

EMT Basic Rookie Day Course

Student prerequisites: High school diploma or GED. If student is under 18 years of age, he/she must be attending high school and provide a Cleveland Community College Dual Enrollment form stating the high school he/she is attending and courses taken. Instructor TBA

August 23 to September 24 Mon. through Fri., 8:00 AM to 5:00 PM

Brown ETC \$175

AHA Healthcare Provider Courses (CPR)

The AHA Healthcare Provider course is a CPR course which covers the following: 1- and 2-Rescuer CPR (adult, child, infant), AED use (adult, child), Bag-mask use (adult, child, infant), Rescue breathing and choking (adult, child, infant), Healthcare Provider Student Manual (required) may be purchased at the college bookstore. 4 Hours. Instructor: Pressley

August 30 Mon., 6:00 PM to 10:00 PM

September 28 Tues., 6:00 PM to 10:00 PM

October 26 Tues., 6:00 PM to 10:00 PM

November 30 Tues., 6:00 PM to 10:00 PM

Brown ETC \$65, plus \$4 for CPR card

FIP SPECIALTY COURSES

A student who is affiliated with a North Carolina EMS agency or fire department does not need to pay the registration fee for FIP or EMT classes.

B.A.T. (Big Awkward Trailers)

This class will teach students to properly and safely handle the trailers that are fast becoming common place in the fire/rescue service. Driving, backing, loading, etc., will be covered. 12 hours. Instructor: Claude Huffman.

August 17 to 18 Tues., 9:00 AM to 1:00 PM Wed., 9:00 AM to 6:00 PM

Brown ETC \$65

Fire Inspector, Level I

This course is designed to develop knowledge and skills for basic fire prevention code enforcement. This course follows the guidelines set by the North Carolina Code Officials Qualification Board. Lecture, demonstration, and skills evaluation are the principal methods of instruction. Specific training areas include: rules of building code enforcement, fire code as it relates to other building codes, use of the fire prevention code, and technical provisions. Prerequisite: none. 36 hours. Instructor: Claude Wilson.

September 18 to 26 Sat. and Sun., 8:00 AM to 6:00 PM

Brown ETC \$120

Fire Inspector, Level II

This course is designed to develop knowledge and skills for advanced fire prevention code enforcement. This course follows the guidelines set by the North Carolina Code Officials Qualification Board. Lecture, demonstration, and skills evaluation are the principal methods of instruction. Specific training areas include: rules of building code enforcement, fire code as it relates to other building codes, use of the fire prevention code, and technical provisions. Prerequisite: completion of Fire Prevention Level I or job experience approved by the qualification board. 32 hours. Instructor: Claude Wilson.

October 18 to 24 Sat. and Sun., 8:00 AM to 5:00 PM

Brown ETC \$120

Fire Inspector, Level III

This course is designed to develop knowledge and skills for advanced fire prevention code enforcement. This course follows the guidelines set by the North Carolina Code Officials Qualification Board. Lecture, demonstration, and skills evaluation are the principal methods of instruction. Specific training areas include: rules of building code enforcement, fire code as it relates to other building codes, use of the fire prevention code, and technical provisions. Prerequisite: completion of Fire Prevention Level II or job experience approved by the qualification board. 24 hours. Instructor: Claude Wilson.

November 5 to 7 Fri. through Sun., 8:00 AM to 5:00 PM

Brown ETC \$65

Fire Life Safety Educator Level I: Administration

This course will review and document various fire and life safety educational programs, describe various formats, prepare written reports, and discuss time management or organizing skills. Information will be presented on how to develop and maintain a work schedule and how to arrange meetings, presentations and events to reduce conflicts. 12 hours. Instructor: James Strickland

September 23 to 24 Thu., 9:00 AM to 6:00 PM Fri., 9:00 AM to 1:00 PM

Brown ETC \$65

Fire Life Safety Educator Level I: Education

During this course the student will be trained how to select educational materials, will present a prepared program and utilize multiple presentation methods given prepared programs for various audiences. They will also demonstrate how to distribute educational information and how to work in cooperation with local media personnel. 12 hours. Instructor: James Strickland.

