# CONTINUING EDUCATION
## COURSE SCHEDULE

**CENTRAL CAROLINA COMMUNITY COLLEGE**



## FALL 2025

### Registration is open NOW!

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

## 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. 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

# 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. 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 Fall 2025 Continuing Education courses begins Tuesday, July 8, 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.

## 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.

# 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. 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 a.m. – 5:00 p.m.
**F:** 8:00 a.m. – 3:30 p.m.
**Phone:** (919) 718-7500

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

### Harnett County

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

### Lee County

**Lee Main Campus**
Bell Welcome Center
1105 Kelly Dr., Sanford, NC 27330
**M – Th:** 8:00 a.m. – 5:00 p.m.
**F:** 8:00 a.m. – 3:30 p.m.
**Phone:** (919) 718-7500

**Center for Workforce Innovation**
5910 Enterprise Park Dr.
Sanford, NC 27330
**M – Th:** 8 a.m. – 5:00 p.m.
**F:** 8:00 a.m. – 3:30 p.m.
**Phone:** (919) 718-7500

**Emergency Services Training Center**
3000 Airport Rd., Sanford, NC 27332
**M – Th:** 8:00 a.m. – 5:00 p.m.
**F:** 8:00 a.m. – 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.
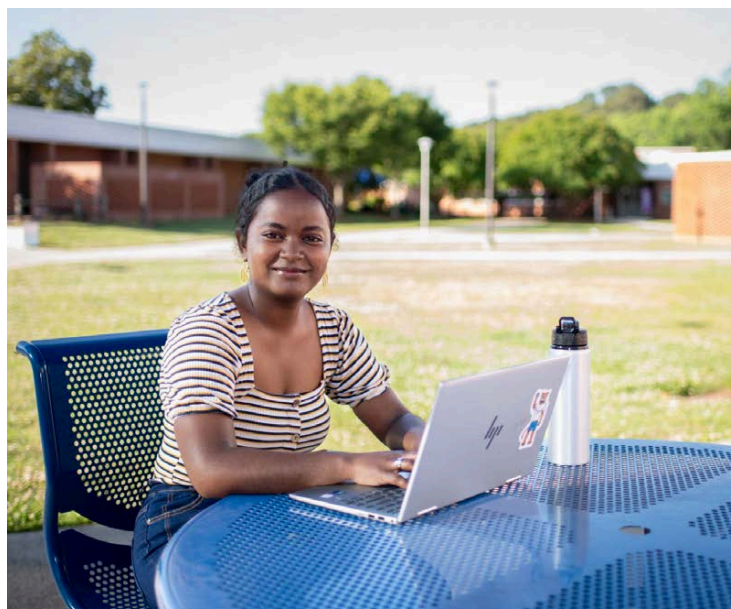
# Location Codes

| | |
|---|---|
| CHSC | Chatham Health Sciences Center |
| CWI | Center for Workforce Innovation |
| DECON | Distance Ed-Cont Ed |
| DWCC | Dennis Wicker Civic Center |
| ESTC | Emergency Services Training |
| 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 |

# 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

**Lee County**

Program Director……………………. (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)

Program Director…………………… (919) 777-7721

## Medical Programs

Bev Brock.…………………………. (919) 545-8042

Pamela McKoy………………………. (919) 545-8662

## Personal Interest Courses

Program Director……………………. (919) 777-7721

## Small Business Workshops, Seminars, and Counseling

**Chatham County**

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

**Harnett and Lee County**

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

## Workforce Continuing Education

Pamela Fincher………………………(919) 718-7247

# Programs and Offerings

## Applied Technologies – Agriculture and Natural Resources

### Agricultural Mechanization

This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management. This course will also cover safe chainsaw operation, electric fence design, HVAC fundamentals, and on farm energy production. Completed in a curriculum environment, this is a parallel course offered with AGR220. Long pants, closed toe shoes and a textbook are required.

### Introduction to Permaculture

This course introduces the design of sustainable human habitats as part of a sustainable system, with emphasis placed on living systems of the temperate region. Topics include fundamentals of permaculture system design for farms, including gardens, fields, water, animals, and much more. Upon completion, students should be able to design a functional holistic farm system. This is a parallel course to AGR 267 - Permaculture and is completed in a curriculum environment. A textbook and materials are required.

### Organic Crop Production

This course includes the study and practice of year-round vegetable, fruit, herbs and cut flower production using organic methods. Topics include variety selection, production methods and record-keeping procedures. Special emphasis will be placed on organic certification processes and season extension for southeast growers. Study for each incorporates field work to enhance practical application of specific learning objectives. Students should achieve proficiency with the use of tools and equipment associated with sustainable, organic production methods. Upon completion, students will demonstrate knowledge of crop specific organic production practices. This course is completed in a curriculum environment and is a parallel course offered with AGR-265 (Spring) or AGR-266 (Fall). Closed toe shoes are required.

### Plant Propagation

This course provides instruction on plant propagation and the study of sexual and asexual reproduction of plants. Emphasis is placed on techniques of plant propagation such as reproducing from seed, division, layering, grafting, stem and root. This is a parallel course to HOR 168 and is completed in a curriculum environment.

### Wastewater Lab Analyst II Prep

This course assists students in preparing for the Wastewater Laboratory Analysis Class II written examination, administered by the NC American Water Works Association (NC AWWA) & The North Carolina Member Association of the Water Environment Federation (NC WEA). As defined by the NC Certification Board, persons must have three years (regardless of education) wastewater laboratory experience to sit for the exam. The Wastewater Lab Analyst Class 2 Needs to Know Manual is required and available for free download at NC One Water. Students must have at least 3 years wastewater laboratory experience.

## Wastewater Operator I

This course provides a general knowledge of the operation of wastewater treatment systems. In addition to related laws and regulations, students will learn about the equipment used in plants, and lab and sampling procedures. This course prepares students for the NC Water Pollution Control System Operators Certification Commission Examination.

## Wastewater Operator II

This course provides a general knowledge of the operation of wastewater treatment systems. Students will learn about general mechanical and maintenance requirements, activated sludge, solids disposal, and lab procedures. This course prepares students for the NC Water Pollution Control System Operators Certification Commission Examination. Prerequisite: Wastewater Operator I

## Wastewater Operator III

This course provides a general knowledge of the operation of wastewater treatment systems. Students will learn about general mechanical and maintenance requirements, activated sludge, solids disposal, and lab procedures. This course prepares students for the NC Water Pollution Control System Operators Certification Commission Examination. Prerequisites: Students must have successfully completed Wastewater Operator I & II and have a working knowledge of algebra and geometry.

