



# CONTINUING EDUCATION COURSE SCHEDULE



## SPRING 2026

**Registration is open NOW!**

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Serving Chatham, Harnett, and Lee counties

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# General Information

## Accreditation

Central Carolina Community College is accredited by the Commission on the Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30333-4097 or call (404) 679-4500 for questions about the accreditation of Central Carolina Community College. Note: The Commission on Colleges should be contacted only if there is evidence that appears to support an institution's significant non-compliance with requirements or standards.

## Continuing Education Policies

### Fee Schedule

Course fees are noted with each course listing. Payment of these course fees is required when you register. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also listed with the course descriptions. Students are responsible for purchasing any special materials required for classes. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. Methods of payment include cash, check, money order, or credit card (MasterCard, Visa, or Discover). Adults may qualify for waiver of fees for Human Resources Development (HRD) and Public Safety classes with proper documentation and attestation.

The North Carolina General Assembly has set the following fees for Continuing Education classes:

### Fee Schedule

- \$70.00 for 1 – 24 Hours of Instruction
- \$125.00 for 25 – 50 Hours of Instruction
- \$180.00 for 51 or More Hours of Instruction

### Scholarships

In an effort to reduce the financial barriers to education, the Continuing Education Department of Central Carolina Community College offers several scholarship programs to help students who enroll in

short-term occupational training programs. If you are interested in possible scholarship opportunities, complete the Online Scholarship Inquiry form located on our website. [www.cccc.edu/ceaid](http://www.cccc.edu/ceaid)

## Self-Supporting (SS) Classes

Self-supporting classes have a pro-rated cost per individual or group and are not eligible to be waived (See cost information). Senior citizens will have to pay for the registration fees for self-supporting classes.

## Refunds

Refunds for Continuing Education courses are made as follows: 100% if requested before a course begins or if the course is canceled; 75% if requested after a course begins, but before 10% of the total class meetings. Exception: Motorcycle Safety classes require a 48-hour minimum cancellation in order to receive a refund.

## Registration

Pre-registration is required for all Continuing Education classes. Register early to ensure your seat. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from third parties responsible for payment. In some instances, late registrations may be accepted up until the 10% date of the course. The college reserves the right to cancel a course based on enrollment.

## Continuing Education Units (CEUs)

The Division of Continuing Education will award Continuing Education Units (CEUs) for appropriate programs. The Commission on Colleges defines the CEU as follows: "One Continuing Education Unit (CEU) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." CEUs reported to the Department of Public Instruction require a certificate of credit issued by the Division of Continuing Education. Students should notify instructors at the beginning of a course if CEUs are needed for public instruction certification.



## **Services to Students with Disabilities: Continuing Education**

No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students' conditions and interests. To help students meet their educational goals, the college has a variety of services available.

Central Carolina Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law on July 26, 1990. The Office of Student Accessibility Services was established in 1994 to facilitate the provision of reasonable accommodations for all students with disabilities. The college aims to ensure quality services for all students and encourages students with disabilities to take full advantage of the many benefits that the college provides.

For more information about disability services, contact the Coordinator of Student Accessibility

Services at (919) 718-7414 or [sas@cccc.edu](mailto:sas@cccc.edu).  
[www.cccc.edu/ada](http://www.cccc.edu/ada)

## **Title IX Reporting**

CCCC prohibits sex discrimination, including sexual harassment, sexual violence, sexual assault, stalking, or intimate partner violence that interferes with or limits a student's ability to participate in or benefit from an educational program. The college will take necessary steps to stop such conduct using appropriate sanctions and remedies. Students that are experiencing any form of sexual discrimination at CCCC should report such activities to the Title IX Administrator/Coordinators using the telephone numbers or email addresses below.

For more information on Title IX, please refer to the following CCCC website: [www.cccc.edu/we-care](http://www.cccc.edu/we-care)

## **Services to Students with Disabilities: College and Career Readiness**

No individual shall, by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which otherwise qualified. The college may make program adjustments in instructional delivery and may provide supplemental services to enable students with disabilities to participate in activities compatible with students' conditions and interests.

Every candidate for the High School Equivalency (HSE) exam administration should have a fair opportunity to demonstrate his/ her knowledge and skills under appropriate test conditions. For some candidates, a disability may interfere with their ability to fully demonstrate what they know under standard testing conditions. Accommodations in testing are available for adults with documented physical disabilities as well as learning disabilities, attention-deficit/ hyperactivity disorder, and emotional or psychological disabilities. Each request is considered on an individual basis. If you would like to request accommodations or need additional information, contact the following individual:

For more information about disability services, contact the Coordinator of Student Accessibility Services at (919) 718-7414 or [sas@cccc.edu](mailto:sas@cccc.edu).  
[www.cccc.edu/ada](http://www.cccc.edu/ada)

## **Admissions**

Continuing Education students are not required to submit an application to the college for enrollment, and except for select medical programs, do not need to obtain previous transcripts. North Carolina residency is not required for Continuing Education classes

## Education Services for Minors 23 NCAC 02C .0305

1. The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.

2. Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a College and Career Readiness or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a College and Career Readiness or Continuing Education program is the best educational option for the student and the admission of the student to a College and Career Readiness or Continuing Education program is approved by the college under one of the following conditions: (a) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a College and Career Readiness or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (b) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement for the notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

3. Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum

course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions: (a) Upon recommendation of the chief administrative school officer and approval of the president of the college; (b) Upon approval of the student's program by the chief administrative school officer and the president of the college; and (c) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

4. High school students, taking courses pursuant to Paragraph (3) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

## Registration Information

Registration for Spring 2026 Continuing Education courses begins Wednesday, November 5, 2025.

Some information may change after this schedule is published. For more up-to-date information about classes and fees, call (919) 718-7500 or visit [www.cccc.edu/enrollce](http://www.cccc.edu/enrollce).

## How to Register Online

Online registration is offered for many Continuing Education classes and can be accessed through the online schedule. Follow the prompts to checkout using the Register Now button.

For assistance, call (919) 718-7500. To search for classes and register online, visit [www.cccc.edu/enrollce](http://www.cccc.edu/enrollce).

## How to Register In-Person

In order to provide a more efficient registration process, download the Continuing Education Registration Form located on our website at [www.cccc.edu/enrollce](http://www.cccc.edu/enrollce). Bring your completed form

along with your payment, check, cash, Visa, MasterCard, Discover or money order to one of the Central Carolina Community College's locations. Registration is complete when payment is made. Registrations are not accepted by mail.

## Continuing Education Registration Locations

### Chatham County

#### **Chatham Main Campus**

Administration Bldg. #41  
764 West St., Pittsboro, NC 27312  
**M – Th:** 8:00 AM – 5:00 AM    **F:** 8:00 AM – 3:30 PM  
**Phone:** (919) 718-7500

#### **Siler City Center**

400 Progress Blvd., Siler City, NC 27344  
**M – Th:** 8:00 AM – 5:00 PM    **F:** 8:00 AM – 3:30 PM  
**Phone:** (919) 545-8663

### Harnett County

#### **Harnett Main Campus**

Continuing Education Bldg.  
1075 E. Cornelius Harnett Blvd., Lillington, NC 27546  
**M – Th:** 10:30 AM – 5:00 PM    **F:** 10:00 AM – 3:30 PM  
**Phone:** (910) 814-8823

### Lee County

#### **Lee Main Campus**

Bell Welcome Center  
1105 Kelly Dr., Sanford, NC 27330  
**M – Th:** 8:00 AM – 5:00 PM    **F:** 8:00 AM – 3:30 PM  
**Phone:** (919) 718-7500

#### **Center for Workforce Innovation**

5910 Enterprise Park Dr.  
Sanford, NC 27330  
**M – Th:** 8 AM – 5:00 PM    **F:** 8:00 AM – 3:30 PM  
**Phone:** (919) 718-7500

#### **Emergency Services Training Center**

3000 Airport Rd., Sanford, NC 27332  
**M – Th:** 8:00 AM – 5:00 PM    **F:** 8:00 AM – 3:30 p.m.

**General Information:** (919) 777-7767

**Fire Rescue:** (919) 777-7778

**Law Enforcement:** (919) 777-7772

**Emergency Medical:** (919) 777-7776

## How to Register by Phone

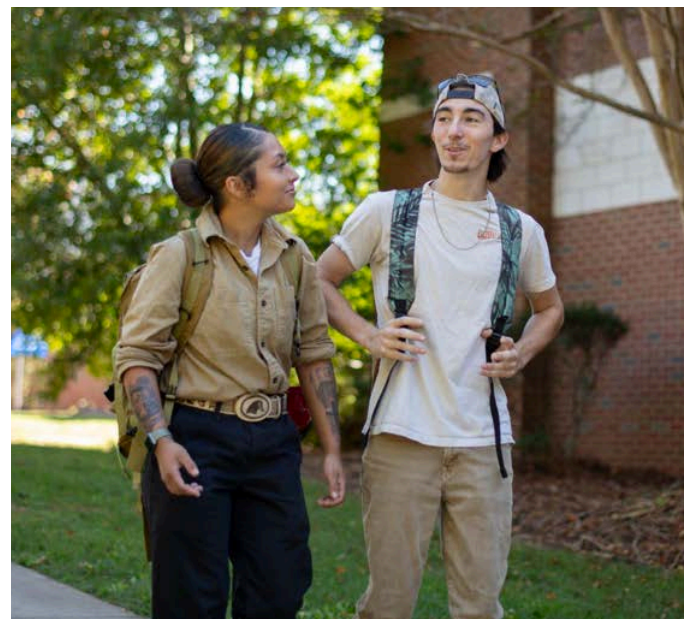
Call-in registration requires payment with Visa, MasterCard, or Discover. Call the Student Support Center to register for classes. Have the course number and title available when placing your call.

## Student Support Center

Monday – Thursday: 8:00 a.m. – 5:00 p.m.  
Friday: 8:00 a.m. – 3:30 p.m.  
Phone: (919) 718-7500

## Summer Hours

The college operates on a limited schedule during the Summer months and is closed on some Fridays. Check the website for details.



