

Workforce & Economic Development

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.

Class Title	Beginning Date	Time	Cost	Location
CNA Refresher	View Details	View Details	\$125	Honeycutt Center, Laurinburg
Pharmacy Tech. Hybrid	January 22	View Details	\$180	Main Campus/Online
Phlebotomy	January 24	5:30 PM	\$193	GHSB 236, Main Campus, Hamlet
NCCER Carpentry	January 28	5:30 PM	\$180	Honeycutt Center, Laurinburg
BLET (Day Class) Basic Law Enforcement	January 28	View Details	View Details	Main Campus, Hamlet
NCCER Core & Electrical Level 1	January 29	6 PM	\$180	146 A, Scotland High School, Laurinburg
OSHA 30	January 29	6 PM	\$125	HC 137, Honeycutt Center, Laurinburg
Intro to Computers	January 29	5:30 PM	\$70	LP 125, Main Campus, Hamlet
Effective Teacher Training	February 4	Online	\$125	Online
BLET (Evening Class) Basic Law Enforcement	February 4	View Details	View Details	Main Campus, Hamlet
EMT Basic	February 6	6 PM	\$193	James Building Room 107, Hamlet
CNA I Hybrid	February 7	10 AM	\$233	Honeycutt Center, Laurinburg
Small Engine Repair	February 18	6 PM	\$125	LP 130, Main Campus Hamlet
Vehicle Safety Inspection	February 19	6 PM	\$70	Lee 14, Main Campus, Hamlet
Keys to Learning the Piano	February 19	6 PM	\$75	LP 130, Main Campus, Hamlet
Electric Lineman	March 4	9 AM	\$855	Main Campus, Hamlet
Online Executive Management Program: Level One	View Details	Online	View Details	Online
Online Executive Management Program: Level Two	View Details	Online	View Details	Online
Notary Public	View Details	8 AM	\$70	Richmond/Scotland County
Alive @ 25: Defensive Driving	View Details	5 PM	\$60	LEE, Main Campus, Hamlet
Ed2Go Online Courses	View Details	Online	\$80	Online
Adult Basic Education (ABE)	Varies	Varies	Free	Richmond/Scotland County
General Education Diploma (GED)	Varies	Varies	Free	Richmond/Scotland County
Adult High School (AHS)	Varies	Varies	Free	Richmond/Scotland County
Occupational Transition (OCT)	Varies	Varies	Free	Richmond/Scotland County
English as a Second Language (ESL)	Varies	Varies	Free	Richmond/Scotland County
Ready. Set. Work	View Details	View Details	View Details	Richmond/Scotland County
Pre-Employment Training	View Details	View Details	View Details	Richmond/Scotland County
WorkKeys Testing Richmond County	Tuesdays	9 AM	\$15 per test	Main Campus, Hamlet
WorkKeys Testing Scotland County	Thursdays	9 AM	\$15 per test	Honeycutt Center, Laurinburg
Public Safety (LE In-service Training)	View Details	Online	View Details	Online
Small Business Seminars	View Details	View Details	View Details	Richmond/Scotland County

Occupational & Enrichment

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.

Pharmacy Technician Hybrid

WED's Pharmacy Technician course introduces students to the pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system.

Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references. In addition, students will be prepared to sit for the Pharmacy Technician certification test.

Class will meet on Tuesday, January 22, February 26, March 26 and April 9 from 5:30 PM to 9:30 PM as well as the last Tuesday of each month at the Main Campus in Hamlet.

Documents required to register:

- High School Diploma/GED
- Reading Test Score (67 or higher) or College Transcript w/RED090 (B or better) or Two-year degree (provide transcript)
- Valid Driver's License (or state issued ID)

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

Books are required for this class. (2-book bundle)

Date	Day	Time	Location	Fee
Jan. 22 –Apr. 9	Hybrid/Tuesday	Online/5:30PM-9:30PM	Online/Main Campus, Hamlet	\$180

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NCCER Carpentry

This course provides instruction to the core skills used by carpenters in residential and commercial settings. Upon Completion of the course students will be able to construct, erect, install and repair structures and fixtures made of wood such as concrete forms and building framework, including partitions, joists, studding and rafters, wood stairways, window and door frames and hardwood floors.

Key Course Topics:

- Safety
- Hand/power tool use
- Site preparation
- Measurement & Layout
- Footings & Foundations
- Construction Framing

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

*Text books are required for this course.

Date	Day	Time	Location	Fee
Jan. 28 – Apr. 17	Mon., Tues., & Wed.	5:30 PM – 9:30 PM	Honeycutt Center	\$180

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NCCER Core & Electrical Level One

This course is designed to teach basic concepts used in the electrical industry, leading to the NCCER Electrical Level One Certification. NCCER develops standardized construction and maintenance curriculum and assessments with portable credentials tracked through NCCER's Registry System.

