



CONTINUING EDUCATION COURSE SCHEDULE



SUMMER 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 Summer 2025 Continuing Education courses begins, Tuesday, April 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	Harnett County	Lee 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	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 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
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		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

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)

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

Physical Chemical Operator I/II

This course provides in-depth knowledge of the operation of physical chemical wastewater treatment systems. Focusing on the Grade 1 and 2 Needs to Know manuals students will learn about personal and public safety; motors and drive mechanisms; pumps; hydraulic and flow measurement equipment; instrumentation; groundwater remediation system; filtration, chemical treatment processes, chlorination/dechlorination and ultraviolet disinfection, pH adjustment/neutralization, industrial waste treatment, reverse osmosis, etc. This course prepares students for the NC Department of Environmental Quality certification examination for Physical Chemical Grade 1 and/or 2. Prerequisite: Physical Chemical Operator Grade 1 certification and 1 year 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

Applied Technologies – Agriculture and Natural Resources									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Physical Chemical Operator I/II (TR)	H2687	28	6/23 - 6/26	M T W Th	8:30AM - 4:30PM	\$131.00	HMC	Lillington	Miriello Bldg., Rm 134
Physical Chemical Operator I/II (TR)	L2688	28	8/04 - 8/07	M T W Th	8:30AM - 4:30PM	\$131..00	LMC	Sanford	Wilkinson, Rm 210
Wastewater Operator I (TR)	L2690	34	7/07 - 7/10	M T W Th	8:30AM - 5:30PM	\$131.00	LMC	Sanford	TBD
Wastewater Operator II (TR)	H2689	38	7/21 - 7/24	M T W Th, F	8:00AM - 6:00PM 8:30AM - 3:00PM	\$131.00	HMC	Lillington	Miriello Bldg., Rm 134

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.

Escort Vehicle Operator

This course is designed to meet the training requirements set by the NC Department of Transportation to certify Oversize-Overweight load escort vehicle drivers. The course components consist of defensive driving, escort driver requirements, skills training, and an exam. The minimum age for a person to be eligible for the Escort Vehicle Operator certification is 18 years old. Students must bring a current Driver License, DDC-4 certification, and a certified driving record (no older than 6 months) to the class.

Applied Technologies – Automotive and Transportation									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Commercial Learner Permit (TR)	L2124	8	5/17 - 5/17	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Con. Ed. Training Bldg., Rm 104
Commercial Learner Permit (TR)	L2124	8	5/27 - 5/28	T W	6:00PM - 10:00PM	\$76.00	LMC	Sanford	Con. Ed. Training Bldg., Rm 104
Commercial Learner Permit (TR)	L2126	8	6/14 - 6/14	Sa	8:00AM - 5:00PM	\$76.00	LMC	Sanford	Con. Ed. Training Bldg., Rm 104
Escort Vehicle Operator (TR)	H2684	8	6/09 - 6/09	M	8:00AM - 5:00PM	\$76.00	HMC	Lillington	Cont. Ed. Bldg., Rm 218



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)	L2116	152	5/19 - 7/31	M Online	6:30PM - 10:30PM, Online	\$186.00	LMC	Sanford	E. Eugene Moore Ctr., Rm T118
BioWork (HY)	L2117	152	5/19 - 7/31	Th Online	6:30PM - 10:30PM, Online	\$186.00	LMC	Sanford	E. Eugene Moore Ctr., Rm T118



Applied Technologies – Construction and Skilled Trades

Construction Bootcamp

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

Construction 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.

Electrical Wiring for Homes

Discover techniques to safely perform home electrical wiring including repairs, installations, and modifications. Students will learn about tools and material selection, and making electrical connections. This hands-on course is ideal for the homeowner/landlord wanting to do basic electrical repairs, installations, and modifications. Additionally, learning these skills may spark interest in furthering education for an electrical trades career.

Intro to Stick Welding

Shielded Metal Arc (Stick) Welding is significantly used for steel structure construction and industrial fabrication, and is widely favored for general maintenance and repair. Students will learn material prep, equipment setup and safe practices, joint types, arc maneuvers/techniques, and identifying welding defects, etc. Students will learn to confidently produce quality welds using stick techniques. Required materials (not included in course fees): Steel-toed boots, welding helmet, safety glasses, gloves and flame retardant safety jacket.

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.

