

# Continuing Education Course Descriptions

## ACCOUNTING

### **ACC 8107      Accounting Fundamentals      2.4 CEU**

Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period.

## AUTOMOTIVE OCCUPATIONS

### **AUT 8203      Outdoor Power Equipment      4.8 CEU**

This course will teach basic principles of small engine repair, troubleshooting, and problem solving skills necessary for student employment in a small engine repair occupation. The primary objective of this class is to provide students with a basic understanding of small engine repair, maintenance of tools and equipment; review of small engine repair theories, concepts, and practices; using books, worksheets, and diagrams to successfully repair and rebuild small engines will be included. Specific objectives include; Shop safety; Design of small engines; Hand tools; How and where to shop for parts.

### **SEF 8126      Vehicle Safety Inspection      .8 CEU**

This course is designed to meet the training requirements (initial and /or renewal) for the Auto Safety Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. To be licensed as a safety inspector, a mechanic must attend an 8-hour safety course and pass a state certification exam. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment.

### **SEF 8128      OBD Emissions Inspection      .8 CEU**

This course is designed to meet the training requirements (initial and /or renewal) for the Auto Emission Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. To be licensed as an emission inspector, a mechanic must attend an 8-hour emission course and pass a state certification exam. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment.

### **SEF 8127      OBD Emissions Inspection Renewal      .4 CEU**

This course is designed to meet the training requirements for the Auto Emission Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. To renew an emission inspector mechanic license, an applicant must successfully complete a 4-hour emissions refresher course and pass a written test and hands-on test in which the student is required to conduct an emissions inspection of a motor vehicle. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment.

## CARPENTRY

### **CAR 8108      Carpentry I      2.4 CEU**

This course is designed to enhance the skills of beginning carpenters, carpenter's helpers, and persons entering the construction trades. There will be an introduction to hand tools and power tools used by carpenters, as well as job safety. A hands on project will be completed.

## COMPUTER SKILLS

### **CAS 8011      PC Maintenance Troubleshoot & Repair      2.4 CEU**

This course will explore the causes and diagnoses of the most common occurring problems users have with their computers. Topics will include hardware as well as software troubleshooting. Network discussions will center on Microsoft Networking concepts.

- CAS 8012**            **PC Maintenance Troubleshoot & Repair II**            **2.4 CEU**  
This course is a continuation of Part I. The students will be involved in more advanced hardware and software troubleshooting. Network discussions will center on Microsoft Networking concepts.
- CAS 8032**            **Intermediate Microsoft Excel 2003**            **2.4 CEU**  
Learn how to work faster and more productively by using many of Excel 2003's powerful features, such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques.
- CAS 8033**            **Introduction to Microsoft Excel 2003**            **2.4 CEU**  
Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons.
- CAS 8044**            **Video Editing I**            **2.8 CEU**  
Experience the thrill of creating your own digital video clips for playback on a personal computer, videotape, CD, DVD, or the Web! This course focuses on understand digital video and what is involved with pre-production, shooting, and editing of a DV project. This course also teaches users to quickly master the art of using one of today's most popular digital video editing tools to combine video footage, sound and digital images to create eye-catching projects.
- CAS 8072**            **Introduction to Access 2003**            **2.4 CEU**  
Access is a database application that is part of the MS Office 2003 Suite. This course covers the basics of computerized data management on a personal computer. Topics include: designing and setting up a database, use of tables/queries/forms/reports/macros to enter, find/ retrieve/ report data, and exchange of data with other programs in the Microsoft Office Suite (Word and Excel). Use of Microsoft's "Wizards" will be a significant part of the student's learning how to manage a wide range of data, from simple address books to order entry to inventory management.
- CAS 8074**            **Intermediate Microsoft Access 2003**            **2.4 CEU**  
Learn how to create real-world business databases using Microsoft Access 2003. Master the secrets of making the computer--not people--do all the work. Create tables, queries, forms, reports, and macros for managing contacts, products, orders, invoices, and receipts. Pull all the pieces together with a single, easy-to-use switchboard.
- CAS 8121**            **Advanced Microsoft Word 2003**            **2.4 CEU**  
Make Word 2003 work for you! Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, make your own templates, use the style gallery, and much more.
- CAS 8133**            **Video Editing II**            **2.8 CEU**  
This course will give students an opportunity to plan, shoot, and edit their own digital video projects. Using advanced lighting and editing techniques; students will produce a video project with custom sound design, and will learn about advanced compression such as Video CD and DVD.
- CAS 8138**            **Intermediate Microsoft Word 2003**            **2.4 CEU**  
Take advantage of Word 2003's WYSIWYG (What You See Is What You Get) editing capabilities to easily create flyers, newsletters, and other heavily formatted documents. You'll gain an understanding of basic graphic design principles as you set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.
- CAS 8146**            **Introduction to Microsoft Word 2003**            **2.4 CEU**  
This course will cover the basic features of Microsoft Word 2003. Topics will include document preparation and formatting, use of the spell checker and thesaurus, and developing tables and graphics in your documents. Areas of Word's desktop publishing features to create brochures and newsletters are also included.

