Job and Career Enhancement

Whether the goal is to acquire new job skills, prepare for a second career, earn professional level credentials or launch a small business, Corporate and Continuing Education can make it all happen. Choose from hundreds of courses and programs (https://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs), from beginner to more advanced, to acquire the job skills and knowledge to meet any professional goal. Job and career training is aligned with demands of individuals and the employers who hire them. As the college remains up to date, relevant and adaptable to skills and learning needs, the courses can, and often do, change in content and format to better serve students and clients. Courses are offered to the public at all campus locations as well as multiple community locations and centers. For specific site locations, use Campus Finder (http://www.cpcc.edu/campuses) at cpcc.edu/campuses.

For complete details, visit the Job and Career Enhancement website at cpcc.edu/cce/job-and-career-enhancement.

To inquire about custom or group training needs contact the Corporate Learning Center at 704.330.4660 (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/corporatelarningcenter/tel:704.330.4660).

Courses and Programs

For information on the latest public offerings, contact Customer Service and Registration for Corporate & Continuing Education at 704.330.4223 (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/tel:704.330.4223), or use the online Schedule Builder on the home page of the college website. Input keywords or topics at cpcc.edu/myschedule/.

Categories or topics are listed below, but may not be inclusive of all courses:

- Audio and Video Engineering (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/audioandvideo)
- Banking and Financial Services (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/bankingandfinance)
- Business Processes (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/businessprocesses)
- Career Development (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/careerdev)
- Communication (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/communication)
- Computer and Information Technology (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/computerinformationtechnology)
- Construction and Sustainability (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/constructionssustainability/text)
- Cosmetology (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/cosmetology)
- Entrepreneurship and Small Business (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/entrepreneurshipsmallbusiness)
- General Business (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/generalbusiness/курсивinventory)
- Graphic Design, Printing and Digital Photography (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/graphicdesign)
- Health and Human Services (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/healthandhumanservices)
- Hospitality and Food Services (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/hospitality)
- Human Resources and Payroll (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/hrandpayroll)
- Insurance Licensing
- Languages and Culture (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/languagesandculture)
- Leadership and Management (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/leadershipandmanagement)
- Marketing and Social Media (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/marketingandsocialmedia)
- Notary Public (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/notarypublic)
- Public Safety
- Real Estate and Appraisal (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/realestate/text)
- Supply Chain, Transportation and Logistics (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/supplychainlogistics)
- Teaching and Education (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/teachereducation)
- Welding and Inspection (http://catalog.cpcc.edu/programsofstudy/cceprograms/jobandcareerenhancement/welding)

Special Topics

Courses that may not fit in the topic areas above, are under Special Topics (http://www.cpcc.edu/cce/job-and-career-enhancement/courses-and-programs/special-topics-in-job-and-career-enhancement) on the Corporate and Continuing Education website.

Areas of interest may include:

- Career Planning
- Career Readiness Certificate

Work-based Learning (http://www.cpcc.edu/workplacelearning)

Work-based Learning (formerly Co-op) is an academic college class that blends classroom learning with practical work experience. Instead of attending class in a traditional classroom, students work with an employer in a position directly related to their field of study. Work-based Learning is similar to an internship, but students receive academic credit either as an elective or as a required class. Through partnerships with the business community, students gain work experience that increases their chances of finding career-related employment upon completion. Employers have the opportunity to connect with students as faculty support them throughout the experience. Work-based Learning experiences may be paid or unpaid.

Eligibility

Students are accepted from various programs of study, provided they meet the following criteria:

1. They must be enrolled in an approved CPCC Work-based Learning curriculum program of study.
2. They must meet GPA and course completion eligibility requirements as established by the programs of study and/or state regulations.
3. They must be recommended by the program faculty coordinator.
4. They must be approved by the Workplace Learning office. Placement is not guaranteed for all eligible students.

5. Students who meet certain criteria may qualify to receive academic credit for a Work-based Learning experience at their current job.

For more information, contact the Central Campus Workplace Learning Office, Terrell Building, Room 326, call 704.330.6217 (http://catalog.cpcc.edu/programs/ofstudy/cceprograms/jobandcareerenhancement/tel:704.330.6217), email workplace.learning@cpcc.edu, or visit cpcc.edu/workplacelearning. Locations for Workplace Learning offices on all CPCC campuses are listed on the website.

**Internships**

Internships are flexible, non-credit bearing work experiences that allow students and recent graduates to gain exposure to their field. Internships enable students to further build related work experience and enhance their portfolios, and are an option in programs where work-based learning is unavailable. Upon successful completion of an internship, participants will receive a certificate acknowledging their achievement.

Eligibility to participate in an internship which is not for academic credit varies, based on the program of study. Contact the Workplace Learning office for details.

**Apprenticeship Charlotte**

Apprenticeship Charlotte is an unprecedented effort by CPCC to connect talented students to local employers. By combining classroom and workplace learning, both the employers and selected students share a valuable experience that produces immediate results. Students gain part-time employment and valuable work experience. Employers often cover the cost of tuition, fees and books for apprentices, and many times offer full-time employment upon successful completion of an apprenticeship. Employers benefit from having highly skilled employees in positions that are difficult to fill. In North Carolina, formal or registered apprenticeships are created in agreements between employers and the N.C. Department of Commerce (NCDOC).

To learn more about participating in an apprenticeship, potential students should visit cpcc.edu/apprenticeships or send an email to workplace.learning@cpcc.edu.