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SPRING 2022

CONTINUING EDUCATION COURSE SCHEDULE



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Chatham: (919) 545-8044
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FEATURING CLASSES:



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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

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ONLINE**

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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.

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

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.

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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Lee County

Artistry & Craftsmanship

Sewing

Whether you're just beginning or are experienced and wanting to learn more, you will use patterns, cut fabrics, use the sewing machines and serger, and construct garments or other items of interest. You will need to bring your own scissors, thread, fabric and pattern.

L1138	18 Hrs	1/24 - 3/07	M	10:00AM - 12:30PM	CWI	CWI-B, Rm. 112B	N. Kennedy	\$55.00
L1140	18 Hrs	1/25 - 3/08	T	4:30AM - 7:00PM	LACTR	Enrichment Ctr Lee, Rm. 0001	N. Kennedy	\$55.00
L1139	18 Hrs	3/14 - 5/02	M	10:00AM - 12:30PM	CWI	CWI-B, Rm. 112B	N. Kennedy	\$55.00
L1141	18 Hrs	3/15 - 5/03	T	4:30PM - 7:00PM	LACTR	Enrichment Ctr Lee, Rm. 0001	N. Kennedy	\$55.00

Automotive

OBD

This class prepares auto technicians and service personnel as OBD inspectors for assessing motor vehicles. Course topics include 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 driver's license valid in North Carolina. Prerequisite is Vehicle Safety Inspection.

L1117	8 Hrs	1/18 - 1/19	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1118	8 Hrs	1/25 - 1/26	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1120	8 Hrs	2/08 - 2/09	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1121	8 Hrs	2/15 - 2/16	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1123	8 Hrs	3/08 - 3/09	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1142	8 Hrs	3/16 - 3/17	W Th	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1126	8 Hrs	4/12 - 4/12	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1143	8 Hrs	4/27 - 4/28	W Th	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1129	8 Hrs	5/10 - 5/11	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60

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.

L1116	8 Hrs	1/11 - 1/12	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1119	8 Hrs	2/01 - 2/02	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1122	8 Hrs	3/01 - 3/02	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1124	8 Hrs	3/14 - 3/15	M T	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1125	8 Hrs	4/05 - 4/06	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1127	8 Hrs	4/25 - 4/26	M T	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60
L1128	8 Hrs	5/03 - 5/04	T W	6:00PM - 10:00PM	LMC	Joyner Hall, Rm. 0516	P. Eckley	\$71.60

Emergency Medical Services

Paramedic Initial Part 1

This course prepares students to work in the pre-hospital field as a Paramedic. Pre-requisites: current EMT, possession of a high school or GED; placement test, immunizations and background check. Graduates are eligible for the National Registry & North Carolina Paramedic credential. There are additional clinical costs. A textbook is required.

L1166	560 Hrs	1/04 - 6/13	T W Sa Su	9:00AM - 5:30PM	ESTC	ESTC-NEW, Rm. 0121	C. Brewer	\$191.60
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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.

L1908	132 Hrs 1/31 - 5/23	M W	9:00AM - 1:00PM	CWI	CWI, Rm. 0132	L. Yow	\$181.60
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Nurse Aide I

This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills and signs and symptoms of disease. Graduates are eligible for the National Nurse Aide Assessment Program (NNAAP) certification. Supplies are required. Criminal background check, immunization records, and drug testing are required before clinical rotation. This class is offered in traditional, hybrid, and accelerated formats.

L1901	184 Hrs 1/10 - 3/02	M T W	8:00AM - 4:30PM	CWI	CWI, Rm. 0144	M. Jacobs	\$191.60
L1905	184 Hrs 1/11 - 5/04	T W	5:00PM - 9:00PM	CWI	CWI, Rm. 0135	T. Pritchard	\$191.60
L1902	184 Hrs 3/14 - 5/03	M T W	8:00AM - 4:30PM	CWI	CWI, Rm. 0144	M. Jacobs	\$191.60
L1903	184 Hrs 3/22 - 9/01	T Th	1:00PM - 5:00PM	CWI	CWI, Rm. 0132	J. Vasilik	\$191.60

Nurse Aide II

This course is designed to prepare a previously certified Nurse Aide I's to complete a theory review and skills competency testing to prepare for retaking the National Nurse Aide Assessment Program (NNAAP) Certification examination. A textbook and supplies are required. Current NA I listing and HSD/GED required at registration. Criminal background check, immunizations, drug testing, and supplies required before clinical rotation.

L1904	180 Hrs 3/22 - 8/30	T Th	8:00AM - 12:00PM	CWI	CWI, Rm. 0132	J. Vasilik	\$191.60
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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.

L1906	200 Hrs 1/10 - 3/29	M T W Th	9:00AM - 1:00PM	CWI	CWI, Rm. 0130	P. Smith	\$191.60
L1907	200 Hrs 2/14 - 5/25	M T W	5:00PM - 9:00PM	CWI	CWI, Rm. 0130	P. Smith	\$191.60

Human Services

Human Services Exploration: DSS Casework

This course covers skills and strategies designed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker within the Division of Social Services agencies. This course is a pre-requisite to HSE-3220 Income Maintenance Caseworker - NC FAST. 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.

L1301	48 Hrs 1/11 - 3/10	T Th	6:00PM - 9:00PM	LMC	Wilkinson Hall, Rm. 0214	B. Henderson	\$125.00
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Income Maintenance Caseworker - NCFast

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NC Fast application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. Pre-requisite is HRD-4000, Human Services Exploration - DSS Caseworker.

L1302	48 Hrs 3/22 - 5/19	T Th	6:00PM - 9:00PM	LMC	Wilkinson Hall, Rm. 0214	B. Henderson	\$126.60
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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.

L1145	136 Hrs 1/10 - 5/09	Th	6:30PM - 10:30PM	LMC	Marchant Hall, Rm. 9237	K. Nebolisa	\$181.60
L1144	136 Hrs 1/10 - 5/09	M	8:00AM - 12:00PM	LMC	Marchant Hall, Rm. 9237	B. Grubb	\$181.60

Motor Vehicles & Driving

Alive at 25

Whether you've received a ticket or just want to be a safer driver, you can learn defensive driving techniques. "Alive at 25" is designed for students under 24 years of age and may minimize or prevent the assessment of insurance points or premium surcharges on insurance policies and/or drivers' licenses. You will need your driver's license, citation number, violation type and court date when you register.

L1132	4 Hrs	2/19 - 2/19	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1133	4 Hrs	3/17 - 3/17	Th	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1135	4 Hrs	4/23 - 4/23	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00

Defensive Driving

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.

L1131	4 Hrs	1/29 - 1/29	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00
L1134	4 Hrs	3/26 - 3/26	Sa	10:00AM - 2:00PM	CWI	CWI, Rm. 0147	L. Brower	\$76.00

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.

L1136	4 Hrs	2/09 - 2/09	W	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	E. Velez-Santiago	\$76.00
L1137	4 Hrs	4/13 - 4/13	W	6:00PM - 10:00PM	CWI	CWI, Rm. 0147	E. Velez-Santiago	\$76.00

