

# Continuing Education Programs

Richmond Community College offers adults, 18 years old or older, a variety of noncredit educational programs which afford an opportunity to finish high school, to participate in preemployment training, to upgrade current job skills, and to improve personal and family life. Continuing Education offers a large selection of subjects which are taught at convenient hours, at convenient locations, and as frequently as needed. A fee is charged for most classes. Textbooks and/or materials, if needed, must be purchased by the student.

As needs are identified, courses are developed, scheduled, and announced to the public. To ensure a place in the class, interested persons are encouraged to preregister by telephoning the receptionist at Richmond Community College at 410-1700 or 276-3331; or the Scotland Center at 276-1388. Many classes have enrollment limits; therefore, preference will be given to preregistrants. Formal registration takes place at the first class meeting.

The public is encouraged to make their needs and/or interests known to the Continuing Education Department by calling 410-1700.

## THE CONTINUING EDUCATION UNIT

The continuing education unit (CEU) is used as the basic means for recognizing an individual's participation in and for recording the institution's offering of noncredit classes, courses, and programs. A CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. There are two types of CEU applications: individual and institutional.

The following criteria are to be utilized for the awarding of individual CEUs:

1. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and organized in a sequential manner.
4. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the institution best qualified to affect the quality of the program content and to approve the resource personnel utilized.
5. There is a provision for registration for individual participation and to provide data for institutional reporting.
6. Appropriate evaluation procedures are utilized and criteria established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Noncredit offerings which do not meet the individual CEU criteria should be accounted for only in terms of the institutional CEU, no individual CEUs should be awarded. Normally these noncredit offerings will be less structured and more informal in nature.

Neither individual nor institutional CEUs normally should be used to recognize or account for participation in entertainment, social, or athletic activities. Institutional CEUs should meet the following criteria:

1. The activity is a planned educational experience of a continuing education nature.
2. The activity is sponsored by an academic or administrative unit of the institution qualified to affect the quality of the program content and to select and approve the resource personnel utilized.
3. Record of attendance is required for institutional reporting use and a file of program materials will be maintained by the College.

Regular attendance and participation is essential for effective teaching and learning. A minimum attendance of 80% is required to receive CEUs.

Students may not take the same occupational extension course more than twice within a five-year period.

## TRANSCRIPTS

The Continuing Education Records Secretary, under the direction of the Vice President of Continuing Education, is in charge of all Continuing Education student records. A student may receive a transcript or other permanent record information by completing a Transcript Request Form. Transcripts may be mailed or e-mailed to any school or prospective employer, but may not be faxed.

General Educational Development (GED) graduates must contact the NC GED Office for a transcript. The transcript form is available on RCC's website at [www.richmondcc.edu/\\_con\\_ed/Forms/Transcript](http://www.richmondcc.edu/_con_ed/Forms/Transcript) or by written request to NC GED® Office, 5016 Mail Service Center, Raleigh, NC 27699-5016

Adult High School graduates must contact the AHS/GED Coordinator for a transcript. The transcript form is available on RCC's website at [www.richmondcc.edu](http://www.richmondcc.edu).

## CONTINUING EDUCATION PROGRAMS

### BASIC SKILLS PROGRAMS

Basic Skills programs are designed to be comprehensive, flexible, innovative and available as they address the needs of businesses, industries, and communities and citizens in Richmond and Scotland Counties.

#### Adult Basic Education (ABE)

For adults functioning below the 9<sup>th</sup> grade level, RCC offers ABE classes in reading, writing, mathematics, sciences, and social studies. Books for these classes are furnished by RCC. There is no charge to enroll.

Classes are offered in various locations throughout Richmond and Scotland Counties as well as on the main campus.

Classes may be started in an area if there are enough students and suitable classroom space is available. A new Adult Basic Education class may be started if there are twelve students.

