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).

HEALTH CARE OCCUPATIONS

Central Sterile Processing - HYBRID
Instructor: Karen Furr
Pinehurst Campus, 211 Van Dusen Hall
$185 + texts
CEU: 9.6
Learn the primary responsibilities of a central sterile technician and the practical applications of concepts and procedures.

• Students will explore 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 and disinfection in the workplace, as well as the principles of distribution of instruments and supplies.
• This class prepares students for the Sterile Processing Technician certification.

Course Code: 3305
Mondays and Wednesdays, Aug. 17-Dec. 14  6-9 pm

EKG Technician - HYBRID
Pinehurst Instructor: Jade Mashburn
Hoke Instructor: Ann Rowe
$185 + text
CEU: 9.6
Learn the 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.
• This class prepares students for the EKG certification with ASPT.

Course Code: 3307  Pinehurst Campus  104 Van Dusen Hall
Mondays and Wednesdays, Aug. 17-Dec. 14  6-9 pm

Course Code: 3308  Sandhills Hoke Center  109 Johnson Hall
Tuesdays and Thursdays, Aug. 20-Dec. 10  6-9 pm

Registration for Continuing Education Career Training classes is ongoing — classes begin throughout the semester.
Nurse Aide, Level 1 - HYBRID

Pinehurst Instructors: Marta Kane and Heidi Chalfinch
Hoke Instructor: Margaret Dousharm
$205.50 + course pack
CEU: 20.4

Prepare to work as a Nurse Aide under the supervision of licensed healthcare professionals by performing hands-on patient care.
- Successful completion prepares students for the State Board examination for NC NA Registry listing
- Email: perrys@sandhills.edu for a complete list of program requirements
- Contact Jenell Powell at 695-3965 for enrollment approval

Course Code: 3310 (Hybrid)
Pinehurst Campus, 107 Van Dusen Hall
Mondays and Wednesdays, Aug. 17-Dec. 14, Thursday, Dec. 3
Classroom  8:30 am-2 pm
Lab  2-4 pm
Clinical  7:30 am-1:30 pm

Course Code: 3311 (Hybrid)
Pinehurst Campus, 107 Van Dusen Hall
Tuesdays and Thursdays, Aug. 18- Dec. 15, Friday, Dec. 4
Classroom  4 pm-9:30 pm
Lab  2-4 pm
Clinical  3:30 pm-9:30 pm

Course Code: 3312 (Hybrid)
Sandhills Hoke Center, 129 Upchurch Hall
Mondays and Tuesdays, Aug. 17-Dec. 14, Friday, Dec. 11
Classroom  8:30 am-2 pm
Lab  2-4 pm
Clinical  7:30 am-1:30 pm

Course Code: 3313 (Hybrid)
Sandhills Hoke Center, 129 Upchurch Hall
Mondays and Wednesdays, Aug. 17-Dec. 14, Friday, Oct. 16
Classroom  8:30 am-2 pm
Lab  2-4 pm
Clinical  7:30 am-1:30 pm

Nurse Aid, Level 1 Refresher

Instructor: Jenell Powell
Pinehurst Campus, 107 Van Dusen Hall
$130 + Text
CEU: 4.0

This 40-hour program is for those whose listing has expired on the NC Nurse Aide I Registry.
- Eligible individuals must have completed a state-approved Nurse Aide I program and have a certificate or transcript supporting completion.
- Or for individuals with a state-recognized or military healthcare credential.
- Please contact Jenell Powell at 695-3965 for enrollment approval.

Course Code: 3315
Mondays-Fridays, Nov. 16-20  8 am-4:30 pm

Medication Administration Aide

Instructor: Jenell Powell
Sandhills Hoke Center, 129 Upchurch Hall
$75 + text
CEU: 2.4

Meeting the training requirements for the NC Board of Nursing Medication Aide Certification, this class prepares Nurse Aides to administer medications to skilled nursing facility residents.
- Course topics include the 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.

Course Code: 3318
Thursdays and Fridays, Sept. 10-18  9 am-3:30 pm

Medical Administrative Assistant - HYBRID

Instructor: Terri Rush
Pinehurst Campus 203 Van Dusen Hall
$255 + text
CEU: 10.5

Medical Administrative Assistants are valuable members of the healthcare team handling a broad range of duties, including patient registration, telephone, scheduling, medical records, accounts receivable, data entry and medical claims.
- This class prepares individuals for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA).