Location Codes

CHSC	Chatham Health Sciences Center
CWI	Center for Workforce Innovation
DECON	Distance Ed-Cont Ed
DWCC	Dennis Wicker Civic Center
ESTC	Emergency Services Training
HAT	Harnett Advanced Technology Ctr.
HHSC	Harnett Health Science Center
HMC	Harnett Main Campus
LACTR	Lee Adult Centers
LMC	Lee Main Campus
PMC	Pittsboro Main Campus/CMC
SCMC	Siler City Main Center

**Lee County**

Rachel Minton..... (919) 718-7067

**Cosmetic Arts**

Amanda McLamb-Collier.....(910) 814-8835

**Customized Training**

Patricia Anderson..... (919) 718-7081

**Ed2go**

Penny Shoun.... (919) 545-8665

**Emergency Services Training EMS, Fire, Law Enforcement and Rescue Training**

Roy Allen..... (919) 777-7779

**Human Resources Development (HRD)**

Lincoln Frye..... (919) 545-8671

**Medical Programs**

Bev Brock..... (919) 545-8042

Pamela McKoy..... (919) 545-8662

**Personal Interest Courses**

Lincoln Frye..... (919) 545-8671

**Small Business Workshops, Seminars, and Counseling**

**Chatham County**

Phillip Pappas..... (919) 545-8015

**Harnett and Lee County**

Terri Brown..... (919) 718-7544

**Delivery Methods**

TR	Traditional (100% in-person seated)
HY	Hybrid (>50% online, <50% in-person seated)
BL	Blended (<50% online, >50% in-person seated)
OL	Online (100% online)
HF	Hybrid/Flex (flexible option for online or seated participation)

**Contact Information**

**Apprenticeships & Applied Technologies**

Gerald Hunter..... (919) 718-7065

**Central Carolina Culinary Institute**

Chef Regina Minter..... (919) 718-7510

**College and Career Readiness/Adult Education**

**Chatham County**

Anita Green..... (919) 545-8669

**Harnett County**

Nutan Varma..... (910) 814-8975

# Programs and Offerings

## Applied Technologies – Automotive and Transportation

### Commercial Truck Driver A

This course prepares students for the Class A Commercial Driver License (CDL). Instruction includes practical hands-on behind-the-wheel operation of tractor trailers preparing students to safely operate tractor trailer vehicles on the road. Emphasis is placed on defensive driving, Federal Motor Carrier Safety regulations, trip planning, cargo handling, vehicle systems, hours of service, vehicle inspection, and accident prevention. Successful course completers should be able to demonstrate the skills required to obtain a Class A commercial driver license by the Division of Motor Vehicles (DMV), and gain employment. Students must be at least 18 years old and have a valid NC drivers license and a "Class A" Commercial Learner Permit. Must be able to read, write, and speak English. Ability to pass DOT Physical and drug screen. Note, random drug tests may occur during the course. Also, any of the following violations within two years of the course start date will prohibit registration: 1) Driving while impaired (DWI) 2) Careless and reckless driving 3) Hit and run 4) Refusal to take a chemical test. Students not having a valid "Class A" Commercial Learner Permit by the beginning of the third week will be dropped from the course. Students must have a NC Division of Motor Vehicles (NC DMV) driving record submitted by the course start date, but not more than three months. An uncertified complete history is acceptable, and may be obtained in person at 4121 New Bern Ave., Raleigh, NC, via mail, or online. DOT physical and drug screens will be scheduled post-registration.

### Commercial Truck Driver B

This course prepares students for the Class B Commercial Driver License (CDL). Instruction includes practical hands-on behind-the-wheel operation of single commercial vehicles with a gross vehicle weight rating (GVWR) of 26,001 pounds or more preparing students to safely operate single commercial vehicles on the road. Emphasis is placed on defensive driving, Federal Motor Carrier Safety regulations, trip planning, cargo handling, vehicle systems, hours of service, vehicle inspection, and accident prevention. Successful students will demonstrate the skills required for the commercial driver license and employment. Prerequisites: Valid "Class A or B" Commercial Learner Permit, Valid Driver License, Current Driving Record, DOT Physical, DOT Drug and Alcohol Screen

### Commercial Truck Driver HAZMAT

This course prepares students seeking to obtain a HAZMAT (H) endorsement allowing them to gain the knowledge to sit for the North Carolina Division of Motor Vehicles HAZMAT knowledge test. It satisfies the Hazardous Materials theory instruction portion of the Federal Motor Carrier Safety Administration (FMCSA) Entry Level Driver Training (ELDT) requirements. Instruction provides basic competencies for transportation of hazmat, including: shipping paper requirements, marking, labeling, placarding, emergency response information, and shipper's responsibilities.



## **Onboard Diagnostics (OBD)**

This course provides the training required for initial licensing or renewal as a certified NC On-Board Diagnostic (OBD) Emissions Inspector, as mandated by the NC Division of Motor Vehicles, License and Theft Bureau. Designed for automotive technicians and service personnel, the course focuses on emissions control systems, OBD technology, and inspection procedures. Upon successful completion, students will be able to properly conduct OBD emissions inspections and will be eligible to take the NC state OBD certification exam. Before the course begins, each student's employer will need to complete the most recent version of the DMV's LT-310 Mechanic Application form (<https://tinyurl.com/LT-310-DOT>), and the student must bring this completed form to the first class session. Writing on the LT-310 form must be legible. If illegible, this will cause delay in processing by the DMV and will require completion of a new application. Prerequisites: Successful completion of Vehicle Safety Inspection (SEF-DMVV1)

## **Truck Driver Online Theory**

This course provides the theory instruction required under the Federal Motor Carrier Safety Administration (FMCSA) Entry-Level Driver Training (ELDT) regulations for individuals seeking a Class A or Class B Commercial Driver License (CDL). Instruction provides theory for both tractor trailers and/or single commercial vehicles with a gross vehicle weight rating (GVWR) of 26,001 pounds or more. Students will learn the knowledge and safety principles needed to prepare for behind-the-wheel CDL training, including defensive driving, trip planning, cargo handling, hours of service, vehicle inspection, and FMCSA compliance. Successful students will demonstrate the knowledge required for the commercial driver license and readiness for behind-the-wheel driving instruction. This is an online, self-paced course. A valid NC driver's license is required. Must meet age, identity, legal presence, and driver license requirements as defined by NC DMV for CDLs.

## **Vehicle Safety Inspection**

This course provides the training required for initial licensing or renewal as a certified NC Vehicle Safety Inspector, as mandated by the NC Division of Motor Vehicles, License and Theft Bureau. Designed for automotive technicians and service personnel, the course covers all state regulations, inspection procedures, and testing protocols for vehicle safety. Upon successful completion, students will be able to properly perform inspections and will be eligible to take the NC state certification exam. Before the course begins, each student's employer will need to complete the most recent version of the DMV's LT-310 Mechanic Application form (<https://tinyurl.com/LT-310-DOT>), and the student must bring this completed form to the first class session. Writing on the LT-310 form must be legible. If illegible, this will cause delay in processing by the DMV and will require completion of a new application.



## Continuing Education Spring 2026 Schedule

<b>Applied Technologies – Automotive and Transportation</b>									
<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Dates</b>	<b>Days</b>	<b>Times</b>	<b>Cost</b>	<b>Location</b>	<b>City</b>	<b>Building</b>
Commercial Truck Driver A	L1166	279	1/12 - 3/05	M T W Th F	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 104
Commercial Truck Driver A	L1175	261	1/17 - 5/03	Sa Su	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 104
Commercial Truck Driver A	L1178	279	4/06 - 5/29	M T W Th F	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 104
Commercial Truck Driver B	L1184	72	1/17 - 2/08	Sa Su	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 101
Commercial Truck Driver B	L1185	70	2/28 - 3/22	Sa Su	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 101
Commercial Truck Driver B	L1186	70	4/11 - 5/03	Sa Su	7:00AM - 5:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training Bldg, Rm 101
Commercial Truck Driver Hazmat	L1187	12	1/01 - 1/30	M T W Th F Sa Su	Online	\$76.00	Distance	-	Distance
Commercial Truck Driver Hazmat	L1188	12	2/01 - 3/02	M T W Th F Sa Su	Online	\$76.00	Distance	-	Distance
Commercial Truck Driver Hazmat	L1189	12	3/01 - 3/30	M T W Th F Sa Su	Online	\$76.00	Distance	-	Distance
Commercial Truck Driver Hazmat	L1190	12	4/01 - 4/30	M T W Th F Sa Su	Online	\$76.00	Distance	-	Distance
Commercial Truck Driver Hazmat	D1216	12	5/01 - 5/30	M T W Th F Sa Su	Online	\$76.00	Distance	-	Distance
On-Board Diagnostics	L1125	8	1/26 - 1/27	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
On-Board Diagnostics	L1127	8	2/16 - 2/17	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
On-Board Diagnostics	L1126	8	3/09 - 3/10	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
On-Board Diagnostics	L1120	8	4/20 - 4/21	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
Truck Driver Online Theory	D1219	48	1/01 - 1/30	M T W Th F Sa Su	Online	\$131.00	Distance	-	Distance
Truck Driver Online Theory	D1220	48	2/01 - 3/02	M T W Th F Sa Su	Online	\$131.00	Distance	-	Distance
Truck Driver Online Theory	D1221	48	3/01 - 3/30	M T W Th F Sa Su	Online	\$131.00	Distance	-	Distance
Truck Driver Online Theory	D1222	48	4/01 - 4/30	M T W Th F Sa Su	Online	\$131.00	Distance	-	Distance
Vehicle Safety Inspection	L1122	8	1/12 - 1/13	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
Vehicle Safety Inspection	L1123	8	2/09 - 2/10	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
Vehicle Safety Inspection	L1124	8	3/02 - 3/03	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
Vehicle Safety Inspection	L1118	8	4/13 - 4/14	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512
Vehicle Safety Inspection	L1119	8	5/11 - 5/12	M T	6:00PM - 10:00PM	\$86.00	LMC	Sanford	Joyner Hall, Rm 512

## Applied Technologies – Biotechnology and Life Science

### 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. To enroll in this course, you must have a High School Diploma or High School Equivalency (GED, HiSET, TASC) and attend an [online orientation session](#). A textbook is required.

Applied Technologies – Biotechnology and Life Science									
Course Name/Delivery Method	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
BioWork	C1182	152	2/10 - 4/01	T W Su	12:00PM - 4:00PM Online	\$186.00	PMC	Pittsboro	General Classroom & Science, Rm 207
BioWork	H1181	152	1/12 - 3/06	M W Su	6:30PM - 10:30PM Online	\$186.00	HMC	Lillington	Bob R. Etheridge Bldg., Rm 313
BioWork	H1183	152	3/11 - 5/07	M W Su	6:30PM - 10:30PM Online	\$186.00	HAT	Dunn	Harnett Advanced Technology Center, Rm TBD
BioWork	L1179	152	1/12 - 5/07	M Su	8:00AM - 12:00PM Online	\$186.00	LMC	Sanford	E. Eugene Moore Manufacturing, Rm T118
BioWork	L1180	152	1/12 - 5/07	Th Su	6:30PM - 10:30PM Online	\$186.00	LMC	Sanford	E. Eugene Moore Manufacturing, Rm T118



## **Applied Technologies – Construction and Skilled Trades**

### **Construction Bootcamp**

Interested in construction? It could not be a better time to launch a career in this high demand field. This course introduces foundational construction skills as identified by local employers, including basic safety, hand and power tools, basic print reading, and various construction materials and techniques. Learning will be enhanced through hands-on application. Additionally, students will be introduced to the soft skills needed for employment in the construction trades.

