

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 Online/Hybrid	December 14	10 AM	\$233	Honeycutt Center, Laurinburg
Employers "Go To" Guide-Part 2	January 2	8 AM	\$70	Cole Auditorium, Main Campus, Hamlet
CNA Day Class	January 3	10 AM	\$233	Honeycutt Center, Laurinburg
Evidence of Effective Policing	January 8	Online	View Details	Online
Intro to Computers	January 16	2:45 PM	\$70	Honeycutt Center, Laurinburg
Welding Technology	January 22	5:30 PM	\$180	Scotland High School, Laurinburg
Digital Photography	January 22	5:30 PM	\$70	HC 121, Honeycutt Center, Laurinburg
Self Defense for Females	January 27	9 AM	\$30	Cole Auditorium, Main Campus, Hamlet
Medical Billing & Coding Specialist	February 5	Online	\$180	Online
BLET (Basic Law Enforcement Training)	February 5	View Details	View Details	Main Campus, Hamlet
Effective Teacher Training	February 5	Online	\$125	Online
Keys to Learning the Piano	February 6	6:30 PM	\$75	Cole Auditorium, Main Campus, Hamlet
Vehicle Safety Inspection	February 6	6 PM	\$70	Lee 3, Main Campus, Hamlet
NCCER for HVAC Level 2	February 12	View Details	\$180	Honeycutt Center, Laurinburg
Pharmacy Technician	February 21	View Details	\$180	Main Campus, Hamlet/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	\$70	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	\$12 per test	Main Campus, Hamlet
WorkKeys Testing Scotland County	Thursdays	9 AM	\$12 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.

Employers “Go To” Guide Part 2

In Part 2 of this series you will continue to learn and network with other employers. Topics covered include: coaching employees, interviewing, leading your employees, and FMLA compliance. These seminars are designed to provide information and solutions for human resources issues. These classes meet twice a month on Tuesdays from 8 AM to 12 PM.

January 2—Coaching vs. Corrective Action: Disciplinary vs. corrective actions, knowing when to coach

January 9—A Guide to Interviewing: Learn what types of questions to ask and interview biases

February 6—Leading your Employees and Hearing their Concerns: Manager vs. leaders, legal mistakes, and effective resolution strategies

February 13—FMLA Compliance 101: Employer Responsibilities, tracking FMLA, relationship to ADA and Workers’ Compensation

Cost: \$70

Days: Tuesdays

Times: 8 AM to 12 PM

Locations: Cole Auditorium

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Introduction to Computers

Introduction to Computers is a fun and easy way for inexperienced individuals to gain confidence and a solid foundation in the basics of using a computer. In this class, you will develop basic keyboarding, word processing and Internet skills, learn technology-based job search strategies to include the use of social networking; how to apply 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. 16 – Feb. 1	Tues. & Thurs.	2:35 PM – 4:35 PM	Honeycutt Center	\$70

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

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Welding Techniques



This course will cover all the essentials of Welding, from beginners to more advance welding skills. In this course Mig, Stick, and Basic Tig welding will be covered. Welding symbols, terms, and basic blueprint will also be covered. You will learn how to weld different types of joints such as butt, tee, lap, and edge joints. Upon completion of this course, you will be equipped with the knowledge and hands-on training required for welding.

(Welding helmet, gloves, and sleeves are required for this course.)

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
Jan. 22 -May 9	Mon. & Wed.	5:30 PM – 9:30 PM	Scotland High School	\$180 Back to list

Digital Photography

Capture the perfect image with your digital camera by taking this photography course. You will learn about the different modes on your camera and when you should use them. You will also learn about the rules of thirds for framing your photo and changing your elevation or viewpoint.

Course Topic:

- Lighting
- Camera functions
- Positioning
- Post processing
- Contrast
- Black and white photos

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

***You must bring your own camera to class.**

Date	Day	Time	Location	Fee
Jan. 22—Mar. 12	Monday	5:30 PM – 8:30 PM	HC 121, Laurinburg	\$70 Back to list

Self Defense for Females

This one day class will train you in simple techniques to increase your personal safety at home, work, school or on the street. This class will focus on self-defense techniques in combination with personal awareness, assertiveness and verbal confrontational skills. This two-part class provides instructional and hands on practical exercises. The class will help you build self-confidence and personal awareness.