## Wastewater Operator IV

This course provides a general knowledge of the operation of wastewater treatment systems. Students will learn about general mechanical and maintenance requirements, activated sludge, solids disposal, and lab procedures. This course prepares students for the NC Water Pollution Control System Operators Certification Commission Examination. Prerequisite: Wastewater Operator III

| Applied Technologies – Agriculture and Natural Resources | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Agricultural Mechanization (TR) | C3698 | 64 | 8/19 - 12/09 | T | 8:30AM - 12:20PM | $186.00 | PMC | Pittsboro | Lucier Hall, Rm 135 |
| Introduction to Permaculture (TR) | C3696 | 64 | 8/19 - 12/09 | T | 1:00PM - 4:50PM | $186.00 | PMC | Pittsboro | Lucier Hall, Rm 135 |
| Organic Crop Production (TR) | C3697 | 60 | 8/20 - 12/10 | W | 1:00PM - 4:50PM | $186.00 | PMC | Pittsboro | Lucier Hall, Rm TBD |
| Plant Propagation (TR) | C3695 | 64 | 8/19 - 12/09 | T | 8:30AM - 12:20PM | $186.00 | PMC | Pittsboro | Lucier Hall, Rm 135 |
| Wastewater Lab Analyst II Prep (IN) | D3678 | 18 | 8/26 - 8/28 | T W Th | 8:30AM - 3:00PM | $76.00 | Online | - | Online |
| Wastewater Operator I (TR) | C3676 | 34 | 8/18 - 8/22 | M T W Th, F | 8:30AM - 4:00PM, 8:30AM - 3:00PM | $131.00 | PMC | Pittsboro | Chatham Admin. Bldg., Rm 216 |
| Wastewater Operator II (TR) | L3679 | 38 | 9/22 - 9/26 | M T W Th, F | 8:30AM - 5:00PM, 8:30AM - 3:00PM | $131.00 | DWCC | Sanford | Dennis Wicker Civic Ctr, Rm 103 |
| Wastewater Operator III (TR) | H3680 | 35 | 10/06 - 10/10 | M T W Th, F | 8:30AM - 5:00PM, 8:30AM - 2:00PM | $131.00 | HMC | Lillington | Harnett Cont. Ed. Bldg., Rm 220 |

# Applied Technologies – Automotive and Transportation

## Commercial Learner Permit

This course prepares students for the Class A Commercial Learner Permit (CLP), which is a prerequisite to earning a Commercial Driver License (CDL). Emphasis is placed on introduction to commercial driver licensing standards, medical requirements, driver disqualifications, driving safely, transporting cargo safely, air brakes and combination vehicles. Instruction includes general theory in the classroom, providing knowledge of safe driving concepts specific to commercial motor vehicles, an understanding of how to transport cargo safely, how an air brake system works and concepts of how to use them, and basic principles of operating truck/trailer combinations.

## Commercial Truck Driver

This course prepares students for the Class A Commercial Driver License (CDL), and includes Commercial Learner Permit (CLP) training. Instruction includes theory, and practical hands-on behind-the-wheel operation of tractor trailers preparing students to safely operate tractor trailer vehicles on the road to and from pickup and delivery points. 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.

Enrollment Eligibility: Students must be at least 18 years old and have a valid NC drivers license. 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. Learn more here. DOT physical and drug screens will be scheduled post-registration. This class may be eligible for scholarships or deferred payment. www.cccc.edu/ceaid

## NC DMV: Onboard Diagnostics (OBD)

This class prepares auto technicians and service personnel as NC On-Board Diagnostic (OBD) inspectors for assessing motor vehicles. Course topics include regulations and test inspection procedures required by the NC Department of Motor Vehicles (DMV) Enforcement Section for OBD emission inspectors. Students must possess a valid NC drivers license, be able to read, write and speak English. Prerequisite: Vehicle Safety Inspection, DMV-3129V1.

## NC DMV: Vehicle Safety Inspection

This course prepares auto technicians and service personnel to be Safety Inspectors for motor vehicles. Students will be taught all regulations and how to perform test inspections. Taking this course will prepare students to take the NC Department of Motor Vehicle (DMV) certification exam.

| Applied Technologies – Automotive and Transportation | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Commercial Learner Permit (TR) | L3141 | 8 | 10/11 - 10/11 | Sa | 8:00AM - 5:00PM | $76.00 | LMC | Sanford | Continuing Ed Bldg., Rm 104 |
| Commercial Learner Permit (TR) | L3142 | 8 | 11/08 - 11/08 | Sa | 8:00AM - 5:00PM | $76.00 | LMC | Sanford | Continuing Ed Bldg., Rm 104 |
| Commercial Learner Permit (TR) | L3143 | 8 | 12/13 - 12/13 | Sa | 8:00AM - 5:00PM | $76.00 | LMC | Sanford | Continuing Ed Bldg., Rm 104 |
| Commercial Learner Permit (TR) | L3140 | 8 | 9/13 - 9/13 | Sa | 8:00AM - 5:00PM | $76.00 | LMC | Sanford | Continuing Ed Bldg., Rm 104 |
| Commercial Truck Driver (TR) | L3129 | 400 | 9/08 - 11/21 | M T W Th F, F | 7:00AM - 4:00PM, 8:00AM - 12:00PM | $1,307.00 | LMC | Sanford | Continuing Ed Bldg., Rm 104 |
| NC DMV: On-Board Diagnostics (OBD) (TR) | L3058 | 8 | 10/20 - 10/21 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: On-Board Diagnostics (OBD) (TR) | L3059 | 8 | 11/17 - 11/18 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: On-Board Diagnostics (OBD) (TR) | L3060 | 8 | 12/15 - 12/16 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: On-Board Diagnostics (OBD) (TR) | L2703 | 8 | 8/11 - 8/12 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 512 |
| NC DMV: On-Board Diagnostics (OBD) (TR) | L3057 | 8 | 9/15 - 9/16 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: Vehicle Safety Inspection (TR) | L3054 | 8 | 10/06 - 10/07 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: Vehicle Safety Inspection (TR) | L3055 | 8 | 11/10 - 11/11 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: Vehicle Safety Inspection (TR) | L3056 | 8 | 12/08 - 12/09 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: Vehicle Safety Inspection (TR) | L3052 | 8 | 8/18 - 8/19 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |
| NC DMV: Vehicle Safety Inspection (TR) | L3053 | 8 | 9/08 - 9/09 | M T | 6:00PM - 10:00PM | $76.00 | LMC | Sanford | Joyner Hall, Rm 516 |

# 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 (HY) | H3125 | 152 | 10/14 - 12/12 | M W, Su | 6:30PM - 10:30PM, Online | $186.00 | HMC | Lillington | Etheridge Bldg., Rm 313 |
| BioWork (HY) | L3122 | 152 | 8/13 - 12/12 | M, Su | 8:00AM - 11:50AM, Online | $186.00 | LMC | Sanford | Moore Mfg. Center, Rm T118 |
| BioWork (HY) | L3123 | 152 | 8/13 - 12/12 | Th, Su | 6:30PM - 10:30PM, Online | $186.00 | LMC | Sanford | Moore Mfg. Center, Rm T118 |
| BioWork (HY) | C3124 | 152 | 9/11 - 11/06 | T W, Su | 12:00PM - 3:50PM, Online | $186.00 | PMC | Pittsboro | General Class Science Bldg., Rm 207 |

# Applied Technologies – Construction and Skilled Trades

### Building Inspection I

This certification-related course is designed for the education and training of the Building Level I code enforcement official who has the responsibility of inspecting residential and small commercial construction up to 20,000 square feet. Upon completion, course participants will have a better understanding of the Building Code, the Residential Code, and the Accessibility Code of the NC State Building Code and will be able to apply the Codes 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 Building Level I state examination for inspector certification.

### Construction Fundamentals in 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 CCCC 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.

### 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.

### Mechanical Inspection I

This certification-related course is designed for the education and training of the Mechanical Level I code enforcement official who has the responsibility of inspecting residential and small commercial mechanical installations in construction up to 20,000 square feet. Upon completion, course participants will have a better understanding of the Mechanical Code and the Fuel Gas 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 Mechanical Level I state examination for inspector certification.

### 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. 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 10-Hr Construction

This OSHA course provides instruction in hazard identification, control and prevention, and avoidance of safety and health hazards in the construction work setting. 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 employees learn about the rights of today's workers, and to identify and abate workplace safety hazards. Topics include the Focus Four Hazards, personal protective and lifesaving equipment, and health hazards in construction. In addition to mandatory topics, electives may include cranes, derricks, hoists, elevators, conveyors, materials handling, excavations, scaffolds, and more. An OSHA card fee is required.

