



Give a
Continuing Education
Gift Certificate for the
Holidays.
LOOK INSIDE!



Sandhills
COMMUNITY COLLEGE



CONTINUING EDUCATION

695-3980

Registration is Ongoing
Classes Begin Throughout the Semester

CURRICULUM CLASSES

695-3725

Registration for Spring Semester Classes: January 5
Spring Semester Begins: January 9

Spring Semester 2012

ENROLLMENT INFORMATION

Sandhills Community College has been providing lifelong learning opportunities for citizens of Moore and Hoke counties for 48 years. Classes are offered under the classifications of Curriculum and Continuing Education.

CURRICULUM

Curriculum courses are college credit courses. Students can begin at Sandhills in the University Studies program and transfer to a college or university, earn a two-year associate's degree for training in business, industry, health, or public service, or complete a certificate or diploma in a shorter span of time. For more information, contact the Admissions Office at 910-695-3725 or 1-800-338-3944.

CONTINUING EDUCATION

Continuing Education provides non-credit courses for both personal and professional development. Examples of continuing education programs include: pre-college or basic skills education, certification/pre-licensure courses, professional development courses, small business center seminars, computer courses and personal enrichment programs. For more information call 910-695-3766.

REGISTRATION INFORMATION

CURRICULUM (COLLEGE CREDIT) COURSES

New students are not required to take the SAT or ACT to enroll. Application and placement tests must be completed prior to registering for classes. Please refer to our website for complete information or come to Student Services located in Stone Hall.

CONTINUING EDUCATION

Walk-In Registration

Continuing Education offices are located in Van Dusen Hall.

Monday–Thursday: 8:00 am-8:00 pm

Friday: 8:00 am-Noon

Phone-In Registration

Phone-in registration requires payment with Visa, MasterCard or Discover. Please have the course number and title available and call 695-3980 or 1-800-338-3944, ext. 3980.

Mail-In Registration

Fill out the registration form found at www.sandhills.edu or call 695-3766 for a registration form. Include payment with registration form. Class sizes are limited so please be advised that your mail-in registration form may not reach us before the class fills.

FAX Registration

Simply fax the registration form found at www.sandhills.edu to 692-6998. Payment must be made by credit card for fax registration.

PAYMENT INFORMATION

CURRICULUM COURSES

- The North Carolina General Assembly sets tuition rates for in-state and out-of-state residents.
- If you do not pay the tuition and fees required for your classes by the last day to pay found on the Academic Calendar, your registration is not complete. In addition, the classes for which you have registered will be dropped, and you will need to register again.
- We accept cash, checks, money orders, credit cards (except American Express), and debit cards.
- Payment is accepted online, in person, via a drop box located outside the Business Office and by mail.
- Refunds: A pre-registered curriculum student who officially drops one or more classes prior to the first day of the semester will be eligible for a one-hundred percent tuition refund. The student activity and technology fees will also be refunded if the student officially drops all classes prior to the first day of the semester. Thereafter, a refund of seventy-five percent of only the tuition will be made through the ten percent date of the semester. Students do not qualify for a refund of fees after the one hundred percent date. All tuition will be refunded if a class is canceled. Refunds will be processed within four weeks of the ten percent date.

CONTINUING EDUCATION COURSES

- Checks and credit cards are the preferred forms of payment.
- Refunds: The entire cost of the course will be refunded if requested before it begins or if the course is cancelled. Thereafter, a refund of seventy-five percent if requested after a course begins, but before ten percent of the total class meetings.
- Unless otherwise noted, the registration fee for one continuing education course per semester is waived for students 65 years or older. However, a \$5 technology fee is charged for *all* continuing education courses with the exception of those listed as “*All Must Pay*” or “*Basic Skills*”.
- A limited number of scholarships may be available for Continuing Education students. For more information, call 910-695-3766.

Please register for Continuing Education classes at least one week prior to the starting date. Classes may fill and prohibit further enrollment or they may be cancelled if enrollment is low.

Continuing Education students must be at least 16 years of age.

Sandhills Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4501) to award associate degrees, certificates, and diplomas.

Costs, policies, regulations and procedures may be changed at any time because of legislative action, board action or state and federal laws and regulations. Information in this publication was accurate at the time it went to press. Classes may be added, changed or cancelled based on demand and reasonable accommodations.

Sandhills Community College is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age or disability. The college seeks to comply with all federal, state, and local statutes, regulations, and orders, including those which promote equal protection and equal opportunity for students, employees, and applicants.

TABLE OF CONTENTS

Computers.....	1
Professional Development	8
Public Safety	11
ed2go	11
Online Career Programs	15
Small Business Center	16
Community Education	19
Human Resources Development	24
Basic Skills	26
College-Credit/Curriculum Programs ..	27
College-Credit Course List	28

PHOTO AND VIDEO USE

Sandhills Community College does not collect photo/video release forms. Instead, the College assumes that faculty, staff, and students are the best resources for marketing the College and welcome student involvement in these activities.

Still or video photo shoots may be informal (candid photos of campus scenes, athletic events, performances, events, or activities) or formal (planned visits to classrooms, headshots or video shoots on campus). All photographic/video images become the property of Sandhills Community College. Division of Continuing Education staff members add the photos or video footage to the College's library of images (maintained by the Division of Continuing Education), which becomes a resource for the College's online and print publications.

Sandhills Community College

3395 Airport Road
Pinehurst, NC 28374
910-692-6185

Sandhills Hoke Center

1110 East Central Avenue
Raeford, NC 28376
910-875-8589

Westmoore Center

2332 NC Hwy 705
Robbins, NC 27325
910-464-6300

Give a Continuing Education Gift Certificate



At a loss for a gift for someone?

Do you see a course a friend or family member would like?

How about inviting someone to take a class with you!

The possibilities are numerous.

Call 695-3980 and we can mail it to you or come by the Continuing Education offices in Van Dusen Hall.

Any amount may be purchased. Recipient must use all funds within one year of the original purchase date.

Cosmetology Services by SCC Students

Day and Evening Services

Affordable Prices

Walk-in Basis Only

Shampoos • Cuts • Styles
Treatments • Perms • Color
Ethnic Soft Curl
Straighteners and Relaxers

Day Services: Tuesday, Wednesday and Thursday beginning at 9 AM. Chemical services must be assigned by 11 AM.

Evening Services:

Wednesday & Thursday from 5 - 7 PM

Visit Causey Hall on the Pinehurst Campus.
We now use Goldwell Hair Color.



Call 695-3980 to register or for more information.

SET YOUR SIGHTS ON SUCCESS IN 2012

More Continuing Education courses at the Sandhills Hoke Center than ever before!

COMPUTER CLASSES

Keyboarding in the Medical Office

January 10-February 16
Tuesday and Thursday, 9-11 am

Using Computers in the Medical Office

February 21-May 8
Tuesday and Thursday, 9-11 am

PROFESSIONAL DEVELOPMENT

Notary Public

March 5 and 6
Monday and Tuesday, 5:30-9 pm

Nursing Assistant 1

January 9 - May 9
Monday and Wednesday, 8:30 am-2 pm
January 10 - May 10
Tuesday and Thursday, 4-9:30 pm

BASIC SKILLS

General Education Development (GED)

January 2-May 15
Monday-Thursday, 8:30 am-2:30 pm or 3-9 pm

Adult High School (AHS)

January 2-May 15
Monday-Thursday, 8:30 am-2:30 pm or 3-9 pm

English as a Second Language (ESL)

January 2/3-May 15
Monday-Thursday, 8:30 am-2 pm
Tuesday & Thursday, 6-9 pm

HUMAN RESOURCES DEVELOPMENT

NEW! How to Find the Right Job for You

January 9-25
Monday and Wednesday, 9 am-12 Noon

NEW! Personal and Professional Development

January 30-February 29
Monday and Wednesday, 9 am-12 Noon

Technology Awareness for Employment

March 5-May 9
Monday and Wednesday, 9 am-12 noon

Pre-Employment Training

New Class Begins Every Monday Morning
Monday-Friday, 8:30 am-12:30 pm

Sandhills Hoke Center • 1110 E. Central Avenue • Raeford, NC

Call 695-3725 to register or for more information.



CURRICULUM COURSES AT THE HOKE CENTER

Refer to our web site to see the days and times of these courses.

BUS 137	Principles of Management	ENG 085	Reading & Writing Foundations
CJC 112	Criminology	ENG 095	Reading & Comp Strategies
CJC 120	Interviews/Interrogations	ENG 111	Expository Writing
CJC 132	Court Procedure & Evidence	ENG 112	Argument-Based Research
CJC 221	Investigative Principles	MAT 060	Essential Mathematics
EDU 119	Intro to Early Child Educ	MAT 070	Introductory Algebra
ENG 075	Reading & Language Essentials	MAT 140	Survey of Mathematics

COMPUTER COURSES

Additional classes may be added throughout the semester. Please refer to our Website for a complete listing of classes. Prerequisites must be met for many computer courses. Courses usually require a textbook and flash drive. Instructors will provide details at the first class meeting, or you may pick up a textbook list at the Continuing Education registration desk in Van Dusen Hall or refer to the list on our Website. Contact Laura Todd at 695-3925 or toddl@sandhills.edu for more information. Call (910) 695-3980 to register.

The NC General Assembly authorizes a registration fee waiver for one continuing education course per semester for legal NC residents aged 65 years and older. The technology fee is not waived. This does not apply to "all must pay" courses.



Laura Todd
Coordinator of
Computer Training

ABSOLUTE BEGINNERS

Mouse/Keyboard Skills **\$10 (all must pay)**

This workshop teaches students how to properly use a computer mouse and keyboard. Learn which key(s) to use for various tasks, when to click, double-click, and drag your mouse. No prerequisite. 0.3 CEUs

#1176	L. Williams	Jan 5
105 Van Dusen Hall	Th	9-Noon
#1177	L. Williams	Jan 5
105 Van Dusen Hall	Th	1-4 pm

Computing for Beginners Using Windows **\$65 + \$5 tech fee**

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate in Windows. Topics covered include starting your computer, saving your work, hardware and software, computer terms and navigating the desktop using the keyboard and mouse. Prerequisite: Mouse/Keyboard skills or prior computer experience. 2.4 CEUs

Windows XP

#1179	D. Kuehl	Jan 31-Feb 21
106 Van Dusen Hall	T/Th	9-Noon

Windows 7

#1180	T. Reynolds	Jan 9-Feb 21
105 Van Dusen Hall	M/W	8:30-11:30 am
#1181	P. McLendon	Jan 10-Feb 7
105 Van Dusen Hall	T/Th	6:30-9 pm
#1182	B. Clifton	Mar 26-Apr 25
105 Van Dusen Hall	M/W	8:30-11 am
#1183	D. Bartlett	Mar 27-Apr 19
105 Van Dusen Hall	T/Th	8:30-11:30 am

Intro to Computers using Windows 7 & Microsoft Office 2010 **\$120 + \$5 tech fee**

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate in Windows, Internet and email. Student will also take a look at Office 2010 for word processing, spreadsheets and presentations. Prerequisite: Mouse/Keyboard skills or prior computer experience. 4.5 CEUs

#1184	P. Kirk	Jan 14-Apr 28
105 Van Dusen Hall	S	9-Noon

INTRODUCTION TO MICROSOFT WINDOWS

Computing Using XP - Level 1 with Q & A **\$65 + \$5 tech fee**

This course will cover the use of Microsoft's XP Operating System. (XP will be supported by Microsoft until 2014). Students will confirm their knowledge of Computerese, setting up information retrieval using an effective directory. It is a continuation of Beginners and Level 1 and will be conducted as a forum to resolve users' questions or expand knowledge of their computer. Prerequisite: Computing Using XP - Beginners and Level 1. 2.1 CEUs

#1189	D. Kuehl	Feb 23-Mar 15
106 Van Dusen Hall	T/Th	9-Noon

Windows Level 1 **\$65 + \$5 tech fee**

This course teaches students the basics of Microsoft's operating system. Topics include learning to navigate in Windows, using the start menu, understanding basic file management, printing, and more. Prerequisite: Beginner's class or prior computer experience. 2.0 CEUs

Windows XP

#1187	J. Morningstar	Jan 23-Mar 26
106 Van Dusen Hall	M	4-6 pm

Windows 7

#1185	D. Bartlett	Jan 10-Feb 2
105 Van Dusen Hall	T/Th	8:30-11 am
#1190	T. Reynolds	Feb 27-Mar 21
105 Van Dusen Hall	M/W	8:30-11 am
#1191	G. Krasicky	Apr 10-May 10
105 Van Dusen Hall	T/Th	4-6 pm
#1192	D. Bartlett	Apr 24-May 15
105 Van Dusen Hall	T/Th	8:30-11:30 am

Using Computers in the Medical Office **\$120 + \$5 tech fee**

Computers play such an important roll in today's world. With computer constantly changing, sometimes it may feel a little overwhelming. This class may help you if you are already at a job or looking for a job in the medical field. 4.6 CEUs

#1186	B. Clifton	Jan 14-Apr 28
106 Van Dusen Hall	S	9-Noon

COMPUTER COURSES

ADVANCED MICROSOFT WINDOWS

Windows Level 2 **\$65 + \$5 tech fee**

Students will expand their knowledge of the Windows operating system. How to customize their computer by using the control pane, keep their system running smoothly with system maintenance, and advance file management tips and techniques. Prerequisite: Windows Level 1. 1.8 CEUs

Windows 7
#1195 D. Bartlett Feb 7-23
105 Van Dusen Hall T/Th 8:30-11:30 am

NEW! Help & How to Windows 7 **\$65 + \$5 tech fee**

Learn the ins and outs of Windows 7 from basic file management to personalizing your PC. Whether you are new to Windows 7 or you just need a refresher on Windows 7, this class is for you. 1.8 CEUs

#1194 C. Walls Jan 24-Feb 21
West Pine Elementary T/Th 6-8 pm

File Management with Windows 7 **\$65 + \$5 tech fee**

Where's my stuff? Having trouble finding the documents, pictures and other my files you KNOW are on your computer? Managing computer files on a modern PC requires knowledge, discipline, and organization. Learn effective methods to create logical file management strategies by incorporating a proven technique that involves hands-on exercises. Backing up files and migrating data from one PC to another will also be included. Prerequisite: Windows XP, Vista or W7 Level 1, or prior computing experience. 1.2 CEUs

#1193 D. Bartlett Jan 9-25
105 Van Dusen Hall M/W 4-6 pm

Managing your Digital Photos **\$65 + \$5 tech fee**

Where's my stuff? Having trouble finding the pictures you KNOW are on your computer? Managing computer files on a modern PC requires knowledge, discipline, and organization. Learn effective methods to create logical file management strategies by incorporating a proven technique that involves hands-on exercises. Backing up files. Prerequisite: Windows XP, Vista or W7 Level 1, or prior computing experience. 1.2 CEUs

#1196 D. Bartlett Apr 25-May 14
105 Van Dusen Hall M/W 4-6 pm

PC SUPPORT

Computer Maintenance **\$40 (all must pay)**

Whether a computer's operating system is XP, Vista, or the new 7, maintenance is very similar. Basic computer knowledge is necessary to participate in this six-hour review of tasks to keep a computer running smoothly and fast. Prerequisite: Windows Level 1. 7.5 CEUs

#1197 D. Kuehl Jan 10-17
106 Van Dusen Hall T/Th 9-11:30 am

#1198 D. Kuehl Jan 10-17
115 Van Dusen Hall T/Th 5:30-8 pm

Upgrade & Repair

\$65 + \$5 tech fee

Lessons are designed for the non-technical computer user and will include the following instruction

- Identifying the "insides" of a PC
- Understanding safety
- Adding hardware components
- Upgrading peripherals
- Using Windows & third-party utilities
- Troubleshooting hardware and software errors
- Improving computer performance

Students will be encouraged to bring their personal computers for "live" project experience. 2.0 CEUs

#1199 TBA Jan 23-Feb 22
115 Van Dusen Hall M/W 5-7 pm

Migrating your Old Desktop to a New PC

\$40 (all must pay)

This course is intended for anyone who has purchased or is considering purchasing a new desktop or laptop PC and is dreading the task of migrating his or her files to the new platform. Prerequisite: Windows Level 1 or prior computing experience. 0.6 CEUs.

#1200 TBA Feb 27-Mar 5
115 Van Dusen Hall M/W 5-7 pm

WINDOWS APPLICATIONS

Windows Media Player

\$70 (all must pay)

Microsoft Windows Media Player is integral to the Windows operating systems. Learn to play and organize digital media files on your computer and on the Internet. In addition, you can use the Player to play, rip, and burn CDs; play DVDs; and synchronize your music and videos to portable devices, such as an MP3 player or iPod. Prerequisite: Windows Level 1 or prior computing experience. 1.2 CEUs

#1201 G. Krasicky Jan 10-26
105 Van Dusen Hall T/Th 4-6 pm

Windows Movie Maker

\$70 (All Must Pay)

Windows Movie Maker is an included program in Windows that allows you to create professional presentations that can be exported to DVD medium for play on your home DVD player to view on your TV. Learn how to import and organize photos and video clips into a story line, use professional transitions and panning effects, and overlay background music or commentary. Students will be encouraged to bring in their own material to create a presentation and burn it to a DVD. Prerequisite: Windows Level 1 or prior computing experience. 1.2 CEUs

#1202 G. Krasicky Mar 13-Apr 5
105 Van Dusen Hall T/Th 4-6 pm

OFFICE APPLICATIONS

Microsoft Office 2010 using Word and PowerPoint

\$65 + \$5 tech fee

This course gives student's working knowledge of the Microsoft office application Word and PowerPoint. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#1204 D. Bartlett Feb 28-Mar 22
105 Van Dusen Hall T/Th 8:30-11:30 am

COMPUTER COURSES

Excel 2010: Level 1

\$65 + \$5 tech fee

Spreadsheet software can be used to maintain lists and simple databases, as well as to create budget reports and other documents using formulas. Students are taught the basics of entering and editing both text and formulas, formatting data, and printing worksheets in Excel. Prerequisite: Windows: Level 1 or prior Windows experience with mouse and keyboard proficiency. 2.4 CEUs

#1203 D. Bartlett Jan 30-Mar 7
105 Van Dusen Hall M/W 4-6 pm

Excel 2010: Level 2

\$65 + \$5 tech fee

Expand your knowledge of Excel by learning complex formulas, working with multiple spreadsheets, charting and more. Prerequisite: Excel Level 1. 2.0 CEUs.

#1205 D. Bartlett Mar 12-Apr 23
105 Van Dusen Hall M/W 4-6 pm

OpenOffice.org Core Task

\$65 + \$5 tech fee

OpenOffice.org is both a software product and a community of volunteers that produces and supports the software. It's an open-source software application suite--equivalent to Microsoft Office 2007, 2010 Professional. It's been distributed FREE, including all upgrades, since 1999. It supports over 110 languages. This course covers the download, installation and concepts of the suite. Basic computer knowledge and familiarity with word processing and spreadsheet is preferred to participate in this fifteen hours of classroom activities. Workbook is required. 2.0 CEUs.

#1206 D. Kuehl Mar 20-Apr 12
106 Van Dusen Hall T/Th 9-11:30 am

OpenOffice.org Comprehensive Writer

\$65 + \$5 tech fee

This course will comprehensively explore the power of OOo word processing called Writer. Formatting, Lists, Inserting Graphics and Spreadsheets into documents will be reviewed. Styles, Templates, Envelopes and Mail Merge will be practiced in the classroom. Computer knowledge is required to effectively participate in this material. Workbook is required. 2.0 CEUs

#1207 D. Kuehl Apr 17-May 10
106 Van Dusen Hall T/Th 9-11:30 am

#1208 D. Kuehl Apr 17-May 10
106 Van Dusen Hall T/Th 5:30-8 pm

DESKTOP PUBLISHING

NEW! My Publisher

\$65 + \$5 tech fee

Do you need to share your work with your clients or family? Why not take photos of it and create a book of your own "works of art." Whether the book is a gift or your new advertising media, come and join us to learn how to highlight your photos. (My Publisher is a free program that is downloaded to your computer). 1.2 CEUs

#1209 C. Walls Apr 17-May 3
West End Elementary T/Th 6-8 pm

PHOTO EDITING

Picasa 3

\$60 (all must pay)

Learn to use this free download to find, organize and edit your pictures. Learn how to crop, remove red eye, fix the contrast and color, and write captions on your pictures. This program can also be used to share your photos, and make slideshows. Prerequisite: Windows Level 1, Internet Basics. 1.0 CEUs

#1210 G. Krasicky Feb 21-Mar 8
105 Van Dusen Hall T/Th 4-6 pm

#1211 C. Walls Mar 20-Apr 5
West End Elementary T/Th 6-8:30 pm

FINANCIAL APPLICATIONS

QuickBooks: Level 1

\$65 + \$5 tech fee

Learn how to manage your business accounts quickly and easily and how to enter customer, vendor, and banking transactions using QuickBooks Pro. Prerequisite: Windows Level 1 or prior Windows experience with mouse and keyboard proficiency and knowledge of accounting fundamentals. 2.25 CEUs

#1212 F. Southerland Feb 9-Mar 8
105 Van Dusen Hall T/Th 6-8:30 pm

QuickBooks: Level 2

\$65 + \$5 tech fee

This course expands on Level 1 and covers payroll, Balance Sheet accounts, and P&L accounts. Prerequisite: QuickBooks Pro Level 1. 2.25 CEUs

#1213 F. Southerland Mar 13-Apr 10
105 Van Dusen Hall T/Th 6-8:30 pm

MACINTOSH

PC's and Mac's – So, What's the Difference?

