

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
NCCER for HVAC Level I	May 15	View Details	\$180	HC 134, Honeycutt Center, Laurinburg
CNA Hybrid/Online	May 25	11 AM	\$231	HC 134, Honeycutt Center, Laurinburg
CNA Fast Track	June 1	10 AM	\$231	HC 130, Honeycutt Center, Laurinburg
CNA Day Class	June 1	10 AM	\$231	HC 130, Honeycutt Center, Laurinburg
Forklift Operator	June 3	8 AM	\$70	LP 130, Main Campus, Hamlet
Simulation & Game Development	June 6	View Details	\$180	Online/Lee 11, Main Campus, Hamlet
Comprehensive Guide to Human Resources (Hybrid)	June 14	View Details	\$70	Online/Cole Auditorium, Main Campus, Hamlet
Wall Shelf	June 27	6 PM	\$70	LP 130, Main Campus, Hamlet
EMT Basic Training	June 28	6 PM	\$193	GHSB 237, Main Campus, Hamlet
Fridays at The Forte (June)	June	View Details	View Details	Forte Building, Main Campus, Hamlet
Fridays at The Forte (July)	July	View Details	\$70	Forte Building, Main Campus, Hamlet
Detention Officer Certification	July 10	8 AM	View Details	Lee 16, Main Campus, Hamlet
Baking & Piping Techniques	July 18	6 PM	\$70	WED Conference Room, Main Campus, Hamlet
Pallet Table Décor	July 24	5:30 PM	\$70	LP 130 Main Campus, Hamlet
Medical Billing & Coding Specialist	August 7	Online	\$180	Online
Income Maintenance Caseworker Phase I (Scotland)	August 14	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
Income Maintenance Caseworker Phase I (Richmond)	August 14	6 PM	\$125	Lee 11, Main Campus, Hamlet
NCCER Plumbing Level 1	August 15	5:30 PM	\$180	Room 145B, Scotland High School, Laurinburg
Richmond County Leadership Institute	September 5	8 AM	View Details	Cole Auditorium, Hamlet, NC
Open Water Scuba	September 8	View Details	\$230	Lee 3, Main Campus, Hamlet
Income Maintenance Caseworker Phase II (Scotland)	October 24	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
Income Maintenance Caseworker Phase II (Richmond)	October 24	6 PM	\$125	Lee 11, Main Campus, Hamlet
Intro to Computers	View Details	Varies	View Details	Honeycutt Center, Laurinburg
Notary Public	View Details	8 AM	\$70	Richmond/Scotland County
Alive @ 25: Defensive Driving	View Details	5 PM	\$55	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
Basic Skills Plus	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.

NCCER for HVAC Level I

Get training in a field where the job outlook is bright. The NCCER HVAC Level One certificate will provide instruction in how to become an HVAC Technician. You'll receive standardized training and certification that is in demand and recognized in all 50 states.

Date	Day	Time	Location	Fee
May 15 – Dec. 13	See below	See below	HC, 134, Laurinburg	\$180

This course will meet every Monday evening from 5:30 PM to 9:30 PM, as well as one Wednesday 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.

Minimum enrollment is required. *Preregistration is requested.

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Introduction to Computers

Introduction to Computers is a fun and easy way for inexperience 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
Jun. 5 – Jun. 15	Mon. – Thur.	2 PM – 5 PM	Honeycutt Center	\$70
Ju1. 10 – Ju1. 20	Mon. – Thur.	2 PM – 5 PM	Honeycutt Center	\$70

***HRD fee waiver for qualified students. [Back to list](#)**

Forklift Operator

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.

Date	Day	Time	Location	Fee
June 3	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70

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Simulation & Game Development

This hybrid course is designed to introduce the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design and program simple simulations and/or games.

Minimum enrollment is required. *Preregistration is requested.

