

REGISTER TODAY



SPRING 2022

CONTINUING EDUCATION COURSE SCHEDULE



REGISTER ONLINE

For a complete list of
Continuing Education classes, visit
www.cccc.edu/ce/find-classes



CALL-IN

Chatham: (919) 545-8044
Harnett: (910) 814-8823
Lee: (919) 718-7080

FEATURING CLASSES:



ARTISTRY & CRAFTSMANSHIP



AUTOMOTIVE



BUSINESS & LEADERSHIP



CAREER & EMPLOYMENT TRAINING



COMPUTER TRAINING



COSMETIC ARTS



CULINARY ARTS & HOSPITALITY



EMERGENCY MEDICAL SERVICES



FOREIGN LANGUAGES



GOVERNMENT REGULATIONS



HEALTH & MEDICAL OCCUPATIONS



HUMAN SERVICES



INDUSTRIAL/MANUFACTURING



MOTOR VEHICLES & DRIVING



TEACHER TRAINING

**FIND CLASSES
ONLINE**

www.cccc.edu/ce/find-classes

Location Codes and Addresses

CHSC	Chatham Health Sciences Center	75 Ballentrae Court Pittsboro, NC
CWI	Center for Workforce Innovation	5910 Enterprise Park Dr. Sanford, NC
DCTR	Dunn Center	660 E. Johnson Street Dunn, NC
DWCC	Dennis Wicker Civic Center	1801 Nash Street Sanford, NC
ESTC	Emergency Services Training Center	3000 Airport Road Sanford, NC
HHSC	Harnett Health Science Center	51 Red Mulberry Way Lillington, NC
HMC	Harnett Main Campus	1075 E. Cornelius Harnett Blvd. Lillington, NC
LACTR	Lee Enrichment Center	1615 S.Third Street Sanford, NC
LCI	Lee County Industry, Innovation Center	5825 Clyde Rhyne Drive Sanford, NC
LCS	Lee County Schools - Southern Lee High School	2301 Tramway Road Sanford, NC
LMC	Lee Main Campus	1105 Kelly Drive Sanford, NC
PMC	Pittsboro Main Campus	764 West Street Pittsboro, NC
SCMC	Siler City Main Campus	400 Progress Blvd. Siler City, NC
TS	Triangle South Enterprise Center	600 S. Magnolia Ave. Dunn, NC
WHC	Western Harnett Center	145 Olive Farm Drive Sanford, NC

For additional location information or directions, visit www.cccc.edu/locations.

Chatham County

Career & Employment Training

Career Planning GPS

Need help navigating the rapidly changing career landscape? In Career Planning GPS you will assess your strengths and interests to create a guided plan to move you into a career you'll love. This course prepares you for entering short-term training or moving on to a college degree. A fee waiver is available for those who are unemployed or underemployed.

C1311	9 Hrs	3/01 - 3/17	T Th	5:30PM - 7:00PM	PMC	General Class & Science, Rm. 0209	L. Batchelor	\$70.00
C1313	9 Hrs	5/03 - 5/19	T Th	5:30PM - 7:00PM	SCMC	Siler City Ctr, Rm. 0125	L. Batchelor	\$70.00

Career Ready: Jobs 101

Job searching is more complicated than it seems at first. This course will help you develop essential job searching skills including navigating job boards, preparing effective resumes and cover letters, applying for jobs, and successfully preparing for interviews. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

C1312	9 Hrs	3/01 - 3/17	T Th	7:30PM - 9:00PM	PMC	General Class & Science, Rm. 0209	L. Batchelor	\$70.00
C1314	9 Hrs	5/03 - 5/19	T Th	7:30PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0125	L. Batchelor	\$70.00

Health & Medical Occupations

Cardiovascular Monitor Technician

This course is designed to prepare the student to become a certified EKG Technician and a certified Cardiovascular Monitor Technician. Upon completion of the class, the student will be eligible for the American Society of Phlebotomy Technician's (ASPT) certification examination. A high school diploma and textbook are required.