### **Construction Spanish**

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing. This course is one of four preparing students to earn a CCC Building Construction Technology Certificate, and complements other construction trades-related Continuing Education courses. This is a parallel course to CST-111 Intro to Construction and is completed in a curriculum environment. This course is taught in Spanish with emphasis on teaching students construction terms and vocabulary in English.

### **Electrical Wiring for Homes**

Discover techniques to safely perform home electrical wiring including repairs, installations, and modifications. Students will learn about tools and material selection, and making electrical connections. This hands-on course is ideal for the homeowner/landlord wanting to do basic electrical repairs, installations, and modifications. Additionally, learning these skills may spark interest in furthering education for an electrical trades career. A basic calculator is required. A textbook is not required, but a general home repair book may enhance learning.

### **Intro to Stick Welding**

Shielded Metal Arc (Stick) Welding is significantly used for steel structure construction and industrial fabrication, and is widely favored for general maintenance and repair. Students will learn material prep, equipment setup and safe practices, joint types, arc maneuvers/techniques, and identifying welding defects, etc. Students will learn to confidently produce quality welds using stick techniques. Students will need steel-toed boots, welding helmet, safety glasses, gloves and flame retardant safety jacket for this class. Electronic heart devices (e.g. defibrillators, pacemakers) are not allowed in an area where arc welding is taking place. Students with any electronic heart device must notify the instructor.

### **Intro to Woodworking**

In this course, students will learn basic safety procedures, proper use of both hand and power tools, and various woodworking techniques through hands-on construction of small projects utilizing various skills and tools. This introductory course is ideal for beginners or intermediate students who desire to learn safe and proper methods for construction of traditional woodworking projects. Successful students will gain the basic training needed to safely utilize power and hand tools, and build a project from start to completion.



## MIG Welding Basics

This Gas Metal Arc Welding course teaches the basic operations in the use of short arc and spray welding. In addition to welding fundamentals and safe practices, the course covers basic equipment setup and operations (e.g. power sources, shielding gases, etc.). Students will learn to complete T-joint and lap joint welds with single and multiple passes. This course is ideal for beginning welders or persons needing to make basic maintenance repairs. Students will need closed-toe shoes, welding helmet, gloves, flame retardant jacket, and safety glasses for this class. Electronic heart devices (e.g. defibrillators, pacemakers) are not allowed in an area where arc welding is taking place. Students with any electronic heart device must notify the instructor.

## OSHA 30-hour Construction

OSHA 30-Hour Construction certification is targeted for your organization's leadership (team leaders through job site management) with responsibility for personnel safety, safe operations, and OSHA standards compliance. The OSHA Outreach instructor will cover the mandatory and elective hazard awareness topics and how to reference the OSHA Construction Standards resources. In an interactive class setting, the instructor will facilitate discussion to help you better manage and lead your organization's safety strategies and action plans toward bottom line results. Instruction emphasizes hazard identification, control and prevention, and avoidance. In addition to mandatory topics, electives may include excavations, scaffolds, tools, PIVs, steel erection, concrete and masonry construction, confined space entry, and more. An additional OSHA card fee is required.

## Plumbing Inspection I

This certification-related course is designed for the education and training of the Plumbing Level I code enforcement official who has the responsibility of inspecting residential and small commercial plumbing installations in construction up to 20,000 square feet. Upon completion, course participants will have a better understanding of the Plumbing Code of the NC State Building Code and will be able to apply the Code in the inspection field. In addition, with the successful completion of this course and the Law and Administration course in conjunction with other education and experience requirements specified by the NC Code Officials Qualification Board, course participants will be eligible to take the Plumbing Level I state examination for inspector certification.

Applied Technologies – Construction and Skilled Trades									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Construction Bootcamp	C1174	24	1/14 - 3/04	W	6:00PM - 9:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 135
Construction Fundamentals in Spanish	C1173	36	2/17 - 4/07	T Sa	6:00PM - 9:00PM 9:00AM - 3:00PM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 135
Electrical Wiring for Homes	C1171	24	3/21 - 4/04	Sa	8:00AM - 5:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 135
Intro to Stick Welding	H1225	36	3/17 - 4/23	T Th	6:00PM - 9:00PM	\$131.00	HMC	Lillington	Continuing Education Bldg., Rm 219
Intro to Woodworking	C1167	24	1/21 - 3/11	W	6:00PM - 9:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 135
MIG Welding Basics	H1224	36	1/20 - 2/26	T Th	6:00PM - 9:00PM	\$131.00	HMC	Lillington	Continuing Education Bldg., Rm 219
OSHA 30-hr Construction	L1176	30	1/05 - 1/26	M W	8:30AM - 1:30PM	\$131.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 147
Plumbing Inspection I	C1168	32	1/17 - 1/25	Sa Su	8:00AM - 5:00PM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 134

## Applied Technologies – Industrial/Manufacturing

### Certified Manufacturing Associate

The Certified Manufacturing Associate training program is a 25-module course designed to prepare you for high-demand, entry-level roles in today’s advanced manufacturing industry. Whether you're changing careers, re-entering the workforce, or building on your current experience, this program—developed by Tooling U-SME—provides the skills and knowledge to succeed. Students must complete this course to qualify for the Certified Manufacturing Associate (CMfgA) credentialing exam administered through SME Tooling-U. To earn the credential, students must pass the exam. Even if the credential exam is not passed, the course completion can still be listed on a resume to demonstrate manufacturing training.

### Microelectronics Manufacturing

This course is designed to prepare students for entry-level roles in semiconductor manufacturing. Students will explore career pathways in the industry while gaining foundational knowledge and hands-on awareness of key workplace expectations. Topics include cleanroom protocols and the fundamentals of semiconductor wafer fabrication and processing. Emphasis is placed on essential skills for technician roles, including safety, cleanroom and wafer handling, basic troubleshooting, and introductory chemistry relevant to manufacturing environments. This course articulates ELN131 Analog Electronics I. A textbook is required.

Applied Technologies – Industrial/Manufacturing									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Certified Manufacturing Associate	L1226	105	3/18 - 5/13	M W	6:30PM - 9:30PM	\$186.00	LMC	Sanford	E. Eugene Moore Manufacturing, T001
Microelectronics Manufacturing	L1227	96	3/26 - 5/11	M W Th Su	1:30PM - 4:30PM Online	\$186.00	LMC	Sanford	E. Eugene Moore Manufacturing, T001



## **Business**

### **NC Real Estate Prelicensing**

This course is your first step toward real estate licensure, and meets the NC Real Estate Commission requirements for submitting a provisional broker application to the state. Students will gain the basic knowledge and skills necessary to act as a licensed real estate broker in a manner that protects and serves the public interest, and prepare for the NC real estate license examination. Topics include real estate licensure and general concepts; property characteristics and ownership types; property disclosures, taxation and insurance; contracts and closing; financing and property valuation; brokerage relationships and practices; fair housing; landlord/tenant and property management. Potential students are encouraged to review the Application Booklet "Real Estate Licensing in North Carolina" prior to registration; available at <https://www.ncrec.gov>. A textbook is required. Use of Blackboard is required for this course. Students must use a desktop or laptop computer (preferably) with an internet connection, internet browser, and speakers. Students are discouraged from using a phone to access the course. A web camera, microphone and speaker are required for the end-of-course exam.

### **Notary Public**

This course prepares students to become commissioned Notary Publics in North Carolina. Instruction includes notarial laws, powers and limitations, proper procedures, and certificate completion. Successful completion of this course meets the education requirement for new or recommissioning notaries applying through the NC Secretary of State. A NC Notary Public Manual 2016 is required. Students must be able to read, write and speak English, not have a criminal background, be at least 18 years old, have a minimum of a HS Diploma or GED, live or work in NC. Bring your State or Federal issued photo I.D. to the first class.

### **People Skills at Work**

Build better relationships at work and feel more confident with this organizational behavior course. Through supportive, hands-on activities, including real-world examples, group work, and discussions, you will master communication, motivation, leadership, and teamwork. Gain useful skills you can put to work now. The course ends with a group project applying all learned skills. Students must bring a black and red ink pen, and notebook paper. Required Textbook: Organizational Behavior (Free digital text available from <https://openstax.org/books/organizational-behavior/pages/1-introduction>) For online/hybrid classes, students will complete assignments in Blackboard. Zoom is used for live class meetings. Students need reliable internet access, which is available for free on any CCCC campus or at a public library.

### **Speak. Create. Lead.**

This course is for individuals who want to feel more confident and effective when they speak, write, and connect with others, whether at work, in creative projects, or in everyday conversations. It includes creative storytelling, builds a personal communication style, and a final project with presentations. Successful completers will earn a professional development certificate from CCCC. Black and red ink pens and notebook. For online/hybrid classes, students will complete assignments in Blackboard. Zoom is used for live class meetings. Students will need a computer with reliable internet access, which is available for free on any CCCC campus or at a public library. Basic computer skills are required.

## SHRM-CP/SCP Exam Preparation

To meet business needs, the Society for Human Resource Management (SHRM) established two competency-based certifications, the SHRM Certified Professional (SHRM-CP) for early and mid-career professionals and the SHRM Senior Certified Professional (SHRM-SCP) for senior-level practitioners. SHRM regards the SHRM-CP and SHRM-SCP as the global standard in certification for the Human Resources (HR) profession. Earning the SHRM-CP or SHRM-SCP credential makes you a recognized expert and leader in the HR field - and a valuable asset to your organization, keeping you and your organization more competitive in today's economy. This professional distinction sets you apart from your colleagues, proving your high level of knowledge and skills. Offered in partnership with the Society for Human Resource Management (SHRM), the SHRM-CP/SCP curriculum is designed by global subject matter experts and covers the entire SHRM Body of Competency and Knowledge. It covers four knowledge domains: people, organization, workplace and strategy as well as eight behavioral competencies: leadership and navigation, ethical practice, business acumen, relationship management, consultation, critical evaluation, global and cultural effectiveness, and communication. This course and study group utilizes the SHRM Learning System, with expert instruction, to help you learn and retain the material effectively and efficiently by combining the best exam preparation system with peer discussion. This intensive course is limited to HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP.





