Bridging the gap between learning and community needs by embracing technology to provide training and development opportunities for our customers. The Workforce and Economic Development division of the college offers a wide variety of short-term, noncredit courses to individuals in the community and to businesses and industries interested in providing training to their workforce. RCC continues to work with local employers, business / industry partners, and students to create modular training and education courses that result in the attainment of nationally recognized credentials.

Whether you are looking for a new career, polishing up an old one, or searching for a new hobby, we have something to offer. Our Small Business Center is available to assist you in starting or growing a business.

We continue to strive to be the premiere, comprehensive, training service provider for Richmond and Scotland County Residents. We welcome your suggestions of new programs that you would like to see offered at your community college. If you have any comments or suggestions, feel free to contact Alicia Butler at (910) 410-1706 or Myra Locklear at (910) 410-1831.

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Beginning Date</th>
<th>Time</th>
<th>Cost</th>
<th>Location</th>
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<td>June/July</td>
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<td>View Details</td>
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</tr>
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<td>Fridays at the Forte (July)</td>
<td>July</td>
<td>View Details</td>
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<td>August 5</td>
<td>View Details</td>
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<tr>
<td>Advanced EMT</td>
<td>August 5</td>
<td>6 PM</td>
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<td>James Building, Rm. 4, Hamlet</td>
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<tr>
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<td>August 6</td>
<td>6 PM</td>
<td>$75</td>
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<td>NCCER for HVAC Level 2</td>
<td>August 6</td>
<td>5:30 PM</td>
<td>$180</td>
<td>HC 134, Honeycutt Center, Laurinburg</td>
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<td>Yoga</td>
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<td>2:45 PM</td>
<td>$180</td>
<td>Main Campus, Hamlet</td>
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<tr>
<td>Transformer Concepts</td>
<td>August 26</td>
<td>8 AM</td>
<td>$199</td>
<td>Lineman Building, Main Campus, Hamlet</td>
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<td>NCCER Plumbing Level 2</td>
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<td>6 PM</td>
<td>$180</td>
<td>Scotland High School, Laurinburg</td>
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<td>Medical Billing &amp; Coding Specialist</td>
<td>September 9</td>
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<td>NCCER Electrical Level 2</td>
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<td>6 PM</td>
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<td>I-46A, Scotland High School, Laurinburg</td>
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<td>Truck Driver Training</td>
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<td>Forklift Operator Training</td>
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<td>8 AM</td>
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<td>View Details</td>
<td>Online</td>
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<td>Notary Public</td>
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<td>8 AM</td>
<td>$70</td>
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<td>Alive @ 25: Defensive Driving</td>
<td>View Details</td>
<td>5 PM</td>
<td>$60</td>
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<td>Ed2Go Online Courses</td>
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<td>$80</td>
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<td>Adult Basic Education (ABE)</td>
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<td>General Education Diploma (GED)</td>
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<td>Adult High School (AHS)</td>
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<td>English as a Second Language (ESL)</td>
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<td>Pre-Employment Training</td>
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<td>WorkKeys Testing Richmond County</td>
<td>Tuesdays</td>
<td>9 AM</td>
<td>$15 per test</td>
<td>Main Campus, Hamlet</td>
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<tr>
<td>WorkKeys Testing Scotland County</td>
<td>Thursdays</td>
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<td>Honeycutt Center, Laurinburg</td>
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<tr>
<td>Public Safety (LE In-service Training)</td>
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<td>View Details</td>
<td>Online</td>
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<tr>
<td>Small Business Seminars</td>
<td>View Details</td>
<td>View Details</td>
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<td>Richmond/Scotland County</td>
</tr>
</tbody>
</table>
Richmond Community College Workforce and Economic Development Occupational Development / Professional Continuing Education bring together workforce boards, labor market entities, and other community organizations to improve the economic prosperity of business, workers, and communities in the surrounding areas. Occupational Directors are committed to creating a world-class workforce investment system and plays a vital role in educating both the emerging and incumbent workforces and meeting the needs of Richmond and Scotland communities and employers.

**Occupational & Enrichment**

**Career Exploration Summer Camps**

Career Exploration Camps are here! Are you a rising 9th-12th grader who is interested in becoming a law enforcement officer or firefighter/EMT? If so, these camps are just for you! These week long camps will give you hands on experiences and insights into these careers. Call (910) 410-1848, (910) 410-1706, or (910) 410-1831 for more details.

*Minimum enrollment is required. *Preregistration is requested.

**Criminal Justice Examination Camp**

In this camp you will use your forensics skills to investigate a crime scene, perform crime searches, locate cleaned up blood with luminol, and analyze blood splatter. Campers need to wear clothing that they do not mind getting dirty and will be required to wear protective eye wear and gloves. Camp will be held in the Grimsley Health Science Building on Main Campus in Hamlet.