## OSHA 30-Hr 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.

## Plumbing Inspection III

This certification-related course is designed for the education and training of the Plumbing Level III code enforcement official who has the responsibility of inspecting plumbing installations in all types of construction of unlimited size and is built upon the information presented in the Mechanical Levels I and II Standard Inspection Courses. 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 III state examination for inspector certification.

| Applied Technologies – Construction and Skilled Trades | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Building Inspection I (TR) | C3134 | 48 | 12/05 - 12/14 | F Sa Su | 8:00AM - 5:00PM | $131.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
| Construction Fundamentals in Spanish (TR) | C3136 | 36 | 8/21 - 10/09 | Th, Sa | 6:00PM - 9:00PM, 9:00AM - 3:00PM | $131.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
| Intro to Woodworking (TR) | C3137 | 24 | 8/13 - 10/01 | W | 6:00PM - 9:00PM | $76.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
| Mechanical Inspection I (TR) | C3133 | 32 | 10/18 - 10/25 | F Sa Su | 8:00AM - 5:00PM | $131.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
| MIG Welding Basics (TR) | H3117 | 36 | 9/16 - 10/23 | T Th | 6:00PM - 9:00PM | $131.00 | HMC | Lillington | Continuing Ed. Bldg., Rm 219 |
| OSHA 10-hr Construction (TR) | L3118 | 10 | 10/20 - 10/21 | M T | 8:30AM - 1:30PM | $86.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 123 |
| OSHA 30-hr Construction (TR) | L3119 | 30 | 11/17 - 11/20 | M T W, Th | 8:00AM - 4:30PM, 8:00AM - 2:30PM | $141.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 123 |
| OSHA 30-hr Construction (TR) | L3148 | 32 | 8/18 - 8/21 | M T W Th | 8:00AM - 4:30PM | $141.00 | LMC | Sanford | Moore Mfg Bldg., Rm 1 |
| Plumbing Inspection I (TR) | C3131 | 32 | 9/13 - 9/21 | Sa, Su | 8:00AM - 5:00PM | $131.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
| Plumbing Inspection III (TR) | C3132 | 16 | 11/22 - 11/23 | Sa Su | 8:00AM - 5:00PM | $76.00 | PMC | Pittsboro | Lucier Hall, Rm 134 |
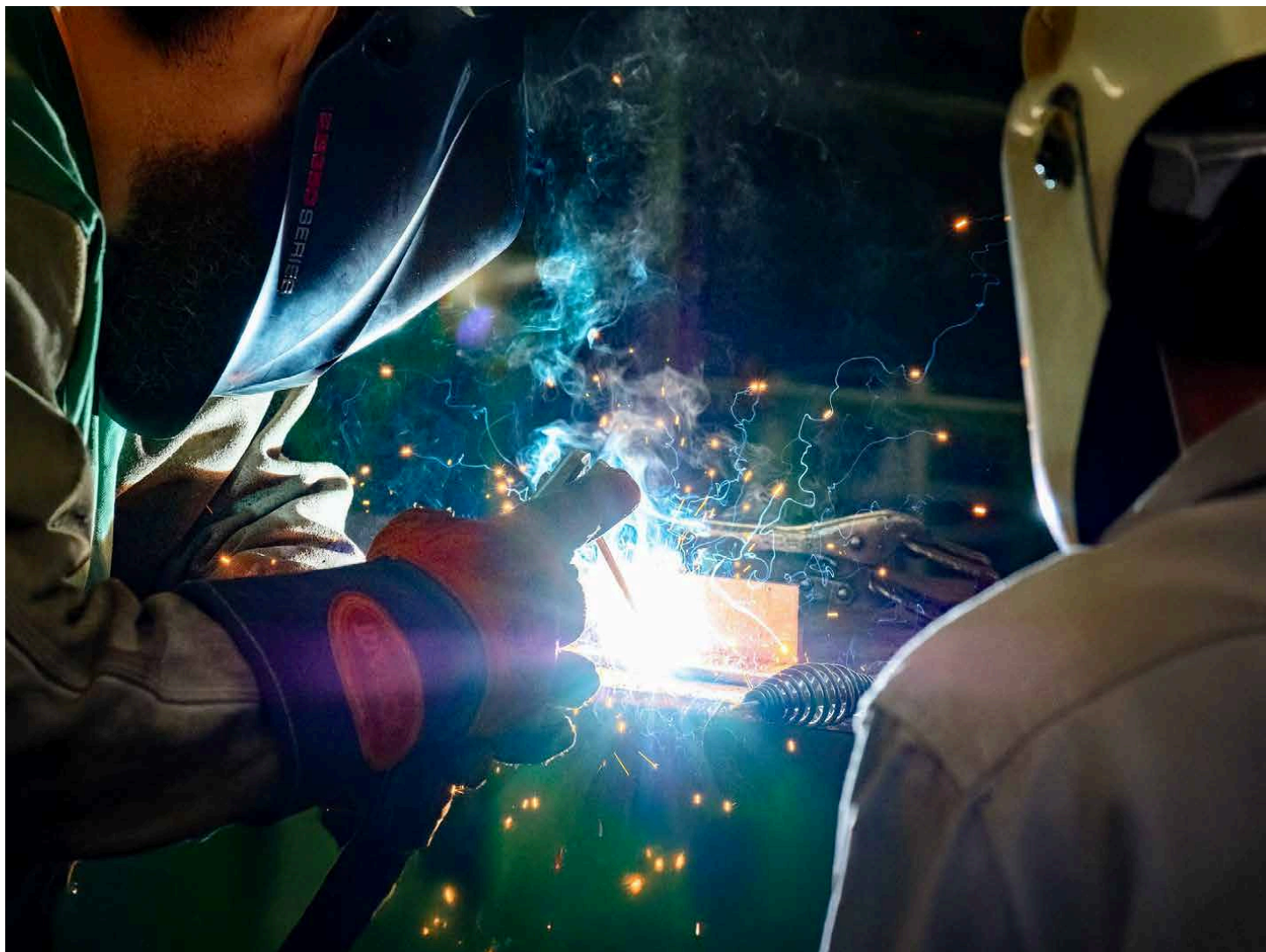
# Business

### Build Your Leadership Skills

Discover leadership strategies and learn how to motivate a team in this course that combines all the right topics in just one class. Topics include communication strategies, conflict resolution, emotional intelligence, employee motivation, generational gaps, supervision and more. This class is perfect for up and coming, or current business leaders who want to lead and influence their team toward success.

### Certified Bookkeeping Professional

Students in this online Intuit Certified Bookkeeping Professional course will build upon their knowledge and understanding of accounting and bookkeeping principles. Students will revisit the basics like the double-entry accounting method, T-accounts, and the accounting cycle. Students will learn how to account for assets, sales transactions, liabilities, equity, and purchase transactions along with how to reconcile accounts and read and analyze financial reports. The concepts taught in this course will prepare students to take and pass the Intuit Certified Bookkeeping Professional exam. Students who successfully pass the exam will earn an Intuit Bookkeeping Professional Certification. This certification helps to advance a career in accounting, or improve one's employability prospects in any job requiring bookkeeping skills. This course is also a great precursor for students pursuing the American Institute of Professional Bookkeepers Certified Bookkeeper credential. To enroll in this course, students should have a knowledge and understanding of accounting and bookkeeping principles. A solid grasp of basic arithmetic operations is encouraged.

