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# SUMMER 2021

# CONTINUING EDUCATION COURSE SCHEDULE



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## CALL-IN

Chatham: (919) 545-8044  
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## FEATURING CLASSES:

- AGRICULTURE & NATURAL RESOURCES
- AIRCRAFT SYSTEMS
- ANIMALS & PETS
- ARTISTRY & CRAFTSMANSHIP
- AUTOMOTIVE
- BUSINESS & LEADERSHIP
- CAREER & EMPLOYMENT TRAINING
- COMPUTER TRAINING
- CONSTRUCTION & SKILLED TRADES
- COSMETIC ARTS
- EMERGENCY MEDICAL SERVICES
- FOREIGN LANGUAGES
- GOVERNMENT REGULATIONS
- HEALTH & MEDICAL OCCUPATIONS
- HUMAN SERVICES
- INDUSTRIAL/MANUFACTURING
- MOTOR VEHICLES & DRIVING
- NATURE
- TEACHER TRAINING

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## Location Codes and Addresses

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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](http://www.cccc.edu/locations).

# Distance

## Business & Leadership

### 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.

D2676	36 Hrs	6/21 - 7/28	M T W Th F Sa Su	online	DECO Distance, online	C. Wade	\$126.60
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## Career & Employment Training

### 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.

D2303	20 Hrs	6/01 - 6/24	T Th	5:00PM - 6:30PM	DECO Distance, online	C. Wade	\$70.00
D2306	20 Hrs	7/01 - 7/27	T Th	5:00PM - 6:30PM	DECO Distance, online	C. Wade	\$70.00

## Culinary Arts & Hospitality

### Supper Club - Cooking at Home

Sunday Supper Club provides an opportunity for people to learn cooking skills right in their own kitchen. Each week, students will log in with a set grocery list and learn techniques as they cook a delightful dinner. The informal class will introduce exciting new techniques, essential equipment for home kitchens, ingredient staples and basic pantry items used by professional chefs. We will up your Sunday, or any day of the week, supper game.

D2061	20 Hrs	5/16 - 8/01	Su	4:00PM - 6:00PM	DECO Distance, online	.	\$126.60
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## Government Regulations

### Physical/Chemical Operator I

This course provides in-depth knowledge of the operation of physical/chemical wastewater treatment systems. Focusing on the Grade I Needs to Know manual students will learn about personal and public safety; motors and drive mechanisms; pumps; hydraulic and flow measurement equipment; instrumentation; groundwater remediation system; and filtration, etc. This course prepares students for the NC Department of Environmental Quality Certification Examination for Physical/Chemical Grade I. Textbooks required; call for details.

D2691	18 Hrs	8/02 - 8/06	M W F	8:00AM - 4:00PM 8:00AM - 12:00PM	DECO Distance, online	A. Grenier	\$70.60
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### Wastewater Lab Analyst I Exam Prep

This course assists students in preparing for the Wastewater Laboratory Analysis Class I written examination, administered by the American Water Works Association (NC AWWA) and The North Carolina Member Association of the Water Environment Federation (NC WEA). As defined by the NC Certification Board, persons must have one year (regardless of education) wastewater laboratory experience to sit for the exam.

D2689	18 Hrs	6/21 - 6/25	M W F	8:00AM - 4:00PM 8:00AM - 12:00PM	DECO Distance, online	A. Grenier	\$71.60
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### 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.

D2690	35 Hrs	7/19 - 7/23	M T W Th F	8:00AM - 4:00PM	DECO Distance, online	A. Grenier	\$126.60
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## Health & Medical Occupations

### Medical Billing and Coding

This course prepares students for entry-level healthcare insurance billing and coding positions. The program includes Anatomy & Physiology, Medical Terminology, Insurance, CPT and ICD-10-CM coding. This class helps prepare students for The American Academy of Professional Coders (AAPC) certification examination. This class can be articulated for curriculum credit for HIT215: Reimbursement Methodology. Textbooks are required.

D2005	180 Hrs	7/12 - 12/13	M	5:30PM - 9:30PM	DECO Distance, online	C. Price	\$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.

