

## **Broadband Communication**

This program provides training on the installation and troubleshooting of triple play services (cable, telephone, and internet). Core topics include cables and connectors, testing equipment, installation tools, and analog and digital systems as related to industry-wide standards and practices.

## **CDL Training**

Designed to meet the needs of those students with no prior knowledge or experience in truck driving. It includes 40 hours of classroom instruction, 40 hours of skills training, and 80 hours behind-the-wheel experience.

*Includes 2-hour CDL drive exam*

## **Citizens' College of Chatham County**

A seven-week evening educational program involving local government guest speakers and tours of various local government facilities to provide an overview of major county, town, and school system roles and responsibilities with class members. The course will involve hands-on activities.

## **Core Competency in Social Media**

This course will provide participants with basic knowledge about a variety of social media tools and will offer strategies for how to use them most effectively: Facebook, LinkedIn, Pinterest, Google+, mobile marketing, Yelp, Google Local, Trip Advisor, and Foursquare.

## **Cosmetology – Natural Hair Care**

Per the North Carolina State Board of Cosmetic Arts individuals interested in becoming a Natural Hair Care Specialist must complete training and certification in an approved program. Persons successfully completing approved training programs are eligible to sit for the North Carolina Natural Hair Care Braiding License Exam.

## **Cosmetology in Spanish I (Beginning)**

This course allows students who speak Spanish fluently to begin working toward a certificate by gaining 422 hours of the required 1500 hours.

## **Cosmetology in Spanish II**

This course allows students who speak Spanish fluently to obtain their cosmetology certificates by completing 1500 hours.

## **Customer Service**

The credential is appropriate for anyone interested in obtaining a job or pursuing a career in an industry that values customer service skills. Learn about products or services, assess customer needs, educate customers, meet customer needs, and provide ongoing support. This course prepares students to test for Customer Service Certification.

## **Effective Teacher Training**

Learn valuable skills for substitute teachers, teacher assistants, and prospective teachers. Sessions include learning experiences, time management, instructional methods, preparation, monitoring student interaction, non-instructional duties, and evaluation.

## **Effective Teacher: 21st Century Classroom**

This course will stress cooperative learning and the creation of authentic products. The activities revolve around two themes: (1) technology skills all educators should possess, and (2) classroom activities – internet educational use, word processing and drawing tools, desktop publishing, web quests, digital photography, web site development, and presentation software will be integral parts of this course.

## **Electrical Contractor – NEC Changes**

You will receive updated information on latest changes in the National Electric Code and NC Electric Code. Class offers four hours of required CE credits. *Textbook is required: NEC 2014*

## **Electrical Contractor – Grounding vs. Bonding 2014**

This program gives you an excellent working knowledge of Article 250. Learn the purpose of grounding, its operation and impact on electromagnetic fields, system ground vs. circuit grounding, location of grounding connection, enclosure grounding, and much more.

## **Electrical Safety in the Workplace**

Learn why electrical contract injuries are so serious, widespread, and costly, and how compliance with NFPA 70E and OSHA protects staff and reduces liability and operating costs. Class offers four hours of required CE credits.

## **Forklift Fundamentals**

This class familiarizes students with the basic operation of stand-up and sit-down forklifts. Students will demonstrate knowledge of forklift driving skills, controls, inspections, and minor forklift maintenance. Participants will test for OSHA 10 hr Safety Card Class and Lift Truck Safety Card. Class consists of approximately 15 hours of classroom instruction 60 hours hands-on forklift operation.

## **Lift Truck Operator**

The course is designed for both new and experienced lift truck operators. For experienced operators, this course helps fine-tune your operating skills and refresh your understanding of safe operating procedures. Relatively new operators benefit both from the material presented in the class and the experiences of fellow operators in the class with you.

## **Motocycle Dyno Basics for Dealers**

This course is intended for technicians currently working for a dealer. Topics include types of dynamometers, theory of operation, differences of operations, preventative maintenance, and more.

## **Motorcycle Dyno Tuning (Beginning)**

This course introduces the theory and safe operation of motorcycle chassis dynamometers. Topics include types of dynamometers, theory of operation, differences of operations, preventative maintenance, and safe operating principles involved in motorcycle dynamometer tuning and diagnostics. Upon completion, students should be able to safely use motorcycle dynamometers to measure horsepower and torque, to optimize air-fuel metering and exhaust-flow, and to diagnose performance problems.