## Continuing Education Spring 2026 Schedule

<b>Business</b>									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
NC Real Estate Prelicensing	D1677	86	3/17 - 5/06	M T W Th F Sa Su	Online	\$186.00	Distance	-	Distance
Notary Public	C1134	6	1/24 - 1/24	Sa	8:00AM - 3:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 216
Notary Public	C1135	6	2/19 - 2/19	Th	8:00AM - 3:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 216
Notary Public	C1136	6	3/13 - 3/13	F	8:00AM - 3:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 216
Notary Public	C1137	6	4/14 - 4/14	T	8:00AM - 3:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 216
Notary Public	C1138	6	5/04 - 5/04	M	8:00AM - 3:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 216
Notary Public	H1128	6	2/28 - 2/28	Sa	8:00AM - 3:00PM	\$86.00	HMC	Lillington	Harnett Continuing Education, Rm 220
Notary Public	H1129	6	3/14 - 3/14	Sa	8:00AM - 3:00PM	\$86.00	HMC	Lillington	Harnett Continuing Education, Rm 220
Notary Public	L1121	6	1/20 - 1/20	T	8:00AM - 3:00PM	\$86.00	LMC	Sanford	Wilkinson Hall, Rm 212
Notary Public	L1130	6	2/17 - 2/17	T	8:00AM - 3:00PM	\$86.00	LMC	Sanford	Wilkinson Hall, Rm 212
Notary Public	L1131	6	3/24 - 3/24	T	8:00AM - 3:00PM	\$86.00	LMC	Sanford	Wilkinson Hall, Rm 212
Notary Public	L1132	6	4/21 - 4/21	T	8:00AM - 3:00PM	\$86.00	LMC	Sanford	Wilkinson Hall, Rm 212
Notary Public	L1133	6	5/05 - 5/05	T	8:00AM - 3:00PM	\$86.00	LMC	Sanford	Wilkinson Hall, Rm 212
People Skills at Work	L1140	30	2/02 - 3/12	M Th	9:00AM - 11:30AM	\$131.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123
Speak. Create. Lead.	L1141	30	2/02 - 3/12	M Th	1:00PM - 3:30PM	\$131.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123
SHRM-CP/SCP Certification Preparation	D1676	78	2/12 - 5/14	Th	6:00PM - 9:00PM	\$1,102.00	Distance	Sanford	Distance



## College and Career Readiness

### Adult High School Diploma (AHS)

This program offers adult learners the chance to complete the credits necessary to earn a high school diploma. A sealed official transcript from each previous high school attended is required. Our staff evaluates the transcript(s) to determine the number of credits earned and the number of credits required to earn an adult high school diploma. Upon completion of required credits, an adult high school diploma will be awarded.

### High School Equivalency Diploma (HSE) (formerly General Educational Development – GED)

High school equivalency coursework prepares you to earn the North Carolina State Board of Community Colleges High School Equivalency Diploma by taking four computer-based tests: Reasoning Through Language Arts, Mathematical Reasoning, Social Studies, and Science. Graduates of Adult High School and High School Equivalency Diploma programs who participate in Central Carolina Community College's graduation ceremony will receive a voucher for one free college course (Continuing Education or Curriculum) to be taken at the college within one year after graduation.

### Adult Basic Education (ABE)

This program is for adult learners who need to improve their reading, mathematics, oral and written communication, and critical thinking skills. Learners will also achieve personal goals, improve skills for the workplace, and/or prepare for enrollment in a high school level program. For Adults with Intellectual Disabilities: Our ABE program serves adults with intellectual disabilities. Eligible students learn to become more independent and self-directing through instruction that teaches basic literacy, life and daily living skills, and some degree of employment readiness training so they can function in today's society.

### Student Success Orientation

All new students must attend a Student Success Orientation session. In this session, you will go through an orientation and take an assessment in reading and/ or mathematics. Student Success Orientations are offered at several campuses.

### English as a Second Language (ESL)

This is a comprehensive program offered to help non-English speakers achieve their goals in speaking, reading, writing, listening, and learning the English language. This program also includes classes for U.S. citizenship, basic computer literacy, and English in the workplace. Aprende a leer y escribir en ingles.

### Contact Information

#### Chatham County

Anita Green – (919) 545-8669, [agreen@cccc.edu](mailto:agreen@cccc.edu)

#### Harnett County

Nutan Varma – (910) 814-8975, [nvarma@cccc.edu](mailto:nvarma@cccc.edu)

#### Lee County

Rachel Minton – (919) 718-7067, [rminton@cccc.edu](mailto:rminton@cccc.edu)

## Customized Training Program

Central Carolina's Customized Training Program (CTP) provides tailored training and education for businesses in Chatham, Harnett, and Lee counties, supporting the success of new and existing industries from ramp-up to expansion and improvement projects. CCCC will partner with your company to deliver value-added training solutions aimed at enhancing employee skills, attracting and retaining talent, and ensuring a competitive workforce – all at no cost to your company.

A well-trained workforce with up-to-date skills can mean the difference between profit and loss in modern industry. Central Carolina Community College's Industry Services office works with industries to maximize success through quality workforce training. The department is housed in the Howard James Industry Training Center, a state-of-the-art advanced manufacturing center focused on short-course, hands-on industry specific training. On-site customized training is also available based on client needs.

**Eligible companies may qualify for FREE training through this State-supported program when they meet two or more of the following criteria:**

- Create new jobs/expand an existing workforce
- Implement new technology
- Enhance employee productivity
- Enhance the skills of workers
- Make an appreciable capital investment

### Eligible Industry Categories

- Manufacturing
- Information Technology
- Life Sciences
- Regional or National Warehousing and Distribution Centers
- Customer Support Centers
- Air Courier Services
- National Headquarters





## CTP Course Descriptions

### Leadership

Employees can develop essential leadership skills, regardless of their position, through our specialized training programs. We offer courses in:

- Frontline Supervision
- DiSC Assessment
- Communication Skills
- Effective Coaching
- Building High-Performance Teams
- And much more!

Let us know your specific leadership training needs, and our certified facilitators will guide your team to success.

### Manufacturing

This area covers detailed manufacturing processes and equipment specific training, industrial controls, industrial maintenance, and engineering topics.

*Coming soon!* CCCC's new E. Eugene Moore Manufacturing and Biotech Solutions Center ("Moore Center") will include an Advanced Manufacturing Center featuring state-of-the-art equipment.





## **Safety**

“Safety first” is a culture, so no one gets hurt while at work. We offer customized training for CPR/First Aid, Fire Safety/Fire Extinguisher, OSHA 10 & 30 Hour, Standard Operating Procedure (SOP), Forklift, HAZMAT, and/or HAZWOPER – just to name a few.

We offer a wide range of industrial safety and health training programs. Staff can assist you in planning training that meets state and federal requirements and your organization’s needs.

## **Quality**

Starting with a basic understanding of quality principles and tools, training can be tailored to the organization and offered on-site for immediate application of knowledge and skills. Programs include Quality Management Systems (ISO, IATF, etc), Six Sigma, Statistical Process Controls, Core Tools – PPAP, APQP, FMEA and cGMP training.

## **Technical**

We are experts at training technical skills, including: BioWorks, Precision Measuring, Technical/Mechanical Skills, Shop Math, Welding, Geometric Dimensioning and Tolerancing, and more.

## **Continuous/Process Improvement**

We understand the importance of continuous process improvement. Let us share our expertise in: Continuous Improvement, Lean Six Sigma (White/Yellow/Green Belt Certifications), Expert OJT and Problem Solving/Decision Making and many other continuous/process improvement opportunities.

## **Computer Skills**

Poised to be a Tech Hub, Chatham/Harnett/Lee Counties at CCCC have the training expertise. Examples of software training that we can provide are AutoCAD, Blueprint Reading, Solid Works, Siemens PLC, TIA Portal as well as the entire Microsoft Suite (including MS PowerBI). Experienced instructors use hands-on methods to teach PC and software skills that are critical in today’s economy. All levels of training are available.

## **Automation/Robotics**

Employees will learn the principles of Industrial robotics, their uses and applications, and proper operation through lectures and hands-on lab exercises. This innovative training opportunity includes topics such as Introduction to Robotics, Robot Safety and Safety Devices, Robotic Drives, Hardware, Systems and Components, Robot Initial Installation and Start-Up, Robotic Control Systems, Basic Robot Operations, Using Teach Pendant, and Robot Troubleshooting.

## **Project Management**

Employees will learn how to define, plan, execute, and close out a project using the basic techniques of project management. Additionally, participants will learn about the role of a Project Manager, techniques for managing multiple projects, the formation of a project team, the three parameters of any project, and how to continuously improve your project management process.

## Health Sciences

### Cardiovascular Monitor Technician

This course is designed to prepare the student to become a certified EKG technician and a certified Cardiovascular Monitor technician. Students will learn the anatomy and physiology of the cardiovascular system, cardiac rhythm interpretation, how to operate both 5 and 12 lead EKG equipment. Upon completion of this course students will be eligible for the Cardiovascular Monitor Technician Certification Examination through the American Society of Phlebotomy Technicians (ASPT). A textbook is required. Prerequisites: A High School Diploma or High School Equivalency (GED, HiSET, TASC) is required.

### Health and Wellness Coach

This course is designed to provide individuals with extensive knowledge, tools, and resources, to work as nationally certified health and wellness coaches. Course content/topics include behavior change, coaching process, coaching structure, health literacy topics, and ethical and legal considerations. This course integrates practical coaching sessions. The course will prepare students to sit for the National Board Certified Health and Wellness Coach examination. <http://nbhwc.org> Individuals seeking Board certification must complete an NBHWC Approved Training Program and hold an Associates Degree or higher from an accredited college or university. NBHWC will allow individuals to bypass the education requirement if they have 4000 hours of work experience in any field. Students will need a computer for online access and Zoom.

### Nurse Aide Level I

The NA program is designed to provide the entry level fundamental nursing skills essential for providing patient care services under the direction and supervision of a Registered Nurse. This course provides the knowledge and skills needed to care for adults. Emphasis is placed on activity of daily living skills, signs, and symptoms of disease. Graduates are eligible for the National Nurse Aide Assessment Program (NNAAP) certification. A high school diploma or equivalency is required. A textbook, supplies, criminal background check, drug screening, and immunization records are required. (see Medical Programs Information Packet for details) Students must pass a criminal background check, drug testing, and have current immunizations before clinical rotation. These are required to be completed prior to the start of the course.

