



Healthcare Training

We offer lots of options.



CONNECTING *Life to Learning*

www.mitchellcc.edu/continuing-ed

Spring 2012 Schedule of Classes

Registration begins now!

An Equal Opportunity College/Affirmative Action Employer

For registration information, call (704) 878-3220.

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.

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.

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

Table of Contents

Basic Skills/GED	4
English as a Second Language (ESL)	5
Foreign Language	5
Human Resources Development (HRD)	6
Occupational Courses	8
Personal Enrichment	17
Arts and Crafts	17
Dance and Exercise	19
Food and Culinary	20
Special Interests	20
Small Business Seminars	22
Focus on Ed2Go	26
Registration Form	27

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
AUT	Auto Tech Center, 258 Murdock Road, Troutman	GWD	Goodwill Workforce Development Center (beside Statesville Home Depot)
CATS	Iredell-Statesville Schools Career Academy and Technical School, Troutman	ICPYC	Iredell County Partnership for Young Children, 433 South Meeting Street, Statesville
CEC	Continuing Education Center, 701 West Front Street, Statesville	MVL-MCT	Mooresville Center, 219 North Academy Street, Mooresville
CHR	Cherry Street Center, 704 Cherry Street, Statesville	MVL-MCB	Mooresville Center (New instructional building), 219 North Academy Street, Mooresville
CUR	Current House, MCC Main Campus, 507 West End Avenue, Statesville	MVL lib	Mooresville Public Library, 304 South Main Street, Mooresville
DRK	Drake Street Annex, CEC, 335 Drake Street, Statesville	Summit	Summit Village Community Center, 1353 Pearl Street, 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

Cosmetic Arts Center

3223 Taylorsville Highway
Statesville, NC 28625-2966
(704) 878-4372

Visit us at

[www.mitchellcc.edu/
continuing-ed](http://www.mitchellcc.edu/continuing-ed)

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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

ESL

- Online ESL

HRD

- Balancing Your Budget (Lab)

Online

- Spanish For the Workplace

Occupational Courses

- Automotive Maintenance
- AutoCAD
- Introduction to WordPress
- Early Educator: Engaging Children—Inquiring Minds Need to Know
- Electronic Devices: Retail Sales
- Energy Auditor and Weatherization Concepts
- Excel 2010
- Facebook Fan Page
- Food Service Management
- Forklift Training
- Getting Paid to Talk: Making Money With Your Voice
- iPad for the Beginner
- Income Tax Preparation
- Marketing Your Business Using the Web
- Medical Office Procedures (with an Introduction to Electronic Medical Records)

- Quickbooks 2011: Business Bookkeeping
- Wedding and Event Planning
- Your Smart Phone: Is It Smarter Than You?

Personal Enrichment

- Crochet
- Garden Art: Stepping Stone
- Heirloom Sewing
- Scrapbooking: Highlights of 2012
- Boot Camp Challenge
- Yoga
- Fruit Pies and Piecrusts
- Jellies and Preserves
- Yeast Breads
- Chess
- Clip Those Coupons
- Creative Writing
- Furniture Painting (Beg. and Adv.)
- Gardening: Organic
- Gardening: Square Foot
- Home Staging
- Interior Design
- Personal Safety: Fight Like a Girl
- Small Engine 101
- Wedding Planning Made Easy

Location	Days	Dates	Time	Cost
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Basic Skills/GED **704.878.3232 or 704.978.5418**

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 January 9 and April 23**. 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—

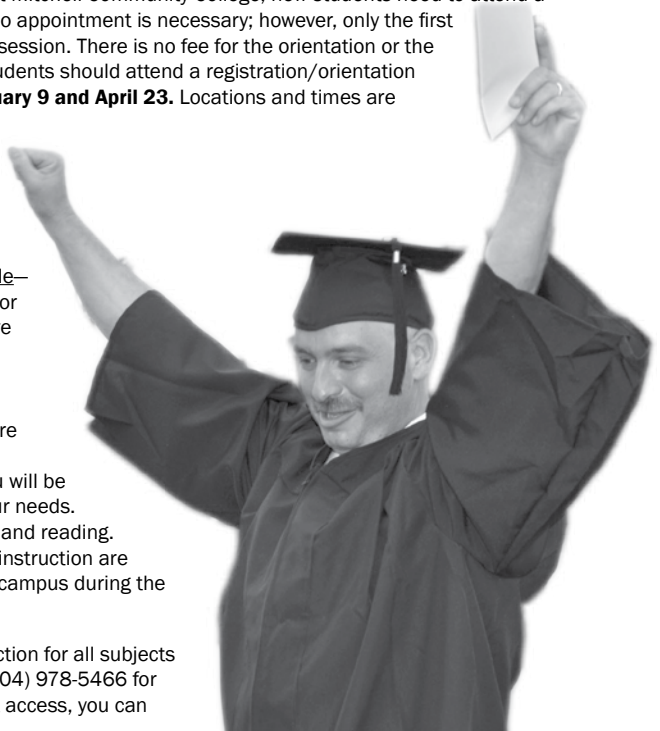
Any Monday in Room 203 at 9:00a or 4:30p. Call (704) 978-5418 for more information.

Summit Village Community Center.

