Continuing Education

Continuing Education Advantages

- Affordable options for job training
- Short-term, quality, customized training leading to industry approved credentials
- Flexible scheduling
- Cultural and personal enrichment offerings in our Center for Creative Living
- Transcripts not required for most offerings
- Easy enrollment

Enrolling is Easy

NEW! Online preregistration is now available. Visit sandhills.edu and click on the Continuing Education link. From there, click on your program area of interest. On the left sidebar select “Registration and Payment” where you will see details and will be able to select other options.

Or sign up today using one of these other easy steps:

- Call (910) 695-3980 (credit card required); office hours are Monday-Thursday 8-5 pm, Friday 8 am-4 pm;
- In person on the first floor of Van Dusen Hall on the Pinehurst campus; office hours are Monday-Thursday 8-5 pm, Friday 8 am-4 pm;
- Fax completed registration form, located online and on the final page of the Continuing Education section of this publication, to (910) 692-6998.

- Tess Regan
  Continuing Education Registration
CAREER
Training
sandhills.edu/careertraining

The Continuing Education Career Training program is a perfect local resource for adult learners who want to improve workplace skills, achieve job certification or recertification, improve employment marketability or explore new opportunities.

Career Training courses meet the criteria for Continuing Education Units (CEUs).

For additional information, contact Lori Degre at (910) 695-3939 or degrel@sandhills.edu.

HEALTH CARE OCCUPATIONS

Activity Director
Designed to provide basic training to become an Activity Director in a healthcare related setting, such as long-term care or assisted living facilities or adult care homes. Students successfully completing the entire 85 hours of training (60 hours in class and 25 practical experience hours) will receive a Certificate of Completion and can use this course as a step toward a national certification for Activity Coordinators. Background check and drug screening is required by clinical sites at an additional cost to the student. Instructor: Kim Bazemore 207 Van Dusen Hall $185+text+background check CEU: 8.5

3304 Sept 11-Nov 15 TTh 6-9pm

Central Sterile Processing
Introduces the primary responsibilities of a central sterile technician. Learn practical applications of concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students will be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies. Instructor: Karen Furr 214 Van Dusen Hall $185.00+text CEU: 9.6

3305 Aug 20-Dec 12 MW 6-9:00pm

EKG Technician
Learn required skills to become a certified EKG Technician and work in a variety of healthcare settings. Topics include cardiac anatomy and physiology, cardiac cycle, EKG strip analysis, 12 lead EKG, and EKG procedures. $185.00+text CEU: 9.6

Pinheurst Campus
Instructor: Jade Mashburn 104 Van Dusen Hall

3306 Aug 20-Dec 12 MW 6-9:00pm

Pinehurst Campus
Instructor: Ann Rowe 109 Johnson Hall

3307 Aug 23-Dec 13 TTh 5:30-8:30pm

Nurse Aide, Level 1
This state-certified program prepares students for work under the supervision of licensed healthcare professionals in performing hands-on patient care. Prepare for the State Board examination for NC NA Registry listing. Contact Jenell Powell at 695-3965 for program information. $205.50+course pack and enrollment approval CEU: 20.4

Pinheurst Campus
Instructor: Carolyn Mulcahy and Margaret Dousharm 107 Van Dusen Hall

3310 Aug 15-Dec 12 MW 8:30am-2pm Lab 2-4pm Clinical 7:30am-1:30pm

Sandhills Hoke Center
Instructor: Sharon Parter 129 Upchurch Hall

3311 Aug 15-Dec 12 MW 8:30am-2pm Lab 2-4pm Clinical 7:30am-1:30pm

3312 Aug 15-Dec 12 MW 4pm-9:30pm Lab 2-4pm Clinical 3:30-9:30pm

This is a hybrid class.

Registration for Continuing Education Career Training classes is on-going — classes begin throughout the semester. Check our website (sandhills.edu/continuing-education) for additional offerings and updates. Seats are limited! (910) 695-3980
Career Training

Nurse Aide, Level 1 Refresher
This forty-hour program is designed for those whose listing has expired on the NC Nurse Aide I Registry. Eligible students must have completed a State-Approved Nurse Aide I program and have a certificate or transcript supporting completion. This program is also designed for individuals with a state-recognized or military health care credential. Please contact Jenell Powell at 695-3965 for enrollment approval.

Sandhills Hoke Campus
Instructor: Jenell Powell
129 Upchurch Hall
$130.00
CEU: 4.0
3313 Aug 21, 23, 28, 30 & 31 TThF 8:30am-5pm
3314 Sept 25, 27, 28, Oct 2 & 4 TThF 8:30am-5pm

Medication Administration Aide
The course is designed to meet training requirements for the NC Board of Nursing Medication Aide Certification. The training prepares Nurse Aides to administer medications to skilled nursing facility residents. Course topics include scope of duties, legal and ethical responsibilities, administration of medications by various routes, infection control and documentation including commonly used abbreviations. Please contact Jenell Powell at 695-3965 for enrollment approval.

Sandhills Hoke Center
Instructor: Sharon Parter
129 Upchurch Hall
$75.00+text
CEU: 2.4
3315 Sept 11, 13, 18 & 20 HOKE TTh 9am-3:30pm
3316 Nov 13,14,15 & 20 PINHEURST TThWMT 9am-3:30pm

Phlebotomy Technician & Clinical Rotation
Learn skills necessary to draw blood specimens in various healthcare settings and blood donation centers. Topics include venipuncture, specimen handling, record-keeping, and the healthcare profession. A Work Keys Reading for Information test, drug screening, background check, and current immunizations are required for registration. Please email degel@sandhills.edu for a complete list of program requirements.
$205.50+text
CEU: 22.00

Pineworth Campus
Instructor: Lavita Crichlow
104 Van Dusen Hall
3321 Aug 16-Dec 13 Clinical TTh 6-9pm
3323 Aug 23-Dec 13 Clinical MTWThF 8am-4:30pm
3324 Oct 23 & 25 TTh 12:30-4:30pm

Mental Health First Aid
Mental Health First Aid USA is an 8-hour certification training to teach participants how to help someone who is developing a mental health problem or experiencing a mental health crisis. The evidence behind the program demonstrates that it helps trainees identify, understand and respond to signs of mental illnesses and substance use disorders.
Instructor: Heather Trevarrow, Christine Ganis
102 Van Dusen Hall
$75.00
CEU: .8

OBD Emissions Control Inspection
Successful completion of this course certifies students to inspect motor vehicles under the NC Motor Vehicles OBD Emissions Control Inspection Law. Prerequisite: Certified Auto Safety Inspection. This is also the Recertification class.
Instructor: Wes Little
102 Sirotek Hall
$75.00
CEU: 0.8
3330 Aug 20 & 21 MT 6-10pm
3331 Sept 17 & 18 MT 6-10pm
3332 Oct 15 & 16 MT 6-10pm
3333 Nov 14 & 15 WTh 6-10pm

Vehicle Dealers’ Continuing Education
Required of all non-franchise vehicle dealers in NC, this course includes updates of NC general statutes and DMV policies and procedures.
Instructor: Rachel Hall, CPT
103 Van Dusen Hall
$75.00
CEU: 0.6
3334 Oct 16 T 9am-4pm

Business

Bank Teller Training
Designed for those interested in becoming a bank teller. Topics include an introduction to banking operations, handling cash, balancing operations, customer relations, and security procedures.
Instructor: Jamie Deaton
206 Van Dusen Hall
$130.00+text
CEU: 3.6
3335 Oct 2 Tu 2-5pm

Automotive Technologies

Auto Safety Inspection
Successful completion of this course certifies students to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Prerequisite: valid driver’s license.
Instructor: Wes Little
102 Sirotek Hall
$75.00
CEU: 0.8
3326 Aug 13 & 14 MT 6-10pm
3327 Sept 10 & 11 MT 6-10pm
3328 Oct 8 & 9 MT 6-10pm
3329 Nov 12 & 13 MT 6-10pm

OBD Emissions Control Inspection
Successful completion of this course certifies students to inspect motor vehicles under the NC Motor Vehicles OBD Emissions Control Inspection Law. Prerequisite: Certified Auto Safety Inspection. This is also the Recertification class.
Instructor: Wes Little
102 Sirotek Hall
$75.00
CEU: 0.8
3330 Aug 20 & 21 MT 6-10pm
3331 Sept 17 & 18 MT 6-10pm
3332 Oct 15 & 16 MT 6-10pm
3333 Nov 14 & 15 WTh 6-10pm

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CEU: 0.6
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Instructor: Jamie Deaton
206 Van Dusen Hall
$130.00+text
CEU: 3.6
3335 Oct 2 Tu 2-5pm

NEW

Drone Flight Certification
Instructor: Jonathan Thill
210 Van Dusen Hall
$75.00
CEU: 2.4
3336 Sept 8, 13, 25, 27 and 29 TTHSa 6-9pm
3337 Nov 3, 10 & 17 Sa 8-5pm

NEW

Drones for Realtors
Drone photos have become an industry standard for real estate agents, but finding a drone pilot can be hard and expensive. Skip the high costs and inconvenience of trying to find a drone photographer, and post your listings faster by becoming your own drone photographer. This course teaches the secrets to drone real estate photos to take your listing to all new heights. Taught by an FAA certified drone pilot.
Instructor: Jonathan Thill
103 Van Dusen Hall
$20.00
CEU: 3
3338 Oct 2 Tu 2-5pm

NEW

Drones for Photography
“Photography for me is a passion, a mixture of science and art that creates magic.” - Scott MacQuarrie. Creating magic requires tools to bring the vision of the artist to life, and this course explores one of the newest and most disruptive tools photographers use today: drones. Spend an afternoon exploring how you can begin using drones to take your skills to the next level. During this course, students explore using LUTs (lookup tables), neutral density filters, strategic use of sunlight and time of day, and get hands on with an entry-level 4K drone. This promises to be an interactive engaging afternoon for the techie and artist in every photographer, amateur or professional.
Instructor: Jonathan Thill
102 Van Dusen Hall
$20.00
CEU: 3
3344 Oct 16 Tu 2-5pm
Notary Public
A notary public is officially authorized to witness signatures on legal documents, collect sworn statements, and administer oaths. Participants must have a high school diploma or GED and no felony convictions.
Instructor: Ron Utley
$75.00+text
CEU: 0.7

Sandhills Hoke Center
118 Johnson Hall
3339   Sept 25 & 27   TTh   5:30-9pm
3340 Nov 6 & 7      TW   5:30-9pm

Pinehurst Campus
208 Van Dusen Hall
3341   Aug 21 & 23   TTh   5:30-9:00pm
3342 Oct 16 & 18    TTh   5:45-9:15pm

Real Estate Pre-Licensing
Provides an intensive review of topics and is designed to prepare the student for the sales and broker licensing examination. Topics covered include real estate terms, contracts, leases, ownership, licensing law, finance, listing and clsoing of property, property valuation, and building construction.
Prerequisite: Work Keys Reading and Math, Level 5 or higher or verification of a post-secondary degree
Instructor: Allan Nanney, CDPE, GRI, SCP, SFR
204 Van Dusen Hall
$185.00+text
CEU: 7.5

HUMAN SERVICES

Income Maintenance Caseworker
To be offered spring.