Key Course Topics:

Safety, construction math, hand and power tools, construction drawings, riggings, communication skills, employability skills, materials handling, orientation to the electrical trade, circuits, electrical theory, National Electric Code, device boxes, hand bending, raceways and fittings, conductors and cables, residential electrical services and electrical test equipment.

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

*Text books are required for this course.

Date	Day	Time	Location	Fee
Jan. 29 – June 11	Tues. & Thurs	6 PM – 9 PM	Scotland High School 146 A	\$180
	Saturday	8 AM – 3 PM	Scotland High School 146 A	

***This class will meet on the following Saturdays from 8 AM to 3 PM: February 2 & 16; March 3 & 16; April 6; May 4; and June 1.**

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OSHA 30

This course provides a variety of training topics to workers with some safety responsibilities. This class will teach health and safety awareness by helping supervisors and workers reduce the risk of workplace hazards. This class will emphasize hazard identification, avoidance, control and prevention.

Course Topics:

- Explain why OSHA is important to workers
- Explain worker rights under OSHA
- Discuss employer responsibilities under OSHA
- Discuss the use of OSHA standards
- Explain how OSHA inspections are conducted
- Utilize helpful worker safety

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

***Cost of the OSHA card is \$10.**

Date	Day	Time	Location	Fee
Jan. 29 – Feb. 28	Tues. & Thurs.	6 PM – 9 PM	HC 137, Laurinburg	\$125 Back to list

Introduction to Computers

Introduction to Computers course will focus on develop basic keyboarding, word processing, and using the Internet; job search strategies to include the use of social networking; applying for employment online; and access governmental and educational resources and services. No previous knowledge of computers is required.

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

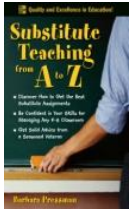
Beg/End	Day	Time	Location	Fee
Jan. 29 – Feb. 28	Tues. & Thur.	5:30 PM – 7:30 PM	LP 125	\$70

***HRD fee waiver for qualified students.**

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Effective Substitute Teacher Effective Training

GREAT for teacher renewal credits! Included are sessions on learning expectations, time management, instructional methods, preparation, monitoring student interaction, social interaction, non-instructional duties and evaluation; recommended for substitute teachers, teacher assistants, and prospective new teachers. Upon completion of this course, students can obtain entry-level employment.



Title: *Substitute Teaching from A to Z*

A book is required for the class and can be purchased at the RCC Bookstore.

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

Beg/End	Day	Location	Fee
Feb. 4 – Mar. 1	Online	Online	\$125

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Small Engine Repair

Students will learn procedures for correctly disassembling, inspecting, cleaning and repairs of small engines, as well as knowledge of shop safety practices. By taking this course, students will receive a Briggs and Stratton Technical Certification as part of this class.

Course Topics:

- Use of basic tools for repairs
- Identification of quality tools
- Fasteners and sealants for small engines
- Engines constructions
- Operation principles for 2-cycle and 4-cycle engines
- Measuring engine performance,
- Carburetion
- Ignition systems
- Lubrication
- Cooling systems
- Preventive maintenance and troubleshooting
- Fuel system service
- Electrical service
- Internal components

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

Beg/End	Day	Time	Location	Fee
Feb. 18 – May 13	Monday	6 PM – 9 PM	LP 130	\$125

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Vehicle Safety Inspection

This two-day course is designed to meet the training and licensing requirements (initial and/or renewal) for the Vehicle Safety Inspection Program administered by the NC Division of Motor Vehicles, License and Theft Bureau. This course will prepare you to successfully complete a North Carolina State Safety Inspection and take the state certification exam to become a certified Vehicle Safety Inspector.

Course Topics:

- Rules, regulations and procedures for conducting a vehicle safety inspection.
- Nine inspection areas inspector mechanics must check during a safety inspection.
- Eight emission control devices installed by vehicle manufacturers and emissions control devices required on a vehicle according to the Emission Control System Applications Manual.
- Calibrating and using a headlight aimer.
- Calibrating and using a window tint meter.

Minimum enrollment is required. *Preregistration is requested.

Beg/End	Day	Time	Location	Fee
Feb. 19 & Feb. 20	Tues., & Wed.	6 PM – 10 PM	Lee 14	\$70

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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.