Continuing Education Summer 2025 Schedule

Applied Technologies – Construction and Skilled Trades									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Construction Bootcamp (TR)	C2128	24	5/21 - 7/09	W	6:00PM - 9:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 137
Construction Fundamentals in Spanish (TR)	C2127	36	5/19 - 7/07	M, Sa	6:00PM - 9:00PM, 9:00AM - 3:00PM	\$131.00	PMC	Pittsboro	Lucier Hall, Rm 134
Electrical Wiring for Homes (TR)	C2130	24	5/19 - 7/14	M	6:00PM - 9:00PM	\$76.00	PMC	Pittsboro	Lucier Hall, Rm 136
Intro to Stick Welding (TR)	H2118	36	7/15 - 8/21	T Th	6:00PM - 9:00PM	\$131.00	HMC	Lillington	Cont. Ed. Bldg., Rm 219
OSHA 10-Hr Construction (TR)	L2121	11	6/09 - 6/10	M T	8:30AM - 2:30PM	\$76.00	LMC	Sanford	Moore Mfg., Rm. 1



Business

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 2.0

Our day-to-day careers can create stress for individuals. Increasing emotional intelligence, improving mindfulness, improving self-awareness, and increasing your happiness can help you to achieve a greater level of satisfaction at work. This course discusses how emotional intelligence can assist employees in interpersonal relationships in the workplace. Improving mindfulness can help you to have a healthier state of "being" while at work. Improving self-awareness can help you to understand more about yourself and how you engage with others. Most importantly, because employees spend most of their time at work, happiness is a major benefit to a better quality of life.

Excel: Enhanced Charts

This intermediate level Microsoft Excel course covers using the Quick Analysis tool to create charts with a single keystroke; students will use pictures to create exciting charts that are even more descriptive than typical line and bar charts. In addition to data analysis, topics include performing what-if analysis, the Recommended Charts feature, creating combo charts, managing large workbooks, and using advanced sorting and filtering.

Healthy Group Dynamics

This course examines the underlying processes and interactions within small groups, exploring theories of group development, leadership styles, communication patterns, power dynamics, conflict resolution, and decision-making, with a focus on applying this knowledge to enhance collaboration and effectiveness in various settings, through examples, discussion of case studies, and experiential exercises. Throughout this course, there will be a focus on group interactions and the study of how individuals behave and influence each other within a group setting. Theoretical frameworks related to group development, such as forming, storming, norming, performing, and adjourning will be discussed along with practical applications emphasizing the relevance of exploring group dynamics in various fields, such as leadership, teamwork, counseling, and organizational development. This course is ideal for individuals interested in learning new team building skills, improving team performance, and becoming more skilled working with teams within and outside their organization.

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.

Political Savvy in the Workplace

Politics! It's all around us! Learning how to navigate political savvy in various settings is vital to career success and is also a part of emotional intelligence (EQ). Understanding how power and influence are distributed within an organization and leveraging this knowledge to achieve both your personal goals as well as the organization's goals is important in getting things done and having the resources needed to accomplish goals. This course offers support in exhibiting confidence and professional diplomacy, while effectively relating to people at all levels internally and externally with a focus on key behaviors, understanding priorities, cultural norms, and unwritten rules for success at all levels of the organization. This course is ideal for individuals interested in navigating challenging social and organizational dynamics successfully and strategically in a positive and ethical manner.