#### Adult High School

RCC offers the Adult High School program in cooperation with the Richmond and Scotland County public school systems. Students in the Adult High School Diploma program must be at least 18 years old and not currently enrolled in any public/private school. Persons between 16 and 17 years of age may be admitted with approval of the local school superintendent. Those who have been out of school for six months may be admitted with a parent's or guardian's permission.

Students must meet all requirements that are expected from a graduate of Richmond or Scotland County School Systems. Twenty-one units of credit will be required for graduation for students 18 years old and older. Students in Scotland County, ages 16 and 17, must complete 28 units of study to earn an Adult High School Diploma. Students in Richmond County, ages 16 and 17, must complete 26 units of study to earn an Adult High School Diploma. These course credits may be a combination of credits from the public/private school and Richmond Community College Adult High School program.

There is no charge to enroll in the Adult High School program.

A graduation ceremony is held annually for Adult High School and GED diploma graduates.

#### Compensatory Education (CED)

The Compensatory Education program provides intellectually challenged adults age 17 and over a free and appropriate public education suited to their individual needs and capabilities. Programs of study include Language, Math, Social Science, Community Living, Consumer Education, Health and Vocational. The educational opportunities should enable the intellectually challenged adult to become more independent and self directing, to benefit from occupational training and to acquire skills to meet and manage community work and personal adult responsibilities and develop to their fullest potential.

#### English as a Second Language (ESL)

These classes are designed for any adult who is not a native English speaker. Reading, writing, speaking, listening and employability skills are taught. Students are placed in class levels with other students who have similar language needs.

### General Educational Development (GED)

The GED program is designed to help the adult earn the equivalent of a high school diploma. The student studies subjects in the five areas needed to pass the high school equivalency test. These areas are: Language Arts – Writing, Language Arts – Reading, Mathematics, Social Studies, and Science. Upon successful completion of the test, the student receives a High School Equivalency Diploma from the State of North Carolina.

The GED test is given Monday through Thursday at a variety of times and locations. A student must meet specific guidelines prior to being recommended to the GED examiner for testing.

There is no charge to enroll in the GED program; however, the cost to take the GED is \$7.50. Two forms of identification (one must be a photo ID), is required before taking the GED exam.

A graduation ceremony is held annually for Adult High School and GED diploma graduates.

#### Online Classes

The Basic Skills Program offers two online classes via the Internet for students who are unable to attend traditional, regularly scheduled classes due to work schedules, health, or personal preference. The online courses include tutorials, applications, and mastery tests. These classes are free of charge.

1. GED Online offers online courses covering the five components of the GED Test.
2. Pre-GED Online offers online lessons to improve skills necessary for advancing to the GED Online classes.

To enroll in online classes, adults must be assessed to determine the appropriate class and attend a face-to-face orientation.

#### Skills Enhancement

Skills Enhancement offers high school graduates the opportunity to enhance skills for improving college assessment scores. This class is also helpful for workers needing to refresh skills in order to improve scores on job-related tests. Classes are available online or in a traditional classroom setting.

### BUSINESS AND INDUSTRY SUPPORT

Business and Industry Support (BIS) programs at Richmond Community College provide for the assessment of needs for training and for the development and delivery of customized training programs for skilled and semiskilled workers employed in industrial-type occupations and traditional trades in Richmond and Scotland Counties.

BIS classes are designed for specific groups of workers who need additional skills and technical knowledge, and also for workers who need to update their skills because of technological changes. BIS classes are jointly planned by the institution and the industry or industries to be served and are intended to provide training that cannot be provided through existing occupational programs.

### CUSTOMIZED INDUSTRIAL TRAINING

The purpose of this program is to help new or expanding industries meet immediate manpower needs and to encourage industry to develop long-range training programs to satisfy continuing replacement and retraining needs. Subject to minimal limitations, Richmond Community College, in cooperation with the NC Community College System, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

1. The business is making an appreciable capital investment;
2. The business is deploying new technology;
3. The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the state; and
4. The skills of the workers will be enhanced by the assistance.