<table>
<thead>
<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22-26</td>
<td>Mon. – Fri.</td>
<td>9 AM – 1 PM</td>
<td>Grimsley Building, Main Campus</td>
<td>$65</td>
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</table>

**Fire, EMS & Rescue Cadet Camp**

Live a week in the life of a first responder. Campers will learn basic firefighting techniques, how to use a fire extinguisher, CPR & First Aid training, basic rescue techniques and EMS practices. Camp will be held at Hamlet Fire Department. Students may bring a lunch each day. Refrigerator will be on-site.

<table>
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<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul. 29-Aug. 2</td>
<td>Mon. – Fri.</td>
<td>9 AM – 1 PM</td>
<td>Hamlet Fire Department</td>
<td>$70</td>
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</tbody>
</table>
Fridays at the Forte (July Courses)

This series of Industrial Maintenance courses will be offered in Richmond Community College’s state-of-the-art engineering facility. The newly expanded John E. Forte Building houses fully equipped labs for electrical systems, industrial systems, automation, electronics and hydraulics, as well as a welding shop, plasma cutting tables, motor and motor control trainers, solar trainers, 3D printer and injection molding machine. These courses will run every Friday from May 31 until July 12.

*Pre-registration and tuition payments for all courses are required by 3 PM the Thursday before the class meets. Minimum enrollment required.*

PLC Troubleshooting

In this Programmable Logic Controller (PLC) training course, students will be introduced to automation troubleshooting techniques. Students will learn a systematic approach to troubleshooting with hands-on practical applications.

<table>
<thead>
<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tr>
<td>July 19</td>
<td>Friday</td>
<td>8 AM – 5 PM</td>
<td>318 Forte Building</td>
<td>$70</td>
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</table>

Volts, Amps, and Ohms. Oh my!

See what they are all about! Test electrical components by learning the basics. Gain confidence in testing safely by doing it. Compressors, Contractors, Motors, Potential Relays, Current Relays, PTC devices and more.

<table>
<thead>
<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>July 12</td>
<td>Friday</td>
<td>9 AM – 1 PM</td>
<td>322 Forte Building</td>
<td>$70</td>
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</tbody>
</table>

Keys to Learning the Piano

Learn to play the piano from a Juilliard trained instructor. In this 16 lesson class, you will learn the basics to playing the piano and be able to play a song by the end of your first lesson.

*Minimum enrollment is required. Preregistration is requested.*

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 6 – Sept. 26</td>
<td>Tuesday &amp; Thursday</td>
<td>6 PM – 7:30 PM</td>
<td>LP 130</td>
<td>$75</td>
</tr>
</tbody>
</table>

HCCER for HVAC Level 2

Continue advancing your NCCER credentials in this HVAC Level 2 course. Topics include hardware and wiring terminations, control circuit and motor troubleshooting, troubleshooting cooling, troubleshooting heat pumps, troubleshooting gas heating, troubleshooting oil heating, troubleshooting accessories, zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

*Minimum enrollment is required. Preregistration is requested.

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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Aug. 6 – Feb. 8</td>
<td>See Below</td>
<td>See Below</td>
<td>HC 134, Laurinburg</td>
<td>$180</td>
</tr>
</tbody>
</table>

*This course will meet every Tuesday evening from 5:30 PM to 9:30 PM, as well as one Thursday each month from 5:30 PM to 9:30 PM and one Saturday each month from 8 AM to 3 PM. There is a require text book for this class. In order to enroll in Level Two, students must have completed the Level 1 certification.*

2nd Chance Scholarship Funds may be available to partially offset this cost.
Yoga
This class introduces students to the physical practices of yoga. The class will also focus on mindful breathing practices and awareness meditation. Giving a better understanding of how safely and effectively practice yoga, students will break down the anatomy and alignment postures.

Topics include:

- Mindful Breathing
- Setting Intentions
- Warm-ups
- Linked Postures
- Abdominal Work
- Cool Down and Relaxation

*Please bring your own yoga mat.*

*Minimum enrollment is required. Preregistration is requested.*

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<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
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<td>Aug. 7 – Dec. 18</td>
<td>Wed.</td>
<td>5:30 PM – 6:30 PM</td>
<td>GHSB 237</td>
<td>$70</td>
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</table>

Solar Energy Systems Technology
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Course topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principals of solar energy systems and current applications.

This Solar Energy class will be of interest to:

- Owners of recreation vehicles (RVs) and boats.
- Owners of off-grid cabins and hunting lodges.
- Individuals concerned about rising electric bills and the declining supply of fossil fuels as a source of energy.
- Individuals who do not want to be totally dependent on the power grid in case of a natural disaster such as a hurricane.
- Individuals concerned about the long-term harm to the environment of traditional fuel supplies such as coal, oil, natural gas, and other fossil fuels.