INDUSTRY

Fork Lift Operator
Participants successfully completing this course are eligible for the fork lift operator's license. Topics to be presented include basic design of lift trucks, stabilization of trucks, maintenance, repair costs and safety aspects in operation.
Instructor: Steven Garner
$75.00+text
CEU: 1.1

Pinehurst Campus
102 Van Dusen Hall on Friday
McKean Hall on Saturday
3351   Sept 7 & 8   F   8:30am – 4pm
               Sa  8am – Noon
3352  Oct 12 & 13  F   8:30am – 4pm
               Sa  8am – Noon

Framing
Instruction in this course is related to framing in residential settings. Emphasis is placed on safety, use of power and hand tools, selecting measuring and preparing framing lumber, and the assembly of wall, floor and roof framing systems.
Instructor: David Clark
Habitat for Humanity 2268 NC Hwy 5, Aberdeen
$185.00 + text
CEU: 15.6

INDUSTRIAL SEWING
Class to be Offered January 2019
Master the basic principles behind the practices in industrial sewing. Emphasis is on machine operation, setup and maintenance, threading, sewing straight lines, corners, curves and welts. Upon completion, students should be able to set up and operate a variety of industrial sewing machines.
The Advanced Manufacturing Program offers high-tech, in-demand career training through state-of-the-art equipment designed to meet the growing demand for skilled workers. Through partnerships with local employers, the Advanced Manufacturing Program aligns class offerings and curriculum to provide employers a pipeline of skilled workers with job-specific skills.

Classes prepare students to achieve national certifications from institutes such as the National Center for Construction Education Research (NCCER), Manufacturers’ Skills Standards Council (MSSC), Electronic Technicians’ Association (ETA), and the National Institute for Metalworking Skills (NIMS). Content focuses on safety and fundamental job skills preparing students for gainful employment. Job placement assistance and career coaching is offered to students who successfully complete the course.

Opportunities are also available for high school students. Please see your guidance counselor for more information regarding the high school track and visit sandhills.edu/ceccp for additional details.

For more information, contact Deneane Smith at (910) 246-4117 or smithl@sandhills.edu.

Classes are held at the Palmer Advanced Manufacturing Center on the Pinehurst Campus and at the Sandhills Hoke Center in Raeford.

**Mechanical Power Transmission Fundamentals-Level I**

Designed to provide you with the necessary foundational content to understand working with mechanical power transmissions, this class covers reading blueprints, industrial mathematics to linear motion, drilling speed calculations and more. Topics are instructor led with hands-on demonstrations and troubleshooting performed by the student. Upon successful completion, you will be able to identify and apply learning to all fundamental content and demonstrate safe, proper maintenance and troubleshooting procedures.

**Sandhills Hoke Center**

Instructor: James Marks
107 Johnson Hall
$185 + text
CEU: 10.2
3431 Aug 6-Dec 12 MW 6-9pm

**Mechanical Power Transmission Fundamentals Level III**

Learn the types, functions, and operations of packaging machinery. Topics include filling, labeling, capping, carton forming, conveying, wrapping, and other related topics. Upon successful completion, students will be able to effectively communicate with technicians and engineers on the terms, actions, concepts, and components of packaging machinery. Students learn about gear drives, hydraulics, pneumatics, pumps and piping, and power transmission accessories; preparing them for well paying positions in advanced manufacturing.

**Sandhills Hoke Center**

Instructor: Dan Alexander
Mod. 6 & 7
$185 + text
CEU: 11.6
1436 August 21-April 23 T 10am-2pm
1437 August 21-April 23 T 4-8pm
Basic Programmable Logic Controls (PLC)
In Basic PLCs, learn basic logic operations, the creation of a PLC program, design of complex logic operations, storage function applications, implementation of program flow control, analog processing, and how to solve complex text assignments. This is the second of three classes in the SCC Automated Technology Certificate program.
Prerequisites: Basic electronics or basic knowledge of control engineering (basic logic operations, flip-flops, timers, counters, process control, function plans).

Sandhills Hoke Center
Instructor: Stephen Fisk
$185 + $50 Materials
Mod 6
CEU: 9.6
1433 Aug 29-Jan 28 MW 6-9pm

CNC Programming – CNC MILL & LATHE
Students learn and perform the following components: Concept (each student will choose a part to create and evolve through the entire process), Drawing (each student will create a drawing, Generation NC Program (including Tool Paths, Tooling Requirements, and Offsets), Evaluation of NC Program (both visually and through use of Graphic Software), Transfer of NC program to CNC machine. Set-up machine for machining of part. Run graphic simulation of CNC machine control panel. Preform Dry-Run to verify program before beginning to cut part. Successful students may qualify to take NIMS Certification test. Prerequisites: CNC Programming Machining I

Pinewurst Campus
Instructor: Shane McNeill
$185 + $75 Materials +Text
Palmer Trades 107
CEU: 22.2
2431 Aug 14-May 21 TTH 6-9pm

Manual Machining II
Machining II is designed to meet entry-level requirements for on-the-job skills. The class teaches students the advanced operations and set-ups for drill presses, metal-cutting saws, lathes, milling machines, and grinders. Students will also produce precision parts utilizing appropriate speeds, feeds, and tooling. Successful students qualify to enroll in the CNC Operations Mill & Lathe. Prerequisites: Basic Machining or machining experience preferred.

Pinewurst Campus
Instructor: Brett Dysart
$285+Text
Palmer Trades 107
CEU: 22.2
2432 Aug 15-May 29 MW 6-9pm

Welding Level I
The Welding Program is based on the National Center for Construction Education and Research (NCCER) curriculum and is designed to train students for mastery of basic welding skills and techniques including safety, metal cutting and fitting, and welding skills using generally recognized industry processes. Upon successful completion, students earn the Level I NCCER Welding Certification and are prepared to work in entry-level positions.

Pinewurst Campus
Instructor: Brett Dysart
$285+Text
Palmer Trades 107
CEU: 22.2
2431 Aug 14-May 21 TTH 6-9pm

Electrical Level I
Using the National Center for Construction Education and Research (NCCER) curriculum, students learn the basic theory and practice of the electrical trade. Offered in partnership with the Sandhills Association of Electrical Contractors, this course is taught by NCCER-certified trainers and overseen by a master NCCER trainer. After successful completion, students are qualified to receive the NCCER Electrician Level I Certification, inclusion on the NCCER National Registry for electricians, and entry-level employment.

Pinewurst Campus
Instructor: TBD
$185+Text
Location: TBD
CEU: 16.5
1431 Sep 11-April 9 TTH 6-9pm

Electrical Level II
Build upon the concepts and skills acquired in the NCCER Electrical Levels I & II courses.
Successful completion qualifies students to receive the NCCER Electrician Level III Certification and inclusion on the NCCER National Registry for Electricians. Prerequisites: Successful completion of NCCER Electrical Levels I & II

Pinewurst Campus
Instructor: David McCollum
$185+Text
Palmer Trades 106
CEU: 16.5
1432 Sep 11-April 9 TTH 6-9pm

Electrical Level IV
Build upon the concepts and skills acquired in the NCCER Electrical Levels I, II, & III courses. Successful completion qualifies students to receive the NCCER Electrician Level IV Certification and inclusion on the NCCER National Registry for Electricians. Prerequisites: Successful completion of NCCER Electrical Levels I, II, & III

Pinewurst Campus
Instructor: David McCollum
$185+Text
Palmer Trades 106
CEU: 16.5
1434 Sep 11-April 9 TTH 6-9pm

Welding Level II
The Welding Level 2 program follows the National Center for Construction and Research (NCCER) curriculum and builds upon content learned in Welding Level 1. Students learn the physical characteristics and mechanical properties of metals, pre and post heating of metals, gas metal and flux cored arc welding, as well as welding safety and symbols, and interpreting detailed welding drawings. Upon successful completion of written and performance assessments and required training hours, students are awarded a certificate of completion from NCCER. Prerequisites: NCCER Welding Level I

Pinewurst Campus
Instructor: Herbert Hearne
$185+Text
Location: TBD
CEU: 16.5
1432 Sep 11-April 9 TTH 6-9pm

Electrical Level III
Build upon the concepts and skills acquired in the NCCER Electrical Levels I & II courses. Successful completion qualifies students to receive the NCCER Electrician Level III Certification and inclusion on the NCCER National Registry for Electricians. Prerequisites: Successful completion of NCCER Electrical Levels I & II

Pinewurst Campus
Instructor: David McCollum
$185+Text
Palmer Trades 106
CEU: 16.5
1431 Sep 11-April 9 TTH 6-9pm
The Public Safety Department works in partnership with multiple accrediting agencies to provide training, certification and recertification, and specialty programs to assist the needs of local public safety agencies. Whether you are seeking a career as a firefighter or are a seasoned veteran in Law Enforcement, EMS, or Fire & Rescue, the Public Safety Department has ongoing course offerings to assist. Engage in experiential learning developing the skills you need to be “Ready to Work and Ready to Respond.” Programs and course offerings are delivered in accordance with state agency requirements and standards.

For additional information, contact Denise Cameron at (910) 695-3944 or camerond@sandhills.edu or Michelle Bauer at (910) 695-3774 or bauerm@sandhills.edu.