\$10 (all must pay)

This course will provide students with a side-by-side comparison between the Windows PC and Apple Macintosh computers. No prerequisite. 0.25 CEUs.

#1214 L. Todd Jan 5
106 Van Dusen Hall Th 9:30-Noon

NEW! Using your Macintosh Computer with Lion

\$65 + \$5 tech fee

Designed for the computer novice, this class introduces students to the world of computing while learning to navigate. Topics covered include starting your computer, saving your work, hardware and software, computer terms and navigating the desktop using the keyboard and mouse. Prerequisite: Mouse/Keyboard skills or prior computer experience. 2.25 CEUs

#1215 L. Todd Jan 9-Feb 8
106 Van Dusen Hall M/W 9:30-Noon

NEW! Using your Mac Applications in Lion

\$65 + \$5 tech fee

In this course, students will explore all the preinstalled powerful applications: TextEdit, Safari, iCal, Mail, Stickies, Dashboard to name a few. Prerequisite: Using your Mac. 2.25 CEUs.

#1216 L. Todd Feb 13-Mar 12
106 Van Dusen Hall M/W 9:30-Noon

COMPUTER COURSES

NEW! Pages and Numbers \$65 + \$5 tech fee

Pages for word processing with an incredible sense of style; Numbers for powerful, compelling spreadsheets made easy. Prerequisite: Using your Macintosh and Using your Mac Applications. 2.25 CEUs.

#1217 L. Todd Mar 14-Apr 16
106 Van Dusen Hall M/W 9:30-Noon

Aperture \$65 + \$5 tech fee

A professional photography application that lets you refine images, showcase your photography, and manage massive photo libraries. Prerequisite: Using your Mac and Using your Mac Applications. 1.5 CEUs

#1254 L. Todd Apr 18-May 7
106 Van Dusen Hall M/W 9:30-Noon

IPAD

What is an iPad \$10 (all must pay)

The iPad, 9.7-inch touch screen, and amazing new apps, it does things no tablet PC, netbook, or e-reader could. If you want to stay connected but don't want to carry around a computer, this device maybe right for you. Let's explore. No prerequisite. .25 CEUs

#1219 L. Todd Jan 5
TBA Th 1:30-4 pm

NEW! Getting to Know your iPad \$65 + \$5 tech fee

Let's take an in-depth look at the Apples iPad. Come and explore all the features you can use on your iPad (iPod touch and iPhone users could benefit from this course also.) 2.2 CEUs

#1220 L. Todd Jan 10-Feb 14
106 Van Dusen Hall T/Th 1:30-3:30 pm

NEW! Going Further with your iPad \$65 + \$5 tech fee

Now you have learned the basics, lets take a look at some advance features. Prerequisite Getting to Know your iPad. 1.8 CEUs

#1221 L. Todd Feb 21-Mar 20
106 Van Dusen Hall T/Th 1:30-3:30 pm

NEW! iPad Apps - Round Table Discussion \$60 (all must pay)

Come join us for this informal class, we will discuss the different apps that are available in the app store. Prerequisite Getting to Know your iPad. 1.0 CEUs

#1221 L. Todd Apr 3-17
106 Van Dusen Hall T/Th 1:30-3:30 pm

NEW! Photo Editing & Moving Making with the iPad \$60 (all must pay)

With the IOS 5 update that was released in October for all apples smart devices, it turned photo editing moving making on the go. Students must have an iPad 2, IOS 5, and iMovie app. Prerequisite: Getting to Know your iPad and Going Further with your iPad 101. 1.0 CEUs

#1223 L. Todd Apr 19-May 3
106 Van Dusen Hall T/Th 1:30-3:30 pm

NETWORKING

NEW! Network Fundamentals \$65 + \$5 tech fee

Lectures will cover the OSI model, TCP/IP and its protocols, networking devices, networking routing, wireless networking, networking command line tools, network tools and network security. 1.2 CEUs

#1256 B. Henderson Feb 24-Mar 16
TBA F 1-4 pm

NEW! Network Fundamentals \$50 (all must pay)

Learn why you need to document you business network and what your need to document by discovering the tools and methods of network documentation. 0.6 CEUs

#1255 B. Henderson Apr 13-20
TBA F 1-4 pm

INTERNET & EMAIL

NEW! Google App Series

Whether you are working in a professional environment, leader in a civic organization, working from your home or retired, Google has an app that you can use to make your life more efficient. Let us show you how to make these applications work for you.

NEW! Google Calendar \$65 + \$5 tech fee

Set up multiple calendars. Sync calendars to mobile devices. Share calendar appointments with colleagues, civic clubs, friends and family. Activate alarms and alerts to assure that you never miss a single appointment. No prerequisite.

1.2 CEUs.
#1224 L. Williams Jan 9-30
106 Van Dusen Hall M/W 1-3 pm

NEW! Google DOCs \$65 + \$5 tech fee

Google DOCs will teach you how to publicly or privately share documents with groups and individuals allowing you to edit and create documents-even at a distance. Whether it is working on a professional document, creating a family list of addresses or a collection of family recipes, Google DOCs has a use for you. No prerequisite. 2.0 CEUs.

#1226 L. Williams Feb 1-20
106 Van Dusen Hall M/W 1-3 pm

NEW! Google Chrome/Scholar \$65 + \$5 tech fee

Research is made easier using Google Chrome as your internet browser. We will show you how to customize your settings with the options available. For more academic research, we will explore Google Scholar. No prerequisite. 1.2 CEUs.

#1227 L. Williams Feb 22-Mar 12
106 Van Dusen Hall M/W 1-3 pm

COMPUTER COURSES

NEW! Google Voice \$65 + \$5 tech fee

Are you paying for cell phones for your employees? Do you need a system to act as a switchboard router? Would you like for all of your phones to ring in one place? Google Voice will give you one number, provide you with a comprehensive personal or professional voice message system, allow you to store one number with your cell phone company to do all of your calling, minimizing your overall monthly overage possibilities. Make Google Voice work for you. No prerequisite. 1.2 CEUs.

#1228 L. Williams Mar 14-Apr 2
106 Van Dusen Hall M/W 1-3 pm

NEW! Gmail \$65 + \$5 tech fee

Gmail is Google's free web-based email service. Gmail offers better spam protection, lots of free mail storage and access via mobile phones. The free version of Gmail also includes built-in chat capabilities. Come and find out how you can setup your gmail account and use it wisely. No prerequisite. 1.25 CEUs.

#1229 L. Williams Apr 30-May 14
106 Van Dusen Hall M/W 1-3:30 pm

Social Media Manager Certification \$65 + \$5 tech fee

This course covers current theory and practical applications related to the development and management of small business social media marketing campaigns. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective social media strategies. Upon completion, students should be able to intelligently discuss and evaluate new and existing social media marketing campaigns for small businesses. 2.4 CEUs

#1231 D. Blide Jan 10-Feb 16
106 Van Dusen Hall T/Th 6-8 pm

#1233 D. Blide Mar 6-Apr 12
106 Van Dusen Hall T/Th 6-8 pm

DIGITAL PHOTOGRAPHY

NEW! Digital Camera A-Z \$70 (all must pay)

Do you know how to change the resolution of your pictures or how to save them to the computer? Learn some of the basic settings of your digital camera. The class will include taking, downloading, saving, sharing and printing photos. No prerequisite. .12 CEUs

#1234 C. Walls Feb 28-Mar 15
West End Elementary T/Th 6-8 pm

Windows Live Mail \$40 (all must pay)

Say goodbye to Outlook Express and Windows Mail, and hello to Windows Live Mail. Windows Live Mail is the NEW Microsoft email client. Prerequisite: Windows Level 1, Internet Basics. .75 CEUs.

#1225 D. Kuehl Jan 19-26
106 Van Dusen Hall T/Th 9-11:30 am

Buying & Selling on eBay \$65 + \$5 tech fee

Do you have items in your attic that you would like to sell or is there a rare piece of pottery you're wanting to purchase? Learn to buy and/or sell items on eBay. Prerequisite: Windows Level 1 and Internet Basics. 1.25 CEUs

#1230 B. Clifton Apr 30-May 14
105 Van Dusen Hall M/W 8:30-11 am

SOCIAL NETWORKING MANAGER CERTIFICATION

NEW! Introduction to Social Media Manager \$50 (all must pay)

Social Networking is playing a big part in today's society for keeping up with your need to be connected. This class will introduce you to the different types of social networking sites, and will give students a chance to create their own social networking accounts. Prerequisite: Windows Level 1, Internet Basics. .12 CEUs

#1232 D. Blide Jan 11-Feb 15
106 Van Dusen Hall W 6-8 pm

Getting to Know Your Digital Camera in a Day (non DSLR Camera ONLY*) \$40 (all must pay)

Would you like to better understand all the icons, symbols, dials and modes on your digital camera? If so, this class is for you. No experience necessary, just a desire to better understand your camera and improve your photography. *"Non-DSLR" is a digital camera that does not have interchangeable lenses. Camera must be new within the last four years. Please contact Laura at lginerich@embarqmail.com for more information and class list. 0.65 CEUs

#1241 L. Gingerich Jan 20
105 Van Dusen Hall F 9-4 pm

#1242 L. Gingerich Feb 17
105 Van Dusen Hall F 9-4 pm

#1243 L. Gingerich Apr 27
105 Van Dusen Hall F 9-4 pm

Getting to Know your Digital SLR* Camera in a Day \$40 (all must pay)

Is your Digital SLR stuck on automatic? Would you like to better understand the dials, modes, icons and symbols on your digital camera? Are you a little overwhelmed by the dreaded user manual? If you answered yes to any of these questions and wish to take better photographs then this class is for you. No experience necessary, all levels. Camera must be new within the last four years. *DSLR is a camera that allows you to change lenses. Please contact Laura at lginerich@embarqmail.com for more information and a list of items to bring to class. 0.65 CEUs.

#1238 L. Gingerich Jan 13
105 Van Dusen Hall F 9-4 pm

#1239 L. Gingerich Feb 10
105 Van Dusen Hall F 9-4 pm

#1240 L. Gingerich Apr 20
105 Van Dusen Hall F 9-4 pm

COMPUTER COURSES

NEW! Getting to know your CANON EOS DSLR in a Day **\$40 (all must pay)**

Is your Canon EOS DSLR camera stuck on automatic? Would you like to better understand the dials, modes icons, and symbols on your digital camera? Are you a little overwhelmed by the dreaded user manual? If you answered yes to any of these questions and wish to take better photographs then this class is for you. No experience necessary, all levels. Camera must be new within the last four years. Please contact Laura at lgingerich@embarqmail.com from more information and a list of items to bring to class. 0.65 CEUs.

#1235	L. Gingerich	Jan 6
105 Van Dusen Hall	F	9-4 pm
#1236	L. Gingerich	Feb 3
105 Van Dusen Hall	F	9-4 pm
#1237	L. Gingerich	Apr 13
105 Van Dusen Hall	F	9-4 pm

Getting to Know Your Digital Camera and Beyond **\$50 (all must pay)**

Have you ever wondered what all those dials, modes and buttons do on your digital camera? Have you placed your camera on the "automatic" setting and left it there? Learn what your camera has to offer, software options and final hard copy options. Please contact Laura at lgingerich@embarqmail.com for more information and class list. Cameras must be new within the last four years. 1.2 CEUs.

#1246	L. Gingerich	Jan 10-26
105 Van Dusen Hall	T/Th	12-3 pm
#1247	L. Gingerich	Feb 9-28
105 Van Dusen Hall	T/Th	12-3 pm
#1248	L. Gingerich	Apr 12-May 1
105 Van Dusen Hall	T/Th	12-3 pm

NEW! Getting to know your Digital Camera - Review **\$20 (all must pay)**

You asked for it and we deliver! A review for all of you who took "Getting to know your digital camera". Bring your questions, photos concerns and conundrums and we'll have a good, relaxed time getting caught up. A reunion of sorts! Please contact Laura at lgingerich@embarqmail.com for more information and class list. 0.3 CEUs.

#1244	L. Gingerich	Feb 7
105 Van Dusen Hall	T	2-5 pm
#1245	L. Gingerich	May 8
105 Van Dusen Hall	T	12-3 pm

GRAPHIC PROGRAMS

NEW! Using Adobe Photoshop Elements 10 **\$120 + \$5 tech fee**

Discover the latest version of Adobe Photoshop Elements, how to modify and enhance images, create composite images, and successfully print your work. Prerequisite: Windows Level 1. 4.25 CEUs

#1249	D. Maceluch	Jan 18-May 9
105 Van Dusen Hall	W	6-8 pm

NEW! Photoshop Elements 10 Level 1 - Getting Organized with Elements Organizer **\$65 + \$5 tech fee**

Discover the latest version of Adobe Photoshop Elements, how to modify and enhance images, create composite images, and successfully print your work. Prerequisite: Windows Level 1. 2.0 CEUs

#3240	D. Maceluch	Jan 18-Feb 20
105 Van Dusen Hall	M/W	12-2 pm

NEW! Using Adobe Photoshop Elements 10 Level 2 - All about Elements full Editor **\$65 + \$5 tech fee**

This course covers advanced image editing tools within Photoshop Elements, which are designed to improve the quality of digital images – either digital photographs, or scans. In this course, learn to add text and vector shapes to images. You will also learn to manage layers using the Layers palette and how to use the automatic features in Photoshop Elements. Prerequisite: Photoshop Elements, Level 1. 2.4 CEUs

#1251	D. Maceluch	Mar 12-Apr 23
105 Van Dusen Hall	M/W	12-2 pm

COMPUTER CERTIFICATIONS

A+ Test Prep **\$120 + \$5 tech fee**

The Computing Technology Industry Association (CompTIA) A+ Certification is the industry standard for validating the foundational skills to be a successful computer support technician. This hybrid course will provide flexibility for working professionals by delivering most of the content online, combined with three Saturday classes filled with intensive hands-on labs and instructor-led practice exams and comprehensive review of course concepts and exam readiness. The course has been designed to prepare students to take and pass the two exams that comprise the A+ Certification, CompTIA's 220-701 A+ Essentials exam and CompTIA's 220-702 Practical Application Exam. Testing fees are not included. 3.0 CEUs

#1252	B. Barber	Feb 3-18
152 Causey Hall	F/S/Hybrid	5:30-8:30 pm & 9-3pm

Network + Test Prep **\$120 + \$5 tech fee**

The Computing Technology Industry Association (CompTIA) Network+ Certification is the premier international vendor-neutral networking certification. This hybrid course will provide flexibility for working professionals by delivering most of the content online combined with three Saturday classes filled with intensive hands-on labs and instructor-led practice exams and comprehensive review of course concepts and exam readiness. This course has been designed to prepare students to take and pass CompTIA's 2009 version of the Network+ exam. The testing fees are not included. A+ certification or equivalent knowledge is beneficial but not required. 2.8 CEUs

#1253	B. Barber	Mar 2-17
152 Causey Hall	F/S/Hybrid	5:30-8:30 pm & 9-3 pm

COMPUTER COURSES

HOKE CENTER COMPUTER CLASSES

Keyboarding in the Medical Office \$65 + \$5 tech fee

This class offers students the ability to learn the keyboard or work on their keyboarding skills. These skills are necessary in today's workforce. Students will learn basic keyboarding then advance to typing for a medical office. 2.4 CEUs.

#1178 B. Clifton Jan 10-Feb 16
109 Upchurch Hall T/Th 9-11 am

Using Computers in the Medical Office

\$120+\$5 tech fee

Computers play an important roll in today's world. With computers constantly changing, sometimes it may feel a little overwhelming. This class may help if you are already at a job or looking for a job in the medical field. 4.6 CEUs

#1188 B. Clifton Feb 21-May 8
109 Upchurch Hall T/Th 9-11 am

Visual & Fine Art Exhibit of Community Education Art Students and Instructors

April 2012
Hastings Gallery of Art in the
Boyd Library

*Check our Website for Opening
Reception Information*

Pathway to CNA

(Certified Nursing Assistant)

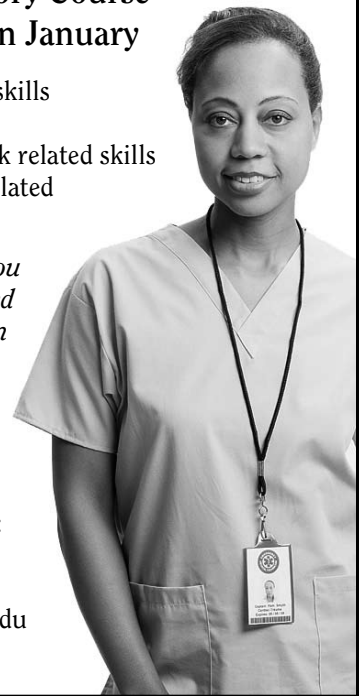
Preparatory Course
Begins in January

- Improve your academic skills
- Earn a GED
- Develop appropriate work related skills
- Participate in a health related occupational skills class

*This program will help you
transition into the Certified
Nursing Assistant Program
at Sandhills Community
College.*

*Available at no cost for
qualified students.*

For information contact:
Twana McKnight at
(910) 695-3782
mcknightt@sandhills.edu



Green Awareness Summit April 23-28

Stay tuned to our website for up-to-the-minute details.

PROFESSIONAL DEVELOPMENT

The Professional Development Department at Sandhills Community College is the region's source for adult learners who wish to hone particular workplace skills, need certification or recertification in certain areas, improve their marketability, or simply need a refresher course. These courses meet the criteria for awarding Continuing Education Units (CEUs).

The NC General Assembly authorizes a registration fee waiver for one continuing education course per semester for legal NC residents aged 65 years and older. The technology fee is not waived. This does not pertain to "all must pay" courses.