Date	Day	Time	Location	Fee
Feb. 19 – Apr. 13	Tuesday & Thursday	6 PM – 7:30 PM	LP 130	\$75

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Electric Lineman

This course will prepare individuals to work as linemen in the preparation and repair of rural electrical utility services. Upon completion, individuals will possess the necessary skills for employment in various electrical utility industries. Students will be NCCER Certified, OSHA 10 Certified, First Aid/CPR Certified, and hold a CDL learner's permit upon completion of this course.

Topics Include:

- Basic elements of electricity
- Overhead pole and electrical line constructions
- Safety codes and applications
- Electric power system
- Transformer and meter installations
- Exploration of underground electrical distribution

Requirements for Registration:

- Copy of high school diploma or high school equivalency
- Copy of current DOT physical and drug screen
- Copy of an unrestricted driver's license
- Copy of official driving record
- Accuplacer reading score of 60 or higher or transcript for 2-year degree or higher

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

Class Dates: March 4, 2019 thru May 13, 2019

Times: 9 AM to 4:30 PM

Days: Monday thru Friday

Location: Main Campus, Hamlet

Cost: \$855 for tuition, books, supplies and fees. 2nd Chance Scholarship Funds may be available to partially offset this cost.

****This fee does not include any cost associated with registration requirements****

***Please call Scott Caulder at (910) 410-1855 or Angineek Gillenwater at (910) 410-1848 to setup an appointment for orientation and registration for this program.**

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Notary Public

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.
3. Reside legally in the United States.
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.**

Date	Day	Time	Location	Fee
Feb. 9	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
Mar. 9	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
Apr. 13	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
May 11	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70

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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.

Date	Day	Time	Location	Fee
February 14	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
March 14	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
April 11	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
May 9	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60

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Allied Health

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: \$233.00 (*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.

Mandatory Registration/Orientation for Day Nursing Assistant I class

Date: January 14, 2019

Time: 10 AM

Location: Honeycutt Center, Laurinburg

Class Begins/Ends: January 28, 2019 – May 8, 2019

Days/Time: Class will meet Monday and Wednesday from 8:30 AM to 3 PM at the Honeycutt Center in Laurinburg, room 112.

Mandatory Registration/Orientation for ONLINE/Hybrid Nursing Assistant I class

Date: February 7, 2019

Time: 10 AM

Location: Honeycutt Center, Laurinburg

Class Begins/Ends: March 2, 2019 – June 23, 2019

Days/Time: Class meets every other Saturday & Sunday from 8 AM to 5 PM at the Honeycutt Center in Laurinburg, room 112.

Nursing Assistant Refresher Course

This is designed to allow nurse aides with expired certification to regain their certification in order to work as a certified nurse aide in North Carolina. Successful completers will be given a course completion certificate and will be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

Who is qualified to take this course?

- Nursing Assistants who were listed on the North Carolina Division of Health Service Regulation (DHSR) NA-I Registry, but let this certification lapse in the past 5 years.
- Nursing Assistants who were registered as a Nurse Aide I in another state in the past 5 years and seek employment as a Nursing Aide I in North Carolina.
- Students must have successfully completed a state-approved training program.
- Others who hold a state recognized healthcare credential from any state (EMT, EMT-P, etc.).
- Any military personnel who have had medical/corpsman training. (Must present DD-214)

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

Mandatory Registration: Call Leah Grooms at (910) 410-1833 to setup your appointment prior to January 26th.

Class Meeting Dates/Times: **January 26 – March 23**, 8 AM to 3 PM at the Honeycutt Center.

This class meets every other Saturday and Sunday.

Class Location: Honeycutt Center 112, Laurinburg

Course Fees: \$125; fee is due at the time of registration. Book fee is \$71.26.

No criminal background check is required since they do not go to clinical. However, employers may require one before hiring the NA.

Proof of one of the following items must be presented at the time of registration:

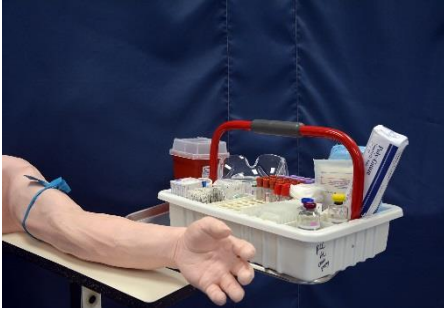
- An expired North Carolina Nurse Aide I listing with no substantiated findings or a successful completion of a North Carolina Nurse Aide I Program from an accredited institution within the last 5 years **(NOTE: The student must provide proof that the institution is accredited as a state approved program)**
- A current Nurse Aide I listing from another state with no substantiated findings
- An expired out-of-state listing with no substantiated findings from an accredited institution or a successful completion of a Nurse Aide I Program from another state from an accredited institution within the last 5 years

EVERYONE must submit the following at time of registration:

- State or military issued driver's license or picture ID
- Social Security Card

(We must verify that the names on this card and your photo ID match. If they do not match, you will be asked to correct your documents. You will NOT be permitted to enter the state examination if even one letter is amiss on your ID documents.)

