

# Offering you lots of options



Training

Retraining

Seminars

Online

GED

and classes just for

Fun!

[www.mitchellcc.edu/cec](http://www.mitchellcc.edu/cec)

**Continuing Ed  
OPEN HOUSE**

**Tuesday, Aug. 30**

**Drop in  
4:30 - 7:30 p.m.**

**Details on back!**



CONNECTING *Life to Learning*

**Fall 2011  
Schedule of Classes**

Registration begins August 1, 2011

*An Equal Opportunity College/Affirmative Action Employer*

### 3 Easy Ways to Register

1. **Register In Person** Monday–Thursday, 9 a.m.-7 p.m. at the Continuing Education Center (Statesville) or the Mooresville Center.
2. **Mail** a completed registration form (page 27) and payment.
3. **Fax** the completed registration form along with credit card or billing information to 704.878.4271.

#### Additional Registration Information

- Students **must attend the first class** meeting.
- **Refunds** will only be made under special circumstances. Please inquire when registering.
- Students must be **18 years of age** or older. Students under age 18 may enroll with special requirements.
- Students **age 65 or older** are eligible for a tuition waiver for one occupational extension course per semester. Self-supporting classes (\*) do not qualify.
- A **higher registration fee** must be charged to a student enrolling in the same Occupational Extension course more than twice in a five-year period. This policy is waived if course repetition is required for certification/licensing standards.
- Continuing Education courses, programs, and events **may be cancelled** or changed due to limitations of the State budget.
- **Registration fees** for occupational extension classes are established by the State Board of Community Colleges.
- **Call 704.878.3220 for additional information.**

#### Payment Options

Cash, Check or Money Order, Credit Card, Third Party Billing. Call the registration office at 704.878.3220 for more information.

*Continuing Education courses, programs and events may be canceled or changed due to limitations of the state budget.*

### Bookstore Refund Policy and Procedures

- Books can only be returned within the first five days of the class start date with a valid MCC cash register receipt.
- Books cannot be returned if the shrink-wrap has been removed or opened.
- Books purchased after the return period can be returned for full or partial credit within 48 hours with a valid receipt.
- Refund checks are issued by the Financial Services Office within four to six weeks.

#### Textbook Information

Textbooks for classes at the Continuing Education Center are available at the Mitchell Community College Bookstore, located in the Montgomery Student Union on Main Campus. Generally, textbooks are available two weeks prior to the class start date. Textbooks for the Mooresville Center are sold on-site. **New option: Some textbooks may be ordered online. Please call 704.878.3220 for assistance.**

#### Bookstore Payment Information

- If paying by check, credit card, or requesting a refund, students or parents must present an official photo ID.
- If paying with a credit card, the cardholder must be present.
- Financial aid, sponsored, and third-party students must provide a photo ID.
- Bring a copy of your registration form.

#### Regular Bookstore Hours

Monday through Thursday ..... 8:30 a.m. - 6:00 p.m.

Friday ..... 8:30 a.m. - 1:30 p.m.

#### Mitchell Community College Bookstore

500 West Broad Street • Statesville, NC 28677-5264 • Phone 704.878.3275 • Fax 704.878.4294

### Continuing Education Registration Begins August 1, 2011

Register early. Classes have limited seating. Registration and payment must be received at least **3 business days** prior to the course start date. Call 704.878.3220 for class availability.

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### Cancellation Policy

The College reserves the right to cancel a class due to lack of enrollment. In this case, registered students will be issued a full refund. Students who withdraw from a course prior to its beginning will be issued a full refund. Participants who withdraw from a course prior to the 10% will be issued a 75% refund. Students who withdraw from a course after the 10% point are ineligible for a refund. For assistance with cancellations or transfers, please contact the Continuing Education Office at 704.878.3220.

### Legend

☆	Self-supporting course	ESCM	Employment Security Commission, 470-A North Broad Street, Mooresville
AUD	Auditorium, CEC, Statesville	GWD	Goodwill Workforce Development Center (beside Statesville Home Depot)
AUT	Auto Tech Center, 258 Murdock Road, Troutman	GYM	Gym, Continuing Education Center, Statesville
CAF	Cafeteria, Continuing Education Center	ICPYC	Iredell County Partnership for Young Children, 132 East Broad Street, Statesville
CATS	Iredell-Statesville Schools Career Academy and Technical School, Troutman	MVL-MCT	Mooresville Center, 219 North Academy Street, Mooresville
CEC	Continuing Education Center, 701 West Front Street, Statesville	MVL-MCB	Mooresville Center (New instructional building), 219 North Academy Street, Mooresville
CHR	Cherry Street Center, 704 Cherry Street, Statesville	MVL lib	Mooresville Public Library, 304 South Main Street, Mooresville
CUR	Current House, MCC Main Campus, 507 West End Avenue, Statesville	QL	Quilters Loft Company, 188 N. Main Street, Mooresville
DRK	Drake Street Annex, CEC, 335 Drake Street, Statesville	SSSC	South Statesville Skills Center, 1415 Shelton Avenue, Statesville
EDS	Elite Dance Studio, 410-B East Front Street, Statesville	SVL lib	Iredell County Public Library, 201 North Tradd Street, Statesville
ESCS	Employment Security Commission, 133 Island Ford Road, Statesville	WFD	Technology and Workforce Development Center, 701 West Front Street, Statesville

### Main Campus

500 West Broad Street  
Statesville, NC 28677-5264  
704.878.3200

### Continuing Education Center

701 West Front Street  
Statesville, NC 28677-5644  
704.878.3220

### Technology and Workforce Development Center

701 West Front Street  
Statesville, NC 28677-5644  
704.878.3220

### Mooresville Center

219 North Academy Street  
Mooresville, NC 28115-3106  
704.663.1923

### Cherry Street Center

704 Cherry Street  
Statesville, NC 28677-5133  
704.878.4367

### South Statesville Skills Center

1415 Shelton Avenue  
Statesville, NC 28677-7221  
704.978.2460

### Cosmetic Arts Center

3223 Taylorsville Highway  
Statesville, NC 28625-2966  
704.878.4372

### Visit us at

[www.mitchellcc.edu/cec](http://www.mitchellcc.edu/cec)

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**Registration fees for occupational extension classes are established by the State Board of Community Colleges, as set by the Legislature.**

# Check Out Some Of Our **NEW** Classes!

## Basic Skills/GED

- Math and More for the College Bound

## Computer

- Business YouTube Channel
- Excel® 2010
- Facebook Fan Page
- Outlook Email Signature For Your Business
- QuickBooks® 2011: Business Bookkeeping
- Social Media: Basics
- Introduction to WordPress

## HRD

- Computer Skills Bootcamp
- Facebook and LinkedIn for Job Success
- Fast Track to Employment Series
- Surviving a Layoff

## Medical

- Medical Office Procedures With an Introduction to Electronic Medical Records
- Nurse Assistant I—Hybrid (in Moodle!)

## Online

- Spanish For the Workplace

## Personal Enrichment

- Chair Seat Weaving: Flat Reed
- Chrismons: Making Unique Christmas Ornaments
- Crochet
- Drawing
- Flower Arranging
- Glass Etching
- Pottery—Small Gift Items
- Introduction to Scrapbooking

- Denim Handbags
- Nutrition Basics
- Quick Breads
- Chess
- Clip Those Coupons
- Creative Writing
- Electronics: Before You Buy
- Furniture Painting
- Interior Design
- Investing 101
- Personal Safety: Fight Like a Girl
- Small Engine 101
- Wedding Planning Made Easy

## World of Work

- Advanced Integrated Manufacturing Systems (AIMS) Lab
- Automation and Controls Technician
- Cosmetology CE: Mens and Ladies Hair Sculpting
- Early Educator Certificate Renewal
- Electronic Devices: Retail Sales
- Energy Conservation: Thinking Green to \$ave Some “Green”
- Entertainment Public Relations
- Food Service: ServeSafe Certification Prep
- Forklift Training
- Getting Paid to Talk: Making Money With Your Voice
- HVAC Load Calculations: Manual J and Manual D
- Lead Renovator Certification
- Machining Technologies
- Wedding and Event Planning

Location	Days	Dates	Time	Cost
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## **Basic Skills/GED**

# Want to Earn Your GED?

To enroll in Basic Skills/GED classes at Mitchell Community College, new students need to attend a registration and orientation session. No appointment is necessary; however, only the first 20 students will be admitted for each session. There is no fee for the orientation or the Basic Skills/GED classes. To begin, students should attend a registration/orientation session on any Monday between August 15 and November 28. Locations and times are listed below:

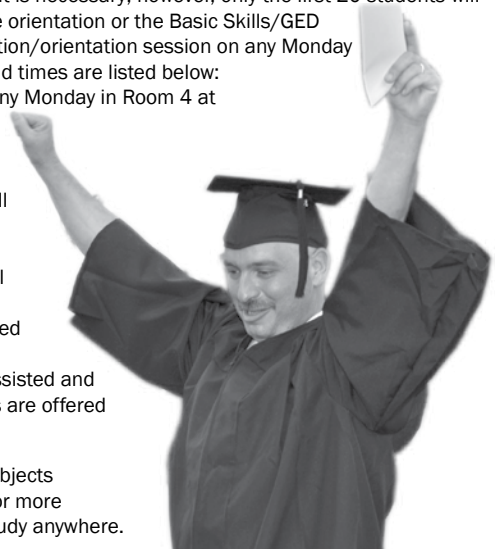
Continuing Education Center (CEC) Statesville— Any Monday in Room 4 at 9:00a or 5:30p. Call 704.878.3232 for more information.