September 21 to 22 Tues., 2:00 PM to 6:00 PM Wed., 9:00 AM to 6:00 PM

Brown ETC \$65

Fire Life Safety Educator Level I: General

This course will give a basic overview of the duties and responsibilities of the position of Educator Level I and describe how the work of the position is completed in a typical fire department. The student shall demonstrate the ability to coordinate and deliver community fire and injury prevention programs. 12 hours. Instructor: James Strickland.

September 20 to 21 Mon., 9:00 AM to 6:00 PM Tues., 9:00 AM to 1:00 PM

Brown ETC \$65

Fire Life Safety Educator Level II: Administration

This course will train an individual how to prepare a budget request and project program budget costs. It will train the student in the details of the budget process as it relates to fire and injury prevention programs. 12 hours. Instructor: James Strickland.

October 21 to 22 Thu., 9:00 AM to 6:00 PM Fri., 9:00 AM to 1:00 PM

Brown ETC \$65

Fire Life Safety Educator Level II: Education

The purpose of this course is to train individuals in how to develop educational materials based upon an identified issue or local concern; how to develop a detailed lesson plan; and how to design and present the program to an audience. 12 hours. Instructor: James Strickland.

October 19 to 20 Tues., 2:00 PM to 6:00 PM Wed., 9:00 AM to 6:00 PM

Brown ETC \$65

Fire Life Safety Educator Level II: Planning and Development

This course will detail methods and procedures to be used to establish public fire education and life safety prevention programs based upon local loss and injury data. Students will learn how to implement an evaluation program, how to prepare a funding proposal, and how to use human and material resources to deliver programs. 12 hours. Instructor: James Strickland.

October 18 to 19 Mon., 9:00 AM to 6:00 PM

Tues., 9:00 AM to 1:00 PM

Brown ETC \$65

Fire Life Safety Education III: Administration

This course will detail methods and procedures on how to create fire and life safety goals and objectives, mission statements, and review loss statistics so that goals are consistent with the organization's mission. The student will create a program budget as well as evaluate subordinate performance. The student will also demonstrate the ability to use local, state, and federal employment regulations as they apply to personnel and organizations. 12 hours. Instructor: James Strickland.

November 18 to 19 Thu., 9:00 AM to 6:00 PM

Fri., 9:00 AM to 1:00 PM

Brown ETC \$65

Fire Life Safety Education III: Education

The students will learn to create original fire and life safety educational materials that relate to local issues. They will learn to create training and awareness programs to meet local identified fire and life safety needs. They will learn how to create a comprehensive report on programs and how to develop an evaluation instrument to measure outcomes of programs. 12 hours. Instructor: James Strickland.

November 16 to 17 Tues., 2:00 PM to 6:00 PM Wed., 9:00 AM to 6:00 PM

Brown ETC \$65

Fire Life Safety Education III: Planning and Development

This course will train personnel in how to develop a fire and life safety education program using the systematic planning process. They will become familiar with program issues and administration to include political issues and the use of the cost/benefit analysis method. They will learn to develop public policy and understand legislative procedures at the local, state, and national level. 12 hours. Instructor: James Strickland.

November 15 to 16 Mon., 9:00 AM to 6:00 PM Tues., 9:00 AM to 1:00 PM

Brown ETC \$65

RT Trench Rescue Certification Course

This course will train personnel in methods and operations related to trench collapses and rescue operations. 54 hours. Instructor: Kevin Gordon.

September 25 to October 10 Sat. and Sun., 8:00 AM to 6:00 PM

Brown ETC \$175

TR Agricultural Machinery Rescue

This course will detail methods and techniques used in rescue of victims who have been injured or trapped while using various agricultural machinery. 32 hours. Instructor: Kevin Gordon.

November 15 to 18 Mon. through Thu., 8:00 AM to 5:00 PM

Brown ETC \$120

TR Confined Space Rescue

This course will train personnel in methods and operations related to rescue in confined space situations. It will also cover OSHA related standards. 54 hours. Instructor: Kevin Gordon.