Minimum enrollment is required. *Preregistration is requested.*

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<thead>
<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<td>Aug. 15 – Dec. 12</td>
<td>Tues. &amp; Thurs.</td>
<td>2:45 PM – 5 PM</td>
<td>Main Campus, Hamlet</td>
<td>$180</td>
</tr>
</tbody>
</table>

*Back to list*
Transformer Concepts

In this one week-long class, students will learn basic transformer concepts to include basic formulas for transformer ratings, loads, and losses. Terminal designations with additive and subtractive polarity leading to Wye ad Delta configurations will be explained in detail. Transformer connections using diagrams for Single and Three Phase Banking and paralleling will be demonstrated. Safety aspects will be highly emphasized. At completion of the course, student should be able to understand the configuration of Single and Three Phase transformer operations and apply load calculations in actual applications.

*Minimum enrollment is required. *Preregistration is requested.*

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<thead>
<tr>
<th>Beg/End</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tr>
<td>Aug. 26 – Aug. 30</td>
<td>Mon. – Thurs.</td>
<td>8 AM – 5 PM</td>
<td>Lineman Building</td>
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<tr>
<td></td>
<td>Friday</td>
<td>8 AM – 12 PM</td>
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</tr>
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</table>

NCCER Plumbing Level 2

Building on the foundation of material learned in NCCER Plumbing Level One, this course will continue training in elements of the plumbing trade. Lecture and hands-on practice exercises will be incorporated.

Course Topics:

- Plumbing Math 2
- Reading Commercial drawings
- Structural Penetrations
- Insulation and Fire-stopping
- Installing and Testing piping
- Installing Roof, Floor and Area drains
- Valve types and Fixtures
- Installing Fixtures, Valves, Water Heaters & Basic Electricity
- Fuel Gas & Fuel Oil Systems

*Minimum enrollment is required.  Preregistration is requested.*

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<td>See Below</td>
<td>See Below</td>
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<td>$180</td>
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*This course will meet every Thursday evening from 6 PM to 9 PM. Saturdays from 8 AM to 3 PM. There is a require text book for this class.

In order to enroll in Level Two, students must have completed the Level 1 certification.

2nd Chance Scholarship Funds may be available to partially offset this cost. Back to list
NCCER Electrical Level 2

Building upon knowledge and skills gained in NCCER Electrical Level One, this course will continue to expand information learned about the electrical trade and will lead to the completion of the NCCER Electrical Level Two Certification.

Key Course topics:
Alternating Current; Motors; Theory and Application; Electrical Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems; and Fundamentals

*Minimum enrollment is required. Preregistration is requested.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Sept. 10 – Feb. 6</td>
<td>See Below</td>
<td>See Below</td>
<td>Scotland High, Rm. 146A Laurinburg</td>
<td>$180</td>
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*This course will meet every Tuesday & Thursday evening from 6 PM to 9 PM. Saturdays from 8 AM to 3 PM.

There is a require text book for this class. Saturday dates are Sept. 14, Oct. 5, Nov. 11, Dec. 7 & Jan. 11.

In order to enroll in Level Two, students must have completed the Level 1 certification.

2nd Chance Scholarship Funds may be available to partially offset this cost. Back to list

Medical Billing & Coding Specialist

Working on the business side of medicine, Medical Billing and Coding Specialists are responsible for converting medical procedures, diagnoses and symptoms into codes, conveying critical information, so that physicians’ offices, hospitals and other medical facilities can submit insurance claims for reimbursement. This course will prepare students to work for physicians and hospitals. Billing & Coding Specialist have an expansive range of opportunities for employment. The skills learned through the National Healthcareer Association Certified Billing and Coding Specialist certification are essential to hospitals, physician offices. Surgery centers, nursing homes, dental offices, home healthcare agencies, mental health facilities, insurance companies and consulting firms. This course will prepare students to sit for the National Healthcareer Association Certification exam and earn the credential offered through the NHA.

Course Topics:
- Regulatory Compliance
- Claims Processing
- Front-End Duties
- Payment Adjudication
- Medical Coding

*Students must provide proof of High School Diploma or GED.

*Minimum enrollment is required. Preregistration is requested.

*There is a required text packet for this class that student will be required to purchase.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>Online</td>
<td>Online</td>
<td>$180</td>
</tr>
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</table>

The exam will be administered at 9 a.m. on Feb. 5 at the Morgan Center in Laurinburg, Room 207. The exam cost is $117. The 2nd Chance Scholarship will fully offset the cost of the national exam for any student who successfully completes this class.