- CAS 8168                      Advanced Microsoft Excel 2003                      2.4 CEU**  
 Maximize your skills in Microsoft Excel 2003 by learning advanced techniques that most users don't even know exist. In this practical, hands-on course, you'll learn how to use scenarios and data tables to quickly perform multiple what-if analyses. You'll discover a variety of advanced pivot table techniques, including calculated fields and calculated items. You will also learn how to consolidate and import data, and the art of conditional formatting.
- CAS 8184                      Color Management I                      2.8 CEU**  
 This course will cover the basic principles and application of color management as it applies to photographic, Desktop Publishing (DTP), and web graphics workflows. Students will study the basic principles of color and color theory to better understand its integration in modern image editing and printing applications. Students will have hands-on experience with the linearization and calibration of input, display, and output devices. Students will have the opportunity to create specific profiles for their output devices.
- CAS 8185                      Website Marketing Basics                      2.4 CEU**  
 This course is designed for the business person with a website. It will take a hands-on approach to getting the traffic you want and increasing your customer conversion ration so you will get a better return on investment. Website promotion is a matter of taking care of many factors that will drive traffic to your site. Search engines such as Google, directories like Yahoo, LookSmart and the Open Directory Project are only a part of a successful Web Marketing strategy. Link strategies, Click-for-Placement, offline marketing, e-mail opt-in lists, and affiliate programs are other dimensions of the World Wide Web of promotion and marketing.
- CAS 8187                      Color Management II                      2.8 CEU**  
 This course will cover the intermediate principles and application of color management as it applies to photographic, Desktop Publishing (DTP), web graphics, and Commercial Printing workflows. Through the study of color theory and the principles of color students will learn how to control the reproduction of color using a variety of output devices and simulating output via soft proofing and proofing on input, display, and output devices. Students will have the opportunity to create specific profiles for their output devices and learn to edit profiles to achieve optimal color results.
- CAS 8205                      Windows XP Essentials Tips and Tricks                      1.0 CEU**  
 This fast-paced, 10-hour course is designed to expose students to efficient tools and practices within the Windows XP operating system to improve system performance and longevity. Learn tips, tricks and essential information about your computer's operating system.
- CAS 8208                      Getting Familiar With Office 2007                      1.0 CEU**  
 Where did the menus go? Microsoft has made a lot of changes to the new Office 2007 system. Join us for this 10-hour course to get familiar with the new "Ribbon" of options and familiar features.
- CAS 8209                      Getting Familiar With Windows Vista                      1.0 CEU**  
 Microsoft's newest operating system, Windows Vista has changed the way you will look at Microsoft Windows. New features, dramatic changes, new utilities, new levels of security and more. Join us for this short course focusing on what's new, what's old and what's changed with the new OS.
- CAS 8229                      Introduction to Microsoft Word 2007                      2.4 CEU**  
 Whether you are new to Word Processing or simply new to Microsoft Word 2007, this course will introduce you to the ribbon interface formatting tools, fonts, themes, lists, and mail merge so that you are prepared to develop professional documents using Microsoft Word 2007.
- CAS 8230                      Intermediate Microsoft Word 2007                      2.4 CEU**  
 The second course in a three-part sequence, Intermediate Microsoft Word 2007 explores more advanced features such as tables, section breaks, styles, headers and footers, and reference objects such as the Table of Figures. Beyond the basics, this course expands the level of productivity associated with creating and editing documents in Microsoft Word 2007.
- CAS 8231                      Introduction to Microsoft Excel 2007                      2.4 CEU**  
 Whether you are new to Spreadsheets or simply new to Microsoft Excel 2007, this course will introduce you to the ribbon interface, worksheets, formulas and functions, and charting so that you are prepared to develop business spreadsheets using Microsoft Excel 2007.

- CAS 8232 Intermediate Microsoft Excel 2007 2.4 CEU**  
The second course in a three-part sequence, Intermediate Microsoft Excel 2007 explores more advanced features such as databases, templates, illustration tools, protection, financial functions and data analysis. Beyond the basics, this course expands the level of productivity associated with creating and editing spreadsheets in Microsoft Excel 2007.
- CAS 8233 Microsoft Access 2007 4.8 CEU**  
In this comprehensive course on Microsoft Access 2007 you will learn how to create and manage relational databases, tables, queries, forms, and reports. Advanced topics in query, form and report designs are addressed as well as security features of Microsoft Access 2007.
- CAS 8234 Microsoft PowerPoint 2007 4.8 CEU**  
In this comprehensive course on Microsoft PowerPoint 2007 you will learn how to create professional business presentations, effectively use pictures, charts, multimedia and animation to enhance those presentations, and how to collaborate and prepare presentations for effective delivery.
- CAS 8235 QuickBooks 2007 4.8 CEU**  
In this comprehensive course on QuickBooks Pro 2007 you will learn how to manage your accounting records using one of the most popular accounting software applications available. Topics include setting up and maintaining customer accounts, vendors, bank accounts, inventory, and payroll. Advanced concepts in job costing, custom reports and graphs and custom forms are also addressed.
- CAS 8236 Improved Productivity with Word 2007 1.0 CEU**  
Learn how to use Microsoft Word 2007 to create professional business documents in this 10-hour course. Beyond the basics, this course will introduce students to some of the features of Microsoft Word 2007 including the Office ribbon mail merge, templates, tables, and formatting tools.
- CAS 8237 Improved Performance with Excel 2007 1.0 CEU**  
This short course in Microsoft Excel 2007 will expose students to a wide range of features that will encourage greater results from the spreadsheets they develop. Formulas and functions, graphs and charts, formatting, multiple worksheets and data structure and organization are among the topics to be discussed.
- CAS 8238 Effective Present. with PowerPoint 2007 1.0 CEU**  
Effective business presentations are more than just presenting the facts and Microsoft PowerPoint 2007 is more than just slides. In this short course students will learn how to apply templates, formats, slide designs, transitions and animations in an effective way to create powerful business presentations with Microsoft PowerPoint 2007.
- CAS 8240 Practical Computer Concepts - Win XP 4.8 CEU**  
Get familiar with practical computer concepts accessible in Windows XP. This course takes a practical approach teaching the most common features and uses of a computer and providing hands on experience that can be applied immediately. Concepts include hardware, software, Windows, word processing, spreadsheets, e-mail, and web browsing.
- CAS 8241 Practical Computer Concepts - Office 07 4.8 CEU**  
Get familiar with all four of the most commonly used applications in the Microsoft Office 2007 suite of programs, Word, Excel, PowerPoint and Access in this comprehensive overview of Microsoft Office 2007. This course takes a practical approach teaching the most common features of the Office suite and providing hands on experience that can be applied immediately.
- CAS 8242 Practical Computer Concepts - Internet 4.8 CEU**  
Get familiar with Internet related concepts of websites, browsers, search engines, e-mail and more in this comprehensive overview of Internet concepts. This course takes a practical approach teaching the most common features and uses of the Internet and providing hands on experience that can be applied immediately.
- CAS 8243 Adobe Illustrator CS3 5.6 CEU**  
This comprehensive course covers the basics of learning Adobe Illustrator CS3, and provides countless tips and techniques to help you become more productive with Adobe Illustrator CS3.