October 23 to November 7 Sat. and Sun., 8:00 AM to 6:00 PM

Brown ETC \$175

TR Ropes Certification Course

This class will present to the Rescue Technician the entire Rescue Technician Ropes Course, including Site Operations, Anchors, Mechanical Advantage Systems, Fixed Rope Systems, Lowers and Raises, Rope Highlines, and Victim Removal. 80 hours. Instructor: Kevin Gordon.

September 7 to 16 Mon. through Thu., 8:00 AM to 7:00 PM

Brown ETC \$175

TR Structural Collapse

This class will present the entire Rescue Technician Structural Collapse Course, including Incident Planning, PPE, Basic Rescue Equipment, Shoring, Breaching and Breaking, Lifting and Moving, Search Management, and Victim Removal. There is a \$200 materials fee for those students not associated with the Cleveland County USAR. 90 hours. Instructor: Kevin Gordon.

November 29 to December 10 Mon. through Fri., 8:00 AM to 7:00 PM

Brown ETC \$175, plus \$200 materials fee

SMALL BUSINESS CENTER

Small Business in a Nutshell: Getting Started on the Right Foot

Are you ready to start your small business and are not sure what steps you should take? This seminar will walk you through the process of what to do from your "idea" stage until you have actually opened your business. We will cover a 4 step guideline that will help you insure that you have mastered all of the steps and issues that affect the success of your new business. Don't wait until it is too late to find out what you should have done! Facilitator: Harry Ponder of Carolina Business Service, a 25-year veteran of small business operations and advocacy.

August 19 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Cash: the Lifeline of Your Business

"My accountant said that I made a profit but I don't have any money to pay the bills!" This seems to be the story of many small business owners. Many small businesses focus on the profit and loss and not enough attention is given to the day to day flow of cash in and out of their business. It is necessary to understand where your cash is coming from and where it is going. It is this activity that assures businesses the available cash to properly operate and be successful. This seminar is a must for any new or existing business owner to help them understand and manage their cash to insure the survival of their business. Facilitator: Harry Ponder of Carolina Business Service, a 25-year veteran of small business operations and advocacy.

August 26 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Operating a Home-based Business

A great portion of businesses today operate as a home based business. What makes them different from any other businesses? There are many advantages and well as some disadvantages to having your business based in your home. This seminar will help you understand those advantages and disadvantages as well as how the home atmosphere will affect the success of your business. You will also learn the legal issues associated with starting and running your business as a home based business. Attend this seminar and see if having a home based business is right for you. Facilitator: Harry Ponder of Carolina Business Service, a 25-year veteran of small business operations and advocacy.

September 2 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Tax Requirements for Small Businesses

Paying the proper taxes is the number one issue for most small business owners. This seminar is designed to help the small business owner understand requirements for filing taxes, tax dates, what records should be kept and for how long and the process of filing. You will learn what can trigger a tax audit and steps to take in order to prevent or survive audits. You will have a better understanding of deductions and other tax issues. Facilitator: Harry Ponder.

September 9 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Help! I Need Financing for My Small Business

This seminar will deal with the financing of a small business and will focus on how to obtain different types of loans for different types of needs for your business. Facts and figures pertaining to business loans along with actual financial information from area banks and programs will be presented. 3 hours. Facilitator: Becky Sain, of NC REAL and Cleveland Community College.

September 16 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Will My Business Idea Support Me?

This seminar will identify personal qualities and skills of successful business owners and other factors that contribute to the success of small businesses. Participants will develop a better understanding of personal budgeting and its relationship to business planning. Basic concepts such as start-up cost, revenue and operating cost will be explained. 3 hours. Facilitator: Becky Sain of Cleveland Community College and NC REAL.

September 23 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

How to Start a Small Business

This seminar will identify and discuss, in detail, the factors and topics that are crucial to starting a business. 3 hours. Facilitator: Robert Reynolds.

October 14 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Recordkeeping and Taxes for Small Business

This seminar will focus on recordkeeping and tax reporting requirements for the small business owner. It will address the problems that can arise and how to remedy them. 3 hours. Facilitator: Robert Reynolds.

