



# CONTINUING EDUCATION COURSE SCHEDULE



## SPRING 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](http://www.cccc.edu/ceaid)

### Deferred Payment

A deferred payment plan is offered through NelNet for some higher priced Continuing Education courses. The deferred payment plan will allow you to pay an initial deposit for your class, then make two additional payments on scheduled dates. The Spring deferred payment application period is November 18 through January 16. For details, contact the enrollment team at (919) 718-7500.

### Self-Supporting (SS) Classes

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

### Refunds

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

### Registration

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

## Continuing Education Units (CEUs)

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

## Services to Students with Disabilities: Continuing Education

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

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

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

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

## Title IX Reporting

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

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

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

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

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

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

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

## Admissions

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

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

1. The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.
2. Drop-out. A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a College and Career Readiness or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a College and Career Readiness or Continuing Education program is the best educational option for the student and the admission of the student to a College and Career Readiness or Continuing Education program is approved by the college under one of the following conditions: (a) If the minor, 16 years old or older, has officially withdrawn from a public or private educational agency within the last six months, a college may admit the minor to a College and Career Readiness or Continuing Education program if the minor obtains a signed official withdrawal form from the local public or private educational agency and a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the minor's residence, date of birth, date of leaving school, name of last school attended, and the petitioner's legal relationship to the minor. (b) If the minor is an emancipated minor, the requirement for the release form from the public or private educational agency and the requirement

for the notarized petition are waived. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

3. Concurrent Enrollment. Concurrent enrollment allows a high school student to be enrolled in high school and in a local institution of higher education at the same time. A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions: (a) Upon recommendation of the chief administrative school officer and approval of the president of the college; (b) Upon approval of the student's program by the chief administrative school officer and the president of the college; and (c) Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.
4. High school students, taking courses pursuant to Paragraph (3) of this Rule, shall not displace adults but may be admitted during any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.

## Registration Information

Registration for Spring 2025 Continuing Education courses begins, Wednesday, November 6, 2024.

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

## How to Register Online

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

## Continuing Education Spring 2025 Schedule

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

[www.cccc.edu/enrollce](http://www.cccc.edu/enrollce). Bring your completed form along with your payment, check, cash, Visa, MasterCard, Discover or money order to one of the Central Carolina Community College's locations. Registration is complete when payment is made. Registrations are not accepted by mail.

### 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

### Continuing Education Registration Locations

Chatham County	Harnett County	Lee County
<p><b>Chatham Main Campus</b> Administration Bldg. #41 764 West St., Pittsboro, NC 27312 <b>M – Th:</b> 8:00 a.m. – 5:00 p.m. <b>F:</b> 8:00 a.m. – 3:30 p.m. <b>Phone:</b> (919) 718-7500</p>	<p><b>Harnett Main Campus</b> Continuing Education Bldg. 1075 E. Cornelius Harnett Blvd. Lillington, NC 27546 <b>M – Th:</b> 10:30 a.m. – 5:00 p.m. <b>F:</b> 10:00 a.m. – 3:30 p.m. <b>Phone:</b> (910) 814-8823</p>	<p><b>Lee Main Campus</b> Bell Welcome Center 1105 Kelly Dr., Sanford, NC 27330 <b>M – Th:</b> 8:00 a.m. – 5:00 p.m. <b>F:</b> 8:00 a.m. – 3:30 p.m. <b>Phone:</b> (919) 718-7500</p>
<p><b>Siler City Center</b> 400 Progress Blvd., Siler City, NC 27344 <b>M – Th:</b> 8:00 a.m. – 5:00 p.m. <b>F:</b> 8:00 a.m. – 3:30 p.m. <b>Phone:</b> (919) 545-8663</p>		<p><b>Center for Workforce Innovation</b> 5910 Enterprise Park Dr. Sanford, NC 27330 <b>M – Th:</b> 8 a.m. – 5:00 p.m. <b>F:</b> 8:00 a.m. – 3:30 p.m. <b>Phone:</b> (919) 718-7500</p>
		<p><b>Emergency Services Training Center</b> 3000 Airport Rd., Sanford, NC 27332 <b>M – Th:</b> 8:00 a.m. – 5:00 p.m. <b>F:</b> 8:00 a.m. – 3:30 p.m. <b>General Information:</b> (919) 777-7767 <b>Fire Rescue:</b> (919) 777-7778 <b>Law Enforcement:</b> (919) 777-7772 <b>Emergency Medical:</b> (919) 777-7776</p>

### 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

## 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

Kimberly Stewart..... (919) 718-7067

### Cosmetic Arts

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

### Customized Training

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

### Ed2go

Program Support ..... (919) 718-7500

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

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

### Human Resources Development (HRD)

Malinda Marsh..... (919) 777-7721

### Medical Programs

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

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

### Personal Interest Courses

Malinda Marsh..... (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

### Greenhouse Design

Learn how to develop and design your own personal greenhouse. This course covers greenhouse facilities planning and equipment selection and will cover topics such as types of greenhouses, location factors, materials, glazing selection, calculation of heating/cooling requirements, lighting, benches, and energy conservation. Upon completion, students should be able to demonstrate knowledge of material selection, facilities planning, equipment need selection, and appropriate calculations. This is a parallel course to HOR-130 and offered in a curriculum environment.

### 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.

### Wastewater Lab Analyst I Exam Prep

This course assists students in preparing for the Wastewater Laboratory Analysis Class I 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 one year (regardless of education) wastewater laboratory experience to sit for the exam.

### 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 I/II

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 general maintenance requirements. 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.