Date	Day	Time	Location	Fee
Jun. 6 – Jul. 25	Tuesday/Online	5:30 PM – 9:30 PM	Lee 11, Hamlet	\$180

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Comprehensive Guide to Human Resources

This one-day class with online assignments. You will learn the aspects of Human Resources including legal and compliance issues, hiring and firing employees, benefits administration and records management.

In just one day of training, you'll cover:

- An HR overview of FLSA, EEO, FMLA, ADA and more
- Benefits essentials covering the basics of worker's comp, FMLA and COBRA
- Record keeping 101: What to keep, how long to keep it, what to toss and who has access
- Best practices to establish employees confidence and earn respect
- Strategies for employees coaching, counseling and discipline
- Critical, need-to-know legal info about hiring and firing

Minimum enrollment is required. *Preregistration is requested.

Students will have online assignments for the online portion of this class.

Date	Day	Time	Location	Fee
Jun. 14	Wednesday/Online	8 AM – 5 PM	Cole Auditorium, Hamlet	\$70

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Pallet Wall Self

In this 2 day class students will learn to build shelves from wooden pallets. Enjoy making something useful and beautiful to enrich your home. Plus you'll have something that is completely unique because it was made with your own hands. Students will be required to bring small tools to class.

Minimum enrollment is required. *Preregistration is requested.

Date	Day	Time	Location	Fee
Jun. 27 & Jun. 29	Tues. & Thurs.	8 AM – 5 PM	LP 130	\$70

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Fridays at the Forte (June 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 June 2 until July 21.

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

Microsoft Excel Level One

This course will provide instruction to help the beginning student get started with Excel. Identification of the worksheet elements, performing basic calculations, modifying data and the appearance of a worksheet and managing and printing workbooks will be covered. One-hour lunch break.

Beg/End	Day	Time	Location	Fee
June 2	Friday	9 AM – 5 PM	330 Forte Building	\$70

***Students will need to bring a flash drive to save files.**

Microsoft Excel Level Two

Calculations with advanced formulas and using pivot tables to analyze data will be introduced in this course. Other topics of instruction include using charts to present data, slicers and pivot charts, inserting graphics into a worksheet and ways to customize and enhance the Excel environment. One-hour lunch break.

Beg/End	Day	Time	Location	Fee
June 9	Friday	9 AM – 5 PM	330 Forte Building	\$70

***Students will need to bring a flash drive to save files.**

EPA 608 Certification

This course will cover information required for the EPA certification examination. Topics covered may include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification exam.

***Class continues June 16 from 8 AM to 1 PM and June 17 from 8 AM to 10 AM in Forte 330 and must be attended for certification. Certification exam is \$25 to be paid online during class. Student must bring credit/debit card with billing address.**

Beg/End	Day	Time	Location	Fee
Jun. 9 - Jun. 17	Friday & Saturday	8 AM – 1 PM	322 Forte Building	\$70

Hydraulics/Pneumatics

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

**** Class continues on June 16th, 23rd and 30th 8:00 am – 5:00 pm (32 hours total) and must be attended for certification****

Beg/End	Day	Time	Location	Fee
June 9	Friday	8 AM – 12PM	328 Forte Building	\$70

Basic CAD (Computer Aided Design)

Using AUTOCAD, students will emerge with knowledge of how to create basic CAD drawing. Topics will include creating, opening and saving files; design basics; AUTOCAD basic commands and toolbars; plotting; dimensioning drawings; and creating mechanical and isometric drawings.

***Basic Computer skills are required for this course.**

Beg/End	Day	Time	Location	Fee
June 16	Friday	8 AM – 12PM	308 Forte Building	\$70

3-D CAD Modeling

Students will learn the process of converting 2-D drawings to basic 3-D models, using AUTOCAD. Topics will include AUTOCAD's 3-D modeling environment; changing the point of view; extrusion of 2-D entities to create solid 3-D objects; rotation and viewing of 3-D objects; and representing 3-D objects as shaded or wire frame models.