#### **SMALL BUSINESS CENTER**

The Small Business Center (SBC) supports the development of new businesses and the growth of existing businesses by being a community-based provider of counseling, training, resource information, and business alliances.

#### **Growing America Through Entrepreneurship (GATE)**

The GATE program is offered as part of a U.S. Department of Labor demonstration and targets dislocated workers from Richmond and Scotland Counties for a variety of assistance directly related to starting and running a business. In North Carolina, Project GATE, is being offered as a cooperative venture of the NC Department of Commerce, the NC Community College System-Small Business Center Network, the NC Employment Security Commission, NC REAL Enterprises, local JobLink Career Centers, and the Rural Center. Visit [www.ncprojectgate.org](http://www.ncprojectgate.org) for more information.

#### **Individual Counseling**

The SBC Director provides individual counseling to new or existing business owners to find solutions to challenging business questions. The director assists with the development of business plans that provide information on financing a business, bookkeeping and taxes, and marketing.

#### **Professional Development Seminars**

Seminars on topics ranging from supervisory training and salesmanship to Internet marketing are offered throughout the year. These half-day seminars feature professionals in each fields. Tuition is \$5.

#### **Rural Entrepreneurship through Action Learning (REAL) Rapid Response**

This program is designed for economic development in the Richmond Community College service area. REAL is a fast-paced study in starting a small business. It is a five session, 15-hours study that covers the building of a business plan. This is a free program for all entrepreneurs wanting to start a business in Richmond or Scotland County.

#### **PRE EMPLOYMENT PROGRAM**

The Pre Employment program provides pre-vocational training/counseling and assistance for chronically unemployed and underemployed adults. The program is aimed at placing these adults into permanent employment or further educational training.

The primary objective of Pre Employment is to help the jobless trainee reorient himself to the world of work through the development of communication skills which are necessary for getting and keeping a job. To accomplish this purpose, the Pre Employment program first identifies and recruits people within the community who are in the greatest need of this service. The unemployed on public assistance are preferred candidates for the program. In an effort to place each graduate in a job which fits his/her ability and interest, Pre Employment staff members develop job opportunities within local businesses

and industry. In some cases, graduates may be directed into specific programs available at Richmond Community College.

#### **Career Readiness Center**

The Career Readiness Center provides WorkKeys testing and certification services to students, as well as to employers and their potential employees, for a nominal fee. Successful completion of the Work Keys tests provides a portable credential that provides evidence of the initial job skills sought by employers.

#### **OCCUPATIONAL SKILLS**

Occupational skills courses help adults acquire marketable skills like word processing or prepare adults for licensure or certification exams. Short courses offered through this program help adults enhance job skills. Carpentry, masonry, electrical wiring, computer skills, Spanish, small engine repair, Notary Public, and Effective Teacher Training are among the courses offered.

Businesses and industries can look to Richmond Community College to train employees to use new software programs or to improve management skills by enrolling in a supervisory skills course. Depending upon the physical needs of the courses, some courses may be taught on location in the business or industry.

#### **Ed2Go**

Richmond Community College offers a variety of continuing education classes online via Ed2Go for students who have Internet access. Course materials and assignments are online and available 24 hours a day, seven days a week. Students may work when they have time available.

Prior to starting each course, students will be required: (1) to pay the registration fee and (2) complete an online orientation. To get started, students need access to the Internet and an e-mail account in order to take the class. Courses are available every six weeks or on the date indicated. The e-mail address for online courses is: [www.ed2go.com/richmondcc](http://www.ed2go.com/richmondcc) and can be accessed at any time.

#### **PUBLIC SAFETY AND ALLIED HEALTH**

The Public Safety programs offer training for law enforcement officers, fire fighters, EMTs, paramedics, and rescue technicians. Courses provide instruction to meet certification requirements established by state agencies. Registration fees are waived for those affiliated with departments relevant to the training content.

