Continuing Education Programs

General Information

Continuing Education programs and services provide adults opportunities to pursue lifelong learning by participating in a variety of non-credit programs or courses suited to individual needs. Courses are practical in nature and are based on individual needs, goals, and/or lifestyles regardless of previous education and training experience. Courses are open to all adults 18 years of age and older. Persons 16-17 years of age may be admitted upon submission, at registration, of written approval from the appropriate school system. A high school diploma is not required for enrollment in most non-credit courses.

Workforce development education and training opportunities are provided through courses which train individuals for job advancement and/or skill building that can enhance one's present career or prepare for entry into a new career. In addition, courses of general and personal interest are offered which assist adults in better understanding their roles in today's changing world.

Continuing Education courses are offered on campus, off campus, and via distance education. The majority of courses are held during the evening hours but may be scheduled at other times for the convenience of those adults participating.

In addition to the large number of courses scheduled each semester, numerous workshops, seminars, and cultural arts opportunities are scheduled to meet special needs and interests. We encourage you to visit our website (www.davidsonccc.edu) under the Continuing Education tab to obtain information about current programs. For further information, contact the School of Community Education, Workforce Development, and Entrepreneurship at 336.224.4554.

Continuing Education Course Repetition Policy

A student enrolling in the same continuing education occupational course more than twice within a five-year period will pay the full student cost per scheduled hour or the current state fee, whichever is higher.

This provision is waived if course repetition is required by certification or licensing standards pertaining to the course in which the student is enrolled. For example, fire, law enforcement, and rescue personnel may repeat courses which are required by certification or licensing provisions and are directly job-related.

Continuing Education Units

Although Continuing Education courses do not award college credit, CEU's (Continuing Education Units) may be awarded for satisfactory participation in approved courses. The CEU is a nationally recognized acknowledgement of achievement. One CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Occupational and General Interest Continuing Education Courses

Adults have the opportunity to attain skills for personal use and to broaden their general education through cultural enrichment. Through participating in Continuing Education courses, individuals can explore new interests, attain new skills, further develop previously acquired skills, and pursue study in different areas. Continuing Education courses are classified as "non-credit" courses, meaning they do not earn college credit hours and generally require no prerequisites for entrance; however, courses denoted with an * in the following lists do have a special admissions process. Students who wish to register for these courses must apply in the Admissions Office. A brief list below is intended to serve only as a sample of the courses which are offered each semester. Classes are formed on a continual basis as interests and needs are determined for persons 18 years of age and above.

Artistic Design
AutoCAD
Basic Electricity
Business Plan Development
Construction Building Codes
CPR (Cardiopulmonary Resuscitation)
Criminal Justice In-Service Training
Customer Service
Delegation
Digital Photography
Dog Grooming
Effective Teacher Training
Electrical Maintenance
Electrical Wiring
Floral Design and Arrangement
Forklift Safety Training
General Contractors' License Preparation
Geometric Dimensioning and Tolerancing
Heating & Air Conditioning
ISO 9000
Industrial Safety
Landscape Design
Lateral Entry Orientation
Lead Safe Practices
Leadership Development
Lean Manufacturing
MS Office: Access/Excel/Word/PowerPoint
MS Windows
Microsoft Office Specialist Certification (MOS)
Microsoft Certified Systems Administrator (MCSA)
Motorcycle Rider Safety
Networking
Notary Public Training
(must be at least 18 years old)

Nursing Assistant*
Nursing Licensure Continuing Education
Office Administration
Online Courses
- Computer Technology
- Internet
- Small and Large Business

Health
Record Keeping for Small Business
Self-Managed Work Teams
Sign Language
Six Sigma
Small Business Management
Small Business Marketing
Small Engine Repair
Spanish for Business
Spanish for Health Care Providers
Statistical Process Control (SPC)
Stress Management
Supervision
Teacher Assistant and Effective Teacher Training
Teambuilding
Vehicle OBD-II Certification/Recertification
Vehicle Safety Inspection
Waste Water Treatment
Welding
*Courses have special admissions requirements. Students must apply through Enrollment Services.

Community Enrichment and Self-Supporting Programs

Community service and self-supporting programs are designed to meet personal growth, recreational, and enrichment needs of students. Self-supporting courses require that all students pay a registration fee.

The brief list that follows is intended to serve only as a sample of the courses and programs which may be offered. Classes are formed on a continual basis as interests and needs are determined for persons 18 years of age and above.