Previous CAD experience required for 3-D CAD Modeling course.

Beg/End	Day	Time	Location	Fee
June 16	Friday	2 PM – 6 PM	308 Forte Building	\$70

Microsoft Excel Level Three

Continue to expand your knowledge of Excel with this third level course. Students will be introduced to macros and conditional formatting; learn how to protect files and share workbooks with colleagues; worksheet audits and trace cells; data analysis with trend lines and spark lines; performing statistical analysis; linking cells in different workbooks; the importation and exportation of data; and the integration of data with the Web. One-hour lunch break.

***Students will need to bring a flash drive to save files. Students need an intermediate working knowledge of Excel.**

Beg/End	Day	Time	Location	Fee
June 23	Friday	9 AM – 5 PM	330 Forte Building	\$70

Microsoft Excel Level Four

Dive into deeper data analysis with this course. Designed for individuals with a high aptitude in using Excel formulas and functions, this course will include work with the following functional categories: Math and Trig, Date and Time, Text, Lookup and Reference, Statistical, Financial, Logical and Informational. One-hour lunch break.

***Students will need to bring a flash drive to save files. Students need an intermediate working knowledge of Excel.**

Beg/End	Day	Time	Location	Fee
June 30	Friday	9 AM – 5 PM	330 Forte Building	\$70

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Baking & Piping Techniques

Advance your baking and cake decorating skills in this 4 week class. In this class you will learn the latest techniques and cake decorating. You will learn how to use pastry bags for piping decorative borders and lettering, as well as ornamental flourishes such as leaves, shells, roses or basket weave. Students must bring any piping tips they wish to use to class. Students will be required to purchase supplies.

Minimum enrollment is required. *Preregistration is requested.

Beg/End	Day	Time	Location	Fee
Jul. 18 – Aug. 10	Tues. & Thurs.	6 PM – 9 PM	LP 130	\$70

***Class on Tuesday night will meet from 6PM to 8 PM and on Thursday nights from 6 PM to 9 PM.**

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Pallet Table Décor



In this 4 week class, you will learn how to build a pallet table with wheels for a rolling coffee table or rolling patio furniture. If you enjoy DIY projects, this class will give you many ideas for ways to use wooden pallets. From gifts for family and friends to decorating your house, pallet décor is in fashion. This class will tell you where to get pallets, how to break them down into raw materials for building and how to assemble them into furniture, picture frames, storage shelving and much more.

Minimum enrollment is required. *Preregistration is requested.

Beg/End	Day	Time	Location	Fee
Jul. 24 – Aug. 14	Monday	5:30 PM – 9:30 PM	LP 130	\$70

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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 June 2 until July 21.

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

Electrical Schematics and Diagrams

This course will provide an overview of electrical schematics and diagrams. Electrical diagram types, schematic electrical symbols and architecture symbols will be introduced, in addition to single-line, pictorial, wiring and architectural diagrams.

****This course is approved for 4 hours of CEU credit through NCBEEC****

Beg/End	Day	Time	Location	Fee
July 14	Friday	8 AM – 12 PM	322 Forte Building	\$70

Electrical Blueprint Reading

An introduction and refresher instruction on the basics of electrical blueprint reading and will be the focus of this course. Topics include identifying blueprint components; wiring diagrams; use of scales; electrical schematics; using gridlines to identify plan locations and dimensions; and interpreting blueprint abbreviations, symbols and keynotes.

****This course is approved for 4 hours of CEU credit through NCBEEC****

Beg/End	Day	Time	Location	Fee
July 14	Friday	1 PM – 5 PM	322 Forte Building	\$70

NEC Analysis of Change I

This course covers Chapter 1 and 2 of the 2017 National Electric Code and provides updates to changes in the 2017 NEC. NC amendments and revisions to the rules and laws regulating the current NEC are also discussed.