Basic Law Enforcement Training (BLET) is also offered through the Public Safety programs. BLET is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, municipal governments, or private enterprise.

The program utilizes N. C. Criminal Justice Training and Standards Commission mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverages laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Allied Health programs offer training for people interested in the health care field. Courses provide instruction to meet certification requirements established by state agencies to become certified in such fields as nursing assistant level I and level II. Other courses that are offered are directed in areas of professional enrichment such as Medication Administration and Phlebotomy.

**PERSONAL ENRICHMENT COURSES**

Courses offered for personal growth or enjoyment are considered personal enrichment courses. They include a wide variety of topics, such as art, history, crafts, and music. Some classes are designed and marketed specifically for senior citizens.

**CLASS LOCATIONS**

Many adult education courses and services are located on the college campus. Other courses and services are provided at extension centers in Rockingham and Laurinburg. Extension centers include school buildings, community buildings, churches, libraries, industrial buildings and other approved facilities. Basic Skills classes, can be established in a new location whenever twelve or more adults express an interest and a site is available.

**THE F. DIANE HONEYCUTT CENTER**

The 18,271 square foot F. Diane Honeycutt Center is located at 600 McLean Street in Laurinburg and houses classrooms, computer labs, nursing labs, faculty offices, a 100-seat multipurpose room, and an industrial training center. The Practical Nursing, Nursing Assistant, and HVAC/Refrigeration curricula will be housed there along with Continuing Education courses.

**THE JAMES BUILDING**

Located at 106 Rice Street in Hamlet, the James Building was the historic home of the Lillian B. Duer James School of Nursing. The facility now provides a one-stop center for services provided by the Basic Skills Program. Adult High School, GED, ESL, and Basic Skills courses are based out of this local landmark.

**WILLIAM R. PURCELL BUILDING**

The Purcell Building is located at 201 Atkinson Street. The Purcell Building is open 8:00 a.m. until 10:00 p.m. Monday through Thursday and from 8:00 a.m. until 2:30 p.m. on Friday. A variety of day and evening Basic Skills classes are offered.

**CONTINUING EDUCATION TUITION AND FEES**

<b>Type of Courses</b>	<b>Registration</b>	<b>Other Fee Charges</b>
Adult Basic Education	None	None
Adult High School	None	Textbooks
GED Completion	None	Textbooks Test fee – \$7.50
Occupational Courses		
1 – 24 hours	\$ 65.00	Textbooks and/or
25 – 50 hours	\$120.00	materials
51+ hours	\$175.00	
Self-Supporting Courses	Tuition varies	

Tuition is set by the State Board of Community Colleges and is subject to change. For current tuition costs, visit [www.richmondcc.edu](http://www.richmondcc.edu) and check under the Continuing Education Tuition link.

In compliance with legislation passed by the 1993 General Assembly, students who take the same occupational extension course more than twice within a five-year period shall pay tuition based on a formula involving the amount of funds generated by a student membership hour for occupational extension multiplied by the number of

actual hours the class is to be taught. Students who can demonstrate course repetition is required by standards governing the certificate or licensing program in which they are enrolled are exempt.

**Senior Citizens**

Continuing Education/Occupational Extension Courses: Registration fees shall be waived for up to 96 contact hours of non-credit instruction per academic semester for senior citizens age 65 or older who are qualified as legal residents of North Carolina. (Proof of age is required.) Senior citizens are not limited to the number of classes that can be taken using fee waivers as long as the cumulative hours do not exceed 96 hours. However, if the cumulative number of contact hours enrolled exceeds 96 in a given semester, the senior citizen shall not receive a waiver for the last course for which he/she registered. If the senior citizen enrolls simultaneously for multiple courses that exceed 96 contact hours, the College shall use its discretion to determine for which course to charge the registration fee.

North Carolina senior citizens taking the same occupational course more than twice within a five-year period must pay tuition based on the same formula. Senior citizens are not exempt from paying tuition for self-supporting courses.