Art
Artistic Design
Cake Decorating
Conversational Spanish
Cooking
Dancing (Ballroom, Line, Shag, etc.)
Digital Photography
Drawing
Golf
Guitar
Interior Design
Painting: Acrylic
Painting: Oil, Acrylic, Watercolor
Photography
Piano
Pottery
Scrap Booking
Stained Glass
Travel
Wedding Planning
Wine Appreciation
Wines of Europe
Wine Tasting

For additional information, please call 336.224.4554 or visit the College website at www.davidsonccc.edu under the Continuing Education tab.

We welcome proposals for new continuing education course ideas. If you have a particular area of expertise, skill, talent, or hobby, we would love to hear from you. We are looking for courses that would be of interest to others and would translate effectively to the classroom. For information on submitting proposals, please contact the School of Community Education, Workforce Development, and Entrepreneurship at 336.224.4554.

Defensive Driving Courses

Davidson County Community College is now offering Defensive Driving courses in cooperation with the National Safety Council and the District Attorney's Office of Davidson and Davie counties. For more information, please call 336.224.4553.

Human Resources Development

Success in the workplace for every individual is the mission of the Human Resources Development (HRD) program. Through employability skills assessment and workshops, the program provides opportunities to help adults understand their strengths and personal assets and how to apply these to their current and future jobs. Subjects covered include exploring career options, career planning, workplace computer skills, job search strategies, effective resumes, and interviewing skills. The goal of the HRD program is to motivate and create enthusiasm in adults enabling them to become successful employees. Tuition and fees for HRD courses may be waived depending on employment status and income. For additional information, please call 336.224.4559 or visit the College website at www.davidsonccc.edu/academics/fa-jobexploration.htm. Sample course offerings include:

Career Planning
Computer Skills for Today's Workforce: Beginner
Computer Skills for Today's Workforce: Intermediate
Computer Skills for Today's Workforce: Advanced
Keyboarding
Medical Office Administration
STEPS — Steps Towards Employment & Personal Success (Employability Lab)

Criminal Justice Training

Citizens of the Piedmont Triad region are served by a large criminal justice community including local and state law enforcement agencies, the Division of Prisons, and the Division of Community Corrections. The College offers a wide spectrum of courses to address the educational and training needs of the criminal justice professional.

In-service training programs are offered to enhance the career and personal development of criminal justice professionals. The Piedmont Criminal Justice Regional Coordinating Center, one of three such centers in North Carolina, provides advanced, high quality, state-of-the-art training in response to the ever-changing needs of the criminal justice community. Sample course offerings include:

Annual Mandated Training
Civil Process
Criminal Investigation
Defensive Driving
Field Training Officer
Fingerprint Classification
General Instructor Certification Training
In-Service Firearms Training and Qualification
Interview and Interrogation

Laws of Arrest, Search, and Seizure
Officer Survival
Radar Operator Training and Recertification
Spanish for Law Enforcement
Supervision
Telecommunications Training
Traffic Accident Investigation

Emergency Medical Training

Accidents and illnesses often strike suddenly and without warning. The quick response of persons trained in emergency medical care can mean the difference between life and death. In response to the need for pre-hospital emergency care, the School of Health, Wellness, and Public Safety provides training in basic first aid and cardiopulmonary resuscitation (CPR) for the general public in addition to providing intensive emergency medical courses designed for professional EMS personnel. Emergency medical courses are offered at child care centers, churches, area industry, nursing homes, schools, rescue squads, fire departments, and on the College campus.

Emergency medical training is provided in the following areas:

ACLS Instructor
Advanced Cardiac Life Support
Advanced Medical Life Support
Basic/Advanced EKG Interpretation
Bioterrorism and EMS
Cardiopulmonary Resuscitation (CPR)
CPR Instructor
Emergency Medical Technician - Basic*
Emergency Medical Technician - Refresher*
Emergency Medical Technician - Continuing Education
Emergency Vehicle Operator
EMS Instructor Methodology
First Aid for Business and Industry
First Aid and CPR
First Aid for Child Care Providers
Geriatric Education for EMS
Medical Responder*
PALS Instructor
Paramedic*
Paramedic Continuing Education
Paramedic Refresher*
Pediatric Advanced Life Support
Trauma Life Support (Basic, Advanced, Pediatric)
Trauma Life Support/International

*Courses have special admissions requirements.
Students must apply through Enrollment Services.

Fire and Rescue Training

The growing Piedmont area of North Carolina requires the expansion of fire fighting and rescue units and an upgrading of fire personnel. The need for better-trained personnel, knowledgeable in the latest techniques, is met through training provided by the School of Health, Wellness, and Public Safety of the College. There is no charge to fire and rescue personnel for these courses.

Fire Service Training sessions are often held in the local fire and rescue departments, allowing men and women to be trained as an organized group utilizing equipment they would ordinarily use in controlling emergency scenes.