Mooresville Center (MVL) Mooresville—Any Monday in Room 203 at 9:00 am or 4:30 pm. Call 704.978.5418 for more information.

South Statesville Skills Center (SSSC)—Any Monday at the South Statesville Skills Center. Call 704.978.2460 for more information.

After you complete the orientation, you will be referred to a class that best meets your needs. Classes are available in English, math and reading. Computer-assisted and individualized instruction are also available. Classes are offered on campus during the mornings and evenings.

**GED Online** Online GED instruction for all subjects is available; call 704.878.3232 or 704.978.5466 for more information. If you have Internet access, you can study anywhere.



Location	Days	Dates	Time	Cost
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### Compensatory Education

Designed for the special needs of developmentally disabled adults age 17 and older who need help in daily living skills to be able to function more independently. Courses include math, reading, consumer math, social skills, health, and problem solving. Please call 704.878.3233 for more information and to preregister.

CEC	5	MTuWTh	8/15-12/14	8:00a-12:00p	no charge
MVL-MCT 207		M W F	8/15-12/14	8:00a-12:00p	no charge
MVL-MCT 205		M W F	8/15-12/14	8:00a-12:00p	no charge
MVL-MCT 207		M W	8/15-12/14	12:30p-2:30p	no charge
CEC	5	Tu Th	8/16-12/13	5:30p-7:30p	no charge

### Math and More for the College Bound NEW!

This free 8-week brush-up course for students who have just completed their GED or for those who have been out of high school for a while. This class will focus on preparing you for the college placement tests (math and reading/writing) and for succeeding in college. We will help with, among other things, the application process, financial aid process, navigating the college campus and some basic computer skills. For more information contact 704.878.3232.

CEC		MTuTh	8/15-12/14	9:00a-1:00p	no charge
			8/15-10/6	9:00a-1:00p	no charge
			10/17-12/8	9:00a-1:00p	no charge

### Computer

#### Business YouTube Channel **NEW!**

Create your own YouTube Channel using videos for your business. Learn to turn still photos into videos, upload to YouTube, Tagging and Creating Copy for the videos, sharing videos and embedding them in websites and Facebook and on Twitter. Learn to use this important marketing tool.

MVL-MCT 109		Tu	9/13	6:30p-8:00p	\$35 ☆
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#### Computers, Introduction to

Topics include computer basics, hardware and software, Windows® operating system, data storage, working with folders and files, peripherals, and provides an introduction to word processing, spreadsheet, and graphics applications.

MVL-MCT 109		M W	9/12-10/5	9:00a-12:00p	\$65 + book
WFD	104	M W	9/12-10/5	5:30p-8:30p	\$65 + book
MVL-MCT 109		Sa	9/17-11/5	9:00a-12:00p	\$65 + book
MVL-MCT 109		Tu Th	10/25-11/17	5:30p-8:30p	\$65 + book
WFD	104	M W	11/28-12/7	9:00a-4:00p	\$65 + book

#### Computer Maintenance Technician Preparation Course

Designed to provide the knowledge necessary to repair and upgrade PCs.

MVL-MCT 122		Th	8/25-11/17	5:30p-8:30p	\$120 + book
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#### Editing Digital Photos

Adobe Photoshop Elements® 8.0 software combines power and simplicity to help you do it all. Edit and enhance your photos by fixing common flaws instantly or using advanced options for more control. Keep every photo at your fingertips. Show off your creativity in entertaining slide shows, photo mail, Web galleries, and countless other ways.

WFD	104	Tu Th	8/23-9/1	5:30p-8:30p	\$65 + book
WFD	104	Th	11/3	9:00a-4:00p	\$65 + book
WFD	104	F	12/2	9:00a-4:00p	\$65 + book

Location	Days	Dates	Time	Cost
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### Excel 2010®, Advanced

This class is geared towards experienced Excel users. The class will focus on a variety of built-in functions, such as Text functions, 'If' statements, Countif, Sumif, and Averageif. You will also learn how to use Vertical Lookup functions, macros and Pivot Tables.

WFD	104	Tu	10/18	9:00a-4:00p	\$65☆+ book
MVL-MCT	109	W	11/16	9:00a-4:00p	\$65☆+ book

### Excel® 2010, Intermediate

Includes a review of the Excel screen, building a spreadsheet, formatting, calculating with functions, working with multiple worksheets, using charts, managing data, and using Excel with other programs. **Prerequisite:** Excel® Introduction or prior experience with Excel® (same book as Introduction).

MVL-MCT	109	W	10/12	9:00a-4:00p	\$65☆+ book
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### Excel® 2010, Introduction

Topics include familiarity with Excel toolbars and menus, building and editing worksheets, formatting a worksheet and building a spreadsheet.

MVL-MCT	109	W	9/7	9:00a-4:00p	\$65☆+ book
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### Excel® 2010 **NEW!**

Enhance your job skills by learning to use Excel. Day one will focus on building a basic spreadsheet, learning to write formulas and how to use basic functions like SUM. Increase your skills by learning how to effectively copy and move data into spreadsheets and make your spreadsheets look good with Excel's formatting commands. Day two will go beyond the basics and you will learn how to create, edit and format charts and see how absolute cell addressing and conditional formatting can enhance your spreadsheets. You will also learn about working with large spreadsheets, building multi-page formulas, protecting your work and tables, which is a new feature in Excel that can make working with data easier.

WFD	104	T	9/13 & 9/27	9:00a-4:00p	\$65☆+ book
WFD	104	Tu Th	11/29-12/8	5:30p-8:30p	\$65☆+ book

### Facebook Fan Page **NEW!**

Learn how to create a business fan page. Get fans to follow you, get your private URL for your page, link it to your website, upload pictures and tag them. Etiquette for business vs. a personal page. Use the dynamic power of this marketing available to you with a Business Fan Page



MVL-MCT	109	Tu	8/16	6:30p-8:00p	\$35☆
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### Office® 2010 (Excel®, PowerPoint®, Word®)

Students will get a working knowledge of spreadsheets, presentations and word processing. This is an ideal course for an introduction to these applications.

MVL-MCT	109	M W	10/17-11/9	9:00a-12:00p	\$65 + book
MVL-MCT	109	M W	11/14-12/12	5:30p-8:30p	\$65 + book

### Outlook Email Signature for Your Business **NEW!**

Create your own email signature, learning how to input a logo or picture, link the logo or picture to another website. Have multiple signatures for different needs, linking to both Facebook Business Fan Pages and YouTube Channels for cross marketing. Bring your personal laptop.

MVL-MCT		Tu	10/4	6:30p-8:00p	\$35☆
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Location	Days	Dates	Time	Cost
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### PowerPoint® 2010: Creating Powerful Presentations

Enhance your communication abilities by learning how to create effective PowerPoint presentations. We will take you through the basics of creating and modifying a presentation to more advanced functions, such as adding graphics and animation.

WFD	104	Th	9/29	9:00a-4:00p	\$65 + book
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### Publisher® 2010: How to Design Christmas Cards

Topics to be covered include introduction to the basics of desktop publishing, working with frames, entering text in a publication, adding clip art, borders, shadows, and document layout. Students will utilize the By Design Set option to create numerous types of publications including Christmas cards.

WFD	104	M W	11/7-11/16	5:30p-8:30p	\$65 + book
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WFD	104	F	11/18	9:00a-4:00p	\$65 + book
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### QuickBooks® 2011: Business Bookkeeping **NEW!**

Topics to be covered include: setting up a chart of accounts; writing checks and tracking payables; writing invoices and tracking receivables; generating balance sheets, profit and loss statements and preset reports; account reconciliations and sales tax reports; checking accounts and credit cards; inventory; and setting up payroll. This class will also include: entering and paying bills, customizing forms, and creating profit and loss reports.

WFD	104	Th	9/8 & 9/22	9:00a-4:00p	\$85☆ + book
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MVL-MCT	109	Tu	11/29 & 12/6	9:00a-4:00p	\$85☆ + book
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### Social Media: Basics **NEW!**

Explore dynamic social media applications including Facebook, LinkedIn, Flickr, Twitter, YouTube, and others. Learn to set up your accounts for using social media safely by exploring privacy settings and security options. Then, apply what you've learned in your personal life and/or to promote your business. *Prerequisite: Introduction to Computers.* Please bring flash drive with current photo.

WFD	104	M W	10/10-10/26	5:30p-8:30p	\$65
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### Word® 2007, Intermediate

Topics include setting document margins, inserting page breaks and page numbers, adding and editing headers and footers, formatting columns, inserting tables and clip art, modifying tables, adding and editing graphics, creating text boxes, auto shapes, and charts. Students are encouraged to take Word® 2007, Introduction or have experience in word processing prior to taking this class.