Statesville—Any Monday at the Center. Call (704) 878-3236 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	
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	1/9-5/10	8:00a-12:00p	no charge
MVL-MCT	207	M W F	1/9-5/10	8:00a-12:00p	no charge
MVL-MCT	205	M W F	1/9-5/11	8:00a-12:00p	no charge
MVL-MCT	207	M W	1/9-5/9	12:30p-2:30p	no charge
CEC	5	Tu Th	1/10-5/10	5:30p-7:30p	no charge

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

This free 8-week brush-up course is 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	29	MTuWTh	1/9-3/8	9:00a-1:00p	no charge
CEC	29	MTuWTh	3/19-5/10	9:00a-1:00p	no charge

English as a Second Language (ESL) (704) 878-3230 or (704) 978-5467

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. Classes meet Monday-Thursday from 9:00a-12p. For more information call (704) 978-5467 or (704) 878-3236.

CEC	26	M W	1/9-5/9	9:00a-12:00p	no charge
MVL-MCT	TBA	M W	1/9-5/9	9:00a-12:00p	no charge
CEC	26	M W	1/9-5/9	5:30p-8:30p	no charge
MVL-MCT	TBA	M W	1/9-5/9	5:30p-8:30p	no charge

Online ESL **NEW!**

Online ESL instruction is available; call (704) 978-5467 or (704) 878-3236 for more information. If you have Internet access, you can study anywhere.

Foreign Language (704) 663-1923

Conversational Spanish 1

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

MVL-MCT	122	M W	2/6-2/29	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	122	M W	3/7-4/2	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 Law Enforcement
- Spanish for Healthcare Providers
- Spanish for Banking
- Spanish for Customer Service
- Spanish for EMS and Fire Personnel

Lessons are available 24 hours per day, 7 days per week. Start anytime! Cost is \$65.

Please visit our website for more information and to begin the enrollment process: www.myspanishteacher.com/mitchellcc.

For additional language classes this spring please visit www.ed2go.com/mitchellcc.

Human Resources Development (HRD) (704) 878-3235

Balancing Your Budget Lab **NEW!**

This course is ideal for adults who are expecting a layoff, are unemployed, or simply want to review their income and expenses. Students will learn the basics of using a spreadsheet to develop a household budget. Additional instruction will be given on obtaining an annual credit report, getting the most out of online coupons, and sharing tips about where to buy inexpensive household items. Register on any class day.

CEC	25	Tu	1/10-5/15	1:30p-4:30p
MVL-MCT 110		W	1/11-5/9	1:00p-4:30p

Computer Skills Bootcamp

Understanding technology is important in the job search. Learn to effectively utilize the computer as you look for work. Start with the basics, and discover how word processing, e-mail, and the Internet can assist you with your job search. Register on any class day.

CEC	29	Tu	1/10-5/15	2:00p-5:00p
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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	M Tu W Th	1/9-5/9	8:30a-1:30p	
CEC	25	Tu Th	1/10-5/15	5:00p-8:00p	new hours
GWD		M Tu W Th	1/3-5/15	9:00a-2:00p	
MVL-MCT 110		M W Th	1/10-5/11	9:00a-1:00p	
MVL-MCT 110		M W	1/9-5/14	5:00p-8:00p	
Mvl Lib	lab	W	1/11-5/9	9:30a-12:30p	new hours
Svl Lib	lab	M	1/9-5/14	9:30a-12:30p	
Svl Lib	lab	M	1/9-5/14	1:30p-4:30p	
Svl Lib	lab	Th	1/12-5/10	5:30p-8:30p	

Fast Track to Employment Series

Resumé critique, job search techniques, and interview preparation will be addressed in these sessions. Come for assistance in your work search. Classes held every week at Employment Security Commission in Statesville and Mooresville. Register any class day at ESC. For more information call (704) 878-3235.

ESCS		F	1/6-5/11	9:00a-12:00p
ESCM		W	1/4-5/9	9:00a-12:00p

Welcome to Continuing Education! **NEW!**

Are you interested in returning to school but don't know where to start? We can help! These sessions provide information about career choices and strategies for academic success. Topics include: career assessments, goal setting, labor market research, study skills, and time management. The Career Readiness Certification is also included. This is a prerequisite for several of the Continuing Education courses. Sessions are offered frequently. For more information and to register call 704.878.3220, ext. 0. Come see what we have to offer!

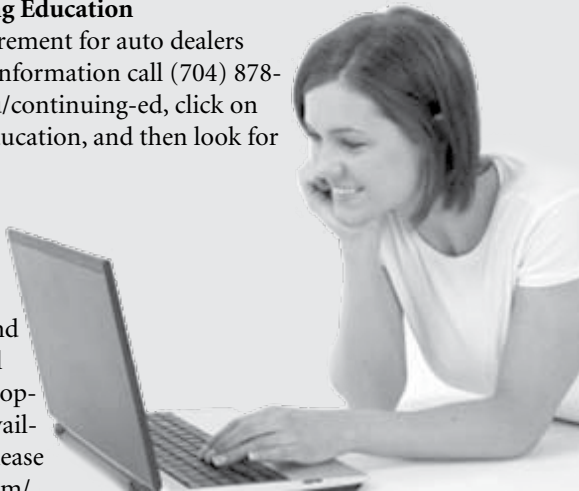
Online Offerings

Auto Dealer Six-Hour Continuing Education

This class fulfills the annual requirement for auto dealers renewing their license. For more information call (704) 878-4266 or go to www.mitchellcc.edu/continuing-ed, click on Programs, and click on Online Education, and then look for Auto Dealer Online.