NOTE: College policy in compliance with the recommendations of the NC Fire and Rescue Commission (April 15, 2008) prohibits persons 16 and 17 years of age from enrolling in specific fire and rescue courses for safety reasons. Please contact the College's Fire/Rescue Coordinator for additional information.

Some of the more popular fire and rescue courses include:

Computers in Emergency Services
Confined Space Rescue
CPR and First Aid
Fire Apparatus Practices
Fire/Arson Detection and Investigation
Firefighting Procedures and Tactics
Handling Hazardous Materials
Industrial Emergency Response Training
Introduction to Fire Fighting
Live Fire Structural Burning
Low and High Angle Rescue
Portable Fire Extinguishers
Preparing for Natural Disasters
Protective Breathing Equipment
Rescue Technician
Rescue Techniques
Rope Practices
Structural Collapse
Trench Rescue
Vehicle Extrication
Weapons of Mass Destruction

Seminars and Workshops

The College sponsors or co-sponsors special seminar-type programs which are offered in an effort to create a highly concentrated emphasis on a particular subject area. Suggestions and recommendations from business and industry are encouraged for the planning and scheduling of these programs.

The College is host to a number of local and state groups that conduct seminars and conferences. The centrally located campus is ideal for one day or weeklong conferences. Lodging facilities and restaurants are located nearby for out-of-town participants.

Leadership and Management Development Training Programs

Leadership and management development training programs can be customized to meet employers' needs and the needs of their employees. The College's courses are designed to offer practical applications to current needs of business and industry and to enhance the personal growth and development of individual employees.

The list below represents only some of the more popular courses and special programs available through continuing education to businesses and industries in the area:

Communication Skills
Conflict Management
Customer Service
Fundamentals of Financial and Operations Management
Human Resource Management
First Aid and CPR for Business and Industry
Industrial Safety
Leadership Development
Project Management
Spanish for HR/Supervisors

Supervision
Team Building
Time Management

These courses usually meet once each week for two or three hours per session either on our campus, the worksite, or at a predetermined site. Grades may be awarded to individuals satisfactorily completing a course by maintaining a minimum of 80% attendance based on contact hours.

Business and Industry Services

A wide range of business and industry services are available to employers in the College's service area. Each service may be customized to meet the specific needs of the employer. For additional information, contact Wanda Ramos-McPherson at 336.224.4589 or visit the College website at www.davidsonccc.edu/academics/cwe-business&industry.htm.

WorkKeys Center

WorkKeys is a nationally recognized and approved job skills assessment system measuring "real world" skills that employers believe are critical to job success. The WorkKeys Center offers skills review, job profiling, assessing employees or job applicants, and scoring services. For additional information, call Jonathan Thill at 336.224.4539 or visit www.davidsonccc.edu/academics/cwe-workkeys.htm.

Career Readiness Certificate Program

The College works directly with the North Carolina Community College System to offer the Career Readiness Certificate (CRC) Program on a state and national level. The CRC is a portable credential for potential employees and employers.

Employers are increasingly concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace. More than 80% of all jobs are projected to require skills beyond those earned in high school.

For an executive contemplating moving a business to North Carolina, expanding an existing company or even just sustaining operations in a fiercely competitive environment, the skill level of the available workforce is often a deciding factor. As a result, both job seekers and incumbent workers are increasingly called upon to demonstrate a more advanced set of skills or at least the ability to develop those skills through on-the-job training.

North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers in this transitioning economy.

- For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, math, and problem solving skills to be job-ready.
- For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

There are three levels of certification:

- Gold Level — Qualifies an individual for 85% of all jobs
- Silver Level — Qualifies an individual for 65% of all jobs
- Bronze Level — Qualifies an individual for 30% of all jobs

The CRC is based upon WorkKeys, a nationally recognized skills assessment tool developed by ACT Inc. For additional information, call Jonathan Thill at 336.224.4539 or visit www.davidsonccc.edu/academics/cwe-workkeys.htm or www.crcnc.com.

Training Needs Assessments

Training needs assessments are available to business and industry. Needs assessment surveys help the College in determining gaps between desired workplace performance and current workplace performance. Assessment results are used to determine appropriate training programs to impact employee growth and productivity. Some training may qualify for special funding through the North Carolina Community College System.

Customized Training Program

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

The program is targeted toward businesses that are:

- Making an appreciable capital investment;
- Deploying new technology;
- Creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations with the State.

Each of the College's customized training programs is customer driven. The College works with the customer to determine course content, schedule, methodology, and location based on the customer's needs and preferences. Training programs can be developed to upgrade the skills of the existing employees or to train participants for potential employment. These customized programs are developed to impact employee growth and productivity. For additional information, contact Wanda Ramos-McPherson, Director, at 336.224.4589 or visit www.davidsonccc.edu/academics/cwe-business&industry.