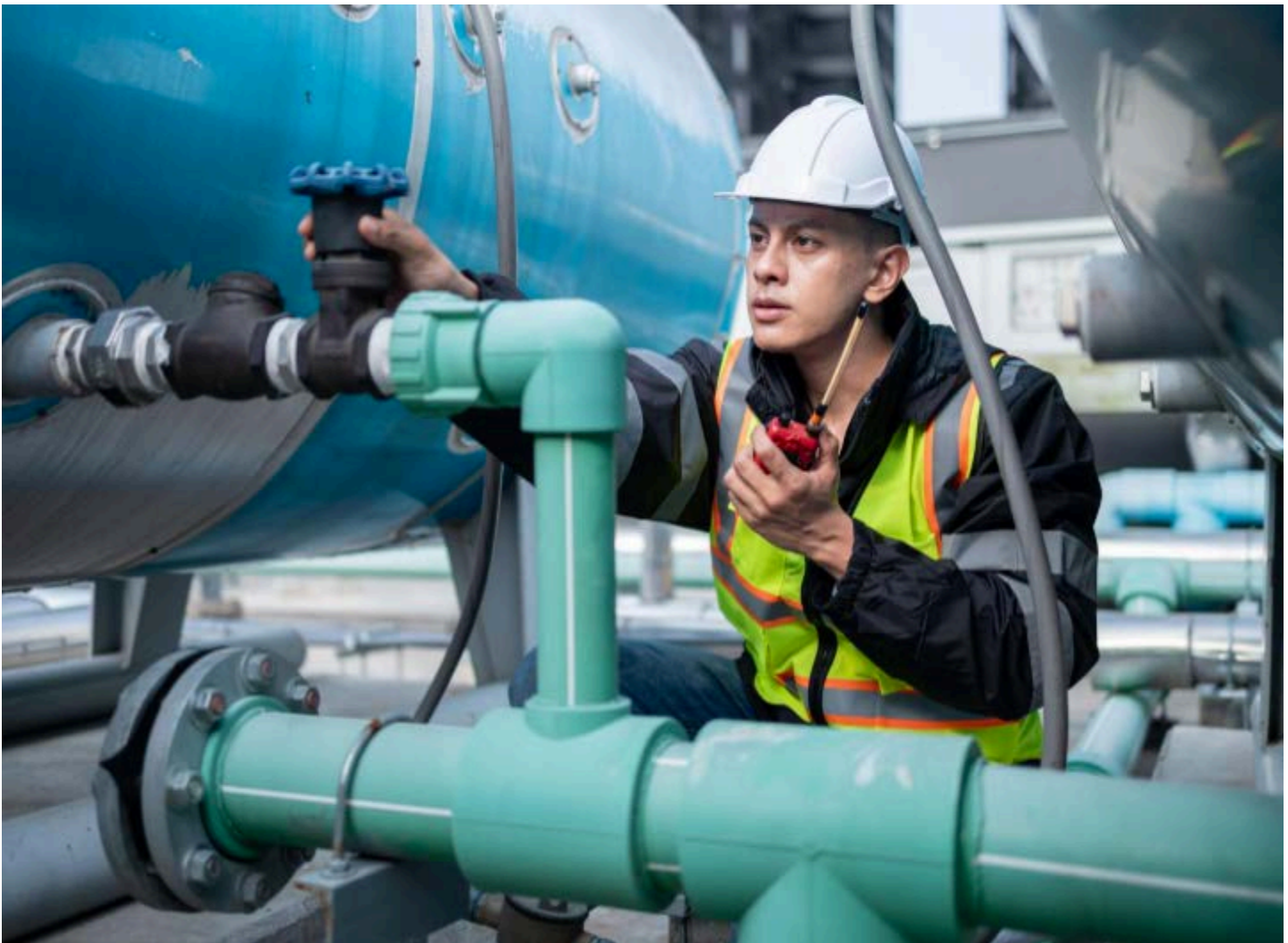
### Wastewater Operator III

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. Prerequisite: Wastewater Operator II and knowledge of algebra and geometry.



## Continuing Education Spring 2025 Schedule

<b>Applied Technologies – Agriculture and Natural Resources</b>									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Greenhouse Design (TR)	C002	48	1/14 - 5/06	T	9:00AM - 11:50AM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 135
Organic Crop Production (TR)	C004	64	1/09 - 5/08	Th, Th	3:00PM - 4:50PM 1:00PM - 2:50PM	\$186.00	PMC	Pittsboro	Lucier Hall, Rm 136
Wastewater Lab Analyst I Exam Prep (IN)	D001	18	3/11 - 3/13	T W Th	8:30AM - 3:00PM	\$76.00	DECON	Distance	Distance
Wastewater Operator I (TR)	H001	34	4/21 - 4/25	F, M T W Th	8:30AM - 3:00PM 8:30AM - 4:00PM	\$131.00	HMC	Lillington	Cosmetic Arts & General, Rm 424
Wastewater Operator I/II (TR)	C001	58	1/07 - 1/30	T Th, Th	8:30AM - 4:45PM 8:30AM - 5:15PM	\$186.00	PMC	Pittsboro	Chatham Administration, Rm 216
Wastewater Operator II (TR)	C001	38	3/24 - 3/28	M T W Th, F	8:30AM - 5:00PM 8:30AM - 3:00PM	\$131.00	PMC	Pittsboro	Chatham Administration, Rm 216
Wastewater Operator III (TR)	C001	35	4/07 - 4/11	M T W Th, F	8:30AM - 5:00PM 8:30AM - 2:00PM	\$131.00	PMC	Pittsboro	Chatham Administration, Rm 216



## 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. Students must pass DOT physical and drug screens, which are scheduled post-registration. Students not having a valid “Class A” Commercial

Learner Permit by the beginning of the third week will be dropped from the course. To enroll, you must be at least 18 years of age, have a valid NC driver’s license, and be able to read, write and speak English.