### 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 National Health Associations Examination for Certified Pharmacy Technician (ExCPT). Student eligibility requires a High School or equivalency diploma. A textbook is required.

### Phlebotomy Technician

This course provides instruction in blood/specimen collection techniques and handling. This course will prepare the student to draw blood specimens from patients for testing and/or analyzing blood. The student should be prepared to take the National Phlebotomy Certification Examination offered by the American Society for Clinical Pathology (ASCP). A High School Diploma or High School Equivalency (GED, HiSET, TASC) is required. Must be able to pass a criminal background check and drug screening. A textbook and uniform are required.

## Therapeutic Massage I

This course prepares students for practice as an entry-level professional massage therapist through coursework and hands-on lab practice. Coursework includes: human anatomy & physiology, client evaluation, and massage techniques. Massage Therapy Part II is required to complete this program of study. Students must complete both Massage Therapy I and II successfully to be eligible to sit for the State Mblex exam. A high school diploma or equivalency is required. Students need to pass a criminal background check. CPR Certification is required for the Clinical Requirement (Therapeutic Massage II) Students must be proficient in English, consistent with Section 90-629 of the Standards of Professional Conduct of the Practice Act and the regulations of the NC Board of Massage and Bodywork Therapy. A textbook along with supplies and uniform is required. A list of specific supplies will be provided during the first class. Therapeutic Massage I must be completed before you are eligible to take Therapeutic Massage II. Upon completion of both courses students will be eligible to sit for the State Mblex exam.



## Continuing Education Spring 2026 Schedule

<b>Health Sciences</b>									
<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Dates</b>	<b>Days</b>	<b>Times</b>	<b>Cost</b>	<b>Location</b>	<b>City</b>	<b>Building</b>
Cardiovascular Monitor Technician	L1904	132	1/26 - 5/18	M W	5:30PM - 9:30PM	\$186.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 132
Health and Wellness Coach	L1909	140	1/20 - 5/05	Online T	Online, 9:00AM - 1:00PM	\$2,506.00	Distance	Sanford	Distance
Health and Wellness Coach	L1910	140	1/20 - 5/05	Online T	Online, 4:00PM - 8:00PM	\$2,506.00	Distance	Sanford	Distance
Nurse Aide Level I	H1007	184	1/20 - 6/25	T Th	5:30PM - 9:30PM	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 149
Nurse Aide Level I	L1906	184	1/20 - 3/09	M T W M T W Th F M T W	8:00AM - 4:30PM 7:00AM - 3:30PM 8:00AM - 4:30PM	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Nurse Aide Level I	L1905	184	1/26 - 4/02	M T W Th M T W Th F M T W Th	10:30AM - 2:30PM 7:00AM - 3:30PM 10:30AM - 2:30PM	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 133
Nurse Aide Level I	L1908	184	2/03 - 4/29	T W, M T W Th F Su	5:00PM - 9:00PM 7:00AM - 3:30PM Online	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 133
Nurse Aide Level I	L1907	184	3/23 - 5/06	M T W, M T W Th F M T W	8:00AM - 4:30PM 7:00AM - 3:30PM 8:00AM - 4:30PM	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Pharmacy Technician	L1903	192	1/20 - 7/09	T Th	5:30PM - 9:30PM	\$186.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 133
Pharmacy Technician	C1554	192	1/21 - 7/29	M W	5:30PM - 9:30PM	\$186.00	SCMC	Siler City	Siler City Ctr, Rm 123
Phlebotomy Technician	H1001	200	1/12 - 3/30	M T W Th M T W Th	9:00AM - 1:00PM 8:00AM - 3:30PM	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 140
Phlebotomy Technician	H1002	200	1/12 - 3/30	M Th M T W Th Su	5:30PM - 9:30PM 8:00AM - 2:30PM Online	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 140
Phlebotomy Technician	L1901	200	1/20 - 4/09	M T Th M T W Th	5:30PM - 9:30PM 8:00AM - 2:30PM	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 130
Phlebotomy Technician	C1551	200	1/26 - 5/18	M T W M T W Th M	5:30PM - 9:30PM 8:00AM - 12:00PM 5:30PM - 9:30PM	\$206.00	CHSC	Pittsboro	Chatham Health Sciences Ctr, Rm 214
Phlebotomy Technician	H1003	200	4/13 - 6/25	M T W Th M T W Th	9:00AM - 1:00PM 8:00AM - 2:30PM	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 140
Phlebotomy Technician	H1004	200	4/13 - 6/25	M Th M T W Th Su	5:30PM - 9:30PM 8:00AM - 2:30PM Online	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 140
Phlebotomy Technician	L1902	200	4/27 - 7/23	M T Th M T W Th	5:30PM - 9:30PM 8:00AM - 2:30PM	\$206.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 130
Therapeutic Massage I	H1005	325	1/20 - 6/22	M T W	9:30AM - 2:30PM	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 232
Therapeutic Massage I	H1006	325	1/20 - 6/22	M T W	5:00PM - 10:00PM	\$206.00	HHSC	Lillington	Harnett Health Science Ctr, Rm 232



## **Personal Enrichment**

### **Basic Rider Course**

This course is designed for students who want to learn to ride a motorcycle and for re-entry riders who have not ridden in a long time. BRC students will ride motorcycles provided by the college. Successful BRC graduates receive an exemption from the NC DMV riding exam when applying for a motorcycle license.

Prerequisites: Students must be able to ride and balance a bicycle prior to taking this class. Call for a list of required safety gear.

### **Poetry Workshop**

This poetry workshop will provide text analysis, editing practice, peer critique practice, and discussion of publication possibilities. Examples of published poetry looking at craft, voice and form will be studied and discussed. Participants will write and share their poetry for discussion, critique and editing. Writing prompts will be given each week.

### **Professional Sewing Advanced**

This advanced course focuses on alteration skills, complex garment construction, and the use of sergers. Students will construct a unisex bomber jacket; mastering design and construction skills used in apparel production. This course is intended for experienced sewers or graduates of prior levels who are seeking to develop professional garment-making skills, specialize in apparel construction, or pursue careers in alterations, fashion, costume design, or advanced manufacturing. The instructor will provide a supply list at the beginning of class. Prerequisites: Completion of Professional Sewing Beginner and Professional Sewing Intermediate or ability to demonstrate equivalent sewing skills and knowledge including safe sewing practices and proficient use of high-performance sewing equipment.

### **Professional Sewing Beginner**

This course introduces students to foundational sewing skills including machine operation, basic stitching, and simple garment projects. Students will learn to safely and accurately use sewing machines and complete basic sewn products. This course is designed for individuals with no prior sewing experience, including adult learners, career changers, hobbyists, and job seekers who want to build foundational sewing skills for entry-level employment or personal enrichment. The instructor will provide a supply list at the beginning of class.

### **Professional Sewing Intermediate**

This course builds on beginning skills by introducing commercial and interior sewing techniques, including working with knit fabrics and use of industrial machines. Students will complete practical home and garment projects. Ideal for those with basic sewing knowledge or prior training, this course is targeted to individuals preparing for work in custom interiors, upholstery, or who are interested in launching a small sewing business. The instructor will provide a supply list at the beginning of class. Prerequisites: Completion of Professional Sewing Beginner or ability to demonstrate equivalent sewing skills and knowledge including safe sewing practices and proficient use of high-performance sewing equipment.

### **Retirement Planning Essentials**

Get Your Passport to Retirement! This interactive course provides skills to prepare for a comfortable retirement and avoid financial shortfalls. Learn about life insurance, Medicare/Healthcare and long-term care options, essential legal documents, tips on tax deferred growth vehicles, and more. Personalize an investment plan to achieve your ideal retirement. A textbook, Passport to Retirement, will be provided by the instructor at the first class.

## Spanish Beginning

Whether learning Spanish for business, cultural engagement, traveling with confidence, or personal enrichment, this course helps you gain new Spanish speaking abilities and prepare for common situations. In addition to the fundamentals of speaking and reading Spanish, students will learn about the Spanish culture and how it influences language. Classwork includes written activities, role play, small group practice and analyzing Spanish texts and audio clips.

## Three Wheel Motorcycle Rider Safety

The 3-wheel motorcycle training and education course is a basic learn-to-ride course. It provides the same fundamental skills as the Motorcycle Safety Basic Rider Course (MSF BRC), but on three wheels. You can ride your own 3-wheel motorcycle, or a 3-wheel motorcycle can be provided by the college. The course consists of both classroom and hands-on instruction. Call for a list of required safety gear.

## Write Your Novella I

Write Your Novella is a hands-on, high-energy creative writing course designed for aspiring authors who want to start, and finish, their own novella! In this course you will learn how to craft compelling characters, build tension, develop dialogue that pops off the page, and outline a strong story arc. Whether you are brand new to fiction or working on a novel-in-progress, this course will help you turn your story idea into a polished manuscript. You'll receive encouraging feedback from your instructor and peers, gain confidence in your voice, and learn tools to edit and revise like a pro. Access to a PC with Microsoft Word, reliable internet service. Students must bring pencils and erasers, a black and red ink pen, and notebook paper. Required Textbook: Stein on Writing by Sol Stein (Digital text available for free online at <https://www.readanybook.com/online/729231>). Prerequisite: Basic computer skills are required.