Course Code: 3320
Mondays and Wednesdays, Aug. 3 – Dec. 9  6-9 pm

Pharmacy Technician - HYBRID

Pinehurst Instructor: Kristin Bickel
Hoke Instructor: Ashley Rivera
$185 + texts
CEU: 11.2

Prepare for the Pharmacy Technician Certification Exam and entry-level employment.
- Topics include technical procedures for preparing and dispensing prescriptions, packaging and labeling, controlled substance procedures, inventory control, pharmacy calculations and over-the-counter drugs.
- Upon completion, students will be able to perform basic supervised dispensing techniques in a community pharmacy setting.
- Prerequisite: WorkKeys Math Level 4

Course Code: 3323  Pinehurst Campus  211 Van Dusen Hall
Tuesdays and Thursdays, Aug. 20 – Dec. 10  6-9:30 pm

Course Code: 3324  Sandhills Hoke Center  108 Johnson Hall
Mondays & Wednesdays Aug. 17 – Dec. 14  6-9:30 pm

Registration for Continuing Education Career Training classes is ongoing — classes begin throughout the semester.
Phlebotomy Technician & Clinical Rotation - HYBRID
Pinehurst Instructor: Lavita Crichlow
Hoke Instructor: Rachel Hall, CPT
$205.50 + text
CEU: 22.0
Learn the 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.
• Email: perrys@sandhills.edu for a complete list of program requirements.

Course Code: 3325  Pinehurst Campus  104 Van Dusen Hall
Aug. 18-Dec. 10
Classroom (Tuesdays, Thursdays)  6-9:30 pm
Clinical (Monday-Friday)  8 am-4:30 pm
One Saturday  9 am-2 pm

Course Code: 3326  Sandhills Hoke Center  109 Johnson Hall
Aug. 17-Dec. 14
Classroom (Mondays and Wednesdays)  6-9:30 pm
Clinical (Mondays-Fridays)  8 am-4:30 pm
Two Saturdays  9 am-2 pm

REAL ESTATE
Real Estate Pre-Licensing
Instructor: Allan Nanney, CDPE, GRI, SCP, SFR
Pinehurst Campus, 134 Kennedy Hall
$185+text
CEU: 7.5
This class provides an intensive review of topics and prepares the student for the NC Broker licensing examination.

• Topics covered include real estate terms, contracts, leases, ownership, licensing law, finance, listing and closing of property, property valuation and building construction.
• Prerequisite: Work Keys Reading and Math, Level 5 or higher or verification of a post-secondary degree.

Course Code: 3350
Mondays and Wednesdays, Sept. 9-Dec. 9  6-9 pm
Make-up test on Dec. 14

301 Broker Relationships and Responsibilities
Instructor: Allan Nanney, CDPE, GRI, SCP, SFR
203 Van Dusen Hall
$130 + text
CEU: 3.0

• Agency relationships, sales and commercial property management transactions and a real estate broker's legal duties to clients and customers will be discussed.
• A step-by-step review and discussion of the functions and responsibilities of a real estate broker when working with sellers and buyers will be covered.
• A review of issues associated with transactions in progress when a broker leaves a firm, and a review of license status and education issues will be covered.

Course Code: 3351
Thursdays and Fridays, Oct. 22, 23, 29 & 30  8:30 am-5 pm

Real Estate Post-Licensing 302 Contracts and Closings
Instructor: Allan Nanney, CDPE, GRI, SCP, SFR
Room TBD
$130 + text
CEU: 3.0
• This course will include selected basic contract law concepts, real estate sales contract preparation and sales contract procedures.
• Buyer's due diligence, closing procedures, Real Estate Settlement Procedures Act and closing disclosure preparation will be covered.
• Also discussed will be contracts for deed, options and selected real estate license status and education issues.

Course Code: 3352
Thursdays and Fridays, Jan 21, 22, 28 & 29  8:30 am-5 pm

CONSTRUCTION
Construction Project Management - HYBRID
Instructor: David Clark
Pinehurst Campus, 207 Van Dusen Hall
$185 + texts
CEU: 9.6
This course provides students with the skills necessary to work as a construction supervisor or job foreman.

• Management skills in people and problem solving, planning, estimating, safety supervision, scheduling, controlling costs, and resources will be taught.
• Scholarships are available for this class.

Course Code: 3360
Tuesdays and Thursdays, Aug. 20-Dec. 10  6-9 pm

General Contractors Update and Continuing Education
Instructors: Charles Hill, David Clark
Pinehurst Campus, 134 Kennedy Hall
$75.00
CEU: .8
This course provides General Contractors the necessary eight hours of Continuing Education needed to renew licenses.