**CSP 8074                      Fundamentals of the Computer for Seniors                      0 CEU**

An introductory computer course especially designed for seniors who want to keep up with the technology revolution. Let us relieve you of computer anxiety and show you the fun of computers. We'll explain what they can do for you from storing information to handling correspondence. Emphasis will be on learning the functions of the keyboard, using a mouse, and word processing. You'll have plenty of "hands-on" use of the computer at a slow and easy pace. No computer experience required. There will be just a minimum of typing involved in class and handouts will be provided.

**CSP 8092                      Internet for Seniors                      0 CEU**

Are you excited about the possibility of communicating with your family and friends all over the world? Would you like to have information at your fingertips about art, travel, medicine, the weather, or current news? Then join us for this introductory exploration of the Internet. We'll show you how it functions, how to get connected "on-line", what resources are available on the Net and more.

**ITN 8035                      Blog Basics                      2.4 CEU**

Blogging can be a useful & effective way to promote your business or opinion or hobby or whatever. This course will introduce the prospective blogger to blogging for profit methods & will examine several methods to help the new writer make the most of his or her blog. Successful blogs will be examined & the phenomenon of blogging will be discussed. Stats, opt-ins, banner ads, & website promotions will be examined as well.

**ITN 8037                      Web Design II (Fireworks)                      2.8 CEU**

This course is part II of a two-part series designed to cover the creation of web sites and web graphics using industry standard tools. In Web Design I, you learned Adobe Dreamweaver to lay out structure and content for websites. In Web Design II, you will learn Adobe Fireworks to create graphics and enhance pictures to make the visual content of your website look fantastic. These two website software tools work together so both classes focus on using Fireworks and Dreamweaver in combination to create or manage a website. Specifically, the Dreamweaver component covers website structure and layout, navigation and links, content placement, CSS styling, and uploading your site to a web server. The Fireworks component covers creating an attractive graphical look and feel, creating linkable buttons, editing and enhancing pictures, and much more. If you have ever wanted to learn to create a website from start to finish, or you are interested in learning web design as a profession, these courses are for you. Completion of Web Design I (Dreamweaver) is not required, but is strongly recommended.

**ITN 8038                      Web Design I (Dreamweaver)                      2.8 CEU**

This course is part I of a two-part series designed to cover the creation of web sites and web graphics using industry standard tools. In Web Design I, you will learn Adobe Dreamweaver to lay out structure and content for websites. In Web Design II, you will learn Adobe Fireworks to create graphics and enhance pictures to make the visual content of your website look fantastic. These two website software tools work together so both classes focus on using Fireworks and Dreamweaver in combination to create or manage a website. Specifically, the Dreamweaver component covers website structure and layout, navigation and links, content placement, CSS styling, and uploading your site to a web server. The Fireworks component covers creating an attractive graphical look and feel, creating linkable buttons, editing and enhancing pictures, and much more. If you have ever wanted to learn to create a website from start to finish, or you are interested in learning web design as a profession, these courses are for you.

**CRIMINAL JUSTICE****CJC 8959                      Basic Law Enforcement Training                      6.08 CEU**

This course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a pre-requisite for law enforcement officer certification in this state. The course is composed of blocks of instruction with a state specified minimum number of hours set for each of the blocks. The total number of course hours required for this certification are set by the NC Criminal Justice Commission.

**COMMUNITY ENRICHMENT****CSP 8019                      Motorcycle - Basic Rider Course                      2.0CEU**

Teaches the skills needed to operate a motorcycle safely in traffic. The student learns the location and operation of the controls of the motorcycle. The students practice riding to demonstrate