## Continuing Education Spring 2026 Schedule

<b>Personal Enrichment</b>									
<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Dates</b>	<b>Days</b>	<b>Times</b>	<b>Cost</b>	<b>Location</b>	<b>City</b>	<b>Building</b>
Basic Rider	L1776	22	2/20 - 2/22	F Sa Su	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Basic Rider	L1777	22	3/06 - 3/08	F Sa Su	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Basic Rider	L1779	22	3/20 - 3/22	F Sa Su	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Basic Rider	L1780	22	3/31 - 4/2	T W Th	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Basic Rider	L1781	22	4/10 - 4/12	F Sa Su	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Basic Rider	L1774	22	5/05 - 5/07	T W Th	Online 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Rm 1
Poetry Workshop	C1116	12	2/18 - 3/25	W	6:00PM - 8:00PM	\$86.00	PMC	Pittsboro	Chatham Administration, Rm 111
Professional Sewing Advanced	C1146	12	4/14 - 5/12	T	9:30AM - 12:00PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Professional Sewing Advanced	C1147	12	4/14 - 5/12	T	6:00PM - 8:30PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Professional Sewing Beginner	C1142	12	1/20 - 2/17	T	9:30AM - 12:00PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Professional Sewing Beginner	C1143	12	1/20 - 2/17	T	6:00PM - 8:30PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Professional Sewing Intermed.	C1144	12	3/03 - 3/31	T	9:30AM - 12:00PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Professional Sewing Intermed.	C1145	12	3/03 - 3/31	T	6:00PM - 8:30PM	\$269.00	CBUS	Pittsboro	Checkered Tulip Sewing, Rm 1
Retirement Planning Essentials	C1117	7	3/05 - 3/19	Th	6:00PM - 8:15PM	\$76.00	CHSC	Pittsboro	Chatham Health Sciences Ctr, Rm 119
Spanish Beginning	H1678	24	4/21 - 5/14	T Th	4:30PM - 7:30PM	\$76.00	HMC	Lillington	Miriello Bldg., Rm 134
Three Wheel Motorcycle Rider	L1778	18	3/14 - 3/15	F Sa	8:00AM - 6:00PM	\$227.40	ESTC	Sanford	Motorcycle Pad, Rm 1
Three Wheel Motorcycle Rider	L1783	18	4/29 - 4/30	W Th	8:00AM - 6:00PM	\$227.40	ESTC	Sanford	Motorcycle Pad, Rm 1
Write Your Novella I	L1139	30	3/02 - 4/13	M F	5:30PM - 8:00PM	\$131.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123

## **Professional Services – Cosmetic Arts and Barbering**

### **Cosmetology in Spanish II**

This course allows students who speak Spanish fluently to continue working towards a certificate in Cosmetology. Instruction will focus on fundamental and more comprehensive theoretical concepts of cosmetology with hands-on experience. Students will work towards meeting graduation requirements to become eligible to take the NC State Board of Cosmetic Examiners Cosmetology written and practical licensing exams. Prerequisites: To be eligible for this course, students must have successfully completed Cosmetology in Spanish I.

### **Cosmetology in Spanish V**

This class is the final phase of the Cosmetology in Spanish program in which students will reach all program requirements and be able to demonstrate all Cosmetology concepts taught. Successful graduates of the Cosmetology Program will be eligible to apply and sit for the NC State Board of Cosmetic Art Examiners written and practical licensure exams for Cosmetology. Prospective students must attend an orientation session, provide identification of verification and take a CASAS reading assessment. Textbooks, uniform and cosmetology kit required. Prerequisites: To be eligible for this course, students must have successfully completed Cosmetology in Spanish I, II, III, and IV.

### **Manicuring**

This course allows students to begin working towards completing 300 hours of salon theory and practical skills. Instruction will focus on theoretical concepts of manicuring with hands-on experience. Topics include hand and arm surface manipulation, recognition of nail diseases and disorders, OSHA/Safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, advanced techniques of nail technology, customer service, nail art, and other related topics. Successful graduates will be eligible to apply and sit for the manicuring licensure written and practical exams with the NC State Board of Cosmetic Arts. This class has a mandatory orientation. Students must bring and show identification during orientation. A uniform, textbook and kit are required. Books and kits may be purchased at the CCCC bookstore.

### **Manicuring in Spanish**

This course allows students who speak fluently in Spanish to begin working towards completing 300 hours of theory and practical skills. Instruction will focus on theoretical concepts of manicuring with hands-on experience. Topics include hand and arm surface manipulation, recognition of nail diseases and disorders, OSHA/Safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, advanced techniques of nail technology, customer service, nail art, and other related topics. Successful graduates will be eligible to apply and sit for the manicuring licensure written and practical exams with the NC State Board of Cosmetic Arts. This class has a mandatory orientation. Students must bring and show identification during orientation. A uniform, textbook and kit are required. Books and kits may be purchased at the CCCC bookstore.



Continuing Education Spring 2026 Schedule

Professional Services – Cosmetic Arts and Barbering									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Cosmetology in Spanish II	H1751	352	1/12 - 5/07	M T W Th	3:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts & General Class, Rm 400
Cosmetology in Spanish V	H1752	352	1/12 - 5/07	T W Th M Su	3:30PM - 9:30PM 3:30PM - 9:30PM 8:00AM - 1:00PM	\$201.00	HMC	Lillington	Cosmetic Arts & General Class, Rm 400
Manicuring	H1753	340	1/12 - 5/14	T W Th Su	8:00AM - 1:00PM 8:00AM - 1:00PM	\$201.00	HMC	Lillington	Cosmetic Arts & General Class, Rm 409
Manicuring in Spanish	H1754	340	1/12 - 5/14	M T W Th	4:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts & General Class, Rm 409



## Professional Services – Human Services

### Human Services Exploration – DSS Caseworker

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 prerequisite 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.

### Income Maintenance Caseworker

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. Prerequisite: HRD-4000H1, Human Services Exploration - DSS Caseworker.

Professional Services – Human Services									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Human Service Exploration: DSS Casework	C1301	48	2/02 - 3/25	M W	6:00PM - 9:00PM	\$125.00	PMC	Pittsboro	Chatham Administration, Rm 216
Human Service Exploration: DSS Casework	H1307	48	1/27 - 3/19	T Th	6:30PM - 9:30PM	\$125.00	HMC	Lillington	Miriello Bldg., Rm 105
Human Service Exploration: DSS Casework	L1302	48	1/27 - 3/19	T Th	6:00PM - 9:00PM	\$125.00	LMC	Sanford	Wilkinson Hall, Rm 214
Income Maintenance Caseworker - NCFAS	C1304	48	4/06 - 6/01	M W	6:00PM - 9:00PM	\$131.00	PMC	Pittsboro	Chatham Administration, Rm 216
Income Maintenance Caseworker - NCFAS	H1308	48	4/07 - 5/28	T Th	6:30PM - 9:30PM	\$131.00	HMC	Lillington	Miriello Bldg., Rm 105
Income Maintenance Caseworker - NCFAS	L1305	48	4/07 - 5/28	T Th	6:00PM - 9:00PM	\$131.00	LMC	Sanford	Wilkinson Hall, Rm 214



## Public Safety – Emergency Medical Science

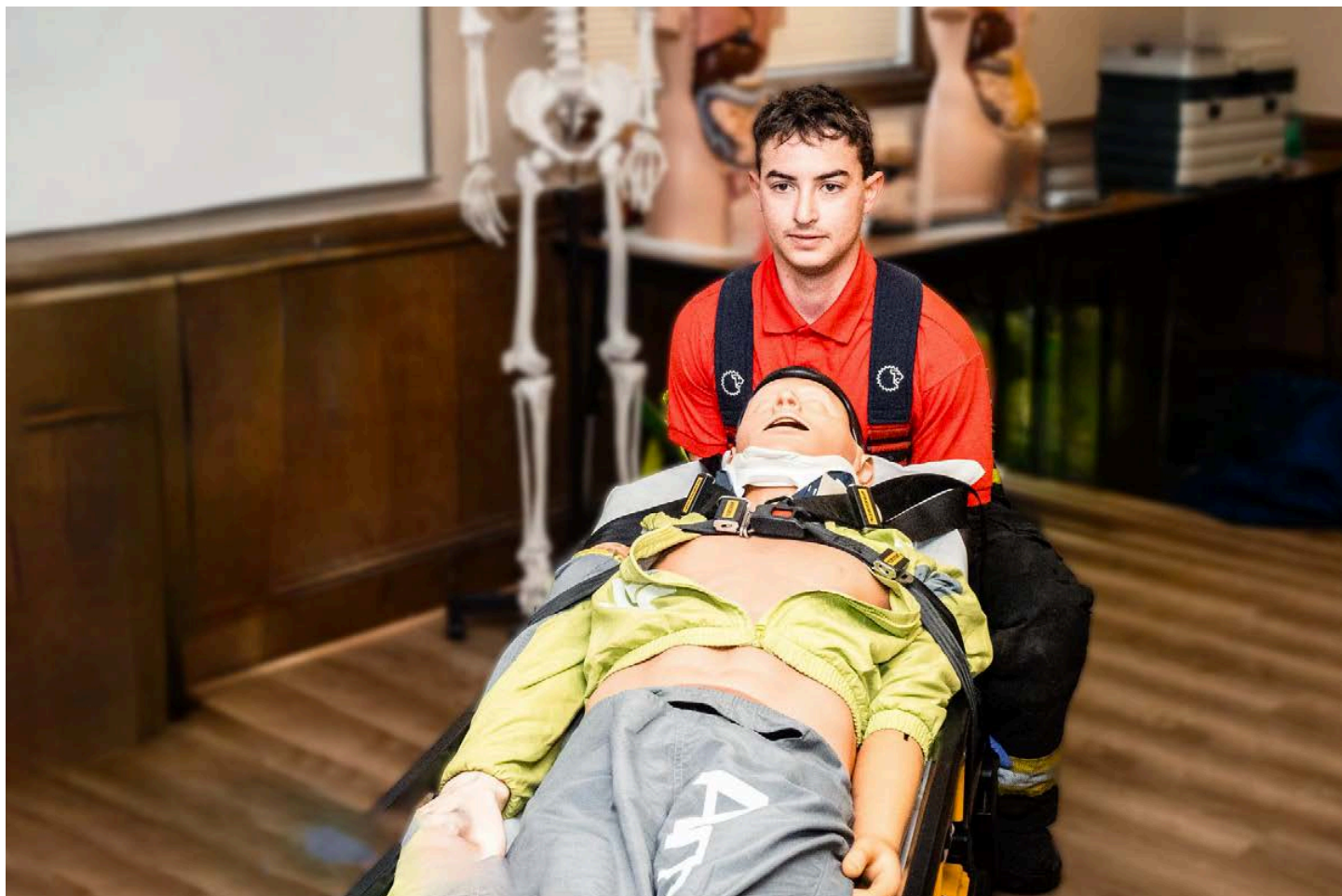
The EMS program at CCCC and its Emergency Services Training Center provides critical training for emergency care responders. EMS offers courses focused on skills that will be needed for a career in the emergency medical field. Both Continuing Education and certificate programs are available.

EMS Continuing Education classes are conducted at ESTC and various emergency medical services agencies, rescue, and fire departments in Chatham, Harnett and Lee counties. Students earn Continuing Education Units (CEU) credit for each class completed.

Initial certification classes are held at the Siler City Center in Chatham County, the Harnett Health Sciences Center in Harnett County, and at the Emergency Services Training Center in Lee County. All of the EMS classes are approved by the North Carolina Office of EMS and qualify the student for the OEMS state and/or national certification exam. These classes include:

- Emergency Medical Responder – (EMR) Basic First Aid
- Medical Responder – (MR) Basic First Aid
- Emergency Medical Technician (EMT) – Basic First Aid and Airway management
- Advanced EMT (AEMT) – Advanced Airway, Intravenous access, and basic medications.
- Paramedic – Advanced airway management, intravenous access, oral and IV medications, cardiac monitor, and cardiac defibrillation.