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 for courses, prices, descriptions, and registration instructions. Classes begin January 18, February 15, March 21, April 18, and May 16. If you need more information, please call (704) 978-5494 or (704) 878-4273.



ESL

Online ESL instruction is available; call (704) 978-5467 or (704) 878-3236 for more information. If you have Internet access, you can study anywhere.

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 and/or how to register, please call (704) 878-4266, or go to www.mitchellcc.edu/continuing-ed, click on Programs, and click on Online Education. 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 more. The cost is \$65 per class. Lessons are available 24 hours per day, 7 days per week. Start anytime! To enroll online go to www.myspanishteacher.com/mitchellcc. For additional information, please call (704) 878-4266 or (704) 878-4273.

Location	Days	Dates	Time	Cost
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Occupational Courses

Activity Director

In North Carolina, this class is required to be qualified to work in assisted living or long term care facilities. Topics include: State and Federal Regulations, Methods of Service Delivery, and The Care Planning Process. Call (704) 978-5443 for more information. **Prerequisites:** *Welcome to Continuing Education and high school diploma or GED.*

WFD	220	Tu Th	3/6-5/10	5:30p-8:30p	\$175 + book
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Advanced Integrated Manufacturing Systems (AIMS) Lab

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	1/24-5/10	1:30p-7:30p	\$191.25
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Auctioneer Continuing Education—Being a Professional Auctioneer

Fulfills the annual requirement for auctioneers. A \$5 fee for each additional certificate will be charged.

CEC	8	M	2/20	5:00p-9:00p	\$45 ☆
CEC	8	W	3/21	5:00p-9:00p	\$45 ☆

Auto Dealer Six-Hour Continuing Education

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

Internet		ongoing	1/3-5/11		\$60 ☆
CEC	AUD	Th	2/9	9:00a-4:00p	\$99 ☆
CEC	AUD	Tu	6/5	9:00a-4:00p	\$99 ☆

Auto Emissions—Initial Certification

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

AUT		M W	2/6 & 2/8	6:00p-10:00p	\$70 ☆
AUT		M W	4/2 & 4/4	6:00p-10:00p	\$70 ☆
AUT		M W	6/4 & 6/6	6:00p-10:00p	\$70 ☆

Auto Emissions—Recertification

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

AUT		W	2/8	6:00p-10:00p	\$70 ☆
AUT		W	4/4	6:00p-10:00p	\$70 ☆
AUT		W	6/6	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	1/9 & 1/11	6:00p-10:00p	\$50 ☆
AUT		M W	3/5 & 3/7	6:00p-10:00p	\$50 ☆
AUT		M W	5/7 & 5/9	6:00p-10:00p	\$50 ☆

Location	Days	Dates	Time	Cost
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Automotive Maintenance **NEW!**

This course prepares individuals for an entry level position as automotive service technicians who inspect, maintain, and repair automobiles and light trucks. Instruction is organized around these core areas: Oil and lubrication, HVAC and cooling systems, steering and suspension, tire maintenance, and brake servicing. Class includes Auto Safety and Emissions Certification. Call (704) 878-4266 for details!



AUT	M Tu W Th F	7/9-7/30	9:00a-4:00	\$199
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AutoCAD **NEW!**

This course introduces the student to computer aided drafting. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

WFD	213	Tu Th	3/20-4/26	2:00p-4:00p	\$65
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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.

CEC	5	M W	2/6-4/16	7:00p-10:00p	\$185
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Computer Training Overviews

The following classes meet for six hours. The training is fast-paced and intensive. Completion of an Introduction to Computers class or equivalent experience is recommended to register for these classes. Other class options are listed alphabetically within the occupational section.

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	1/24 & 1/26	5:30p-8:30p	\$50 ☆+ book
WFD	104	F	4/20	9:00a-4:00p	\$50 ☆+ book

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		Tu	3/6	9:00a-4:00p	\$50 ☆+ book
MVL-MCT	109	W	5/16	9:00a-4:00p	\$50 ☆+ 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	4/11	9:00a-4:00p	\$50 ☆+ 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	3/7	9:00a-4:00p	\$50 ☆+ book
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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	3/8	9:00a-4:00p	\$50☆+ book
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Publisher® 2010

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.

WFD	104	M	3/12	9:00a-4:00p	\$50☆+ book
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Word® 2010, Explore

Topics include the major enhancements of Word®, working with the Word® menu, mail merger, labels, and using templates to create business documents.

WFD	104	Th	3/22	9:00a-4:00p	\$50☆+ 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	4/17 & 4/24	6:00p-9:00p	\$50☆
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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. This class also provides an introduction to word processing, spreadsheet, and graphics applications.