D2302	48 Hrs	6/02 - 6/30	M W	5:00PM - 6:30PM	DECO Distance, online	C. Wade	\$125.00
D2305	48 Hrs	7/07 - 8/02	M W	5:00PM - 6:30PM	DECO Distance, online	C. Wade	\$125.00

## 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.

D2304	38 Hrs	6/01 - 6/30	M T W Th F Sa Su	online	DECO Distance, online	C. Wade	\$126.60
D2307	38 Hrs	7/01 - 7/30	M T W Th F Sa Su	online	DECO Distance, online	C. Wade	\$126.60

# Harnett County

## Automotive

### Small Engine Repair: 4-Stroke

This course provides instruction on 4-stroke gas engines. In addition to hands-on troubleshooting, students will learn about shop tools and safety; engine performance; carburetion; control, ignition, lubrication, and cooling systems; preventive maintenance; engine inspection and disassembly; cylinder reconditioning and more.

H2680	16 Hrs	7/13 - 8/05	T Th	6:30PM - 8:30PM	HMC	Harnett ConEd Bldg, Rm. 0217	S. Holder	\$71.60
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## Business & Leadership

### Electronic Notary Public

The Electronic Notary (eNotary) Public course provides instruction for existing N.C. Notaries Public to become commissioned to perform electronic notarial acts. Class content includes applicable laws, ethics and misconduct, electronic notarization processes, best practices and recommendations, and more. Successful completers may obtain a N.C. Electronic Notary Commission, Seal and Signature. A valid Notary Public commission number, with a valid State or Federal issued photo I.D. must be presented the first day of class as proof of qualification. A textbook is required.

H2712	3 Hrs	5/19 - 5/19	W	6:00PM - 9:00PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2713	3 Hrs	6/16 - 6/16	W	6:00PM - 9:00PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2714	3 Hrs	7/21 - 7/21	W	6:00PM - 9:00PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60

### Notary Public

The successful completion of the Notary Public class will be the first step toward qualifying for an initial NC Notary Public Commission or for a re-commission. For additional qualification on being commissioned as a Notary, contact the N.C. Department of the Secretary of State. A textbook and official State or Federal photo I.D. will be required for the first class. Applicants must be at least 18 years old, have no criminal background, have a high school diploma or GED, live or work in NC, and read, write and speak English.

H2715	7 Hrs	5/25 - 5/27	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2716	7 Hrs	6/08 - 6/10	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2717	7 Hrs	6/22 - 6/24	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2718	7 Hrs	7/13 - 7/15	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2719	7 Hrs	7/27 - 7/29	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60
H2720	7 Hrs	8/10 - 8/12	T Th	6:00PM - 9:30PM	HMC	Harnett ConEd Bldg, Rm. 0218	V. Rodriguez	\$71.60

## Construction

### Construction Trades Essential

This program is ideal for those interested in pursuing a career in carpentry, construction, electrical, heavy equipment, HVAC, welding, or other construction and maintenance jobs. Students will learn about basic safety, construction drawings, hand and power tools, material handling, and more. The course will cover site hazards, lifesaving equipment, and health hazards in construction, and how to reference OSHA Construction Standards resources. Students will be introduced to the soft skills needed for employment in skilled trades. Successful students will earn an OSHA-30 certification, as well as a NCCER Core credential which is a prerequisite to all other National Center for Construction Education and Research (NCCER) Level 1 craft curriculum. This course complements trades-related Continuing Education courses, and is a crosswalk to Building Construction Technology. A textbook and OSHA card fees are required.

H2681	114 Hrs	6/01 - 6/24	M T W Th	8:30AM - 5:30PM	HMC	Miriello Bldg., Rm. 0134	E. Taylor	\$181.60
H2688	114 Hrs	7/13 - 8/05	M T W Th	8:30AM - 5:30PM	HMC	Miriello Bldg., Rm. 0134	E. Taylor	\$181.60

### Marcador de Zona de Trabajo

Un Banderero es importante para el lugar de trabajo; proteger a los trabajadores, peatones y conductores. Los estudiantes aprenderán a proporcionar un paso seguro del tráfico a través y alrededor de las áreas de trabajo, y a minimizar la confusión al llevar los procedimientos de señalización estándar a las carreteras de nuestra nación. Convertirse en un abanderado certificado puede ser su primer paso en el campo de la construcción. Los abanderados con experiencia pueden asistir a este curso como actualización. Este programa cumple con los requisitos de la División Federal de Administración de Carreteras (FHWA) y la Administración de Salud y Seguridad Ocupacional (OSHA).