Lynn Beith
Director of Professional
Development Programs

AUTO

Auto Safety Inspection **\$65 + \$5 tech fee**

This course is required for certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Valid driver's license required. 0.8 CEUs

#1351	T. Bergman	Jan 11-12
103 Sirotek Hall	W/Th	6-10 pm
#1352	T. Bergman	Feb 8-9
103 Sirotek Hall	W/Th	6-10 pm
#1353	T. Bergman	Mar 14-15
103 Sirotek Hall	W/Th	6-10 pm
#1354	T. Bergman	Apr 18-19
103 Sirotek Hall	W/Th	6-10 pm
#1355	T. Bergman	May 2-3
103 Sirotek Hall	W/Th	6-10 pm

OBD Emissions Control Inspection **\$65 + \$5 tech fee**

Required for certification to inspect motor vehicles under the NC Motor Vehicles OBD Emissions Control Inspection Law. Must be a certified auto safety inspector. 0.8 CEUs

#1371	J. Black	Jan 9-10
103 Sirotek Hall	M/T	6-10 pm
#1356	J. Black	Feb 6-7
103 Sirotek Hall	M/T	6-10 pm
#1357	J. Black	Mar 12-13
103 Sirotek Hall	M/T	6-10 pm
#1358	J. Black	Apr 16-17
103 Sirotek Hall	M/T	6-10 pm
#1359	J. Black	May 7-8
103 Sirotek Hall	M/T	6-10 pm

OBD Emissions Control Inspection Recertification **\$65 + \$5 tech fee**

Recertification for currently certified OBD emissions control inspectors. 0.4 CEUs

#1360	J. Black	Jan 17
103 Sirotek Hall	T	6-10 pm
#1361	J. Black	Feb 13
103 Sirotek Hall	M	6-10 pm
#1362	J. Black	Mar 19
103 Sirotek Hall	M	6-10 pm
#1363	J. Black	Apr 23
103 Sirotek Hall	M	6-10 pm

#1364	J. Black	May 1
103 Sirotek Hall	T	6-10 pm

Vehicle Dealers' Continuing Education **\$65 + \$5 tech fee**

This six-hour course, required of all non-franchise vehicle dealers in NC, will include discussion of NC general statutes and DMV policies and procedures. 0.6 CEUs

#1365	M. Ivey	Mar 29
102 Van Dusen Hall	Th	9 am-4 pm

BUSINESS/OFFICE MANAGEMENT

Notary Public **\$65 + \$5 tech fee + text**

If you have a high school diploma or a GED and no felony conviction on record, you may be able to become a notary public. 0.7 CEUs

#1366	J. Martin	Feb 7-9
102 Van Dusen Hall	T/Th	5:30-9 pm
#1367	J. Martin	Apr 16-18
102 Van Dusen Hall	M/W	1-4:30 pm
#1368	R. Utley	Mar 5-6
127 Upchurch Hall-Hoke Center, Raeford	M/T	5:30-9 pm

SALES

NEW! The Art of Successful Selling **\$65 + \$5 tech fee**

Do you have a talent and/or desire for selling? In this course, learn how to increase your income and use good customer service to achieve a high degree of success in sales. 2.4 CEUs

#1369	E. Hansen	Jan 10-Feb 28
207 Van Dusen Hall	T	6-9 pm

BANKING

Bank Teller Training **\$120 + \$5 tech fee + text**

Designed for those interested in becoming a bank teller, this course will include the following topics: introduction to banking operations, handling cash, balancing operations, customer relations, motivation and self-confidence, professional conduct and dress, and security procedures. Upon successful completion of the course, the student is guaranteed an interview with a local bank. 3.6 CEUs

#1370	S. Gonzalez	Feb 7-Mar 15
206 Van Dusen Hall	T/Th	6-9 pm

PROFESSIONAL DEVELOPMENT

EDUCATION

Effective Teacher Training **\$120 + \$5 tech fee**
 Enhance your instructional skills and learn classroom management techniques, lesson planning, policies and legal issues affecting school employees. 3.6 CEUs
 #1372 C. Pizzi Mar 13-April 19
 206 Van Dusen Hall T/Th 6-9 pm

HEALTH & MEDICINE

Nursing Assistant 1
\$175 + \$5 tech fee + \$20.50 insurance fees + text
 This course prepares the student to work under the supervision of licensed healthcare professionals in performing hands-on patient care. Students MUST contact Dottie Bement at 910-695-3965 before registering. 19.0 CEUs

#1373	J. Morris	Jan 9-May 9
129 Upchurch Hall-Hoke Center, Raeford	M/W	8:30-2 pm
#1374	J. Morris	Jan 10-May 10
129 Upchurch Hall-Hoke Center, Raeford	T/Th	4-9:30 pm

Medical Terminology **\$175 + \$5 tech fee + text**
 This course introduces prefixes, suffixes, word roots, medical vocabulary, and terms that relate to anatomy and physiology, disease pathology, medical tests, and various treatments of selected body systems. Utilizing The Language of Medicine, 9th edition, students should learn to define, pronounce, and spell medical terms related to the medical field. 7.8 CEUs

#1375	S. Knapp	Jan 10-Apr 5
202 Van Dusen Hall	T/Th	5:30-8:30 pm

Medical Coding 2 **\$175 + \$5 tech fee + texts**
 Prerequisite: Medical Coding 1 or equivalent. Continue the study of assigning codes for medical billing and reimbursement using 2012 Hospital Version ICD-9 and Faye Brown's ICD-9 coding reference books. 7.8 CEUs

#1376	S. Knapp	Jan 4-Apr 4
202 Van Dusen Hall	M/W	5:30-8:30 pm

EKG Technician
\$120 + \$5 tech fee + text + \$20.50 insurance fees

This course teaches how to prepare patients for testing, operating the EKG machine, and recording EKG rhythm strips for physicians' interpretation. 4.8 CEUs
 #1379 L. Bailes Feb 6-Mar 28
 104 Van Dusen Hall M/W 6-9 pm

Nursing Assistant 1 Refresher Test Prep
\$65 + \$5 tech fee

This 24-hour course is designed to refresh Nursing Assistant I skills that are tested by the state for NC NA Registry listing. You must have completed a state certified NA1 program prior to this course. A copy of your Certificate of Completion or a transcript is required. Please contact Dottie Bement at (910)695-3965 for verification of registration eligibility. 2.4 CEUs

Phlebotomy Technician Reading Placement Test

Test dates for entrance into the fall 2012 phlebotomy program are Thursday, July 12 at 3 pm; and Tuesday, July 17 at 6 pm. Tests will be given in 103 Van Dusen Hall on the main campus in Pinehurst. No preregistration or fee is required for testing. A picture ID is required. Please arrive early – doors will be locked once testing begins!

Phlebotomy Technician
\$175 + \$5 tech fee + \$20.50 insurance fees + text

Learn the skills necessary to draw blood specimens from patients for medical tests and blood donation. Topics include venipuncture, communication, recordkeeping, and care of specimens. A drug-screening and background check must be taken before clinical hours begin with an extra charge of approx. \$65 payable to testing company. 19.4 CEUs

#1377	B. Ratcliff	Jan 10-May 10
104 Van Dusen Hall	T/Th	6-9:30 pm
#1378	R. Hall	Jan 9-May 14
129 Upchurch Hall-Hoke Center, Raeford	M/W	5:30-9 pm

Medication Aide **\$65 + \$5 tech fee + text**

Successful completion of this course allows you to sit for the NC Medication Aide written exam. Contact Dottie Bement at (910)695-3965 for verification of registration eligibility. 2.4 CEUs

CONSTRUCTION

Wastewater Treatment Levels 1 & 2 **\$175 + \$5 tech fee**

This course is designed to meet certification requirements of the NC Water Pollution Control System Operators Board. 7.8 CEUs
 #1380 B. Williams Jan 10-May 10
 201 Van Dusen Hall T/Th 6-9 pm

Electrical Apprenticeship Program – Level 1, pt. 2
\$175 + \$5 tech fee + materials

Prerequisite: Successful completion of Electrical Apprenticeship Program – Level 1, pt. 1. Using the National Center for Construction Education and Research (NCCER) curriculum, students will learn the basics of the electrical trade. Offered in partnership with the Sandhills Association of Electrical Contractors, this course is taught by NCCER-certified trainers and overseen by a master NCCER trainer. After completing the full program, the student may apply to NCCER for Electrician Level 1 Certification and qualify for inclusion on the NCCER National Registry for Electricians. 9.6 CEUs

#1381		Jan 10-Apr 26
152 Causey Hall	T/Th	6-9:15 pm

Electrical Apprenticeship Program – Level 2, pt. 2
\$175 + \$5 tech fee + materials

Prerequisite: Successful completion of part 1 & 2 of the Electrical Apprenticeship Program – Level 1 or experienced electricians who qualify may take a placement exam for Level 1 exemption. Call 910-695-3939 for information about placement exam.

#1382		Jan 10-Apr 6
151 Causey Hall	T/Th	6-9:15 pm

PROFESSIONAL DEVELOPMENT

Basic Plumbing **\$175 + \$5 tech fee**

This course provides instruction in plumbing fundamentals as applied to the building trade. Topics include terminology, tools and equipment, safety, codes, classroom instruction and demonstrations, as well as hands-on practice. 7.5 CEUs

#1383 R. Childress Jan 23-Apr 18
152 Causey Hall M/W 6-9 pm

Plumbing Inspections Standards for Code Enforcement Officials Level I **\$120+ \$5 tech fee**

Prepare for the Level 1 state exams. Upon successful completion of this course and other NC OSFM Code Officials Qualifications Board requirements, you will be able to sit for the Level I inspector certification exam. 2009 NC State Plumbing Code Book required. 3.2 CEUs

#1384 R. Childress Feb 4-12
102 Van Dusen Hall Sat/Sun 8 am-5 pm

Plumbing Inspections Standards for Code Enforcement Officials Level II **\$65+ \$5 tech fee**

Prepare for the Level 1 state exams. Upon successful completion of this course and other NC OSFM Code Officials Qualifications Board requirements, you will be able to sit for the Level II inspector certification exam. 2009 NC State Plumbing Code Book required. 2.4 CEUs

#1385 R. Childress Mar 2-4
102 Van Dusen Hall F/Sat/Sun 8 am-5 pm

Plumbing Inspections Standards for Code Enforcement Officials Level III **\$65 + \$5 tech fee**

Upon successful completion of Plumbing Level III and other requirements of the NC OSFM Code Officials Qualifications Board, you will be eligible to take the Plumbing Level II State exam for inspector certification. The 2009 North Carolina State Plumbing Code book required. 1.6 CEUs

#1386 R. Childress Mar 31-Apr 1
102 Van Dusen Hall Sat/Sun 8 am-5 pm

REAL ESTATE

Broker's Post-Licensing Courses

(School Code 1460) These 30-hour, post-licensing courses are required by the NCREC to be completed by newly-licensed NC provisional brokers within three years of licensure. 3.0 CEUs

Broker Relationships & Responsibilities (#301)

\$120 + \$5 tech fee + text
#1387 Jan 23-Feb 8
102 Van Dusen Hall M/W 5-10 pm

Contracts & Closings (#302)

\$120 + \$5 tech fee + text
#1388 Feb 20-Mar 7
102 Van Dusen Hall M/W 5-10 pm

Selected Topics (#303) **\$120 + \$5 tech fee + text**

#1389 Mar 19-Apr 4
102 Van Dusen Hall M/W 5-10 pm

Broker-in-Charge Annual Review **\$50 (all must pay)**

All brokers-in-charge must complete this annual review course each year after being designated a broker-in-charge by the NC Real Estate Commission. 4 contact hours

#1390 T. Daniel Mar 5
103 Van Dusen Hall M 1-5 pm

NC Real Estate Update #9912 **\$50 (all must pay)**

Every licensed real estate salesperson and broker must complete this four-hour mandatory NC Real Estate Commission-approved update course. 4 contact hours

#1391 T. Daniel Mar 6
103 Van Dusen Hall T 8:30 am-12:30 pm

#1392 T. Daniel May 8
103 Van Dusen Hall T 8:30 am-12:30 pm

NC Real Estate Elective (#3117 – Real Estate Ethics) **\$50 (all must pay)**

This course will meet the four-hour continuing education elective set forth by the NC Real Estate Commission. 4 contact hours

#1393 T. Daniel Mar 6
103 Van Dusen Hall T 1:30-5:30 pm

#1394 T. Daniel May 8
103 Van Dusen Hall T 1:30-5:30 pm

LANDSCAPING

What Landscapers Need to Know for Spring **\$65 + \$5 tech fee**

Topics include site preparation, planting techniques, lawn establishment and care, pruning, irrigation and water needs, and fertilization. 2.0 CEUs

#1395 J. Westmen Jan 11-Feb 29
203 Steed Hall W 6-8:30 pm

MISCELLANEOUS

ServSafe Food Safety & Sanitation **\$90 (all must pay)**

Earn two credit points on a sanitation inspection upon successful completion of this course recommended for restaurant owners; health care and business facilities food service administrators; food service directors, managers, chefs, supervisory personnel, culinary professionals, and service staff; and non-food handlers employed in the industry. 1.6 CEUs

#1396 M. Coleman Feb 6-14
234 Little Hall M/T 5-9 pm

#1397 M. Coleman Apr 16-24
234 Little Hall M/T 5-9 pm

Bartending **\$120 + \$5 tech fee**

Learn the basics of bartending as a profession or for home use. Topics include popular mixed drinks, wine, utensils, glassware, fruit cutting, bar procedures, and a discussion of ABC laws. 3.6 CEUs

#1398 T. Thomas Mar 13-Apr 26
Little Hall – Russell Dining Room T/Th 6-9 pm

PUBLIC SAFETY



Jayne Heisig
Coordinator of Fire and
Rescue Programs

Sandhills Community College offers training for volunteer and professional fire fighters and rescue personnel at departments in Moore and Hoke Counties.

For additional information, contact Jayne Heisig at (910) 695-3774 or heisigj@sandhills.edu.

The Public Services area of Continuing Education also includes Fire & Rescue, Basic Law Enforcement Training (summer semester) and Emergency Medical Technician courses. Please refer to our website for complete information on these areas.

Emergency Services Seminar January 27 - 29

Check the Public Services section of the Continuing Education area of our website for details and the registration form.

Rick Lasky July 14

This 30-year veteran of the fire service and chief of the Lewisville, Texas Fire Department will be speaking at Sandhills Community College. Watch the Public Services area of the Continuing Education portion of our website for complete information closer to the date of the event.

EMT-Basic

\$175 + \$5 tech fee

This class prepares students to provide emergency care for the sick and injured. Students will learn to respond to a variety of emergency medical situations. Upon successful completion, the student can sit for the state certification exam. Course requirements: Text and a copy of your high school or GED diploma by first night of class. Note: Class will meet on some Thursdays and Saturdays. 17 CEUs

#1311 L. Sheffield Jan 9-May 15
166 Causey Hall M/T 6 -10 pm

ed2go ONLINE NON-CREDIT COURSES



Visit www.ed2go.com/sandhills for course titles, descriptions, requirements, demonstrations, and additional information. Here, you can find out if your course requires any prerequisite, software or textbook.

Find the title of the course and follow the instructions to enroll and pay for your course. When your course starts, return to our Online Instruction Center and click the "My Classroom" link.

To begin your studies, simply log in with your email address and password you selected during enrollment.

These courses award 2.4 CEUs unless otherwise noted. (Check with your certifying agency to see if courses meet its guidelines.)

You have eight weeks to complete all the lessons. You may access your lessons at anytime—day or night, weekends, and holidays. Lessons are released on Wednesdays and Fridays and run for six weeks beginning on the following dates:

January 18 • February 15 • March 21 • April 18 • May 16

NOTE: All coursework is completed over the Internet. Unless otherwise noted, courses have a \$65 registration fee plus a \$5 technology fee. The NC General Assembly authorizes a registration fee waiver for one continuing education course per semester for legal NC residents aged 65 years and older. This does not apply to the "all must pay" courses (indicated with *).

To register, contact Lynn Beith at (910) 695-3939 or beithl@sandhills.edu

Accounting and Finance

Accounting Fundamentals

Accounting Fundamentals
Accounting Fundamentals II

Accounting Software

Advanced Microsoft Excel 2003
Advanced Microsoft Excel 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Introduction to Crystal Reports
Introduction to Crystal Reports 10
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Intro to Peachtree Accounting 2009
Intro to Peachtree Accounting 2012
Introduction to QuickBooks 2009
Introduction to QuickBooks 2010

Introduction to QuickBooks 2011
Performing Payroll in QuickBooks 2009
Performing Payroll in QuickBooks 2010
Performing Payroll in QuickBooks 2011
QuickBooks 2009 for Contractors
QuickBooks 2010 for Contractors
QuickBooks 2011 for Contractors

Personal Finance and Investments

Introduction to Stock Options *
Keys to Successful Money Management *
Personal Finance *
Protect Your Money, Credit & Identity *
Real Estate Investing *
Real Estate Investing II: Financing *
Stocks, Bonds, and Investing *
Where Does All My Money Go? *

Business

Business Communication
Building Teams That Work

Effective Business Writing
Fundamentals of Technical Writing
Help for the Helpdesk
Interpersonal Communication
Keys to Effective Communication
Writing Essentials

Business Software

Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Outlook 2007
Intro to Microsoft PowerPoint 2003
Intro to Microsoft PowerPoint 2007
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2010
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010

Intro to Peachtree Accounting 2009
Introduction to QuickBooks 2009
Introduction to QuickBooks 2010
Performing Payroll in QuickBooks 2011
QuickBooks 2009 for Contractors
QuickBooks 2010 for Contractors
QuickBooks 2011 for Contractors

General Business Skills

Accounting Fundamentals
Accounting Fundamentals II
Administrative Assistant Applications
Administrative Assistant Fundamentals
Computer Skills for the Workplace
Effective Business Writing
Effective Selling
Fundamentals of Supervision & Mgt
Fundamentals of Supervision & Mgt II
Going Green at the Workplace
Help for the Helpdesk
Individual Excellence

ed2go ONLINE NON-CREDIT COURSES

Introduction to Business Analysis
Introduction to Windows 7
Introduction to Windows XP
Manufacturing Applications
Manufacturing Fundamentals
Mastery of Business Fundamentals
Purchasing Fundamentals
Six Sigma: Total Quality Applications
Six Sigma: Total Quality Fundamentals

Grant Writing

A to Z Grant Writing
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Get Grants!
Nonprofit Fundraising Essentials
Writing Effective Grant Proposals

Management and Leadership

Achieving Success with Difficult People
Building Teams That Work
Creating a Successful Business Plan
Distribution and Logistics Management
Employment Law Fundamentals
Fundamentals of Supervision and Mgt
Fundamentals of Supervision and Mgt II
Individual Excellence
Leadership
Customer Service Fundamentals
Supply Chain Mgt Fundamentals
Understanding HR Function

Nonprofit

Introduction to Nonprofit Management
Nonprofit Fundraising Essentials
Starting a Nonprofit
Wow, What a Great Event!

Project Management

Project Management @ e-Speed
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2010
Project Management Applications
Project Management Fundamentals
Six Sigma: Total Quality Applications
Six Sigma: Total Quality Fundamentals

Sales and Marketing

Achieving Top Search Engine Positions
Business and Marketing Writing
Designing Effective Websites
Effective Business Writing
Effective Selling
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Interpersonal Communication
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Intro to Microsoft PowerPoint 2003
Intro to Microsoft PowerPoint 2007
Introduction to Microsoft Publisher 2007
Keys to Effective Communication
Leadership
Marketing Your Business on the Internet
Professional Sales Skills
Small Business Mktg on a Shoestring

Start Your Own Business

Becoming a Grant Writing Consultant
Creating a Successful Business Plan
Get Paid to Travel
Introduction to Interior Design
Introduction to Internet Writing Markets
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Real Estate Investing *
Real Estate Investing II: Financing *
Secrets of the Caterer
Small Business Mktg on a Shoestring
Start a Pet Sitting Business
Start and Operate a Home-Based Business
Start Your Own Arts and Crafts Business

Start Your Own Gift Basket Business
Start Your Own Publishing Business
Start Your Own Small Business
Start Your Own Consulting Practice
Wow, What a Great Event!
Writing and Selling Self-Help Books
Marketing Your Nonprofit

Sales and Marketing

Achieving Top Search Engine Positions
Business and Marketing Writing
Designing Effective Websites
Effective Business Writing
Effective Selling
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Interpersonal Communication
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Intro to Microsoft PowerPoint 2003
Intro to Microsoft PowerPoint 2007
Introduction to Microsoft Publisher 2007
Keys to Effective Comm. Leadership
Marketing Your Business on the Internet
Professional Sales Skills
Small Business Mktg on a Shoestring

Start Your Own Business

Becoming a Grant Writing Consultant
Business Law for the Small Business Owner
Creating a Successful Business Plan
Get Paid to Travel
Introduction to Interior Design
Introduction to Internet Writing Markets
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Real Estate Investing *
Real Estate Investing II: Financing *
Secrets of the Caterer
Small Business Mktg on a Shoestring
Start a Pet Sitting Business
Start /Operate a Home-Based Business
Start Your Own Arts and Crafts Business
Start Your Own Gift Basket Business
Start Your Own Publishing Business
Start Your Own Small Business
Start Your Own Consulting Practice
Wow, What a Great Event!
Writing and Selling Self-Help Books

COMPUTER APPLICATIONS

Adobe

Intermediate Dreamweaver CS3
Intermediate Dreamweaver CS4
Intermediate Flash CS4
Intermediate Flash CS5
Intermediate Photoshop CS3
Intermediate Photoshop CS4
Introduction to Adobe Acrobat 9
Introduction to Dreamweaver CS3
Introduction to Dreamweaver CS4
Introduction to Dreamweaver CS5
Introduction to Flash CS4
Introduction to Flash CS5
Introduction to Illustrator CS3
Introduction to Illustrator CS4
Introduction to InDesign CS4
Introduction to InDesign CS5
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Introduction to Photoshop CS5
Photoshop CS4 - Digital Photographer
Photoshop CS5 - Digital Photographer
Photoshop CS5 - Digital Photographer II
Photoshop Elements 7 - Digital Photo
Photoshop Elements 7 - Digital Photo II
Photoshop Elements 8 - Digital
Photographer
Photoshop Elements 8 - Digital
Photographer II

Photoshop Elements 9 - Digital
Photographer
Photoshop Elements 9 - Digital
Photographer II

Microsoft

Advanced Microsoft Excel 2003
Advanced Microsoft Excel 2007
Advanced Microsoft Word 2003
Intermediate Microsoft Access 2003
Intermediate Microsoft Access 2007
Intermediate Microsoft Excel 2003
Intermediate Microsoft Excel 2007
Intermediate Microsoft Excel 2010
Intermediate Microsoft Word 2003
Intermediate Microsoft Word 2007
Intermediate Microsoft Word 2010
Introduction to Microsoft Access 2003
Introduction to Microsoft Access 2007
Introduction to Microsoft Excel 2003
Introduction to Microsoft Excel 2007
Introduction to Microsoft Excel 2010
Introduction to Microsoft Outlook 2007
Introduction to Microsoft Outlook 2010
Intro to Microsoft PowerPoint 2003
Intro to Microsoft PowerPoint 2007
Intro to Microsoft PowerPoint 2010
Introduction to Microsoft Project 2007
Introduction to Microsoft Project 2010
Introduction to Microsoft Publisher 2007
Introduction to Microsoft Word 2003
Introduction to Microsoft Word 2007
Introduction to Microsoft Word 2010
What's New In Microsoft Office 2007

Other Applications

Introduction to CorelDRAW X3
Introduction to Crystal Reports
Introduction to Crystal Reports 10
Intro to Peachtree Accounting 2009
Intro to Peachtree Accounting 2012
Introduction to QuickBooks 2009
Introduction to QuickBooks 2010
Introduction to QuickBooks 2011
Performing Payroll in QuickBooks 2009
Performing Payroll in QuickBooks 2010
Performing Payroll in QuickBooks 2011
QuickBooks 2009 for Contractors
QuickBooks 2010 for Contractors
QuickBooks 2011 for Contractors