WFD	104	M W	1/30-2/22	5:30p-8:30p	\$65 + book
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MVL-MCT	109	M W	2/6-2/29	9:00a-12:00p	\$65 + book
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MVL-MCT	109	M W	3/5-3/28	5:30p-8:30p	\$65 + book
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MVL-MCT	109	Sa	4/21-6/9	9:00a-12:00p	\$65 + book
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WFD	104	M W	4/23-5/2	9:00a-4:00p	\$65 + book
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Computer Maintenance Technician Preparation Course

Designed to provide the knowledge necessary to repair and upgrade PC's.

MVL-MCT	122	Th	2/2-4/26	5:30p-8:30p	\$120 + book
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Early Educator: Engaging Children—Inquiring Minds Need to Know **NEW!**

This class provides strategies for engaging children in active learning by providing opportunities for them to explore and discover their environment. Principles of development, learning, and teaching will be explored while following the “Foundations” Early Childhood Standard Course of Study for infants, toddlers, and preschoolers. (1.5 CEUs)

ICPYC		M	1/30-3/5	6:30p-9:00p	\$65 + book
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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. Participants should bring the current code book to class.

CEC	8	Sa	3/24	8:00a-5:00p	\$65☆
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CEC	8	Sa	6/23	8:00a-5:00p	\$65☆
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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 performance capabilities of these products in order to get the right product to the right customer. Also beneficial for persons seeking employment in electronic retail sales.

WFD	212	Tu Th	3/6-3/29	5:30p-8:30p	\$65
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Energy Auditor and Weatherization Concepts **NEW!**

Students will learn how to inspect existing buildings, perform auditing and testing, calculate costs, and use equipment utilized in this trade.

WFD	212	Tu Th	4/3-5/31	12:30p-4:30p	\$176.25
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EPA Refrigerant Recycling and Recovery Certification

A two day class: the first session is review and the second session is the certification test. Space is limited! Call (704) 878-4266 for details!

DRK		Th	3/22 & 3/29	1:00p-5:00p	\$65
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Escort Vehicle Certification

Provides the certification training required by the North Carolina General Statutes 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.

CEC	8	Sa	4/21	8:00a-5:00p	\$70 ☆
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Escort Vehicle Recertification

Provides the recertification training required by the North Carolina General Statutes 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.

CEC	8	Sa	4/21	8:00a-12:00p	\$70 ☆
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Excel® 2010 **NEW!**

Enhance your job skills by learning to use Excel. This class 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. You will learn how to create, edit and format charts and see how absolute cell addressing and conditional formatting can enhance your spreadsheets.

WFD	104	Tu	1/31 & 2/14	9:00a-4:00p	\$65 + book
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WFD	104	Tu Th	4/26-5/8	5:30p-8:30p	\$65 + book
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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	1/24	6:30p-8:00p	\$35 ☆
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Location	Days	Dates	Time	Cost
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Food Service Management **NEW!**

Designed for students who desire an occupation in the food service industry. Emphasis will be placed on these topics: sanitation and safety, food service terminology and procedures, tools and equipment, inventory and purchasing, nutrition, restaurant etiquette and customer service. Held at the new I-SS Career Academy and Technical School in Troutman.

CATS	M Th	3/5-5/10	5:30p-9:30p	\$200
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Forklift Training **NEW!**

Includes both classroom and hands-on operational training.

WFD	112	F	4/20	8:30a-4:30p	\$66.25 ☆
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Fuel Gas Continuing Education

Meets the six-hour requirement for yearly license renewal. 2012 code book is required for admission.

CEC	AUD	F	4/27	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	AUD	W	3/14	6:30p-9:00p	\$40 ☆
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Healthcare Unit Clerk

Prepare to work as a Unit Secretary in a hospital, long term care facility, or medical office. Train to keep clerical records up-to-date and maintain patient charts. Call (704) 978-5443 for more information. **Prerequisites:** *Welcome to Continuing Education and high school diploma or GED.*

WFD	214	M W F	1/20-3/30	8:30a-12:30p	\$175 + book
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HVAC Continuing Education

Meets the six-hour requirement for yearly license renewal. 2012 code book is required for admission.

CEC	8	F	3/30	9:00a-4:00p	\$75 ☆
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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		M Tu W Th F	2/13-5/30	1:00p-5:00p	\$251.25
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iPad for the Beginner **NEW!**

This course introduces the basic concepts necessary to utilize the iPad in the business or academic setting. Topics include creating, editing, and sending items such as power points, word documents, graphs, and PDF files. Learn to create email accounts and develop a photo gallery. Access security features, applications, browser, iTunes-U, Pod Casts, video recording and face time. Bring your iPad and participate in this hands-on training.



MVL-MCT 125	M		4/2-4/30	6:00p-8:00p	\$60 ☆
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Location	Days	Dates	Time	Cost
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Income Tax Preparation **NEW!**

Designed for individuals who wish to prepare their own tax returns and covers basic concepts such as exemptions, dependents, estimated tax, dividends, rental income/expenses, social security benefits, alimony, and itemized deductions.

CEC	8	Th	1/12-1/26	6:00p-9:00p	\$45 ☆
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Industrial Technician

Designed for persons interested in industrial maintenance. Become cross-trained in skills such as: manual machining, blueprint reading, and introductory hydraulics and pneumatics. Also covers Programmable Logic Controllers (PLC's), basic wiring, welding, motors and controls, and basic schematic reading for wiring.