C1551	132 Hrs	1/11 - 5/03	T Th	10:00AM - 2:00PM	CHSC	Chatham Health Sciences, Rm. 0209	H. Becker	\$181.60
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Pharmacy Technician

This course provides instruction in technical procedures for preparing and dispensing drugs under the supervision of a registered pharmacist. Emphasis is placed on drug packaging/labeling and customer service. Graduates are eligible for the Pharmacy Technician Certification Board's (PTCB), Certified Pharmacy Technician Examination (CPHT). A textbook is required. This class has campus specific enrollment requirements and textbooks.

C1552	192 Hrs	5/02 - 10/24	M W	5:00PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0123	L. Stanley	\$181.60
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Phlebotomy Technician

This course provides instruction in blood/specimen collection techniques and handling. Graduates are eligible for the American Society for Clinical Pathology certification. A textbook, supplies, criminal background check, and immunization records are required. Drug test is required at some clinical locations. Clinical hours may vary from scheduled class times.

C1553	200 Hrs	2/15 - 6/13	M T W	9:00AM - 1:00PM	CHSC	Chatham Health Sciences, Rm. 0214	M. Bechtel	\$191.60
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Industrial/Manufacturing

BioWork

The BioWork course can lead to an entry-level position as a process technician. Students will learn foundational principles and skills needed for a career with a biotechnology, pharmaceutical, or chemical manufacturing company. This course articulates to BPM110 Bioprocess Practices, PTC110 Industrial Environment and also prepares students for the State Certification Exam for Process Technicians. Prerequisites: High School Diploma or High School Equivalency (GED, HiSET, TASC) and attend an online information session. Math and reading placement tests may be required. A textbook is required.

C1056	136 Hrs	2/08 - 5/09	Th	9:00AM - 1:00PM	CHSC	Chatham Health Sciences, Rm. 0220	B. Grubb	\$181.60
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Motor Vehicles & Driving

Defensive Driving in Spanish

If you have been charged with a traffic violation, defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver's license. You will need your driver's license, citation number, violation type and court date when you register. This class is offered in Spanish.

C1764	4 Hrs	1/27 - 1/27	Th	5:00PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0109	E. Velez-Santiago	\$76.00
C1765	4 Hrs	2/24 - 2/24	Th	5:00PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0109	E. Velez-Santiago	\$76.00
C1724	4 Hrs	3/24 - 3/24	Th	5:00PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0109	E. Velez-Santiago	\$76.00
C1725	4 Hrs	4/28 - 4/28	Th	5:00PM - 9:00PM	SCMC	Siler City Ctr, Rm. 0109	E. Velez-Santiago	\$76.00

Distance

Business

New Supervisor Success

Supervisors require essential skills and expertise to effectively lead and inspire their workforce. Course topics include, but are not limited to, self-leadership, critical thinking, assertiveness and self-confidence, supervising others, coaching and mentoring, and creative problem solving. In addition to leveraging the benefits of generation gaps, you will also learn key interpersonal skills so that you may relate more effectively with others. Whether you are in a new manager position, or seeking a promotion, these supervisory skills will be a valuable asset.

D1676	24 Hrs	4/18 - 5/09	M T W Th F Sa Su	DECO	Distance, Rm. DECO	P. Fincher	\$71.60
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Professional Business Skills

Upgrading employment skills is a necessity in today's fast changing work environment. This professional development course focuses on strategies and techniques that will help you enhance work-related skills such as verbal and written communication including virtual meetings, phone & face-to-face interactions, emails and business writing, and presentation skills. Basic computer skills are required.