North Carolina Emergency response agency members are exempt from course registration fees. Books and supplies are not included. For more information, call EMS Program Director at (919) 777-7776.





## Public Safety – Fire and Rescue

CCCC Emergency Services Training Center provides training that is tailored to each fire or rescue department's needs in order to help them perform their duties more efficiently and safely. NC IFSAC accredited classes with NC OSFM are held throughout the year at the Emergency Services Training Center and various fire departments throughout Harnett, Chatham and Lee counties. All courses are offered through the college's Continuing Education Department where students earn Continuing Education Units (CEU) credit for each class they complete. NC fire and rescue department members are exempt from course registration fees. Books and supplies are not included.

ESTC training programs and offerings include but are not limited to:

- Firefighter 1 & 2
- Emergency Vehicle Driver
- Driver Operator Pumps & Aerials
- Hazardous Materials
- Fire Life Safety Educator I, II, III
- Rescue Technician
- Refresher courses
- In-service fire department classes

For information on certification classes or in-service classes, contact the Fire/Rescue Training Director at (919) 777-7778.





## Public Safety – Law Enforcement Training

ESTC's Law Enforcement Training Department is committed to offering the law enforcement community timely, relevant, and professional training tailored to meet the requirements of those agencies and commensurate with established mandates of the Sheriff's Commission, the North Carolina Training and Standards Commission. State-certified law enforcement instructors teach all Law Enforcement classes. The ESTC offers in-service training and specialty classes for current certified law enforcement officers. Law Enforcement continuing education classes are offered throughout the year at the ESTC, CCCC campuses, and the local agencies.

Law Enforcement classes are open only to members of law enforcement agencies. North Carolina sworn law enforcement officers are exempt from course registration fees.

Training includes:

- Detention officer
- Standardized field sobriety
- Criminal and civil investigations
- Firearms
- Driver re-qualification, and other required annual in-service training
- Specialty classes on other topics are provided as requested by the agencies

For more information, call the Law Enforcement Training Coordinator at (919) 777-7772.



## Public Safety – Basic Law Enforcement Training (BLET)

The BLET academy trains students for employment as entry-level law enforcement officers. Students receive 624 hours of training and must pass the North Carolina Criminal Justice Education and Training Standards Examination. BLET day classes are held at the ESTC; evening classes are held at the college's Chatham and Harnett campuses.

BLET classes are offered under the curriculum programs, go to the following website to learn more:

[www.cccc.edu/blet](http://www.cccc.edu/blet)





## Public Safety – Uncrewed Aircraft Systems (UAS)

The Uncrewed Aircraft Systems (UAS) Program equips students with the skills and knowledge needed for professional drone operations in industries such as public safety, construction, agriculture, surveying, and emergency response. Courses include:

- Basic UAS Flight Operations
- UAS Crime Scene Mapping for Public Safety
- UAS FAA Part 107
- UAS Overwatch Operations
- UAS Program Development for Public Safety
- UAS Selection for Public Safety
- UAS Visual Observer Training

Some UAS courses are open to the public and some are restricted to members of public safety agencies or those affiliated with emergency operation plans.

Through hands-on flight training, mission planning, and advanced drone technology applications, students gain practical experience using industry-standard UAS platforms and payloads. Whether pursuing a career in drone operations, enhancing existing job skills, or exploring UAS technology as a hobby, this program provides the foundation needed for safe, legal, and effective drone deployment in real-world scenarios.

For more information, call the UAS Training Coordinator at (919) 777-7786.



## **Science, Technology, Engineering and Math (STEM) – Information Technology**

### **Analytics & Lean Consulting**

This course provides students with foundational knowledge and hands-on experience in financial consulting integrating data analytics, Lean Six Sigma methodologies, and process improvement techniques. While designed for healthcare the skills and methodologies covered are also highly applicable to various career clusters (e.g. construction, education, finance, government and public administration, information technology, manufacturing, marketing/retail, and transportation) - any field that benefits from data-driven decision-making and process improvement. Students will learn how to analyze healthcare (other case studies incorporated as applicable to the students) and financial data, identify inefficiencies, and implement cost-saving and quality-improving strategies. By the end of the course, students will have completed a real-world consulting project and be prepared for entry-level positions and financial consulting. Successful students will earn a Lean Six Sigma Yellow Belt Certification. A textbook is required. Students will need Microsoft Excel (with Solver Add-in). Prerequisite: Intermediate-level experience in Microsoft is essential for this course.

### **Google Digital Marketing & Ecommerce**

Whether learning the foundations or taking your career to the next level, a Google IT Certificate opens doors to in-demand jobs. A Digital Marketing & E-commerce Certificate qualifies you to manage digital marketing campaigns, attract and engage customers, and sell products online. Main topics include developing digital marketing and e-commerce strategies; attracting and engaging customers through digital marketing channels like search, social media, and email; measuring marketing analytics and sharing insights; and building e-commerce stores, analyzing e-commerce performance, and growing customer loyalty. Students will learn popular tools and platforms such as Canva, Constant Contact, Hootsuite, HubSpot, Mailchimp, Shopify, Twitter, Google Ads, and Google Analytics. Upon successful completion, students will earn the Google IT Digital Marketing & E-commerce certificate, which is endorsed by the American Association of Advertising Agencies (4A's) and the American Advertising Federation (AAF). This course is one of six short-courses in the Google IT programming suite. Students will need a computer with internet access, video streaming capabilities and Coursera.

### **Google IT Support Technician**

Whether learning the foundations or taking your career to the next level, a Google IT Certificate opens doors to in-demand jobs. IT Support involves troubleshooting and problem solving to help computers and networks run smoothly, while providing great customer service along the way. This hands-on, practical course provides the skills needed for an introductory level job in IT support, with no relevant experience required. Main topics include troubleshooting and customer care, networking, operating systems, system administration, and security. Upon successful completion, students will earn the Google IT Support Technician certificate. This course is one of six short-courses in the Google IT programming suite. Students will need a computer with internet access, streaming video capabilities and Coursera.

### **Google Project Management**

Whether learning the foundations or taking your career to the next level, a Google IT Certificate opens doors to in-demand jobs. A Google Project Management Certificate helps individuals get started in a high-growth field of project management with no relevant experience required. Discover what it takes to build a successful career in project management, gain an understanding of what it's like to be a project manager and learn about the project lifecycle and common project management approaches. Upon successful completion, students will earn the Google IT Project Management certificate. This course is one of six short-courses in the Google IT programming suite. Students will need a computer with internet access, video streaming capabilities and Coursera.



**Science, Technology, Engineering and Math (STEM) – Information Technology**

Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Analytics & Lean Consulting	D1679	122	1/27 - 4/21	T W Th, Su	8:00AM -10:00PM, Online	\$186.00	Distance	-	Distance
Google Digital Marketing & E-Commerce	D1682	40	3/11 - 5/07	TBD		\$131.00	PMC		
Google IT Support Technician	D1681	240	2/10 - 5/07	TBD		\$186.00	PMC		
Google Project Management I & II	D1683	140	2/10 - 5/07	TBD		\$186.00	PMC		





## Small Business Center

The Small Business Center offers free year-round seminars, webinars, and workshops by professional business consultants. Training includes start-up, loan, business planning, taxes, marketing, management, social media, and financial planning.

For registration information and full class details, visit [www.leesbc.com/seminars](http://www.leesbc.com/seminars)

### **RISE (Real Investment in Sanford Entrepreneurs)**

This eight-class program will introduce entrepreneurs and existing business owners in Lee County to the concepts and practices that will give interested individuals the tools necessary for business success. The evening classes will be held at the Dennis Wicker Civic Center in Sanford, and will run from 6-9 p.m. At the end of the program, each participant should have produced a basic small business plan, and will have the opportunity to present their plan and business concept to a team of business professionals.

### **Demystifying Your Foodservice Startup - 3 Part Series**

Turning your passion for food into a thriving business takes more than great recipes, it requires strategy, planning, and a clear understanding of regulations. This three-part series guides aspiring food entrepreneurs through the essential steps of starting a successful food business, from shaping your concept and building a plan to preparing for inspections and designing a compliant space. Participants will gain a realistic understanding of the unique challenges and opportunities in food entrepreneurship, building the confidence to move from idea to launch with clarity and purpose.

#### **Part 1 – Food Is the Product for Sale – What’s Unique About Planning for Foodservice Businesses**

This session helps aspiring food entrepreneurs view business planning as an ongoing process rather than a single daunting project. Participants will learn how to articulate their concept clearly, identify common challenges, and understand what makes food businesses unique in terms of regulations, finances, and operations. The discussion will emphasize the importance of flexibility and resilience, explore the most common reasons food businesses fail, and highlight practical ways to build a solid foundation through resources, planning tools, and self-assessment. Attendees will also learn how to recognize and fill gaps in their business model by engaging the right partners, professionals, and advisors to support their journey.

#### **Part 2 – Rules + Regs for Foodservice – Prepare for Inspectors and Inspections with Confidence**

This session demystifies the complex world of foodservice rules and regulations so entrepreneurs can plan with confidence. Participants will explore food safety as a daily practice, gaining a clear understanding of the risks and liabilities involved in different types of food businesses and how those factors determine who inspects what. Through practical explanations of permitting processes, regulatory requirements, and training options, attendees will learn how to navigate the system effectively. The class will cover where food can be legally produced, the types of approved commercial kitchens, and how to build collaborative relationships with inspectors, positioning them as valuable mentors rather than obstacles.

#### **Part 3 – Facility Planning – Design, Building, Renovating, and the Plan Review Process**

This session provides a deep dive into what it takes to create a functional, compliant, and efficient food production space. Entrepreneurs will gain an understanding of how food safety principles are built into facility design, including the rulebooks and standards that guide the layout, finishes, and equipment required for approval. The conversation will walk through the Plan Review process and application, offering practical insights on how to collaborate with inspectors, architects, and contractors from the very beginning. Participants will also learn how to assess and select potential buildings or facilities, ensuring that the space they choose supports their concept, meets regulatory requirements, and streamlines operations for long-term success.

## **From Chaos to Control: Inventory Management for Small Business Owners**

Managing inventory might not be the most exciting part of running a business but it's one of the most profitable. This 90-minute will help small business owners understand how mastering inventory can reduce costs, free up cash, and bring order to the numbers side of their operation.