### Escort Vehicle Operator Renewal

This course is designed to meet the training requirements set by the NC Department of Transportation to recertify Oversize-Overweight load escort vehicle drivers. Course components consist of defensive driving, escort driver requirements, updates, and an exam. Students must not have a DWI or reckless driving within the previous 12 months.

### On-Board 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 be able to read and write in English and possess a valid North Carolina driver’s license.

### 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)	L008	8	1/11 - 1/11	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L009	8	1/14 - 1/15	T W	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L010	8	2/15 - 2/15	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L011	8	2/18 - 2/19	T W	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104

## Continuing Education Spring 2025 Schedule

Commercial Learner Permit (TR)	L012	8	3/08 - 3/08	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L013	8	3/18 - 3/19	T W	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L014	8	4/19 - 4/19	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Learner Permit (TR)	L015	8	4/22 - 4/23	T W	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Truck Driver (TR)	L005	396	1/13 - 3/27	M T W Th	7:00AM - 6:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training, Rm 104
Commercial Truck Driver (TR)	L006	430	4/14 - 6/26	M T W Th	7:00AM - 6:00PM	\$1,307.00	LMC	Sanford	Cont Ed Training, Rm 104
Escort Vehicle Operator Renewal (TR)	H003	4	4/28 - 4/28	M	8:30AM - 12:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
NC DMV: On-Board Diagnostics (OBD) (TR)	L020	8	1/13 - 1/14	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: On-Board Diagnostics (OBD) (TR)	L021	8	2/10 - 2/11	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: On-Board Diagnostics (OBD) (TR)	L022	8	3/10 - 3/11	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: On-Board Diagnostics (OBD) (TR)	L023	8	4/14 - 4/15	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: On-Board Diagnostics (OBD) (TR)	L024	8	5/12 - 5/13	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: Vehicle Safety Inspection (TR)	L021	8	1/27 - 1/28	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: Vehicle Safety Inspection (TR)	L022	8	2/17 - 2/18	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: Vehicle Safety Inspection (TR)	L023	8	3/17 - 3/18	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512
NC DMV: Vehicle Safety Inspection (TR)	L024	8	4/21 - 4/22	M T	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Joyner Hall, Rm 512



## Applied Technologies – Biotechnology and Life Science

### BioWork

The BioWork course can lead to an entry-level position as a process technician. Students will learn foundational principles and skills needed for a career with a biotechnology, pharmaceutical, or chemical manufacturing company. This course articulates to BPM110 Bioprocess Practices,

PTC110 Industrial Environment and also prepares students for the State Certification Exam for Process Technicians. To enroll in this course, you must have a High School Diploma or High School Equivalency (GED, HiSET, TASC) and attend an [online orientation session](#).

Applied Technologies – Biotechnology and Life Science									
Course Name/Delivery Method	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
BioWork (HY)	L022	152	1/09 - 5/08	Th, Online	6:30PM - 10:30PM, Online	\$186.00	LMC	Sanford	Marchant Hall, Rm 9235
BioWork (HY)	L019	152	1/09 - 5/08	M, Online	8:00AM - 11:50AM, Online	\$186.00	LMC	Sanford	Marchant Hall, Rm 9235
BioWork (HY)	C020	152	2/11 - 4/10	T Th, Online	12:00PM - 4:00PM, Online	\$186.00	PMC	Pittsboro	General Class & Science, Rm 207
BioWork (HY)	H021	152	3/12 - 5/07	M W, Online	6:30PM - 10:30PM, Online	\$186.00	HMC	Lillington	Bob R. Etheridge, Rm 313



## Applied Technologies – Construction and Skilled Trades

### 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 CCC Building Construction Technology Certificate, and complements other construction trades-related Continuing Education courses. This is a parallel course to CST-111 Intro to Construction and is completed in a curriculum environment. This course is taught in Spanish with emphasis on teaching students construction terms and vocabulary in English.

### Electrical Trade Essentials

This course teaches students essential skills to further enhance on-the-job application in the electrical trade. Topics include construction math; blueprint reading and circuits; panelboards and disconnects, basic motor and control wiring, and electrical boxes, conduit and fittings. Troubleshooting is included with the hands-on learning portions of the course. An Occupational Safety and Health Administration (OSHA) 10-hour Construction module is included where students will learn various safety and health requirements, and earn an OSHA 10-Hour Construction Outreach DOL course completion card. Additionally, students will learn soft skills essential for on-the-job interactions including communication, work ethics, and public relations. An OSHA card fee is required with registration.

### Intro to Construction Tools

This course offers a hands-on introduction to the tools of the trade. Students will learn various techniques required in residential construction, and

how to safely operate the many hand and power tools utilized in the construction sector. Basic hand tools include hammer, tape measure, speed square, and chisel, among others. Power tools include circular and reciprocating saws, drills and drivers, planers, nail guns, compound miter and table saws. In addition to tool safety, students will understand the applications for which each tool is designed. Successful students will be able to identify and understand safe operation of various hand and power tools used in residential construction.

### 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.

### Women in Construction

This hands-on course introduces students to safe working practices and the ability to work effectively with construction tools. Whether you're thinking about a career in construction or want to be a more skilled DIYer, this woman-only course will help you develop the knowledge base and competencies to work with tools and materials. This is a foundational course for those looking to gain skills for entry in the construction sector. This course complements trades-related Continuing Education courses. In combination with Women in Construction II, this course is a crosswalk to Building Construction Technology.