**LAW ENFORCEMENT TRAINING**

**Detention Officer Certification Course**
Offered under guidelines and requirements as set forth by North Carolina Sheriff’s Education and Training Standards Commission, trainees must successfully complete 22 blocks of instruction and pass State administered exam as well as demonstrate competency in all skill areas to become eligible for certification as a detention officer. Lecture, demonstrations and practical exercises are primary methods of instruction. Contact Denise Cameron for registration information at camerond@sandhills.edu or 910-695-3944. Prerequisites: High School diploma or equivalent.
18 CEUs
$180 + $5 tech fee
Rick Rhyne Public Safety Center
Instructor: Bill Flint
3842 Aug-Sep M-F 8am-5pm

**Radar / Lidar / Re-Cert**
R/L Re-Cert Call for date
Basic Lidar Call for date
Basic Radar Call for date

**Last Chance In-Service**
Nov 30-Dec 2 Call for classes and times

**HEALTH & MEDICAL SERVICES**

**EMT-Basic**
Prepares students to provide emergency care for the sick and injured. Students learn to respond to a variety of emergency medical situations. Upon successful completion, the student can sit for the state certification exam. Course requirements: Text and a copy of your high school or GED diploma by first night of class. Note: Announced Saturday class meetings will be incorporated.
17 CEUs
$180 + $5 tech fee + Text(s)
Instructor: Linda Sheffield

**Pinehurst Campus** 166 Causey Hall
3721 Aug 20-Dec 15 MTTh 6-10pm

**Sandhills Hoke Center**
3722 Aug 6-Dec 16 MW 6-10pm
S 8-5pm

**Larry R Caddell Public Safety Training Center**
3723 Jul 19-Nov 16 THF 8:30am-5pm
Fire Academy Only!
CPR for Healthcare Providers
This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. Students must provide valid email address for CPR E-card.
Prerequisite(s): None
Material(s): None
0.4 CEUs
$54 includes CPR E-card

Pinehurst Campus 165 Causey Hall
3724 Aug 11 S 8:30am-12:30pm
3725 Sep 8 S 8:30am-12:30pm
3726 Sep 29 S 8:30am-12:30pm
3727 Oct 20 S 8:30am-12:30pm
3728 Nov 17 S 8:30am-12:30pm
3729 Dec 8 S 8:30am-12:30pm

FIRE AND RESCUE

Firefighter Certification Classes
Hazardous Material Level 1 Responder (dates below) and other firefighter certification classes are offered throughout the semester on nights and weekends at the Larry R. Caddell Public Safety Training Center, 333 Niagara-Carthage Road, Carthage and at various local departments. Please contact Michelle Bauer, Fire and Rescue Director at 910-695-3774 or bauerm@sandhills.edu for more information about class offerings and registration process.
Larry R Caddell Public Safety Training Center
$75 (waived for qualified students)
Text(s): Essentials of Fire Fighting, 6th Edition
CEU: .8-3.6
3606 Oct 29-Nov 02 M-Th 8:30am-5pm
3604 Nov 26-Dec 17 M-Th 8:30am-5pm

Technical Rescuer Academy
This block offering of technical rescue certification courses prepares you as a technical rescuer to perform the tasks needed for rescue operations. Topics covered include pre-planning, scene size-up, and hazards assessment for incidents involving rope rescue. You will be introduced to applicable standards addressing rope rescue, Personal Protective Equipment accessory gear, rope software, and rope hardware. Classes may be taken as a full block or in individual pieces as needed to complete the Technical Rescue Certification.
Contact Michelle Bauer for individual class schedule.
Larry R Caddell Public Safety Training Center
$75 (waived for qualified students)
Text(s): Essentials of Fire Fighting, 6th Edition
CEU: .9-12.0
3605 Nov 26-Dec 17 M-Th 8:30am-5pm
3604 Dec 7-Dec 9 F-SU 8am-7pm

NC Extrication School
This long awaited training opportunity provides you with advanced hands-on extrication techniques in a variety of scenarios. In 2016 there was a car crash in North Carolina every six minutes. Our public safety personnel are the first responders to the scene providing assistance and expertise in scene control and victim management. Mere seconds are critical when gaining safe access to the victim and stabilizing for transport to a medical facility. The North Carolina Extrication School provides state personnel the opportunity to practice the skills needed to be efficient and effective when seconds count. This specialty training ensures that personnel throughout the state has experience with cutting edge technology and techniques to ensure a rapid response with best possible outcomes for all involved.
Larry R Caddell Public Safety Training Center
$125 (waived for qualified students) + $100 Fee
Text(s): Essentials of Fire Fighting, 6th Edition
CEU: 8-3.6
3606 Oct 29-Nov 02 M-Th 8:30am-5pm
3605 Nov 26-Dec 17 M-Th 8:30am-5pm
3604 Dec 7-Dec 9 F-SU 8am-7pm

Train for a Career as a Firefighter
Free Tuition for Current Volunteer Firefighters
Certifications:
Firefighter I/II
Hazardous Materials Level 1 Responder
Technical Rescuer
Program incorporates EMT-Basic and prepares students to sit for the state certification exam.
Monday-Thursday 8:30-5
Fridays 8:30-4

Classes at the Larry R. Caddell Public Safety Training Center in Carthage
Application packets available at fireacademy.sandhills.edu or in the Continuing Education offices in Van Dusen Hall.
For more information contact Michelle Bauer at (910) 695-3774 or bauerm@sandhills.edu.
Join us in the new Frick Innovation and Technology Center this fall. Course topics range from the most basic information for the absolute beginner to highly technical skills needed in the workplace. Whatever your stage in computer use, your classmates will be right there with you. Have fun, make new friends and learn to use computers and technology.

For additional information, contact Lori Degre at 910-695-3939 or degrel@sandhills.edu.

“Technology will never replace great teachers, but technology in the hands of great teachers is transformational.”
— George Cuoros
### IPAD

**iPAD Basics**
Maximize your productivity using many of the applications found on your iPad. Learn about Contacts, Mail, Messages, Calendar, Camera, as well as Notes, Reminders, Safari, and others. Topics also included are downloading and installing apps from the App Store. Students must bring their iPad or iPhone to class with the latest operating system (iOS) installed.

Instructor: Dave Bartlett  
106 Van Dusen Hall  
Pinehurst Campus  
$75  
CEU: 2.4

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<th>Start/End Date</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>3088</td>
<td>Sept 17-Oct 24</td>
<td>MW</td>
<td>1-3pm</td>
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**iPAD Level 2**
Continue studying the Mac apps found in the iPad Operating System. Review iPad 1 and then receive more detailed lessons on additional iOS productivity apps. Prerequisite: iPad 1 or a waiver by the instructor or Lori Degre. Each student must bring an iPad or iPhone.

Instructor: Dave Bartlett  
106 Van Dusen Hall  
Pinehurst Campus  
$75  
CEU: 2.4

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<tr>
<td>3089</td>
<td>Oct 29-Dec 5</td>
<td>MW</td>
<td>1-3pm</td>
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### EMAIL

**Gmail and Google**
Get more out of Google Searches, Gmail, Google Drive, Google Calendar, G+, Hangouts, Maps, and more. Prerequisite: a good working knowledge of using the Internet.

Instructor: Phil Laton  
105 Van Dusen Hall  
Pinehurst Campus  
$75  
CEU: 2.4

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<td>3090</td>
<td>Sept 21-Nov 16</td>
<td>F</td>
<td>9am-Noon</td>
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### PHOTOGRAPHY

**Photography Bootcamp**
Unleash your inner photographer. Say goodbye to "Auto" and learn the fundamentals of photography. Dive in and get comfortable with all the dials, modes and menus on the camera. The afternoon is set aside to practice what we've learned and create beautiful images. You will see best results if your camera is less than five years old.

Instructor: Laura Gingerich  
102 Van Dusen Hall  
Pinehurst Campus  
$75.00  
CEU: 2.4

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<tr>
<td>3093</td>
<td>Aug 24</td>
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### SOCIAL MEDIA

**Social Media Basics**
Put yourself in the driver's seat of your social media campaign. Learn the importance of Facebook, Twitter, Instagram, YouTube, and more. Explore the potential for growing your business, expanding your customer base, and making more money through social media marketing. Feel free to bring your laptop or iPad to class. Anyone having an interest in expanding his or her social media knowledge is welcome. Prerequisite: a good working knowledge of the Internet.

Instructor: Christina Whitten  
106 Van Dusen Hall  
Pinehurst Campus  
$75  
CEU: 2.4

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<th>Course Code</th>
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<td>3091</td>
<td>Sept 18-Oct 25</td>
<td>TTh</td>
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### WEB DESIGN

**Creating a FREE Website**
Get yourself noticed! Set up a free basic website for your business or personal use. Choose from interesting templates and combine personal creativity with pictures, links and content information for a finished, operational basic website. Learn to keep your website up-to-date.

Prerequisites: Windows operating system experience, and knowledge of using the Internet, a flash drive with pre-loaded pictures for your website and a working email account.

Instructor: Christina Whitten  
106 Van Dusen Hall  
Pinehurst Campus  
$75  
CEU: 2.4

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<td>Sept 18-Oct 25</td>
<td>TTh</td>
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### PHOTOGRAPHY

**Understanding the Exposure Triangle**
Aperture, shutter speed and ISO, oh my! Transform snapshots into artistic images by using the advanced features on your digital camera and create photos with the WOW factor. Your camera must have program, shutter speed, aperture and manual modes and you will experience best results if the camera is less than five years old.

Instructor: Laura Gingerich  
102 Van Dusen Hall  
Pinehurst Campus  
$75.00  
CEU: 4

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**The Art of Seeing**
Take your photography to the next level by understanding the fundamentals of composition. Together let's discuss the difference between a mediocre shot and an award winning photograph by studying the elements of design. Discussion, lecture, field work and critique session are included. Train your eye to be a better photographer and watch the magic happen.

Instructor: Laura Gingerich  
102 Van Dusen Hall  
Pinehurst Campus  
$75.00  
CEU: 4

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### PHOTOGRAPHY

**Photo Editing Using Photoshop Elements 15 Part 2**
Uncover what's new in Elements 15. Create catalogs and albums, import and organize photos, perform basic editing in the Organizer, as well as how to use the Editor's Quick and Guided modes. You will also learn the basics of using layers for combining and correcting photos, and adding text and graphics. A flash drive 8GB or larger is recommended. Prerequisite: a good working knowledge of computers, using a mouse or pen tablet, file management, and a creative mind.

Instructor: Darrell Kirchman  
105 Van Dusen Hall  
Pinehurst Campus  
$75.00  
CEU: 2.4

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<th>Course Code</th>
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### ONLINE TECH CLASSES

**Technology Training**
Classes begin on August 15. September 12, October 17, November 14 and December 12 at www.ed2go.com/sandhills. This is just a sampling of the classes offered. We have many more.