Hands on Exercises Include:

- Joint Manipulation
- Break Free Techniques
- Ground Fighting
- Kicking
- Punching
- Striking Motions

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
Jan. 27 Back to list	Saturday	9AM – 1 PM	Cole Auditorium, Hamlet	\$30

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 sit for the National Healthcareer Association Certification exam and earn the credential offered through the NHA, therefore providing current healthcare professionals with a stackable credential. (The course will not lead to RHIT, CCS, etc. certification.) There is a \$105 testing fee for students who opt to take the certification exam. **All students who successfully complete the course will receive a certificate from Richmond Community College and 9.6 CEUs.**

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

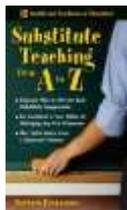
***There is a required text packet for this class that student will be required to purchase.**

Date	Day	Time	Location	Fee
Feb. 5 – Jun. 10	Online	Online	Online	\$180

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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. 5 – Mar. 2	Online	Online	\$125

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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. Classes will not be held on March 6 & March 8.

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
Feb. 6 – Apr. 5	Tuesday & Thursday	6:30 PM – 8 PM	Cole Auditorium, Hamlet	\$75

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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. 6 & Feb. 7	Tues., & Wed.	6 PM – 10 PM	Lee 003, Hamlet	\$70

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NCCER for HVAC Level 2: Heating Ventilation & Air Conditioning

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 heat pumps, troubleshooting oil heating, troubleshooting accessories, zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

Date	Day	Time	Location	Fee
Feb. 12 – Oct. 1	See below	See below	HC, 134, Laurinburg	\$180

This course will meet every Monday evening 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.

Minimum enrollment is required. *Preregistration is requested. [Back to list](#)

Pharmacy Technician

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 Wednesday, February 21 from 5:30 PM to 9:30 PM as well as the last Wednesday 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
Feb. 21 – May 9	Hybrid/Wednesday	Online/5:30PM-9:30PM	Online/Main Campus, Hamlet	\$180

Students will meet on the first day of class and every last Wednesday of the month.

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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
Jan. 6	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
Feb. 3	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
Mar. 3	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
Apr. 14	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
May 5	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) 410-1700 no later than 2 PM on Monday for the following Thursday class. Payment must be received in full by Monday at 2 PM for Thursday class.

Students MUST bring the following to register for class:

- your driver's license or picture ID
- a referral from either the District Attorney's Office or an attorney

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
Dec. 14	Thursday	5 PM – 9 PM	Lee 3, Hamlet	\$60
Jan. 11	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
Feb. 8	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
Mar. 8	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
Apr. 12	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
May 10	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60

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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?

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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 shoot, & up to date Immunization records; 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 email Tina Nielsen TBNielsen@richmondcc.edu or call 910-410-1833.

Registration Fee: \$233.00 (*price subject to change*)

Book Fee: \$61.86 (*price subject to change*)

Criminal Background/Drug Screen: \$75

State Exam Fee: \$101

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 ONLINE/Hybrid Nursing Assistant I class

Date: December 14, 2017

Time: 10 AM

Location: HC 130, Honeycutt Center, Laurinburg

Class Begins/Ends: Online class portion begins January 22, 2018.

Days/Time: Class meets every other Saturday & Sunday. First class meetings will be January 27 & 28 from 8 AM to 5PM at the Honeycutt Center in Laurinburg.

Mandatory Registration/Orientation for Day Nursing Assistant I class (Laurinburg)

Date: January 3, 2018

Time: 10 AM

Location: HC 130, Honeycutt Center, Laurinburg, NC

Class Begins: January 8th

Days/Time: Monday & Wednesday, 8:30 AM to 2:30 PM in HC 112 at the Honeycutt Center, Laurinburg

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.
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Evidence of Effective Policing

This online course will provide police with information on how to translate and apply research to improve the outcomes of their decision-making. It is intended to help you as a police leader better understand how local government in general, and local police in particular, can more effectively meet its public safety obligation.

This course is for sworn Law Enforcement Officers only. Fee waived for NC Law Enforcement.

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

Dates: January 8 thru March 4

Location: Online

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or knparrisher@richmondcc.edu for more details. [Back to list](#)

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

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.

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

Next BLET Class begins: Feb. 5, 2018

Applications due January 19, 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 Hugh A. Lee Building on the Hamlet campus or the F. Diane Honeycutt Center on McLean Street in Laurinburg.

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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 a 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 Hiseet test. Students study in five areas – writing skills, social studies, science, reading and mathematics.