## **Notary Public**

Whether you're already commissioned and need more information or working toward a new commission as a Notary Public, this class will give you what you need. You must be 18 or older, reside legally in the U.S., read, speak, and write English, possess a high school diploma or GED, and live or have a regular place of employment in North Carolina. *Textbook is required. Must bring proper identification to class.*

## **OBD**

This class prepares assessing technicians and service personnel as OBD inspectors for assessing motor vehicles. The course includes regulations and test inspection procedures required by the NCDMV Enforcement Section for OBD emission inspectors. Students must be able to read and write in English and possess a valid driver's license in North Carolina. *Textbook is required. Vehicle Safety Inspection MUST be taken first.*

## **OBD Refresher**

This recertification course satisfies the four-hour emissions refresher course requirement for OBD inspectors whose license expires two years after the date it was issued.

## **OSHA 10**

The OSHA 10-hour general industry training course, based on the OSHA 1910 standards, is intended to provide students with an overview of basic health and safety hazards in the workplace. It is designed for workers in most manufacturing operations, healthcare industries, transportation and warehousing, chemical plants, oil and gas production operations, and service industries. Upon completion, students will receive the official DOL / OSHA 10 hour wallet card.

## **Plumbing – Homeowner/Plumber Assistant**

Designed for homeowners and those interested in becoming plumber assistants, this class will familiarize participants with basic residential plumbing components with an emphasis on installation, maintenance, and repair.

## **Principles of Manufacturing: Logistics**

The first 40 hours of the course includes modules on: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving, and using computers. After successfully passing part one, participants move on to the next 40 hours which includes product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

## **Principles of Manufacturing: Production**

This course addresses aspects of production in the manufacturing environment. Topics include safety in the workplace, manufacturing processes and production, and quality practices and measurement. Students will learn to recognize potential maintenance issues with basic production systems such as electrical pneumatic, hydraulic, machine automation, and lubrication systems – bearings and couplings, belts, and chain drives.

## **Real Estate Provisional Broker**

Learn the information you need to be prepared to take the North Carolina Real Estate Commission examination to become a provisional broker. This approved real estate pre-license course covers introductory real estate principles, practices, agency relationships, duties, legal and ethical considerations, and working with sellers. *Textbook is required.*

## **Retail Operations**

The Retail Operations course is geared toward recently hired associates, students studying to enter the field and advance in the retail industry, job seekers interested in becoming retail associates, and employee skill building. Participants can test for one or both of the following professional credentials at the end of training: Sales Certification or Retail Management Certification.

## **Vehicle Safety Inspection**

This course is designed to prepare auto technicians and service personnel as Safety inspectors for motor vehicles. Students will be taught all regulations and test inspections. Taking this course will prepare students to take the State certification exam.

## **Welding – MIG**

This course is designed to teach the practical operation in the use of the Gas Metal Arc Welding process. The course covers power sources, operation, shielding gases, and safe practices. Safety equipment is required.