WFD	112	M Tu W Th	2/13-5/24	1:30p-5:30p	\$176.25 + book
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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	9	M Th	2/6-6/14	7:00p-9:30p	\$175 + book
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Marketing Your Business Using the Web **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 to promote your business. **Prerequisite:** *Intro to computers*. Please bring flash drive with current photo.

WFD	104	M W	3/12-3/28	5:30p-8:30p	\$65
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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	M Tu W Th F	3/12-3/19	1:00p-5:00p	\$65
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Medical Coding and Billing

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

WFD	218	M Tu Th	1/30-5/22	5:30p-9:30p	\$270 + books
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WFD	218	M Tu W Th	4/2-6/26	9:00a-1:00p	\$270 + books
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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	214	Tu W Th	2/9-3/22	5:30p-9:30p	\$175 + book
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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	220	M Tu W Th	2/20-6/27	8:30a-12:30p	\$270
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Location	Days	Dates	Time	Cost
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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.*

WFD	108	W	1/18	9:00a-5:00p	\$55☆ + book
MVL-MCT	123	Th	2/16	9:00a-5:00p	\$55☆ + book
WFD	205	M W	3/12 & 3/14	5:30p-9:00p	\$55☆ + book
MVL-MCT	129	Th	4/19	9:00a-5:00p	\$55☆ + book
WFD	108	Th	5/17	9:00a-5:00p	\$55☆ + book
MVL-MCT	123	M W	6/18 & 6/20	5:30p-9:00p	\$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 please call (704) 878-4266.

Nurse Assistant

704.978.5443

Nurse Assistant 1 classes have special registration requirements. Authorization to register is completed at the Cherry Street Center. For detailed information and class dates please contact the Allied Health Office at (704) 978-5443. Classes are limited to 20 students per class. Additional classes will be made available when class limits are reached. The cost is \$205 which includes registration and special fees; not included are textbooks and other required supplies.



Nurse Assistant 1—Refresher

Prepares students for state exam to renew their NA 1 certification with NC Nurse Aide Registry.

GW	104	Tu W Th	2/7-2/28	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 1 and/or current listing on Nurse Aide 1 registry.* Clinical days will vary 6 to 8 hours per day.

CHR	107	Tu Th	1/10-5/17	8:30a-12:30p	\$176.25+book&spc. fees
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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	3/12-4/4	9:00a-12:00p	\$65 + book
MVL-MCT	109	M W	4/16-5/9	5:30p-8:30p	\$65 + book

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. Take care of the prerequisite course so you can register early. **Prerequisites:** *Prior to registration for this class—completion of Welcome to Continuing Education (call (704) 878-3220, ext. 0 to register for Welcome) and a high school diploma/GED.*

CEC	10	Tu Th	2/7-5/24	6:00p-9:00p	\$175 + book
CEC	10	M W F	2/27-5/9	8:15a-11:15a	\$175 + book

Location	Days	Dates	Time	Cost
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Plumbing Continuing Education

Meets the six-hour requirement for yearly license renewal. 2012 code book is required for admission.

CEC	AUD	Sa	3/31	9:00a-4:00p	\$75☆
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Public Safety and Emergency Medical (704) 978-5463

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” activities 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) (704) 878-4365

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. Registration begins December 2.

CEC	19-B	Tu Th	1/17-TBA	6:00p-10:00p	\$222+books&fees
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EMT Intermediate

Prepares you to take the North Carolina EMT intermediate exam. 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. Registration begins December 2.

CEC	19-B	M W	1/9-TBA	6:00p-10:00p	\$237+books&fees
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EMT Continuing Education

The schedule for these classes can be found on our website at www.mitchellcc.edu/programs/public-safety or call (704) 878-4365 for more information.

Firefighter (704) 978-5498

Basic Firefighter Training

Teaches students the essential skills required for employment as an entry level fire fighter. Class will meet on some Saturdays. Scholarships may be available for eligible students. Please call for more information. Special admissions requirements apply.

CEC	B-1	M - F	1/23-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/programs/public-safety or call (704) 978-5498 for more information.

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	2/2 & 2/16	9:00a-4:00p	\$65 + book
MVL-MCT	109	Tu	4/10 & 4/24	9:00a-4:00p	\$65 + book

Location	Days	Dates	Time	Cost
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Real Estate Appraisal Continuing Education Elective

Fulfills the requirement for appraisers who wish to renew their licenses on active status in June 2013. Cost includes book.

CEC	AUD	F	3/9	8:30a-4:30p	\$85☆
CEC	AUD	F	3/30	8:30a-4:30p	\$85☆

Real Estate Appraisal Continuing Education: USPAP Update

Appraisal Board rules now require that appraisers **must take** the 7 hour USPAP Update **by May 31, 2012**. In order to receive a certificate of completion, the National Appraisal Foundation requires each student to have possession of the 2012-2013 USPAP Manual. Students must bring the 2012-2013 USPAP Manual with them to class. The student manual will be provided.

CEC	AUD	F	2/17	8:30a-4:30p	\$85☆
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Real Estate Broker—Continuing Education

The following continuing education classes fulfill the mandatory update and elective requirements for realtors who wish to renew their licenses on active status in June 2012. Cost includes book for onsite classes.