Applied Technologies – Construction and Skilled Trades									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Construction Fundamentals in Spanish (TR)	C002	36	1/14 - 3/15	T, Sa	6:00PM - 9:00PM, 9:00AM - 3:00PM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 134

## Continuing Education Spring 2025 Schedule

Electrical Trade Essentials (TR)	C004	20	2/03 - 3/24	M	5:30PM - 8:00PM	\$70.00	PMC	Pittsboro	Lucier Hall, Rm 137
Intro to Construction Tools (TR)	C004	6	1/11 - 1/11	Sa	9:00AM - 3:30PM	\$76.00	SCMC	Siler City	Siler City Center, Rm 105
Intro to Woodworking (TR)	C002	45	1/14 - 3/04	T Th	6:00PM - 9:00PM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 138
Women in Construction I (TR)	C002	24	1/15 - 3/05	W	6:00PM - 9:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 140



## Applied Technologies – Manufacturing Technology

### Forklift Operator

This course teaches students to operate both a stand-up and sit-down forklift in a safe, efficient manner. Students will participate in machine maintenance, warehouse picking, travel, placing and loading simulations.

Requirements:

- Students must be at least 18 years old and have a valid driver's license.
- Steel-toed boots are required.

Applied Technologies – Manufacturing Technology									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Forklift Operator (TR)	L005	12	1/15 - 1/16	W Th	8:00AM - 3:00PM	\$76.00	LMC	Sanford	Moore Manufacturing, Rm 1
Forklift Operator (TR)	L001	12	2/12 - 2/13	W Th	8:00AM - 3:00PM	\$76.00	LMC	Sanford	Moore Manufacturing, Rm 1
Forklift Operator (TR)	L002	12	3/12 - 3/13	W Th	8:00AM - 3:00PM	\$76.00	LMC	Sanford	Moore Manufacturing, Rm 1
Forklift Operator (TR)	L003	12	4/16 - 4/17	W Th	8:00AM - 3:00PM	\$76.00	LMC	Sanford	Moore Manufacturing, Rm 1
Forklift Operator (TR)	L004	12	5/14 - 5/15	W Th	8:00AM - 3:00PM	\$76.00	LMC	Sanford	Moore Manufacturing, Rm 1



## 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.

### Electronic Notary

The Electronic Notary (eNotary) Public course provides instruction for existing NC Notary Publics to become commissioned to perform electronic notarial acts. Class content includes applicable laws, ethics and misconduct, electronic notarization processes, best practices and recommendations and more. Successful completers may obtain a NC Electronic Notary Commission Seal and Signature. Requirements:

- Students must possess a valid Notary Public commission.
- Students must watch the NC EVN Training video prior to class:  
[https://bit.ly/cccc\\_ncevnt](https://bit.ly/cccc_ncevnt)

You will need to bring your State or Federal issued photo I.D. to the class. A current North Carolina Electronic Notarization (eNotary) Manual is also required, and may be purchased via the [Bookstore](#).

### 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.

### Excel: Essentials

This course introduces students to the Microsoft Excel interface. Topics include data entry, editing and formatting; working in cells and ranges; designing and managing multiple worksheets; conditional formatting; and the basics of Excel formulas and functions. Students will also learn various shortcuts and tips that will be useful when working in Excel.

### Intermediate MS Excel

This course is structured for people who have basic knowledge of Excel. Students will build upon foundational knowledge and move towards more advanced functions including analyzing and managing data, managing data using tables, analyzing table data, performing what-if analysis, and analyzing data with pivot tables.

### 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



## Continuing Education Spring 2025 Schedule

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 [Bookstore](#).

### PowerPoint for Business

This course provides a comprehensive introduction to using Microsoft PowerPoint to create visually engaging and professional presentations. Designed for beginners and intermediate users, this course covers the full range of PowerPoint features, including the user interface, formatting tools, adding multimedia, and designing effective slide layouts. Participants will learn how to create, edit, and customize presentations, as well as explore more advanced features such as animations, transitions, and master slides. The course emphasizes practical skills, tips for best practices, and real-world applications; equipping learners with the essential skills to confidently design and deliver

PowerPoint presentations tailored to their specific needs.