WFD	104	F	12/9	9:00a-4:00p	\$65☆ + book
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### Word® 2010, Introduction

Topics include the major enhancements of Word®, working with the Word® menu, editing documents, formatting text and paragraphs; working with tabs and indents; adding bullets, numbers, borders and shading; using templates to create business documents and inserting clip art.

WFD	104	F	10/21	9:00a-4:00p	\$65☆ + book
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### WordPress, Introduction **NEW!**

Learn to use this free web software to create a website or blog. Discover how to update to the latest version of the software, install plug-ins and themes, add photos, develop posts and pages, etc. This course is beneficial for anyone wanting to learn more about the WordPress platform. BLOGS = TRAFFIC! Get yourself a big piece of the Internet pie!

WFD	104	Tu	10/18-10/25	6:00p-9:00p	\$40☆
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Location		Days	Dates	Time	Cost
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## English as a Second Language (ESL)

ESL courses offer an intensive program that incorporates grammar, pronunciation, conversation, citizenship and practical application instruction.

### Registration

Students may register on any Monday or Wednesday during the dates listed below. No appointment is necessary. For more information call 704.978.5467.

CEC	26	M W	8/15-12/14	9:00a-12:00p	no charge
MVL-MCT	TBA	M W	8/15-12/14	9:00a-12:00p	no charge
CEC	26	M W	8/15-12/14	5:30p-8:30p	no charge
MVL-MCT	TBA	M W	8/15-12/14	5:30p-8:30p	no charge

### English as a Second Language (ESL)

ESL offers an intensive program incorporating grammar, pronunciation and practical application. These courses also provide instruction in speaking, understanding, reading and writing the English language. Classes are available for beginning, intermediate and advanced learners. For more information please call 704.978.5467.

CEC	26	M Tu W	8/15-12/14	9:00a-12:00p	no charge
CEC	26	M Tu W	8/15-12/14	5:30p-8:30p	no charge

### ESL Computer Lab

The lab offers computer assisted English instruction with exceptional language learning software. Individual assistance and tutoring are also available. Rosetta Stone and ELLIS are language software programs available to all ESL students learning within the computer lab.

CEC	27	MTuWTh	8/15-12/14	8:30a-2:30p	no charge
CEC	27	MTuWTh	8/15-12/14	5:30p-8:30p	no charge

### Mooresville ESL

The English as a Second Language classes and ESL Computer Lab are also offered at the Mooresville location. For more information please call 704.978.5470.

MVL-MCT	TBA	M Tu W	8/15-12/14	9:00a-12:00p	no charge
MVL-MCT	TBA	M Tu W	8/15-12/14	5:30p-8:30p	no charge

## Foreign Language

### Conversational Spanish 1

Provides instruction with emphasis on situational Spanish and the use of idiomatic expressions, vocabulary, usage, and communication.

MVL-MCT	108	M W	9/19-10/12	5:30p-8:30p	\$65 + book
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### Conversational Spanish 2

Expands instruction with emphasis on situational Spanish and the use of idiomatic expressions, vocabulary, usage, and communication.

MVL-MCT	108	M W	10/17-11/9	5:30p-8:30p	\$65 + book
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## Online Spanish For The Workplace

Learn Spanish with our innovative, online program designed to teach job-specific Spanish. Courses include:

- Spanish for Teachers
- Spanish for Healthcare Providers
- Spanish for Banking
- Spanish for Customer Service
- Spanish for Real Estate
- Spanish for Law Enforcement
- Spanish for Corrections Officers
- Spanish for 911 Dispatchers
- Spanish for EMS and Fire Personnel
- Spanish for Travel

*Lessons are available 24 hours per day, 7 days per week. Start anytime! \$65. For registration information, call 704.878.4266 or 704.878.4273.*

*For additional language classes this fall please visit [www.ed2go.com/mitchellcc](http://www.ed2go.com/mitchellcc).*

## Human Resources Development (HRD)

The HRD program provides employability skills training for unemployed and underemployed adults. The program addresses topics such as the impact of technology in the workplace, re-employment procedures, effective communication skills, resumé writing, interviewing strategies, and career exploration. These classes are beneficial for dislocated workers, anyone seeking employment or advancement, or those interested in returning to school for re-training. The fees for these courses range from \$65 - \$175; however, for those unemployed or underemployed the fee is waived.

### Computer Skills Bootcamp **NEW!**

For those who have never used a computer or have very little experience with a computer. Learn basic use of a keyboard and mouse. Students will be introduced to word processing, learn how to set up an email account, how to find and use various websites, and learn very basic troubleshooting skills.

CEC	29	Tu	8/16-12/13	2:00p-5:00p
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### Continuing Education Orientation

This class informs people about occupational course choices. Topics include: career assessments, goal setting, labor market research, study skills, and time management. The Career Readiness Certification is also included. This class is a prerequisite for several of the Continuing Education courses. People in career transition and those returning to school will find this class especially beneficial. For more information and to register call 704.878.3220 ext. 0.

CEC	9	T W Th	7/12-7/21	9:00a-1:00p
CEC	9	M Tu W	8/1-8/10	5:30p-9:30p
CEC	9	M Tu W	9/12-9/21	9:00a-1:00p
CEC	9	M Tu W	10/3-10/12	5:00p-9:00p
CEC	9	M Tu W	10/31-11/9	9:00a-1:00p

### Employability and Retraining Lab and Career Readiness Certification (CRC) Lab

If you have lost your job or want a better job, we can help. This lab will effectively prepare you for employment or retraining. Includes Career Readiness Certification option. Receive a Bronze, Silver, or Gold Certificate endorsed by the governor to show employers you have the skills they need! No previous computer experience is necessary. Enrollment is taken on the first class session of each week.

CEC	25	MTuWTh	8/22-12/15	8:30a-1:30p
GWD		M Tu W Th	8/15-12/15	9:00a-2:00p
MVL-MCT 110		Tu Th F	8/23-12/16	9:00a-1:00p
SSSC		Tu Th	8/16-12/15	9:00a-12:00p
MVL-MCT 110		W	8/17-12/14	6:00p-9:00p
SSSC		Tu Th	8/16-12/15	6:00p-8:00p

Location		Days	Dates	Time	Cost
Mvl Lib	lab	Fri	8/19-12/16	9:30a-12:30p	
Svl Lib	lab	M	8/15-12/12	9:30a-12:30p	
Svl Lib	lab	M	8/15-12/12	1:30p-4:30p	
Svl Lib	lab	Th	8/18-12/15	5:30p-8:30p	

### Facebook and LinkedIn for Job Success **NEW!**

Use the most popular Internet tools to enhance your resumé, do company research, and promote yourself. Students will create and participate in both Facebook and LinkedIn websites. You will learn to describe your strengths and communicate them effectively to increase your employability. Will use Microsoft PowerPoint to create a presentation about yourself. Basic computer skills required.

WFD	104	W	8/17-12/14	9:00a-12:00p	
MVL-MCT	110	W	8/17-12/14	2:00p-5:00p	

### Fast Track to Employment Series **NEW!**

Resumé critique, job search techniques, and interview preparation will be addressed in these sessions. Come to any session for assistance in your work search. Classes held every week at Employment Security Commission in Statesville and Mooresville. For more information call 704.878.3235.

ESCS		F	8/26-12/16	9:00a-12:00p	
ESCM		W	8/24-12/14	9:00a-12:00p	

### Spanish Employability Lab

Assists English as a Second Language (ESL) students with basic employability skills such as keyboarding, introductory computer skills, resumé writing, interviewing, and using the Internet during the job search. Helpful tips for finding/keeping employment within different cultures will also be included. This lab is taught in English. A bilingual instructor will be available for assistance. Enroll on any Monday at 5:30 pm.

CEC	25	M	8/22-12/12	5:30p-8:30p	
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### Surviving a Layoff **NEW!**

Concentrates on the fact that a layoff is not your fault, getting finances in order, creating a winning resumé, looking for job leads, interviewing, and tips for moving forward.

AUD		M Tu W Th	9/12-9/15	9:00a-12:00p	
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### Work Certified **COMING SOON!**

This course is designed to build strong foundational workplace skills and to enhance employability knowledge to meet desired employer expectations identified for job success. The class provides soft skills, work ethics, interpersonal skills, team building, and self esteem. Contact Jean Manall at 704.878.3235 if you would like to reserve a space in this class.

## Medical

### Medication Aide

Prepares students to work in a long term care facility as a Medication Aide. Does not meet requirements for Assisted Living Facilities Med. Tech. positions. **Prerequisites:** High School/GED graduate, completion of NA I and/or current listing on Nurse Aide I Registry.

GW	104	MTuWThF	9/12-9/19	1:00p-5:00p	\$65
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### Medical Coding and Billing

Prepares an individual to take the Certified Professional Coder exam, includes basic and advanced coding. **Prerequisites:** HS Diploma/GED and Medical Terminology.

WFD	218	M Tu W Th	10/3-12/8	9:00a-1:00p	\$270 + book
WFD	218	M Tu Th	9/12-12/8	5:30p-9:30p	\$270 + book

Location	Days	Dates	Time	Cost
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### Medical Office Procedures with an Introduction to Electronic Medical Records **NEW!**

Prepares students to work at the reception desk in a medical office and introduces the skills needed to manage electronic medical records.