Phlebotomy



Learn the skills necessary to draw blood specimens in healthcare settings and blood donation centers. Topics include venipuncture, specimen handling, record-keeping, and the healthcare profession.

Prerequisite: Complete the RCC Reading Placement Test and score 67 or RED 090 with a “B” or higher, or transcript from 2-year degree or higher; submit a valid state picture ID and valid US government-issued Social Security card. A current TB skin test, flu shot and up to date immunization records are required. A high school diploma or GED is a requirement for

admittance into the program. A Physical will be required for this class. Physical forms are available at the Honeycutt Center and in the WED Area in the Lee Building at Main Campus. Make an appointment with your physician soon! *(The student is responsible for presenting all the required information from above during the registration and mandatory information session.)*

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.

*Previous Health Care Training/Medical Terminology & Physiology Recommended.

Classes will be held on Main Campus in Hamlet and are evening classes.

Clinical hours will be scheduled during DAYTIME hours as most blood draws are done during the day.

Registration Fee: \$193

Book Fee: \$93.93 (*price subject to change*)

Criminal Background/Drug Screen: \$75

Mandatory Registration/Orientation for Phlebotomy

Date: January 24, 2019

Time: 5:30 PM

Location: Grimsley Health Science Building, Room 236, Main Campus, Hamlet

Class Dates: February 5, 2019 – April 11, 2019

Days/Time: **Tuesday & Thursday**, 5:30 PM to 9:30 PM in the Grimsley Health Science Building, Room 236, RCC Main Campus, Hamlet.

****Clinical Hours begin April 15 and will be scheduled during the day.***

Most blood draws are done during the day, so clinical hours are designed to benefit the students by maximizing the potential for successful achievement of the required number of venipunctures.

Successful completion of the course is based on 80 hours of class time and 120 hours of clinical.

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.

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Law Enforcement Training



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 Neil Parrisher, Public Safety Director at (910) 410-1708 or email knparrisher@richmondcc.edu.

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: January 28, 2019 – May 17, 2019

Applications due December 7, 2018!

*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 Neil Parrisher, Public Safety Director at (910) 410-1708 or (910) 410-1700 for more details.

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BLET (Evening Course)

This 6 month evening 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: February 4, 2019 – August 16, 2019

Applications due January 25, 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 Neil Parrisher, Public Safety Director at (910) 410-1708 or (910) 410-1700 for more details.

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Online Executive Management Program: Level One

The Online Executive Management Program Level One 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 One 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 One Class Topics:

- **First Line Supervision**
January 14, 2019 – February 18, 2019
Online
- **Ethical Issues in Law Enforcement**
February 25, 2019 – April 1, 2019
Online
- **Field Training**
April 8, 2019 – May 13, 2019
Online
- **Leadership Skills and Public Speaking**
May 20, 2019 – June 24, 2019
Online
- **Police Leadership**
July 1, 2019 – August 5, 2019,
Online

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

***Fee waived for North Carolina Law Enforcement**

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or (910) 410-1700 for more details.

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EMT-Basic

Through Workforce & Economic Development at Richmond Community College, you can prepare for a certification as an Emergency Medical Technician. In this program, 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.
- Must provide a copy of a valid driver's license/ID and Social Security Card.
- Must take the Accuplacer Reading test and score at least a 66 or higher or submit scores from an accredited institution or submit a transcript that shows you have tested out of a reading class.
- Must provide copy of most recent immunization records.
- If you are a NC rescue volunteer, please bring a letter from that agency stating that you are a volunteer in order to waive the registration fee of \$180. Insurance fee of \$13 must be paid by the student.

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

***Text books are required.**

***All student are required to pay a \$13 insurance fee for this class.**

Start Date: February 6, 2019

Times: 6 PM to 10 PM

Location: James Building Room 107, 106 Vance St., Hamlet

Cost: \$193

***This class will be held on a rotating schedule; the instructor will inform students what days of the week this class will meet.**

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or (910) 410-1700 for more details.

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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**

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or (910) 410-1700 for more details.