2011-2012 Mandatory Update

CEC	10	Tu	2/21	9:00a-1:00p	\$45☆
CEC	10	Th	3/22	2:00p-6:00p	\$45☆
MVL-MCT	125	F	4/20	9:00a-1:00p	\$45☆
CEC	9	W	4/25	9:00a-1:00p	\$45☆
MVL-MCT	125	F	5/18	2:00p-6:00p	\$45☆
CEC	10	W	5/30	2:00p-6:00p	\$45☆

And The Commission Says

CEC	10	Th	3/22	9:00a-1:00p	\$45☆
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Broker-in-Charge (BIC) Annual Review

Must be a BIC or BIC eligible to receive credit.

CEC	9	W	4/25	2:00p-6:00p	\$45☆
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Commercial Real Estate—Understanding Investments

MVL-MCT	125	F	4/20	2:00p-6:00p	\$45☆
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Online Electives

These classes may be taken from the comfort of your home or office without the expense of driving to an onsite 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/continuing-ed, click on Programs, and click on Online Education.

Internet					\$40☆
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Property Management and Managing Risk

MVL-MCT	125	F	5/18	9:00a-1:00p	\$45☆
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Real Estate and Taxes

CEC	10	Tu	2/21	2:00p-6:00p	\$45☆
CEC	10	W	5/30	9:00a-1:00p	\$45☆

Location	Days	Dates	Time	Cost
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Real Estate Broker Postlicensing: Selected Topics “303”

WFD	205	Tu Th	3/27-4/26	6:00p-9:00p	\$120 + book
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Real Estate Broker 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.

MVL-MCT 123	M W	2/6-4/18	9:30a-1:30p	\$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.

CEC	TBA	M W	2/27-4/4	6:00p-8:00p	\$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	M Tu W Th	2/6-5/17	8:30a-12:30p	\$226.25+equip.&book
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Welding Upgrade

This class is designed to upgrade the welding skills of experienced welders. Must have 1–2 years experience in at least 2 welding processes and possess the ability to read blueprints. Students must provide appropriate safety equipment; information given at first class.

DRK	M W	1/23-5/21	6:00p-9:00p	\$226.25+equip.&book
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Your Smart Phone: Is It Smarter Than You? **NEW!**

If the answer is yes, this class is for you. Learn about “apps,” Internet browsing, “syncing,” email, and more. Bring your smart phone, instruction manual, and cables for an interactive learning session.

WFD	212	M W	3/26 & 3/28	6:00p-8:00p	\$25 ☆
WFD	212	Tu Th	4/24 & 4/26	6:00p-8:00p	\$25 ☆

Personal Enrichment (704) 878-4266 or (704) 663-1923

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-8	Th	1/26-2/16	6:30p-8:30p	\$25 ☆ + pen
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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	1/17-2/14	6:00p-8:00p	\$35 ☆ + supplies
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Location	Days	Dates	Time	Cost
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Garden Art: Stepping Stone **NEW!**

Students will design and paint a decorative stone for a garden or landscape. Participants should wear clothing suitable for a painting project. All supplies provided.

CEC	TBA	Th	3/15 & 3/22	6:30p-8:30p	\$30☆
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Heirloom Sewing **NEW!**

Students will learn basic heirloom techniques such as edge joining lace, inserting endredeaux, pin tucks, and ribbon insertion, etc. to create a beautiful pillow. They will work with cotton batiste and heirloom laces. All materials provided. Machines are available but students may bring their own. Basic sewing skills required.

CEC	B-8	Tu Th	2/7-3/1	9:00a-11:30a	\$125☆
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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	1/19-3/8	6:00p-8:30p	\$65☆+ supplies
CEC	B-7	Th	3/22-5/17	6:00p-8:30p	\$65☆+ supplies

Painting: Watercolor

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

CUR		M	1/9-3/19	6:00p-8:30p	\$65☆+ supplies
CUR		Tu	1/10-3/13	9:00a-12:00p	\$65☆+ supplies
CUR		W	1/11-3/14	9:00a-12:00p	\$65☆+ supplies
CUR		Th	1/12-3/15	9:00a-12:00p	\$65☆+ supplies
CUR		M	4/9-6/18	6:00p-8:30p	\$65☆+ supplies
CUR		Tu	4/10-6/12	9:00a-12:00p	\$65☆+ supplies
CUR		W	4/11-6/13	9:00a-12:00p	\$65☆+ supplies
CUR		Th	4/12-6/14	9:00a-12:00p	\$65☆+ supplies

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	1/19-2/23	6:00p-9:00p	\$55☆+ supplies
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Pottery

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

DRK		M	1/23-2/27	5:30p-8:00p	\$115☆
DRK		W	1/25-2/29	9:00a-11:30a	\$115☆
DRK		M	3/12-4/23	5:30p-8:00p	\$115☆
DRK		W	3/14-4/25	9:00a-11:30a	\$115☆



Location	Days	Dates	Time	Cost
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Scrapbooking: Highlights of 2012 **NEW!**

Beginning and experienced scrapbook makers will create a book that captures the highlights of 2012 in a memorable way. Emphasis will be on creating decorative items and borders for each month or special occasions in the life of a family, friend, new baby, etc. The book will be completed with photographs taken throughout the year. Supply list available at registration.