WFD	220	M W F	8/15-9/28	9:00 a-1:00p	\$175 + book
GW	TBA	Tu W Th	8/16-9/27	5:30p-9:30p	\$175 + book

### Medical Office Administrative Staff Training

The course provides skills training in four areas of competence related to the front desk administrative office staff. Topics include a thorough understanding of medical terminology, administrative office procedures and insurance coding and billing. Upon completion, the individual will have a working knowledge of the day to day operations of a medical practice.

WFD	214	M Tu W Th	8/3-12/15	8:30a-12:30p	\$270
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### Medical Terminology

Teaches students to read, build, and spell medical terms correctly; use a medical dictionary; and use appropriate abbreviations and symbols. **Note:** To schedule testing out of the Medical Terminology prerequisite, call 704.978.5443.

WFD	212	M W F	8/1-9/26	8:30a-1:30p	\$175 + book
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### Nurse Assistant

Nurse Assistant classes have special registration requirements; please contact the Allied Health office at 704.978.5443. Registration is taken at the Cherry Street Center.

#### Nurse Assistant 1

Prepares graduates to assist registered and practical nurses in providing direct patient care.

GWD	104	M W F	8/1-11/16	8:30a-12:30p	\$205+book & fees
MVL-MCB	301	Tu W Th	8/17-11/30	5:30p-9:30p	\$205+book & fees
CHR	107	M W F	8/22-12/12	8:30a-12:30p	\$205+book & fees

#### Nurse Assistant I—Hybrid **NEW!** in Moodle

Course has 51 class hours online. Students do lab practice, exams on site and 40 hours of clinical. Call Joyce Chambers for more information at 704 978.5443.

#### Nurse Assistant I—Refresher

Prepares students for state exam to renew their NA I certification with NC Nurse Aide Registry.

MVL-MCB	301	Tu W Th	10/11-11/1	1:00p-5:00p	\$120
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#### Nurse Assistant 2

Prepares graduates to perform complex nursing procedures for patients or residents in a nursing care facility or hospital. **Prerequisites:** High School/GED graduate, completion of NA I and/or current listing on Nurse Aide I registry. Clinical days will vary 6 to 8 hours per day.

CHR	107	Tu Th	8/2-12/13	8:30a-12:30p	\$177+book & fees
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### Pharmacy Technician Training

Trains individuals to work under the supervision of a pharmacist in a retail or hospital pharmacy setting. Students will be eligible to take a Pharmacy Technician Certification Exam. **Prerequisites:** Prior completion of Continuing Education Orientation (call 704.878.3220 to register for Orientation) and a high school diploma/GED. Call 704.878.4266 for more information on Pharmacy Tech.

CEC	10	Tu Th	9/1-12/15	6:00p-9:00p	\$175 + book
CEC	10	M W F	9/26-12/7	8:15a-11:15a	\$175 + book

To ensure quality customer service, please register at least three business days prior to course start date.

## Online

# What's available online?

### Auto Dealer Six-Hour Continuing Education

This class fulfills the annual requirement for auto dealers renewing their license. Contact Beverly Hedrick at 704.878.4266/bhedrick@mitchellcc.edu or Cabanna Pierce at 704.878.4273/cpierce@mitchellcc.edu for registration information.

### Education to Go (Ed2Go)

Choose from hundreds of online courses. Computer software, web page design, photography, sales and marketing, SAT prep, and medical terminology are just a few of the topics available. Special classes are available for teacher renewal credit. Please visit our website at [www.ed2go.com/mitchellcc](http://www.ed2go.com/mitchellcc) for courses, prices, descriptions and registration information. Classes begin August 17, September 21, October 19, November 9, and December 14. If you need more information, please call 704.978.5494 or 704.878.4273. See page 26.

### GED

Online GED instruction for all subjects is available; for more information call 704.878.3232 or 704.978.5466. If you have Internet access, you can study anywhere.

### Real Estate Continuing Education Electives

Course titles include Property Management, Reverse Mortgages for Senior Homeowners, The Truth About Mold, and many more. For more information or to register, please go to [www.mitchellcc.edu/cec](http://www.mitchellcc.edu/cec) and click on Online Education, or call 704.878.4266. The cost per online elective is \$40.

### Spanish for the Workplace **NEW!**

Course titles include Spanish for Teachers, Spanish for Healthcare Providers, Spanish for Law Enforcement and other. The cost is \$65 per class. Lessons are available 24 hours per day, 7 days per week. Start anytime! For registration information, call 704.878.4266 or 704.878.4273. See page 9.

## Personal Enrichment

### Arts and Crafts

#### Calligraphy

Looking for that extra touch for your special greetings? Give calligraphy a try. Learn basic strokes and techniques to create beautiful invitations, cards, and more. Students must provide calligraphy pen.

CEC	B-7	Th	10/20-11/10	6:30p-8:30p	\$25☆+ pen
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Location	Days	Dates	Time	Cost
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### Chair Seat Weaving: Flat Reed **NEW!**

Learn flat reed or splint weaving on a chair that is provided. Students provide hand tools and some limited supplies. Supply list available upon registration.

CAF	Sa	10/8	9:00a-1:00p	\$60 ☆ + supplies
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### Chrismons: Making Unique Christmas Ornaments **NEW!**

Learn the basic techniques used in making Chrismons, Christmas ornaments displaying Christian symbols. Leave with four ornaments and the skills needed to complete more elaborate Christmons. Supplies included.

CAF	Th	9/15-10/6	6:30p-8:30p	\$55 ☆
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### Crochet **NEW!**

Students will learn the basics of crochet and will complete a scarf. Supply list available at registration.

WFD	106	Tu	11/1-11/29	6:00p-8:00p	\$35 ☆ + supplies
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### Drawing **NEW!**

Each session of this class will include exercises to teach students how to draw by learning how to look at things differently. Additional topics are negative space, relationships, perspectives, highlights, shadows and more. If you are someone who feels you can't draw, this class is for you! Students are to provide a hand held mirror for the first class. All other materials provided.

CEC	19C	Th	9/8-10/13	6:00p-9:00p	\$70 ☆
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### Flower Arranging **NEW!**

Learn to arrange flowers in a vase, create a stunning centerpiece for your table, and make beautiful bows and swags. Supply list available upon registration.

CEC	B-7	M	11/7-11/21	6:00p-7:30p	\$20 ☆ + supplies
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### Glass Etching **NEW!**

Etch a design of your choice on glass pieces; leave with finished products. All materials provided.

CAF		Sa	10/22	10:00a-12:00p	\$25 ☆
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### Painting: Acrylic/Oil

Individualized instruction for the beginning or experienced student. Students may choose the medium they prefer. Supply list available at registration for beginners. Some supplies included.

CEC	B-7	Th	9/8-10/27	6:00p-8:30p	\$65 ☆ + supplies
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### Painting: Watercolor

Includes composition, perspective, mat cutting, and attaching artwork to the mat. Participants provide all supplies.

CUR		M	9/19-12/5	6:00p-8:30p	\$65 ☆ + supplies
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CUR		Tu	9/20-11/29	9:00a-12:00p	\$65 ☆ + supplies
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CUR		W	9/21-11/30	9:00a-12:00p	\$65 ☆ + supplies
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CUR		Th	9/22-12/1	9:00a-12:00p	\$65 ☆ + supplies
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### Photography: Basics

Provides instruction in camera care, exposure fundamentals, lighting, and composition. A film or digital Single Lens Reflex (SLR) camera is required. (SLR cameras have manual settings and removable lenses.)

CEC	4	Th	9/8-10/13	6:00p-9:00p	\$55 ☆ + supplies
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Location	Days	Dates	Time	Cost
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### Photography: Intermediate

The focus of this class will be on composition, lighting, and expanding on the fundamentals of the Basic Photography class. Sessions two and four will be off-campus location shoots. Students will assemble a small portfolio of work. Assignments are to be turned in on a flash drive in jpeg format. Completion of Basic Photography class or equivalent knowledge required.

CEC	4	Th	10/20-11/17	6:00p-8:00p	\$30☆+ supplies
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### Pottery

Designed for true beginners as well as experienced students. Fee includes clay and glazes.

DRK		W	9/14-10/19	9:00a-11:30a	\$115☆
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### Pottery—Small Gift Items **NEW!**

Introduce yourself to pottery while you make a small gift (or gifts) in this brief class. Choose from items such as a soap dish, cookie plate, sushi dish or ornament.

DRK		W	10/26 & 11/9	9:00a-11:00a	\$40☆
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DRK		W	11/2 & 11/16	9:00a-11:00a	\$40☆
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### Scrapbooking: Introduction **NEW!**

This class will emphasize basic design, color and lay-outs, tools and techniques. Special attention will be given to cost saving measures and the creative use of readily available materials. On the first night, students will receive a supply list and should bring approximately 50 photographs (no larger than 8 x 10 inches) that they might include in a book.

CEC	4	Tu	9/6-10/11	6:30p-8:30p	\$40☆+ supplies
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### Scrapbooking: Gift Book **NEW!**

During this class students will create a 2012 scrapbook to give as a gift for someone else or for themselves. The scrapbook can be a family memory album or a scrapbook for baby, vacation, wedding, etc. The ideas can go on and on! Emphasis will be on creating decorative items and borders for each month or special occasions. The book will be completed as photographs are inserted throughout the year. Creating a one-of-a-kind gift or family keepsake becomes easy and convenient. Supply list will be available at the first class meeting.