- FLI 8713                    Beginning Spanish Conversation                    2 CEU**  
Through readings, activities and games, students will focus on Spanish needed to discuss personal information, everyday activities, food, travel, simple directions, and the symptoms of illness. Prerequisite: Beginning Spanish III or equivalent proficiency.
- FLI 8714                    Intermediate Spanish Conversation                    2 CEU**  
Students will use newspaper articles, literature, or current events to engage in discussion on a variety of topics. Students will do more extensive readings between classes to broaden vocabulary and provide topics for discussion. Prerequisite: Intermediate Spanish III, or equivalent proficiency.
- FLI 8715                    Advanced Spanish Conversation                    2 CEU**  
The course will allow students to use the grammar, vocabulary, and skills learned in all levels of Spanish. Attention will be given to pronunciation, correct use of idioms, and skills needed for fluency. Prerequisite: Advanced Spanish III or equivalent proficiency.
- FLI 8716                    Beginning Spanish I                    2 CEU**  
This course provides a foundation for learning the Spanish language. Students will acquire the basic skills necessary to listen, speak, read, write and understand Spanish and Hispanic culture. This course will include the alphabet, pronunciation, present tense regular verbs, common nouns and adjectives.
- FLI 8717                    Beginning Spanish II                    2 CEU**  
Through reading and practice, students will learn irregular verbs, commands, possessive and demonstrative adjectives, and increase vocabulary. Prerequisite: Beginning Spanish I or equivalent proficiency.
- FLI 8718                    Beginning Spanish III                    2 CEU**  
Students will learn ordinal numbers, commands, and possessive and demonstrative adjectives and tools needed for polite conversation. Prerequisite: Beginning Spanish II or equivalent proficiency.
- FLI 8719                    Intermediate Spanish I                    2 CEU**  
Students will learn stem changing verbs, direct and indirect object pronouns, adverbs and gustar verbs and will focus on solidifying concepts previously learned through focused writing. Prerequisite: Beginning Spanish Conversation or equivalent proficiency.
- FLI 8720                    Intermediate Spanish II                    2 CEU**  
In this course, students will learn the forms of the preterit, the imperfect, and be able to communicate in the past correctly. Prerequisite: Intermediate Spanish I or equivalent proficiency.
- FLI 8721                    Intermediate Spanish III                    2 CEU**  
Students will continue to practice past tense forms, learn the future and conditional tenses and read short stories. Prerequisite: Intermediate Spanish II or equivalent proficiency.
- FLI 8722                    Workplace Spanish for Health Care                    2 CEU**  
This class will focus on frequently used health care terms and expressions. Learn how to ask questions related to symptoms and how to understand patients' health complaints. Develop your own Spanish patient history form. This course is appropriate for all types of health care providers. No prior knowledge of Spanish is necessary.
- FLI 8724                    Workplace Spanish for Customer Service                    2 CEU**  
Provide better service to your Hispanic customers! Learn key Spanish terms & expressions commonly used in customer service situations such as meeting and greeting, customer questions, directions and hours, and telephone calls. No prior knowledge of Spanish is necessary.
- FLI 8725                    Workplace Spanish for Manufacturing                    2 CEU**  
This course is designed to assist people in the manufacturing field that need to communicate with the Hispanic population on a limited basis. Students will learn words and phrases including, time, days, directions, factory terms, equipment, and safety guidelines related to manufacturing. Relevant information on Hispanic culture will also be included.

- FLI 8727 Spanish for Ministry 2 CEU**  
This course is designed for students who want to be involved in ministry with Spanish speaking people. You will learn the alphabet, proper pronunciation, greetings, introductions, places of work, family, places to live, simple songs, games and vocabulary. No prior knowledge of Spanish is necessary.
- FLI 8735 Spanish for Librarians 2 CEU**  
This course is for librarians who would like to communicate better with their Hispanic customers. Students will learn key Spanish terms and expressions commonly used in the library such as: meeting and greeting, customer questions, directions and hours, telephone calls and explaining library procedures. No prior knowledge of Spanish is necessary.
- FLI 8738 Spanish for Educators 2 CEU**  
Developed specifically to help elementary, middle, high school teachers and administrators communicate more effectively on a basic level with Spanish speaking students and parents. No Spanish experience is necessary.
- FLI 8740 Advanced Spanish Conversation 2 4 CEU**  
This course will allow students to use conditional grammar, vocabulary and skills learned in all levels of Spanish. Attention will be given to speaking fluidity, pronunciation, correct use of idioms and skills needed for fluency.
- FLI 8741 Advanced Spanish Conversation 1 4 CEU**  
This course will allow students to use subjunctive grammar, vocabulary and skills learned in all levels of Spanish. Attention will be given to pronunciation, correct use of idioms and skills needed for fluency.
- FLI 8742 Advanced Spanish Conversation 3 4 CEU**  
This course will allow students to use preterite and imperfect grammar, vocabulary and skills learned in all levels of Spanish. Attention will be given to speaking fluidity, pronunciation, correct use of idioms and skills needed for fluency.
- FLI 8743 Advanced Spanish Conversation 4 4 CEU**  
This course will allow students to use compound tenses in grammar, vocabulary and skills learned in all levels of Spanish. Attention will be given to speaking fluidity, pronunciation, correct use of idioms and skills needed for fluency.
- FIP 8741 Spanish for Firefighters & EMS Personnel 2 CEU**  
This class will focus on frequently used Firefighters and EMS personnel terms and expressions. Learn how to ask questions related to personal info, symptoms, pain assessment and other medical questions. This is simple, effective Spanish for use in emergency situations. No prior knowledge of Spanish is necessary.
- CJC 8045 Spanish for Law Enforcement 2 CEU**  
Developed specifically to help first respondents communicate with Spanish speakers in a quick basic way. The course stresses short, simple communication – asking brief questions and giving easy to understand directions or commands. No grammar or prior Spanish is necessary.