Back to list
Truck Driver Training

Truck Driver Training course is designed to prepare students for a career as a truck driver. In order to qualify for the class, students must be at least 18 years old and have a valid driver’s license with no limiting restrictions. Students must also be able to read and speak English well enough to take instructions from highway signs, converse with officials and complete the required reports. If students do not have a high school diploma or a GED, they will be required to pass the Accuplacer reading test and score a 60 or higher. Completion of a physical and drug screening are also required prior to the first day of class. Upon completion of the course, students will take the final road test for their commercial driver’s license at RCC’s training facility. Students will not have to go to the DMV.

*Minimum enrollment is required.

Important Dates:
- **Orientation:** September 12, 10 AM, Main Campus, Hamlet
- **Class Begins/Ends:** September 30, 2019 thru December 12, 2019
- **Class Days & Times:** Monday thru Friday, 8 AM to 5 PM

Cost of the course is $1882, plus additional fees for DOT physical $85 and DOT drug screen $55, MVR $10, Class A Permit $60, CDL $100 and Endorsement $4 per year per endorsement.

COURSE APPROVED FOR VETERANS’ BENEFITS!

Payment plans and WIOA assistance available!
Scotland County residents – (910) 276-4260
Richmond County residents – (910) 997-9180

Forklift Operator Training

This one-day course will combine classroom instruction and hands-on driving practice to provide you with the knowledge and skills to operate a forklift safely and professionally.

**Course Topics**
- Basic forklift operating instructions
- Controls and instrumentation
- Vehicle stability and capacity
- Vehicle maintenance

*Minimum enrollment is required.
*Preregistration is requested.

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<th>Date</th>
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<th>Time</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 19</td>
<td>Saturday</td>
<td>8 AM – 5 PM</td>
<td>LP 130, Hamlet</td>
<td>$70</td>
</tr>
</tbody>
</table>

Back to list
This course provides instruction to those who want to become commissioned as a notary public. Topics include legal, ethical, and procedural requirements of the Notary Act as described in General Statute 10B Article 1. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office. For more information, go to the following website: www.secretary.state.nc.us/notary.

Prerequisite: Must be at least 18 and have a high school diploma/GED.

**Qualifications to Become a North Carolina Notary Public pursuant to the Notary Acts as described in General Statute 10B Article 1:**

A person qualified for a notarial commission shall meet all of the following requirements:

1. Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes.
2. Reside or have a regular place of work or business in this State.
4. Speak, read, and write the English language.
5. Possess a high school diploma or equivalent.
6. Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar.
7. Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public.
8. Submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary and be available at the register of deeds office in each county. Every application shall include the signature of the applicant written with pen and ink, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths.

**Book: You must purchase and have the required book prior to class.**

*Call RCC Bookstore for details (910) 410-1851.*

*Minimum enrollment is required. Preregistration is requested.*

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<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>August 10</td>
<td>Saturday</td>
<td>8AM – 3 PM</td>
<td>Main Campus, Hamlet</td>
<td>$70</td>
</tr>
</tbody>
</table>

*Back to list*
**Alive @ 25: Defensive Driving**

The Safety and Health Council of North Carolina has recognized Richmond Community College as a National Safety Council Public Training Agency accredited to offer defensive driving courses to the public. “Alive at 25” is a program designed for those ages 16 – 24 who have received traffic violations in Richmond County.

Call (910) 410-1706 for additional information for this class. Payment must be received in full on Thursday by 4:30 PM to be registered for this class.

**Students MUST bring the following to register for class:**

- your driver’s license or picture ID

Defensive classes are NOT confirmed until you have been contacted by college staff. Please include desired class date in the description of your registration form.

*Minimum enrollment is required. Preregistration is requested.*

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<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>July 11</td>
<td>Thursday</td>
<td>5 PM – 9 PM</td>
<td>Lee 15, Hamlet</td>
<td>$60</td>
</tr>
<tr>
<td>August 8</td>
<td>Thursday</td>
<td>5 PM – 9 PM</td>
<td>Lee 15, Hamlet</td>
<td>$60</td>
</tr>
</tbody>
</table>

**Ed2Go**

Learn more when and where you want! We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Are you ready to explore our catalog?

[Click here to begin](#)
Nursing Assistant I
This is a 136-146 contact hour course offered in a traditional classroom setting training program which is used to prepare an individual to successfully complete a NC State approved competency evaluation examination that allows the nurse aide to be listed on the NC Nurse Aide I Registry. Teaching is provided through instructor lectures, videos, role playing methods and hands-on learning. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina.

The Nursing Assistant I HYBRID class is offered with online instruction as well as hands on learning done in the classroom/lab and clinical settings. Course work is done primarily online with the hands on learning portions done on alternating weekends. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina.