CEC	B-8	Tu	1/24-2/28	6:00p-8:00p	\$40☆+ 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	1/17-3/6	6:00p-9:00p	\$65☆+ supplies
CUR		Tu	3/20-5/8	6:00p-9:00p	\$65☆+ supplies

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	1/18-3/7	6:00p-9:00p	\$65☆+ supplies
CUR		W	3/21-5/9	6:00p-9:00p	\$65☆+ supplies

Stained Glass: Fusing and Slumping

Designed for beginning and experienced students. Topics include tile making, jewelry making, fusing and slumping, vitrograph, pattern bar making, box casting, and liquid stringers. No prior experience necessary; knowledge of glass cutting preferred.

DRK		Sa	2/11-2/25	10:00a-1:00p	\$65☆+ supplies
DRK		Sa	4/14-4/28	10:00a-1:00p	\$65☆+ supplies

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.

CEC	CAF	W	2/8-3/28	7:00p-8:00p	\$40☆/person
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Boot Camp Challenge **NEW!**

This program is open and beneficial for all fitness levels. The interval, drill, and circuit work is especially designed to burn fat, strengthen muscles, and jump start metabolism. Students should wear "gym" clothes and athletic shoes and bring a mat or beach towel.

CEC	AUD	Tu Th	1/10-2/16	5:30p-6:30p	\$60☆
CEC	AUD	Tu Th	2/28-4/5	5:30p-6:30p	\$60☆

Line Dance

Learn popular line dances for fun and exercise.

EDS		M	1/23-2/27	7:15p-8:15p	\$30☆/person
EDS		M	3/12-4/23	7:15p-8:15p	\$30☆/person

Location	Days	Dates	Time	Cost
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Yoga **NEW!**

Program designed to benefit the body and soothe the spirit. Students should wear comfortable clothing and bring a mat or towel.

EDS		Tu Th	1/10-2/2	5:30p-6:15p	\$30☆/person
EDS		Tu Th	2/9-3/6	5:30p-6:15p	\$30☆/person
EDS		Tu Th	3/13-4/5	5:30p-6:15p	\$30☆/person

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.

CEC	CAF	Th	1/12-2/16	5:30p-6:30p	\$30☆
CEC	CAF	Th	3/1-4/5	5:30p-6:30p	\$30☆



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.

CEC	CAF	M	3/26-5/21	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.

CEC	CAF	M	1/23-3/12	6:00p-9:00p	\$80☆+ supplies
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Fruit Pies and Piecrusts **NEW!**

Held at the new I-SS Career Academy and Technical School in Troutman.

CATS		W Th	5/16 & 5/17	5:30p-8:30p	\$35☆
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Gumpaste Flowers

Create gumpaste flowers for striking decorations on cake and other goodies.

CEC	CAF	Th	5/24-6/14	6:00p-8:30p	\$50☆
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Jellies and Preserves **NEW!**

Held at the new I-SS Career Academy and Technical School in Troutman.

CATS		Th	6/7	5:30p-8:30p	\$20☆
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Sugar Panorama Egg

Learn how to make this special occasion treat! Limited decorating experience. All supplies provided.

CEC	CAF	Th	3/15-3/22	6:00p-8:30p	\$35☆
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Yeast Breads **NEW!**

Held at the new I-SS Career Academy and Technical School in Troutman.

CATS		W Th	2/22 & 2/23	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	2/2-3/29	6:00p-8:00p	\$60☆
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Location	Days	Dates	Time	Cost
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Clip Those Coupons **NEW!**

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

CEC	8	M	1/23 & 1/30	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	10	W	2/1-2/22	6:30p-9:00p	\$50☆
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Flower Arranging

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

CEC	B-8	M	3/19-4/2	6:00p-7:30p	\$20☆+ supplies
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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! Students should bring a small piece of furniture and paint brush on the first night and will apply a first coat. Students will apply a decorative faux finish on the second night. Students should wear clothing appropriate for a painting project. Paint provided. Class will meet from 6:00-8:00p on February 6.



CEC	B-7	M	2/6 & 2/13	6:00p-9:00p	\$35☆+ supplies
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Furniture Painting, Advanced **NEW!**

This class open only to previous students and includes more elaborate techniques used to achieve the shabby chic look on furniture that is so popular today! Supply list available at registration.

CEC	B-7	M	6/11 & 6/18	6:00p-9:00p	\$35☆+ supplies
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Gardening: Organic **NEW!**

Protect your health and the environment! Go green in your garden! An expert gardener will tell you how simple and sensible it can be.

WFD	212	M	2/20	6:00p-8:00p	\$20☆
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Gardening: Square Foot **NEW!**

Square foot gardening will revolutionize the way you think about gardening. Learn to grow more vegetables and flowers in less space.

CEC	8	Tu	2/7	5:30p-8:30p	\$20☆
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Home Staging **NEW!**

Interested in selling your home? Prepare for the prime listing/selling season with advice from a real estate professional. Get your house ready and get it sold!