### Emotional Intelligence: Work Leverage

Emotional Intelligence is defined as a set of competencies demonstrating the ability one has to recognize his or her behaviors, moods, and impulses, and to manage them best according to the situation. This course will give you the tools you need to be emotionally intelligent in your workplace. An employee with high emotional intelligence can manage his or her own impulses, communicate with others effectively, manage change well, solve problems, and use humor to build rapport in tense situations. These employees also have empathy, remain optimistic in the face of adversity, and are gifted at educating and persuading in a sales situation and resolving customer complaints in a customer service role. Emotional Intelligence is a part of you that affects every aspect of your life. Understanding the root causes of your emotions and how to use them can help you to effectively identify who you are and how you interact with others.

### 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

The successful completion of the Notary Public class will be the first step toward qualifying for an initial NC Notary Public Commission or for a re-commission. For additional qualification on being commissioned as a Notary, contact the NC Department of the Secretary of State. Requirements for this class include:

- State or Federal issued photo I.D.
- at least 18 years old
- pass a criminal background check
- have a High School Diploma or equivalent (GED or HiSET)
- live or work in North Carolina
- read and write English

You will need to bring your State or Federal issued photo I.D. to the first class. A current North Carolina Notary Public Manual is also required, and may be purchased via the CCCC Bookstore.

| Business | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Build Your Leadership Skills (IN) | D3685 | 24 | 10/27 - 11/24 | M T W Th F Sa Su | Online | $76.00 | Online | Online | Online |
| Certified Bookkeeping Professional (IN) | D3689 | 18 | 9/17 - 10/08 | M T W Th F Sa Su | Online | $289.00 | Online | Online | Online |
| Emotional Int.: Work Leverage (IN) | D3686 | 36 | 9/08 - 10/20 | M T W Th F Sa Su | Online | $131.00 | Online | Online | Online |
| NC Real Estate Prelicensing (IN) | D3693 | 86 | 9/09 - 11/20 | M T W Th F Sa Su | Online | $186.00 | Online | Online | Online |
| Notary Public (TR) | L3066 | 7 | 10/14 - 10/14 | T | 8:30AM - 4:30PM | $76.00 | LMC | Sanford | Wilkinson Hall, Rm 212 |
| Notary Public (TR) | L3062 | 7 | 10/21 - 10/21 | T | 8:30AM - 4:30PM | $76.00 | CWI | Sanford | Ctr. for Workforce Innov., Rm 124 |
| Notary Public (TR) | L3067 | 7 | 11/18 - 11/18 | T | 8:30AM - 4:30PM | $76.00 | LMC | Sanford | Wilkinson Hall, Rm 212 |
| Notary Public (TR) | L3063 | 7 | 12/09 - 12/09 | T | 8:30AM - 4:30PM | $76.00 | CWI | Sanford | Ctr. for Workforce Innov., Rm 124 |
| Notary Public (TR) | L3064 | 7 | 8/26 - 8/26 | T | 8:30AM - 4:30PM | $76.00 | LMC | Sanford | Wilkinson Hall, Rm 212 |
| Notary Public (TR) | L3065 | 7 | 9/09 - 9/09 | T | 8:30AM - 4:30PM | $76.00 | LMC | Sanford | Wilkinson Hall, Rm 212 |
| Notary Public (TR) | L3061 | 7 | 9/30 - 9/30 | T | 8:30AM - 4:30PM | $76.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 124 |

# 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

**Harnett County**

Nutan Varma – (910) 814-8975, nvarma@cccc.edu

**Lee County**

Anita Green – (919) 545-8669, agreen@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.

## Dental Hygienist – Anesthesia

This course is designed to provide today's dental hygienist with the knowledge in all aspects of the dental hygiene profession including providing local anesthesia administration to provide comfort to the dental patient. This course provides the participant with the knowledge, mechanics, and skill set to create a comfortable, efficient, and positive patient interaction through pain and anxiety management. Registration Requirements Due at Time of Enrollment:

- Copy of current NC Dental Hygienist License
- Copy of current CPR/BLS card (American Heart Association Provider)
- Copy of current OSHA and HIPAA training Certificate
- Complete Medical Questionnaire and Health History Form (All participants are expected to practice as both patient and an operator.)
- Copy of Local Anesthetic Participant Consent
- Copy of Hep B Verifications (Titers are acceptable.)
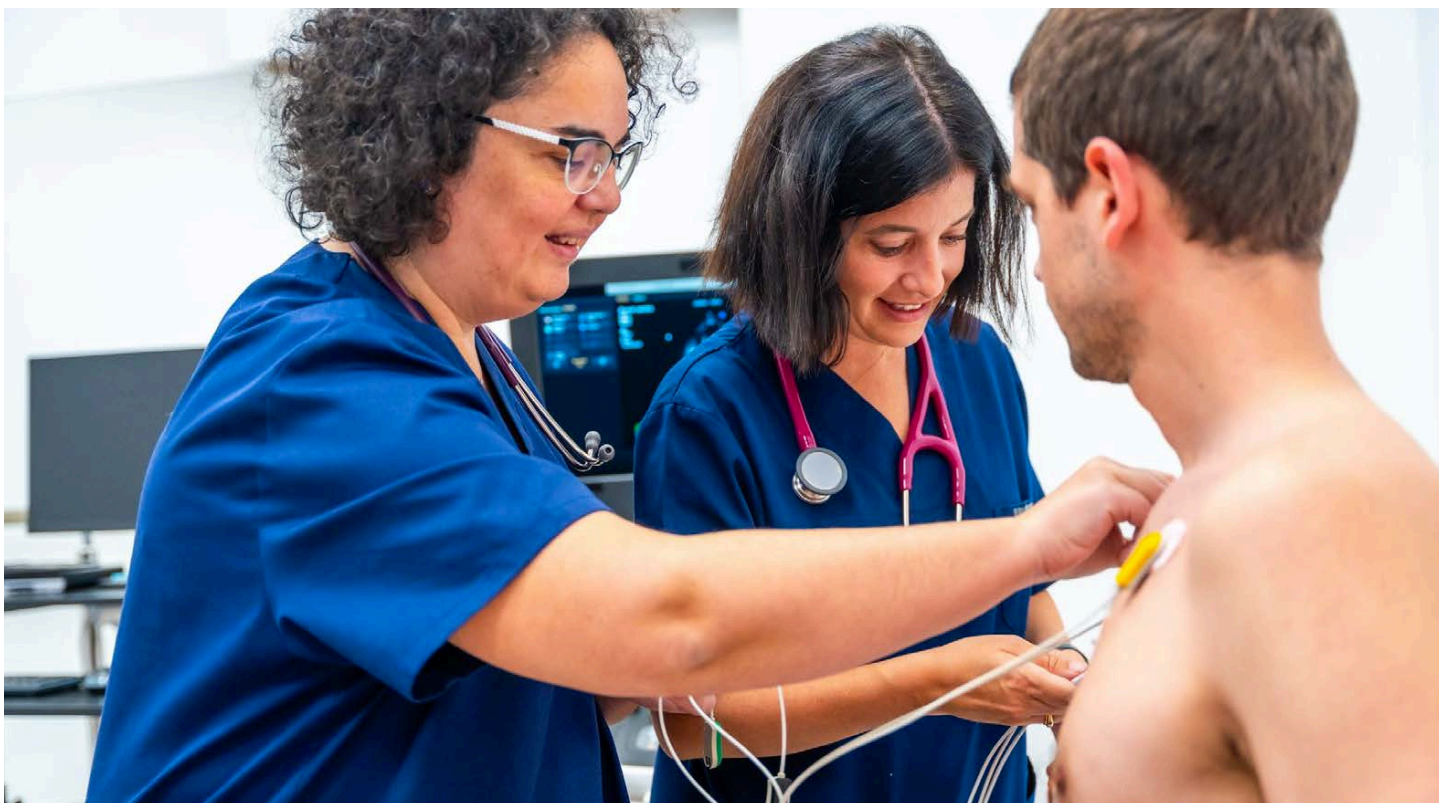
## Health and Wellness Coach

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. Course integrates practical coaching sessions. The course will prepare students to sit for the National Board Certified Health and Wellness Coach Examination. https://nbhwc.org/ Individuals seeking Board certification must complete an NBHWC Approved Training Program, and hold an Associate's 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.