Prerequisite: Complete the RCC Placement Test and score 60 or better for TRADITIONAL or 83 or better for HYBRID; prior to admission into the program, you must have a current Tuberculin Skin Test, current Flu shot, up to date Immunization records, and completed current physical from a physician; submit a valid state picture ID and valid US government-issued Social Security card. A high school diploma or GED is not a requirement for admittance into the program. Please bring all required documents with you to registration.

Note: Prior to clinical and after class begins a criminal background check and drug screen will be submitted through www.CertifiedBackground.com. Applicant is responsible for presenting required documents.

RCC offers these classes year round. Please review the WED Schedules for the upcoming classes. For more information please call 910-410-1833 or 910-410-1831.

Registration Fee: $238.00 (price subject to change)  Book Fee: $71.26 (price subject to change)
Criminal Background/Drug Screen: $75  State Exam Fee: $120

Note: Please have separate checks for the registration and book fee. IF cash, correct change IS appreciated. Debit or credit cards are accepted for registration ONLY. Book will have to be purchased AT the bookstore with a credit or debit card.
Nursing Assistant I Refresher Course
This course is designed to allow nurse asides who have let their certification with the stat registry expire regain their certification in order to work as a certified nurse aide in North Carolina. This class will meet every other Saturday and Sunday at the Honeycutt Center in Laurinburg.

Who is qualified to take this course?
- Nursing Assistants I who were listed on the North Carolina Division of Health Service Regulation (DHSR) NA-I Registry whose certification has lapsed within the past 5 years with no substantiated finding.
- Nursing Assistants I who were registered in another state with no substantiated finding and are seeking employment as a Nursing Aide I in North Carolina.
- Nursing Assistants I with an expired out-of-state listing within the last year who were registered as a Nurse Aide I with no substantiated finding.

*Students are responsible for presenting transcripts and all required paperwork during registration.*

Mandatory Registration Information
Date: June 25, 2019
Time: 10 AM
Location: Honeycutt Center room 112

Class Meeting Dates: July 13 – August 26
Times: 8 AM to 2:30 PM / This class meets every other Saturday and Sunday.
Class Location: Honeycutt Center room 112, Laurinburg
Course Fees: $125  Fee is due at the time of registration.
Textbook Fee: $72
State exam fee: $125

EVERYONE must submit the following at time of registration:
- State or military issued driver’s license or picture ID
- Social Security Card
- Proof of expired certification
Richmond Community College offers a wide range of training solutions to meet the demands of law enforcement agencies. The cost for in-service training courses is FREE for sworn law enforcement officers affiliated with a North Carolina Agency; otherwise you will be required to pay the designated registration fee.

For more information regarding upcoming classes or to register, complete a registration form under WED Enrollment on www.richmondcc.edu or contact Alicia Butler at (910) 410-1706 ambutler979@richmondcc.edu.

Public Safety

Richmond Community College offers a wide variety of courses to help attain or maintain credentials to work in the public safety industry. The Public Safety Department of Richmond Community College offers training programs for Fire Fighters, EMS Technicians, Paramedics, and Rescue Technicians. Courses provide instruction to meet certification requirements established by the state agencies. Registration fees are waived for those affiliated with departments relevant to the training content. To schedule training or for more information, contact Myra Locklear at (910) 410-1831 or email mllocklear@richmondcc.edu.

Advanced EMT

Prepare for a career as an Advanced Emergency Medical Technician (AEMT). This course will prepare you for certification as an AEMT. You will learn life support, basic patient care and emergency response methods.

Pre-Requisites:

In order to enroll in this class you:

- Must be at least 18 years of age
- Must have a high school diploma or GED and provide proof.
- Complete of the EMT (Basic)
- Must have a reading placement test score of 66 or submission of scores from an accredited institution or a submission of a transcript that shows you have tested out of RED 080 with a C or have a two-year degree.
- Must have a math test score of 55 or submission from an accredited institution or a submission of a transcript that shows that you have tested out of MAT 060 with a C or have a two-year degree.
- Must provide a copy of a valid driver’s license/ID and Social Security Card.
- If you are a rescue volunteer, please bring a letter from that agency stating that you are a current volunteer, in order to waive the registration fee. Students will still be required to pay the insurance fee of $13.

*Minimum enrollment is required. Preregistration is requested.

Class Begins: August 5, 2019
Start Times: 6 PM
Location: James Building, Room 4, 106 Vance Street, Hamlet, NC 28345
Tuition Cost: $180
Insurance Cost: $13
Book: $222.31 (Book prices are subject to change)

*This class will be held on a rotating schedule; the instructor will inform students what days of the week this class will meet. Back to list
**BLET (Day Course)**

This 4 month day program gives students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal government, or with private enterprises. 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 beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study, which include the certification examinations mandated by the North Carolina Sheriffs’ Education and Training Standards Commission to receive a certificate.