Course Code: 3361  Saturday Aug. 15  8 am-5 pm
Course Code: 3362  Saturday Aug. 22  8 am-5 pm
Course Code: 3363  Thursday Aug. 27  8 am-5 pm
Course Code: 3364  Saturday Aug. 29  8 am-5 pm
Course Code: 3367  Saturday Sep 19  8 am-5 pm
Course Code: 3369  Saturday Oct. 3  8 am-5 pm
Course Code: 3370  Thursday Oct. 8  8 am-5 pm
Course Code: 3371  Saturday Oct. 10  8 am-5 pm
Course Code: 3372  Saturday Oct. 17  8 am-5 pm
Course Code: 3373  Thursday Oct. 22  8 am-5 pm
Course Code: 3374  Saturday Oct. 24  8 am-5 pm
Course Code: 3376  Saturday Nov. 14  8 am-5 pm
Course Code: 3377  Thursday Nov. 19  8 am-5 pm
Course Code: 3375  Saturday Nov. 21  8 am-5 pm
Forklift Operator
Instructor: Steven Garner
$75 + text
CEU: 1.1
Earn the National Safety Council’s (NSC) lift truck operator certification by successfully completing this class.
  • Topics include the basic design of lift trucks, stabilization of trucks, maintenance, repair costs, and safety aspects in operation.

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<tr>
<th>Course Code: 3378</th>
<th>Pinehurst Campus</th>
<th>102 Van Dusen Hall</th>
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<tbody>
<tr>
<td>Friday, Sept. 18</td>
<td>8:30 am - 4 pm</td>
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<tr>
<td>Saturday, Sept. 19</td>
<td>8 am-Noon</td>
<td>McKeann Hall</td>
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<tr>
<th>Course Code: 3379</th>
<th>Sandhills Hoke Center</th>
<th>107 Upchurch Hall</th>
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<tr>
<td>Friday, Oct. 23</td>
<td>8:30 am-4 pm</td>
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<tr>
<td>Saturday, Oct. 24</td>
<td>8 am-Noon</td>
<td>107 Upchurch Hall</td>
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TEAM BUILDING
Sandhills High Adventure Ropes Course
This ropes course will guide participants through physical and mental challenges that promote creative, productive, and motivated teams. It will challenge participants to succeed in team building, self-motivation, problem-solving, decision-making, and effective communication.
  • A signed waiver, and medical release form are required.
  • Participants must be at least 16-years old (parents can sign for participants under age 18).
  • Contact Sandy Perry at perrys@sandhills.edu for more information or to schedule a private group adventure.

AUTOMOTIVE
Auto Safety Inspection
Instructor: Wes Little
Pinehurst Campus, 102 Sirotek Hall
$75
CEU: 0.8
Successful completion certifies students to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law.
  • The prerequisite for this class is a valid driver's license.

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<tr>
<th>Course Code: 3130</th>
<th>Monday and Tuesday, Sept. 14 &amp; 15 6-10 pm</th>
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<tr>
<td>Course Code: 3131</td>
<td>Monday and Tuesday, Oct. 12 &amp; 13 6-10 pm</td>
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<tr>
<td>Course Code: 3132</td>
<td>Monday and Tuesday, Nov. 9 &amp; 10 6-10 pm</td>
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OBD Emissions Control Inspection
Instructor: Wes Little
Pinehurst Campus, 102 Sirotek Hall
$75
CEU: 0.8
This class certifies students to inspect motor vehicles under the NC Motor Vehicles OBD Emissions Control Inspection Law.
  • The prerequisite for this class is “Certified Auto Safety Inspection.”
  • This is also a Recertification Class.

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<tr>
<th>Course Code: 3133</th>
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<tr>
<td>Course Code: 3134</td>
<td>Monday and Tuesday, Nov. 23 &amp; 24 6-10 pm</td>
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Escort Vehicle Operator Certification
Instructor: Wes Little
Pinehurst Campus, 209 Van Dusen Hall
$75
CEU: 0.8
This course meets the training requirements set by the NC Department of Transportation to certify oversize-overweight load escort vehicle drivers.
  • Course components consist of defensive driving, escort driver requirements, skills training, and an exam.
  • Students must have a valid driver’s license without restrictions other than use of corrective lens, must not have a DWI or reckless driving within the previous 12 months, and must be 21-years of age (can be 18 with a Class A commercial driver’s license).
  • All initial applicants must complete a 2- or 4-hour defensive driving course that has been approved by the National Safety Council. (This can be done after this class.) Classes can be found at: http://bit.ly/37276ez

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<tr>
<th>Course Code:3135</th>
<th>Tuesday, Sept. 15 8 am-5 pm</th>
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<tr>
<td>Course Code:3136</td>
<td>Tuesday, Nov. 9 8 am-5 pm</td>
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Vehicle Dealers’ Continuing Education
Instructor: Wes Little
Pinehurst Campus, 209 Van Dusen Hall
$75
CEU: 0.6
Required of all non-franchise vehicle dealers in NC.
  • Includes updates of NC general statutes and DMV policies and procedures.