## 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).

| Health Sciences | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Cardiovascular Monitor Technician (TR) | L3909 | 132 | 8/11 - 12/08 | M W | 9:30AM - 1:30PM | $186.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 132 |
| Cardiovascular Monitor Technician (TR) | L3910 | 132 | 8/11 - 12/08 | M W | 5:30PM - 9:30PM | $186.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 132 |
| Dental Hygienist-Anesthesia (HY) | L3904 | 24 | 9/15 - 10/25 | M T, Sa | Online, 8:00AM - 4:30PM | $371.00 | LMC | Sanford | DECO*DECO |
| Health and Wellness Coach | TBD | TBD | 8/26 - 12/09 | T | 9:00AM - 1:00PM | TBD | Online | Online | Online |
| Nurse Aide Level I (TR) | L3902 | 184 | 10/13 - 11/26 | M T W, M T W Th F | 8:00AM - 4:30PM, 7:00AM - 3:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 144 |
| Nurse Aide Level I (TR) | L3908 | 184 | 8/11 - 10/13 | M T W Th, Sa | 5:30PM - 9:30PM, 6:30AM - 2:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 144 |
| Nurse Aide Level I (TR) | H3003 | 184 | 8/11 - 10/13 | M T W Th, Sa | 5:30PM - 9:30PM, 7:00AM - 3:30PM | $206.00 | HHSC | Lillington | Harnett Health Science Ctr., Rm 149 |
| Nurse Aide Level I (TR) | L3905 | 184 | 8/11 - 12/15 | M W, M T W Th F, Sa | 10:30AM - 2:30PM, 7:00AM - 3:30PM, 7:00AM - 3:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 133 |
| Nurse Aide Level I (TR) | L3901 | 184 | 8/11 - 9/29 | M T W, M T W Th F | 8:00AM - 4:30PM, 7:00AM - 3:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 144 |
| Nurse Aide Level I (TR) | L3907 | 184 | 8/12 - 10/30 | T Th, Sa, Sa | 6:00PM - 10:00PM, 8:00AM - 4:30PM, 7:00AM - 3:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 133 |
| Nurse Aide Level I (TR) | C3552 | 184 | 8/12 - 12/11 | T Th, Sa | 5:00PM - 9:00PM, 7:00AM - 3:30PM | $206.00 | CHSC | Pittsboro | Chahtam Health Sciences Ctr., Rm 221 |
| Nurse Aide Level I (TR) | L3906 | 184 | 8/12 - 12/16 | T Th, M T W Th F, Sa, | 10:30AM - 2:30PM, 7:00AM - 3:30PM, 7:00AM - 3:30PM | $206.00 | CWI | Sanford | Ctr for Workforce Innov., Rm 133 |
| Pharmacy Technician (TR) | C3551 | 192 | 8/11 - 3/25 | M W | 5:30PM - 9:30PM | $186.00 | SCMC | Siler City | Siler City Ctr., Rm 123 |
| Phlebotomy Technician (TR) | H3001 | 200 | 10/06 - 12/16 | M T W Th | 9:00AM - 1:00PM | $206.00 | HHSC | Lillington | Harnett Health Sciences Ctr., Rm 140 |
| Phlebotomy Technician (BL) | H3002 | 200 | 10/06 - 12/16 | M Th, Su, M T W Th | 5:30PM - 9:30PM, Online, 8:00AM - 2:30PM | $206.00 | HHSC | Lillington | Harnett Health Sciences Ctr., Rm 140 |

# 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.

## Spanish in the Workplace

This course is designed for professionals who want to build practical Spanish language skills for the workplace. With a focus on commonly used phrases, cultural considerations, and industry-specific terminology, participants will gain the confidence to communicate effectively with Spanish-speaking colleagues, clients, and customers. Through interactive activities, role-playing scenarios, and vocabulary-building exercises, students will develop a foundational understanding of workplace Spanish and foster cross-cultural competence. Prerequisite: Spanish Beginning

## 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.

## Yoga

This course introduces the basic disciplines of Yoga. Topics include proper breathing, relaxation techniques and correct body posturing. Students must supply their own yoga mat and towel.

## Personal Enrichment

| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
|---|---|---|---|---|---|---|---|---|---|
| Basic Rider Course (HY) | L3777 | 22 | 8/19 - 8/21 | T, W Th | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3778 | 22 | 8/29 - 8/31 | F, Sa, Su | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3779 | 22 | 9/05 - 9/07 | F, Sa, Su | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3780 | 22 | 9/09 - 9/11 | T, W Th | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3782 | 22 | 9/19 - 9/21 | F, Sa, Su | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3783 | 22 | 9/26 - 9/28 | F, Sa, Su | Online, 7:00AM - 5:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3784 | 22 | 10/03 - 10/05 | F, Sa, Su | Online, 8:00AM - 6:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3785 | 22 | 10/10 - 10/12 | F, Sa, Su | Online, 8:00AM - 6:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3788 | 22 | 10/14 - 10/16 | F, Sa, Su | Online, 8:00AM - 6:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3789 | 22 | 10/24 - 10/26 | F, Sa, Su | Online, 8:00AM - 6:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Basic Rider Course (HY) | L3791 | 22 | 11/07 - 11/09 | F, Sa, Su | Online, 8:00AM - 6:00PM | $205.90 | ESTC | Sanford | Motorcycle Pad, 001C |
| Poetry Workshop (TR) | C3068 | 12 | 9/17 - 10/22 | W | 6:00PM - 8:00PM | $76.00 | PMC | Pittsboro | Chatham Admin, Rm 111 |
| Spanish in the Workplace (TR) | H3677 | 24 | 8/19 - 9/11 | T Th | 4:30PM - 7:30PM | $76.00 | HMC | Lillington | Miriello Bldg., Rm 134 |
| Three Wheel Motorcycle Rider Safety (HY) | L3790 | 22 | 11/01 - 11/02 | Sa, Su | 8:00AM - 6:00PM | $227.40 | ESTC | Sanford | Motorcycle Pad, 001C |
| Yoga (TR) | C3069 | 8 | 10/01 - 11/19 | W | 5:00PM - 6:00PM | $76.00 | PMC | Pittsboro | General Class Science Bldg., Rm 102 |

# Professional Services – Cosmetic Arts and Barbering

## Cosmetology in Spanish I

This course allows students who speak Spanish fluently to begin working towards a certificate in Cosmetology. Instruction will focus on fundamental theoretical concepts of cosmetology with hands-on experience performed. Students will work towards meeting graduation requirements to become eligible to take the NC State Board of Cosmetic Examiners Cosmetology license exam. This class has a mandatory orientation. Placement testing may be required. 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. This class may be eligible for scholarships or deferred payment. www.cccc.edu/ceaid

## Cosmetology in Spanish IV

This course allows students who speak Spanish fluently to continue working towards a certificate in Cosmetology. Instruction will focus on advanced 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 licensing exams. Prerequisites: To be eligible for this course, students must have successfully completed Cosmetology in Spanish I, II, & III.