CEC	4	Tu	10/18-11/22	6:30p-8:30p	\$40☆+ supplies
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### Sewing: Beginning

Student will learn machine maintenance, basic sewing fundamentals, how to choose the best fabric, needles and tools for a project. Students will complete several small projects. Sewing machines will be provided.

QLTLoft		Tu	8/30-10/18	6:00p-8:30p	\$85☆+ supplies
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### Sewing: Denim Handbags **NEW!**

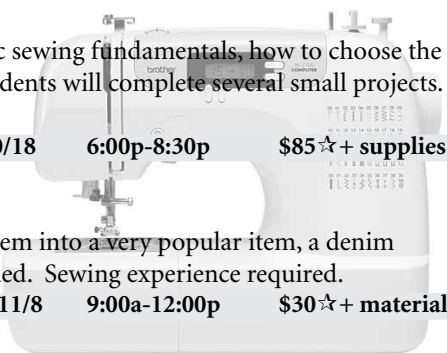
Learn how to recycle worn jeans by turning them into a very popular item, a denim handbag. Teen or adult size jeans recommended. Sewing experience required.

CEC	B-8	Tu	11/1 & 11/8	9:00a-12:00p	\$30☆+ materials
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### Sewing: Intermediate

Students will learn how to read and choose the right pattern for either blouse, skirt or pants for class project. Learn basic alterations to pattern. Sewing machines are provided.

QLTLoft		Tu	11/8-12/13	6:00p-8:30p	\$85☆+ supplies
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Location	Days	Dates	Time	Cost
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### Sewing: Let's Sew

Designed for beginners and experienced sewers. A first project is provided or students may bring a project they have chosen. Topics to be included as needed: pattern reading and fitting, basic garment construction, mending techniques, etc.

CEC	B-8	W	9/7-9/28	9:00a-12:00p	\$55☆+ supplies
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### Stained Glass: Advanced

Allows participants to complete projects of their choosing with instructor's guidance. Tools and materials to be supplied by student.

CUR		Tu	9/13-11/1	6:00p-9:00p	\$65☆+ supplies
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### Stained Glass: Beginning

Provides instruction in proper glass cutting techniques, soldering, and antiquing in preparation of projects. All levels of experience are accepted as space allows. Glass for first project provided; additional tools and materials to be supplied by student.

CUR		W	9/14-11/2	6:00p-9:00p	\$65☆+ supplies
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### Stained Glass: Fusing and Slumping

Provides instruction in proper glass cutting techniques, soldering, and antiquing in preparation of projects. All levels of experience are accepted as space allows. Glass for first project provided; additional tools and materials to be supplied by student.

DRK		Sa	10/1-10/15	10:00a-1:00p	\$65☆+ supplies
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## Dance and Exercise

### Ballroom Dance

Learn basic social ballroom dances—the waltz, rumba, and more. For beginning and experienced dancers. Registration with a partner recommended, not required.

CAF		W	9/7-10/26	7:00p-8:00p	\$40☆/person
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### Belly Dancing, Beginning

Warm up with a cardio workout then learn basic moves and belly dance routines. Wear comfortable clothing.

CAF		Tu	9/6-10/11	6:45p-7:30p	\$30☆/person
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### Belly Dancing, Intermediate

Warm up with a cardio workout then learn intermediate moves and routines. Wear comfortable clothing.

CAF		Tu	10/25-11/29	6:45p-7:30p	\$30☆/person
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### Line Dance

Learn popular line dances for fun and exercise.

EDS		M	9/12-10/17	7:15p-8:15p	\$30☆/person
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EDS		M	10/24-11/28	7:15p-8:15p	\$30☆/person
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### Zumba

Enhance rhythm, build strength, and tone the target zones with Latin-inspired Zumba moves and light weights. Students should wear athletic shoes and comfortable clothing.

CAF		Tu	9/6-10/11	5:30p-6:30p	\$30☆
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CAF		Th	9/8-10/13	5:15p-6:15p	\$30☆
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CAF		Tu	10/25-11/29	5:30p-6:30p	\$30☆
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CAF		Th	10/27-12/8	5:15p-6:15p	\$30☆
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Location	Days	Dates	Time	Cost
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## Food and Culinary

### Cake Decorating, Advanced

Using advanced piping techniques, students will learn how to create borders and flowers, gumpaste ornaments, royal icing decorations, and small tiered cakes. Must have some cake decorating experience. Supply list available at registration.

CAF	M	10/17-12/5	6:00p-9:00p	\$80☆+ supplies
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### Cake Decorating, Beginning

Learn the basics including piping, basket weaving, and working with gum paste and marzipan. Supply list available at registration.

CAF	M	8/15-10/10	6:00p-9:00p	\$80☆+ supplies
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### Chocolate Truffles

Learn to make and decorate delicious chocolate truffles, flavored with real liqueurs, to give as gifts. Flavors include Chambord®, Grand Mariner®, Kahlua®, and Amaretto®. Please bring a large cookie sheet or box to transport your truffles. All supplies included.

CAF	Th	11/10	6:00p-8:30p	\$20☆
CAF	Th	12/1	6:00p-8:30p	\$20☆
CAF	M	12/12	6:00p-8:30p	\$20☆

### Nutrition Basics **NEW!**

Get the facts and latest information on a healthy diet from a registered dietician for you and your family. Additional topics will include holiday eating, label reading and special needs, such as heart-healthy meals, diabetes control, and gluten-free foods.

CEC	5	M	9/26-10/3	6:30p-8:30p	\$30☆
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### Quick Breads **NEW!**

Learn how to make delicious homemade breads. Great for everyday meals and the upcoming holidays! All supplies included. Held at the new I-SS Career Academy & Technical School in Troutman.

CATS		W Th	11/9 & 11/10	5:30p-8:30p	\$35☆
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## Special Interests

### Chess **NEW!**

Students will learn basic skills and have opportunities to play chess. Topics include the origin of the game, different pieces and their movement, opening moves, setting up a defense, and recognizing different ways to checkmate, and more.

WFD	106	Th	9/22-11/17	6:00p-8:00p	\$60☆
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### Clip Those Coupons **NEW!**

Learn tips, techniques, and organizational strategies to maximize savings using coupons.

WFD	106	M	9/19 & 9/26	6:00p-8:00p	\$20☆
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### Creative Writing **NEW!**

This class is designed to improve creative writing skills. Content will include narrative and exposition, how to hook readers, building conflict and tension, and developing realistic dialogue.

CEC	5	W	9/21-10/12	6:30p-9:00p	\$50☆
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### Electronics: Before You Buy **NEW!**

Save time, save money, and eliminate frustration: using current sales papers and circulars, learn how to determine which electronic device meets the needs for your holiday shopping list. Please bring in your own advertisements.

WFD	106	Tu	11/15	5:30p-8:30p	\$25☆
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Location	Days	Dates	Time	Cost
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### Furniture Painting **NEW!**

This class will show you how to achieve the shabby chic look on furniture that is so popular today! The teacher will demonstrate the technique during the first session; students will paint their own piece during the second session. Students can bring their small furniture piece, if available, to the first class for discussion and suggestions. Paint provided.

CEC	B-7	M	9/12-9/19	6:00p-8:00p	\$35☆+ supplies
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### Interior Design **NEW!**

Course content will include the elements and principles of design; windows; furniture style, placement, and angles; kitchens; baths; and floor plans. There will be a final project which includes drawing a floor plan and preparing a presentation board of a room or office.

WFD	220	Tu	9/6-10/11	6:00p-9:00p	\$90☆
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### Investing 101 **NEW!**

Learn how to plan your financial future and make money work for you.

CEC	9	Th	9/15-10/20	6:30p-8:00p	\$20☆
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### Motorcycle Safety Education

Teaches the proper techniques needed to ride a motorcycle safely. Classes are available for beginning and experienced riders. Successful completion of the Beginning Rider class waives the driving portion of the examination by the Department of Motor Vehicles. Registration for fall classes is being taken now. Register early; class size is limited! For more information, visit our website, [www.mitchellcc.edu/cec](http://www.mitchellcc.edu/cec), and click on Motorcycle Education, or call 704.878.4266.

### Personal Safety: Fight Like a Girl **NEW!**

This seminar teaches self defense techniques specifically suited for women. In addition, students will learn how to be a "hard target" for predators and how to recognize predators by their telltale signs.

GYM		Th	9/29	6:00p-9:00p	\$30☆
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### Small Engine 101 **NEW!**

Covers preventative maintenance and repair of lawn and garden power equipment. Tools provided for use in class.

DRK		Tu	9/13-10/4	6:15p-8:15p	\$50☆
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### Wedding Planning Made Easy **NEW!**

This class is designed for brides or others assisting with wedding preparations. Learn to develop a master task list, choose the right venue and vendors, and create a workable budget. Find out how to make a statement at your own wedding!

