

**GENERAL INFORMATION****REPETITION OF COURSE WORK IN CONTINUING EDUCATION**

Students who take an occupational extension course more than twice within a five-year period shall pay their cost for the course based on the amount of funds generated by a student membership hour for occupational extension multiplied by the number of actual hours the class is taught. This policy does not apply to fire, rescue, or law enforcement training courses taken by fire, rescue, or law enforcement personnel. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

**OCCUPATIONAL EXTENSION COURSE REFUND POLICY**

A full refund shall be made if the student officially withdraws\* prior to the beginning of the first class meeting of the course.

A 75% refund shall be made if the student officially withdraws\* prior to the 10% point of the course. No refund will be considered after the 10% point of the course. No refund will be considered for a Self-Supporting course once the course has started.

\*Officially withdraw means that the student has notified a college official that he/she will not attend or will not continue to attend a course.

**REGISTER ONLINE**

To register online, please visit the Continuing Education page at <http://www.lenoircc.edu/contined/contined.html> and click the Online Registration link or key <http://mis.lenoircc.edu/ceapp.htm>.

**ONLINE CLASSES**

Education to Go: Ed2Go: <http://www.ed2go.com/lenoircc/>

**PLEASE NOTE: Class dates and times are subject to change.**

**GREENE COUNTY****COMPUTER CLASSES**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
06-07-10	Intro to Keyboarding/Computers	MW	10:00-01:00	Greene County Center	Staff	10	175.00
06-08-10	Intro to Distance Education (Hybrid: Online/F2F)	TTH	01:00-04:00	Greene County Center	Staff	10	175.00
06-08-10	Computer Applications: Word, Excel, Access, PowerPoint	TTH	05:30-08:30	Greene County Center	Staff	10	175.00
07-07-10	Intermediate Computers for Seniors	MW	01:00-04:00	Greene County Center	K. Burnside	6	120.00
07-07-10	Intro to Computers for the Absolute Beginner	MW	05:30-08:30	Greene County Center	Staff	6	120.00

**HUMAN RESOURCE DEVELOPMENT**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
07-06-10	HRD Employability Lab	TTH	01:00-04:00	Greene County Center	L. Ivey	10	175.00
07-06-10	HRD Employability Lab	TTH	06:00-09:00	Greene County Center	Staff	10	175.00

**VOCATIONAL/PERSONAL ENRICHMENT**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-03-10	Welding	MW	06:00-10:00	Greene County Center	S. Perez	21	175.00
05-11-10	Air Brushing (Cars, Trucks, Nails, T-Shirts, etc.)	TWTH	06:00-09:00	Greene County Center	T. Moore	10	175.00
06-21-10	Introduction to Upholstery	MW	06:00-09:00	Greene County Center	S. Bumpurs	10	175.00
06-28-10	Car Painting (An Intro with various techniques)	M-TH	11:00-03:00	Greene County Center	L. Suggs	7	175.00
07-07-10	Jewelry Making	MW	05:30-08:30	Greene County Center	K. Burnside	7	120.00

**HEALTH SERVICES**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-03-10	Phlebotomy Technician	MW	06:00-10:00	Greene County Center	T. Letchworth	21	175.00
05-10-10	Phlebotomy Technician	MTW	09:00-01:00	Greene County Center	C. Bias	21	175.00
05-10-10	Medical Coding	MW	05:00-09:00	Greene County Center	B. Andrews	18	175.00
05-17-10	Nurse Aide I	MW	06:00-10:00	Greene County Center	E. Cannon	16	175.00
05-17-10	Pharmacy Tech	MW	09:00-01:00	Greene County Center	S. Brann	10	175.00
05-22-10	American Heart Association CPR Certification/Recert	SA	08:00-04:00	Greene Co. Annex	Staff	1	65.00
06-21-10	American Heart Association CPR Certification/Recert	MW	06:00-10:00	Greene Co. Annex	Staff	1	65.00
08-07-10	American Heart Association CPR Certification/Recert Preregistration required for all CPR classes	SA	08:00-04:00	Greene Co. Annex	Staff	1	65.00
08-09-10	Nurse Aide II	MW	06:00-10:00	Greene County Center	B. Farrow	17	175.00

**FIREFIGHTER TRAINING**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-17-10	Firefighter I and II Certification Classes	MW	06:00-10:00	Greene Co. Annex	DOI Instructors	1	65.00
05-22-10	Rescue Technician Classes Driver Operator Series Classes Call 252-747-8800 for complete details and schedule	SA	08:00-05:00	Greene Co. Annex	DOI Instructors	1	65.00
08-03-10	Firefighter I and II Academy State of NC Certification upon completion of course Call 252-747-8800 for complete details and to pre-register. Class size limited.	TTH SASU	06:00-10:00 08:00-05:00	Greene Co. Annex	DOI Instructors	16	175.00