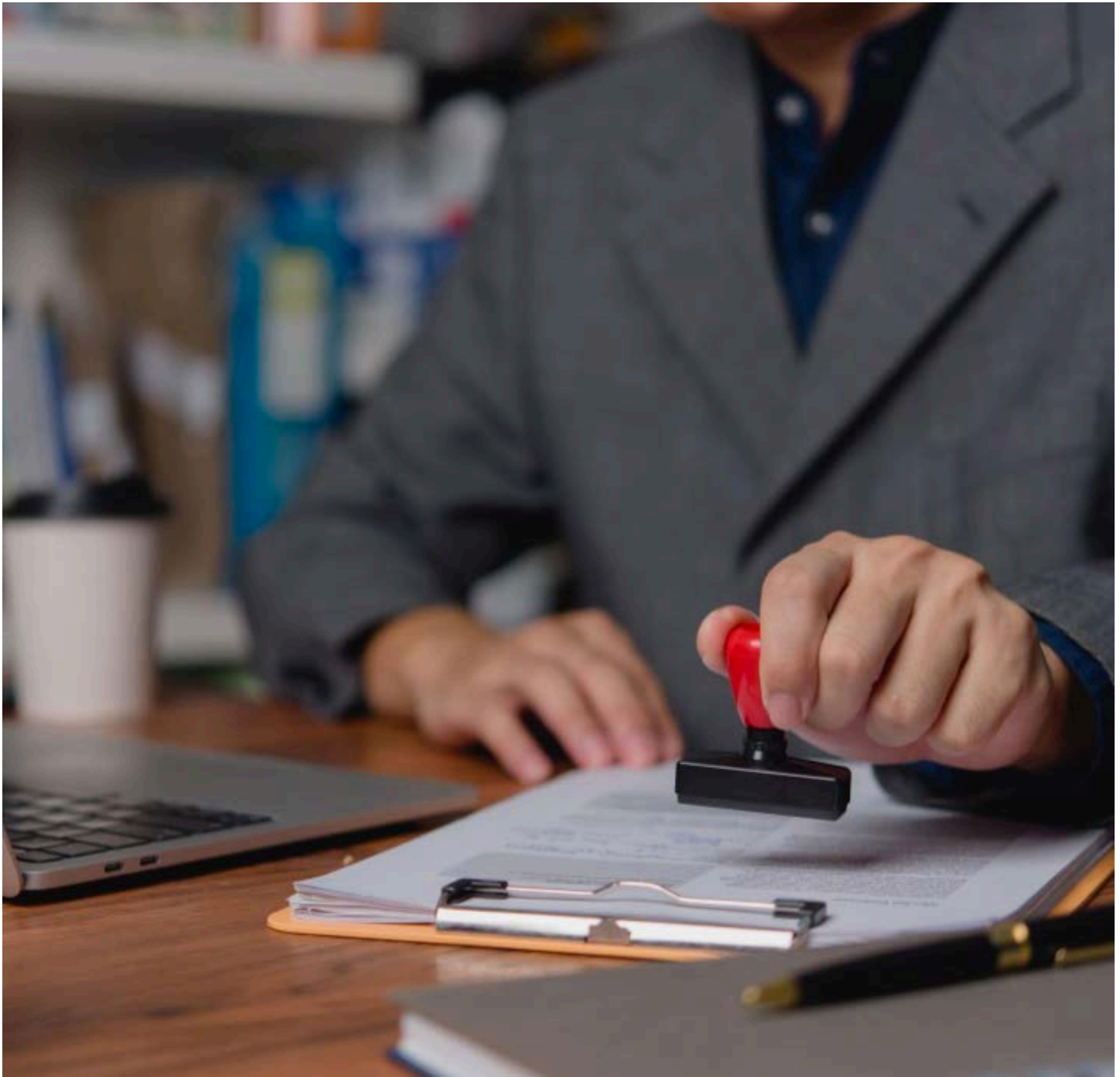
### REAL Entrepreneurship

Correlating instruction developed by the North Carolina Rural Entrepreneurship through Action Learning (NC REAL) program, this course uses hands-on experiential teaching techniques and interactive participation to prepare individuals for planning, opening, and operating a small business. This includes developing self-esteem, critical thinking, and problem-solving skills needed for successful entrepreneurship. Emphasis is placed on market research, financing, time management, and the day-to-day activities of owning and operating a small business. Upon completion students will be able to write and implement a viable business plan required to obtain financing for an enterprise. A workbook is required.

<b>Business</b>									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Build Your Leadership Skills (HY)	C002	24	3/24 - 4/20	M, Online	5:30PM - 6:30PM, Online	\$76.00	PMC	Pittsboro	General & Science, Rm 208
Electronic Notary Public (TR)	H014	3	2/27 - 2/27	Th	6:00PM - 9:00PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
Emotional Intelligence: Work Leverage (HY)	C002	36	1/06 - 2/16	M, Online	5:30PM - 6:30PM, Online	\$131.00	PMC	Sanford	General & Science, Rm 208
Excel: Essentials (TR)	L006	8	2/03 - 2/06	M T W Th	3:30PM - 5:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123
Excel: Essentials (TR)	H005	8	4/29 - 5/08	T Th	3:00PM - 5:00PM	\$76.00	HMC	Lillington	Miriello Bldg, Rm 103
Intermediate MS Excel (TR)	L007	8	2/10 - 2/13	M T W Th	3:30PM - 5:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123
Intermediate MS Excel (TR)	L008	8	4/07 - 4/11	M T W Th	3:30PM - 5:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 123
Notary Public (TR)	H067	7	1/11 - 1/11	Sa	8:30AM - 4:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
Notary Public (TR)	C074	7	1/16 - 1/16	Th	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	tbd
Notary Public (TR)	L056	7	1/28 - 1/28	T	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 124
Notary Public (TR)	H068	7	2/08 - 2/08	Sa	8:30AM - 4:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
Notary Public (TR)	C075	7	2/20 - 2/20	Th	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	tbd
Notary Public (TR)	L057	7	2/25 - 2/25	T	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 124
Notary Public (TR)	H069	7	3/08 - 3/08	Sa	8:30AM - 4:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
Notary Public (TR)	C076	7	3/20 - 3/20	Th	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	tbd
Notary Public (TR)	L058	7	3/25 - 3/25	T	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 124
Notary Public (TR)	H070	7	4/12 - 4/12	Sa	8:30AM - 4:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218

## Continuing Education Spring 2025 Schedule

Notary Public (TR)	C077	7	4/17 - 4/17	Th	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	tbd
Notary Public (TR)	L059	7	4/22 - 4/22	T	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 124
Notary Public (TR)	H071	7	5/10 - 5/10	Sa	8:30AM - 4:30PM	\$76.00	HMC	Lillington	Continuing Ed, Rm 218
Notary Public (TR)	C078	7	5/15 - 5/15	Th	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	tbd
PowerPoint for Business (TR)	L001	8	3/10 - 3/19	M W	3:00PM - 5:00PM	\$76.00	LMC	Sanford	Wilkinson Hall, Rm 214
REAL Entrepreneurship (IN)	D002	8	4/29 - 5/01	T W Th	6:00PM - 8:30PM	\$76.00	DECON	Distance	Distance



## College and Career Readiness

### Adult High School Diploma (AHS)

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

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

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

### Adult Basic Education (ABE)

This program is for adult learners who need to improve their reading, mathematics, oral and written communication, and critical thinking skills. Learners will also achieve personal goals, improve skills for the workplace, and/or prepare for enrollment in a high school level program. For

Adults with Intellectual Disabilities: Our ABE program serves adults with intellectual disabilities. Eligible students learn to become more independent and self-directing through instruction that teaches basic literacy, life and daily living skills, and some degree of employment readiness training so they can function in today's society.