CEC	10	Th	8/18	5:30p-8:30p	\$30☆
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### Public Safety and Emergency Medical

The Public Safety program provides certificates in fire science, basic law enforcement, and emergency medical services. Training includes a combination of classroom and "hands-on" study to ensure students are well-prepared to enter these fields. Classes are also held for individuals working in public safety to help them keep their certifications up-to-date. Special registration requirements apply for these classes. Please call 704.978.5463 for more information.



## Emergency Medical Technician (EMT)

### EMT Basic

This class prepares students to take the North Carolina EMT basic exam. Students will be required to have a current criminal background check prior to the beginning of class. For additional information please contact Jody Smyre at 704-878-4365.

MVL-MCT	TBA	8/2-TBA	6:00p-10:00p	\$222+books&fees
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Additional classes will be offered in January 2012.

### EMT Intermediate—Coming in January 2012

Prepares you to take the North Carolina EMT intermediate exam. Registration begins December 2 in B3-B. Students will be required to have a current criminal background check prior to the beginning of class. **Prerequisite:** *successful completion of EMT Basic.* For additional information please contact Jody Smyre at 704.878.4365.

### EMT Continuing Education

The schedule for these classes can be found on our website at [www.mitchellcc.edu/public-safety](http://www.mitchellcc.edu/public-safety) or call 704.878.4365 for more information.

## Firefighter

### Basic Firefighter Training

Teaches students the essential skills required for employment as an entry level fire fighter. Class will meet on some Saturdays. Special admissions requirements apply.

CEC	B-1	M - F	9/12-TBA	8:00a-6:00p	\$295+book&fees
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### Firefighter Continuing Education

The schedule for these classes can be found on our website at [www.mitchellcc.edu/public-safety](http://www.mitchellcc.edu/public-safety) or call 704.978.5498 for more information.

## Small Business Seminars

### Continuing Education Center, Statesville

The Small Business Center provides information, training, counseling, referrals, and other technical/managerial assistance to small businesses and individuals who are interested in starting a small business. The Small Business Center offers the following seminars and workshops on topics pertinent to starting and managing a small business in partnership with the **Downtown Statesville Development Corporation** and the **Greater Statesville Chamber of Commerce**. For more information, call 704.878.3227 or 704.878.3226.

### Everything You Ever Wanted to Know About Starting a Business

This is an in-depth walk through the mechanics of developing a business concept, feasibility, licensing and basics of startup costing. Discussion covers all facets of a business start-up including the need for a well thought out business plan.

WFD	108	Tu	8/30	6:00p-9:00p	no charge
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### The BASICS of Marketing Your Small Business

Participants will be introduced to methods to determine if there is a market for products or services. In addition, they will learn sources of market information, how to do market research, analyze market research, and create a marketing plan. Various methods of advertising will also be explored.

WFD	108	Tu	9/6	6:00p-9:00p	no charge
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### Writing a Business Plan that WORKS

Participants will learn to recognize the various sections of a business plan and what makes them work. Sample business plans will be available to study and further understand what

Location	Days	Dates	Time	Cost
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makes a good plan. Participants will have an opportunity to use several business plan evaluation tools.

WFD	108	Tu	9/20	6:00p-9:00p	no charge
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### **The BASICS of Using eBay® to Sell Your Products**

Looking for a new way to sell your products? This seminar will teach new or prospective business owners how to sell on eBay® the right way! A variety of topics will be covered including research and creating listings that will attract buyers, how to use descriptions and photography, setting pricing that will maximize your profits and MUCH more!

WFD	205	Tu	11/15	1:00p- 4:00p	no charge
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### **BEYOND the BASICS of using eBay® to Sell your Products**

This seminar is for the entrepreneur who has attended The BASICS of Using eBay® to Sell Your Products. Instruction will continue on how to make eBay® a primary marketing tool for your small business. In this seminar you will learn best practices to use when setting up and account, advertising items for sale, accepting payments through PayPal™, and shipping procedures.

WFD	108	Tu	11/15	6:00p-9:00p	no charge
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### **Fundamentals of Investing**

This session covers common roadblocks to financial success as well as keys to success. Risk and cash management, retirement, and college planning will be discussed. Stock market terminology will also be covered. In addition, guidelines on how to find stocks that are right for you will be shared.

WFD	205	Tu	9/13	9:00a-10:00a	no charge
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WFD	108	W	10/5	3:00p- 4:00p	no charge
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### **Making a Hit with your Customer**

This seminar offers keys to provide extraordinary customer service that makes a hit with your customers. Companies must have employees who work well as a team, communicate effectively, and manage conflict. Achieving this high service standard will result in loyal customers and winning strategies for business success.

WFD	205	T	10/18	10:00a-12:00p	no charge
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### **Supervision: Developing People Skills**

This seminar will benefit both new and experienced supervisors and will focus on the development of interpersonal skills. Topics will include fundamental skills of communicating with and managing people, improving employee work habits, delegating effectively, implementing change, and much more.

WFD	205	T	10/18	2:00p-4:00p	no charge
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### **Contracting Basics 101**

The federal government spends billions annually on goods and services. If you are interested in obtaining a share of this market, plan to attend this workshop. Discussion will include mandatory registrations, types of contracts, vendor requirements, special programs (Women, Veterans, Minorities), subcontracting, identifying contract opportunities, bidding tips and how to market to federal agencies.

WFD	205	Th	11/3	9:00a-12:00p	no charge
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### **ABC's of Starting a Business**

This is a two part seminar that will cover the basic steps of starting and operating a small business. Topics that will be covered include: understanding yourself; researching your market; business structures; licensing; marketing; pricing; financials; and components of a

Location	Days	Dates	Time	Cost	
business plan. Students must attend the first night as a prerequisite for the second night.					
WFD	108	Th	12/1 & 12/8	6:00p-9:00p	no charge

### **Mooresville Center**

The Small Business Center provides information, training, counseling, referrals, and other technical/managerial assistance to small businesses and individuals who are interested in starting a small business. The Small Business Center offers the following seminars and workshops on topics pertinent to starting and managing a small business in partnership with the **Mooresville Downtown Commission** and the **Mooresville-South Iredell Chamber of Commerce**. For more information, call 704.878.3227 or 704.878.3226.

### **HOW TO GET THE GRANT: What Every Grant-Seeker Needs to Know**

Designed for staff and board members of nonprofit organizations. Objectives include the following: identify different grantmaking entities and how each function, learn behind-the-scenes information about grantmaking processes, learn practical tips for proposal writing, and gain a better understanding about how to prepare for proposal submission.

MVL-MCB 117	Tu	8/23	1:00p-4:00p	no charge
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### **Financing for Your Small Business**

This seminar will provide information regarding financial resources available. In this seminar, you will learn what you need to apply for a small business loan and what is required to seek investors. You will also learn about the various capital opportunities available today.

MVL-MCB 117	Tu	9/13	6:00p-9:00p	no charge
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### **Starting a Small Business—Introduction**

If you are thinking about starting a business, you need to equip yourself with as much knowledge as possible. Starting a business can be a challenge; however, with the right guidance and knowing what resources are available, you will increase your chance of success.

MVL-MCT 122	Th	9/15	2:00p-3:30p	no charge
MVL-MCT 122	Th	10/13	2:00p-3:30p	no charge
MVL-MCT 122	Th	11/17	2:00-3:30p	no charge

### **Will My Business Make Money?**

Participants will review the concept of feasibility and study the major demographic categories and evaluate which are important to their business concept. Participants will develop an understanding of the Seven Major Demographics to develop a market analysis of their business concept and evaluate its feasibility based on location, budgeting, and financial concepts.

MVL-MCB 117	Tu	9/27	6:00p-9:00p	no charge
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### **Money Management Success**

As a business owner or manager, successfully managing both personal and business assets must be a priority. Discussion in this course will revolve around risk management, cash management, tax strategies, retirement plans and estate strategies specifically for the business owner. You will leave each class empowered with an action plan of what steps to take next.

MVL-MCT 123	T	9/27-10/18	7:00p-9:00p	\$30
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### **Motivating and Training Hourly Employees**

This seminar will help any manager identify the specific issues that create problem employees and will also focus on how managers can better deal with the stress of managing. This will be helpful to managers who have not received formal training, in

Location	Days	Dates	Time	Cost
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their first management position, or find it uncomfortable managing employees who might have been their former peers.

MVL-MCB 117	F	9/30	9:00a-12:00p	no charge
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### Bookkeeping Made Easy

This seminar will answer basic bookkeeping questions for new and prospective business owners. Topics that will be covered include: accrual and cash basis accounting, what are expenses and revenues, manual and software bookkeeping options, outsourcing, and what your business actually needs when it comes to bookkeeping.

MVL-MCB 117	Tu	10/4	6:00p-8:00p	no charge
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### The BASICS of using eBay® to Sell your Products

Looking for a new way to sell your products? This seminar will teach new or prospective business owners how to sell on eBay® the right way! A variety of topics will be covered including research and creating listings that will attract buyers, how to use descriptions and photography, setting pricing that will maximize your profits and MUCH more!