**Class begins: August 5, 2019 – November 15, 2019**

*Applications due July 19, 2019!*

*Students must complete a BLET application packet for admission. A reading placement test of at least a 64 is required.*

Application packets are available from the Richmond Community College Receptionist in the Lee Building on the Hamlet campus or the F. Diane Honeycutt Center on McLean Street in Laurinburg.

Please contact Heather Wyatt at (910) 410-1707 for more details.  *Back to list*

**Online Executive Management Program: Level Two**

The Online Executive Management Program Level Two provides a unique way for law enforcement to become versed and trained to deal with specific law enforcement administrative areas. Generally, patrol officers are promoted to these positions and may be overwhelmed by the new responsibilities. The online format allows law enforcement officers to receive the training while not having to miss significant days away from their current job. This method of instruction also allows for access to the courses at the officer’s convenience. The curriculum for Online Executive Management Program: Level Two is comprised of five classes. Each of the five classes is 50 hours in length and is offered online by Richmond Community College. After completion of all five courses, the student will receive a certificate of 250 hours, equivalent to 12.5 commissioned approved points. Students must have a final grade of 70% or better to successfully complete the course.

**Level Two Class Topics:**

- **Discipline & Internal Investigations**
  September 16, 2019 – October 21, 2019
  Online

- **Legal Issues**
  October 28, 2019 – December 2, 2019
  Online

- **Community Relations**
  January 13, 2020 – February 17, 2020
  Online

- **Dealing with Problem Employees**
  February 24, 2020 – March 30, 2020
  Online

- **Performance Evaluations**
  April 6, 2020 – May 11, 2020,
  Online

*Fee waived for North Carolina Law Enforcement*

*Minimum enrollment is required. Preregistration is requested.  *Back to list*
Welcome to RCC’s College and Career Readiness! Our mission is to assist adults to learn and to obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a high school education. College and Career Readiness classes provide educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major program components – Adult Basic Education (ABE), Adult High School (AHS), Compensatory Education (CED), English as a Second Language (ESL) and High School Equivalency (HSE). In all program areas, students follow individual learning plans designed to help them meet their unique goals. This enables students to learn at their own pace with one-on-one assistance from an instructor as needed.

Admission Requirements

- Adults 18 years of age or older who have not completed high school
- 16 and 17 year olds must submit additional forms before acceptance into any program.
- Completion of an Assessment/Orientation session is required for all students.

Class Locations

- Classes are provided in locations throughout Richmond and Scotland counties.
- Morning, afternoon and evening classes are offered.
- Computer-assisted labs are available.

Fees

- Instruction is provided free of charge to all students in College and Career Readiness classes.
- Books and other study materials are furnished at no cost to the student.
- HiSET is currently $10/per test X 5 tests: $50 total
- GED is currently $20 per test X 4 tests: $80 total

Adult Basic Education (ABE)/High School Equivalency (HSE)

ABE classes are open enrollment and self-paced. You work on your own timetable based on your assessment. There are no grades for class assignments. At times, you will work individually on your independent study plan while your instructor acts as a facilitator, offering assistance when you need assistance. At other times, your instructor will lead the class in daily lessons and activities.

Throughout your time in class, there will be periodic assessments to determine your progress. When your goal is reached in reading, math and language skills, you may move to an ABE preparation class or an Adult High School class.

ABE/HSE classes prepare adult students to learn or review basic high school subjects. Classes are offered by RCC both on and off campus. Students are assessed with a practice test, which qualifies them to take the official GED or Hiset test. Students study in five areas – writing skills, social studies, science, reading and mathematics.
### Richmond County

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8 AM – 1 PM</td>
<td>James Building, Hamlet</td>
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<td>Monday, Tuesday, &amp; Wednesday</td>
<td>5:30 PM – 8:30 PM</td>
<td>James Building, Hamlet</td>
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<td>Monday – Wednesday</td>
<td>8 AM – 1 PM</td>
<td>RC Literacy Council, R’ham</td>
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<td>Monday &amp; Wednesday</td>
<td>5 PM – 8 PM</td>
<td>RC Literacy Council, R’ham</td>
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<td>Monday - Thursday</td>
<td>10 AM – 1:30 PM</td>
<td>Richmond House, R’ham</td>
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<tr>
<td>Monday - Thursday</td>
<td>8:30 AM – 2:30 PM</td>
<td>Willie Wright, R’ham</td>
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<td>Tuesday &amp; Thursday</td>
<td>5:45 PM – 8:45 PM</td>
<td>Ellerbe Hispanic, Ellerbe</td>
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<tr>
<td>Monday – Thursday</td>
<td>9 AM – 12 PM</td>
<td>Rockingham Housing, R’ham</td>
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<td>Monday – Thursday</td>
<td>9 AM – 2 PM</td>
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<td>Sunday – Saturday</td>
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### Scotland County