## HAZARDOUS MATERIALS TRAINING

- HAZ 8063 Incident Command/Waste Site Supervisor .8 CEU**  
Required HAZMAT training for site managers. Course meets the training requirements for personnel assuming the responsibility of on-site Incident Commander of emergencies involving hazardous materials. Topics include: employee's incident command system, emergency response plan, risk assessment, local emergency response plan, state and federal emergency response procedures, decontamination procedures, chemical and physical properties, hazard assessment, reference materials, spill response plans, and defensive spill response procedures. Twenty-four hours of emergency response training at the technician or specialist level is recommended prior to taking this course. Text is required.
- HAZ 8064 24 Hour Hazardous Materials Technician 2.4 CEU**  
Stop a disaster! Prepare for the worst. Learn to act immediately. Training for HAZMAT technicians. OSHA required. Learn to safely plug, patch or otherwise stop the release

of hazardous substances before employees are harmed. Training at this level includes: implementing the employer's emergency response plan; hazard and risk assessment techniques; basic chemical/toxicology terminology; behavior, selection and use of proper personal protective equipment/ respirators; containment and confinement operations; and decontamination/termination procedures. Text is required.

**HAZ 8066                      40 Hour HAZWOPER Hazardous Waste**

**Operation Emergency Response**

**4.0 CEU**

OSHA REQUIRED. HAZWOPER certification. Hazardous waste site personnel, supervisors, and managers must have this course, meeting the requirements of 29 CFR 1910.120. Provides a basic technician level training for hazardous waste site operations and emergency response. Topics include: regulatory review, toxicology, medical monitoring, chemistry, site characterization, site safety plan, air monitoring equipment, personal protective equipment, sampling, spill control, and emergency response: the gamut of hazardous waste expertise. Hands-on exercises and scenarios are used throughout the class. Text is required. Contact campus bookstore for title and cost.

**HAZ 8068                      HAZWOPER Refresher**

**.8 CEU**

OSHA REQUIRED refresher. Annual update Refresher training is designed to review topics discussed in the initial HAZWOPER training (40 hour certification) and in Chemical Spill Response (24 hours). Course provides new information subsequent to regulatory changes. The training will be administered as required and specified in 29 CFR 1910.120.

**HAZ 8071                      DOT Hazardous Materials Awareness**

**.7 CEU**

DOT REQUIRED. Meet those DOT guidelines for transporting, packaging, labeling, and shipping hazardous materials. Course includes recognition of hazardous materials, safety and emergency response protocols, and other specific responsibilities. Course clarifies labeling and placarding, shipping papers and UN performance oriented packaging requirements. Anyone connected with transporting hazardous materials, including those involved with marketing, labeling or packaging hazardous material for transport will benefit from this DOT-required training per 49 CFR 172.704. Text is required.

## **HEALTH CARE**

**HRD 8015                      Nurse Aide Orientation**

**1.5 CEU**

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on the Nursing Assistant Certification and serves as an entry level orientation to the Nurse Aide certification process and occupation. The course addresses career exploration, job seeking and keeping strategies, entry-level skill awareness and development regarding Nurse Aide 1 Certification as well as academic success strategies for test-taking, academic anxiety reduction, and certification exam preparation.

**NUR 8240                      Nurse Aide I**

**16.8 CEU**

This course prepares students to provide personal care and perform basic nursing skills for adults. Emphasis is on the process of aging including mental, social and physical needs of the elderly; patient's rights; nutrition management; elimination procedures; safe environment; restorative services; personal and special care procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying and roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency.

**NUR 8241                      Nurse Aide II**

**19.2 CEU**

Nursing Aide II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory and clinical experiences.

**NUR 8242                      Nurse Aide Refresher**

**1.5 CEU**

This course is designed for individuals who have successfully completed a Division of Facility Services approved Nurse Aide I Training Course in the state of North Carolina, but has been off the registry in North Carolina for a period of 47 months or less. They may take this refresher and be reinstated on the NC Nurse Aide Registry. Also all individuals who are on another state Nurse

Aide registry in good standing must take this refresher course to be listed on the NC Nurse Aide Registry.

**NUR 8264                      Activity Coordinator Training for Long-Term Care                      7.2 CEU**

This course is to prepare activity professionals for the integral role of promoting the quality of life for residents in long-term care. The course is designed to provide the skills necessary to develop a program of activities to meet, in accordance with federal and state regulations, the interests and the physical, mental, and psychosocial well-being of each resident. 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 profession certification for Activity Coordinators.

## **HOSPITALITY**

**HOS 8072                      ServSafe                      1.6 CEU**

Two-day training and required examination for the ServSafe Certification. This course covers the essential tasks to keep food safe in food service operations including handling food from the point it's received to the point it's prepared and served. The program provides science-based information covering running a safe establishment and reducing the risk of foodborne illness outbreaks. Successful completion of an approved ServSafe class and examination can be used receive a 2 point bonus on your health inspection (details given in class). Text including examination form is required and must be purchased before class start date. Contact campus bookstore for title and cost.

## **INDUSTRIAL TRAINING**

**ISC 8036                      Environmental Health and Safety Management Certificate Program - Part I                      4.8 CEU**

This is part I (48 hours) of a 96-hour certificate program designed for individuals who are responsible for environmental and/or safety compliance of their facility or for persons who wish to move into such a position. Students will study requirements of OSHA, EPA, NCDENR, DOT and ISO and learn to manage their personnel and facilities in pursuit of compliance/conformance with these standards. Upon successful completion of part I, students will be awarded separate certificates for OSHA 10 Hour for Construction, DOT Hazardous Materials Awareness, CPR/First Aid and ISO 14000 Awareness. Upon successful completion of part I and II in two semesters, students will be awarded a certificate for the program. Successful completion of this program will assist students in preparation for the following national exams: CHCM, CHMM, REM and RET.