MVL-MCB 117	Tu	11/8	1:00p-4:00p	no charge
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### Opening an eBay® Retail Store: The Next Level

Enter the next level with eBay®. This seminar will go through a step by step approach and participants will learn how to optimize their eBay® store. Other topics of discussion will include: how to market your eBay® store more effectively, and how to list items in your eBay® store. **Prerequisites:** *The BASICS of using eBay® to Sell your Products and BEYOND the BASICS of Using eBay® to Sell your Products.*

MVL-MCB 117	Tu	11/22	1:00p-4:00p	no charge
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## World of Work

### Advanced Integrated Manufacturing Systems (AIMS) Lab **NEW!**

AIMS Lab courses are predominantly self paced, allowing the student and employer the flexibility to work around existing schedules. Current courses cover Electrical, Industrial Controls, Drive Systems, Programmable Logic Controllers, Operator Interface Systems, Pneumatics, Hydraulics, and Mechanical Drives. For business and industry, customization can be implemented. Contact Lee Troutman by phone at 704.878.3327 or by email at ltroutman@mitchellcc.edu for registration information.

WFD	113	Tu Th	9/13-12/15	1:30p-7:30p	\$190
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### Automotive Service Excellence (ASE) Certification Exam Prep **COMING SOON!**

ASE is the premier credential for professionals in the automotive repair industry. The class is designed to provide test taking strategies and information that will enable participants to successfully complete the ASE exams. The instructor will also assist students with the test registration process. At least one-year automotive experience is required. Call 704.878.4266 for details!

### Auto Dealer Six-Hour Continuing Education

Fulfills the annual requirement for auto dealers renewing their license. Dealer license number and photo ID are required. Cost includes lunch and book for on site class.

Internet			ongoing	8/15-12/16	\$60☆
CEC	8	Sa	10/8	9:00a-4:00p	\$99☆

### Auto Emissions—Initial Certification

Designed for certification of vehicle emissions inspectors; valid drivers license required.

AUT		M W	8/1 & 8/3	6:00p-10:00p	\$70☆
AUT		M W	10/3 & 10/5	6:00p-10:00p	\$70☆
AUT		M W	12/5 & 12/7	6:00p-10:00p	\$70☆

Location	Days	Dates	Time	Cost
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### Auto Emissions—Recertification

Designed for recertification of vehicle emissions inspectors; valid drivers license required.

AUT	W	8/3	6:00p-10:00p	\$70 ☆
AUT	W	10/5	6:00p-10:00p	\$70 ☆
AUT	W	12/7	6:00p-10:00p	\$70 ☆

### Auto Safety Inspection

Designed for initial certification and recertification of vehicle safety inspectors; valid drivers license required.

AUT	M W	9/12 & 9/14	6:00p-10:00p	\$50 ☆
AUT	M W	11/7 & 11/9	6:00p-10:00p	\$50 ☆

### Automation and Controls Technician **NEW!**

Topics covered include: Schematics, relay logic, solenoids, DC / AC motors and drives, Electromechanical and reduced voltage starters, sensors, timers / counters, programmable logic controllers, instrumentation, operator interfaces and systems integration. Upon successful completion, the student will be able to assist in the design, programming, installation, start-up and maintenance of industrial control and automation systems. Some electrical experience preferred.

WFD	113	M W	9/12-12/14	1:30p-5:30p	\$175 + book
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### Building Contractors License Prep

Prepares students for the state licensing examination for residential and commercial contractors. Code book list distributed at first session. Other requirements apply; please call 704.878.4266 for more information.

WFD	205	M W	9/12-11/21	7:00p-10:00p	\$185
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### Cosmetology CE: Mens and Ladies Hair Sculpting **NEW!**

Students will learn new cutting concepts and have the opportunity to cut several styles, beginning with long hair and progressing to men's fade cuts. Participants must provide their own mannequin and cutting/styling tools. Registration closes 10 days prior to class, so register early!

WFD	108	M	8/29	8:00a-5:00p	\$89 ☆
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### Early Educator Certificate Renewal **NEW!**

Designed to meet the requirements for renewal certification under the NC Early Educator Certification Program. Topics include the building blocks for learning, developmentally appropriate practices for creating an effective learning environment, and quality classroom design. Class will meet 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, 12/8 (2.4 CEU's)

ICPYC		Th	9/8-12/8	12:30p-3:30p	\$65
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### Electrical Contractors License Renewal

Meets the annual requirement for electrical contractors. Topics include NC Electrical Code, utility company requirements, and updated procedures. Current code book is required.

CEC	8	Sa	9/10	8:00a-5:00p	\$65 ☆
CEC	8	Sa	12/3	8:00a-5:00p	\$65 ☆

### Electronic Devices: Retail Sales **NEW!**

Learn the primary functions and basic components of touch-screen cell phones, mp3 players, radios, laptops and other devices. Discover how to determine the features and

Location	Days	Dates	Time	Cost
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performance capabilities of these products in order to get the right product to the right customer.

CEC	4	M W	9/19-10/12	5:30p-8:30p	\$65
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### Energy Conservation: Thinking Green to \$ave Some "Green" **NEW!**

An introduction to energy conservation in the home. The first course in a three course series dealing with Weatherization and Energy Auditing. Beneficial for homeowners or those interested in an energy conservation career.

CEC	9	Tu Th	10/18-11/10	6:00p-9:00p	\$75
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### Entertainment Public Relations **NEW!**

Learn the most effective ways to promote an entertainment-related business. The class provides information concerning the importance of developing a public relations plan, analyzing trends, effective electronic marketing, and effective press releases.

CEC	9	Tu Th	10/25-12/6	5:30p-7:30p	\$65
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### EPA Refrigerant Recycling and Recovery Certification

A two night class: the first night is review and the second night is the certification test. Space is limited! Call 704.878.4266 for details!

### Escort Vehicle Certification/Recertification

Provides the certification training required by the North Carolina General Statues for oversize/overweight vehicle escorts. The course consists of defensive driving, escort driver requirements, skills training, and an examination at the end of the course.

AUD		Sa	8/6	8:00a-5:00p	\$70 ☆
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CEC	8	Sa	11/19	8:00a-5:00p	\$70 ☆
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### Food Service: ServeSafe Certification Prep **NEW!**

Designed for students who are working in the food service industry. Emphasis will be placed on sanitation and safety. Held at the new I-SS Career Academy & Technical School in Troutman.

CATS		M Th	10/3-10/27	5:30p-8:30p	\$65 + book
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### Forklift Training **NEW!**

Includes both classroom and hands-on operational training.

WFD	112	F	10/7	8:00a-5:00p	\$65 ☆
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### Fuel Gas Continuing Education

Meets the six-hour requirements for yearly license renewal. Current code book is required for admission to class.

AUD		Sa	11/19	9:00a-4:00p	\$75 ☆
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### Getting Paid to Talk: Making Money with Your Voice **NEW!**

This exciting class will explore numerous aspects of voice over work for TV, film, radio, and the Internet. Students will learn how to prepare a demo and earn income in this field. Participants will also have an opportunity to record a commercial script under the direction of the instructor. Registration closes one week prior to class, so register early!

CEC	9	Th	10/27	6:00p-8:30p	\$40 ☆
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### HVAC Continuing Education

Meets the six-hour requirements for yearly license renewal. Current code book is required for admission to class.

AUD		Sa	11/12	9:00a-4:00p	\$75 ☆
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Location	Days	Dates	Time	Cost
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### HVAC Core Skills

This preparatory training introduces the student to the heating, ventilation, and air conditioning skill trades. Topics include basic electricity, trade mathematics, air quality, blueprint reading, and other related topics. Cost of class includes text books.

DRK	MTuWThF	8/29-12/15	1:00p-5:00p	\$250
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### HVAC Load Calculations: Manual J & Manual D **NEW!**

All HVAC contractors are required to perform a thorough room-by-room load calculation for all new residential structures prior to installing heating and air conditioning systems. The Air Conditioning Contractors of America (ACCA) Manual J Residential Load Calculation Procedure is the accepted industry standard for the proper sizing and selection of HVAC equipment in residential applications. Manual D is the accepted standard for duct design. This class is designed to teach students how to analyze energy needs and to determine the accurate process for the estimation of heat loss and heat gain for conventional residential structures.

DRK	M W	9/26-11/16	6:00p-9:00p	\$120 + book
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### Lead Renovator Certification **NEW!**

Effective January 1, 2010, EPA regulations require specific training and certification for firms and individuals performing renovation, repair, and painting projects for compensation that disturb lead-based paint in homes, schools, and child care facilities built before 1978. Must be 18 or older to register; photo ID required at time of class. Preregistration required 10 days in advance.

WFD	108	F	10/7	8:30a-5:30p	\$250☆
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### Legal Assisting

Offers you practical advice from a legal insider. You will learn everything about the court system, filing forms, and drafting legal documents. Also covers basic computer skills.

CEC	10	M W	8/22-12/19	7:00p-9:30p	\$175 + book
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### Machining Technologies **NEW!**

Develop skills in the theory and use of both manual and CNC (computerized) machining equipment. Learn to use Mastercam and read blueprints in order to develop skills that are relevant in the metalworking industry.