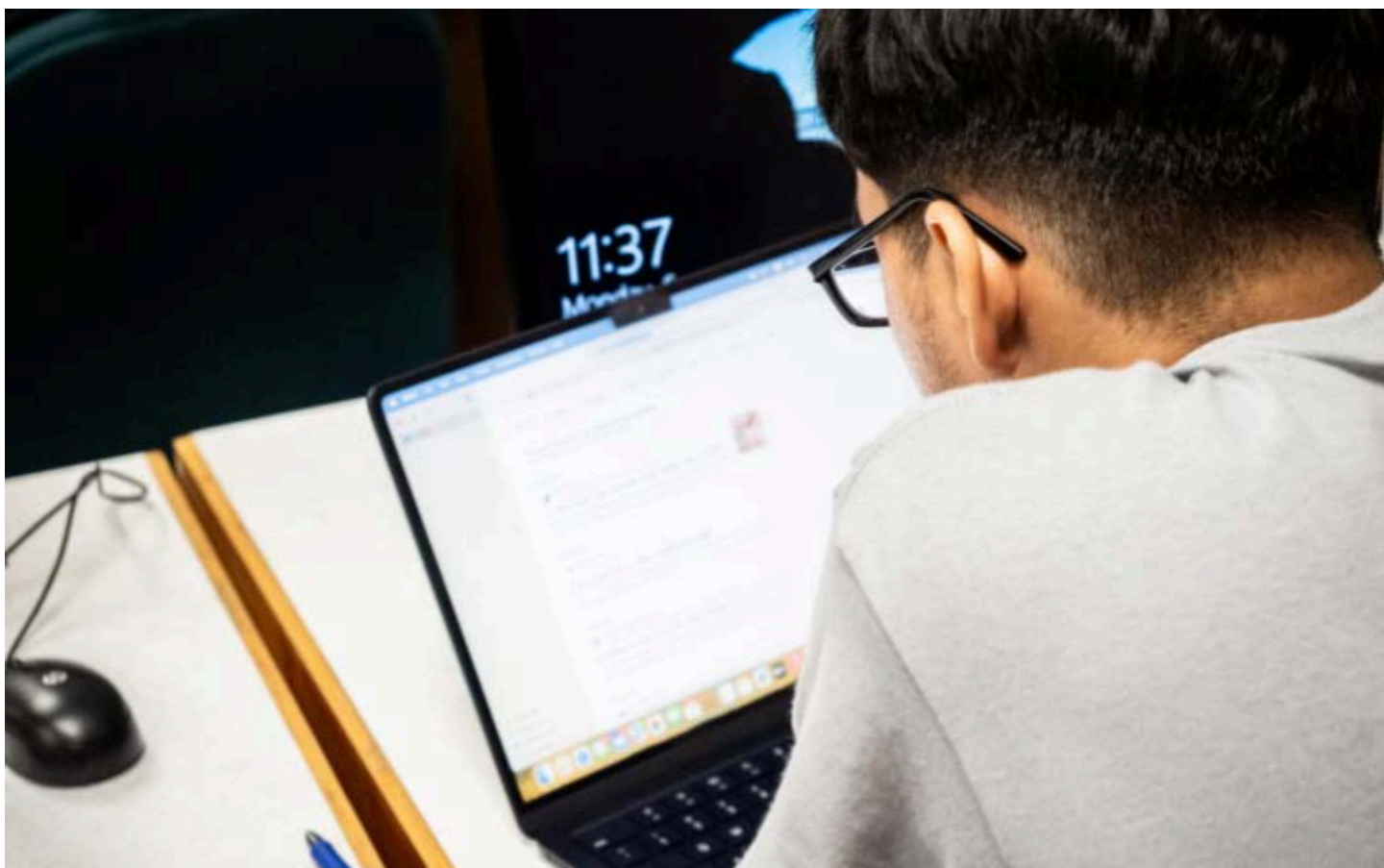
PowerPoint for Business

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.



Continuing Education Summer 2025 Schedule

Business									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Certified Bookkeeping Professional (IN)	D2685	151	6/11 - 8/13	online	online	\$399.00	DECON	online	online
Emotional Intelligence 2.0 (HY)	C2676	24	7/14 - 8/10	M (7/14) Su	5:30PM - 6:30PM, online	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 208
Excel: Enhanced Charts (TR)	H2677	8	6/17 - 6/26	T Th	3:00PM - 5:00PM	\$76.00	HMC	Lillington	Miriello Bldg., Rm 103
Healthy Group Dynamics (IN)	D2682	36	7/22 - 8/12	online	online	\$131.00	DECON	online	online
Notary Public (TR)	C2055	7	5/17	Sa	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 222
Notary Public (TR)	C2056	7	6/07	Sa	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 222
Notary Public (TR)	H2060	7	6/10	T	8:30AM - 4:30PM	\$76.00	HMC	Lillington	TBD
Notary Public (TR)	L2061	7	6/12	Th	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr. for Workforce Innov., Rm 124
Notary Public (TR)	C2057	7	6/14	Sa	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 222
Notary Public (TR)	L2053	7	7/22	T	8:30AM - 4:30PM	\$76.00	CWI	Sanford	Ctr. for Workforce Innov., Rm 124
Notary Public (TR)	C2058	7	7/26	Sa	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 222
Notary Public (TR)	C2059	7	8/09	Sa	8:30AM - 4:30PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 222
Political Savvy in the Workplace (IN)	D2681	36	6/10 - 7/08	online	online	\$131.00	DECON	online	online
PowerPoint for Business (TR)	H2680	8	7/07 - 7/10	M T W Th	3:00PM - 5:00PM	\$76.00	LMC	Sanford	Wilkinson, Rm 214



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.

Essential Career and Employability Skills

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

Essential Career and Employability Skills									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Human Services Exploration: DSS Caseworker	C2352	48	6/23 - 8/20	M W	6:00PM - 9:00PM	\$125.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 223



Health Sciences

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 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.