October 21 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

How to Write a Business Plan

Business plans are a tool for financing and a roadmap for the business owner. This seminar will teach the business owner how to write a complete plan. 3 hours. Facilitator: Robert Reynolds.

October 28 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

How to Grow Your Business

This seminar will teach business owners how to use various tools to increase their business. It could be self motivation, knowing how to do cold calls, causal selling or another trick of the trade that is the difference in the sales volume of your business. Learn how others work to build their business. 3 hours. Facilitator: Becky Sain of Cleveland Community College and NC REAL.

November 4 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Does Your Business Break-Even and How Do You Know?

This seminar will introduce you to a simple management tool-Break Even Analysis. This simple calculation has many uses in helping guide business owners toward improved cash flows, improved profits, and a stronger and more stable business. 3 hours. Facilitator: Robert Reynolds.

November 11 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Should My Small Business Incorporate?

This seminar will deal with the subject of legal entities and which one is appropriate for an individual's particular business. The program will discuss sole proprietorships, partnerships, corporations, LLCs, and LLPs. Advantages and disadvantages will be discussed, along with the basic tax treatment of each type. 3 hours. Facilitator: Don Bridges, North Carolina Superior Court Judge.

November 18 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Insurance: Business Risk Management

This seminar will cover all aspects of insurance as it relates to small business. It will include a general discussion of liability and property insurance, bonding and workmen's compensation insurance, life and health insurance, and retirement planning. 3 hours. Facilitator: Robin Brackett.

December 2 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

Marketing for Small Business

This seminar will inform business owners on advantageous strategies to be used to market their businesses and which advertising program(s) produce the most profit. Marketing through website development will also be presented. "Not having a presence on the web can be compared to not being listed in the telephone book a few years ago" 3 hours. Facilitator: Jeff Champion.

December 9 Thu., 6:00 PM to 9:00 PM

Student Activities Center, Room 1140 \$10 Hospitality fee

For more information, including online classes, visit www.clevelandcommunitycollege.edu or call 704-484-4015

Two convenient ways to register for Continuing Education Classes

1. Register in person by coming to the Continuing Education Office at Cleveland Community College from 8 a.m. to 7 p.m. on Monday through Thursday or on Friday from 8 a.m. to 3 p.m., excluding holidays and semester breaks. You must register at least one week prior to the beginning date of the class. Class size may be limited. First come, first serve. Call 704-484-4015 for more information.
2. Fill out the registration form below. Mail it with the registration fee at least one week prior to the beginning date of the class. Use this address:

Karen Patterson
Cleveland Community College
137 S. Post Road
Shelby, NC 28152

Cleveland Community College										
CONTINUING EDUCATION REGISTRATION FORM										
For Office Use Only										
Fees Paid		Date Paid		Institutional Representative						
1. Student ID Number	2. Name (Print) Last, First, Middle			3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		4. Date of Birth				
5. Student's Mailing Address			6. City		7. State	8. Zip	9. Home Phone		10. Business Phone	
11. Race <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander	12. N.C. Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	13. County of Residence Name of state (if Non-Resident)		14. County Code	15. Attendance <input type="checkbox"/> Day <input type="checkbox"/> Evening	16. Employee Status <input type="checkbox"/> F Employed Full-Time <input type="checkbox"/> P Employed Part-Time <input type="checkbox"/> 1 Retired <input type="checkbox"/> 2 Unemployed, not seeking <input type="checkbox"/> 3 Unemployed, seeking <input type="checkbox"/> IN Inmate				
17. Circle Highest Grade Completed 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 or <input type="checkbox"/> If High School Equivalency	18. Employer			19. Term <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:		20. Location of Instruction Building: _____ Room: _____				
21. Name of Course				22. Class Days (Circle) M T W T F S		23. Time _____ to _____				
24. Instructor's Name				25. Today's Date						
26. Student's Signature			27. Class Starts		28. Class Ends					
29. Firefighter, EMS, or Law Enforcement Affiliation					30. Email Address					

Continuing Education Refund Policy

- The College may refund registration fees under the following circumstances:
1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
 2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
 3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% refund.
- This refund is limited to the registration fee and does not include all accident insurance, liability insurance, textbooks or supplies.