## 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. Scholarships and Deferred Payment: This class may be eligible for scholarships or deferred payment. www.cccc.edu/ceaid

## 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. Scholarships and Deferred Payment: This class may be eligible for scholarships or deferred payment. www.cccc.edu/ceaid

| Professional Services – Cosmetic Arts and Barbering | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Cosmetology in Spanish I (BL) | H3753 | 416 | 8/13 - 12/11 | M T W Th, Su | 2:30PM - 9:30PM, Online | $201.00 | HMC | Lillington | Cosmetic Arts Bldg., Rm 405 |
| Cosmetology in Spanish IV (BL) | H3754 | 352 | 8/13 - 12/11 | T W Th, Su | 3:30PM - 9:30PM, Online | $201.00 | HMC | Lillington | Cosmetic Arts Bldg., Rm 400 |
| Manicuring (BL) | H3751 | 340 | 8/13 - 12/17 | M T W Th, Su | 8:00AM - 1:00PM, Online | $201.00 | HMC | Lillington | Cosmetic Arts Bldg., Rm 409 |
| Manicuring in Spanish (BL) | H3752 | 340 | 8/13 - 12/17 | M T W Th, Su | 4:30PM - 9:30PM, Online | $201.00 | HMC | Lillington | Cosmetic Arts Bldg., Rm 409 |

# Professional Services – Culinary

## Artisan Breads

Master the art of breadmaking with our Artisan Breads course, designed for aspiring bakers and enthusiasts alike. This comprehensive course combines hands-on learning with professional techniques to prepare students for careers in artisan bakeries or enhance their skills for personal enrichment. The curriculum emphasizes sustainability in baking, teaching proper scaling, measurement, and preparation of a variety of artisan breads and bakery products. Students will also gain critical knowledge in safe food handling, sanitation, and industry best practices. Whether pursuing a professional path or perfecting your craft at home, this course offers the foundational skills and techniques needed to excel in the art of breadmaking. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## BBQ Essentials

Step into the world of barbecue with this engaging course designed to teach the fundamentals of grilling and smoking. Perfect for beginners and barbecue enthusiasts alike, students will master techniques such as meat selection, seasoning, marinades, smoking, and grilling to create delicious, flavorful dishes. The course highlights essential skills like equipment use, temperature control, and flavor development, while also exploring regional BBQ styles, sauces, and classic side dishes. By the end of the course, participants will have the expertise and confidence to prepare authentic barbecue for gatherings, events, or professional culinary applications. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## Culinary Essentials Beginning

This course provides an introduction to fundamental culinary skills and techniques, ideal for beginners and culinary enthusiasts. Students will learn essential knife skills, proper cooking methods, and kitchen safety practices while preparing a variety of dishes. The course covers foundational topics such as ingredient selection, flavor development, and meal preparation, helping participants build confidence in the kitchen. Emphasis is placed on practical application, creativity, and presentation, enabling students to produce restaurant-quality results. By the end of the course, participants will have the knowledge and skills to prepare delicious, well-executed meals for personal enjoyment or as a stepping stone to a culinary career. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## Culinary Knife Skills

Refine your culinary expertise with our Culinary Knife Skills course, designed for both aspiring professionals and home cooking enthusiasts. This course focuses on mastering knife handling, safety, and cutting techniques essential for kitchen success. Students will learn proper knife selection for various tasks, best practices for care, cleaning, and sharpening, as well as techniques for achieving precise cuts used in professional meal preparation. Whether pursuing a culinary career or enhancing personal cooking skills, this course provides the foundational knowledge and practical experience to elevate your kitchen confidence and efficiency. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## IDD Culinary Appetizers

This course introduces students with intellectual disabilities to the art of creating delicious and visually appealing appetizers for any occasion. Designed for beginners and culinary enthusiasts, the course focuses on essential techniques, including preparation, presentation, and flavor balancing. Students will learn to craft a variety of appetizers, such as dips, small bites, and finger foods, using fresh, high-quality ingredients. Emphasis is placed on creativity, culinary skills development, and practical application, ensuring students gain confidence in assembling appetizers that stand out for personal gatherings or professional events. By the end of the course, participants will have the skills to prepare crowd-pleasing appetizers with a focus on taste, texture, and presentation. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## IDD Introduction to Baking

This course provides students with intellectual disabilities with an introduction to baking and covers basic ingredients, techniques, weights, measures and baking terminology. Topics include: yeast and chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes, cookies, icings, glazes and basic sauces. Student will need a hat, apron/smock, slip resistant closed toe shoes.

## International Cuisine

Embark on a culinary journey around the globe with this dynamic course in international cuisine. Students will explore diverse cooking techniques, ingredients, and cultural traditions while preparing signature dishes from regions such as Asia, Europe, the Americas, and the Mediterranean. The course emphasizes authentic flavors, proper preparation methods, and presentation skills to create visually appealing and delicious meals. Through hands-on practice and instructor guidance, participants will gain a deeper understanding of global food cultures and the ability to replicate restaurant-quality dishes. Ideal for culinary enthusiasts and aspiring chefs, this course equips students with the knowledge and confidence to bring the world's flavors to their own kitchens or professional culinary settings. Students will need a hat, apron/smock, slip resistant closed toe shoes.

## ServSafe Certification

This comprehensive course prepares participants for the nationally recognized ServSafe Certification, a critical credential for food safety and sanitation in the food service industry. Designed for managers, supervisors, and foodservice professionals, the course covers essential topics such as safe food handling, proper storage techniques, cross-contamination prevention, and compliance with regulatory standards. Emphasis is placed on understanding foodborne illnesses, implementing effective safety protocols, and creating a culture of food safety in professional kitchens. Upon completion, participants will be equipped with the knowledge required to successfully pass the ServSafe Certification exam, demonstrating their commitment to excellence in food safety management. Students will need a ServSafe Mangers book with exam scantron for this course.

## Stocks, Soups and Sauces

This course introduces students to the foundational techniques of preparing stocks, soups, and sauces-essential building blocks of professional cooking. Students will learn to create rich, flavorful stocks, explore a variety of soups, and master classic and modern sauces that enhance dishes. Emphasis is placed on proper techniques, ingredient selection, flavor development, and presentation. Through interactive lessons and practical application, participants will gain confidence in crafting versatile, restaurant-quality soups and sauces suitable for home cooking, catering, or professional kitchens. By the end of the course, students will have the skills to elevate their culinary creations with expertly prepared stocks, soups, and sauces. Students will need a hat, apron/smock, slip resistant closed toe shoes.