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Career Readiness & Basic Skills

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

Day

Monday – Thursday
Monday, Tuesday, & Wednesday
Monday – Wednesday
Monday & Wednesday
Monday - Thursday
Monday -Thursday
Tuesday & Thursday
Monday – Thursday
Monday – Thursday
Sunday – Saturday

Time

8 AM – 1 PM
5:30 PM – 8:30 PM
8 AM – 1 PM
5 PM – 8 PM
10 AM – 1:30 PM
8:30 AM – 2:30 PM
5:45 PM – 8:45 PM
9 AM – 12 PM
9 AM – 2 PM
ONLINE

Location

James Building, Hamlet
James Building, Hamlet
RC Literacy Council, R’ham
RC Literacy Council, R’ham
Richmond House, R ’ham
Willie Wright, R’ham
Ellerbe Hispanic, Ellerbe
Rockingham Housing, R’ham
R.L. Dobbins
ONLINE

Scotland County

Day

Monday – Thursday
Monday & Tuesday
Tuesday – Friday
Sunday – Saturday

Time

8 AM – 1 PM
4:30 PM – 8:30PM
9 AM – 2:30 PM
ONLINE

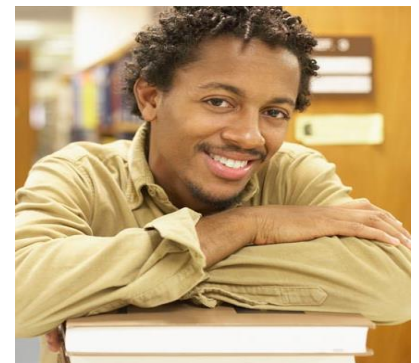
Location

Honeycutt Center, Laurinburg
Honeycutt Center, Laurinburg
Wagram Rec. Cntr., Wagram
ONLINE

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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.



Richmond County

Day

Monday – Thursday
Monday, Tuesday, & Wednesday
Sunday – Saturday
Monday – Thursday
Monday & Wednesday

Time

8 AM – 1 PM
5:30 PM – 8:30 PM
ONLINE
8:30 AM – 1:30 PM
5 PM – 8 PM

Location

James Building, Hamlet
James Building, Hamlet
ONLINE
RC Literacy Council, R’ham
RC Literacy Council, R’ham

Scotland County

Day

Monday – Thursday
Tuesday – Friday
Monday & Tuesday
Sunday – Saturday

Time

8 AM – 1:00 PM
9 AM – 2:30 PM
4:30 PM – 8:30PM
ONLINE

Location

Honeycutt Center, Laurinburg
Wagram Rec. Cntr., Wagram
Honeycutt Center, Laurinburg
ONLINE [Back to list](#)

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

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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

Monday – Friday

Monday & Wednesday

Time

5:30 PM – 8:30 PM

8:30 AM - 1:00 PM

5:30 PM – 8:30 PM

Location

James Building, Hamlet

James Building, Hamlet

Honeycutt Center, Laurinburg [Back to list](#)

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.

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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. [Back to list](#)

	Monday	Tuesday	Wednesday	Thursday
Pre College Math & Reading	8:30AM-12:30 PM LP 110B	8:30AM-12:30 PM LP 110B	8:30AM-12:30 AM LP 110B	8:30AM-12:30 PM LP 110B

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.

Day	Time	Location
Mon. & Wed	8:30 AM –2:30 PM	NC Works Office, Rockingham (KeyTrain)
Tuesday	8:30 AM – 12:30 PM	NC Works Office, Rockingham (KeyTrain)
Monday	8:30 AM – 12 PM	NC Works Office, Laurinburg (KeyTrain)
Tuesday	9 AM – 12 PM	NC Works Office, Laurinburg (KeyTrain)
Tuesday	1 PM – 5 PM	NC Works Office, Laurinburg (KeyTrain)

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Ready. Set. Work

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. [Back to list](#)*

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.

Small Business Center



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!](#)

<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
QuickBooks 1 for Small Business Owners	January 24	9 AM	Cole Auditorium, Hamlet
QuickBooks 2 for Small Business Owners	January 24	1 PM	Cole Auditorium, Hamlet
Trade Show Success for Small Business: Make the Most of Your Expo Experience	January 28	6 PM	Cole Auditorium, Hamlet
Using Office 365 to Enhance Your Small Business	February 5	9 AM	Cole Auditorium, Hamlet
How to Increase Your Credit Score to Over 740 Points-Prepare for a Bank Business Loan	February 7	6 PM	Cole Auditorium, Hamlet
Cybersecurity: Protecting Your information in A Small Business	February 12	6 PM	Lee 4, Main Campus, Hamlet
Be Free from Debt's Hold: Retire Early, Start a Small Business	February 27	6 PM	Honeycutt Center, Laurinburg

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

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¢er=75400&subloc=0> to request for online counseling. [Back to list](#)