Designed for owners who excel in their craft but feel less confident with the data and details, this friendly, practical session breaks down inventory management into clear, actionable steps. Participants will learn how to identify where money is hiding in their stockrooms, how to use simple tools and systems to track and forecast inventory, and how to make smarter purchasing decisions that boost profit without adding stress.

By the end, participants will see that inventory management isn't about managing spreadsheets, it's about strategy. Small changes can lead to big financial improvements, and understanding what's on your shelves is the first step toward running a stronger, more profitable business.

### **Chatham SPARK**

This eight-class program will introduce entrepreneurs and existing business owners to the concepts and practices that will give interested individuals the tools necessary for business success. The evening classes will be held at Chatham Main Campus in Pittsboro and will run from 6-9 p.m. At the end of the program, each participant should have produced a basic small business plan, and will have the opportunity to present their plan and business concept to a team of business professionals.

## **Canva Video Lab for Small Business: Reels & Stories Edition**

Take your Canva skills to the next level! This hands-on, interactive class will teach you how to create dynamic and engaging video content for social media platforms like Instagram and TikTok. Learn to harness the power of Canva's video editing tools, including trimming, transitions, animation, and special effects, to produce eye-catching Reels and Stories that captivate your audience. In this course, you will - Master Canva's video editing interface and essential tools, import and edit video clips, add music and sound effects, and incorporate text and titles with stylish animations. You'll also understand the nuances of Reels and Stories formats, including aspect ratios and optimal sizing for each platform, explore advanced techniques like background removal, animation combinations, and trending video features to elevate your content, practice your skills through hands-on exercises and create your own Reel or Story project.

## **Stone Soup – Gaining More Business with a ZERO Marketing Budget**

Learn how to market yourself without spending any money on marketing! Instead of investing what you don't have into growing your business, learn how to best invest what you do have: time and attention. This may be news to you, but you don't need to jump into advertising right away. In this class, you will learn how to redirect your marketing dollars to accelerate the growth of your business. You can develop a sustainable income over time with the right strategy. This method does not exclude money spent on marketing, but it will help you build a strong foundation for expansion independent of your budget. This class will show you how to address the ground game and the web game of your marketing. Since 2006, we have helped countless small business owners create lasting momentum. We will cover how to - Generate excitement for your product or service in person and online, implement the customer honoring method of having your existing customers as profile referral partners, create content online (with just your smartphone) to attract the best customer for your business, use the internet to your business's advantage, customize your marketing plan to your specific needs, and maximize free online resources to promote your business.

## It's Never Too Late to Start a Business

Unleash your entrepreneurial dreams! *It's Never Too Late to Start a Business* is designed especially for those ready to write their next chapter and turn a lifetime of experience into a fulfilling and profitable venture. This engaging seminar explores how to identify your best small business idea and find practical ways to make the time to get started. Participants will discover the keys to launching a low-cost startup, learn how to leverage personal and professional experiences to market effectively, and gain insight into where and how to find funding. The session also addresses how starting a business can impact retirement funds and taxes—helping you make informed financial decisions as you build your next opportunity.

If you've ever dreamed of starting your own business or believe a side hustle could bring in additional income, now is the time! *It's Never Too Late to Start a Business* will guide you through the essential steps and empower you with the confidence to succeed. Register today and embark on an exciting new journey!

## Money Management for Small Business – A 5-Part Webinar Series

Running a small business is exciting—but let's be honest, managing the money side can sometimes feel overwhelming. Whether you're just getting started or looking to get more control over your finances, this series is here to help you feel confident and in charge of your business dollars.

Join us for *Money Management for Small Business*, a five-part webinar series designed to make sense of the financial side of entrepreneurship. We'll break everything down in plain language, with real-world examples and practical tips you can put to use right away.

### Part 1 – Cash Flow Management for Small Business

Cash flow can make or break a small business—but the good news is, once you understand how it works, you can take control of it! In this friendly, hands-on session, you'll learn simple ways to track what's coming in and going out, plan for the ups and downs, and keep your business running smoothly. No confusing jargon—just clear, practical steps you can start using right away.

We'll talk about how to avoid common cash flow challenges, create a plan for steady growth, and make sure your business always has what it needs to thrive. Whether you're new to managing finances or just want to get more confident with your numbers, this class will give you the tools and know-how to feel more in charge of your business money.



## **Part 2 - Financial Decision-Making and Pricing Strategy**

In this webinar, we'll unravel the complex web of factors influencing consumer perceptions of value and driving purchasing decisions. Prepare to explore the psychology behind pricing strategies as we dissect how consumers perceive price anchors, reference points, and the psychology of discounts. We'll uncover the cognitive biases and heuristics that shape financial decision-making, empowering you to leverage these insights to optimize your pricing strategy for maximum impact.

## **Part 3 – Preparing for a Small Business Loan**

Thinking about applying for a business loan but not sure where to start? This class will walk you through exactly what lenders look for. You'll learn how to gather the right documents, understand your financial statements, and present your business in the best possible light.

We'll also cover tips for improving your creditworthiness and choosing the right type of loan for your needs. By the end of this webinar, you'll feel more confident, better prepared, and ready to take the next step toward securing the funding your business deserves.

## **Part 4 – Bookkeeping and Accounting Best Practices**

Gain a workable knowledge of how to properly record financial transactions for your business. Discover the three most important financial reports and how to use them to make the best-informed business decisions. If you're a new business owner or need a refresher on the basics of accounting, this seminar is designed for you.

## **Part 5 – Getting Started with Quickbooks**

In this learning lab, attendees will be introduced to the cloud-based software QuickBooks Online. You will discover ways this popular online software can help small business owners save time, simplify bookkeeping, and avoid costly errors. You'll learn account setup, how to track business income and expenses, and generate financial reports





## **90-Day Marketing Growth Series - From Strategy to Execution: Your Roadmap to Consistent Growth (6-Part Series)**

Get ready to transform your marketing with this results-driven 6-part class series designed for small business owners and entrepreneurs who want clarity, consistency, and growth. Each session takes you step-by-step through building a powerful marketing foundation—from crafting a unique message that sets you apart, to developing a referral engine, to executing a 90-day plan with confidence. Along the way, you'll learn how to connect your message directly to sales, use tools and templates that make marketing manageable, and design systems that keep your business moving forward.

By the end of the program, you won't just have ideas—you'll have a complete, actionable marketing plan customized to your business. With your USP sharpened, your content funnel mapped, your first marketing calendar in place, and accountability tools at your fingertips, you'll leave ready to market smarter, not harder. This is your opportunity to ignite your message, stay on track, and build a marketing machine that delivers measurable results quarter after quarter.

### **Part 1 – Kickoff: Ignite Your Message: Craft a USP That Sells**

In today's competitive marketplace, you either stand out or fade out. This interactive workshop will help you uncover and sharpen your Unique Selling Proposition (USP) so customers know exactly why they should choose you. Through guided exercises, you'll learn how to turn confusion into clarity, transforming your message into one that drives real sales.

We'll explore the psychology of buying triggers, revealing what makes customers say “yes” and how to align your offer with their decision-making process. You'll also define what makes your business unforgettable, ensuring you own your space in the market. By the end of the session, you'll walk away with a clear, compelling USP that positions your business for growth — and the confidence to use it in every conversation, campaign, and sales opportunity.

### **Part 2 – Messaging That Moves the Needle: Build Your Content Funnel**

Your message only matters if it moves the needle. In this results-driven session, you'll learn how to set meaningful goals and translate them into measurable growth. We'll cover the metrics that matter most—focusing on KPIs that actually drive clients, not vanity numbers—and show you how to build a marketing dashboard that takes the guesswork out of tracking progress.

Through the Content Funnel Formula, you'll connect your core message directly to your marketing efforts, ensuring every piece of content supports your larger revenue goals. Then, we'll break your vision into actionable steps, using a 30-60-90 day growth plan to create momentum. Finally, you'll apply the Merlyn Method—a powerful visualization technique that helps you imagine your success one year out and build the plan backward to make it achievable.

By the end of this session, you'll walk away with a clear roadmap, practical tracking tools, and the confidence to measure, manage, and accelerate your business growth.



### **Part 3 – The Referral Engine: Marketing Online & Offline**

Marketing is more than clicks—it's about building relationships that drive results. In this hands-on session, you'll learn how to create a referral engine by turning your satisfied customers into ambassadors who actively promote your business. We'll explore the hybrid marketing advantage, blending online and offline strategies so you can reach your clients wherever they are—whether on social media, at local events, or face-to-face.

You'll master the essentials of relationship marketing, gaining practical strategies to win trust, not just attention. We'll guide you through the Visibility Blueprint, helping you select the right platforms without overwhelm, and show you how to craft content that connects. By the end of the class, you'll have your first monthly marketing calendar ready to launch, with a clear plan to attract, engage, and convert clients consistently.

### **Part 4 – The 90-Day Marketing Machine: Execute With Confidence**

Turn strategy into action with The 90-Day Marketing Machine, a hands-on session designed to help you execute your marketing plan with confidence. Learn how to move from planning to posting by building a system that practically runs itself, freeing up time for what matters most.

We'll explore time-saving tech and automation tools, including AI-driven solutions, so you can scale your efforts without losing your personal touch. Dive into your growth toolkit—covering content creation, collaboration strategies, and conversion techniques—and apply them in a practical execution lab. By the end of the class, you'll have your 90-day marketing strategy fully built, scheduled, and ready to launch, equipped with the tools and processes to stay consistent and impactful.

### **Part 5 – Stay On Track: Tools & Accountability for Growth**

Momentum is everything in business—and this session ensures you stay on track and keep moving forward. In *Accountability in Action*, you'll learn practical strategies and systems to monitor progress, set milestones, and maintain focus over the full 90-day cycle.

We'll provide tools, templates, and free systems—from Google Sheets to Slack—that make tracking simple, consistent, and even enjoyable. Through hands-on exercises, you'll plan, track, and execute your next 90 days with confidence, eliminating excuses and turning intentions into measurable progress. By the end of the workshop, you'll have a clear, actionable roadmap that keeps you accountable and positions your business for sustained growth.

### **Part 6 – Test, Track, Tweak: Your 90-Day Results Review**

Celebrate your wins, learn from your challenges, and refine your strategies in *Test, Track, Tweak: The 90-Day Results Review*. This capstone session provides a structured opportunity to evaluate what worked, what didn't, and what's next for your business.

Through a guided growth debrief, you'll analyze your progress, uncover insights, and translate lessons into actionable improvements. Think of it as your 90-day report card—a clear look at your results, proof of progress, and new possibilities for growth. By the end of the session, you'll leave with a refreshed plan, ready to close the loop, refine your strategy, and relaunch with confidence and clarity.

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