WFD	112	Tu Th	9/13-12/15	1:30p-5:30p	\$175
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### Notary Public

Describes the duties, authority, and ethical responsibilities of the Notary Public and is required to become a Notary Public. A valid state or federal issue ID with photograph and physical description is required for admission to class. **Prerequisite:** *high school diploma or GED.*

MVL-MCT 123		Tu	8/16	9:00a-5:00p	\$55☆ + book
WFD	108	Th	9/15	9:00a-5:00p	\$55☆ + book
MVL-MCT 125		TuTh	10/11 & 10/13	5:30p-9:00p	\$55☆ + book
WFD	108	M W	11/14 & 11/16	5:30p-9:00p	\$55☆ + book
MVL-MCT 130		W	12/14	9:00a-5:00p	\$55☆ + book

### Notary Public—Electronic Notary

Course required for a notary public to notarize electronic documents. Cost includes book. Classes are available with sufficient demand. **Prerequisite:** *current Notary Public commission.* For information, call 704.878.4266.

Location	Days	Dates	Time	Cost
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### Plumbing Continuing Education

Meets the six-hour requirements for yearly license renewal. Current code book is required for admission to class.

AUD	F	11/18	9:00a-4:00p	\$75☆
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### Real Estate Broker

#### Continuing Education: 2011-2012 Mandatory Update

Fulfills the mandatory update requirement for realtors who wish to renew their licenses on active status in June 2012. Cost includes book.

CEC	8	Tu	11/15	5:30p-9:30p	\$45☆
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#### Continuing Education: Architectural Styles

Fulfills the elective requirement for realtors who wish to renew their licenses on active status in June 2012. Cost includes book.

CEC	8	Th	11/17	5:30p-9:30p	\$45☆
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#### Continuing Education: Online Electives

These classes may be taken from the comfort of your home or office without the expense of driving to an on site class. Course titles include: Property Management, Reverse Mortgages for Senior Homeowners, The Truth About Mold, and many more. For more information and/or how to register, please call 704.878.4266, or go to [www.mitchellcc.edu/cec](http://www.mitchellcc.edu/cec) and click on Online Education.

Internet					\$40☆
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#### Postlicensing: Selected Topics "303"

WFD	212	Tu Th	9/13-10/13	6:00p-9:00p	\$120 + book
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#### Postlicensing: Broker Relationships and Responsibilities "301"

MVL-MCT 125		F	10/21-11/18	8:30a-3:30p	\$120 + book
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#### Prelicensing

To apply for a North Carolina Real Estate Broker license, students are required to complete a minimum 75-hour broker prelicensing course and pass the state license examination. Students are encouraged to purchase book prior to class.

WFD	205	Tu Th	9/27-12/13	6:00p-10:00p	\$185 + book
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### Wedding and Event Planning **NEW!**

Discover the ten most important issues about starting a new business in this field. Topics include planning business and social events, determining the best location, selecting vendors, and meeting objectives.

AUD		Tu Th	9/13-10/20	5:30p-7:30p	\$65
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### Welding Core Skills

Teaches basic welding skills. Topics include: using tools to shape and cut metals, interpreting blueprints, welding safety, and understanding weld tests and codes. Students will gain experience in stick, MIG, and TIG welding, and heavy emphasis will be given to practical applications and "hands-on" activities. Students must provide appropriate safety equipment; information given at first class.



DRK		MTuWTh	9/12-12/15	8:30a-12:30p	\$225+equip.&book
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# Focus on Education to Go!

Online courses require Internet access, an email address, a Web browser and software. Go to [www.ed2go.com/mitchellcc](http://www.ed2go.com/mitchellcc) to see the complete Ed2Go course catalog, prices, descriptions and registration information. Classes begin Aug. 17, Sep. 21, Oct. 19, Nov. 9 and Dec. 14. Some of the available departments and class titles are listed below. Many other offerings are available. Prices range from \$65 to \$110. For more information, call 704.978.5494 or 704.878.4273.



## **Accounting**

- Accounting Fundamentals
- QuickBooks® for Contractors
- Performing Payroll in QuickBooks®

**and more!**

## **Basic Computer Literacy**

- Computer Skills for the Workplace
- Keyboarding
- Navigating the Internet
- What's New in Microsoft Office®

**and more!**

## **Business Administration**

- Fundamentals of Supervision and Management
- Administrative Assistant Fundamentals
- Effective Business Writing
- Managing Customer Service

**and more!**

## **Child Care and Parenting**

- Guiding Kids on the Internet
- Ready, Set, Read!
- Understanding Adolescents

**and more!**

## **Computer Applications**

- Microsoft Office®
- Project®
- QuickBooks®
- Crystal Reports®

**and more!**

## **Courses for Teaching Professionals (Great for Teacher Renewal)**

- Guiding Kids on the Internet
- Spanish in the Classroom
- Solving Classroom Discipline Problems
- The Classroom Computer
- Understanding Adolescents

**and more!**

## **Database Management and Programming**

- Database Management and Programming
- Introduction to C++ Programming
- High Speed Project Management
- Visual Basic®

**and more!**

## **Digital Photography and Digital Video**

- Discover Digital Photography
- Secrets of Better Photography

**and more!**

## **Graphic Design**

- Design Project for Adobe Illustrator®
- Photoshop®
- Dreamweaver®

**and more!**

## **Health Care, Nutrition and Fitness**

- Assisting Aging Parents
- Medical Terminology
- Human Anatomy and Physiology
- Luscious, Low-Fat, Lightning-Quick Meals
- Lose Weight and Keep It Off

**and more!**

## **Languages**

- Speed Spanish I and II
- Conversational Japanese

**and more!**

## **Personal Development**

- Administrative Assistant Fundamentals
- Achieving Success with Difficult People
- Keys to Effective Communication
- Merrill Ream Speed Reading

**and more!**

## **Test Preparation**

- Basic and Advanced CompTIA Security
- PMP Certification Prep 1 and 2
- GRE Preparation 1 and 2
- SAT/ACT—Part 1 and Part 2

**and more!**



# Continuing Education Registration Form

Have you taken a class at MCC before?  Yes  No  
If yes, has your address changed since your last class?  Yes  No

Please register me for **Course Title:** \_\_\_\_\_

Beg. Date \_\_\_\_\_ End Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

<b>MCC USE ONLY</b>	CIS ID # _____	Dept. _____
Class _____	Datatel Student ID # _____	

Name \_\_\_\_\_  
*Last First Middle / Maiden*

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ ext. \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_ Pager \_\_\_\_\_

Social Security # (Last 4 digits) \_\_\_\_\_ Date of Birth \_\_\_\_\_  age 65 or older

Race  White  Black  Indian  Hispanic  Asian Sex  Male  Female

Employment  Unemployed  Part-time  Full-time  Retired

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Circle the highest grade completed: 0 K 1 2 3 4 5 6 7 8 9 10 11 12

**OR** check  passed high school equivalency (GED)  associate's degree  master's degree  
 completed one year college/vocational training  bachelor's degree  doctorate degree

Home e-mail \_\_\_\_\_ Work e-mail \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Make checks payable to Mitchell Community College; for credit cards, provide information below.</b>			
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Credit Card Holder _____	<i>Name shown on card and signature (if not the student)</i>		
Credit Card # _____	Expiration Date _____		

**MCC USE ONLY:**

Waiver Code _____	Registration \$ _____	Books _____	Tax _____
Payment Rec. By _____	Date _____	Amount Paid \$ _____	Receipt # _____
<input type="checkbox"/> Cash	<input type="checkbox"/> Check _____ Bill to _____		

**Mail, fax, or deliver to:**  
ATTN: REGISTRATION DESK  
701 West Front Street  
Statesville, NC 28677-5644  
Fax: 704.878.4271

**Please call 704.878.3220 ext. 0 to confirm receipt of fax.**

**Phone:** Statesville 704.878.3220  
**Phone:** Mooresville 704.663.1923

**CANCELLATION AND REFUND POLICY**

- The College reserves the right to cancel a class due to lack of enrollment. In this case, pre-registered/prepaid students will be issued a full refund.
- Pre-registered/prepaid students who withdraw from a course prior to its beginning will be issued a full refund.
- Participants who withdraw from a course prior to the 10% point will be issued a 75% refund.
- Participants who withdraw from a course after the 10% point are ineligible for a refund.

701 West Front Street  
Statesville, NC 28677-5644

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# Picture a **Brighter** **Future With** **Your GED!**



Getting an education is more important than ever. And today, it's difficult to get a job without at least a high school diploma. Going for a GED is easy and convenient. We offer classes in Statesville and Mooresville, or you can earn your GED online. Most of our graduates continue on to pursue certificates or degrees to make them even more employable.



**CONNECTING** *Life to Learning*

Start working towards a brighter today! For information, call (704) 878-3232 or visit [mitchellcc.edu/cec/index.cfm](http://mitchellcc.edu/cec/index.cfm)



## Continuing Education **Open House**

**CEC Auditorium, 701 West Front Street  
Drop In on Tuesday, Aug. 30, 4:30-7:30 p.m.**

Come learn about exciting educational opportunities or explore fun classes like arts and crafts. Staff will be available to answer questions about fall classes. Drop in at your convenience to discuss the many career training, retraining options.

Also, check out one of our free Zumba classes. Sessions begin at 5:30, 6:00 and 6:30. You can participate or just watch!

For more information, call (704) 878-4266 or (704) 878-3220.