**ISC 8037                      Environmental Health and Management Certificate Program - Part II 4.8 CEU**

This is part II (48 hours) of a 96-hour certificate program designed for individuals who are responsible for environmental and/or safety compliance of their facility or for persons who wish to move into such a position. Students will study requirements o

**ISC 8200                      Bioworks: Process Technician Training                      12.8 CEU**

This course is designed to increase the pool of potential employees in process technician jobs. Students will be exposed to the BioWork job requirements, gain the skills necessary in safety, understanding quality, and chemistry to increase their opportunity for growth and success in the field of Biotechnology processing.

## **LICENSURE AND CERTIFICATION PREPARATION**

**AER 8101                      Aviation Instrument Ground School for Pilots                      .6 CEU**

This course is intended to prepare the licensed pilot, pursuing his instrument rating, with the knowledge needed to pass the required FAA Instrument Pilot written test. A second objective is to serve as a refresher course for the rated instrument pilot.

**CAR 8118                      General Contractor License Preparation                      4.5 CEU**

This course is designed to prepare individuals to take the Residential Contractor's License examination. Topics include Residential Code Book, N.C. General Contracting Laws & Regulations, blueprint reading, small business operation laws, OSHA requirements, and examination procedures.

**COD 8101 Mechanical Contractor Update/Renewal .6 CEU**

This six-hour course will meet the continuing education requirement for Mechanical Contractors and will cover the international code for Gas-fired appliances and Fuel Piping. In addition, two hours will be devoted to a review of Small Business Basics.

**ELC 8100 National Electric Code License Preparation 2.4 CEU**

This course is primarily designed to prepare students for the NC Electrical Contractors License Exam. Study and information would also prove beneficial to individuals required to apply the National Electric Code to electrical installations on a daily basis. A basic electrical background is required for this course.

**SEF 8132 Notary Public Education .6 CEU**

The State of North Carolina requires those who want to be commissioned by the Secretary of State as a Notary Public to complete a course of instruction at a community college. Students receive instruction on the application process as part of the course.

**PLU 8022 Business & Project Management Exam Preparation 4.8 CEU**

New sections have been added to the state competency examination to ensure that newly-licensed contractors have knowledge about basic business practices. This class is designed to familiarized students with a new part of the examination (insurance, bonding, liens, contracts, workers' compensation, etc.) A copy of Business and Project Management for Contractors is required.

**PLU 8021 Plumbing Contract License Preparation 4.8 CEU**

This course is designed to assist individuals meeting the required State minimum experience and/or training, to sit for the Plumbing license exam. Study will include an overview of the N.C. Plumbing, Gas, and applicable Accessibility Codes. Students will need pencils, highlighter markers, 30/60 triangle and an architect's scale.

**PLU 8100 Plumbing Contract License Renewal .6 CEU**

This course is designed to provide required continuing education credit for licensed plumbing contractors in N.C. The six-hour course will cover amendments and review of the International Plumbing Code, parts I, II, and III, along with Small Business Basics.

**SEF 8001 Independent Auto Dealer - Continuing Education .6 CEU**

This course will meet the six-hour continuing education requirement for license renewal as ordered for Independent Auto Dealers by House Bill 432. Study will include topics such as Salesman License/Registration, Bill of Sale, Warranties, Repossessed Vehicles, Tag Requirements, etc.

**MACHINING****MEC 8014 Machining I - Hybrid 10.4 CEU**

This hybrid course is designed to introduce the principles and concepts of machining used in the work environment. Students will be introduced to machine tools, basic hand tools, measuring instruments, blueprint reading, and shop math. Students will receive training online as well as in the classroom.

**MEC 8015 Machining II - Hybrid 10.4 CEU**

This course will offer additional experience on milling machines, grinders, drill press, and lathe machines and will provide additional instruction and practice in operating machine shop equipment. This course will be taught as a hybrid course with course studies being online and machine operations in the classroom.

**MEDICAL OFFICE****NUR 8235 Medical Terminology 4.8 CEU**

This course is designed for students in the allied health curriculum who need to know the language of health care. Its purpose is to help you succeed in your chosen health care career by familiarizing you with how medical words are formed and by providing systemic learning structure. Words are pronounced through you computer speaker. Textbooks available in the BRCC bookstore.

**NUR 8236 Medical Transcription 4.8 CEU**  
 In this course, you will work with a text-workbook and the accompanying dictation recordings. Chapters 1 and 2 will introduce you to transcription, the work environment, dictation systems, speech recognition and editing and proofing. The remainder of the course will introduce you to the anatomy and function of each body system. Textbooks available in the BRCC bookstore. Students should also plan to purchase a plug-and-play foot pedal and headphones for this class; not available at BRCC bookstore, but can be purchased online.

**MED 8031 Advanced Coding 4.8 CEU**  
 This course compiles and summarizes the official coding guidelines concerning the most common yet complex diagnosis coding issues. Frequently asked questions from real life situations are answered in an authoritative manner. This course provides advanced coding problems with solutions. Students will cover both CPT and ICD codes. Experience in the field or successful completion of previous Medical Coding class strongly recommended. Textbooks available in the BRCC bookstore.