| Course Code: 3137 | Tuesday, Oct. 13 9 am-4 pm |

CAMPUS HEALTH PRECAUTIONS
For the continued safety and well-being of students, faculty and staff, the college has undertaken efforts to stymie the spread of the COVID-19 virus on campus:
  • all face-to-face classroom and lab instruction will require covering of the nose and mouth (mask, bandanna, or scarf) and proper physical distancing,
  • a nose and mouth covering is required if within six feet of another person whether it be indoors or out,
  • additional touch-free hand sanitizing stations have been installed,
  • deep cleaning is carried out each evening using EPA-approved disinfectants and foggers,
  • campus-wide sanitation of door pulls and light switches is carried out twice every weekday,
  • the use of water fountains has been discontinued,
  • service desk shields have been installed,
  • doors and hallways are marked as to traffic flow direction, and
  • bathrooms have posters reminding of proper hand-washing techniques.
BUSINESS

FAA Remote Drone Pilot Certification
Instructor: Larry Weber
Pinehurst Campus, 203 Van Dusen Hall
$130 + text
CEU: 2.9
Prepare for the FAA Part 107 Remote Pilot certification exam.
• Topics include flight theory, flight operations, flight training, national air space, and weather.
• Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit.
Course Code: 3138
Classroom Tuesdays and Thursdays, Aug. 18-Sept. 17 6:30-8:30 pm
Flying Saturdays, Aug. 29 & Sept. 12 10 am-2:30 pm

Drone Video and Photography
Instructor: Mickey Prosser
Pinehurst Campus, 203 Van Dusen Hall
$75
CEU: 2.4
For those who want to expand their drone flying skills.
• This in-depth class teaches how students can use their drone for site survey assessment, mission planning, equipment inspection, drone camera configuration setup, and basic editing.
• Prerequisite: FAA Remote Drone Pilot Certification
Course Code: 3139
Classroom Tuesdays and Thursdays, Sept 22-Oct 15 6:30-8:30 pm
Flying Saturdays, Oct 3 & 10 10 am-2 pm

Notary Public
Instructor: Ron Utley
$75 + text
CEU: 0.7
A Notary Public is officially authorized to witness signatures on legal documents, collect sworn statements, and administer oaths.
• Prepare to have proof of a high school diploma or GED and no felony convictions.
Course Code: 3140 Pinehurst Campus 103 Van Dusen Hall Monday and Tuesday, Aug. 17 & 18 5:45-9:15 pm
Course Code: 3141 Pinehurst Campus 103 Van Dusen Hall Monday and Wednesday, Sept. 14 & 16 5:45-9:15 pm
Course Code: 3143 Pinehurst Campus 103 Van Dusen Hall Monday and Tuesday, Nov. 9 & 10 5:45-9:15 pm
Course Code: 3144 Pinehurst Campus 103 Van Dusen Hall Monday and Wednesday, Dec. 7 & 9 5:45-9:15 pm
Course Code: 3145 Sandhills Hoke Center TBD Monday and Wednesday, Aug. 31 & Sept. 2 5:30-9 pm
Course Code: 3146 Sandhills Hoke Center TBD Monday and Wednesday, Oct. 12 & 14 5:30-9 pm

HOSPITALITY AND FOOD SERVICE

Bartending
Instructor: Tyrone Thomas
Pinehurst Campus, Clement Dining Room in Dempsey Center
$75
CEU: 2.4
Learn the basics of bartending as a profession or for leisure.
• Topics include popular mixed drinks, wine, utensils, glassware, fruit cutting, bar procedures, and ABC laws.
Course Code: 3355 Saturdays, Oct. 3, 10, 17, 24 9 am-3 pm

ServSafe® Food Safety and Sanitation
Instructor: Karen Cusano
Pinehurst Campus, TBD
$75 + text
CEU: 1.4
Recommended for all food service facilities, including supervisory personnel, culinary professionals, and food service staff.
• Learn the basics of food handling safety and facility sanitation requirements.
Course Code: 3148 Mondays and Tuesdays, Sept. 14-22 5:30-9 pm

ONLINE CLASSES MAY BE MORE THAN YOU THINK!
It’s almost like a traditional class, just from your home (or wherever your computer, tablet or phone is located).
Most sessions are presented live.
You can interact in real-time with your instructor and fellow classmates through the camera, microphone or typing in a chat window.
You may be asked to submit assignments or projects through email.

ARE YOU INTERESTED IN LEARNING PHOTOGRAPHY OR ADVANCING YOUR SKILLS?
See all fall semester photography classes on pages 38 & 39.