****This course is approved for 4 hours of CEU credit through NCBEEC****

Beg/End	Day	Time	Location	Fee
July 21	Friday	8 AM – 12 PM	322 Forte Building	\$70

NEC Analysis of Change II

This course covers Chapters 3 and 4 of the 2017 National Electric Code and provides updates to changes in the 2017 NEC. NC amendments and revisions to the rules and laws regulating the current NEC are also discussed.

****This course is approved for 4 hours of CEU credit through NCBEEC****

Beg/End	Day	Time	Location	Fee
July 21	Friday	1 PM – 5 PM	322 Forte Building	\$70 <i>Back to list</i>

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
Aug. 7 – Dec. 3	Online	Online	Online	\$180

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Income Maintenance Caseworker Phase I

This course cover skills and strategies designed to provide skills training for a career in Human Services, with an emphasis on employment with the N.C. Department of Social Services (DSS). Students will gain entry-level skills required to become a DSS employee, basic keyboarding and computer skills, and DSS terminology. Students will be introduced to NCFAST, a software program that is used throughout the departments of Health and Human Services and departments of Social Services. It is a critical component of agency operations. A WorkKeys assessment will follow near the end of the course.

Course Topics:

- Interviewing and resume creation
- The job search process
- Workplace success skills
- Customer service
- Basic navigation in NCFAST

Minimum enrollment is required. Preregistration is requested.

Scotland County

Beg/End	Day	Time	Location	Fee
Aug. 14 – Oct 9	Mon. & Wed.	6 PM – 9 PM	HC 123, Laurinburg	\$125

Richmond County

Beg/End	Day	Time	Location	Fee
Aug. 14 – Oct 9	Mon. & Wed.	6 PM – 9 PM	Lee 11, Hamlet	\$125

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NCCER PLUMBING Level 1

This course will provide an introduction to the plumbing profession. Students will learn identification and use of the tools of the trade. Upon successful completion students will be able to utilize basic skills needed to begin work in the plumbing trade, demonstrate safety practices appropriate for the plumbing field, and identify and correctly use tools commonly used in the plumbing field.

Course Topics:

- Overview of fixtures and faucets
- Working with different pipes types (plastic, steel, copper, and cast iron)
- Identification and application of drain/waste/vent fittings
- Isometric drawings

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

Date	Day	Time	Location	Fee
Aug. 15 – Dec. 19	Tues. & Thurs.	5:30 PM – 9:30 PM	145B, Scotland High, Laurinburg	\$180

***There will also be six Saturday classes from 8 AM to 3 PM.** [Back to list](#)

Richmond County Leadership Institute

Richmond Community College is partnering with Richmond County Chamber of Commerce and community sponsors to provide a two-section leadership development program. In section one, RichmondCC will provide classroom training; in section two, the Chamber will provide community tours in education, agriculture, healthcare, business and industry.

Richmond County Leadership Institute Participants will:

- Build their skills to respond to challenges and opportunities in the workplace.
- Enhance their ability to lead organizations.
- Learn strategies for understanding and adapting to change.
- Develop leadership tools to influence decision-making processes.
- Benefit from the mixture of networking opportunities.
- Gain knowledge of creative problem solving and leadership methods.
- Learn from each other as well as from the trainers and experts linked to the program.
- Meet county government leaders.
- Learn Richmond County history.

Section 1: Classroom training will be held at the Cole Auditorium. Lunch provided each day. Class meets 8 a.m. to 5 p.m. on day one; 9 a.m. to 4 p.m. the other three days.

Section 2: Get to know your community!

Whether you are new to the area or a lifelong resident, the Leadership Tours will allow you to explore our community in new ways. You will start with a Community Awareness Tour (8 AM to 5 PM with lunch provided) followed by seven weekly tours that include Education, Industry, Healthcare and Agriculture (9 AM to 5 PM.)