**MED 8032 Medical/Hospital Billing 4.8 CEU**  
 This course prepares students for entry level jobs in accounting skills necessary in a doctor's office or other medical facility. This course includes Front Office Management, Filing Part B HCFA 1500, Filing Part A HCFA 1450, All About Medicare, Medicare Billing Problems, Patient Record Keeping using Medisoft, Medicare as Secondary Payer, Medicare & Home Health, Medicare and Women's Health. Textbooks available in the BRCC bookstore.

**MED 8033 Medical Coding 4.8 CEU**  
 This course introduces you to skills you will need in order to work in the health information management profession. A fundamental part of an insurance coding and medical billing specialist's job is to work with the insurance companies that will reimburse your health care facility for the services and treatments you provide your patients. Textbooks available in the BRCC bookstore.

## **OSHA TRAINING**

**OSH 8010 Powered Industrial Truck (Basic Forklift Operations) .5 CEU**  
 This course has been designed to train operators and prospective operators in basic forklift safety operations. Instruction will include basic pre-maintenance as well as concepts and theory of safe forklift operations.

**OSH 8011 Fall Protection: OSHA Competent Person Training .8 CEU**  
 The Fall Protection Competent Person program will be an in-depth look at the fall protection standards 29 CFR 1926.500-503 and will include Appendix A-E of subpart M. Upon completion of the course, the participant's employer can certify the participant as being a competent person in the area covered during training.

**OSH 8012 OSHA Standards for Construction: 10 Hour 1.0 CEU**  
 The 10-hour program is intended to provide instruction on a variety of construction industry safety and health standards to entry-level participants. Successful students will receive official OSHA course completion card. Text is optional. Contact the campus bookstore for title and cost.

**OSH 8013 OSHA Standards for Construction: 30 Hour 3.0 CEU**  
 The 30-hour program covers OSHA's policies, procedures and standards, as well as construction safety and health principles. Topics include scope and application of the OSHA construction standards. The students will examine the CFR 1926 in great detail. Successful students will receive official OSHA course completion card. Text is required. Contact campus bookstore for title and cost.

**OSH 8014 Scaffolding: OSHA Competent Person Training .8 CEU**  
 The Scaffolding Competent Person program will be an in-depth look at the scaffold standards 29 CFR 1926.450-454 and will include Appendix A-E of subpart L. Upon completion of the course, the participant's employer can certify the participant as being a competent person in the area covered during training. Unless otherwise requested, scaffold training will focus on tubular welded frame scaffolding.

**OSH 8015                    Powered Industrial Truck Train-the-Trainer                    .8 CEU**

This course will give participants the required knowledge and skills necessary to perform training for powered industrial truck operators. Course contains all applicable OSHA information that an operator must be trained in and also contains presentation methods and effective communication skills. It will walk participants through the training development process, providing them with helpful tips on ways to make powered industrial truck training sessions more effective. Attendee must be a certified powered industrial truck operator.

**OSH 8051                    OSHA Standards for General Industry: 10 Hour                    1.0 CEU**

Regulations. Standards. Requirements. Training. Documentation. OSHA impacts every work site. Does your company comply? How can you be sure? Course covers the major provisions of the Occupational Safety and Health Act. Participants will learn how to locate and interpret OSHA standards and how to identify critical safety and health issues. The course will include hands-on activities focusing on specific issues of interest to employers and safety managers. OSHA authorized curriculum and instructor. Successful students will receive official OSHA course completion card. Text is optional. Contact campus bookstore for title and cost.

**OSH 8052                    OSHA Standards for General Industry: 30 Hour                    3.0 CEU**

Safety managers, prepare for an OSHA audit. This course will cover the major provisions of the Occupational Safety and Health Act. Participants will learn how to locate and interpret standards and how to identify critical safety and health issues. The course will include hands-on activities focusing on specific issues of interest to the students. OSHA authorized curriculum and instructor. Successful students will receive official OSHA course completion card. Text is required. Contact campus bookstore for title and cost.

**OSH 8801                    Trenching & Shoring OSHA Competent Person Training                    .8 CEU**

The Trenching/Shoring Competent Person program will be an in-depth look at the excavation standards 29 CFR 1926.650-652 and will include Appendix A-F of subpart P. Upon completion of the course, the participant's employer can certify the participant as being a competent person in the area covered during training.

**SAFETY****SAF 8012                    Accident-Incident Investigation                    .6 CEU**

This class is designed to teach the basic requirements for accident/incidents investigation: what incidents should be investigated; the positive approach to accident/incidents; reporting the what, when and why of incident investigation; the incident investigation; re-enactment of incidents; completing the incident investigation reports; and the need for good investigation reports. Text is required. Contact campus bookstore for title and cost.

**SAF 8025                    Cardiopulmonary Resuscitation (CPR)                    1.2 CEU**

This is a course designed to teach the students to recognize emergency situations involving heart attack, choking, respiratory and cardiac arrest in adults, children and infant victims. This class will also expose the student to the proper use of an Automated External Defibrillator.

**WASTEWATER OPERATOR****WAT 8102                    Grade I Wastewater Operator 34 Hours                    3.4 CEU**

This course is designed to provide the individual with knowledge of the various types of wastewater plants and their operation; the composition of wastewater, its sampling and analysis; laws and regulations related to wastewater treatment, the ability to perform simple mathematics calculations of a type used in treatment processes; proper maintenance of treatment units and equipment, recordkeeping; safety; and public relations. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Grade I Examination.