- Basic, Intermediate & Advanced CompTIA A+ Certification Prep
- Microsoft Excel, Word, Power Point & Access
- Computer Skills for the Workplace
- Keyboarding
- Blogging and Podcasting
- Google Analytics
- Achieving Top Search Engine Positions
- Python 3 Programming
- Game Development
- Visual Basic
- SQL Database programming
- Creating Web Pages
- WordPress Websites
- Photoshop
- Networking
- Understanding the Cloud
- PC Security
- Comp TIA Security & Certification Prep
With ed2go we provide the highest-quality online continuing education courses that are affordable and easy to use for adults. As a virtual online college, our instructor-led online courses are taught by top professionals in their field.

Whether you’re looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You’ll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you’ll be able to interact with them and with fellow students in lively online discussion areas.

New sessions start every month, so you can sign up anytime. Upon completing a course with a passing score, you’ll receive an award of completion.

For additional information, contact Lori Degre at (910) 695-3939 or degrel@sandhills.edu.

Ed2Go Online classes start every 6 weeks:
August 15, September 12, October 17, November 14 and December 12
Ed2Go Online Courses are only $75 each unless otherwise indicated.
Ed2Go Online Career Certificates

Do you want to enter a new career field or advance in your current career? We can help you prepare for nationally recognized certification in as little as six months with our online self-paced programs.

With our ed2go Career Training programs, you can prepare for a nationally recognized certification in as little as six months. Our instructor-led programs will meet the needs of your busy lifestyle with an entirely online venue, self-paced programs and 24/7 access.

Military tuition assistance, student loans and government funding may be available. For complete information, go to: http://www.ed2go.com/career/financial-assistance.

We offer more than 100 courses. Visit http://careertraining.ed2go.com/sandhillscc/ to view course descriptions, tuition and registration information, or contact Lori Degre at 910-695-3939 or degrel@sandhills.edu.

ONLINE CERTIFICATE COURSES

careertraining.ed2go.com/sandhillscc/

ARTS AND DESIGN
Online graphic design and web design programs make it easy for you to learn new skills or transition to a new career. Offers courses in Animation, Graphic Arts, and Web Design.
8 Programs

BUSINESS
Online management training and business skills programs can help you enter a new career field or advance your current skill-set. Offers courses in Accounting, Administrative, Marketing and Sales, Operations, Project Management, and Small Business.
76 Programs

COMPUTER APPLICATIONS
Whether you want to earn Microsoft certifications, learn QuickBooks, or even Photoshop, these online training programs can help you achieve your goals.
40 Programs

COMPUTER PROGRAMMING
Prepare for a career in software development or web development with online programming courses and programs. Programs include sought after programming languages like Java, C#, and HTML5.
17 Programs

CONSTRUCTION AND TRADES
The convenience of online construction training allows you to learn new concepts and skills at your own pace and in the comfort of your own home. Classes include Home Inspection Certificate, Principles of Green Buildings, Environmental and Energy classes, and Certified Indoor Air Quality Manager.
27 Programs

HEALTH AND FITNESS
Certificate programs in Administrative Medical Assistant, Certified Electronic Heath Records Specialist, Certified Personal Trainer, Medical Billing & Coding + Medical Terminology, Pharmacy Technician, Administrative Dental Assistant, Physical Therapy Aide and other popular fields.
39 Programs

HOSPITALITY
Making a career out of helping others can be incredibly rewarding. Whether you want to be a travel agent, a wedding planner, or even a pastry artist these online hospitality-training programs can help you get started.
10 Programs

INFORMATION TECHNOLOGY
Start your career in IT with foundational understanding of the industry. If you are an advanced professional, prepare for in-demand IT certifications to advance your career. Classes offered in Cloud computing, Networking, Security and many others.
57 Programs

LANGUAGE
Take your love for languages and turn it into a career with our online training programs. The professional Translator program prepares you to translate documents into English and into Spanish. It also prepares you to sit for the American Translators Association (ATA) certification exam.
1 Program

LEGAL
Did you know you can earn your paralegal certificate online? You can also become a Certified Mediator and Arbitrator. Each of these online training programs enables you to prepare for various legal careers. Classes offered: Certified Family Mediator, Certified Healthcare and Eldercare Mediator, Certified Mediator and Restorative Justice Practitioner, Legal Secretary, Paralegal, and more.
9 Programs

Benefits of Online Career Training
Learn In-demand Job Skills
Begin Anytime
Set Your Own Pace
Affordable
The Career Development Program at Sandhills Community College is a workforce development program providing skills assessment services, employability skills training, and career development counseling to individuals in transition and the emerging workforce.

Our goal is to assist students in assessing their interests, personality traits, and abilities, in setting career and/or educational goals, and in creating a pathway leading to economic, social, and educational success.

Career Development classes are available to all and may be free for qualified students. Students may also be eligible for a Continuing Education scholarship.

Contact Jenny Troyer at (910) 695-3926 or troyerj@sandhills.edu for more information.

TECHNOLOGY

**Upgrade Your Computer Skills**
Fine tune your computer skills. Engage in hands-on learning based on your individual needs whether you are a beginner or a savvy computer user. Get assistance with job searches, preparing cover letters, creating your résumé or completing an online application.

Instructor: Mike Bowyer

**Robbins Area Library**
161 Magnolia Drive, Robbins
Instructor: Crystal Taylor
Call (910) 948-4000 for more information and to register.
$75 (waived for qualified students)

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<td>M-Th</td>
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**Robbins Area Library**
128 Seaboard Street, Vass
Call (910) 245-2200 for more information and to register.
$75 (waived for qualified students)

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**Revamp Your Career**
Discover a new career. Match your skills with an existing job or develop a training plan to learn new skills, explore career opportunities, and develop a written plan of action. Create or update your résumé, customizing it for different jobs. Learn to sell yourself and stand out from other applicants in an interview. Learn to deal with the stress of long-term unemployment and how to use your age as an asset in your job search. Call Pamela Alsobrook at (910) 944-7697 for more information and to register.

Instructor: Phil Laton
NCWorks Career Center-Moore County Conference Room
245 Shepherd Trail, Aberdeen
$75 (waived for qualified students)
CEU: .15

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**Ignite Your Résumé**
Get your résumé noticed. Use key words to get your résumé noticed on the internet. Improve your résumé by using marketing and branding techniques to enhance your chance of getting a job interview in a competitive job market.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2

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**Energize Your Interview**
Stand out from the crowd and sell yourself. Receive tips for the interview, what to say and how to say it. Identify ten questions that will make or break your interview. Become more confident as you participate in mock interviews.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2

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<td>M-Th</td>
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**Find Your Career**
Discover your ideal career! Explore new career opportunities, set goals, and make the improvements needed to reach your potential. Develop a written plan of action that will set you on your way to success.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 2.4

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**Career Planning & Job Seeking Skills**
Discover your ideal career! Explore new career opportunities, set goals, and make the improvements needed to reach your potential. Develop a written plan of action that will set you on your way to success.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 2.4

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**Careers in IT**
This course is designed to help students explore career opportunities in the Information Technology field. Students will learn basic computer skills and will be introduced to various careers in IT.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2

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**Technology Management**
This course is designed to help students develop the skills necessary to manage technology in their workplace. Students will learn how to evaluate technology needs, how to implement technology solutions, and how to manage technology resources.

Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2

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**Career Development**

One of our goals is to help you learn more about yourself so you can find the best career pathway for your future success.

- Denise Goins
Personal & Home Care Aide Training Instructor
Become a DSS Caseworker/Learn NC Fast
Realize a career with the Department of Social Services as an Income Maintenance Worker. Acquire the skills required to be successful in an entry-level position. WorkKeys assessments (a prerequisite for Phase II) are administered in this class to prepare you for the next Phase of this program - Income Maintenance Caseworker.
Instructors: Alfreda Alston and Jane Drzewicki
107 Logan Hall
$130 (waived for qualified students)
$45 assessment fee
CEU: 4.5
3512 Oct 3-Dec 12  M-Th  12:30-3:30pm

JOB KEEPING SKILLS

Conflict Resolution and Problem Solving
Become a more valuable team member.
Fine tune your analytical skills as you learn to recognize and define problems that cause workplace conflict. Develop workable solutions to conflict resolution. Learn how to interact with supervisors to ensure you meet their expectations.
Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2
3536 Oct 15-18  M-Th  1:30-4:30pm

Survive Your Workplace
What are the elements of career success?
Explore the importance of attitude, integrity, and ethics for success in the workplace.
Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 1.2
3538 Nov 5-8  M-Th  1:30-4:30pm

LIFE SKILLS

Invest in Your Future
Take control of your financial success.
Master basic economic principles. Develop the knowledge, reasoning skills, and confidence to take responsibility for your future.
Instructor: Mike Bowyer
153 Causey Hall
$75 (waived for qualified students)
CEU: 2.4
3537 Oct 22-Nov 1  M-Th  1:30-4:30pm

PERSONAL AND HOME CARE AIDE TRAINING

Introduction to Direct Care Work-Phase 1
Is becoming a CNA the right job for you? Learn the skills it takes to be a Direct Care Worker and master the skills you need to get and keep a job in this introductory course. Become CPR certified upon completion.
Instructor: Denise Goins
$75 (waived for qualified students)
$7 CPR Certification
CEU: 1.5
Pinehurst Campus
106 Palmer Trades Center
3510 Aug 27-Sept 12  MW  12:30-3:30pm
Sandhills Hoke Center
118 Johnson Hall
1110 East Central Avenue, Raeford
3513 Aug 28-Sept 11  TTh  12:30-3:30 pm

Key Train Computer Skills
Learn computer skills and gain confidence to take the WorkKeys assessment by using the KeyTrain software. The Workplace Documents Assessment is required for Phase 3 of this program - Nurse Aide Level I.
Instructor: Denise Goins
$130 (waived for qualified students)
$15 assessment fee
CEU: 1.5
Pinehurst Campus
106 Palmer Trades Center
3511 Sept 17-Oct 1  M-Th  12:30-3:30pm
Sandhills Hoke Center
118 Johnson Hall
1110 East Central Avenue, Raeford
3514 Sept 13-Oct 2  TTh  12:30-3:30pm

Direct Care Basics-Phase 2
Continue your progress towards a career in Direct Care Work as you learn skills used in home management and personal care tasks, using limited caregiver assistance. Completers will receive a Sandhills Community College certificate as a Personal and Home Care Companion.
Instructor: Denise Goins
$185 (waived for qualified students)
CEU: 6.0
Pinehurst Campus
106 Palmer Trades Center
3510 Oct 3-Dec 12  MW  12:30-3:30pm
Sandhills Hoke Center
118 Johnson Hall
1110 East Central Avenue, Raeford
3515 Oct 4-Dec 13  TTh  12:30-3:30pm

Working Smart
Gain your competitive edge!
Learn the Secret to Unlock Workplace Communication
Be More Effective in the Workplace
Get Noticed by Your Employer
Climb the Ladder to Success

The Only NC Soft Skill Credential
Instructor: Kathy Kennedy  •  $75 (waived for qualified students)  •  CEU: 2.4

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Registration for Continuing Education Career Development classes is on-going — classes begin throughout the semester. Check our website (sandhills.edu/continuing-education) for additional offerings and updates. Seats are limited!
(910) 695-3980
College and Career Readiness programs provide educational opportunities at no cost to those who need a high school equivalency diploma or those who need to improve their academic skills. Each program is designed to meet students’ unique learning needs. Classes are available during the day and evening hours at several convenient locations in Moore and Hoke counties.