**EMS CERTIFICATION AND CONTINUING EDUCATION**

05-17-10	Intermediate Continuing Education	M	07:00-10:00	Maury EMS	Staff	1	65.00
05-18-10	Intermediate Continuing Education	T	07:00-10:00	Hookerton VFD	Staff	1	65.00
05-19-10	Intermediate Continuing Education	W	07:00-10:00	Fort Run VFD	Staff	1	65.00
05-20-10	Intermediate Continuing Education	TH	07:00-10:00	Arba VFD	Staff	1	65.00
05-24-10	Intermediate Continuing Education	M	07:00-10:00	Walstonburg VFD	Staff	1	65.00
05-26-10	Intermediate Continuing Education	W	07:00-10:00	Maury EMS	Staff	1	65.00
06-01-10	Intermediate Continuing Education	T	07:00-10:00	Shine VFD	Staff	1	65.00
06-02-10	Intermediate Continuing Education	W	07:00-10:00	Fort Run VFD	Staff	1	65.00
06-09-10	Intermediate Continuing Education	W	07:00-10:00	Greene Co. Annex	Staff	1	65.00
06-12-10	Skills and Scope of Practice for Recertification Call 252-747-8800 to schedule scopes	SA	08:00-05:00	Greene Co. Annex	Staff	1	65.00
08-10-10	EMT Basic Initial Certification	TTH	06:00-10:00	Greene Co. Annex	Staff	14	175.00
08-16-10	EMT Intermediate Initial Certification All Initial EMT certification classes require entrance exam and pre-registration. Contact Gary Kennedy at 252-747-880 or <a href="mailto:gkennedy@lenoircc.edu">gkennedy@lenoircc.edu</a>	MW	06:00-10:00	Greene Co. Annex	Staff	16	175.00

**SPECIAL INTEREST**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-08-10	Concealed Handgun Class	SA	08:00-05:00	Greene Co. Annex	J. Surlis	1	60.00
05-18-10	Do-It-Yourself Home Repairs:	TTH	06:30-09:30	Greene Co. Annex	Staff	6	120.00

	Carpentry, Electrical, Plumbing, Painting, Maintenance			Greene Co. Annex		
05-25-10	Notary Public Initial Certification	TTH	06:30-10:00	Greene Co. Annex	Staff	1 65.00
06-15-10	Basic Motorcycle Tune-up and Servicing	TTH	06:00-09:00	Greene Co. Annex	Staff	1 65.00
06-19-10	Motor Carrier Escort Certification	SA	08:00-05:00	Greene Co. Annex	J. Surles	1 65.00
06-19-10	Concealed Handgun Class	SA	08:00-05:00	Greene Co. Annex	J. Surles	1 65.00
07-13-10	Advanced Motorcycle Tune-up and Servicing	TTH	06:00-09:00	Greene Co. Annex	Staff	4 65.00
07-17-10	Notary Public Initial Certification	SA	09:00-04:00	Greene Co. Annex	Staff	1 65.00
07-24-10	Concealed Handgun Class	SA	08:00-05:00	Greene Co. Annex	J. Surles	1 65.00
08-07-10	Motor Carrier Escort Certification	SA	08:00-05:00	Greene Co. Annex	J. Surles	1 65.00
08-14-10	Concealed Handgun Class	SA	08:00-05:00	Greene Co. Annex	J. Surles	1 65.00
08-20-10	Notary Public Initial Certification	F	09:00-04:00	Greene Co. Annex	Staff	1 65.00
	Pre-registration required for notary classes and handgun classes. Call 747-8800 for details.					

**BASIC SKILLS**

05-17-10	Adult Basic Education	M-TH	08:00-12:00	Greene County Center	P. Wilson	10	FREE
		M-TH	01:00-05:00	Greene County Center	P. Wilson	10	FREE
05-17-10	GED	M-TH	08:00-12:00	Greene County Center	P. Wilson	10	FREE
		M-TH	01:00-05:00	Greene County Center	P. Wilson	10	FREE
05-17-10	English as a Second Language	M-TH	08:00-12:00	Greene County Center	P. Wilson	10	FREE
		M-TH	01:00-05:00	Greene County Center	P. Wilson	10	FREE
05-17-10	GED Online	M-TH	Online	Greene County Center	P. Wilson	10	FREE
05-17-10	English as a Second Language	MW	06:00-09:00	Greene County Center	L. Ivey	10	FREE
05-17-10	Adult Basic Education	M-TH	08:00-02:00	Greene County Annex	P. Edwards	10	FREE
05-17-10	English as a Second Language	M-TH	08:00-2:00	Greene County Annex	K. Jones	10	FREE
05-18-10	Adult Basic Education	TTH	09:00-12:00	GC Senior Center	E. Hill	10	FREE
05-18-10	Adult Basic Education	TTH	06:00-09:00	Shady Grove Church	B. Coats	10	FREE