Richmond County

Day	Time	Location
Monday – Thursday	8 AM – 1 PM	James Building, Hamlet
Monday, Tuesday, & Wednesday	5:30 PM – 8:30 PM	James Building, Hamlet
Monday – Wednesday	8 AM – 1 PM	RC Literacy Council, R’ham
Monday & Wednesday	5 PM – 8 PM	RC Literacy Council, R’ham
Monday - Wednesday	11 AM – 1:30 PM	Asha B. Closet, R’ham
Monday - Thursday	10 AM – 1:30 PM	Richmond House, R ’ham
Monday – Thursday	11 AM – 1 PM	Let’s Talk, R ’ham
Monday -Friday	11 AM – 1:30 PM	Compassion Counseling, R’ham
Monday -Thursday	8:30 AM – 2:30 PM	Willie Wright, R’ham
Tuesday & Thursday	5:45 PM – 8:45 PM	Ellerbe Hispanic, Ellerbe
Sunday – Saturday	ONLINE	ONLINE

Scotland County

Day	Time	Location
Monday – Thursday	8 AM – 1 PM	Honeycutt Center, Laurinburg
Monday & Tuesday	4:30 PM – 8:30PM	Honeycutt Center, Laurinburg
Tuesday – Friday	9 AM – 2:30 PM	Wagram Rec. Cntr., Wagram
Sunday – Saturday	ONLINE	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 – Wednesday
Monday & Wednesday

Time

8 AM – 1 PM
5:30 PM – 8:30 PM
ONLINE
8 AM – 1 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 – Thursday
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
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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	Time	Location
Monday & Tuesday	5:30 PM – 8:30 PM	James Building, Hamlet
Tuesday & Thursday	8:30 AM to 1:00 PM	James Building, Hamlet
Monday & Wednesday	5:30 PM – 8:30 PM	East Rockingham Methodist Church
Monday & Wednesday	5:30 PM – 8:30 PM	Honeycutt Center, Laurinburg

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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	Friday
Pre College Math	8:30AM–12:30 PM LP 110B		8:30AM–11:30 AM LP 110B		
Pre College Reading		8:30AM–12:30 PM LP 110B		8:30AM–10:30 AM 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
Monday & Wednesday	9 AM – 2 PM	DeWitt Building 103, Hamlet, Main Campus (KeyTrain)
Tuesday & Thursday	9 AM – 12 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Thursday	1 PM – 5 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Mon. Tues. & Wed	8:30 AM – 12:30 PM	Richmond County ESC Office, Rockingham (KeyTrain)
Tuesday	2:45 PM – 5 PM	Honeycutt Center, Laurinburg
Thursday	8 AM to 10 AM	Honeycutt Center, Laurinburg

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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.***

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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 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.

Evening Testing is available by appointments only. Please call Nikki Harris at (910) 410-1844 for more information.

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ACT is launching updated versions of the WorkKeys test that will better measure the skills needed in the workplace. What this means for you is that starting Tuesday, January 9th, 2018 we will be offering the new WorkKeys assessments at the new price of \$15 Each. We will continue to offer the old WorkKeys assessment until 12/14/2017 at \$12 per test.

Change of test names and number of questions and new increased amount of times:

- Applied Mathematics becoming Applied Math with 34 questions = 55 minutes
- Locating Information becoming Graphic Literacy with 38 questions = 55 minutes
- Reading for Information becoming Workplace Documents with 35 questions = 55 minutes

We know this is an inconvenience for you but we are working diligently to make this transition as smooth as possible. If you have any questions please feel free to contact Nikki Page 910-410-1844

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!](#)

Title	Date	Time	Location
HP Life Online Entrepreneurship	<u>Available until December 31</u>	<u>ONLINE</u>	<u>ONLINE</u>
Cyber Wednesday: Get It Done-Setup a YouTube Channel for Your Small Business	<u>December 13</u>	<u>6 PM</u>	<u>Small Business Incubator Center SBIC, Laurinburg</u>
Outstanding Customer Service for Small Business	<u>December 15</u>	<u>9 AM</u>	<u>Lee Building, Hamlet</u>
How to Increase Your Credit Score to Over 740 Points	<u>January 25</u>	<u>6 PM</u>	<u>Cole Auditorium, Hamlet</u>
How to Start a Drone Business	<u>January 30</u>	<u>6 PM</u>	<u>Honeycutt Center, Laurinburg</u>

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](#)