

**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.**

**JONES COUNTY****COMMUNITY SERVICE SUMMER 2010**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
6-22-10	SAT Prep	TWTH	06:00-09:00	Jones County Center	J. Parker	2	50.00

**FIRE/EMS Spring 2010**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
Ongoing	EMS Continuing Education Schedule	TH	07:00-10:00	Jones County Center	C. Taylor	1	65.00
Ongoing	EMS Continuing Education Schedule	T	07:00-10:00	Comfort VFD	C. Tyndall	1	65.00
Ongoing	EMS Continuing Education Schedule	M	07:00-10:00	Wyse Fork VFD	C. Tyndall	1	65.00
Ongoing	Firefighter I/II Continuing Education Schedule	TBA	07:00-10:00	Jones County Center	R. Jones	1	65.00
07-13-10	Flagger Training (DOT Approved)	T	08:00-12:00	Jones County Center	K. Meadows	1	65.00
08-14-10	Flagger Training (DOT Approved)	SA	08:00-12:00	Jones County Center	K. Meadows	1	65.00

**Occupational & Job Related Summer 2010 Classes**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-19-10	Employability Lab for JobsNow*	W	06:00-08:30	Jones County Center	R. Sutton	13	120.00
05-19-10	Job Club*	MW	08:00-12:00	Jones County Center	R. Murphy	13	175.00
05-19-10	Conversational Spanish	W	06:00-08:00	Jones County Center	L. Melendez	10	65.00
05-25-10	Carpentry Fundamentals	TTH	06:00-10:00	Jones County Center	F. Emory	12	175.00
05-25-10	Computer Basics*	T	06:00-09:00	Jones County Center	L. Stancill	11	120.00
05-26-10	Survival Skills*	MW	06:00-09:00	Jones County Center	D. Brinkley	10	175.00
06-03-10	Bookkeeping Basics	TH	06:30-09:30	Jones County Center	G. Wiggins	11	120.00
06-05-10	Defensive Driving	SA	08:00-12:00	Jones County Center	D. Philyaw	1	65.00
06-07-10	Computer Literacy*	MW	12:30-2:30	Jones County Center	R. Murphy	5	65.00
06-08-10	Notary Public	TW	06:00-10:00	Jones County Center	G. Kennedy	1	65.00
06-15-10	Intro to CNC Machining	TTH	06:00-09:00	Jones County Center	P. Hill	8	120.00
06-21-10	Movie Making on Macs	M	07:00-09:00	Jones County Center	J. Parker	8	65.00
06-22-10	Office Technology	TTH	09:00-12:00	Jones County Center	G. Wiggins	7	175.00
07-10-10	Defensive Driving	SA	08:00-12:00	Jones County Center	D. Philyaw	1	65.00
07-19-10	Photoshop-Beginning	MTWTH	08:00-03:00	Jones County Center	TBA	1	65.00
07-26-10	Basic Photo Restoration	MTWTH	08:00-03:00	Jones County Center	TBA	1	65.00
08-07-10	Defensive Driving	SA	08:00-12:00	Jones County Center	D. Philyaw	1	65.00

**Basic Skills - Summer 2010**

DATE	CLASS	DAY	TIME	LOCATION	INSTRUCTOR	WKS	FEE
05-17-10	Adult Basic Education	MTH	06:00-09:00	Jones County Center	N. Brown	13	FREE
05-18-10	Adult Basic Education	TTH	06:30-09:30	Maysville Library	S. Shepard	13	FREE
05-18-10	Adult Basic Education	T	09:30-12:30	Pilgrims Home Church	E. Burkett	13	FREE
05-19-10	Adult Basic Education	W	06:00-08:00	Jones County Center	Z. Koonce	13	FREE
05-19-10	Adult Basic Education	WTH	10:00-12:00	Jones Senior Center	N. Brown	13	FREE
05-24-10	Adult High School/GED	M-TH	08:00-012:00	Jones County Center	F. Seymour	12	FREE
05-24-10	GED Online	Online	Online	Internet	S. Ward	12	FREE
05-25-10	Beginning Reading/ABE	T	08:00-12:00	Jones County Center	L. Driver	12	FREE
05-27-10	English as a Second Language (ESL)	MTH	06:00-09:00	Jones County Center	L. Melendez	12	FREE

**Health Sciences- Summer 2010**

05-17-10	Pharmacy Tech (Online)	Online	Online	Internet	R. Heath	13	175.00
05-31-10	Healthcare Billing and Coding-Basics	Online	Online	Internet	R. Murphy	11	175.00
05-31-10	Nurse Aide II	MTW	06:00-10:00	Jones County Center	L. King	18	175.00
06-03-10	Phlebotomy (Hybrid)	TH	06:00-10:00	Jones County Center	P. Peterson	16	175.00
06-07-10	Medical Office Coordinator	MW	06:00-09:00	Jones County Center	K. Moore	10	175.00
06-14-10	Laboratory Assistant (Hybrid)	MW	06:00-09:00	Jones County Center	P. Peterson	9	175.00
06-28-10	Intro to Medical Terminology	Online	Online	Internet	A. Philyaw	12	175.00
07-14-10	CPR	W	06:00-10:00	Jones County Center	M. Jordan	2	65.00

\*Students may qualify for fee waivers based on HRD eligibility requirements.