Section 1: September 5, 12, 19 & 26

Cost of Section 1: \$125

Section 2: October 3 – November 28

Cost of Section 2: \$90

***Save \$15 by signing up for both sections for \$200.** [Back to list](#)

Income Maintenance Caseworker Phase II

This course is a continuation of DSS Income Maintenance Caseworker Phase One. Students will continue their study and practice with NCFAST, a software program used throughout the departments of Health and Human Services and departments of Social Services. The focus of this course will be to provide instruction and practice in processing Food and Nutrition and MAGI (Modified Adjusted Gross Income) applications, improving skills for both current and prospective Department of Social Service employees in these areas. Students must have successfully passed and earned the Certificate of Completion for Phase One, and must have taken the three required WorkKeys test prior to enrolling in Phase Two.

Minimum enrollment is required. Preregistration is requested.

Scotland County

Beg/End	Day	Time	Location	Fee
Oct. 24 – Dec. 19	Tues. & Thurs.	6 PM – 9 PM	HC 123, Laurinburg	\$125

Richmond County

Beg/End	Day	Time	Location	Fee
Oct. 24 – Dec. 19	Tues. & Thurs.	6 PM – 9 PM	Lee 11, Hamlet	\$125

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Open Water Scuba

This course is designed to teach students the diving skills needed to become certified. Course topics will include diving equipment, diving skills, diving science, decompression, dive tables, dive computers, dive planning and recording, problem solving and diving environments. Upon successful completion, students will earn the NAUI Open Water Certification.

***Students will need mask, fins, snorkel and booties. These can be purchased from the instructor for \$160.50. If students purchase on their own, they need tempered glass in the mask and diving fins (not snorkeling fins). An Open Water Manual will be provided as part of the class.**

Minimum enrollment is required. Preregistration is requested.

Class Schedule:

September 8: 5 PM to 9 PM Lee Building Room. 3

September 9: 8 AM to 12 PM, Lee Building Room 3; 1 PM to 6 PM First Health Pool-Rockingham

September 16: 12 PM to 5 PM, Lumberton Quarry (carpool from RichmondCC Main Campus)

September 17: 12 PM to 5 PM, Lumberton Quarry (carpool from RichmondCC Main Campus)

Tuition Cost: \$230

Supplies Cost: \$160.50 (Paid to Instructor) [Back to list](#)

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.

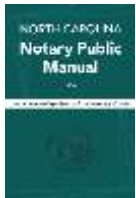


Prerequisite: Must be at least 18 and have a high school diploma/GED.

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
June 24, 2017	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
July 15, 2017	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
August 19, 2017	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$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
June 8	Thursday	5 PM – 9 PM	Lee 020, Hamlet	\$55
July 13	Thursday	5 PM – 9 PM	Lee 020, Hamlet	\$55
Aug. 10	Thursday	5 PM – 9 PM	Lee 020, Hamlet	\$55

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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: \$231.00

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 Fast Track Day Nursing Assistant I class (Hamlet)

Date: June 1, 2017

Time: 10 AM

Location: HC 130, Honeycutt Center, Laurinburg, NC

Class Begins/Ends: June 12, 2017 through August 10, 2017

Days/Time: Monday through Thursday, 8:30 AM to 2:30 PM

This class will be held in the Grimsley Health Science Building at RCC Main Campus in Hamlet.

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

Date: June 1, 2017

Time: 10 AM

Location: HC 130, Honeycutt Center, Laurinburg, NC

Class Begins/Ends: June 5, 2017 through October 9, 2017

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

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

Date: May 25, 2017

Time: 11 AM

Location: HC 134, Honeycutt Center, Laurinburg

Class Begins/Ends: Online class portion begins June 5, 2017

Days/Time: Class meets every other Saturday & Sunday. First class meetings will be June 20 & 21 from 8 AM to 5PM at the Honeycutt Center in Laurinburg.

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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.

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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.