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 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

Health Sciences									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Dental Hygienist-Anesthesia (HY)	L2904	24	6/02 - 7/11	M T W, F	8:00AM - 4:30PM, Online	\$371.00	LMC	Sanford	Keller Health Science, Rm 223
Nurse Aide Level I (TR)	L2901	184	5/19 - 7/14	M T W Th F	8:00AM - 4:30PM	\$206.00	CWI	Sanford	Ctr. for Workforce Innovation, Rm 144
Phlebotomy Technician (TR)	L2902	200	5/19 - 8/14	M T W Th, M T W Th	5:30PM - 9:30PM, 8:00AM - 2:30PM	\$206.00	CWI	Sanford	Ctr. for Workforce Innovation, Rm 130
Phlebotomy Technician (TR)	C2551	200	5/19 - 9/22	M T W	5:30PM - 9:30PM	\$206.00	CHSC	Pittsboro	Chatham Health Sciences, Rm 214
Phlebotomy Technician (TR)	H2001	200	7/14 - 9/22	M T W Th, M T W Th	9:00AM - 1:00PM, 8:00AM - 2:30PM	\$206.00	HHSC	Lillington	Harnett Health Sciences, Rm 140
Therapeutic Massage I (TR)	H2002	325	7/07 - 12/03	M T W	9:30AM - 2:30PM	\$201.00	HHSC	Lillington	Harnett Health Sciences, Rm 232
Therapeutic Massage II (TR)	H2003	325	7/07 - 12/03	M T W	5:00PM - 10:00PM	\$201.00	HHSC	Lillington	Harnett Health Sciences, Rm 232



Personal Enrichment

Basic Rider Course

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

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

Poetry Workshop

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

Spanish Intermediate

During each class students will continue to work on their reading, writing, speaking and listening skills. Course work will also include the study of Spanish culture and how it influences language. Classwork will include presentation of material, written activities, role play, small group practice and analyzing Spanish texts and audio clips.

Three Wheel Motorcycle Rider Safety

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

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.



Continuing Education Summer 2025 Schedule

Personal Enrichment									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Basic Rider Course (BL)	L2776	22	5/16 - 5/18	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2777	22	5/20 - 5/22	T, W Th	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2778	22	5/30 - 6/01	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2780	22	6/10 - 6/12	T, W Th	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2781	22	6/20 - 6/22	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2782	22	6/27 - 6/29	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2783	22	7/11 - 7/13	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2784	22	7/15 - 7/17	T, W Th	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Basic Rider Course (BL)	L2785	22	7/25 - 7/27	F, Sa Su	Online, 8:00AM - 6:00PM	\$205.90	ESTC	Sanford	Motorcycle Pad, Room 1C
Poetry Workshop (TR)	C2052	12	5/21 - 6/25	W	6:00PM - 8:00PM	\$76.00	PMC	Pittsboro	Chatham Admin. Bldg., Rm 111
Spanish Intermediate (TR)	H2679	24	6/03-6/26	T Th	4:30PM - 7:30PM	\$76.00	HMC	Lillington	Miriello Bldg, Rm 133
Three-Wheel Motorcycle Rider Safety (TR)	L2786	24	7/30 - 7/31	W Th	7:00AM - 5:00PM	\$227.40	ESTC	Sanford	Motorcycle Pad, Room 1C
Yoga (TR)	C2051	8	5/21 - 7/16	W	5:00PM - 6:00PM	\$79.00	PMC	Pittsboro	General Class & Science Bldg., Rm 102



Professional Services – Cosmetic Arts and Barbering

Cosmetology in Spanish III

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 written and practical licensing exams. To be eligible for this course, students must have successfully completed Cosmetology in Spanish I and II.

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

Professional Services – Cosmetic Arts and Barbering									
Course Name	Course #	Hours	Dates	Days	Times	Cost	Location	City	Building
Cosmetology in Spanish III (TR)	H2751	220	5/19 - 7/31	M T W Th	3:30PM - 9:30PM	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400
Cosmetology in Spanish V (BL)	H2752	220	5/19 - 7/31	T W Th, M	3:30PM - 9:30PM, Online	\$201.00	HMC	Lillington	Cosmetic Arts, Rm 400



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.



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 Coordinator 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:

<https://www.cccc.edu/all-programs/basic-law-enforcement-training>



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

Google Digital Marketing & E-Commerce

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

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:

- 8th grade reading, writing, and communication skills
- Algebra I
- Critical thinking and problem-solving skills
- General operating system knowledge (Windows, MacOS, Linux)
- Familiarity with connecting to a wireless network with commercial components
- 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
Google Digital Marketing & E-Commerce (HY)	D2683	40	6/09 - 7/31	Th, online	5:00PM - 7:00PM, online	\$131.00	PMC	Pittsboro	TBD
Workforce Cybersecurity (IN)	D2691	144	6/18 - 8/06	online	online	\$350.00	DECON	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.





SELF-GUIDED TUTORIALS

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Central Carolina Community College

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