## PROFESSIONAL DEVELOPMENT

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
<b>CHATHAM COUNTY</b>									
Citizen's College of Chatham County	1277	17.5	1/29 - 3/12	Th	6:30p - 9:00p	25.55	PMC	Pittsboro	Bldg 41 Rm 225
Core Competency in Social Media	1276	24	3/4 - 4/22	W	5:30p - 8:30p	150.55	PMC	Pittsboro	Bldg 41 Rm 223
Notary Public	1281	7	1/15/15	Th	9:00a - 5:00p	65.55	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary Public	1282	7	2/12/15	Th	9:00a - 5:00p	65.55	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary Public	1283	7	3/12/15	Th	9:00a - 5:00p	65.55	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary Public	1284	7	4/9/15	Th	9:00a - 5:00p	65.55	PMC	Pittsboro	Bldg 42 Conference Rm 2
Notary Public	1285	7	5/7/15	Th	9:00a - 5:00p	65.55	PMC	Pittsboro	Bldg 42 Conference Rm 2
Plumbing – Homeowner/Plumber Assistant	1286	24	1/29 - 4/16	Th	7:00p - 9:00p	70.55	SCC	Siler City	Bldg 46 Rm 102
Real Estate Provisional Broker	1288	80	4/16 - 6/23	TTh	6:00p - 10:00p	180.55	PMC	Pittsboro	Bldg 41 Rm 225
Welding – MIG	1280	96	1/13 - 5/5	TWTh	6:00p - 9:00p	180.55	SAGE	Siler City	Sage Academy
<b>HARNETT COUNTY</b>									
Cosmetology in Spanish I	1853	422.5	1/12 - 5/7	MTWTh	2:30p - 9:30p	185.55	HMC	Lillington	Bldg 4
Cosmetology in Spanish II	1854	357.5	1/12 - 5/7	MTWTh	3:30p - 9:30p	185.55	HMC	Lillington	Bldg 4
Effective Teacher Training	1855	30	1/12 - 2/16	MW	5:00p - 8:00p	125.55	HMC	Lillington	Con Ed Rm 220
Effective Teacher Training	1856	30	3/2 - 4/1	MW	5:00p - 8:00p	125.55	HMC	Lillington	Con Ed Rm 220
Effective Teacher Training (Online)	1857	30	2/16 - 3/2	-	-	125.55	ONLINE	-	-
Effective Teacher Training (Online)	1858	30	4/7 - 4/22	-	-	125.55	ONLINE	-	-
Notary Public	1860	8	1/8/15	Th	8:00a - 4:30p	65.55	HMC	Lillington	Con Ed Rm 219
Notary Public	1861	8	2/7/15	Sa	8:00a - 4:30p	65.55	HMC	Lillington	Con Ed Rm 219
Notary Public	1862	8	3/5/15	Th	8:00a - 4:30p	65.55	HMC	Lillington	Con Ed Rm 219
Notary Public	1863	8	4/11/15	Sa	8:00a - 4:30p	65.55	HMC	Lillington	Con Ed Rm 219
Notary Public	1864	8	5/7/15	Th	8:00a - 4:30p	65.55	HMC	Lillington	Con Ed Rm 219
Welding – MIG	1865	150	1/12 - 4/29	MW	9:00a - 2:00p	185.55	HMC	Lillington	Con Ed Rm 202
Welding – MIG	1866	150	1/12 - 4/29	MW	5:00p - 10:00p	185.55	HMC	Lillington	Con Ed Rm 202
<b>LEE COUNTY</b>									
Broadband Communication	1232	80	2/06 - 2/19	M - F	8:00a - 5:00p	180.55	NCST	Sanford	NC School of Telecommunications
Broadband Communication	1233	80	4/27 - 5/8	M - F	8:00a - 5:00p	180.55	NCST	Sanford	NC School of Telecommunications
CDL Training	1231	200	TBA	TWThF	7:00a - 7:00p	TBA	ESTC	Sanford	Bldg 20 Rm 120
Cosmetology – Natural Hair Care	1204	342	1/20 - 4/30	MTWTh	3:00p - 9:00p	180.55	LMC	Sanford	Budd Hall Rm 604
Customer Service	1192	50	2/2 - 2/13	M - F	8:00a - 1:00p	125.55	WBW	Sanford	Main Bldg Rm 216
Customer Service	1193	50	3/2 - 3/13	M - F	8:00a - 1:00p	125.55	WBW	Sanford	Main Bldg Rm 216
Customer Service	1194	50	4/13 - 4/24	M - F	8:00a - 1:00p	125.55	WBW	Sanford	Main Bldg Rm 216
Effective Teacher: 21st Century Classroom	1206	30	1/21 - 2/23	MW	5:00p - 8:00p	125.55	WBW	Sanford	Main Bldg Rm 118
Effective Teacher Training	1144	30	1/20 - 2/19	TTh	5:00p - 8:00p	125.55	WBW	Sanford	Main Bldg Rm 118
Effective Teacher Training	1145	30	3/3 - 4/2	TTh	5:00p - 8:00p	125.55	WBW	Sanford	Main Bldg Rm 118
Electrical Contractor – NEC Changes	1223	4	1/13/15	T	1:00p - 5:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor – NEC Changes	1222	4	1/13/15	T	8:00a - 12:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor – NEC Changes	1226	4	3/10/15	T	8:00a - 12:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor – NEC Changes	1228	4	3/10/15	T	1:00p - 5:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor – Grounding/Bonding	1225	4	2/10/15	T	1:00p - 5:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Contractor – Grounding/Bonding	1224	4	2/10/15	T	8:00a - 12:00p	39.00	WBW	Sanford	Main Bldg Rm 120
Electrical Safety in the Workplace	1227	4	4/14/15	T	8:00a - 12:00p	39.00	WBW	Sanford	Main Bldg Rm 120