27 - 1/27	W	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1138	4 Hrs	2/13 - 2/13	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1140	4 Hrs	3/13 - 3/13	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1141	4 Hrs	3/25 - 3/25	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1142	4 Hrs	4/10 - 4/10	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1143	4 Hrs	4/22 - 4/22	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1144	4 Hrs	5/08 - 5/08	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00

Defensive Driving

Defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver's license. You will need your driver's license, citation number, violation type and court date when you register.

L1133	4 Hrs	3/11 - 3/11	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1134	4 Hrs	4/08 - 4/08	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1135	4 Hrs	5/06 - 5/06	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00