Various career pathway opportunities are available for CCR students who wish to accelerate their entry into the workplace. Career pathways include Personal and Home Care Assistant, Nurse Aide Level I, Electrical Level I, START Hospitality, and more.

ORIENTATION

Two-day or three-night orientations are required. Day and night orientations offered monthly in both Moore and Hoke Counties. Students will be placed according to their ability and with a valid score.

Call 910-695-3777 today to reserve your seat for orientation.

Adult Basic Education (ABE)

We offer ABE classes for the Beginning, Intermediate and Advanced adult learners to help them improve reading, writing, math, spelling, and language skills to fulfill educational and/or vocational goals.

Pinehurst
Sandhills Community College
Van Dusen Hall
- Beginning Level ABE
  M-F  8am-2pm
- Intermediate and Advanced ABE
  M-Th  8am-2pm

Raeford
Sandhills Hoke Center
Upchurch Hall
- Beginning Level ABE
  M-Th  8am-2pm
- Intermediate and Advanced ABE
  M-Th  8am-2pm

HIGH SCHOOL EQUIVALENCY DIPLOMA (HSE)

Designed for adults who did not complete a high school education or who wish to strengthen their skills before pursuing post-secondary education or employment. Sandhills Community College currently offers official GED® and HiSET® testing services.

Pinehurst
Sandhills Community College
Van Dusen Hall
- M-Th  8am-2pm
- MW  6-9pm

HSE Online/Hybrid

Online students must qualify. Assessment and information provided at orientation. Students must complete 10 hours per week and a monthly face-to-face class to remain in the program.

Robbins
James Garner Center for Community Education
2332 NC Highway 705
- M-Th  8am-1pm
- MTTh  6-9pm

Raeford
Sandhills Hoke Center
1110 East Central Avenue
Upchurch Hall
- M-Th  8am-2pm
- TTh  5:30-8:30pm
ADULT HIGH SCHOOL DIPLOMA (AHS)

AHS provides academic courses to students working toward completing their high school diploma. Classes are offered in a lab setting and provide course work in English, mathematics, social studies, science, and electives. Students are placed in courses based on previous high school transcripts and assessment scores.

Pinehurst
Sandhills Community College
Van Dusen Hall
M-Th 8am-2pm

Raeford
Sandhills Hoke Center
1110 East Central Avenue
Upchurch Hall
M-Th 8am-2pm
TTh 5:30-8:30pm

ENGLISH LANGUAGE ACQUISITION (ELA)

For adults who have limited or no proficiency in the English language. For more information or to schedule an ELA orientation, contact Isabel Cain at (910) 246-4975.

Pinehurst
Sandhills Community College
Causey Hall
M-Th 8am-1:30pm
MW 6-9pm

Robbins
James Garner Center for Community Education
2332 NC Highway 705
M-Th 8am-1pm
MTTh 6-9pm

ELA Online Hybrid
Students must qualify for this class format. Students will need computer or tablet and Internet access. Must complete 10 hours per week and attend traditional classes two Saturdays per month. For more information, contact Isabel Cain at (910) 246-4975 or cainm@sandhills.edu.

AFRAID OF MATH?
CONFUSED BY ENGLISH?

We can help you make sense of it all.

Catch up on your math skills with Math Sense or English basics with English Sense. These free courses can help bring you up to speed if you plan to earn a college degree but need a refresher.

mathsense.sandhills.edu • englishsense.sandhills.edu

Or contact Karen DeCata (910) 695-3779 or decatak@sandhills.edu to learn more about these two free classes.

More Programs and Classes at The Hoke Center Than Ever Before

Curriculum Programs
Associate in Arts • Basic Law Enforcement Training
Criminal Justice Technology • Industrial Systems Technology
Early Childhood Preschool Certificate Program

Continuing Education
Basic Programmable Logic Controls
Certified Production Technician
Mechanical Power Transmission Fundamentals
Fork Lift Operator • EKG Technician • Nurse Aide
Medical Administrative Assistant
Phlebotomy Technician • EMT-Basic
CPR for Healthcare Providers • Notary Public
Pre-Employment Training • Key Train Computer Skills
Intro to Direct Care Work I • Direct Care Basics
Adult Basic Education • High School Equivalency
Adult High School • English Language Acquisition

1110 East Central Drive, Raeford
Partnerships with various organizations established The Lifelong Learning Institute of the Center for Creative Living. The Lifelong Learning Institute offers adults the opportunity to actively engage their minds through a variety of personal enrichment course offerings.

Whether you are looking to challenge yourself with a new skill or deepen your understanding of a particular topic, The Center for Creative Living can help you reach your personal goals in order to achieve a more intellectually rewarding life.

Early registration is encouraged as many courses fill quickly. Call (910) 695-3980 to register today and invite a friend. It’s always more fun to learn something new with someone you know.

**LIFELONG LEARNING INSTITUTE**

**ARMS, CRAFTS, HOBBIES & BUSINESS OPPORTUNITIES**

**Oil Painting Workshop**
Learn basic oil painting using the Old Masters method. All levels welcome. To the first class, bring a good grade of Burnt Sienna oil paint, Bristle Filbert Brushes 2, 4, 6, & 10, odorless turpenoid thinner, 9x12 canvas, Viva paper towels, 12x16 disposable paper palette, H or HB pencil, white eraser, Prismacolor matt fixative spray, Krylon or Grumbacher retouch varnish spray, and two empty jars with lids. View instructor’s website at jeanfrostoilpaintings.com. Prerequisite: Some oil painting experience and use of mediums preferred.
Instructor: Jean Frost
109 Van Dusen Hall
$174
CEU: 4.2
3001  Sept 6-Dec 13  Th  1-4pm

**Oil Painting with Jean Beyond the Basics**
This course continues beyond Oil Painting Basics and is for more experienced artists. Bring the same supplies as listed in the Oil Painting Basics course description and any size canvas to paint. Students should also bring several photos for choosing a subject.
Instructor: Jean Frost
109 Van Dusen Hall
$174
CEU: 4.2
3002  Sept 6-Dec 13  Th  9-Noon

**Fall Book Club**
This popular book club meets the 3rd Friday of each month for engaging discussion about the following books:
Facilitator: JoAnne Ashton
Teresa C. Wood Reading Room, Boyd Library
FREE (Registration required)
CEU: .8
3003  Aug 17-Nov 16  F  2-4pm
Class meets every 3rd Friday.

**Heritage Art Production: Intro to Ceramics**
Interspersed in this course will be discussion on the history and trends of heritage art. Receive valuable information to outfit an appropriate studio. Unique form is the key to any successful artist. Learn from this artist who has perfected her technique all while providing valuable insight into her art.
Instructor: Sandra Hastings
002 Kennedy Hall
$75
CEU: 2.4
3004  Oct 1-Nov 7  MW  10am-12pm

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- Danaka Bunch
  Community Education and Self-Support Programs Coordinator

sandhills.edu/creativeliving
Floral Design with Margaret

Want to learn to make a beautiful floral arrangement? Thinking of working for a florist? Join local florist Margaret Smith for this 8-week class session. Learn to craft stunning creations with containers and accessories in relation to design, color and texture. Bring your creative spirit.
Instructor: Margaret Smith
109 Van Dusen Hall
$79
3005 Sep 10-Oct 29 M 6-8:30pm

Beekeeping for Beginners

This beginner’s beekeeping course is perfect for individuals who are curious about bee hives and the bees that maintain them. It will help you build the foundation of your education as a beginner beekeeper, or if you are someone who recognizes the irreplaceable value honey bees hold in our food system. Students learn a variety of the following: Beekeeping equipment - The biology of the honey bee - How to treat and deal with bee stings - What to do when a swarm occurs - General management of the bee hives - How to extract honey - How to identify and treat bee diseases
Instructor: Hugh Madison and Dwight Rickard
109 Van Dusen Hall
$75
3006 Aug 16-Oct 4 Th 6:30-8:30pm

DANCE, FILM & MUSIC

Ballet Based Movement for Body & Brain

Enjoy creating beautiful movements to fine music of different styles and eras while also feeling healthy and fit and improving balance. Wirsing has been teaching dance and ballet to all ages and levels of ability for many years. Earlier in her career, she was a professional classical ballet dancer. No prior dance experience required. All levels welcome.
Instructor: Rosalind Wirsing
112 Blue Hall
$75
3007 Sep 4-Dec 20 T 3-4:30pm

Get Moving to Latin and Ballroom Dancing!