H2683	4 Hrs	6/14 - 6/14	M	1:00PM - 5:00PM	HMC	Miriello Bldg., Rm. 0135	E. Velez-Santiago	\$71.60
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### OSHA 10 HR Construction

Certification is targeted for your organization's employees. Instruction emphasizes hazard identification, control and prevention, and avoidance. Topics include the Focus Four Hazards, personal protective and lifesaving equipment, and health hazards in construction. In addition to mandatory topics, electives may include cranes, derricks, hoists, elevators, conveyors; materials handling, excavations, scaffolds, and more. Upon successful completion of the course, students will receive an OSHA 10-Hour Construction Outreach DOL course completion card. An \$8 OSHA card fee (cash) will be collected by the instructor.

H2686	10 Hrs	6/08 - 6/09	T W	8:30AM - 2:15PM	HMC	Miriello Bldg., Rm. 0133	D. Burbank	\$71.60
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### OSHA 30 HR Construction

Certification is targeted for team leaders with responsibility for personnel safety, safe operations, and OSHA standards compliance. Instruction emphasizes hazard identification, control and prevention, and avoidance. Topics include the Focus Four Hazards, excavations, scaffolds, tools, PIVs steel erection, stairways and ladders, concrete and masonry construction, confined space entry, and more.

H2687 30 Hrs 7/19 - 7/22 M T W Th 8:30AM - 5:00PM HMC Miriello Bldg., Rm. 0134 D. Burbank \$126.60

### Work Zone Flagger

A flagger is important to the worksite; protecting workers, pedestrians, and drivers. Students will learn standard flagging procedures to provide safe passage of traffic through and around work. Becoming a certified flagger may be your first step into the construction field. Experienced flaggers may attend this course as a refresher. This program meets Federal Highway Administration Division (FHWA) and Occupational Safety and Health Administration (OSHA) requirements.

H2682 4 Hrs 6/14 - 6/14 M 8:00AM - 12:00PM HMC Miriello Bldg., Rm. 0135 E. Velez-Santiago \$71.60

## Cosmetic Arts

### Barbering II

This course covers more comprehensive barbering concepts. Topics include safety and sanitation, product knowledge, draping, shampooing, haircutting, and hair drying as well as chemical processing. as well as both wet and thermal hairstyling. This course provides experience in a simulated shop setting. Upon completion, students should be able to safely and competently apply these barbering concepts in a shop setting. This is a parallel course to BAR 113 and BAR 114 and is offered in a curriculum environment. Pre-requisite: BAR-3100B1, Barbering I. A textbook, uniform and barbering kit are required.

H2769 256 Hrs 5/19 - 8/03 M T W DCTR Barbering, Rm. 0106 A. McCullers \$191.60  
Th Su

### Barbering III

This course covers comprehensive barbering concepts. Topics include hair processing as well as finger waving, wet and thermal hairstyling, electricity, manicuring, scalp treatments, hair design, chemical restructuring and other related topics. Upon completion, students should be able to safely and competently apply these barbering concepts in a salon setting. This is a parallel course to BAR 115, Barbering III and BAR 116, Barbering Clinic III offered in a curriculum environment. A textbook, uniform and barbering kit are required. This course, in conjunction with Barbering I and II, and IV prepares students to take the North Carolina Registered Barber Exam. Pre-requisites: Barbering I and II

H2770 256 Hrs 5/19 - 8/03 M T W DCTR Barbering, Rm. 0106 A. McCullers \$191.60  
Th Su

### Cosmetology in Spanish III

This course covers comprehensive Cosmetology concepts in a simulated salon setting. Topics include safety, product knowledge, salmon management, salesmanship, skin care, electricity, wigs, thermal hair styling, lash and brow tinting, hair removal. Scalp treatments, manicuring, shampooing, hair color, design, haircutting, chemical restructuring, pressing and other related topics. Upon completion, students should be able to safely and completely demonstrate these salon services. Students will work toward a Cosmetology License with the NC State Board of Cosmetic Arts. A textbook, cosmetology kit and uniform are required. Pre-requisites: Cosmetology in Spanish I and II

H2766 220 Hrs 5/19 - 8/03 M T W Th 3:30PM - 9:30PM HMC Harnett Classroom Bldg., Rm. 411 A. McLamb Collier \$191.60

### Cosmetology in Spanish IV

This course is designed to provide advanced cosmetology concepts and advanced practical skills. Pre-requisites include: Cosmetology in Spanish I, II and III. Textbooks, uniforms and supplies are required.