DESIGN & COMPOSITION

Adobe Software

Intermediate Dreamweaver CS3
Intermediate Dreamweaver CS4
Intermediate Dreamweaver CS5
Intermediate Flash CS4
Intermediate Flash CS5
Intermediate Photoshop CS3
Intermediate Photoshop CS4
Introduction to Adobe Acrobat 9
Introduction to Dreamweaver CS3
Introduction to Dreamweaver CS4
Introduction to Dreamweaver CS5
Introduction to Dreamweaver CS5
Introduction to Flash CS4
Introduction to Flash CS5
Introduction to Illustrator CS3
Introduction to Illustrator CS4
Introduction to Illustrator CS5
Introduction to InDesign CS4
Introduction to InDesign CS5
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Introduction to Photoshop CS5
Photoshop CS4 - Digital Photographer
Photoshop CS5 - Digital Photographer
Photoshop CS5 - Digital Photographer II
Photoshop Elements 7 - Digital
Photographer
Photoshop Elements 7 - Digital
Photographer

Photoshop Elements 7 - Digital
Photographer II
Photoshop Elements 8 - Digital
Photographer
Photoshop Elements 8 - Digital
Photographer II
Photoshop Elements 9 - Digital
Photographer
Photoshop Elements 9 - Digital
Photographer II

Digital Photography

Discover Digital Photography
Photographing Nature - Digital Camera
Photographing People - Digital Camera
Photoshop CS4 - Digital Photographer
Photoshop CS5 - Digital Photographer
Photoshop CS5 - Digital Photographer II
Photoshop Elements 7 - Digital
Photographer
Photoshop Elements 7 - Digital
Photographer II
Photoshop Elements 8 - Digital
Photographer
Photoshop Elements 8 - Digital
Photographer II
Photoshop Elements 9 - Digital
Photographer
Photoshop Elements 9 - Digital
Photographer II
Secrets of Better Photography
Travel Photography - Digital
Photographer

Graphic Design

Advanced Web Pages
Creating Web Pages
Designing Effective Websites
Intermediate Photoshop CS3
Intermediate Photoshop CS4
Introduction to CorelDRAW X3
Introduction to Illustrator CS3
Introduction to Illustrator CS4
Introduction to Illustrator CS5
Introduction to InDesign CS3
Introduction to InDesign CS4
Introduction to InDesign CS5
Introduction to Photoshop CS3
Introduction to Photoshop CS4
Introduction to Photoshop CS5
Photoshop CS4 - Digital Photographer
Photoshop CS5 - Digital Photographer
Photoshop CS5 - Digital Photographer II
Photoshop Elements 7 - Digital
Photographer
Photoshop Elements 7 - Digital
Photographer II
Photoshop Elements 8 - Digital
Photographer
Photoshop Elements 8 - Digital
Photographer II
Photoshop Elements 9 - Digital
Photographer
Photoshop Elements 9 - Digital
Photographer II

Multimedia

Introduction to Flash CS4
Introduction to Flash CS5
Intermediate Flash CS4
Intermediate Flash CS5

Web Design

Advanced Web Pages
Creating Web Pages
Designing Effective Websites
Intermediate CSS and XHTML
Intermediate Dreamweaver CS3
Intermediate Dreamweaver CS4
Intermediate Dreamweaver CS5
Intermediate Flash CS4
Intermediate Flash CS5
Intro to Creating WordPress Web Sites

ed2go ONLINE NON-CREDIT COURSES

Introduction to CSS and XHTML
 Introduction to Dreamweaver CS3
 Introduction to Dreamweaver CS4
 Introduction to Dreamweaver CS5
 Introduction to Flash CS4
 Introduction to Flash CS5
 Introduction to Microsoft Expression Web

HEALTH CARE & MEDICAL

Ancillary

Become a Physical Therapy Aide
 Become an Optical Assistant
 Explore a Career as a Pharmacy Tech
 Explore a Career as an Admin Med Asst
 Explore a Career in a Dental Office
 Medical Coding
 Medical Transcription
 Human Anatomy and Physiology
 Human Anatomy and Physiology II
 Medical Terminology

Ethics, Law, and Compliance

Legal & Ethical Issues in Nursing * \$ 150
 HIPAA Compliance
 Legal Nurse Consulting

Health Information Management

Explore a Career as a Pharmacy Tech
 Explore a Career as an Admin Med Asst
 Explore a Career in a Dental Office
 Handling Medical Emergencies *
 Medical Coding
 Medical Transcription
 Human Anatomy and Physiology
 Human Anatomy and Physiology II
 Medical Terminology
 Spanish for Medical Professionals

Veterinary

Become a Veterinary Assistant
 Become a Veterinary Assistant II
 Become a Veterinary Assistant III

Alternative Medicine

Certificate in Complementary and Alternative Medicine * \$ 175
 Certificate in Spirituality, Health, and Healing * \$ 175
 Introduction to Natural Health and Healing *

Health Care Certificate

Certificate in Complementary and Alternative Medicine * \$ 160
 Certificate in End of Life Care * \$ 175
 Certificate in Gerontology * \$ 175
 Certificate in Growth and Development through the Lifespan * \$ 150
 Certificate in Integrative Health * \$ 400
 Certificate in Issues in Oxygenation * \$ 150
 Certificate in Legal and Ethical Issues in Nursing * \$ 150
 Certificate in Pain Assessment and Management * \$ 150
 Certificate in Perinatal Issues * \$ 100
 Certificate in Spirituality, Health, and Healing * \$ 175

LANGUAGE & ARTS

Arts

Drawing for the Absolute Beginner *
 Introduction to Guitar *
 Music Made Easy *
 Pleasures of Poetry *
 Start Your Own Arts and Crafts Business

Creative Writing

A Writer's Guide to Descriptive Settings
 Advanced Creativity Training for Writers

Advanced Fiction Writing
 Beginning Writer's Workshop
 Breaking in to Sitcom Writing
 Introduction to Internet Writing Markets
 Introduction to Journaling
 Mystery Writing
 Pleasures of Poetry *
 Research Methods for Writers
 The Craft of Magazine Writing
 The Keys to Effective Editing
 Travel Writing
 Write like a Pro
 Write Your Life Story
 Advanced Creativity Training for Writers
 Creativity Training for Writers
 Writing and Selling Self-Help Books
 Writing Essentials
 Writing for Children

Digital Photography

Discover Digital Photography
 Intermediate Photoshop CS3
 Intermediate Photoshop CS4
 Introduction to Photoshop CS3
 Introduction to Photoshop CS4
 Introduction to Photoshop CS5
 Photographing Nature - Digital Camera
 Photographing People - Digital Camera
 Photoshop CS4 - Digital Photographer
 Photoshop CS5 - Digital Photographer
 Photoshop CS5 - Digital Photographer II
 Photoshop Elements 7 - Digital Photographer
 Photoshop Elements 7 - Digital Photographer II
 Photoshop Elements 8 - Digital Photographer
 Photoshop Elements 8 - Digital Photographer II
 Photoshop Elements 9 - Digital Photographer
 Photoshop Elements 9 - Digital Photographer II
 Photoshop Elements 9 - Digital Photographer II
 Secrets of Better Photography
 Travel Photography - Digital Photographer

Graphic and Multimedia Design

Intermediate Flash CS4
 Intermediate Flash CS5
 Intermediate Photoshop CS3
 Intermediate Photoshop CS4
 Introduction to CorelDRAW X3
 Introduction to Flash CS4
 Introduction to Flash CS5
 Introduction to Illustrator CS3
 Introduction to Illustrator CS4
 Introduction to Illustrator CS5
 Introduction to InDesign CS3
 Introduction to InDesign CS4
 Introduction to InDesign CS5
 Introduction to Photoshop CS3
 Introduction to Photoshop CS4
 Introduction to Photoshop CS5
 Photoshop CS4 - Digital Photographer
 Photoshop CS5 - Digital Photographer
 Photoshop CS5 - Digital Photographer II
 Photoshop Elements 7 - Digital Photographer
 Photoshop Elements 7 - Digital Photographer II
 Photoshop Elements 8 - Digital Photographer
 Photoshop Elements 8 - Digital Photographer II
 Photoshop Elements 9 - Digital Photographer
 Photoshop Elements 9 - Digital Photographer II
 Photoshop Elements 9 - Digital Photographer II

Languages

An Introduction to Teaching ESL/EFL
 Beginning Conversational French

Conversational Japanese
 Easy English 1
 Easy English 2
 Easy English 3
 Language Development in Childhood
 Instant Italian
 Ideas for the Adult ESL/EFL Classroom
 Spanish for Law Enforcement
 Spanish for Medical Professionals
 Spanish in the Classroom
 Speed Spanish
 Speed Spanish II
 Speed Spanish III
 Teaching ESL/EFL Grammar
 Teaching ESL/EFL Reading
 Teaching ESL/EFL Vocabulary

Publishing

Introduction to Internet Writing Markets
 Start Your Own Publishing Business
 The Craft of Magazine Writing
 Writing and Selling Self-Help Books

LAW & LEGAL

Law & Legal

Employment Law Fundamentals
 Workers' Compensation
 Introduction to Criminal Law
 Legal Nurse Consulting
 Real Estate Law
 LSAT Preparation - Part 1 * \$ 75
 LSAT Preparation - Part 2 * \$ 75
 Explore a Career as a Paralegal

PERSONAL DEVELOPMENT

Arts

Drawing for the Absolute Beginner *
 Introduction to Guitar *
 Music Made Easy *
 Pleasures of Poetry *
 Start an Arts and Crafts Business

Children, Parents, and Family

Assisting Aging Parents *
 Discover Digital Photography
 Empowering Students with Disabilities
 Language Development in Childhood
 Genealogy Basics *
 Going Green at Home *
 Guiding Kids on the Internet
 Handling Medical Emergencies *
 Homeschool with Success
 Low-Fat Meals *
 Math Refresher
 Photographing People - Digital Camera
 Ready, Set, Read!
 Reading Strategies That Work
 Secrets of Better Photography
 Singapore Math: Model Drawing
 Singapore Math: Number Sense
 Teaching Learning Disabled Students
 Understanding Adolescents
 Write Your Life Story

Digital Photography

Discover Digital Photography
 Intermediate Photoshop CS3
 Intermediate Photoshop CS4
 Introduction to Photoshop CS3
 Introduction to Photoshop CS4
 Introduction to Photoshop CS5
 Photographing Nature - Digital Camera
 Photographing People - Digital Camera
 Photoshop CS4 - Digital Photographer
 Photoshop CS5 - Digital Photographer
 Photoshop CS5 - Digital Photographer II
 Photoshop Elements 7 - Digital Photographer
 Photoshop Elements 7 - Digital Photographer II
 Photoshop Elements 7 - Digital Photographer II

Photoshop Elements 8 - Digital Photographer
 Photoshop Elements 8 - Digital Photographer II
 Photoshop Elements 9 - Digital Photographer
 Photoshop Elements 9 - Digital Photographer II
 Secrets of Better Photography
 Travel Photography - Digital Photographer

Health and Wellness

Going Green at Home *
 Going Green at the Workplace *
 Handling Medical Emergencies *
 Human Anatomy and Physiology
 Human Anatomy and Physiology II
 Intro to Natural Health and Healing *
 Low-Fat Meals *
 Medical Math *
 Nutrition & Weight Loss *

Job Search

Listen to Your Heart *
 Resume Writing Workshop
 12 Steps to a Successful Job Search

Languages

Beginning Conversational French
 Conversational Japanese
 Easy English 1
 Easy English 2
 Easy English 3
 Grammar Refresher
 Instant Italian
 Ideas for the Adult ESL/EFL Classroom
 Spanish for Law Enforcement
 Spanish for Medical Professionals
 Spanish in the Classroom
 Speed Spanish
 Speed Spanish II
 Speed Spanish III

Personal Enrichment

Achieving Success with Difficult People
 Assisting Aging Parents *
 Drawing for the Absolute Beginner *
 Genealogy Basics *
 Get Assertive!
 Get Funny! *
 Goodbye to Shy *
 Grammar Refresher
 Handling Medical Emergencies *
 Homeschool with Success
 Human Anatomy and Physiology
 Human Anatomy and Physiology II
 Individual Excellence
 Interpersonal Communication
 Introduction to Algebra
 Introduction to Guitar *
 Introduction to Interior Design *
 Introduction to Journaling *
 Intro to Natural Health and Healing
 Keys to Effective Communication
 Leadership
 Listen to Your Heart *
 Nutrition & Weight Loss *
 Low-Fat Meals *
 Mastering Public Speaking
 Math Refresher
 Speed Reading *
 Music Made Easy *
 Pleasures of Poetry *
 Resume Writing Workshop
 Skills for Making Great Decisions
 Speed Reading
 12 Steps to a Successful Job Search
 Wow, What a Great Event!
 Write Your Life Story

* all must pay

ed2go ONLINE NON-CREDIT COURSES

Personal Finance and Investments

- Introduction to Stock Options *
- Keys to Money Management *
- Personal Finance *
- Protect Your Money, Credit & Identity *
- Real Estate Investing *
- Real Estate Investing II: Financing *
- Stocks, Bonds, and Investing *
- The Analysis and Valuation of Stocks *
- Where Does All My Money Go? *

Start Your Own Business

- Creating a Successful Business Plan
- Get Paid to Travel
- Introduction to Internet Writing Markets
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Start Your Own Publishing Business
- Real Estate Investing *
- Real Estate Investing II: Financing *
- Secrets of the Caterer
- Start a Pet Sitting Business
- Start a Home-Based Business
- Start Your Own Arts and Crafts Business
- Start Your Own Gift Basket Business
- Start Your Own Small Business
- Start Your Own Consulting Practice
- Wow, What a Great Event!

Test Prep

- GMAT Preparation * \$ 75
- GRE Preparation - Part 1 * \$ 75
- GRE Preparation - Part 2 * \$ 75
- LSAT Preparation - Part 1 * \$ 75
- LSAT Preparation - Part 2 * \$ 75
- SAT/ACT Preparation - Part 1 * \$ 75
- SAT/ACT Preparation - Part 2 * \$ 75

TEACHING & EDUCATION

Classroom Computing

- Creating a Classroom Web Site
- Guiding Kids on the Internet
- Integrating Technology in the Classroom
- Microsoft Excel 2007 in the Classroom
- PowerPoint 2007 in the Classroom
- Microsoft Word 2007 in the Classroom
- Microsoft 2010 in the Classroom
- Teaching Smarter With SMART Boards
- The Classroom Computer
- Using the Internet in the Classroom
- Web 2.0: Blogs, Wikis, and Podcasts

Languages

- An Introduction to Teaching ESL/EFL
- Language Development in Childhood
- Ideas for the Adult ESL/EFL Classroom
- Spanish in the Classroom
- Teaching ESL/EFL Grammar
- Teaching ESL/EFL Reading
- Teaching ESL/EFL Vocabulary

Mathematics

- Singapore Math: Model Drawing
- Singapore Math: Number Sense
- Teaching Math: Grades 4-6

Reading and Writing

- Guided Reading and Writing
- Guided Reading
- Ready, Set, Read!
- Reading Strategies That Work
- Teaching Writing: Grades 4-6

Science

- Teaching Science: Grades 4-6

Test Prep

- GRE Preparation - Part 1
- GRE Preparation - Part 2
- LSAT Preparation - Part 1
- LSAT Preparation - Part 2
- Praxis I Preparation
- SAT/ACT Preparation - Part 1
- SAT/ACT Preparation - Part 2

Tools for Teachers

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Creating a Classroom Web Site
- Creating K-12 Learning Materials
- Creating the Inclusive Classroom
- Differentiated Instruction
- Empowering Students with Disabilities
- Language Development in Childhood
- Get Assertive!
- Get Grants!
- Grammar Refresher
- Guided Reading and Writing
- Guided Reading
- Homeschool with Success
- Leadership
- Solving Classroom Discipline Problems
- Solving Classroom Discipline Problems II
- Spanish in the Classroom
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching Preschool: A Year of Lessons
- Teaching Smarter With SMART Boards
- Teaching Students with Autism
- Teaching Learning Disabled Students
- The Creative Classroom
- The Differentiated Instruction
- Understanding Adolescents
- Writing Effective Grant Proposals

TECHNOLOGY

Computer Fundamentals

- Computer Skills for the Workplace
- Intermediate Microsoft Excel 2010
- Intermediate Windows Vista
- Introduction to Linux
- Introduction to Microsoft Excel 2010
- Introduction to Microsoft Expression Web
- Introduction to PC Troubleshooting
- Introduction to Programming
- Introduction to Windows 7
- Introduction to Windows Vista
- Introduction to Windows XP
- Keyboarding
- Navigating the Internet
- Web 2.0: Blogs, Wikis, and Podcasts

Computer Programming

- C# Programming for the Absolute Beginner
- C++ for the Absolute Beginner
- Intermediate C# Programming
- Intermediate Java Programming
- Intermediate PHP and MySQL
- Intermediate Visual Basic 2008
- Introduction to Ajax Programming
- Introduction to ASP.NET
- Introduction to Java Programming
- Introduction to Perl Programming
- Introduction to PHP and MySQL
- Introduction to Programming
- Introduction to Python 2.5 Programming
- Introduction to Ruby Programming
- Introduction to Visual Basic 2008

Database Management

- Intermediate Microsoft Access 2003
- Intermediate Microsoft Access 2007
- Intermediate Oracle
- Intermediate PHP and MySQL
- Intermediate SQL
- Introduction to Crystal Reports
- Introduction to Crystal Reports 10
- Introduction to Database Development
- Introduction to Microsoft Access 2003
- Introduction to Microsoft Access 2007
- Introduction to Oracle
- Introduction to PHP and MySQL
- Introduction to SQL

Graphic and Multimedia Design

- Advanced Web Pages
- Creating Web Pages
- Intermediate Flash CS4
- Intermediate Flash CS5
- Intermediate Photoshop CS3
- Intermediate Photoshop CS4
- Introduction to CorelDRAW X3
- Introduction to Flash CS4
- Introduction to Flash CS5
- Introduction to Illustrator CS3
- Introduction to Illustrator CS4
- Introduction to Illustrator CS5
- Introduction to InDesign CS3
- Introduction to InDesign CS4
- Introduction to InDesign CS5
- Introduction to Photoshop CS3
- Introduction to Photoshop CS4
- Introduction to Photoshop CS5
- Photoshop CS4 - Digital Photographer
- Photoshop CS5 - Digital Photographer
- Photoshop CS5 - Digital Photographer II
- Photoshop Elements 7 - Digital Photographer
- Photoshop Elements 7 - Digital Photographer- II
- Photoshop Elements 8 - Digital Photographer
- Photoshop Elements 8 - Digital Photographer- II
- Photoshop Elements 9 - Digital Photographer
- Photoshop Elements 9 - Digital Photographer- II

Networking and Communications

- Intermediate Networking
- Introduction to Networking
- Wireless Networking

Security

- Advanced PC Security
- CompTIA Security+ Certificate Prep *\$ 100
- Introduction to PC Security

Web Technology

- Achieving Top Search Engine Positions
- Advanced Web Pages
- Creating Web Pages
- Designing Effective Websites

- Intermediate CSS and XHTML
- Intermediate Dreamweaver CS3
- Intermediate Dreamweaver CS4
- Intermediate PHP and MySQL
- Intro to Creating WordPress Web Sites
- Introduction to CSS and XHTML
- Introduction to Dreamweaver CS4
- Introduction to Microsoft Expression Web
- Introduction to PHP and MySQL
- Learn to Buy and Sell on eBay
- Marketing Your Business on the Internet
- Navigating the Internet
- Web 2.0: Blogs, Wikis, and Podcasts

Certificate Prep

- Adv CompTIA A+ Certification Prep *\$ 100
- Basic CompTIA A+ Certification Prep *\$ 100
- CompTIA Security+ Cert Prep *\$ 100
- CompTIA Network+ Cert Prep *\$ 100
- Intermediate CompTIA A+ Cert Prep *\$ 100

WRITING & PUBLISHING

Business Writing

- Advanced Microsoft Word 2003
- Business and Marketing Writing
- Effective Business Writing
- Fundamentals of Technical Writing
- Grammar Refresher
- Intermediate Microsoft Word 2003
- Intermediate Microsoft Word 2007
- Intermediate Microsoft Word 2010
- Introduction to Microsoft Word 2003
- Introduction to Microsoft Word 2007
- Resume Writing Workshop
- The Keys to Effective Editing
- Writing Essentials

Creative Writing

- A Writer's Guide to Descriptive Settings
- Advanced Fiction Writing
- Beginning Writer's Workshop
- Breaking in to Sitcom Writing
- Creating K-12 Learning Materials
- Intro to Creating WordPress Web Sites
- Intro to Internet Writing Markets
- Introduction to Journaling *
- Mystery Writing
- Pleasures of Poetry *
- Research Methods for Writers
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Write and Publish Your Nonfiction Book
- Write like a Pro
- Write Your Life Story
- Advanced Creativity Training for Writers
- Creativity Training for Writers
- Writing Essentials
- Writing for Children

Grant Writing

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Get Grants!
- Writing Effective Grant Proposals

Publishing

- Introduction to Internet Writing Markets
- Start Your Own Publishing Business
- The Craft of Magazine Writing
- Write and Publish Your Nonfiction Book



Give a Continuing Education Gift Certificate

Call 695-3980 and we can mail it to you or come by the Continuing Education offices in Van Dusen Hall.