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<th>Day</th>
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<tr>
<td>Monday – Thursday</td>
<td>8 AM – 1 PM</td>
<td>Honeycutt Center, Laurinburg</td>
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<tr>
<td>Monday &amp; Tuesday</td>
<td>4:30 PM – 8:30PM</td>
<td>Honeycutt Center, Laurinburg</td>
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<td>Tuesday – Friday</td>
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**Adult High School (AHS)**

In the Adult High School diploma program, a diploma is earned by completing the required course credits. Credit is given for courses completed in traditional high school. A transcript must be submitted for evaluation by AHS staff to determine the number and subject of credits required for diploma completion. Classes are offered in a lab setting and provide course work in English, mathematics, social studies, science, and electives. Course placement is based on previous high school transcripts and assessment scores. There are no tuition fees; however, student will be required to purchase personal supplies.
Occupational Transition (OTC)

OTC classes are for documented intellectually challenged adults 17 years of age and older. Classes are designed to help students develop basic life and work skills needed to (1) become more independent and (2) meet and manage community, social, work, and personal adult responsibilities. Classes are offered in partnership with other agencies.

Richmond County
- **Day**: Monday – Thursday
- **Time**: 8 AM – 12 PM
- **Location**: James Building, Hamlet

Scotland County
- **Day**: Monday-Thursday
- **Time**: 9 AM – 1 PM
- **Location**: Laurel Hill CC, Laurel Hill

English as a Second Language (ESL)

English as a Second Language (ESL) is a community college program designed for non-English speaking adults. The goal of the program is to provide instruction and tools needed for non-English speakers to obtain the English skills needed to be successful in the community, workplace and with child involvement. You can improve your reading, writing, speaking, listening, and employability skills. The classes also prepare you for the naturalization exam to become American citizens.

ESL workplace literacy program focuses on the individual needs of companies in our area. The program provides instruction to non-English learners based on the needs of the company. The program has enjoyed great success and continues to be popular among local companies.

Richmond County & Scotland County
- **Day**: Tuesday & Thursday
  - 5:30 PM – 8:30 PM
- **Day**: Monday – Friday
  - 8:30 AM - 1:00 PM
- **Day**: Monday & Wednesday
  - 5:30 PM – 8:30 PM
- **Location**: James Building, Hamlet

Basic Skills Plus

The Basic Skills Plus Program is for students who would like to take college courses for free while working toward their high school diploma or high school equivalency (GED). Students can earn up to 12 hours college credit or complete occupational training in: Office Administration or Nursing Assistant Level 1 career pathway. This program provides employability skills, job-specific occupational and technical skills, and college course instruction to students concurrently enrolled at RCC leading to a high school diploma or equivalent certificate. Students receive support services through orientation at entry of CCR program, academic/program advising, personal counseling, career exploration, self-development workshops, O’Net “My Next Move” career assessment/profiler on line, networking with college curriculum faculty, tutoring, financial-aid guidance and assistance, campus referrals, scholarship resources, and formation of student cohorts. Pre-employment/CRC Readiness collaboration with third party agencies including Lumber River Workforce Development Board, WIA, TANF, and DSS to provide services and support.
**Pre-College Classes**

Pre college classes are designed for students who would like to refresh their skills and improve their scores on the NC Diagnostic Assessment and Placement test. Take this free pre-college class to improve your reading, math, communication, and technology skills so you can start taking college courses. We suggest that you take this course prior to taking the NC Diagnostic Assessment and Place test; however you take the course after as well.  

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<tr>
<td>Monday &amp; Wed</td>
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<td>NC Works Office, Rockingham (KeyTrain)</td>
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<td>NC Works Office, Rockingham (KeyTrain)</td>
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<tr>
<td>Monday</td>
<td>8:30 AM – 12 PM</td>
<td>NC Works Office, Laurinburg (KeyTrain)</td>
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<td>Monday</td>
<td>1:00 PM – 5:00 PM</td>
<td>NC Works Office, Laurinburg (KeyTrain)</td>
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<td>Tuesday</td>
<td>1:30 PM – 4:30 PM</td>
<td>NC Works Office, Laurinburg (KeyTrain)</td>
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**Pre-Employment Training**

A number of pre-employment training courses are available through the **Human Resources Development** Program. These classes are specifically designed to enhance the skill levels of persons who are unemployed, underemployed and those facing an impending layoff. The core curriculum focuses on the development of essential skills for the workplace. The courses we offer include Career Planning and Employability Skills, Basic Keyboarding and Computer Applications. In addition you learn to set goals and explore careers. Resume writing, interviewing techniques, and job search skills are emphasized. Job placement and self-sufficiency is the ultimate goal of this program.