H2767 226 Hrs 5/19 - 8/03 T W Th HMC Harnett Classroom Bldg., Rm. 410 A. McLamb Collier \$191.60  
Su

### Cosmetology in Spanish V

This class is the final phase of the Cosmetology in Spanish program, in which students will reach all program requirements and be able to demonstrate all Cosmetology concepts taught. Students will be prepared for the licensing exam with the NC State Board of Cosmetic Arts. Pre-requisites include: Cosmetology in Spanish I, II, III and IV. Textbooks, uniform and cosmetology kit required.

H2768 226 Hrs 5/19 - 8/03 T W Th HMC Harnett Classroom Bldg., Rm. 400 A. McLamb Collier \$191.60  
Su

## Emergency Medical Services

### 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.

H2166 324 Hrs 7/13 - 12/14 T Th 6:00PM - 10:00PM HHSC Harnett Health Science, Rm. 0145 K. Jones \$191.60  
Sa Su 9:00AM - 5:30PM

## Health & Medical Occupations

### Massage Therapy II

This course prepares students for practice as an entry-level professional massage therapist. Successful completion of Massage Therapy Part I is required to take this course. Coursework includes; kinesiology, communication skills, pain relief and stress management massage techniques through coursework, hands-on lab experience, and public massage clinics. Upon successful completion of Massage Therapy Parts I & II students are eligible for the NC State Board of Massage Therapy licensing exam (Mblex). Supplies, uniform and a textbook are required. A list of specific supplies will be provided during the first class meeting. Students must enroll in this course after successfully completing Massage Therapy I.

H2006	299 Hrs	7/06 - 11/24	M T W	5:00PM - 10:00PM	HHSC Harnett Health Science, Rm. 0232	H. Ramer-Bowman	\$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.

H2003	192 Hrs	5/17 - 9/08	M T W	10:00AM - 2:00PM	HHSC Harnett Health Science, Rm. 0128	T. Surles	\$181.60
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H2004	192 Hrs	5/17 - 9/08	M T W	5:30PM - 9:30PM	HHSC Harnett Health Science, Rm. 0128	T. Surles	\$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.

H2002	200 Hrs	6/14 - 8/19	M Th	5:30PM - 9:30PM	HHSC Harnett Health Science, Rm. 0140	D. Rhodes	\$191.60
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M T W Th 8:00AM - 2:30PM

H2001	200 Hrs	6/14 - 8/23	M T W Th	9:00AM - 1:00PM	HHSC Harnett Health Science, Rm. 0140	D. Rhodes	\$191.60
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M T W Th 8:00AM - 2:30PM

## 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.

H2679	136 Hrs	6/07 - 8/02	M W	6:30PM - 10:30PM	HHSC Harnett Health Science, Rm. 0252	E. Riley	\$181.60
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## 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.

H2701	4 Hrs	5/25 - 5/25	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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H2702	4 Hrs	6/10 - 6/10	Th	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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H2707	4 Hrs	6/15 - 6/15	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	J. Norris	\$76.00
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H2703	4 Hrs	6/22 - 6/22	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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H2708	4 Hrs	7/06 - 7/06	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	J. Norris	\$76.00
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H2704	4 Hrs	7/13 - 7/13	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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H2705	4 Hrs	7/27 - 7/27	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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H2706	4 Hrs	8/10 - 8/10	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	E. Velez-Santiago	\$76.00
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### 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.

H2709	4 Hrs	5/18 - 5/18	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	J. Norris	\$76.00
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H2710	4 Hrs	6/29 - 6/29	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	J. Norris	\$76.00
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H2711	4 Hrs	7/20 - 7/20	T	6:00PM - 10:00PM	HMC Harnett ConEd Bldg, Rm. 0220	J. Norris	\$76.00
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