* all must pay

ONLINE CAREER PROGRAMS



Career Training Programs

Sandhills Community College, in partnership with ed2go offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Our programs are designed by a team of professionals from each respective field, who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor's evaluation of students' work and computer graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Visit www.gatlineducation.com/sandhillsc/ to view other requirements, course descriptions, prices (all must pay, no fee waivers), and registration information.

To register, contact Lynn Beith at beithl@sandhills.edu or (910) 695-3939.

	Fee	Hours			
Health Care & Fitness			Records Management Certificate	\$1395	180
Administrative Dental Assistant	\$1595	150	Senior Certified Sustainability Professional		
Administrative Medical Specialist with Medical Billing & Coding	\$1995	300	\$2495	110	
Administrative Medical Specialist with Medical Billing & Coding + Medical Terminology	\$2295	360	IT & Software Development		
Advanced Coding for the Physician's Office	\$1395	80	Administrative Professional with Microsoft Office Specialist 2003 Training	\$1995	380
Advanced Hospital Coding & CCS Prep	\$1695	80	Administrative Professional with Microsoft Office Specialist 2007	\$2295	480
Certified Indoor Air Quality Manager	\$ 795	16	AutoCAD 2011	\$2395	150
Certified Indoor Environmentalist	\$ 895	32	AutoCAD 2011 with AutoCAD 3D	\$3295	230
Certified National Pharmaceutical Representative	\$1595	90	AutoCAD 3D	\$1495	80
Clinical Dental Assistant	\$1995	240	AutoCAD 3D, software included	\$1795	80
ICD-10 Medical Coding: Preparation & Instruction for Implementation	\$1595	200	Cisco CCNA Certification Training	\$1995	100
Medical Billing & Coding	\$1595	240	CompTIA A+ Certification Training	\$1695	150
Medical Billing & Coding + Medical Terminology	\$1895	300	CompTIA Network+ Certification Training	\$1495	80
Medical Transcription + Medical Terminology	\$1895	300	CompTIA Security+ Certification Training	\$1495	80
Nutrition for Optimal Health, Wellness, & Sports	\$2395	200	Forensic Computer Examiner	\$3095	80
Pharmacy Technician	\$1995	300	Microsoft Access 2007	\$ 595	120
Business & Professional			Microsoft Certified IT Professional: Server Administrator (MCITP)	\$1895	240
Administrative Professional with Microsoft Office 2007 Master	\$1995	340	Microsoft Certified System Administrator 2003 (MCSA)	\$2495	440
Administrative Professional with Microsoft Office Specialist 2003 Training	\$1995	380	Microsoft Certified System Administrator Plus 2003 (MCSA+)	\$2195	340
Administrative Professional with Microsoft Office Specialist 2007 Training	\$2295	480	Microsoft Certified System Engineer 2003 (MCSE)	\$3295	700
Certified Bookkeeper	\$1795	140	Microsoft Excel 2007	\$ 595	100
Certified Global Business Professional	\$2495	400	Microsoft Office 2007 Master	\$1595	260
Certified Indoor Air Quality Manager	\$ 795	16	Microsoft Office Specialist 2007	\$1895	400
Certified Indoor Environmentalist	\$ 895	32	Microsoft Outlook 2007	\$ 595	40
Certified Wedding Planner	\$1395	300	Microsoft PowerPoint 2007	\$ 595	35
Chartered Tax Professional	\$1795	180	Microsoft Windows Vista	\$ 595	35
Entrepreneurship: Start-Up & Business Owner	\$2095	360	Microsoft Word 2007	\$ 595	80
Event Management & Design	\$1895	300	Professional Bookkeeping with QuickBooks 2010	\$1695	140
Grant Writing	\$2095	300	Professional Bookkeeping with QuickBooks 2010, software included	\$1895	140
Graphic Design with PhotoShop CS4	\$1795	200	Web Database Developer	\$2195	267
Graphic Design with PhotoShop CS4, software incl	\$2495	200	Webmaster	\$1795	150
Legal Secretary	\$2095	350	Management & Corporate		
Management for IT Professionals	\$2095	390	Certified Indoor Air Quality Manager	\$ 795	16
Management Training	\$2095	360	Certified Indoor Environmentalist	\$ 895	32
Microsoft Access 2007	\$ 595	120	Certified National Pharmaceutical Representative	\$1595	90
Microsoft Certified IT Professional: Server Administration (MCITP)	\$1895	240	Entrepreneurship: Start-Up & Business Owner Management	\$2095	360
Microsoft Excel 2007	\$ 595	120	Event Management & Design	\$1895	300
Microsoft Office 2007 Master	\$1595	260	Grant Writing	\$2095	300
Microsoft Office Specialist 2007	\$1895	400	Legal Secretary	\$2095	350
Microsoft Outlook 2007	\$ 595	40	Management for IT Professionals	\$2095	390
Microsoft PowerPoint 2007	\$ 595	35	Management Training	\$2095	360
Microsoft Project 2007	\$795	60	Microsoft Access 2007	\$ 595	120
Microsoft Project 2007, software incl	\$1295	60	Microsoft Excel 2007	\$ 595	100
Microsoft Windows Vista	\$ 595	35	Microsoft Office 2007 Master	\$1595	160
Microsoft Word 2007	\$ 595	80	Microsoft Outlook 2007	\$ 595	40
Nonprofit Management	\$2095	300	Microsoft PowerPoint 2007	\$ 595	35
Nutrition for Optimal Health, Wellness, & Sports	\$2395	200	Microsoft PowerPoint 2007, software included	\$1295	60
Paralegal	\$1795	300	Microsoft Windows Vista	\$ 595	35
Payroll Practice & Management	\$1595	80	Microsoft Word 2007	\$ 595	80
Performing Comprehensive Building Assessments	\$ 695	30	Nonprofit Management	\$2095	300
Principles of Green Buildings	\$ 595	30	Payroll Practice & Management	\$1595	80
Professional Bookkeeping with QuickBooks 2010	\$1695	140	Performing Comprehensive Building Assessments	\$ 695	30
Professional Bookkeeping with QuickBooks 2010, software included	\$1895	140	Principles of Green Buildings	\$ 595	30
Project Management with Microsoft Project 2007	\$1995	100	Project Management with Microsoft Project 2007	\$1995	100
Project Management with Microsoft Project 2007, software included	\$2495	100	Project Management with Microsoft Project 2007, software included	\$2495	100

ONLINE CAREER PROGRAMS

Records Management Certificate	\$1395	180
Senior Certified Sustainability Professional	\$2395	110

Media & Design

Digital Arts Certificate	\$5595	360
Event Management & Design	\$1895	300
Fine Arts Certificate	\$5595	360
Graphic Design with PhotoShop CS4	\$1795	200
Marketing Design Certificate	\$5595	360
Multimedia Arts Certificate	\$5595	360
Video Game Design & Development	\$1995	500
Web Database Developer	\$2195	267
Webmaster	\$1795	150
Website Design Certificate	\$5595	360

Hospitality & Service Industry

Certified Global Business Professional	\$2495	400
Certified Wedding Planner	\$1395	300
Fine Arts Certificate	\$5595	360
Video Game Design & Development	\$1995	500

Skilled Trades & Industrial

Certified Indoor Air Quality Manager	\$ 795	16
Certified Indoor Environmentalist	\$ 895	32
Performing Comprehensive Building Assessments	\$ 695	30
Principles of Green Buildings	\$ 595	30
Senior Certified Sustainability Professional	\$2495	110
Solar Power Professional	\$1695	120
Wind Energy Apprentice	\$2195	240

Sustainable Energy & Going Green

Certified Indoor Air Quality Manager	\$ 795	16
Certified Indoor Environmentalist	\$ 895	32
Performing Comprehensive Building Assessments	\$ 695	30
Principles of Green Buildings	\$ 595	30
Senior Certified Sustainability Professional	\$2495	110
Solar Power Professional	\$1695	120
Wind Energy Apprentice	\$2195	240



SBC

Sandhills Community College

Small Business Center

Marilyn Neely, Director 101-A Van Dusen Hall neelym@sandhills.edu 695-3938



Marilyn Neely
Director of Small
Business Center

The Small Business Center offers seminars designed for small business owners/employees and for prospective owners. These programs are funded by a grant from the NC Legislature to increase the success rate of small businesses. We invite you to visit our offices in Van Dusen Hall, Room 101, on the SCC campus. Also available through the Small Business Center are resources (videos, books, CDs), free confidential counseling, and referrals. Seminars are available at no cost, however, pre-registration is required. Please call (910) 695-3980 to register. For information, call (910) 695-3938 or e-mail: neelym@sandhills.edu.

Promoting in a Virtual World

Are you prepared to take your business online but don't know where to begin? Author and business owner, L. Diane Wolfe, walks you through the steps, from creating a sticky website to generating publicity. Options for products and services are covered as she outlines promotion basics for those starting a web-based business or setting up a website for their physical business. This lively seminar encourages listeners to actively participate and design their own successful online marketing plan!

#1634 D. Wolfe Feb 2
103 Van Dusen Hall Th 6-9 pm

Goal Setting

Learn and practice a proven goal setting system with Ed Gideon. Success is based on setting goals, having dreams and building a plan to achieve them. To build a successful business, one must begin by setting goals to become a successful person. This is a three part seminar.

#1635 E. Gideon Feb 9, 16, 23
103 Van Dusen Hall Th 2-4 pm

Doing Business With the Government

Learn how to connect with federal and state solicitations and the basics of bidding for contracts. Lynn Grissom with SBTDC will be on hand to explain the procedures.

#1636 L. Grissom Feb 15
102 Van Dusen Hall W 9-12 noon

Customer Service Management

Have your employees learn to offer great service, how to deal with difficult people and work more efficiently.

#1637 M. Collins Feb 22
103 Van Dusen Hall W 1:30-4:30 pm

How to Start a Home Based Business

Want to have a business based from home? Come let Mike Collins explain how to set things up for a home based business.

#1638 M. Collins Feb 22
103 Van Dusen Hall W 6-9 pm

Seven Essential Skills of a Successful Small Business Owner

Learn about doing the right things and not just doing things right. Mike Collins will show you a simple system that allows you to follow up on projects, people and opportunities so that you can maximize your business potential.

#1639 M. Collins Feb 23
103 Van Dusen Hall Th 6-9 pm

Shoestring Marketing

Do you wonder how you can successfully market your business without spending a fortune? Tom Zaleski will talk with you about your business and some of the marketing tips that won't break the bank!

#1640 T. Zaleski Mar 1
103 Van Dusen Hall Th 6-9 pm

SMALL BUSINESS CENTER

The Power of Networking Seminar

In business, it is said that success is determined not by what you know but who you know. Additionally, the level of your success is determined largely by the quality of your relationships with others. The Power of Networking will teach you how to create long term relationships that will open doors to new opportunities and lead to a satisfying lifestyle. This program will include significant networking procedures, and interaction among the attendees.

#1641 T. Zaleski Mar 8
103 Van Dusen Hall Th 6-9 pm

The Power of Email Marketing

Businesses use email marketing every day to keep in touch with their customers. Tom Zaleski will show you what it is all about and how to make it work in your business. Tools for building a mailing list, how often to communicate, and getting your email opened will be covered.

#1642 T. Zaleski March 15
103 Van Dusen Hall Th 6-9 pm

SCORE BUSINESS SERIES

Business Basics – Do You Have the Right Stuff?

To persevere through the trials and tribulations of starting and running your own business, you will need the spirit and will of those original Mercury astronauts...The Right Stuff! In this seminar you will learn tips to running a successful business, pitfalls that can destroy your business and the many challenges that you must face.

#1611 SCORE Jan 24
103 Van Dusen Hall T 6-9 pm

Business Basics – Great Beginnings

This seminar will point the new or potential business owner in the right direction, providing an overview of the importance of a business plan, financial record keeping, legal structure, financing alternative and risk management.

#1612 SCORE Feb 7
103 Van Dusen Hall T 6-9:30 pm

Business Basics – Your Business Plan

Lenders know that without a business plan they cannot make a valid judgment about whether your business idea is a good one, so come and learn how to write an effective plan.

#1613 SCORE Feb 14
103 Van Dusen Hall T 6-9 pm

Business Basics – Marketing

Every savvy business person knows that without sales a business has no financial future. This seminar teaches marketing your business to success beginning the day after the seminar.

#1614 SCORE Feb 21
103 Van Dusen Hall T 6-9 pm

Business Basics – Accounting for You and Me

This seminar covers the working knowledge of basic accounting skills that can immediately be applied to your business. You will become reasonably knowledgeable of a Balance Sheet, Income Statement and Cash Flow Statement such that you can communicate and interact with your accountant for the purpose of managing your business more effectively.

#1615 SCORE Feb 28
103 Van Dusen Hall T 6-9:30 pm

Business Basics – How to Get a Business Loan

Learn the many forms of capital that are available and how to apply for them. A local bank loan officer will go over what is expected from you in order for you to be successful with your loan application.

#1616 SCORE Mar 6
103 Van Dusen Hall T 6-9 pm

SOCIAL MEDIA SERIES

Social Media-LinkedIn

You asked for it - learn about LinkedIn and how it can enhance your business marketing and professional development.

#1621 S. Schaefer Jan 23
154 Little Hall M 6-9 pm

Social Media-YouTube

Learn how to utilize YouTube as part of your marketing strategy for your small business.

#1622 S. Schaefer Jan 30
154 Little Hall M 6-9 pm

Social Media Basics

Social media is playing an increasing role in our personal online lives. It is only logical that this fact has spilled over to the business world. More and more companies employ a "Like" page on Facebook as one of their major marketing tools. Learn how to utilize effective strategies and improve your ROI by successfully using a palette of Social Media platforms.

#1623 S. Schaefer Feb 6
154 Little Hall M 6-9 pm

SMALL BUSINESS CENTER

CERTIFICATE IN SUPERVISION & MANAGEMENT FUNDAMENTALS

Participants must complete all four seminars to receive a certificate from the Small Business Center.

Time Management for Small Business Owners

This workshop in time management will show how to focus on high-payoff activities, eliminate time-wasting behavior and bypass procrastination. Learn to use five resources to your advantage, how to have short, productive meetings, how to delegate, how to stay on target, and how to handle difficult people.

#1617 M. Collins Feb 29
103 Van Dusen Hall W 1:30-4:30 pm

Basic Management Skills for Small Business Owners

This seminar will be helpful for business owners that have not received formal training, or find it uncomfortable managing employees who might have been their peers in the past. This seminar can help identify the specific issues that create problem employees and how to deal with stress.

#1618 M. Collins Mar 14
103 Van Dusen Hall W 1:30-4:30 pm

Managing Unacceptable Workplace Behavior for Small Business Owners

This seminar will help you deal with unacceptable behavior in the workplace. Learn tips on handling angry and/or unmotivated employees who do not fulfill the goals of your company.

#1619 M. Collins Mar 21
103 Van Dusen Hall W 1:30-4:30 pm

Dealing With Constant Change in a Small Business

Moving through change takes time and energy and is extremely stressful. This seminar will help you recognize and embrace change and make it work for your company.

#1620 M. Collins Mar 28
103 Van Dusen Hall W 1:30-4:30 pm

COMMUNICATION (CARE) SERIES

Confidence

Jan Mullis is back with the entire series on the art of communication. Communication includes understanding, accepting and utilizing the four distinct styles of expression. This requires gaining confidence, practicing adaptation and respect and remaining engaged when tensions arise. The first seminar concerns gaining confidence and learning the four styles of expression.

#1624 J. Mullis Jan 4
103 Van Dusen Hall W 1:30-4:30 pm

Adaptation

Understand the impact your style of expression has on others, how to identify another's style and how to communicate in a way that allows you to connect with others.

#1625 J. Mullis Jan 11
103 Van Dusen Hall W 1:30-4:30 pm

Respect

Respect for self, others and the communication process will be addressed.

#1626 J. Mullis Jan 18
103 Van Dusen Hall W 1:30-4:30 pm

Engagement

In this session you will learn the four stress reactions, their corresponding stress responses and how to utilize stress for relational growth.

#1627 J. Mullis Jan 25
103 Van Dusen Hall W 1:30-4:30 pm

NONPROFIT SERIES

Doing the 501(c)3 Thing

This seminar is for those looking to start a nonprofit organization. Learn how to start a nonprofit and how to fill out the 1023 application for tax exempt status.

#1628 S. Gore Jan 5
103 Van Dusen Hall Th 6-9 pm

Non Profit Budgeting

Creating a budget is often one of the most challenging tasks for a nonprofit. Sam Gore will walk you through the process!

#1629 S. Gore Jan 12
103 Van Dusen Hall Th 6-9 pm

Basics for Writing and Discovering Grants for the Nonprofit

This course is designed for the beginning grant writer or for the pro fund raiser of a nonprofit who would like to pick up new ideas. Participants will examine the elements of an application, begin developing their own proposal, and explore finding potential donors.

#1630 S. Gore Jan 19
103 Van Dusen Hall Th 6-9 pm

Essentials of Fundraising for the Nonprofit

This seminar will help a nonprofit plan a fundraising strategy, assemble the right people, technology and other tools to maximize returns, attract supporters, and ask for donations.

#1631 S. Gore Feb 9
103 Van Dusen Hall Th 6-9 pm

SMALL BUSINESS CENTER

PREPARE YOURSELF FINANCIALLY TO START A BUSINESS

How to Raise Your Credit Score to Over 740 Points & Receive That Personal or Business Loan

A good credit score is now considered to be 740 points or higher. Learn to read your score and how the FICO is calculated. A loan is based on your credit score. Learn the legal tricks on how to raise your score! Bob Moore will tell you how to do this by proven methods.

#1632 B. Moore Mar 20
Van Dusen 103 T 6-9 pm

Be Free From Debt's Hold; Retire Early, Start a Small Business

Learn a simple but effective method to become debt free. Learn about scams and 'quick fixes' that should be avoided and to properly deal with creditors. Bring a calculator!

#1633 B. Moore Mar 27
103 Van Dusen T 6-9 pm

COMMUNITY EDUCATION

Community Enrichment & Center for Creative Retirement

Community Education seeks to facilitate the learning and participation of adults in the region to improve their lives. Community Enrichment courses allow participants to strengthen proficiencies, experience cultural or academic enrichment, or investigate a new curiosity.

The Center for Creative Retirement provides programs and resources to enhance the intellectual, physical, and personal well-being of the active retirees in the Sandhills. A Summer Academy is offered each summer.

Pre-registration is required, at least one week in advance of the start date of class, including free courses. Textbooks, if required, are available in the Logan Bookstore located in Dempsey Student Center.



Teresa Reynolds
Senior Director of
Community Education

Community Enrichment

There is no registration fee waiver for Community Enrichment courses; all are on an "All Must Pay" basis.

CULINARY



Chinese native Tina Maisano has conducted Chinese cooking classes for over two decades. She demonstrates how to prepare authentic regional Chinese cuisine in four different culinary styles. Fresh, local ingredients will be used and all recipes will be shared with students

and a delicious dinner including an appetizer and three-course meal at the end of each class. Classes are not contingent on one another. Students may take any or all of the classes. Each one is different. Space is limited. 0.25 CEUs

NEW — Secrets of Stir Fry Cooking, Part 1 \$39
#1001 T. Maisano Feb 14
Russell Dining Room T 4-6:30 pm

NEW — Secrets of Stir Fry Cooking, Part 2 \$39
#1002 T. Maisano Feb 28
Russell Dining Room T 4-6:30 pm

NEW — Secrets of Stir Fry Cooking, Part 3 \$39
#1003 T. Maisano Mar 13
Russell Dining Room T 4-6:30 pm

NEW — Secrets of Stir Fry Cooking, Part 4 \$39
#1004 T. Maisano Mar 27
Russell Dining Room T 4-6:30 pm

FOREIGN LANGUAGES

Chinese—Beginning Conversation

\$35 + textbook

Learn basic Mandarin Chinese to communicate with one-fifth of the world's population and connect to one of the world's fastest growing economies. 1.6 CEUs

#1005 M. Zhou Jan 24-Feb 16
208 Van Dusen Hall T/Th 6-8 pm

NEW — Chinese—Intermediate Conversation

\$35 + textbook

Course continues to develop dialogue, encourage group dialogue, and teach basic grammar. Prerequisite: Chinese Beginning Conversation. 1.6 CEUs

#1006 M. Zhou Feb 21-Mar 15
208 Van Dusen Hall T/Th 6-8 pm

Italian—Beginning Conversation

\$35 + textbook

Emphasis placed on the practical, functional use of spoken and written Italian as it is used in everyday situations. 1.6 CEUs.

#1007 L. Costa Jan 10-Feb 28
209 Van Dusen Hall T 6-8 pm



Community Enrichment

Italian—Intermediate Conversation \$35 + textbook

Continue to develop vocabulary and dialogue skills while you also learn about Italian culture and customs. Prerequisite: Italian Beginning Conversation. 1.6 CEUs.