| Professional Services – Culinary | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Artisan Breads (TR) | L3509 | 21 | 8/18 - 9/09 | M T | 5:00PM - 8:00PM | $80.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| BBQ Essentials (TR) | L3507 | 14 | 9/25 - 10/16 | Th | 5:00PM - 8:30PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| Culinary Essentials Beginning (TR) | L3513 | 14 | 10/14 - 11/04 | T | 5:00PM - 8:30PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| Culinary Essentials Beginning (TR) | L3501 | 276 | 8/18 - 12/10 | M T W | 8:00AM - 2:00PM | $186.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| Culinary Essentials Beginning (TR) | L3502 | 24 | 9/03 - 10/29 | W | 5:00PM - 8:00PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| Culinary Knife Skills (TR) | L2503 | 6 | 8/13 - 8/15 | W Th F | 5:00PM - 7:00PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 108 |
| IDD Culinary Appetizers (TR) | C2251 | 60 | 8/14 - 12/04 | Th | 9:00AM - 1:00PM | $186.00 | PMC | Pittsboro | Lucier Hall, Rm. 133 |
| IDD Introduction to Baking (TR) | L3505 | 60 | 8/15 - 12/05 | F | 9:00AM - 1:00PM | $186.00 | DWCC | Sanford | Civic Center Addition, Rm. 108 |
| International Cuisine (TR) | L3510 | 15 | 10/22 - 11/19 | W | 5:00PM - 8:00PM | $76.00 | LMC | Sanford | Student Center, Rm 119 |
| ServSafe Certification (TR) | L3512 | 10 | 11/17 - 11/19 | M T W | 5:00PM - 8:30PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 112 |
| ServSafe Certification (IN) | L3503 | 16 | 8/15 - 10/07 | M T W Th F Sa Su | Online | $76.00 | Online | Online | Online |
| ServSafe Certification (TR) | L3511 | 10 | 9/15 - 9/17 | M T W | 5:00PM - 8:30PM | $76.00 | DWCC | Sanford | Civic Center Addition, Rm 112 |
| ServSafe in Spanish (TR) | L3504 | 9 | 8/18 - 9/08 | M | 5:00PM - 8:00PM | $76.00 | LMC | Sanford | Student Center, Rm 119 |
| Stocks, Soups and Sauces (TR) | L3508 | 10 | 10/13 - 10/15 | M T W | 5:00PM - 8:30PM | $76.00 | LMC | Sanford | Student Center, Rm 119 |

# 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 Services Exploration: DSS Caseworker (TR) | C3305 | 48 | 8/11 - 10/06 | M W | 6:00PM - 9:00PM | $125.00 | PMC | Pittsboro | Chatham Admin., Bldg., Rm 222 |
| Income Maintenance Caseworker (TR) | C3306 | 48 | 10/20 - 12/15 | M W | 6:00PM - 9:00PM | $135.00 | PMC | Pittsboro | Chatham Admin., Bldg., Rm 222 |

# Professional Services – Teacher Professional Development

## Effective Teacher Training

This is an online course that provides teacher assistants, substitutes, and prospective teachers with effective teaching principles. Sessions include presentation skills, learning expectations, monitoring student & social interactions, culture responsive pedagogy, time management, childhood development, and instructional feedback. Course includes instructional methods, positive discipline techniques, as well as non-instructional duties and evaluation.

## Online Learning Development

Using the Quality Matters (QMT) Standards of best practices in effective online course design, delivery, teaching, and learning, instructors will learn to design and deliver online educational content that will further engage learners and enhance their performance. Online Learning Development supports instructors in developing courses that prioritize student learning. Furthermore, this course provides an opportunity to create courses that are engaging and meaningful for students. Topics include communication, interaction (student-to-student, student-to-instructor, and student-content), course technology, learner support, and accessibility (Universal Design for Learning). This course is a great precursor to earning a QMT Certification. Students must have basic proficiency using a computer, including downloading software and Internet navigation skills. Basic proficiency with creating, saving, and sharing documents utilizing MS Office products including MS Word and PowerPoint is required. Proficiency using Blackboard is a plus, but not mandatory.

| Professional Services – Teacher Professional Development | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Course Name | Course # | Hours | Dates | Days | Times | Cost | Location | City | Building |
| Effective Teacher Training (IN) | D3684 | 30 | 9/29 - 11/10 | M T W Th F Sa Su | Online | $131.00 | Online | Online | Online |
| Online Learning Development (IN) | D3681 | 38 | 10/06 - 12/01 | M T W Th F Sa Su | Online | $131.00 | Online | Online | Online |
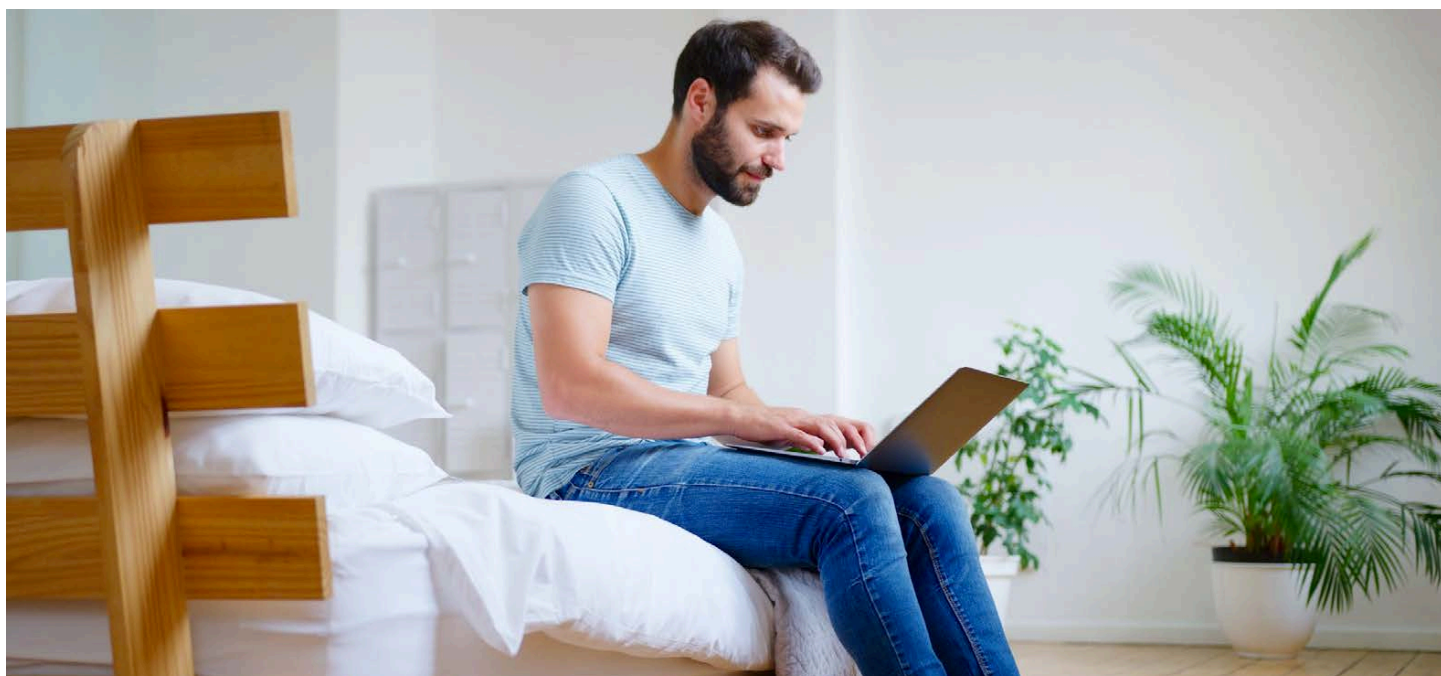
# Public Safety – Emergency Medical Science

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

# 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

## Core Cybersecurity Concepts

This course provides an essential introduction to cybersecurity, focusing on the protection of networks and data in an increasingly digital world. Students will explore common cybersecurity threats, techniques to secure systems, and key practices such as risk management, encryption, and incident response. The course is designed for individuals looking to enhance their understanding of cybersecurity, and serves as a strong foundation for those who may wish to pursue further study or certification. Industry leader(s) will visit to provide students with a Q & A session on career opportunities and answer relevant questions. A textbook is required. A computer with internet access, Blackboard (for virtual sessions, supplemental resources, and assignments) Virtual machine software (e.g., VirtualBox or VMware), Kali Linux for VirtualBox or VMware

## Google Data Analytics I & II

Whether learning the foundations or taking your career to the next level, a Google IT Certificate opens doors to in-demand jobs. Google Data Analytics Certificate is designed to prepare learners for entry-level roles in data analytics. Data analysts prepare, process, and analyze data to help inform business decisions. They create visualizations to share their findings with stakeholders and provide recommendations driven by data. This hands-on, practical course provides job-ready skills that are in demand, like how to analyze and process data to gain key business insights. Main topics include data types and structures, using data to solve problems, how to analyze data, data storytelling with visualizations, and using R programming to supercharge your analysis. Upon successful completion, students will earn the Google IT Data Analytics certificate. The course materials and instruction will be provided through Blackboard and Coursera.  You will need a computer with access to the Internet and streaming capabilities to take this online course.