Small Business Center

The purpose of the Small Business Center is to attract, train, counsel, and provide educational services for existing and prospective small business owners and employees. The mission of the Small Business Center is to provide high quality and readily accessible assistance to small businesses in order to guide and assist start-up businesses, expand existing small businesses, and increase the success rate. The Small Business Center's focus is on the economic growth of Davidson and Davie counties.

The Small Business Center offers seminars, workshops, and courses designed for existing and prospective small business owners and employees each semester. A wide variety of topics are offered to help small businesses be successful. Qualified presenters, who are experts in their field, are used to meet training needs for small businesses. For example:

- Starting a Small Business
- Writing a Business Plan
- Cash Management
- Understanding the Banker
- Record Keeping & Financial Planning
- Marketing
- Obtaining a Loan

The Small Business Center also offers confidential business counseling at no cost. Business counseling through the Small Business Center offers individuals a sounding board for ideas and concerns one may have regarding starting a business and other existing business concerns.

In addition, the Small Business Center has a Resource Center, which is a library of professional resources that are available for existing and prospective small business owners. The Resource Center contains business-related books, videos, and a computer with Internet access.

For additional information, contact Toby Royston, Small Business Center Director, at 336.224.4557 or visit www.davidsonccc.edu/academics/cwe-smallbusiness.htm.

License/Certification Preparation & Renewal

Continuing Education courses are available at the Davidson and Davie campuses to prepare participants for licensure/certification and/or renewal in the following areas:

A+ Hardware and Software Support
American Management Association
(AMA) Courses/Certifications in Management
Auto Dealers Renewal
Auto OBD II Emissions Certification
Auto OBD II Emissions Recertification
Automobile Vehicle Safety Inspection
Cisco CCNA
Cosmetology (Continuing Professional Education)
- Cosmetologists
- Estheticians
- Manicurists

Cosmetology Instructor Training
CPR
Electrical Contractor
Emergency Medical Technician
EPA/CFC Refrigerant Certification
Firefighter I & II
First Aid
General Contractor
Heating and Plumbing Contractor's License Renewal
HVAC Contractor
Home Inspector
Notary Public Training
Nursing Assistant I & II
Paramedic
Plumbing Contractor
Propane Worker Certification
Standard Inspection Code Enforcement Levels I, II, III:
- Building
- Electrical
- Mechanical
- Plumbing
- Fire Prevention
- Law and Administration

Wastewater Treatment Plant Operator

Health Continuing Education Courses

Employees or persons seeking entry into health-related fields can choose from a variety of Continuing Education opportunities offered at the Davidson and Davie campuses.

Course offerings include:

Case Management Assistant
Healthcare Billing & Coding
Health Unit Coordinator
Home Companion Aide
Medication Aide
Nursing Assistant I*
Nursing Assistant II*
Registered Nurse Continuing Education
Spanish for the Health Care Provider

*Courses have special admissions requirements.
Students must apply through Enrollment Services.

The College is also able to provide customized training for individual facility staff development needs. For additional information, contact the School of Health, Wellness, and Public Safety at 336.224.4785.

Cost of Enrolling in Continuing Education Programs

Continuing Education course fees are based on the category in which a particular course is placed. Policies and fees are subject to change at any time during an academic year.

Fee Categories

Courses with hours between 1-24
$65 per course

Courses with hours between 25-50
$120 per course

Courses with 51+ hours
$175 per course

Technology Fee (if applicable)
$5 per course

Materials Fee (if applicable)
Fees are variable but usually range from $5 - $10 per course

Job related courses for public law enforcement personnel, firefighters, emergency medical, or rescue personnel (paid or volunteer)
*No Charge

Senior citizens, 65 years of age and older
No charge for one course of noncredit instruction per academic semester for legal residents of North Carolina (except for self-supporting courses).

* G.S. 115D-5(B) permits a waiver of extension registration fees for training courses for volunteer firemen, local fire department personnel, local rescue and lifesaving department personnel, and local law enforcement officers. To apply this fee exemption uniformly, the following stipulations are made:
  (a) Only those courses which can enhance firefighters, police officers, rescue or lifesaving personnel in the performance of their duties can be exempted from tuition or registration fees (all other non-job related courses will require the applicable state-mandated charge if taken by firefighters, police officers, rescue or lifesaving personnel); and
  (b) "Local" personnel is defined as city, county, or state personnel; therefore, private organizations, U.S. military personnel and other federal employees must not be granted tuition waivers for extension or curriculum courses as they are not "local" personnel.