*Pre-employment training registration fees are waived for those who are currently unemployed, have received notification of a pending layoff, working and eligible for the Federal Earned Income Tax Credit, OR working and earn wages at or below 200% of the federal poverty guidelines.*

**Employability Lab**

Learn how to assess skills and limitations, develop a positive self-concept, develop basic employability skills, develop communication and problem solving skills, and expose yourself to technology used in the workplace. This open lab allows students to attend any offerings of the class as they desire.

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<td>NC Works Office, Laurinburg (KeyTrain)</td>
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<td>Monday</td>
<td>1:00 PM – 5:00 PM</td>
<td>NC Works Office, Laurinburg (KeyTrain)</td>
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<tr>
<td>Tuesday</td>
<td>1:30 PM – 4:30 PM</td>
<td>NC Works Office, Laurinburg (KeyTrain)</td>
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**Back to list**
Interested in a career at Smithfield Packaging, FCC, and Plastek. This course may help you gain employment with one of these companies. This course provides employability skills training for unemployed and underemployed adults. Students will learn useful and effective communication skills for the workplace. Students will learn the correct way to complete a job application, build effective resume, and learn to interview for jobs. Fee is waived for individuals who are dislocated or unemployed.

To Register or for further information, please call (910) 410-1844 between the following times: Monday – Thursday 8 AM – 5 PM and Friday 8 AM – 2:30 PM.

WorkKeys

Career Readiness Certificate (CRC) is a work credential that promotes skills and career development for individuals and verifies to employers anywhere in the United States that you possess basic workplace skills and employability skills in Applied Mathematics, Reading for Information, and Locating Information. North Carolina’s CRC is based on the ACT WorkKeys system, an industry-driven system of profiling, assessment and instructional support.

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. The WorkKeys exam evaluates your skill levels and is given at RCC on a regular basis. The certificate allows individuals to demonstrate their level of skill in the most common skills required for success in the workplace. RCC provides free KeyTrain classes that prepare you to take the WorkKeys exam. If you have lost your job or are facing a plant closing, now is the time to begin preparing for the exam and the opportunity to add the CRC to your resume.

WorkKeys test are administered at the RCC Main Campus in Hamlet, as well as at the Honeycutt Center in Laurinburg.

Click here for the WorkKeys Calendar.

Richmond County WorkKeys Test—Every other Tuesday 9 AM at the Main Campus. Please call (910) 410-1844 for additional information.

Scotland County WorkKeys Test—Every Thursday morning at 9 AM at the Honeycutt Center. Please call (910) 410-1844 for additional information.
Richmond Community College’s Small Business Center supports the development of new businesses and the growth of existing businesses by being a community-based provider of counseling, training, and resource information. Our professional staff helps to find solutions to challenging business questions, assistance in the creation of a business plan and other areas that would generate growth/expansion of existing businesses. No question is too simple or complicated. Whether you have a desire to start a new business or want to take a professional development courses, the Small Business Center has something to offer you. *Note – a supply fee may be required.* Click here for a more detailed schedule of SBC seminars!

For more information on the services and programs offered contact Butch Farrah, Director of Small Business & Entrepreneurial Services at (910) 506-4402 or email at wofarrah@richmondcc.edu.

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<tr>
<th>Title</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Nonprofit 101</td>
<td>August 27</td>
<td>9 AM</td>
<td>Cole Auditorium, Hamlet</td>
</tr>
<tr>
<td>Fundraising Fundamentals for Successful Non-Profits</td>
<td>August 27</td>
<td>1 PM</td>
<td>Cole Auditorium, Hamlet</td>
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<tr>
<td>Proactive Grant Writing</td>
<td>August 28</td>
<td>9 AM</td>
<td>Honeycutt Center, Laurinburg</td>
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<tr>
<td>Proactive Grant Research-Capitalize on Your Time &amp; Energy</td>
<td>August 28</td>
<td>1 PM</td>
<td>Honeycutt Center, Laurinburg</td>
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**Individual Counseling**

Small business owners and prospective owners may also receive free one-on-one counseling, assistance and referrals to appropriate agencies for further counseling. Available on an as-needed basis, this local confidential service acts as a sounding board for new ideas and/or concerns individuals may have about their new or existing business.

If you would like to schedule an appointment for our free, confidential, one-to-one small business counseling, follow this link, fill in your information and submit your form. We will respond to your request promptly and work to schedule your time with one of our expert counselors.

Visit the website at [https://www.ncsbc.net/reg.aspx?mode=counsel&center=75400&subloc=0](https://www.ncsbc.net/reg.aspx?mode=counsel&center=75400&subloc=0) to request for online counseling.  Back to list