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.
- 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. *

Beg/End	Day	Time	Location	Fee
Jun. 28—Nov. 16	T, W, & TH.	6 PM—10 PM	GHSB 237, Hamlet	\$193

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Detention Officer Certification

This Detention Officer Certification developed by the North Carolina Justice Academy includes the most current information available for detention officers. It is a mandated 174-hour course that takes approximately 5 weeks to complete and concludes with a comprehensive written exam. Upon successful completion of the course, the new detention officer will be eligible to be certified as a detention officer in North Carolina.

***Fee waived for anyone employed as a detention officer or holding a sponsorship from a Detention Center.**

Class begins: July 10 and will meet Monday thru Friday for 5 weeks.

Time: 8 AM end times will vary

Location: Lee 16, Main Campus, Hamlet

Contact Neil Parrisher at (910) 410-1708 to register or for more information. [Back to list](#)

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 General Educational Development (GED). 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

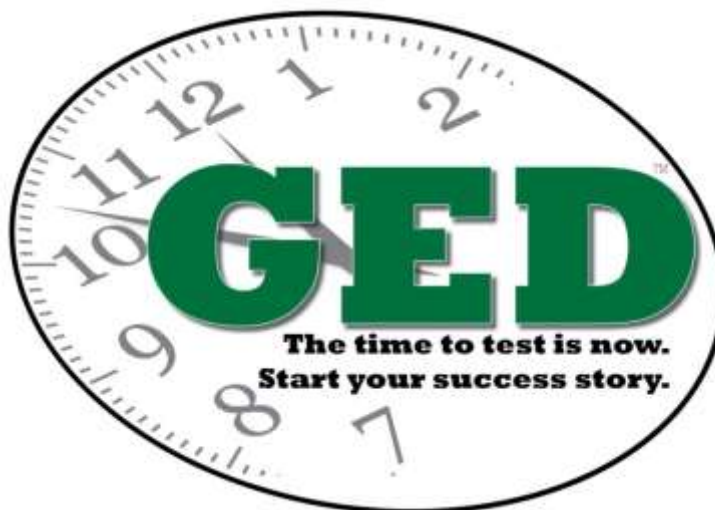
- Adults 18 years of age or older who have not completed high school
- 16 and 17 year olds must submit additional forms before acceptance into any program.
- Completion of an Assessment/Orientation session is required for all students.

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.
- \$80.00 GED Testing



Adult Basic Education (ABE) / General Education Diploma (GED)



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 GED preparation class or an Adult High School class.

GED 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 GED test, which qualifies them to take the official GED test. Students study in five areas – writing skills, social studies, science, reading and mathematics.

Richmond County

Day

Monday – Thursday
Monday, Tuesday, & Wednesday
Monday - Thursday
Monday – Thursday
Monday - Friday
Monday – Wednesday
Monday & Wednesday
Tuesday & Thursday
Tuesday & Thursday
Monday -Wednesday
Monday -Thursday
Monday -Thursday
Tuesday & Thursday
Mon., Wed., & Friday
Tuesday & Thursday
Sunday – Saturday

Time

8 AM – 1 PM
5:30 PM – 8:30 PM
10 AM – 12:30 PM
12:30 PM – 3:00 PM
10 AM – 1:30 PM
8 AM – 1 PM
5 PM – 8 PM
5:30 PM – 8:30 PM
6 PM – 9 PM
12:30 PM – 2:00 PM
8:00 AM – 11:00 AM
11:30 AM – 2:30 PM
6 PM – 8:30 PM
9 AM – 2 PM
9 AM – 12 PM
ONLINE

Location

James Building, Hamlet
James Building, Hamlet
Richmond House, R 'ham
Let's Talk, R 'ham
Divine Konzept, R'ham
RC Literacy Council, R'ham
RC Literacy Council, R'ham
Ellerbe Hispanic, Ellerbe
Livingston Chapel Church, Hamlet
Hamlet House, Hamlet
Willie Wright, R'ham
Willie Wright, R'ham
Stelly's Chapel, R'ham
New Life Church, R'ham
GL Rush Building, Armstead St., R'ham
ONLINE