Ready to Tango, Cha-Cha & Rumba? In six short weeks, professional dance instructor, Debby Hasson, introduces you the moves to wow the audience on any dance floor. Learn the simple way to dance the Swing, Tango, Foxtrot, Cha Cha, Waltz and Rumba. With over 30 years experience teaching dancers of all levels, Debby introduces you to the most popular social dances of today. Dancing partner not required.
Instructor: Debby Hasson
112 Blue Hall
$65 (per student)
CEU: .6
3008 Sept 12-Oct 17 W 6-7pm

Odd Pairings

Odd Pairings is a five-week romp through some protagonist pairings that have existed since the beginnings of film. From Aristotle and Cicero to Lillian Hellman and Ernest Hemingway, writers have attempted to capture the unique role that unlikely friendship plays in our lives—aggravating us, enriching us, and saving us from our lesser selves.
Movies have taken that exploration to every mix of Man/Man, Man/Woman, and Triad Mixtures of personalities whose sparring, sabotaging, and sacrificing have made lasting cinematic impact. Join us as we share some food, some film fun, and some moments in the dark that will remind you of what friendship means in the dire straits and difficult times that are the normal measure of our days on Planet Earth.
Instructor: Ron Layne, MA
Clement Dining Room, Dempsey Student Center
$44
CEU: .12
3009 Oct 8-Nov 5 M 2-4:30pm

Piano Levels 1-3

Students learn to play music involving C, G and middle C positions, primary triads, sharps and flats, basic rhythm patterns and how to read intervals. Choose your level(s).
Instructor: Joshua Lowery
124 Wellard Hall
$59+text for each level
NEW – Level 1A
3010 Sep 13-Dec 6 Th 3-4pm
NEW – Level 1B
3011 Sep 13-Dec 6 Th 4-5pm
NEW – Level 1A
3012 Sep 10-Dec 3 M 6-7pm
NEW – Level 1B
3013 Sep 11-Dec 4 T 6-7pm
Level 2
Prerequisite: Piano Beginning Level 1 or prior experience
3014 Sep 13-Dec 6 Th 2-3pm
Level 3
Prerequisite: Piano Intermediate Level 2 or prior experience
3015 Sep 13-Dec 6 Th 1-2pm
No classes Nov 19 and 23.

Financial Frauds and Identity Theft: Protecting Yourself in an Unsecure World

Learn to safeguard your accounts from hackers, viruses and scams and to understand the latest Social Security fraud and identity theft schemes. Discover how to avoid costly mistakes with your secure information. Learn to protect your credit report and ways to ‘lock’ or secure your credit report from perpetrators while learning about current schemes targeted at retirees. Brianna Perry is a licensed Financial Advisor specializing in holistic financial planning. As a military spouse, Brianna serves the military of Moore County as a designated representative in the Sandhills.
Instructor: Brianna Perry, Financial Advisor
102 Van Dusen Hall
Free (Registration required)
CEU: .10
3016 Aug 16 Th 6:30-7:30pm

Financial 101: Back to Basics

In this four-week class, focus on financial topics building a baseline understanding of investment economic terms and definitions. Survey the financial landscape from a beginner’s perspective laying a foundation for your future. Topics include: budget and healthy spending, how to create a sustainable annual budget, benefits of a college savings plan and how to maximize and create employer sponsored retirement plans. Discover the value of basic financial instruments: stocks, bonds, mutual funds, life insurance, long-term care and annuities.
Instructor: Brianna Perry, Financial Advisor
102 Van Dusen Hall
Free (Registration required)
CEU: .10
3017 Aug 23-Sep 13 Th 6:30-8pm

Finance for Soldiers and Veterans

In this four-week course, survey a series of financial topics pertaining to both active duty and retired military or government service personnel. Topics include: pension planning and budget forecasting for active duty service personnel; TSP (Thrift Savings Plan) overview and detailed explanation of investment options while active; rollover procedures once retired; financial planning for transition from military to civilian life; life Insurance & SGLI conversion; level insurance coverage while transitioning, reenlistment bonus/incentive pay investment options, survivor death benefits and survivor pension income and the financial impact of divorce on assets and future retirement
Instructor: Brianna Perry, Financial Advisor
120 Logan
$75
CEU: .6
3018 Sep 20-Oct 11 Th 6:30-8pm

Annuities: Myths & Misconceptions

Demystify the world of annuity investing. This course covers fixed, indexed, variable, and immediate annuities, as well as buying and investing strategies. Workbooks and helpful literature are provided.
Instructor: Noelle Granville, CSA
204 Van Dusen
$20
CEU: .6
3019 Oct 16-30 T 3-5pm

Financial Decision Making for Retirees

Certified Senior Advisor, Noelle Granville, covers investment and estate planning, income tax reduction and insurance planning, proper portfolio balance to reduce investment risk, getting more income from investments, reducing probate costs and long-term care planning.
Instructor: Noelle Granville, CSA
102 Van Dusen Hall
$20
CEU: .10
3020 Sep 11-Oct 2 T 3-5p

Personal Enrichment and Lecture Series

The French Revolution: Politics, Violence and Polarization

Political polarizations divide Left and Right wing groups in all modern, democratic societies, but similar, emotion-charged political conflicts were already present during and after France’s great Revolution of 1789. What caused this famous Revolution, how did it affect the lives of those who lived through it or remembered it, how did it divide later French politics into “Left” and “Right” factions, and how have creative filmmakers interpreted the Revolution in modern movies? Join the lively “intellectual team” from Carolina Public Humanities to explore how modern political polarization emerged in Revolutionary France and how the Revolution’s legacy still appears today.
Sponsored by: Carolina Public Humanities.
Humanities on the Road and Sandhills Community College.
Clement Dining Room, Dempsey Student Center
$25
CEU: .45

3021 Oct 25 Th 10:30am-3pm

**Art and Science: Partners in the Victorian Age**

Long before the 21st century culture of specialization and competition between the arts and sciences, Victorian gentlemen claimed expertise in many fields, from classical literature to the burgeoning sciences of astronomy, geology, and chemistry. One of these English virtuosos was William Henry Fox Talbot, who in 1839 invented a photograph known as the calotype based on his training in mathematics and optics and claimed for it both the aesthetics of art and the accuracy of scientific process. An early fan of the photograph was Queen Victoria who collected images of herself, Prince Albert, and the royal family into albums and served with her husband as patrons of the Photographic Society and its exhibitions.

Instructor: Molly Gwinn, PhD
201 Van Dusen Hall
$40
CEU: 6

3022 Oct 30-Nov 13 T 2-4pm

**Land of the Free, Home of the Brave**

Land of the Free, Home of the Brave. Join Peter Yellin, former Chief Prosecutor for Military Trails with the 2nd Marine Division at Camp Lejeune, North Carolina for a candid and highly interactive discussion of contemporary events affecting the fundamental institutions of our government. Early registration is recommended. Seating is limited. FREE.

Instructor: Peter Yellin, former Chief Prosecutor for Military Trials with the 2nd Marine Division at Camp Lejeune, NC, and former Chief of Staff to the New York and Arkansas Attorneys General.
109 Van Dusen Hall
Free (registration required)
CEU: .75

3023 Oct 3 & 17 W 1-3pm

**Introduction to Syria/Libanon/Iran**

Learn the history of Syria, Lebanon, and Iran and their relationship in this introductory course. Topics include political, social, and security topics; the roles of Western nations; the effects of Islamism and terrorist groups; and the effect of the insecurity in these states on the nations and the region. Upon completion students will be able to describe the complex interplay of history, geography and ethno-religious politics of the countries and develop potential solutions for various outstanding issues between the them.

Instructor: Jason Criss Howk, Major (Retired) U.S. Army Foreign Area Officer, M.A. Middle East and South Asia Studies, Naval Postgraduate School
109 Van Dusen Hall
$45+text
CEU: 1.8

3024 Sept 5-26 W 2-4pm

**Introduction to Islam in the Modern World**

Discover basic concepts of the religion of Islam and the ideology of Islamism. Topics include Islamic history, The Quran, the breadth of Muslim cultures and civilizations, and the ideologies pronounced by Islamists. Upon completion, students will be able to delineate the differences between Islam, Islamist ideology, and violent radical Islamist (VRI) groups like ISIS and Al Qaeda; understand the Quranic-based tenets of the religion of Islam; identify the foundations of Islamism and the radical forms in use today; and formulate solutions for countering VRIs.

Instructor: Jason Criss Howk, Major (Retired) U.S. Army Foreign Area Officer, M.A. Middle East and South Asia Studies, Naval Postgraduate School
109 Van Dusen Hall
$45+text
CEU: 1.8

3025 Sep 5-Oct 24 W 10am-12pm

**Examining President Trump’s National Security and Foreign Policy**

This course introduces the current administration’s national security and foreign policy aims. Topics include the 2017 national security strategy, diplomacy, the Koreas, the South Asia policy, Syria & Iraq, and counter-terrorism policy. Upon completion students will be able to describe and identify the basic concepts, along with any successes and drawbacks of the President’s approach to these topics. 

Instructor: Jason Criss Howk, Major (Retired) U.S. Army Foreign Area Officer, M.A. Middle East and South Asia Studies, Naval Postgraduate School
109 Van Dusen Hall
$45
CEU: .10

3027 Nov 7-Dec 12 W 10am-12pm
No class on Nov 14

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**Sign Language for Beginners**

An introduction to Sign Language used in the Deaf and Hard of Hearing Community. Whether using in the workplace or for personal, learn to build vocabulary, understand how a sign is formed, and learn the language of everyday conversation including fngerspeaking and the importance of facial expression in conveying a message through non-verbal communication. Anna is a certified Educational Interpreter who has worked with Pre-K through high school students in the NC public school system.

Instructor: Anna Harris
203 Van Dusen Hall
$75
CEU: .10

3028 Sep 4-Oct 23 T 6-8pm

**Spanish Beginning Conversation**

Join this lively and animated Spanish instructor to learn basic Spanish fundamentals of conversation for work or pleasure while also learning about the Spanish culture. Instructor Saulsbury is a native of Madrid, Spain and studied languages at the Berlitz School.

Instructor: Mercedes Saulsbury, SCC
201 Van Dusen Hall
$75
CEU: .10

3031 Sept 17-Oct 10 MW 6-8pm

**Spanish Intermediate Conversation**

Designed for students who are planning to travel or those who have a distinct business need. Instructor Saulsbury has been teaching Spanish at SCC for over 20 years. Prerequisite: Spanish Beginning Conversation or prior experience.