### Student Success Orientation

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

### English as a Second Language (ESL)

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

### Contact Information

#### Chatham County

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

#### Harnett County

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

#### Lee County

Anita Green – (919) 545-8669, [agreen@cccc.edu](mailto: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 Center for Workforce Innovation in the Lee County Industrial Park, 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.



## Essential Career and Employability Skills

### HRD Job Ready Bootcamp Forklift

In this fast-paced boot camp individuals will gain knowledge about working in an industrial setting as a Forklift operator, as well as prepare for their job search by learning about economic literacy, resume prep, interview skills, and the soft skills essentials

for on-the-job interactions. Students will work on professional development, career exploration, goal setting and developing an action plan. 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.

Essential Career and Employability Skills									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
HRD Job Ready Bootcamp Forklift (TR)	L022	15	1/13 - 1/14	M T	8:00AM - 4:00PM	\$70.00	LMC	Sanford	Moore Manufacturing, Rm 1
HRD Job Ready Bootcamp Forklift (TR)	L023	15	2/10 - 2/11	M T	8:00AM - 4:00PM	\$70.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 124
HRD Job Ready Bootcamp Forklift (TR)	L024	15	3/10 - 3/11	M T	8:00AM - 4:00PM	\$70.00	LMC	Sanford	Moore Manufacturing, Rm 1
HRD Job Ready Bootcamp Forklift (TR)	L025	15	4/14 - 4/15	M T	8:00AM - 4:00PM	\$70.00	LMC	Sanford	Moore Manufacturing, Rm 1
HRD Job Ready Bootcamp Forklift (TR)	L026	15	5/12 - 5/13	M T	8:00AM - 4:00PM	\$70.00	LMC	Sanford	Moore Manufacturing, Rm 1



## 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).

### 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.)

### Nurse Aide Level I

The Nurse Aide 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 and signs and symptoms of disease. Graduates are eligible for the National Nurse Aide Assessment Program (NNAAP) certification.

Requirements:

- A textbook, supplies, criminal background check, drug screening, and immunization records are required. (see [Medical Programs Information Packet](#) for details)
- High School Diploma or equivalency

### 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).

### 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).

### Therapeutic Massage I

This course prepares students for practice as an entry-level professional massage therapist through coursework and hands-on lab practice. Coursework includes: human anatomy & physiology, client evaluation, and massage techniques. Massage Therapy Part II is required to complete this program of study. Students must complete both Massage

## Continuing Education Spring 2025 Schedule

Therapy I and II successfully to be eligible to sit for the State Mblex exam. A high school diploma or equivalency is required.

### Therapeutic Massage II

This course prepares students for practice as an entry-level professional massage therapist. Successful completion of Therapeutic Massage I is required to take this course. Coursework includes:

kinesiology, communication skills, pain relief and stress management massage techniques through coursework, hands-on lab experience, and public massage clinics. Upon successful completion of Massage Therapy Parts I & II students are eligible for the NC State Board of Massage Therapy licensing exam. (Mblex). Prerequisite: Therapeutic Massage I

<b>Health Sciences</b>									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Cardiovascular Monitor Technician (TR)	H012	132	1/13 - 5/07	M W	2:30PM - 6:30PM	\$186.00	HHSC	Lillington	Harnett Health Science, Rm 139
Cardiovascular Monitor Technician (TR)	C013	132	2/11 - 6/03	T W	10:00AM - 2:00PM	\$186.00	CHSC	Pittsboro	Chatham Health Sciences, Rm 209
Cardiovascular Monitor Technician (TR)	L014	132	3/10 - 7/02	M W	9:30AM - 1:30PM	\$186.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 132
Dental Hygienist-Anesthesia (HY)	L007	24	1/21 - 3/07	F, Online	8:00AM - 4:30PM, Online	\$356.00	LMC	Sanford	Keller Health Sciences, Rm 223
Dental Hygienist-Anesthesia (HY)	L008	24	2/10 - 3/29	Sa, Online	8:00AM - 4:30PM, Online	\$356.00	LMC	Sanford	Keller Health Sciences, Rm 223
Nurse Aide Level I (TR)	L012	184	1/13 - 3/03	M T W, M T W Th F	8:00AM - 4:30PM, 7:00AM - 3:30PM	\$208.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Nurse Aide Level I (TR)	L011	184	1/16 - 3/21	Th Sa, M T W Th F	8:00AM - 4:30PM, 7:00AM - 3:30PM	\$208.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Nurse Aide Level I (TR)	L013	184	3/24 - 5/07	M T W, M T W Th F	8:00AM - 4:30PM, 7:00AM - 3:30PM	\$208.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Nurse Aide Level I (TR)	L014	184	4/10 - 6/26	Th Sa, M T W Th F	8:00AM - 4:30PM, 7:00AM - 3:30PM	\$208.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 144
Pharmacy Technician (TR)	L010	192	3/03 - 8/20	M W	5:30PM - 9:30PM	\$186.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 133
Pharmacy Technician (TR)	C011	192	3/17 - 9/29	M W	5:30PM - 9:30PM	\$186.00	SCMC	Siler City	Siler City Center, Rm 123
Pharmacy Technician (TR)	C012	192	4/07 - 10/01	M W	10:00AM - 2:00PM	\$186.00	PMC	Pittsboro	Chatham Administration, Rm 124
Phlebotomy Technician (TR)	H013	200	1/13 - 3/24	M T W Th, M T W Th	9:00AM - 1:00PM, 8:00AM - 2:30PM	\$208.00	HHSC	Lillington	Harnett Health Sciences Ctr, Rm 140
Phlebotomy Technician (BL)	H014	200	1/13 - 3/24	M Th, M T W Th, Online	5:30PM - 9:30PM, 8:00AM - 2:30PM, Online	\$208.00	HHSC	Sanford	Harnett Health Sciences Ctr, Rm 140
Phlebotomy Technician (TR)	C018	200	1/13 - 5/07	M T W	5:30PM - 9:30PM	\$208.00	CHSC	Pittsboro	Chatham Health Sciences, Rm 214
Phlebotomy Technician (TR)	L016	200	1/14 - 4/16	T W Th, T W Th	9:00AM - 1:00PM, 8:00AM - 2:30PM	\$208.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 130
Phlebotomy Technician (TR)	H015	200	4/07 - 6/23	M T W Th, M T W Th	9:00AM - 1:00PM, 8:00AM - 2:30PM	\$208.00	HHSC	Lillington	Harnett Health Sciences Ctr, Rm 140
Phlebotomy Technician (BL)	H017	200	4/07 - 6/23	M Th, M T W Th	5:30PM - 9:30PM, 8:00AM - 2:30PM,	\$208.00	HHSC	Lillington	Harnett Health Sciences Ctr, Rm 140
Therapeutic Massage I (TR)	H003	325	1/13 - 6/16	M T W	5:00PM - 10:00PM	\$201.00	HHSC	Lillington	Harnett Health Sciences Ctr, Rm 232
Therapeutic Massage II (TR)	H004	325	1/13 - 6/16	M T W	9:30AM - 2:30PM	\$201.00	HHSC	Lillington	Harnett Health Sciences Ctr, Rm 232