#1008 L. Costa Mar 6-Apr 24
209 Van Dusen Hall T 6-8 pm

Spanish—Beginning Conversation \$35 + textbook



Students learn the basic Spanish fundamentals of conversation while also being exposed to Spanish culture. Instructor Saulsbury is a native of Madrid, Spain and studied languages at the Berlitz School. 1.6 CEUs

#1009 M. Saulsbury Jan 23-Feb 15
208 Van Dusen Hall M/W 6-8 pm

Spanish—Intermediate Conversation \$35 + textbook

This course incorporates lessons for students planning to travel or who desire to interact with Spanish-speaking personnel in the workplace. Prerequisite: Spanish Beginning Conversation. 1.6 CEUs

#1010 M. Saulsbury Feb 20-Mar 14
208 Van Dusen Hall M/W 6-8 pm

MUSIC, ART & DANCE

Beginning Piano Level 2 \$30

Students learn to play music involving more than one position on the keyboard, to finger major scales and relative minors, primary chords, syncopated notes, triads, and triplets. Prerequisite: Beginning Piano Level 1 or prior experience. 1.5 CEUs

#1011 B. Dunlop Jan 24-Mar 27
124 Wellard Hall T 3-4:30 pm

Intermediate Piano Level 1 \$30

Students learn to play music involving chromatic scales, triad inversions, seventh chords, sixteenth notes, major and minor scales, and major and minor triads. Prerequisite: Beginning Piano Level 2 or prior experience. 1.5 CEUs

#1012 B. Dunlop Jan 25-Mar 28
124 Wellard Hall W 3-4:30 pm

NEW — Intermediate Piano Level 2 \$30

Students learn to play music involving inversions of seventh chords, sixteenth notes, diminished and augmented triads, major and relative harmonic minor scales with primary chord progressions. Prerequisite: Intermediate Piano Level 1 or prior experience. 1.5 CEUs

#1013 B. Dunlop Jan 26-Mar 29
124 Wellard Hall Th 3-4:30 pm

www.sandhills.edu/coned

NEW — Drawing from the Line Up \$25

Discover the rewards of drawing from life. Everyday sightings become works of art. Class will include drawings from still life, landscape and model, while you learn exercises and techniques to improve your skills the more you use them. Bring your patience along with drawing pencils 2b, 4b, 6b and a sharpener, 8x11 drawing paper and a 8x11 sketch pad, a kneadable eraser, smudging stick, and a black sharpie. 0.8 CEUs

#1014 J. Love, MFA Jan 17-Feb 7
204 Van Dusen Hall T 6:30-8:30 pm

Draw & Paint with Ann—Intermediate \$45

Be creative, original, experiment with new materials and methods, and express freedom of thought. Gain knowledge of the various mediums including graphite, charcoal, pastel, watercolor, acrylic, and oil, and complete one or more drawings or paintings. Classes meet at WEUMC, 4015 NC Hwy 73, West End. 2.4 CEUs

#1015 A. Campbell Jan 23-Mar 12
WEUMC M 1:30-4:30 pm



NEW — Deconstructing the Face \$25

Drawing by grid is a tradition from artists throughout history. Learn to draw a portrait through a grid drawing, and by altering the grid, create various works. Learn portraiture techniques including transfer, enlargement, abstraction, variation, and value change. Bring several copies of photos printed on 8x11 copy paper in black and white, a mechanical pencil, drawing pencils in 2b, 4b, 6b, and a sharpener, 8x11 drawing paper and a 8x11 sketch pad, a kneadable eraser, smudging stick, a straight edge ruler, and portrait photos. .8 CEUs

#1016 J. Love, MFA Feb 14-Mar 13
204 Van Dusen Hall T 6:30-8:30 pm

NEW — Intro to Salsa & Merengue Dancing \$50

Get into the rhythm of the beat of Latin dancing while learning the basic steps and movements of these hot and spicy dances. No experience required. Classes meet at Fred Astaire Dance Studio, 300A Kelly Rd, Pinehurst. 0.4 CEUs

#1017 D. Hasson Jan 11-Feb 1
Astaire Studio W 7-8 pm

#1018 D. Hasson Feb 8-29
Astaire Studio W 7-8 pm

SPECIAL INTEREST

NEW — Build & Improve Your Business \$25



Join Business Coach Ed Gideon and learn to build a new business or improve an existing one. Make your business the investment you want versus simply a job. Learn to easily increase sales and income along with customer service, selling techniques, and team development. Logical steps are packed with practical actions leading to a proven structure of business success. 0.8 CEUs.

#1019 E. Gideon Feb 2-23
209 Van Dusen Hall Th 6-8 pm

Community Enrichment

Floral Arranging

\$35

Instructor Carl Klabbatz will create floral projects with containers and accessories in relation to design, color, and texture to enable students to learn the art of flower arranging. No class April 9. 1.8 CEUs

#1020 C. Klabbatz Mar 19-Apr 30
208 Van Dusen Hall M 6-9 pm



Home Wiring Basics

\$45

This course is designed to teach homeowners how to make basic electrical repairs, install receptacles and light switches with proper wiring techniques, and how to safely work on electrical installations. Actual wiring practices will be used and explained. 2.1 CEUs

#1021 D. Ryser Apr 3-24
152 Causey Hall T/Th 1-4 pm

Home Buying Seminar

Free

This seminar meets the third Thursday of each month. The following topics will be discussed: Jan 19 *Home Buying Steps*; Feb 16 *Home Financing*; Mar 15 *Home Insurance*; Apr 19 *Home Buying Steps*. Students may come to one or all sessions. Registration is not required.

204 Van Dusen Hall Karen Reece May Jan 19-Apr 19
Th 6-7:30 pm



Shoot this with the QR Reader on your smartphone and see where it takes you!

The Center for Creative Retirement

HEALTHY LIVING

Laughter in the Sandhills

\$25

If you love or need to laugh, join this wildly popular laughter workout. Heart healthy, therapeutic laughter exercises enrich and benefit the body, mind, and spirit. Instructor Shader is a Certified Laughter Leader. 0.8 CEUs

#1050 K. Shader Jan 11-Feb 29
208 Van Dusen Hall W 3-4 pm

Breathing as a Bridge to Good Health

\$10

Many cultures believe that breathing is the essence of being. Learn simple, effective breathing techniques to enhance your life. Especially beneficial to people with respiratory conditions or stress issues. Dr. Croft is department chair of SCC's Respiratory Therapy program. 0.2 CEUs.

#1051 B. Croft, PhD Feb 2
208 Van Dusen Hall Th 4-6 pm

NEW — Mind Body Connection: Is it All in My Head?

\$10

This lecture presents a holistic approach to healthy living by focusing on the mind-body connection that influences health and disease. Learn effective ways to develop a self care plan. 0.2 CEUs.

#1052 B. Croft Feb 9
208 Van Dusen Hall Th 4-6 pm

Chinese Astrology: A Fun Introduction

\$10

Are you an early rising rooster, a charming snake, or an entertaining monkey? Discover your animal sign and element. If possible, bring your exact time of birth to class. This is a fun class for the not-too-serious astrologer. Professor Allen is coordinator of the Massage Therapy program at SCC. 0.25 CEUs.

#1053 S. Allen Feb 16
116 Meyer Hall Th 1-3:30 pm



NEW — Fright Night

\$10

From nightmares to post-traumatic stress hallucinations, explore the frightening episodes the mind creates during sleep. Discussion includes nightmares, night terrors, sleep paralysis, hallucinations of dreaming, and confusional arousals with and without violence. Instructor Tammy Williams is the Polysomnography Program Coordinator at SCC. 0.25 CEUs

#1054 T. Williams, RPSGT Mar 22
201 Van Dusen Hall Th 2-4:30 pm



NEW — What Dreams May Come

\$10

This class covers the who, what, why, and how of dreaming. Dream content, recurrent dreams and lucid dreaming will be discussed. What are your dreams telling you? 0.25 CEUs

#1055 T. Williams, RPSGT Mar 29
201 Van Dusen Hall Th 2-4:30 pm

NEW — The Lore of the Dream World

\$10

Explore interesting folklore, myths and legends of dreams, dream interpretation, and the theory of foretelling the future. Learn about famous dreamers and amazing advances in science and technology resulting from a dream. 0.25 CEUs

#1056 T. Williams, RPSGT Apr 5
201 Van Dusen Hall Th 2-4:30 pm

SPECIAL INTEREST

Spring Book Club

Free

Club will meet the third Friday of each month to discuss the following books: Jan 20 *Wit: Acting Edition*, M. Edson; Feb 17 *The Woman Behind the New Deal*, K. Downey; Mar 16 *The Long Walk*, S. Rawicz; Apr 20 *Charlotte and Emily: A Novel of the Brontës*, J. Morgan. Registration is not required.

J. Ashton Jan 20-Apr 20
Teresa C. Wood Reading Room, Boyd Library F 2:30-4:30 pm

The Center for Creative Retirement

NEW — Introduction to the Natural History of the Sandhills

Free

Local naturalist Susan Campbell covers the ecology and conservation of our unique local ecosystem. Learn about the longleaf pine forests of the Sandhills. Lectures enhanced by short hikes along trails in this state park. Classes meet at Weymouth Woods Sandhills Nature Preserve, 1024 Ft. Bragg Rd, Southern Pines. 0.9 CEUs.

#1057 S. Campbell Feb 14-Mar 20
Weymouth Woods T 3-4:30 pm

NEW — Biblical Gems: Mystery or Message?

\$15

Bible passages from Genesis to Revelation contain gemstone references. We will consider the significance of these passages and will allude to the history and literature of other cultures. Explore gem properties and why they have been so highly valued since the earliest times. Join a retired professional gemologist who has taught gemology and has an interest in the history and psychology of gems. 0.3 CEUs.

#1058 D. Gibson Mar 7 & 14
209 Van Dusen W 2-3:30 pm

NEW — America & the Courts

Free

Experience another exciting journey through our nation's legal system and the maze of the most recent high profile criminal cases. Landmark US Supreme Court decisions impacting the political process and the criminal justice system will be discussed. Course will be presented by a Federal criminal trial attorney and the former Chief of Staff to Arkansas and New York Attorneys General. 0.4 CEUs.

#1059 P. Yellin, JD Mar 8 & 22
102 Van Dusen Hall Th 1-3 pm

Seniors Sing!

\$25

The perfect first course for seniors who want to sing or study voice and the perfect follow-up for experienced singers to get back into vocal shape! Learn the basics of singing and vocal production, repertoire, and the emotional power of the human voice. Students will sing a variety of styles from classical to opera, folk songs, American standards, and musical theatre. Soprano Jennifer Thomas is a professional opera singer, private voice teacher, and choir director at SCC. 0.8 CEUs

#1060 J. Thomas Mar 12-Apr 2
125 Wellard Hall M 4-6 pm

NEW — Harlem Renaissance in Words & Pictures

\$25

The Harlem Renaissance of the 1920s and 30s describes a period of rich creativity and optimism among black artists, writers, and jazz musicians. Discussions focus on art works by the best known representatives of that uptown cultural scene, including Aaron Douglas, James Vanderzee, William Johnson, Langston Hughes, and Zora Neale Hurston. The liveliness and modernity of their expression attracted visitors of all kinds to Harlem cabarets and exhibits and gave the Roaring Twenties its aesthetic signature, the Jazz Age. 1.0 CEUs

#1061 J. Ashton & M. Gwinn, PhD Mar 13-Apr 3
208 Van Dusen Hall T 2-4:30 pm

Fiction Writing Workshop

\$35

Using a balance of lecture, exercise, and feedback on their work, students are introduced to craft elements such as character, plot, point of view, description, dialogue, setting, and theme. Writers of all levels are welcome. Instructor Combs is a professional writer and is trained in professional acting. 1.75 CEUs

#1062 M. Combs Mar 21-May 2
201 Van Dusen Hall W 6-8:30 pm

NEW — Early Japanese Art

\$25

Learn about the ancient art of Japan beginning with the Edo Period in which Japan had 250 years of stability and progress through the tumultuous times until the early 20th century. See the influences the world put on this small island country and learn about the great masters and their style. 0.8 CEUs

#1063 J. Love, MFA Jan 17-Feb 7
207 Van Dusen Hall T 3-5:30 pm

NEW — Contemporary Japanese Art

\$25

The last 112 years have changed Japan greatly and in turn Japan has changed the world. View and learn about the art of Japan from the last hundred years and see the influence they have had on the world of art, fashion, television, and design. 0.8 CEUs

#1064 J. Love, MFA Feb 14-Mar 6
207 Van Dusen Hall T 3-5:30 pm

MASTER GARDENERS LECTURE SERIES

NEW — Money Saving Backyard Gardens

Free

With the growing cost of fresh vegetables, Master Gardner Bruce Fensley will demonstrate how to efficiently grow your own vegetables in a small backyard garden. Learn to plant seeds, optimize growing space, and apply organic growing principles including how to grow unique heirloom or heritage varieties. 0.15 CEUs

#1065 B. Fensley Mar 22
103 Van Dusen Hall Th 1-2:30 pm

NEW — Honeybees & Flowers: A Love Affair

Free

Robert and Ruth Stolting, beekeepers and members of the Moore County Beekeepers Association, will present an overview of honeybees including their sophisticated social structure, their forms of communication, how they work flowers so efficiently, and how beekeepers harvest their honey. Handouts of good honey plants to help this struggling population will be available and honey from various plants will be sampled. 0.15 CEUs

#1066 R. & R. Stolting Apr 12
103 Van Dusen Hall Th 1-2:30 pm



Shoot this with the QR Reader on your smartphone and see where it takes you!

The Center for Creative Retirement

NORTH CAROLINA SYMPHONY LECTURE SERIES

NEW — The View from the Stage **Free**

Discover what it's like to play in a full-time professional orchestra and how a bunch of notes become music. What's the difference between a contract musician, substitute musician, and extra musician? How does one become a member of the orchestra? How do auditions, rehearsals and concerts work, and what about education and training requirements? David Lewis is the North Carolina Symphony Orchestra Personnel Manager. 0.15 CEUs
#1067 D. Lewis Apr 10
103 Van Dusen Hall T 1-2:30 pm

NEW — Artistic Administration 101 **Free**

Learn the ins and outs of building a concert season for one of America's leading orchestras. From the first planning session to the last round of applause, Scott Freck, Vice President for Artistic Administration, will describe the process by which the North Carolina Symphony's season of 175 concerts happens, including details about guest artist booking, programming philosophy, and the quest for the perfect concert. 0.15 CEUs
#1068 S. Freck Apr 17
103 Van Dusen Hall T 1-2:30 pm

NEW — The Nerve Center & Invisible Musicians **Free**

Deborah Nelson, Principal Librarian, discusses the work of the Symphony's music acquisition, preparation and maintenance, archival record keeping, and research carried out by the orchestra librarian. Discover the day-to-day tasks required of the librarian's role as professional musician, copyist, bowmarker, paper conservator, proofreader, program analyst, specialist in scholarly editions, and expert in copyright law. 0.15 CEUs
#1069 D. Nelson Apr 23
103 Van Dusen Hall M 1-2:30 pm

ROAD SCHOLAR LECTURE SERIES

NEW — The Changing South: Who's Benefitting & Who's Losing **Free**

Over the last 40 years, the South has experienced social and economic change at a dizzying pace, transforming from a poor region to a golden "go go" region on the move, home to large corporations and banks, a thriving high technology industry, expanding suburbs and shopping centers, and some of the best colleges and universities in the country. Explore the costs and benefits and examine some remedies offered to help areas and people left behind. Sponsored by the North Carolina Humanities Council. 0.15 CEUs.

#1070 J. Beck, PhD Mar 1
103 Van Dusen Th 1-2:30 pm

NEW — North Carolina in a Bottle: A Wine Industry Overview **Free**

Tar Heel grapes are nurtured in the sand of coastal islands, on mountains, and everywhere in between. Winegrowers include former chemists, teachers, tobacco farmers, wine bums, and NASCAR team owners. Explore the NC wine industry including a brief consideration of the long history of wine making, an assessment of the current industry, and a few observations on its future. Sponsored by the North Carolina Humanities Council. 0.15 CEUs.

#1071 J. Mills, PhD Apr 4
103 Van Dusen Hall W 1-2:30 pm

FINANCIAL PLANNING

Financial Planning for Retirees **\$25**

Course covers retirees' financial concerns including estate and insurance planning, income tax reduction, portfolio balance to reduce risk, getting more income from investments, reducing probate costs and estate taxes, and long-term care planning. Instructor Walters is a licensed stockbroker and financial planner. 1.0 CEUs.

#1072 T. Walters Jan 17-Feb 14
202 Van Dusen Hall T 3-5 pm

Financial Decision Making for Women **\$25**

Designed exclusively for women at or near retirement. Topics include understanding investment jargon, dealing with financial professionals, getting the most from your investments while reducing risks, reducing probate costs, estate taxes for heirs, income taxes, and long term-care planning. Instructor Granville is a licensed stockbroker and a Certified Senior Advisor. 1.0 CEUs

#1073 N. Granville Feb 28-Mar 27
202 Van Dusen Hall T 3-5 pm

Annuities: Myths & Misconceptions **\$25**

Demystify the world of annuity investing. Course covers fixed, indexed, variable, and immediate annuities, as well as buying and investing strategies. Workbooks and helpful literature are provided. 0.6 CEUs.

#1074 N. Granville Apr 12-26
202 Van Dusen Hall Th 3-5 pm

Investing in Bonds **\$25**

Course will help students understand how to use bonds in retirement to increase their yearly income while keeping their assets safe and liquid. Learn to evaluate your financial needs and develop a strategy to achieve your goals. When properly understood, investing in bonds can benefit your retirement. 1.0 CEUs

#1075 J. Morningstar, MBA Apr 3-May 1
209 Van Dusen Hall T 3-5 pm

HUMAN RESOURCES DEVELOPMENT



Jenny Troyer
Coordinator of Human Resources Development

Human Resources Development classes are available at NO COST to qualified students. For more information or to register, call Jenny Troyer at (910)695-3926 or at (800)338-3944, ext 3926. *Students successfully completing the HRD series may be eligible for a Continuing Education scholarship.*

PINEHURST CAMPUS

NEW! Career Planning & Assessment

\$65 + \$5 tech fee

Explore career opportunities, set goals and visualize improvements needed to reach your potential. Develop a written plan of action.

#1931 R. Gabric Jan 9-12
153 Causey Hall M-Th 8:30-11:30 am

Technology Awareness for Employment

Learn to sell yourself in a tough job market using today's technology. Learn to use technology to locate job openings, complete online applications, build an electronic employment portfolio and use social media for effective networking.

#1939 A. Dougherty Jan 10-26

\$120 + \$5 tech fee
153 Causey Hall Tu-Th 12 Noon-3 pm

#1935 R. Gabric Mar 12-Apr 12

\$175 + \$5 tech fee
153 Causey Hall M-Th 8:30-11:30 am

Financial Literacy

\$65 + \$5 tech fee

Learn basic economic principles and use them to develop the knowledge, reasoning skills and confidence to improve your opportunities and take responsibility for your future.

#1932 R. Gabric Jan 17-26

153 Causey Hall M-Th 8:30-11:30 am

NEW! Personal and Professional Development

\$65 + \$5 tech fee

Discover how to improve your life, career, education, relationships, health, happiness, productivity and spirituality. Learn to set goals, stay motivated, change habits, improve awareness, identify your values and beliefs and become self-actualized.

#1933 T. Sinnott Jan 30-Feb 9

153 Causey Hall M-Th 8:30-11:30 am

Preparing for a Job in Health Care

\$175 + \$5 tech fee

Explore careers available in health care, the skills needed to obtain these positions and future market projections. Learn basic medical terminology and gain valuable experience using Medisoft software.

#1940 A. Dougherty Jan 31-Mar 15
153 Causey Hall Tu-Th 12 Noon-3 pm

#1942 A. Dougherty Mar 27-May 10

153 Causey Hall Tu-Th 12 Noon-3 pm

Employability Skills

\$120 + \$5 tech fee

Assess personality traits, interests, attitudes and values and use results to determine employment options. Make a career plan and set personal career goals. Receive one-on-one assistance to compile documents for your employment portfolio.

#1934 R. Gabric Feb 13-Mar 8
153 Causey Hall M-Th 8:30-11:30 am

How to Find the Right Job for You

\$65 + \$5 tech fee

Learn to find a job that matches your skills or develop new skill sets. Discover ways to translate current skills to a different job environment. Learn to use the Internet effectively to search job databases, prepare employment documents (resume, cover letter, etc.) and maximize your network.

#1941 A. Dougherty Mar 20-22
153 Causey Hall Tu-Th 12 Noon-3 pm

Problem Solving in the Workplace

\$65 + \$5 tech fee

Learn to recognize, define and analyze problems and develop workable solutions to correct them. Learn to become an independent, self-sufficient member of society.

#1936 R. Gabric Apr 16-19
153 Causey Hall M-Th 8:30-11:30 am

NEW! Communication Skills

\$65 + \$5 tech fee

Learn what communication is and engage in exchanges using the communication cycle. Discover why listening is an integral part of communicating and practice public speaking with your new skills.