Instructor: Mercedes Saulsbury, SCC
201 Van Dusen Hall
$75
CEU: .10

3032 Oct 22-Nov 19 MW 6-8pm
French Country Breads. Learn from one of the best in this two-day class!
Instructor: Chef Martin Brunner CHE, CEPC
Culinary Hot Bakeshop, Little Hall
$150
CEU: .6
3036 Aug 20-21 MT 3-6pm

European Tortes
Italian buttercream and Austrian hazelnut torte—need we say more? During this two-day class, Chef Brunner shares his grandmother’s recipes for making several cakes using various mixing methods. Bake and finish your own cake to take home as a manifestation of your newfound baking talent.
Instructor: Chef Martin Brunner CHE, CEPC
Culinary Hot & Cold Bakeshop, Little Hall
$150
CEU: .6
3038 Aug 28-29 TW 3-6pm

Homemade Pasta & Authentic Lasagna
In this two-day class, learn to make homemade pasta from Chef Giorgia who is from Italy. Roll and extrude a variety of pastas. The second class make a classic lasagna from scratch with fresh pasta and Bolognese sauce. Be sure to experience this authentic Italian cooking.
Instructor: Chef Giorgia Rivera
Culinary Demo Kitchen, Little Hall
$150
CEU: .6
3037 Aug 28-29 TW 3-6pm

Chocolate Truffle Creations
This hands-on class teaches you to make truffles, flavored truffles, and you will bring home a little sample box of your delights.
Instructor: Chef Monica Midgette
Culinary Demo Kitchen, Little Hall
$75
CEU: .2
3039 Sept 10 M 10am-12pm

Back to Basics: Knife Skills
Learn the basics and practice your knife cuts while preparing a quick weeknight, gluten-free dinner of shrimp and vegetables or chicken and vegetables cooked in a parchment pouch.
Instructor: Chef Angela Webb
Culinary Demo Kitchen, Little Hall
$75 per class offering
CEU: .3
3040 Sept 27 Th 5-8pm
3041 Sept 28 F 9:30am-12:30pm

Party Appetizers Two-Part Series
Come ready to create mouthwatering delights for your family and friends. In this two-part series make a wide variety of party appetizers such as: cranberry and Brie Crostini, and caramelized onion and Prosciutto Crostini. Chef Giorgia will show you how to impress your guests with these delicious eats.
Instructor: Chef Giorgia Rivera
Culinary Main Kitchen, Little Hall
$150
CEU: .6
3042 Oct 1 & Oct 4 MTh 3-6pm

Foundation Cooking: Stocks and Sauces Series
During this three-class series you learn the foundation of stocks and sauces as well as complimentary dishes. In the first class, learn about homemade chicken stock from breaking down whole chickens to make bone stock and then make Braised Chicken in Creamy Mushroom Sauce. On night two learn to make homemade veal stock by preparing veal bone stock and then prepare Pan Seared Medallions in a Red Wine Sauce. Round out the course by preparing a rich vegetable stock and use it to make Roasted Vegetable soup and Butternut Squash & Apple Soup. Don’t miss this foundation cooking series. It will be offered twice this semester and space is limited.
Instructor: Chef Angela Webb
Culinary Main Kitchen, Little Hall
$150 per series
CEU: .9
3043 Oct 4, 11 & 18 Th 5-8pm
3044 Oct 5, 12 & 19 F 9:30am-12:30pm

Healthy Cooking for Two
Learn to prepare and cook for two. Designed for couples or families of two looking to prepare nutritious dishes together, enjoy a healthy, fall-style menu and take home more recipes to try on your own.
Instructor: Chef Monica Midgette
Culinary Demo Kitchen, Little Hall
$75
CEU: .3
3045 Oct 8 M 10am-1pm

Fall & Winter Comfort Desserts
Prepare comfort desserts such as strudel and bread pudding in this class. These are perfect for that sweet tooth on a cold day.
Instructor: Chef Monica Midgette
Culinary Demo Kitchen, Little Hall
$75
CEU: .3
3046 Nov 5 M 10am-1pm

Artisan Breads for the Home Baker
Alongside Chef Brunner, learn to create soft rolls, grissini bread sticks, focaccia and

CULINARY ARTS
See the Continuing Education Personal Enrichment section of our website (sandhills.edu) for a comprehensive list of over 40 culinary offerings.

OPI
OPI Speaking Russian
This training includes the mastery of speaking the Russian language. Liuba Keller Wofford, linguist with military experience, has taught beginner to high-level advanced Russian. Register to strengthen your skills and prepare for the OPI speaking language exam.
Instructor: Liuba Keller Wofford, Linguist
202 Van Dusen Hall
$75
CEU: 2.4
3033 Sep 20-Oct 30 TTh 6-8pm

DLPT
DLPT Listening Russian
Master the skill of listening to the Russian language. Liuba Keller, linguist with military experience, has taught beginner to high-level advanced Russian. Register to strengthen your skills and prepare for the DLPT listening language exam. Register to strengthen your skills and prepare for the DLPT listening language exam.
Instructor: Liuba Keller Wofford, Linguist
201 Van Dusen Hall
$75
CEU: 2.4
3034 Nov 1-Dec 13 TTh 6-8pm
(No class on Nov 22)

DLPT Reading Russian
Master reading the Russian language Liuba Keller, linguist with military experience, has taught beginner to high-level advanced Russian. Register to strengthen your skills and prepare for the DLPT reading language exam.
Instructor: JLiuba Keller Wofford, Linguist
207 Van Dusen Hall
$75
CEU: 2.4
3035 Oct 29-Dec 12 MW 6-8pm
(No class on Oct 31 and Nov 21)

Cooking for One
Designed for those who need to prepare and cook for one, Chef Giorgia demonstrates a seafood dinner for both pleasure and experimentation.
Instructor: Chef Giorgia Rivera
Culinary Main Kitchen, Little Hall
$75
CEU: .2
3047 Nov 8 Th 3-5pm

Keto Cooking Series
In this series, share fresh ideas for Keto-friendly meals including soup, entrees, vegetarian entrees and dessert. Join us for a little low-carb inspiration.
Instructor: Chef Angela Webb
Culinary Main Kitchen, Little Hall
$150
CEU: 1.2
3048 Nov 7 & 8 WTh 5-8pm
3049 Nov 13 & 14 TW 9:30am-12:30pm

Comfort Food Series
Join us for this three-class series and enjoy a mixture of feel good foods. In the first class, learn to prepare lasagna Bolognese where rich Ragu and silky béchamel come together to make this lasagna a favorite that only improves with time. In the second class, create a French Cuisine. Coq au Vin oven-roasted root vegetables and chicken gently braised in wine. Yum! For the final class, Chef Angela takes you back to yummy mac and cheese, but grown-up style. This mac and cheese is a remix version to please the bigger kids in the family. Aged cheddar, Parmigiano and Fontina, along with some luxurious additions and a seasonal side salad, make this your new classic Mac & Cheese.
Instructor: Chef Angela Webb
Culinary Main Kitchen, Little Hall
$150
CEU: 1.2
3050 Dec 4 & 5 ThM 9:30am-12:30pm
3051 Dec 6 & 10 ThM 5-8pm

Holiday Party Hors D’oeuvres
When it comes to food, this really is the most wonderful time of the year! Whether you’re a host or a guest, your food can be outstanding. Join us and share great recipes and tips for making elegant party hors d’oeuvres that are almost too pretty to eat--almost.
Instructor: Chef Angela Webb
Culinary Main Kitchen, Little Hall
$75 per class offering
CEU: .3
3052 Dec 11 T 5-8 pm
3053 Dec 12 W 9:30am-12:30pm

Fall & Winter Comfort Desserts
Prepare comfort desserts such as strudel and bread pudding in this class. These are perfect for that sweet tooth on a cold day.
Instructor: Chef Monica Midgette
Culinary Demo Kitchen, Little Hall
$75
CEU: .3
30466 Nov 5 M 10am-1pm

The Center for Creative Living • • • • • • • •
The mission of the Small Business Center at Sandhills Community College is to increase the success rate and numbers of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners leading to job creation and retention.

The NC Community College’s Small Business Center Network (SBCN) assists in starting an average of 700 businesses each year. Small Business Centers have an economic impact in 90% of NC counties annually, helping to create and retain nearly 3,800 jobs.

FREE Seminars, Resources & Counseling

The Small Business Center is located at the Dedman Center for Business Leadership in 101 Van Dusen Hall. The center offers free seminars targeted to the needs of small business owners and startups. To register for a free seminar, visit sandhills.edu/sbc.

For free one-on-one counseling and information about starting a business or about specific business needs, call Teresa Reynolds at (910) 695-3938 or email reynoldst@sandhills.edu.

Three ways to register for Small Business Center seminars:

sandhills.edu/sbc
(910) 695-3938
reynoldst@sandhills.edu

BUSINESS ACCOUNTING

QuickBooks Online I
QuickBooks expert and certified bookkeeper, Crystal Wambeke, introduces small business owners to the cloud-based software QuickBooks Online and suggests ways this popular software can help small business owners save time, simplify bookkeeping and avoid costly errors. Bring your laptop or tablet to class.
Facilitator: Crystal Wambeke
102 Van Dusen Hall
Free  Aug 14  T  1:30-4:30pm

QuickBooks Online II
Small business owners learn even more about using the cloud-based software QuickBooks Online. Discover more advanced topics on how to manage accounts receivable and accounts payable, reconcile bank accounts, manage inventory, and create financial reports. Bring your laptop or tablet to class.
Facilitator: Crystal Wambeke
102 Van Dusen Hall
Free  Aug 21  T  1:30-4:30pm

NONPROFITS & GRANT WRITING

How to Start a Nonprofit
Discover the basics of starting a nonprofit entity. Failure to take the proper steps could result in serious consequences for individuals as well as being detrimental to the original cause for which the nonprofit was designed. If you are considering starting a nonprofit business, please plan to attend this informative seminar.
Facilitator: Sam Gore
102 Van Dusen Hall
Free  Aug 22  W  1:30-4:30pm

Doing the 501(c)(3) Thing
You can get 501(c)(3) status on your own. The benefits and ability to apply for government and foundation grants can be vital to the success of your nonprofit organization. Sam Gore, a nonprofit expert and Certified Risk Management Specialist, takes you through the process of completing Form 1023 and provides vital information on how to respond to statements and questions satisfying the IRS reviewers. REQUIRED MATERIALS: Participants must download Form 1023 from www.irs.gov and bring it to the seminar.
Facilitator: Sam Gore
Free  Aug 29  W  1:30-4:30pm
**Small Business Center**

We want to see local small businesses do well—when they do, our local economy is strengthened and we all benefit.

- Michael Barbera  
Small Business Center  
Instructor

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**Grant Writing 101**
This basic course is designed to encourage and build the confidence of current and potential nonprofits leaders in the process of grant writing. Find out how to begin and investigate what is involved in the process. Bring your board members, or potential board members, directors and volunteers.