D1308	20 Hrs	1/10 - 2/07	M T W Th F Sa Su	DECO	Distance, Rm. DECO	C. Wade	\$71.60
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Career & Employment Training

Career Planning GPS

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D1309	9 Hrs	1/18 - 2/03	T Th	5:30PM - 7:00PM	DECO	Distance, Rm. DECO	L. Batchelor	\$70.00
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Career Ready: Jobs 101

Job searching is more complicated than it seems at first. This course will help you develop essential job searching skills including navigating job boards, preparing effective resumes and cover letters, applying for jobs, and successfully preparing for interviews. If you are unemployed, underemployed or received notification of a pending layoff, you may qualify for a tuition waiver to cover the cost of this class.

D1310	9 Hrs	1/18 - 2/03	T Th	7:30PM - 9:00PM	DECO	Distance, Rm. DECO	L. Batchelor	\$70.00
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Social Media & Your Career

Learn how your online presence impacts your employability and how you can make social media work for you. This virtual course focuses on social media etiquette and professionalism. Participants will learn about and discuss positive behaviors on various social media sites (i.e. Facebook & Instagram) and strategies to develop an effective LinkedIn account. A waiver for registration cost is available for those who qualify. Basic computer proficiency is required.

D1305	16 Hrs	1/10 - 2/07	M W	6:00PM - 8:00PM	DECO	Distance, Rm. DECO	C. Wade	\$70.00
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Computer Training

Cybersecurity

Safety and security of business information is critical. Implementing effective security measures will offer liability protection, and help increase efficiency and productivity. Learn to safeguard information and protect systems from impairment, or theft, which could thwart success. Topics include understanding cybersecurity, malware, breaches, cyberattacks and threats, prevention software and defense.

D1687	8 Hrs	3/07 - 3/20	M T W Th F Sa Su	DECO	Distance, Rm. DECO	C. Oliver	\$71.60
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Government Regulations

Wastewater Operator I Training

This course provides a general knowledge of the operation of wastewater treatment systems. In addition to related laws and regulations, students will learn about the equipment used in plants and sampling procedures. This course prepares students for the NC Water Pollution Control System Operator (I) Certification Commission Examination. Textbooks are required. Call for details.

D1685	35 Hrs	1/24 - 1/28	M T W Th F	8:00AM - 4:00PM	DECO	Distance, Rm. DECO	A. Grenier	\$126.60
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Health & Medical Occupations

Introduction to Sonography

This course is designed to provide an introduction to medical sonography. Topics include applications, terminology, history, patient care, ethics, and basic skills. Coursework will include theory and lab activities. Upon completion, students should also be able to define sonographic applications and perform basic patient care skills and preliminary scanning techniques. A textbook is required.

D1909	77 Hrs	1/10 - 5/01	M T W Th F Sa Su		DECO	Distance, Rm. DECO	B. Winn-Davis	\$181.60
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Medical Billing and Coding

This course prepares students for entry-level healthcare insurance billing and coding positions. The program includes Anatomy & Physiology, Medical Terminology, Insurance, CPT and ICD-10-CM coding. This class helps prepare students for The American Academy of Professional Coders (AAPC) certification examination. This class can be articulated for curriculum credit for HIT215: Reimbursement Methodology. Textbooks are required.

D1012	180 Hrs	1/10 - 6/26	M	5:30PM - 9:30PM	DECO	Distance, Rm. DECO	C. Price	\$181.60
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Teacher Training

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.

D1306	30 Hrs	1/10 - 2/21	M T W Th F Sa Su		DECO	Distance, Rm. DECO	C. Wade	\$126.60
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e-Learning Development

Using the Quality Matters Standards of best practices in effective online course design, delivery, teaching, and learning, this QM™ certified course prepares instructors to design and deliver online educational content. Topics covered in this course include communication, interaction (student-to-student, student-to-instructor, and student-content), course technology, learner support, and accessibility (Universal Design for Learning). This is a QM™ certified course; no participant credential or certification is associated with this course. Basic computer proficiency is required. Blackboard experience is helpful, but not required.

D1307	38 Hrs	2/14 - 4/11	M T W Th F Sa Su		DECO	Distance, Rm. DECO	C. Wade	\$126.60
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