#1937 R. Gabric Apr 23-26
153 Causey Hall M-Th 8:30-11:30 am

NEW! Workplace Survival Skills

\$65 + \$5 tech fee

Learn the elements that are essential for keeping a job. Learn the importance of attitude, integrity and ethics for success in the workplace. Set career goals and establish a career path.

#1938 R. Gabric Apr 30-May 10
153 Causey Hall M-Th 8:30-11:30 am

www.sandhills.edu/coned

HUMAN RESOURCES DEVELOPMENT

SANDHILLS HOKE CENTER

1110 East Central Avenue in Raeford

NEW! How to Find the Right Job for You

\$65 + \$5 tech fee

Learn to find a job that matches your skills or develop new skill sets. Discover ways to translate current skills to a different job environment. Learn to use the Internet effectively to search job databases, prepare employment documents (resume, cover letter, etc.) and maximize your network.

#1984 L. Reiter Jan 9-25
109 Upchurch Hall M/W 9 am-12 Noon

NEW! Personal and Professional Development

\$120 + \$5 tech fee

Assess personality traits, interests, attitudes and values and use results to determine employment options. Make a career plan and set personal career goals. Receive one-on-one assistance to compile documents for your employment portfolio.

#1985 L. Reiter Jan 30-Feb 29
109 Upchurch Hall M/W 9 am-12 Noon

Technology Awareness for Employment

\$175 + \$5 tech fee

Learn to sell yourself in a tough job market using today's technology. Learn to use technology to locate job openings, complete online applications, use social media for effective networking, and build an electronic employment portfolio.

#1986 L. Reiter Mar 5-May 9
109 Upchurch Hall M/W 9 am-12 noon

Pre-Employment Training

\$65 + \$5 tech fee

Learn to properly complete an application, write a resume and prepare for an interview. Learn job search techniques and how to be safe and successful on a job. *This class is a requirement to be considered for employment with Smithfield Packing Company.*

R. Schultz New Class Begins Every Monday Morning
118 Johnson Hall M-F 8:30 am-12:30 pm

WESTMOORE CENTER

2332 NC Highway 705 in Robbins

Technology Awareness for Employment

\$120 + \$5 tech fee

Learn to sell yourself in a tough job market using today's technology. Learn to use technology to locate job openings, complete online applications, use social media for effective networking, and build an electronic employment portfolio.

#1980 C. Lucas Jan 23-Feb 28
101 Westmoore Center M/Tu 5-7:30 pm

DAY REPORTING CENTER

107 N. McNeill Street in Carthage

Personal and Professional Development

\$175 + \$5 tech fee

Assess personality traits, interests, attitudes and values and use results to determine employment options. Make a career plan and set personal career goals. Receive one-on-one assistance to compile documents for your employment portfolio. *This class is designed as a lab so you can fit attendance to your schedule.*

#1983 C. Reid Jan 9-May 10
Day Reporting Ctr M-Th 8:30-11:30 am

Give a Continuing Education Gift Certificate

At a loss for a gift for someone?

Do you see a course a friend or family member would like?

How about inviting someone to take a class with you!

The possibilities are numerous.



Call 695-3980 and we can mail it to

you or come by the Continuing Education offices in Van Dusen Hall.

Any amount may be purchased. Recipient must use all funds within one year of the original purchase date.

BASIC SKILLS EDUCATION

Basic Skills Education classes are tuition-free programs offered throughout Moore and Hoke counties.
Pinehurst Campus (910) 695-3771 • Sandhills Hoke Center in Raeford (910) 875-8589
Westmoore Center in Robbins (910) 464-6300

ASSESSMENT/ORIENTATION

Please contact the following individuals to schedule an appointment for an assessment/orientation needed in order to take Basic Skills classes.

Pinehurst Campus: Mike Andrews at 695-3998
Sandhills Hoke Center: Brenda Holmes at 878-5808

ADULT BASIC EDUCATION (ABE)

Designed to help adults learn and/or improve basic reading, writing, math, spelling, and language skills.

GENERAL EDUCATION DEVELOPMENT (GED)

For adults who did not complete a high school education. Classes will prepare students for the five GED tests in Writing, Social Studies, Science, Language Arts/Reading, and Mathematics.

GED Online

January 2 – May 15 Call 695-3779 to register.

Pinehurst: 116 Van Dusen Hall	3395 Airport Road
January 2 – May 15	Monday-Thursday 8 am-2 pm
January 2 – May 15	Monday-Thursday 12-4pm
January 2 – May 15	Monday-Thursday 6-9 pm

Aberdeen: Aberdeen Elementary School
503 N. Sandhills Blvd (US Highway 1 South)
January 3 – May 15 Tuesday & Thursday 5:30-8:30 pm

Carthage: Day Reporting Center **107 N. McNeill Street**
January 2 – May 15 Monday-Thursday 8:30-11:30 am
January 2 – May 14 Monday & Wednesday 5-8:30 pm

Robbins: Westmoore Center **2332 NC Highway 705**
January 2 – May 15 Monday-Thursday 8 am-2 pm
January 3 – May 15 Tuesday & Thursday 6-9 pm

Robbins: Northern Moore Family Resource Center
130 S. Middleton Street
January 2 – May 14 Monday & Wednesday 6-9 pm

Raeford: Sandhills Hoke Center **1110 East Central Avenue**
January 2 – May 15 Monday-Thursday 8:30 am-2:30 pm
January 2 – May 15 Monday-Thursday 3-9 pm

ADULT HIGH SCHOOL (AHS)

This program provides academic courses to students working on completing their high school diploma. For more information, contact Gina Beaudry at 875-8589.

Raeford: Sandhills Hoke Center **1110 East Central Avenue**
January 2 – May 15 Monday-Thursday 8:30 am-2:30 pm
January 2 – May 15 Monday-Thursday 3-9 pm

FAMILY LITERACY

Family Literacy classes, available to ABE, GED, and ESL students, offer a comprehensive program to help improve the economic and academic status of families. Day care and transportation may be provided. To find out if you are eligible, contact Maria Campbell at 695-3917.

ENGLISH AS A SECOND LANGUAGE (ESL)

Designed to help adults who have limited or no proficiency in the English language. For more information, contact Maria Campbell at 695-3917.

Pinehurst: 164 Causey Hall **3395 Airport Road**
January 2 – May 15 Monday-Thursday 8 am-1:30 pm

Southern Pines: St. Anthony's Catholic Church
160 E. Vermont Avenue
January 2 – May 14 Monday & Wednesday 6:30-9:30 pm
January 8 – May 13 Sundays 1:30-4:30 pm

Robbins: Westmoore Center **2332 NC Highway 705**
January 2 – May 15 Monday-Thursday 8 am-2 pm
January 3 – May 15 Tuesday & Thursday 6-9 pm

Vass: First Baptist Church **3447 US Highway 1**
January 2 – May 15 Monday & Tuesday 6:30 – 8:30 pm

Raeford: Sandhills Hoke Center **1110 East Central Avenue**
January 2 – May 15 Monday-Thursday 8:30 am-2 pm
January 3 – May 15 Tuesday & Thursday 6-9 pm

SUCCEED/COMPENSATORY EDUCATION

SUCCEED/Compensatory Education classes provide adults with developmental delays the opportunity to acquire academic and life skills that will help them function successfully in daily living. Classes are FREE to all who are eligible and include Language, Math, Social Science, Community Living, Consumer Education, Job Readiness, Health and Leisure Activities. Contact Dave Hale at 695-3933 or haled@sandhills.edu

Pinehurst Campus – 104 Van Dusen Hall
January 2 – May 15
Monday-Friday: 8:00 am-2:30 pm

Sandhills Hoke Center – Raeford, NC
January 2 – May 15
Monday-Thursday: 8-2:30 pm; Friday: 8:00 am- 12:00 pm



SUCCEED students explore Moore County.

COLLEGE-CREDIT PROGRAMS

Associate in Arts (AA) • Associate in Science (AS)
Associate in Fine Arts (AFA) • Associate in General
Education (AGE) • Associate in Applied Science (AAS)
Diploma (D) • Certificate (C)

University Studies

Associate in Arts (AA)
Associate in Fine Arts (AFA)
Associate in Science (AS)
College Transfer Core (D)



Automotive Technologies

Automotive Systems Technology
Automotive Systems Technology (AAS, D)
Electrical & Engine Performance (C)
Mechanical (C)
Motorsports/Drag Race Vehicle (C)
Transmission/Driveline (C)
Collision Repair & Refinishing Technology
Collision Repair & Refinishing (D)
Paint & Refinishing (C)
Non-Structural Repair (C)
Structural Repair (C)

Computer Technologies

Computer Engineering Technology (AAS, C)
Computer Programming (AAS)
Digital Media Technology (AAS, C)
Print Design (C)
Web Content Management (C)
Web Design (C)
Networking Technology (AAS)
Networking Fundamentals (D)
Cisco Networking (C)
Linux Networking (C)
Microsoft Networking/MCSA (C)
Network Security (C)
Simulation and Game Development (AAS, C)

Cosmetology & Esthetics

Cosmetology (AAS, D, C)
Esthetics Technology (C)

Engineering Technologies

Architectural Technology (AAS, C)
Civil Engineering Technology (AAS, C)
Surveying Technology (AAS, C)

General Degrees

General Education (AGE)
General Occupational Technology (AAS)

Golf Course Management

Golf Course Management/ Concentration of Turfgrass
Management (AAS)

Health Sciences

Emergency Medical Science (AAS)
Health and Fitness Science (AAS)
Medical Laboratory Technology (AAS)
Polysomnography (AAS)
Radiography (AAS)
Respiratory Therapy (AAS)
Surgical Technology (AAS, D)
Therapeutic Massage (AAS, D)

Hospitality & Culinary Arts

Baking and Pastry Arts (AAS, C)
Culinary Arts (AAS, C)
Hospitality Management (AAS)

Landscape Gardening

Landscape Gardening (AAS, C)

Management & Business Technologies

Accounting (AAS, D)
Certified Bookkeeper (C)
Business Administration (AAS)
Business Administration/E-Commerce (C)
Business Administration/Entrepreneurship (C)
Medical Office Administration (AAS)
Medical Office Coding (C)
Office Administration (AAS)

Nursing

Associate Degree in Nursing (AAS)
Nursing Assistant (C)
Practical Nursing (D)

Public Services

Basic Law Enforcement Training (C)
Criminal Justice Technology (AAS)
Early Childhood Education (AAS)
Early Childhood Administration (C)
Early Childhood Education-Infant/Toddler Care (C)
Early Childhood Education-Preschool Care (C)
Early Childhood Education-School-Age Care (C)
Human Services Technology
Human Services Generalist (AAS)
Human Services Technology/Substance Abuse
(AAS)

Partner Programs

Health Information Technology (AAS)
We offer general education requirements that allow application to this program at Pitt Community College in Winterville, NC.
Physical Therapist Assistant (AAS)
We offer general education requirements that allow application to this program at Fayetteville Technical Community College in Fayetteville, NC.

COLLEGE-CREDIT SPRING 2012 COURSES

Please refer to the Course Schedule at www.sandhills.edu for course times, locations, instructors, and prerequisites. If you do not have internet access, a printed schedule is available in the Student Services Department in Stone Hall. If you have not taken a distance learning or hybrid course at Sandhills since January 2011, please go to: myscc.sandhills.edu and read the guides for distance learning students before signing up for an internet course.

ACADEMIC RELATED

ACA115 SUCCESS & STUDY SKILLS..... T, I
 ACA 122 COLLEGE TRANSFER SUCCESS T

ACCOUNTING

ACC120 PRINCIPLES OF FINANCIAL ACCOUNTING..... H, I
 ACC121 PRINCIPLES OF MANAGERIAL ACCOUNTING..... H, I
 ACC140 PAYROLL ACCOUNTING I
 ACC149 INTRO TO ACCOUNTING SPREADSHEETS..... T
 ACC150 ACCOUNTING SOFTWARE APPLICATIONS..... T, I
 ACC151 ACCOUNTING SPREADSHEETS APPLICATIONS..... I
 ACC180 PRACTICES IN BOOKKEEPING H
 ACC221 INTERMEDIATE ACCOUNTING II..... H
 ACC225 COST ACCOUNTING..... H

ANTHROPOLOGY

ANT210 GENERAL ANTHROPOLOGY..... I

ARCHITECTURAL TECHNOLOGY

ARC113 RESIDENTIAL ARCHITECTURE TECHNOLOGY..... T
 ARC119 STRUCTURAL DRAFTING T
 ARC213 DESIGN PROJECT..... T
 ARC214 ARCHITECTURAL STATICS T
 ARC215 ARCHITECT STRENGTH OF MAT..... T

ART

ART111 ART APPRECIATION T, I
 ART115 ART HISTORY SURVEY II T
 ART122 DESIGN II T
 ART131 DRAWING I T
 ART132 DRAWING II T
 ART171 COMPUTER ART I T, H
 ART214 PORTFOLIO & RESUME..... T
 ART231 PRINTMAKING I T
 ART232 PRINTMAKING II T
 ART241 PAINTING II..... T
 ART264 DIGITAL PHOTOGRAPHY I H

ASTRONOMY

AST111/A DESCRIPTIVE ASTRONOMY & LAB T

AUTOBODY REPAIR

COE112 CO-OP WORK EXPERIENCE I T
 COE122 CO-OP WORK EXPERIENCE II T
 AUB111 PAINTING & REFINISHING I T
 AUB114 SPECIAL FINISHES T
 AUB122 NON-STRUCTURAL DAMAGE II T
 AUB132 STRUCTURAL DAMAGE II..... T
 AUB134 MIG WELDING T

AUTOMOTIVE SYSTEMS TECHNOLOGY

COE112 CO-OP WORK EXPERIENCE I T
 COE122 CO-OP WORK EXPERIENCE II T
 COE132 CO-OP WORK EXPERIENCE III T
 AUT110 INTRO TO AUTOMOTIVE TECHNOLOGY..... I
 AUT113 AUTOMOTIVE SERVICING..... T
 AUT114 SAFETY & EMISSIONS T
 AUT151/A BRAKE SYSTEMS & LAB T
 AUT181 ENGINE PERFORMANCE 1 T
 AUT183 ENGINE PERFORMANCE 2 T
 AUT231/A MANUAL DRIVE TRAINS/AXLES & LAB T
 AUT285 INTRODUCTION TO ALTERNATIVE FUELS..... T
 RCT258 DRAG RACE VEH/TRACK PREP T
 RCT260 RACE VEH DATA ACQUISITION..... T

BAKING & PASTRY ARTS

BPA130 EUROPEAN CAKES & TORTES T
 BPA150 ARTISAN & SPECIALTY BREAD T
 BPA165 HOT & COLD DESSERTS..... T
 BPA220 CONFECTION ARTISTRY..... T
 BPA260 PASTRY & BAKING MARKETING T

SPRING SEMESTER 2012

Classes Begin January 9

Five Easy Steps to Attending College at Sandhills:

- Apply Online or at the College
- Request Transcript(s)
- Take the Placement Test and meet for Pre-Advisement prior to January 3
- Register for Classes on January 5

New students are not required to take the SAT or ACT to enroll but scores can be used for class placement. Application and placement tests must be completed prior to registering for classes. The college placement test, Accuplacer, is offered on a walk-in basis. Please come to the Admissions Office in Stone Hall. A photo identification and a \$7.00 administrative fee are required. If you have any questions, please contact the Testing Office at 695-3733.

Call 695-3725 if you have any questions.

BIOLOGY

BIO094 CONCEPTS OF HUMAN BIOLOGY T
 BIO111 GENERAL BIOLOGY I (Lab included) T
 BIO112 GENERAL BIOLOGY II (Lab included) T
 BIO120 INTRODUCTORY BOTANY..... T
 BIO140/A ENVIRONMENTAL BIOLOGY/LAB I
 BIO155 NUTRITION..... T
 BIO163 BASIC ANATOMY & PHYSIOLOGY (Lab included) T
 BIO165 ANATOMY & PHYSIOLOGY I (Lab included)..... T
 BIO166 ANATOMY & PHYSIOLOGY II (Lab included)..... T
 BIO275 MICROBIOLOGY (Lab included)..... H

BUSINESS

BUS110 INTRODUCTION TO BUSINESS T, I
 BUS115 BUSINESS LAW I T, I
 BUS121 BUSINESS MATH T, H, I
 BUS125 PERSONAL FINANCE T
 BUS137 PRINCIPLES OF MANAGEMENT..... T, H, I
 BUS139 ENTREPRENEURSHIP I T, I
 BUS153 HUMAN RESOURCE MANAGEMENT I
 BUS225 BUSINESS FINANCE H
 BUS230 SMALL BUSINESS MANAGEMENT..... T, I
 BUS238 INTEGRATED MANAGEMENT..... T
 BUS255 ORG. BEHAVIOR IN BUSINESS..... T
 BUS260 BUSINESS COMMUNICATION T, I

CHEMISTRY

CHM151C/L GENERAL CHEMISTRY I & LAB..... T
 CHM152C/L GENERAL CHEMISTRY II & LAB T, H
 CHM252 ORGANIC CHEMISTRY II (Lab included) T

CIVIL ENGINEERING TECHNOLOGY

CIV110 STATISTICS/STRENGTHS OF MATERIALS T, I
 CIV125 CIVIL/SURVEYING CAD H, I
 CIV212 ENVIRONMENTAL PLANNING H
 CIV222 REINFORCED CONCRETE T
 CIV240 PROJECT MANAGEMENT H