Facilitator: Sam Gore  
102 Van Dusen Hall

**Grant Writing 102**
This seminar expands upon techniques learned in Grant Writing 101 and shares additional resources and powerful grant writing tools to get you ready for your grant submission. Learn where to look for the providers that are right for you.

Facilitator: Sam Gore  
102 Van Dusen Hall

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**SMALL BUSINESS DEVELOPMENT SERIES**

**Finance Your Business**
Financing continues to challenge many small business owners. Who will give you money for your business idea and what information do they need? How will your business make money and will it be enough to pay back a loan or attract an investor? Get these questions answered. Explore the advantages and disadvantages of different types of funding sources and how to choose the right one for your needs.

Facilitator: Sandhills SCORE  
102 Van Dusen Hall

**Start Your Business**
Understand the basics of starting a small business. Turn your idea into an opportunity. Learn key strategies for start-up, financing and marketing, as well as important information about legal issues, licensing, operations and more. Realize the importance of a self-assessment and how to evaluate the feasibility of your business idea. Presented by the Sandhills SCORE Chapter which offers mentoring and counseling for aspiring entrepreneurs and small business owners.

Facilitator: Sandhills SCORE  
102 Van Dusen Hall

**Understanding Business Taxes**
Gain an understanding of taxes required for small business owners and develop a tax strategy for your business. Become familiar with the latest tax forms and procedures for both state and federal taxes. Discover how everyday business decisions can have tax implications that can affect your bottom line. New and experienced business owners will benefit from this information.

Facilitator: Sandhills SCORE  
102 Van Dusen Hall

**Create a Winning Business Plan**
A business plan is an important tool for a small business owner. Learn to turn your ideas into a solid plan for financing and long-term success. This seminar presents the important components of a business and helps lay a foundation for a winning plan. Find out how marketing, operations, and finance are interrelated. Discover how a business plan is used by potential lenders, the dos and don’ts, and steps for making the process easy.

Facilitator: Mike Bowyer, MBA  
102 Van Dusen Hall

**Intro to Marketing**
Get a thorough overview of marketing principles and applications in this introduction to small business marketing. Develop a focused and effective marketing plan to help you comprehend strategic marketing, the marketing mix, and consumer behavior. Join Michael Barbera, Strategy Consultant and Consumer Psychologist, for this dynamic seminar.

Facilitator: Michael Barbera  
102 Van Dusen Hall

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**Selling Made Simple**
**Identify Your Customers**
Learn to identify and sell by developing your whole customer and whole product. The whole customer consists of several consumer avatars and each should be approached differently. The whole product is how the consumer perceives the use and value of your products and services. Small business owners learn to use the perceptions of consumers to sell their products and services.

Facilitator: Michael Barbera  
102 Van Dusen Hall

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

Facilitator: Crystal Wambeke  
102 Van Dusen Hall

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**GOVERNMENT CONTRACTING**

**Marketing Your Business to the Government, Military & Prime Contractors**
This seminar focuses on real world tips, tricks, tools and lessons learned on how to effectively market a small business to federal customers. Discover techniques to market to federal prime contractors in anticipation of teaming on current and future opportunities.

Facilitator: Joseph Tew, NCMBC  
102 Van Dusen Hall

**Small Business Programs, Set Asides & Limitations on Subcontracting**
What does it mean to be a small business in the federal market? What is the process to leverage small business status as a prime or subcontractor in government contracting? This seminar focuses on pre- and post-award programs like HUBZone, 8(a), Service Disabled Veteran Small Business and Woman Owned Small Business, marketing challenges, and competition.

Facilitator: Joseph Tew, NCMBC  
102 Van Dusen Hall
REALITY CHECK SERIES

Budget Your Business Like the Pros
This budget workshop is for small business owners who want to build a budget but aren’t sure where to start. This five-part course gives you the exact steps to build a budget from scratch. You’ll learn: how to plan, read, compare, balance and review your budget. Bring a notebook or laptop to get a hands-on experience and start building your budget in class.
Facilitator: Crystal Wambke
102 Van Dusen Hall
Free Sep 6 W 6-8:30pm

Raise your Credit Score to over 740
Learn how to read a credit report and which factors are used in calculating your FICO or Beacon score. Learn legal tricks on how to raise your score by the way you use your credit cards, treat inquiries, make your payments and carry your balances. Using several proven methods, your credit score could increase by 50-100 points.
Facilitator: Bob Moore, RCC SBC Director
102 Van Dusen Hall
Free Sep 12 W 6-8:30pm

Licenses, Recordkeeping & Tax Issues for Small Business
Many businesses require permits and licenses from local, county, state and even federal agencies. State and Federal tax requirements are not the only reason to keep good, up-to-date records in your business. The last thing you want to do is have the IRS or State Department of Revenue hassling you. Good recordkeeping habits allow you to focus on generating revenue for your small business rather than worrying about catching up on your bookkeeping.
Facilitator: Ed Ormsby, Ormsbyte
102 Van Dusen Hall
Free Oct 11 Th 6-8:30pm

SOCIAL MEDIA: STARTING, MAINTAINING & GROWING

Crowdfunding 101
Learn the foundation and advanced hacks to achieve a six-figure crowdfunding campaign. Discover a comprehensive and concise formula for planning and carrying out a successful campaign to jumpstart your small business. Focus includes each step, what not to miss, what to consider, how and where you can save money, and how to leverage your resources to accomplish maximum results.
Facilitator: Michael Barbera
102 Van Dusen Hall
Free Oct 3 W 1:30-4:30pm

21st Century Management for Small Businesses
Today’s small business owner works in the most challenging workplace ever. Business owners must be able to motivate themselves to set priorities, make decisions, and communicate clearly. Learn practical information that allows entrepreneurs to manage their business more efficiently and effectively.
Facilitator: Mike Collins
102 Van Dusen Hall
Free Oct 10 W 1:30-4:30pm

How the Small Business Owner Deals with Unacceptable Workplace Behavior
Small business owners will learn how to handle conflict resolution and unacceptable behavior in their businesses. Discover tips on handling challenges with your customers, clients, or business associates.
Facilitator: Mike Collins
102 Van Dusen Hall
Free Oct 17 W 1:30-4:30pm

How the Small Business Owner Deals with Constant Change
Experiencing change takes time and energy and is extremely stressful. Learn to recognize and embrace change and make it work for your small business.
Facilitator: Mike Collins
102 Van Dusen Hall
Free Oct 24 W 1:30-4:30pm

Facebook Marketing
Discover marketing strategies that will quickly increase your organic reach. See more engagement on your Facebook page which leads to more sales and higher revenue. All sized business marketers should be able to apply these advanced strategies to their marketing efforts to reach millions of fans, customers, subscribers and followers.
Facilitator: Michael Barbera
102 Van Dusen Hall
Free Oct 18 Th 6-8pm

The Persuasive Power of Passion
Get out of the humdrum existence of routine business blahs and breathe passion back into what, why and how you do it. Small business owners will learn how to share their passion with the community they serve. Passion is infectious, motivating and turns the ordinary workday into a purpose-driven existence. Rediscover the zest of living on the edge of passion for what you do. Learn the benefits of expressing and rekindling the passion in your day-to-day work and see what that looks like in daily pursuits. Reignite your business spirit with Brian Sykes, owner ofAdJourney for over eighteen years, as he demonstrates the persuasive power of passion for entrepreneurs and business owners.
Facilitator: Brian Sykes
102 Van Dusen Hall
Free Nov 7 W 2-4pm

Creative Communication that Connects with Consumers
ATTENTION Small Business Owners: Have you found yourself speaking with a customer, thinking you were communicating clearly, only to discover a blank stare and complete oblivion on their face? How do we communicate what is so readily understood and easy for us on a level that is clear and concise for our client? Learn the tool-set to pare down our communication to make it clear, effective and understood.
Facilitator: Brian Sykes
102 Van Dusen Hall
Free Nov 21 Th 2-4pm

Project Management for Small Business
All small business owners have projects that may include creating the company website, establishing an office, or creating a product. As a business matures, you may need to perform risk assessments, apply for a loan or execute a marketing campaign. Learn to apply the tools and techniques of Project Management—Stakeholder Analysis, Communication Planning, and Risk Management—to improve business operations and gain a competitive advantage for your business.
Facilitator: Gregg Parr, Parrspectives
102 Van Dusen Hall
Free Nov 8 Th 6-9pm
Reserve Your Seat Today
— Continuing Education Class Registration Form —

For curriculum/college credit classes, refer to the next page for registration information.

Name of Class: ___________________________________________ Class Code: ______________________
Full Name (last, first, middle initial): ______________________________________ Date: ______________________
Address: ___________________________________________________ Apartment/Unit #: ______________________
City: ___________________________________________ State: ____________ Zip Code: ______________________
Phone: Home: ________________ Mobile: ________________ Business: ________________
Email: ___________________________________________ Student ID#: ______________________
Social Security Number: ______________________ Birth Date: ______________________
Gender: □ M □ F
Race: □ American/Alaska Native □ Asian □ Black/African American □ White □ Hispanic/Latino □ Hawaiian/Pacific Islander
Education: Are you a high school graduate? □ Yes □ No If no, circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
High School Name and Location (for 16-18 years only): __________________________________________
Highest Level of Education: □ GED Diploma □ Adult HS □ One Year Vocational Diploma □ Associate Degree
□ Bachelor’s Degree □ Master’s Degree or Higher
Employment Status: □ Full-Time □ Part-Time □ Retired □ Unemployed (not seeking) □ Unemployed (seeking)
Emergency Contact: Name: ______________________ Relationship: ______________________ Phone: ________________
Alive@25 Students Only: Driver’s License Number: ___________ Citation Number: ___________

I certify that my answers are true and complete to the best of my knowledge. I understand that payment is expected at the time of registration and that registration is not complete until payment is made.

Signature ___________________________________________ Date ______________________

Refund Policy: The entire cost of the course will be refunded if requested before it begins or if the course is canceled. Thereafter, a refund of seventy-five percent is provided if requested after a course begins and before ten percent of the total class meetings. In the event a class is canceled, we will attempt to contact you by phone.

Completed forms with payment can be mailed to:
Sandhills Community College, Attn: Continuing Education, 3395 Airport Road, Pinehurst, NC 28374

This form can be faxed to: (910) 692-6998 • Call (910) 695-3980 to pay by credit card.