



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).

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

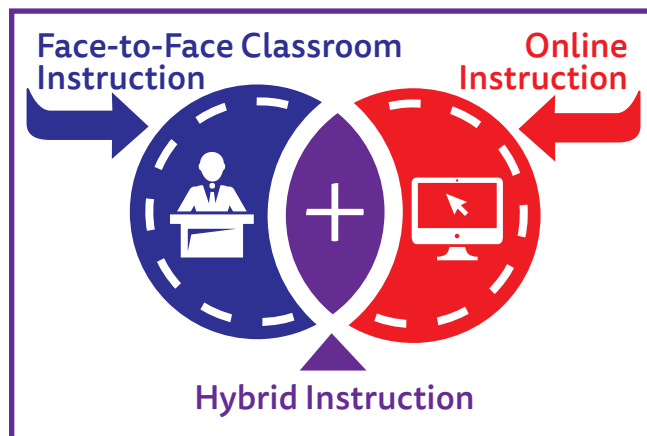
Course Code: 3308 Sandhills Hoke Center 109 Johnson Hall
Tuesdays and Thursdays, Aug. 20-Dec. 10 6-9 pm



We can help you learn new workplace skills, improve those you already possess or help you explore new opportunities. Take a look at the classes we offer this semester.

- Ashley Rivera
Pharmacy
Technician
Instructor

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	4-9:30 pm
Lab	2-4 pm
Clinical	3:30-9:30 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 Jennell 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

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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 6-9pm

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.

Course Code: 3378	Pinehurst Campus	
Friday, Sept. 18	8:30 am - 4 pm	102 Van Dusen Hall
Saturday, Sept. 19	8 am-Noon	McKean Hall

Course Code: 3379	Sandhills Hoke Center	
Friday, Oct. 23	8:30 am-4 pm	107 Upchurch Hall
Saturday, Oct. 24	8 am-Noon	107 Upchurch Hall

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.



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.

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.

Course Code: 3130	Monday and Tuesday, Sept. 14 & 15	6-10 pm
Course Code: 3131	Monday and Tuesday, Oct. 12 & 13	6-10 pm
Course Code: 3132	Monday and Tuesday, Nov. 9 & 10	6-10 pm

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.

Course Code: 3133	Monday and Tuesday, Sept. 21 & 22	6-10 pm
Course Code: 3134	Monday and Tuesday, Nov. 23 & 24	6-10 pm

Escort Vehicle Operator Certification

Instructor: Wes Little

Pinehurst Campus, 209 Van Dusen Hall

\$75.00

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>

Course Code:3135	Tuesday, Sept. 15	8 am-5 pm
Course Code:3136	Monday, Nov. 9	8 am-5 pm

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
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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.
- This class uses the Federal Aviation Administration (FAA) Remote Pilot-Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards best practices.
- 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: F.A.A. 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.