COMMUNICATIONS

COM110 INTRODUCTION TO COMMUNICATION..... T, H, I
 COM120 INTERPERSONAL COMMUNICATION..... T, I


COLLEGE-CREDIT SPRING 2012 COURSES

COM231	PUBLIC SPEAKING	T, H, I
COMPUTER ENGINEERING TECHNOLOGY		
CET211	COMPUTER UPGRADE/REPAIR II	T
COMPUTER INFORMATION SYSTEMS		
COE111	CO-OP WORK EXPERIENCE I	T
COE115	WORK EXPERIENCE SEMINAR I	T
COE121	CO-OP WORK EXPERIENCE II	T
CIS110	INTRODUCTION TO COMPUTERS	I
CIS110C/L	INTRODUCTION TO COMPUTERS & LAB	T
CIS111	BASIC PC LITERACY	T, I
CIS115	INTRO TO PROGRAMMING & LOGIC	H
COMPUTER INFORMATION TECHNOLOGY		
CTS115	INFORMATION SYSTEMS BUSINESS CONCEPTS	I
COMPUTER PROGRAMMING		
CSC153	C# PROGRAMMING	H
CSC239	ADVANCED VISUAL BASICS	H
CSC289	PROGRAMMING CAPSTONE PROJECT	H
COSMETOLOGY & ESTHETICS		
COE111	CO-OP WORK EXPERIENCE I	T
COE115	WORK EXPERIENCE SEMINAR I	I
COS111	COSMETOLOGY CONCEPTS I	T
COS112	SALON I	T
COS113	COSMETOLOGY CONCEPTS II	T
COS114	SALON II	T
COS117	COSMETOLOGY CONCEPTS IV	T
COS118	SALON IV	T
COS223	CONTEMP HAIR COLORING	T
CRIMINAL JUSTICE TECHNOLOGY		
CJC 100	BASIC LAW ENFORCEMENT TRAINING	T
CJC112	CRIMINOLOGY (Hoke)	T
CJC120	INTERVIEWS & INTERROGATIONS (P'hurst & Hoke)	T
CJC121	LAW ENFORCEMENT OPERATIONS	T, I
CJC131	CRIMINAL LAW	T, I
CJC132	COURT PROCEDURE & EVIDENCE (P'hurst & Hoke)	T, I
CJC141	CORRECTIONS	T, I
CJC221	INVESTIGATIVE PRINCIPLES (Hoke)	T
CJC241	COMMUNITY-BASED CORRECTIONS	T, I
CULINARY TECHNOLOGY		
CUL110/A	SANITATION & SAFETY & LAB	T
CUL112	NUTRITION FOR FOOD SERVICE	T
CUL120	PURCHASING	T, H
CUL135/A	FOOD & BEVERAGE SERVICE & LAB	T
CUL140	BASIC CULINARY SKILLS	T
CUL160	BAKING I	T
CUL170	GARDE-MANAGER I	T
CUL240	ADVANCED CULINARY SKILLS	T
CUL245	CONTEMPORARY CUISINES	T
COE111/12	CO-OP WORK EXPERIENCE I	T
COE115	WORK EXPERIENCE SEMINAR I	T
DATABASE MANAGEMENT TECHNOLOGY		
DBA110	DATABASE CONCEPTS & APPLICATIONS	T
DBA221	SQL SERVER DATABASE PROGRAMMING II	T
DIGITAL MEDIA TECHNOLOGY		
DME120	INTRODUCTION TO MULTIMEDIA APPLICATIONS	H
DME285	SYSTEMS PROJECT	H
DRAMA		
DRA111	THEATRE APPRECIATION	T, H
DRA130	ACTING I	T, H
EARLY CHILDHOOD		
EDU119	EARLY CHILDHOOD EDUCATION (P'hurst & Hoke)	H
EDU144	CHILD DEVELOPMENT I	H, I
EDU146	CHILD GUIDANCE	H
EDU151	CREATIVE ACTIVITIES	H
EDU153	HEALTH, SAFETY & NUTRIT	I
EDU221	CHILDREN W/ EXCEPTIONALITIES	H
EDU234	INFANTS, TODDLERS, & TWOS	H
EDU259	CURRICULUM PLANNING	H
EDU261	EARLY CHILDHOOD ADMIN I	H, I
EDU271	EDUCATIONAL TECHNOLOGY	H
EDU275	EFFECTIVE TEACH TRAIN	H
EDU284	EARLY CHILD CAPSTONE PRAC	H
EDU288	ADVANCED ISSUES	H
E-COMMERCE		
ECM210	INTRODUCTION TO E-COMMERCE	H
ECM220	E-COMMERCE PLANNING & IMPLEMENTATION	H
ECONOMICS		
ECO151	SURVEY OF ECONOMICS	T, I
ECO251	PRINCIPLES OF MICROECONOMICS	T, I
ECO252	PRINCIPLES OF MACROECONOMICS	T, I
ELECTRONIC ENGINEERING TECHNOLOGY		
ELC111	INTRODUCTION TO ELECTRICITY	H
ELC229	APPLICATIONS PROJECT	H
ELN131	SEMICONDUCTOR DEVICES	T
ELN246	APPLICATIONS PROJECT	I
EMERGENCY MEDICAL SCIENCE		
EMS110	EMT-BASIC	T
EMS120	INTERMEDIATE INTERVENTIONS	T
EMS121	EMS CLINICAL PRACTICUM I	T
EMS130	PHARMACOLOGY I FOR EMS	T
EMS131	ADVANCED AIRWAY MANAGEMENT	T
EMS235	EMS MANAGEMENT	H
EMS240	SPECIAL NEEDS PATIENTS	T
EMS241	EMS CLINICAL PRACTICUM IV	T
EMS270	LIFE SPAN EMERGENCIES	T
EMS285	EMS CAPSTONE	T
ENGINEERING		
EGR110	INTRODUCTION TO ENGINEERING TECHNOLOGY	I
EGR115/A	INTRODUCTION TO TECHNOLOGY & LAB	I
EGR150	INTRODUCTION TO ENGINEERING	H
EGR220	ENGINEERING STATICS	H
ENGLISH		
ENG075	READING & LANGUAGE ESSENTIALS (P'hurst & Hoke)	T
ENG085	READING & WRITING FOUNDATIONS (P'hurst & Hoke)	T
ENG095	READING & COMP STRATEGIES (P'hurst & Hoke)	T, H, I
ENG102	APPLIED COMMUNICATIONS II	H
ENG111	EXPOSITORY WRITING (P'hurst & Hoke)	T, H, I
ENG112	ARGUMENT-BASED RESEARCH (P'hurst & Hoke)	T, H, I
ENG114	PROFESSIONAL RESEARCH & REPORTING	T, H, I
ENG125	CREATIVE WRITING I	H
ENG126	CREATIVE WRITING II	H
ENG131	INTRODUCTION TO LITERATURE	H, I
ENG231	AMERICAN LITERATURE I	H
ENG232	AMERICAN LITERATURE II	I
ENG242	BRITISH LITERATURE II	T
ENG261	WORLD LITERATURE I	I
FRENCH		
FRE111	ELEMENTARY FRENCH I	T
FRE112	ELEMENTARY FRENCH II	T
FRE181	FRENCH LAB I	I
FRE182	FRENCH LAB II	I
GRAPHIC ARTS		
GRA151	COMPUTER GRAPHICS I	H
GRAPHIC DESIGN		
GRD121	DRAWING FUNDAMENTALS I	T
GRD167	PHOTOGRAPHIC IMAGING I	H
GOLF COURSE MANAGEMENT		
COE111/14	CO-OP WORK EXPERIENCE I	T
GCM220	GOLF COURSE MAINTENANCE SYSTEMS	H
GCM244	ADVANCED ISSUES IN TURFGRASS MGMT	H
HOR166	SOILS & FERTILIZERS	H
TRF110	INTRODUCTION TO TURFGRASS CULT & ID	H
TRF130	NATIVE FLORA ID	H
HISTORY		
HIS112	WORLD CIVILIZATIONS II	T
HIS121	WESTERN CIVILIZATION I	T, I
HIS122	WESTERN CIVILIZATION II	T, H, I
HIS131	AMERICAN HISTORY I	I
HIS132	AMERICAN HISTORY II	T, H
HOTEL & RESTAURANT MANAGEMENT		
COE111	CO-OP WORK EXPERIENCE I	T
COE115	WORK EXPERIENCE SEMINAR I	T
HRM115	HOUSEKEEPING	T

COLLEGE-CREDIT SPRING 2012 COURSES

HRM120	FRONT OFFICE PROCEDURES	T	MUS222	MUSIC THEORY IV	T
HRM140	LEGAL ISSUES-HOSPITALITY	I	MUS131/2	CHORUS I & II	T
HRM220	FOOD & BEVERAGE CONTROLS	T, H	MUS231/2	CHORUS III & IV	T
HRM230	CLUB & RESORT MANAGEMENT	T	MUS133/4	BAND I & II	T
HRM235	HOSPITALITY QUALITY MANAGEMENT	T	MUS233/4	BAND III & IV	T
HRM240	HOSPITALITY MARKETING	T	MUS135/6	JAZZ ENSEMBLE I & II	T
HRM245	HOSPITALITY HUMAN RESOURCE MANAGEMENT	T, I	MUS235/6	JAZZ ENSEMBLE III & IV	T
HRM280	HOSPITALITY MANAGEMENT PROBLEMS	T	MUS137/8	ORCHESTRA I & II	T
HUMAN SERVICES TECHNOLOGY			MUS237/8	ORCHESTRA III & IV	T
COE111/21	CO-OP WORK EXPERIENCE I & II	T	MUS141/2	ENSEMBLE I & II	T
COE115/25	WORK EXPERIENCE SEMINAR I & II	I	MUS241/2	ENSEMBLE III & IV	T
HSE112	GROUP PROCESS I	H	MUSIC PERFORMANCE COURSES		
HSE125	COUNSELING	T	MUS151	CLASS MUSIC I	T
HSE210	HUMAN SERVICES ISSUES	T	MUS152	CLASS MUSIC II	T
HSE225	CRISIS INTERVENTION	T	MUS161	APPLIED MUSIC I	T
HUMANITIES			MUS162	APPLIED MUSIC II	T
HUM110	TECHNOLOGY & SOCIETY	I	MUS251	CLASS MUSIC III	T
HUM115	CRITICAL THINKING	T	MUS252	CLASS MUSIC IV	T
HUM120	CULTURAL STUDIES	T	MUS261	APPLIED MUSIC III	T
HUM122	SOUTHERN CULTURE	T, H	MUS262	APPLIED MUSIC IV	T
HUM130	MYTH IN HUMAN CULTURE	T, H	NETWORK OPERATING SYSTEMS		
HUM150	AMERICAN WOMEN'S STUDIES	T, I	NOS110	OPERATING SYSTEM CONCEPTS	I
HUM160	INTRODUCTION TO FILM	T, I	NOS120	LINUX/UNIX SINGLE USER	I
HUM211	HUMANITIES I	I	NOS130	WINDOWS SINGLE USER	T
HUM212	HUMANITIES II	I	NOS220	LINUX SYSTEM ADMINISTRATION I	H
LANDSCAPE GARDENING			NETWORKING TECHNOLOGY		
COE111	CO-OP WORK EXPERIENCE I (Residency)	T	NET125	NETWORKING BASICS	H
HOR134	GREENHOUSE OPERATIONS	T	NET126	ROUTING BASICS	H
HOR160	PLANT MATERIALS I	T	NET226	ROUTING & SWITCHING II	H
HOR213	LANDSCAPE DESIGN II	T	NET289	NETWORKING PROJECT	H, I
HOR225	NURSERY PRODUCTION	H	NURSING ASSISTANT		
HOR257	ARBORICULTURE PRACTICES	T	NAS101	NURSING ASSISTANT I	T, H
LSG122	SPRING GARDENING LAB	T	NAS102	NURSING ASSISTANT II	T
LSG244	ADVANCED ISSUES/LSG	T	NURSING		
TRF110	INTRO TO TURFGRASS CULT & ID	H	NUR102	PRACTICAL NURSING II	T
MARKETING			NUR112	HEALTH-ILLNESS CONCEPTS	T
MKT120	PRINCIPLES OF MARKETING	I	NUR211	HEALTH CARE CONCEPTS	T
MESSAGE THERAPY			NUR213	COMPLEX HEALTH CONCEPTS	T
COE111	CO-OP WORK EXPERIENCE I	T	NUR214	NSG TRANSITION CONCEPTS	T
MTH120	THERAPEUTIC MASSAGE APPLICATIONS	T	OFFICE SYSTEMS TECHNOLOGY		
MTH220	OUTCOME-BASED MASSAGE	T	OST080	KEYBOARDING LITERACY	T
MATHEMATICS			OST131	KEYBOARDING	I
MAT060	ESSENTIAL MATHEMATICS (P'hurst & Hoke)	T	OST132	KEYBOARD SKILL BUILDING	H
MAT070	INTRODUCTORY ALGEBRA (P'hurst & Hoke)	T, H	OST137	OFFICE SOFTWARE APPLICATION	H
MAT080	INTERMEDIATE ALGEBRA	T	OST142	MEDICAL TERMINOLOGY II	T, I
MAT115	MATHEMATICAL MODELS	T	OST164	TEXT EDITING APPLICATIONS	T
MAT121	ALGEBRA/TRIGONOMETRY I	H	OST224	MACHINE TRANSCRIPTION II	H
MAT122	ALGEBRA/TRIGONOMETRY II	H	OST233	OFFICE PUBLICATIONS DESIGN	H
MAT140	SURVEY OF MATHEMATICS (P'hurst & Hoke)	T, I	OST242	MEDICAL OFFICE TRANSCRIPTION II	H
MAT151	STATISTICS I	T	OST243	MEDICAL OFFICE SIMULATION	H
MAT171	PRECALCULUS ALGEBRA	T, H	OST286	PROFESSIONAL DEVELOPMENT	H
MAT172	PRECALCULUS TRIGONOMETRY	T	OST289	OFFICE SYSTEMS MANAGEMENT	H
MAT263	BRIEF CALCULUS	T	PHILOSOPHY		
MAT271/2	CALCULUS I & II	T	PHI215	PHILOSOPHICAL ISSUES	T
MAT273	CALCULUS III	T	PHI240	INTRODUCTION TO ETHICS	T, I
MAT285	DIFFERENTIAL EQUATIONS	T	PHYSICAL EDUCATION		
MEDICAL LABORATORY TECHNOLOGY			HEA112	FIRST AID & CPR	T
MLT120	HEMATOLOGY/HEMOSTASIS I	T	PED110	FIT & WELL FOR LIFE	T, I
MLT130	CLINICAL CHEMISTRY I	T	PED113	AEROBICS I	T
MLT215	PROFESSIONAL ISSUES	T	PED117	WEIGHT TRAINING I	T
MLT240	SPECIAL CLIN MICROBIOLOGY	T	PED118	WEIGHT TRAINING II	T
MLT259/69	MEDICAL LAB TECHNOLOGY PRACTICUM I & II	T	PED120	WALKING FOR FITNESS	T
MEDICAL TERMINOLOGY			PED122	YOGA I	T
MED120	MEDICAL TERMINOLOGY	I	PED125	SELF-DEFENSE	T
MED122	MEDICAL TERMINOLOGY II	T, I	PED128	GOLF-BEGINNING	T
MUSIC			PED130	TENNIS-BEGINNING	T
MUS110	MUSIC APPRECIATION	T, I	PED135	FENCING-BEGINNING	T
MUS111	FUNDAMENTALS OF MUSIC	T	PED143	VOLLEYBALL-BEGINNING	T
MUS210	HISTORY OF ROCK MUSIC	T	PED145	BASKETBALL-BEGINNING	T
MUS272	MUSIC HISTORY II	T	PED147	SOCCER	T
MUS122	MUSIC THEORY II	T	PED160	CANOEING-BASIC	H

COLLEGE-CREDIT SPRING 2012 COURSES

PED162	ANGLING	H	SPA120	SPANISH FOR THE WORKPLACE	T
PED170	BACKPACKING	H	SPA212	INTERMEDIATE SPANISH II	T
PED186	DANCE FOR FITNESS	T	SPA282	SPANISH LAB IV	I
PED217	PILATES I	T	SUBSTANCE ABUSE				
PED254	COACHING BASKETBALL	T	SAB120	INTAKE & ASSESSMENT	T
PED260	LIFEGUARD TRAINING	T	SAB230	FAMILY THERAPY	T
PHYSICAL FITNESS TECHNOLOGY					SURGICAL TECHNOLOGY				
COE121	CO-OP WORK EXPERIENCE II	T	SUR122	SURGICAL PROCEDURES I	T
PSF110	EXERCISE SCIENCE	T	SUR123	SUR CLINICAL PRACTICE I	T
PSF111	FITNESS & EXERCISE TESTING	T	SUR210	ADVANCED SUR CLINICAL PRACTICE	I
PSF114	PHYSICAL FITNESS THEORY & INSTRUCTION	T	SUR211	ADVANCED THEORETICAL CONCEPTS	I
PSF116	PREVENTION & CARE OF EXERCISE INJURIES	T	SURVEYING				
PSF212	EXERCISE PROGRAMMING	T	SRV110	SURVEYING I	T
PSF214	HEALTH AND FITNESS LAW	I	SRV230	SUBDIVISION PLANNING	H
PHYSICS					SRV240	TOP/SITE SURVEYING	T
PHY110/A	CONCEPTUAL PHYSICS & LAB	T	SRV250	ADVANCED SURVEYING	H
PHY125	HEALTH SCIENCES PHYSICS	T	WEB TECHNOLOGIES				
PHY152	COLLEGE PHYSICS II (Lab included)	T	WEB111	INTRODUCTION TO WEB GRAPHICS	H
PHY252	GENERAL PHYSICS II (Lab included)	T	WEB115	WEB MARKUP & SCRIPTING	H
POLITICAL SCIENCE					WEB182	PHP PROGRAMMING	T
POL120	AMERICAN GOVERNMENT	I	WEB225	CONTENT MANAGEMENT SYS	H
POL210	COMPARTIVE GOVERNMENT	I	FINANCIAL AID				
POLYSOMNOGRAPHY					Don't Assume - Apply				
PSG111	NEURO/CARDIOPULMONARY A & P	T	<i>You may qualify for more than you think!</i>				
PSG112	POLYSOMNOGRAPHY FUNDAMENTALS	T	Grants				
PSG211	POLYSOMNOGRAPHY II	T	Scholarships				
PSG213	CASE STUDY/EXAM REVIEW	T	Student Employment				
PSG214	POLYSOMNOGRAPHY CLINICAL APPS I	T	Fill out your application at: www.fafsa.gov				
PSYCHOLOGY									
PSY150	GENERAL PSYCHOLOGY	T, H, I	<i>Shoot this with the QR Reader on your smartphone and see where it takes you!</i>				
PSY231	FORENSIC PSYCHOLOGY	T, I					
PSY241	DEVELOPMENTAL PSYCHOLOGY	T, H, I					
PSY255	INTRODUCTION TO EXCEPTIONALITY	T					
PSY265	BEHAVIORAL MODIFICATION	T					
PSY281	ABNORMAL PSYCHOLOGY	T, I					
RADIOGRAPHY									
RAD112	RAD PROCEDURES II	T					
RAD121	RADIOGRAPHIC IMAGING I	T					
RAD161	RAD CLINICAL ED II	T					
RAD245	RAD QUALITY MANAGEMENT	T					
RAD261	RAD CLINICAL ED V	T					
RAD271	RADIOGRAPHY CAPSTONE	T					
RELIGION									
REL110	WORLD RELIGIONS	T, I					
REL211	INTRODUCTION TO OLD TESTAMENT	T					
REL212	INTRODUCTION TO NEW TESTAMENT	T					
REL221	RELIGION IN AMERICA	H, I					
RESPIRATORY CARE									
RCP111	THERAPEUTICS/DIAGNOSTICS	H					
RCP113	RCP PHARMACOLOGY	T					
RCP213	NEONATAL/PED'S CONCEPTS	T					
RCP269	RCP CLINICAL APPS II	T					
SECURITY (INFORMATION SYSTEMS)									
SEC110	SECURITY CONCEPTS	I					
SEC160	SECURITY ADMINISTRATION I	T					
SIMULATION & GAME DEVELOPMENT									
SGD114	3D MODELING	H					
SGD162	SG 3D ANIMATION	H					
SGD212	SGD GAME DESIGN II	H					
SGD274	SG LEVEL DESIGN II	H					
SGD285	SG SOFTWARE ENGINEERING	H					
SOCIOLOGY									
SOC210	INTRODUCTION TO SOCIOLOGY	T, H, I					
SOC213	SOCIOLOGY OF THE FAMILY	T, I					
SOC220	SOCIAL PROBLEMS	T, H, I					
SOC225	SOCIAL DIVERSITY	I					
SPANISH									
SPA111	ELEMENTARY SPANISH I	T					
SPA181	SPANISH LAB I	I					
SPA112	ELEMENTARY SPANISH II	T					
SPA182	SPANISH LAB II	I					

FINANCIAL AID

Don't Assume - Apply

You may qualify for more than you think!

**Grants
Scholarships
Student Employment**

Fill out your application at: www.fafsa.gov



Shoot this with the QR Reader on your smartphone and see where it takes you!

Curriculum Programs

**Spring Semester Begins
Monday, January 9**

Class Registration: Tuesday, January 5

New students need to apply, request transcripts, test and meet with a Pre-Advisor by Tuesday, January 3.

What is this and what do you do with it?

This item is known as Mobile Tagging or as a QR (short for Quick Reference) Code. When read with an internet-capable smartphone reader or camera, it will open a specific web page. In essence, it serves as a bridge between printed and electronic media.

You are sure to see more of these in the future. Click a few in this issue and see what happens!



Sandhills
COMMUNITY COLLEGE

3395 Airport Road
Pinehurst, NC 28374

Non-Profit Org
US Postage
Paid
Fayetteville, NC
Permit #109

****ECRWSS
Postal Customer

Curriculum Programs

Spring Semester Begins
Monday, January 9

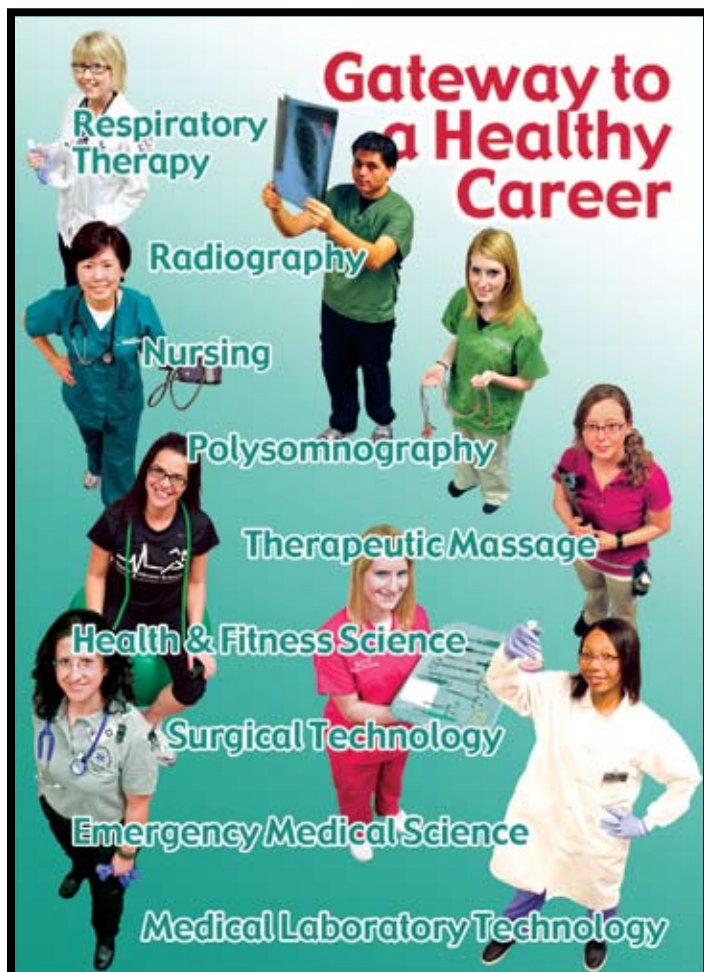
Class Registration: Tuesday, January 5

New students need to apply, request transcripts, test and meet with a Pre-Advisor by Tuesday, January 3.

Sandhills Community College
ALUMNI
ASSOCIATION

Join our free online community. Stay connected to the college and former classmates. Find out about events and happenings.

Follow the link from www.sandhills.edu to register or call the Alumni Office at (910) 695-3731.



Give a Continuing Education Gift Certificate



At a loss for a gift for someone?

Do you see a course a friend or family member would like?

How about inviting someone to take a class with you!

The possibilities are numerous.

Call 695-3980 and we can mail it to you or come by the Continuing Education offices in Van Dusen Hall.