WFD	212	M	1/9	6:30p-8:30p	\$20☆
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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	212	Tu	2/7-3/13	6:00p-9:00p	\$90 ☆
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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 spring classes will begin January 9, 2012. **Register early; class size is limited!** For more information, visit our website, www.mitchellcc.edu/continuing-ed, click on Programs, then click on Motorcycle Safety, 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.

CEC	GYM	Th	3/8	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		M	2/13-3/26	6:00p-8:00p	\$75 ☆
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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	8	Th	3/8	6:00p-9:00p	\$30 ☆
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Small Business Seminars—Continuing Education Campus, Statesville

The Small Business Center offers the following seminars and workshops on topics pertinent to starting and managing a small business. To preregister or for more information, call (704) 878-3227 or (704) 878-3226.

Taxes for Your Small Business

This seminar is designed to help the small business owner understand what is required of them when filing taxes, important tax dates, record keeping, and the process of filing.

WFD	205	Th	2/16	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	2/28	6:00p-9:00p	no charge
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Location	Days	Dates	Time	Cost
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Marketing Your Small Business Using Social Media

With hundreds of social media web sites out there, how do you know the best avenue for promoting your business? This seminar looks at social networking from an “old school” marketing perspective. You’ll apply tried-and-true marketing principles to today’s technology to make sure you get the most bang for your buck. If you want to explore the promotional opportunities in online social media, this is a great place to start!



WFD	108	Th	2/23	9:00a-12:00p	no charge
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Basics of a Home-Based Business

This seminar will help you become familiar with procedures and forms required to figure and claim the deductions for business use of your home. Participants will learn the advantages and disadvantages of being a home based business, record keeping, marketing, and much more!

WFD	108	Tu	3/6	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	Th	3/29	9:00a-12:00p	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 an account, advertising items for sale, accepting payments through PayPal, and shipping procedures.

WFD	205	Th	3/29	1:00p-4:00p	no charge
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Small Business Seminars—Mooresville Center

The Small Business Center offers the following seminars and workshops on topics pertinent to starting and managing a small business. To preregister or for more information, call (704) 878-3227 or (704) 878-3226.



Money Management—What You Didn’t Learn in School

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	Th	1/12-2/2	7:00p-9:00p	\$45☆
MVL-MCT 123	Tu	3/13-4/3	7:00p-9:00p	\$45☆

Location	Days	Dates	Time	Cost
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Researching Private Foundations: How to Find Your Perfect Match

Is your organization searching for a grant? This session will provide you with tools on how to access information and do prospect research for grants. Laptops welcome, however they are not required.

MVL-MCB 117	F	1/27	9:00a-12:00p	no charge
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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.

MVL-MCB 107	Tu	2/7	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 makes a good plan. Participants will have an opportunity to use several business plan evaluation tools.

MVL-MCB 107	Tu	3/20	6:00p-9:00p	no charge
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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 107	Tu	4/3	6:00p-9:00p	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 107	Tu	4/17	6:00p-8:00p	no charge
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How to Make Your Business More Profitable

This seminar is designed for start-up and existing businesses to learn strategies for increasing sales, reducing costs, and becoming more profitable. Topics to be covered will include: researching your market, defining your business structure, developing marketing strategies, pricing, and budgeting. Participants will cover a wealth of information to assist them in starting and sustaining a profitable and successful business.

MVL-MCT 122	Th	4/26	9:00a-12:00p	no charge
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Obtaining a Loan for Start Up or Business Expansion

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-MCT 123	Tu	5/1	6:00p-9:00p	no charge
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Location	Days	Dates	Time	Cost
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Business Plan Workshop Series—Continuing Education Center, Statesville

The following workshops will allow participants to develop and assemble a complete business plan. Each workshop is hands-on and participants will research and begin to write each component of their business plan. To enter a completed business plan into the Business Plan Competition, contact Suzanne Wallace at (704) 878-3227 for more information.



Choosing the Right Concept for Your Business Plan

In this introductory workshop the participants will learn the keys to success, discuss the importance of experience, business operations, and niche markets.

WFD	108	Th	3/8	6:00p-9:00p	no charge
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Business Plan Market Analysis

In this workshop participants will research demographic characteristics, the industry, and the local environment in which they plan to do business.

WFD	108	Th	3/15	6:00p-9:00p	no charge
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Business Plan Project Cost Analysis

In this workshop participants will determine start-up expenses and monthly expenses that will occur as they operate the business day-to-day.

WFD	108	Th	3/22	6:00p-9:00p	no charge
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Marketing Plan for your Business Plan

In this workshop participants will develop a monthly advertising plan for their business venture. In addition, participants will produce a budget and a cost analysis.

WFD	108	Th	3/29	6:00p-9:00p	no charge
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Financial Projections for your Business Plan

In this workshop participants will develop cash flow projections for their business venture as well as a profit and loss statement and balance sheet.

WFD	108	Th	4/5	6:00p-9:00p	no charge
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Putting all the Pieces Together for your Business Plan

In this workshop participants will integrate the different sections of their business plan and complete an executive summary.

WFD	108	Th	4/12	6:00p-9:00p	no charge
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- The College reserves the right to cancel a class due to lack of enrollment. In this case, pre-registered/pre-paid 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.

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