## Personal Enrichment

### Alive at 25

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

### Defensive Driving

If you have been charged with a traffic violation, defensive driving classes may minimize or prevent the assessment of insurance points or premium surcharges on your insurance policy and/or driver's license. Have your driver's license and citation number handy when you register. You will need to provide your driver's license number, State of issue, citation number, violation type, court date and county when you register.

### 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.

### Sewing

Students will be introduced to sewing machines and sewing techniques. During this hands-on class, students will be able to work on and complete at least one item of clothing or an item of their choice.

### Spanish Beginning

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

Personal Enrichment									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Alive at 25 (TR)	H045	4	1/11 - 1/11	Sa	8:00AM - 12:00PM	\$85.00	HMC	Lillington	Continuing Ed, Rm 220
Defensive Driving (TR)	H023	4	1/11 - 1/11	Sa	12:30PM - 4:30PM	\$85.00	HMC	Lillington	Continuing Ed, Rm 220
Poetry Workshop (TR)	C005	12	1/22 - 2/26	W	6:00PM - 8:00PM	\$76.00	PMC	Pittsboro	Chatham Admin, Rm 111
Sewing (TR)	L006	18	1/27 - 3/10	M	10:00AM - 12:30PM	\$62.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 147
Sewing (TR)	L007	18	1/28 - 3/11	T	4:30PM - 7:00PM	\$62.00	LACTR	Sanford	Enrichment Ctr Lee, Rm 1
Sewing (TR)	L008	18	3/17 - 4/28	M	10:00AM - 12:30PM	\$62.00	CWI	Sanford	Ctr for Workforce Innovation, Rm 147
Sewing (TR)	L009	18	3/18 - 4/29	T	10:00AM - 12:30PM	\$62.00	LACTR	Sanford	Enrichment Ctr Lee, Rm 1
Spanish Beginning (TR)	H002	24	4/22 - 5/15	T Th	4:30PM - 7:30PM	\$76.00	HMC	Lillington	Miriello Bldg, Rm 133

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

### **Cosmetology in Spanish I**

This course allows students who speak Spanish fluently to begin working toward a certificate in Cosmetology. Instruction will focus on fundamental theoretical concepts of cosmetology with hands-on experience performed. Students will work toward meeting graduation requirements to become eligible to take the NC State Board of Cosmetic Examiners Cosmetology license exam.

### **Cosmetology in Spanish II**

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

### **Cosmetology in Spanish IV**

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

### **Cosmetology in Spanish V**

This class is the final phase of the Cosmetology in Spanish program in which students will reach all program requirements and be able to demonstrate all Cosmetology concepts taught. Successful graduates of the Cosmetology Program will be eligible to apply and sit for the NC State Board of Cosmetic Art Examiners written and practical

licensure exams for Cosmetology. Perspective students must attend an orientation session, provide identification of verification and take a CASAS reading assessment. Textbooks, uniform and cosmetology kit required. To be eligible for this course, students must have successfully completed Cosmetology in Spanish I, II, III and IV.

### **Manicuring**

This course allows students to begin working toward 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. To be eligible for this course, students must complete a required orientation session.

### **Manicuring in Spanish**

This course allows students who speak fluently in Spanish to begin working toward 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. To be eligible for this course, students must complete a required orientation session and placement test.