**WAT 8103                    Grade II Wastewater Operator 38 Hours                    3.8 CEU**

This course is designed to provide the individual with knowledge of the various types of wastewater plants and their operation; the composition of wastewater, its sampling and analysis; laws and regulations related to wastewater treatment, the ability to perform simple mathematics calculations of a type used in treatment processes; proper maintenance of treatment units and equipment, recordkeeping; safety; and public relations. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Grade II Examination.

**WAT 8104                      Grade III Wastewater Operator 35 Hours                      3.5 CEU**

This course is designed to cover the following content areas: advanced knowledge of the design and construction of wastewater treatment facilities, the biological and chemical processes involved in wastewater treatment, the measurement of flow, sampling and analysis for the common physical, chemical and bacteriological tests conducted to provide adequate treatment, proper operation and maintenance of pumps, motors and electrical equipment found in wastewater plants, the laws and regulations relating to stream sanitation, maintenance of records and preparation of reports, supervision of employees, and the establishment of good public relations and safety programs. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Grade III Examination.

**WAT 8105                      Grade IV Wastewater Operator 39 Hours                      3.9 CEU**

This course is designed to cover the following content areas: advanced knowledge of the design and construction of wastewater treatment facilities, the biological and chemical processes involved in wastewater treatment, the measurement of flow, sampling and analysis for the common physical, chemical, and bacteriological tests conducted to provide adequate treatment, proper operation and maintenance of pumps, motors and electrical equipment found in wastewater plants, the laws and regulations relating to stream sanitation, maintenance of records and preparation of reports, supervision of employees, and the establishment of good public relations and safety programs. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Grade IV Examination.

**WAT 8106                      Grade I Physical Chemical Water Pollution System Operator 1.8 CEU**

This course is designed to provide the individual with a general knowledge of the operation of a physical chemical treatment plant including knowledge of the laws and regulations related to wastewater treatment plant operation, equipment usually employed in such plants, and the ability to describe the general maintenance requirements for such plants. It is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Physical Chemical Grade I examination.

**WAT 8107                      Grade II Physical Chemical Water Pollution System Operator 1.4 CEU**

This course is designed to provide the individual with a general knowledge of the operation of a physical chemical treatment plant including knowledge of the laws and regulations related to wastewater treatment plant operation, equipment usually employed in such plants, and the ability to describe the general maintenance requirements for such plants. It is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Physical Chemical Grade II examination.

**WAT 8109                      Math Refresher for Water & Wastewater Operators                      .6 CEU**

This is a re-certification course for water and wastewater treatment plant operators. Topics will include basic math, conversions and the use of formulas to determine volumes, flows, retention times, loading rates, laboratory analysis and any other math pertinent to water and wastewater operations. Students are required to bring a calculator to class.

**WAT 8116                      Grade I Collection System Operator                      1.8 CEU**

This course is designed to provide the student with knowledge of various types of wastewater and operation and maintenance of wastewater collection systems as set forth in North Carolina's "Collection Systems Operator's 'Needs to Know' Grades 1 through 4." This class will provide operator knowledge and skills needed to operate, maintain, test, inspect and repair collection systems efficiently, effectively, safely and economically and to serve their employers, industry and community safely. It is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Grade I Collection System Operator examination.

**WAT 8200                      Process Control: Coagulation, Flocculation, Sedimentation, Filtration, Chlorination                      .6 CEU**

This is a re-certification course for water and wastewater treatment plant operators. The purpose of this class is to expand the abilities of existing water and wastewater operators to better serve their employers and the industry or community. This course will also help provide operators with the knowledge and skills needed to operate and maintain treatment plants efficiently, effectively, safely and economically. Students are required to bring a calculator to class.

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**WAT 8201                      Pumps and Maintenance                      .6 CEU**  
This is a re-certification course for water and wastewater treatment plant operators. This course covers the basics of pump operations and discusses the different types of pumps; centrifugal, positive displacement (plunger, diaphragm, progressive cavity), turbines, sewage ejectors, air lifts and peristaltic pumps. Water and wastewater treatment plant maintenance is discussed including preventative maintenance.

**WAT 8202                      Downstream User to Downstream User                      .6 CEU**  
This is a re-certification course for water and wastewater treatment plant operators. The purpose of this class is to expand the abilities of existing water and wastewater operators to better serve their employers and the industry or community. It will acquaint operators with spray irrigation, land application, various water sources and potential sources of pollution. It will show all operators upstream and downstream the consequences from “downstream user” to “downstream user.” It will help provide operators with the knowledge and skills needed to operate and maintain treatment plants efficiently, effectively, safely and economically.

**WAT 8203                      Water and Wastewater Disinfection                      .6 CEU**  
This is a re-certification course for water and wastewater operators. It examines common methods of disinfection and the risks associated with each type. The purposes of this class are to provide training on disinfection processes and methods along with the proper methods for handling a given disinfectant in an emergency.

## **WELDING**

**WLD 8122                      Welding I                      2.4 CEU**  
This course will teach basic welding skills necessary for student employment in the welding industry. The course includes the following topics: preparing for a welding occupation, using tools to shape and cut metals, welding metals with shielded metal arc equipment, and understanding weld tests and codes.

**WLD 8123                      Welding II                      2.4 CEU**  
This course will build on the basic welding skills that the student has learned in level I. The course includes the following topics: practicing welding techniques learned from level I with a given welding process, such as Mig, Tig, and stick welding, using tools to shape, cut, and prepare metals for welding, and practicing for a welding test. The primary objective of this course is to prepare students with a working understanding of welding in industry or self-employment. Specific objectives include: Understand the hazards of welding; Knowledge of the different types of welding (stick, mig, tig).