## Google Project Management I & II

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.

## Power Your Work with AI

Are you ready to modernize your knowledge and skills with artificial intelligence? In this introductory course you will discover how to leverage generative AI and ChatGPT to boost productivity in your personal and professional life. Get ready to master prompt design, build your own customized virtual assistants, and apply practical techniques to streamline tasks at work and home, such as marketing, research, lifestyle planning, and content creation. You'll also explore essential principles of responsible AI and ethical usage, ensuring safe, trustworthy, and transparent use. With practical hands-on examples and actionable strategies, you'll immediately enhance your efficiency, elevate your creativity, and achieve your personal and professional goals with confidence. Register today and transform the way you live and work! A textbook is optional. A free ChatGPT account is required. (paid version optional)

# Workforce Cybersecurity

Students in this online certification course are starting their journey in the in-demand cybersecurity field. Students are becoming workforce-ready; developing the investigation and interpretation skills necessary to succeed in the field, and have an aptitude and desire to learn more. They are familiar with the toolset used to monitor endpoint devices and networks for indications of an incident and can analyze logs to determine whether an escalation should occur. Students will gain a keen awareness of how vulnerabilities open a company to security incidents, and how adhering to security principles and implementing benchmarks can help to mitigate the risk of attack. Students who successfully pass the exam will earn an Information Technology Specialist: Cybersecurity Certification. Companies including CertNexus, SAS, Cisco Networking Academy, and ISTE have recognized this IT Specialist exam as a quality program meeting industry standards. This course is also a great precursor for students pursuing a CompTIA Cybersecurity Analyst CySA credential. To be successful, students are expected to have the following prerequisite knowledge and skills: 1) 8th grade reading, writing, and communication skills, 2) Algebra I, 3) Critical thinking and problem-solving skills, 4) General operating system knowledge (Windows, MacOS, Linux), 5) Familiarity with connecting to a wireless network with commercial components, 6) Familiarity with setting up a simple home network

| Science, Technology, Engineering and Math (STEM) – Information Technology | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Course Name** | **Course #** | **Hours** | **Dates** | **Days** | **Times** | **Cost** | **Location** | **City** | **Building** |
| Core Cybersecurity Concepts (IN) | D3687 | 30 | 8/19 - 9/25 | T Th | 6:00PM - 9:00PM | $131.00 | Online | Online | Online |
| Google Data Analytics I & II (HY) | C3690 | 181 | 9/11 - 12/10 | W | 5:00PM - 7:00PM | $186.00 | PMC | Pittsboro | Chatham Admin. Bldg., Rm 123 |
| Google Project Management I & II (HY) | C3691 | 142 | 9/11 - 12/11 | Th | 5:00PM - 7:00PM | $186.00 | PMC | Pittsboro | Chatham Admin. Bldg., Rm 123 |
| Power Your Work With AI (IN) | D3688 | 24 | 10/21 - 11/13 | T Th | 6:00PM - 9:00PM | $76.00 | Online | Online | Online |
| Workforce Cybersecurity (IN) | D3692 | 144 | 9/24 - 11/26 | M T W Th F Sa Su | Online | $350.00 | Online | Online | Online |

# 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

### Harnett Lift-Off Lab

This eight-class program will introduce entrepreneurs and existing business owners in Harnett 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 Harnett Health Sciences Center in Lillington,  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.

### Owning a Veteran-Owned Small Business (Boots to Business Reboot)

Boots to Business Reboot is an entrepreneurial education and training program offered by the U.S. Small Business Administration (SBA). The course provides an overview of entrepreneurship and applicable business ownership fundamentals. Veterans of all eras, Active-Duty Service members (including National Guard and Reserve), and spouses are eligible to participate. During Reboot, participants are introduced to the skills, knowledge, and resources they need to launch a business, including steps for developing business concepts, how to develop a business plan, and information on SBA resources available to help. The program is facilitated by subject matter experts from the SBA and their extensive network of skilled business advisors. Presenter: Veterans Business Outreach Center.

### Ice House Entrepreneurship Program (6 Sessions)

Inspired by the life-story of Pulitzer nominee Clifton Taulbert in the companion text, Who Owns the Ice House? Eight Life Lessons from an Unlikely Entrepreneur, the Ice House (Small Business Edition) combines more than 10 years of research with the firsthand experience drawn from a wide variety of successful "unlikely" entrepreneurs. Drawing on eight fundamental concepts, the course exposes participants to the underlying thought and process that enables entrepreneurs with limited resources to identify, evaluate, and transform new ideas into successful endeavors. Participants are then immersed in real-world entrepreneurial experiences that enable them to develop and hone entrepreneurial attitudes, behaviors, and skills. Presenter: Katie Gailes

### How to Do Business with Large Institutional Purchasers

During this three-part program, you will discover how to find opportunities and do business with institutional purchasers in Lee, Chatham, and Harnett counties. Mix and mingle with city and county purchasing managers to learn about future procurement opportunities.

### 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.

## Digital Marketing for Small Business Owners Certificate Series

This six-part Digital Marketing Certificate program equips small business owners with essential strategies to enhance their online and offline marketing efforts. Participants will define their unique value, identify their ideal customer, and analyze competitors. The series progresses to creating compelling content, selecting the right platforms, and developing a sustainable marketing plan. It covers effective use of video, images, and directories, including Google Business Profile, and concludes with guidance on digital advertising, email marketing, and customer retention. Each module blends practical tools with community support, ensuring businesses can grow and succeed in the digital landscape. The first and last session will be held in person at CCCC, Pittsboro, with four webinars in between.

## Fueling Growth: SBA & Commercial lending solutions for New and Expanding businesses

While attending this Lunch & Learn offering from the Chatham SBC and Fidelity Bank of Pittsboro, participants attending the "Fueling Growth: SBA & Commercial Lending Solutions for New and Expanding Businesses" event will learn about a variety of financing options designed to support both new and expanding businesses. The event will cover the advantages and processes of SBA loans, commercial lending solutions, and how to choose the right financing option based on business goals. Attendees will also gain insights into how to secure funding, manage risk, and leverage loans to fuel business growth. Experts will provide practical guidance on navigating the lending landscape and accessing the capital needed to start or scale their ventures.

## How to Create a Business Plan (Taught in Spanish)

This workshop guides participants through the essential components of a business plan, such as outlining your business goals, identifying your target market, understanding financial projections, and defining strategies for growth. By attending, participants will gain practical knowledge and tools needed to organize and present their business ideas effectively, helping them secure funding and guide their business's future success. Presented by the Chatham SBC and The Carolina Small Business Development Fund.

## How to Fund Your Business (Taught in Spanish)

This course helps entrepreneurs explore various funding options. Participants will learn how to become loan-ready, choose the right financing, and access capital to grow or start their business. It's ideal for those looking to secure funding and build sustainable business growth. Presented by the Chatham SBC and The Carolina Small Business Development Fund.