## Continuing Education Spring 2025 Schedule

<b>Professional Services – Cosmetic Arts and Barbering</b>									
<b>Course Name</b>	<b>Course #</b>	<b>Hours</b>	<b>Dates</b>	<b>Days</b>	<b>Times</b>	<b>Cost</b>	<b>Location</b>	<b>City</b>	<b>Building</b>
Barbering I (TR)	H004	448	1/09 - 5/08	M T W Th	10:00AM - 5:30PM	\$201.00	DCTR	Dunn	Barbering, Rm 106
Cosmetology in Spanish I (TR)	H004	416	1/09 - 5/08	M T W Th	2:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 405
Cosmetology in Spanish II (TR)	H004	352	1/09 - 5/08	M T W Th	3:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400
Cosmetology in Spanish IV (BL)	H004	352	1/09 - 5/08	T W Th, Online	3:30PM - 9:30PM, Online	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400
Cosmetology in Spanish V (BL)	H004	352	1/09 - 5/08	T W Th, Online	3:30PM - 9:30PM, Online	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400
Manicuring (BL)	H005	335	1/09 - 5/15	T W Th, Online	8:00AM - 1:00PM, Online	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400
Manicuring in Spanish (TR)	H004	340	1/09 - 5/15	M T W Th	4:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 409

## Professional Services – Culinary Arts

### Catering and Food Truck

This class uses culinary methods to operate a successful catering business or possible food truck operation. Basic culinary, ServSafe, and food service management will be offered in this course. Students will need a hat, apron/smock, slip resistant closed toe black shoes.

### Garde Manager Essentials

This course introduces students to basic cold food preparation techniques and pantry production. Students will need a hat, apron/smock, slip resistant closed toe black shoes.



## IDD Culinary Essentials

In this class, students with intellectual disabilities will learn basic knife skills, cooking techniques, customer service and menu planning focused on local ingredients. Students will need a hat, apron/smock, slip resistant closed toe black shoes.

## IDD Introduction to Baking

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

## Introduction to Baking

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics included yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue,

custard, cakes, cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. Students will need a hat, apron/smock, slip resistant closed toe black shoes.

## Natural Chef

This class will cover holistic education, whole foods, culinary techniques, fundamentals of nutrition, and the connection between food, health and sustainability. This class will cover basic culinary knife skills while using local ingredients. Students will need a hat, apron/smock, slip resistant closed-toe black shoes.

## ServSafe Certification

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation regulations, safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics.

Professional Services – Culinary									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Catering and Food Truck (TR)	L003	136	1/09 - 5/08	Th, F	9:00AM - 2:00PM, 8:00AM - 12:00PM	\$186.00	DWCC	Sanford	Civic Center Addition, Rm 108
Catering and Food Truck (TR)	L004	48	1/15 - 5/07	W	5:00PM - 8:00PM	\$131.00	DWCC	Sanford	Civic Center Addition, Rm 108
Garde Manger Essentials (TR)	C003	72	1/13 - 5/05	M	9:30AM - 2:00PM	\$186.00	PMC	Pittsboro	Lucier Hall, Rm 133
Garde Manger Essentials (TR)	L004	72	1/14 - 5/06	T	9:30AM - 2:00PM	\$186.00	DWCC	Sanford	Civic Center Addition, Rm 108
IDD Culinary Essentials (TR)	L003	60	1/10 - 5/02	F	9:00AM - 1:00PM	\$186.00	LMC	Sanford	Civic Center Addition, Rm 108
IDD Introduction to Baking (TR)	C003	64	1/09 - 5/08	Th	9:00AM - 1:00PM	\$186.00	PMC	Pittsboro	Lucier Hall, Rm 133
Introduction to Baking (TR)	L006	88	1/15 - 5/07	W	8:30AM - 2:00PM	\$186.00	DWCC	Sanford	Civic Center Addition, Rm 108
Natural Chef (IN)	D006	112	1/13 - 5/05	M, Online	6:30PM - 7:30PM, Online	\$186.00	DECON	Distance	Distance
ServSafe Certification (IN)	D004	16	1/09 - 3/05	Online	Online	\$76.00	DECON	Distance	Distance



## 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.

Professional Services – Human Services									
Course Name/Delivery Method	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Human Service Exploration: DSS Casework (TR)	C006	48	1/27 - 3/19	M W	6:00PM - 9:00PM	\$125.00	PMC	Pittsboro	Chatham Administration, Rm 223



## Professional Services – Teacher/Instructor 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.

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 QM™ Certification.

### Online Learning Development

Using the Quality Matters (QM™) Standards of best practices in effective online course design, delivery,

Professional Services – Teacher/Instructor Professional Development									
Course Name/Delivery Method	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Effective Teacher Training (HY)	H002	30	2/24 - 4/06	M, Online	5:30PM - 6:30PM, Online	\$131.00	HMC	Lillington	Miriello Bldg, Rm 104
Online Learning Development (HY)	H002	38	3/10 - 5/02	M, Online	5:30PM - 6:30PM, Online	\$131.00	HMC	Lillington	Miriello Bldg, Rm 104





## Public Safety

### Emergency Medical Services

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.

### 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 Coordinator at (919) 777-7778.

### 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.

### **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/curriculum/majors/blet](http://www.cccc.edu/curriculum/majors/blet)



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

### Google IT Support Technician

Whether learning the foundations or taking your career to the next level, a Google IT Certificate opens doors to in-demand jobs. IT Support involves troubleshooting and problem solving to help computers and networks run smoothly, while providing great customer service along the way. This hands-on, practical course provides the skills needed for an introductory level job in IT support,

with no relevant experience required. Main topics include troubleshooting and customer care, networking, operating systems, system administration, and security. Upon successful completion, students will earn the Google IT Support Technician certificate. This course is one of six short-courses in the Google IT programming suite.

Science, Technology, Engineering and Math (STEM) – Information Technology									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Google IT Support Technician (HY)	D002	156	2/10 - 5/08	W, Online	6:00PM - 8:00PM Online	\$186.00	PMC	Pittsboro	Chatham Administration, Rm 223



## 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.lesbc.com/seminars](http://www.lesbc.com/seminars)

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

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 the Dennis Wicker Civic Center, 1801 Nash St., Sanford, and will run from 6p - 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.