Scotland County

Day

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

Time

8 AM – 1 PM
9 AM – 2:30 PM
1:30 PM – 4:30 PM
9:30 AM – 12:30 PM
ONLINE

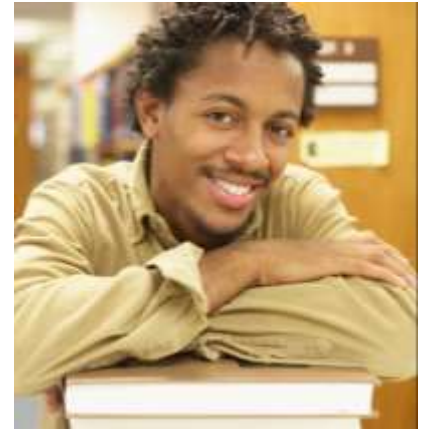
Location

Honeycutt Center, Laurinburg
Wagram Rec. Cntr., Wagram
Prestwick Village, Laurinburg
Restoring Hope, Laurinburg
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
Tuesday – Thursday
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 – Friday
Monday – Thursday

Time

8:30 AM – 2:30 PM
8 AM – 12 PM

Location

McLaurin Cntr., Hamlet
James Building, Hamlet

Scotland County

Day

Monday
Tuesday-Friday

Time

9 AM – 3 PM
9 AM – 2 PM

Location

Laurel Hill CC, Laurel Hill
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

Monday & Tuesday
Monday & Wednesday

Time

5:30 PM – 8:30 PM
5:30 PM – 8:30 PM

Location

James Building, Hamlet
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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Online Pre College Readiness

Pre-College Readiness is an online class developed for learners who want to refresh skills to enter college and make better on the NC Diagnostic Assessment and Placement test. This class is offered at no cost to the student; however, students must have High School Equivalency (GED or High School Diploma), access to a computer with internet, and an active email address. It is free, flexible, convenient, and provides easy access. Students can access studies any day of the week or any hour of the day to study and achieve their academic goals. Must call to schedule and orientation/assessment appointment. Please call Mary Ingram at (910) 410-1759 to schedule your appointment.

Online Pre College Readiness Classes are also available Sunday thru Saturday 24 hours a day.

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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.

	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 College Reading				10:35AM-12:35 AM LP 125	
Pre College Math			11:35AM-12:35 PM LP 110B		
Pre College Reading Technology					8:30AM-12:30PM LP 125

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. - Fri.	9 AM – 1 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. & Wed	8 AM – 1 PM	HC 122, Honeycutt Center, 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.***

Scotland County Classes

Beg/End	Day	Time	Location
May 22 – May 23	Mon. - Thurs.	1 PM to 6 PM	Honeycutt Center, Laurinburg

Richmond County Classes

Beg/End	Day	Time	Location
May 8 – May 11	Mon. - Thurs.	12 PM to 5 PM	James Building, Hamlet
May 15 – May 18	Mon. - Thurs.	12 PM to 5 PM	James Building, Hamlet

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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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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 June 30</u>	<u>ONLINE</u>	<u>ONLINE</u>
Cyber Wednesday: Easy Online Webpage Design	May 24, 2017	6 PM	Cole Auditorium, Hamlet, NC
Wedding Planning Series: How to Start a Wedding Planning Business – Part 1	June 6, 2017	6 PM	Honeycutt Center, Laurinburg
Wedding Planning Series: How to Start a Wedding Planning Business – Part 2	June 7, 2017	6 PM	Honeycutt Center, Laurinburg
Wedding Planning Series: How to Start a Wedding Planning Business – Part 3	June 8, 2017	6 PM	Honeycutt Center, Laurinburg

For more information on the services and program office contact Small Business Center Director, Deborah D. Hardison at (910) 410-1687 or ddhardison@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](#)