

# 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
<a href="#">Truck Driver Training</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Main Campus, Hamlet
<a href="#">Income Maintenance Caseworker Phase I (Scotland)</a>	August 14	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
<a href="#">Vehicle Safety Inspection</a>	August 22	6 PM	\$70	Lee 16, Main Campus, Hamlet
<a href="#">Injection Molding Training</a>	August 28	6 PM	\$180	Plastek, Hamlet
<a href="#">Effective Teacher Training</a>	September 5	Online	\$125	Online
<a href="#">NCCER Plumbing Level 1</a>	September 5	5:30 PM	\$180	HC 134, Honeycutt Center, Laurinburg
<a href="#">Richmond County Leadership Institute</a>	September 5	8 AM	<a href="#">View Details</a>	Cole Auditorium, Hamlet, NC
<a href="#">NCCER Core &amp; Electrical Level 1</a>	September 5	6 PM	\$180	HC 134, Honeycutt Center, Laurinburg
<a href="#">Pharmacy Technician</a>	September 5	<a href="#">View Details</a>	\$180	Online/LP 121, Main Campus, Hamlet
<a href="#">Alcohol Screening Test Devices</a>	<a href="#">View Details</a>	8 AM	<a href="#">View Details</a>	Rockingham Police Dept., Rockingham, NC
<a href="#">Open Water Scuba</a>	September 8	<a href="#">View Details</a>	\$230	Lee 3, Main Campus, Hamlet
<a href="#">Forklift Operator</a>	September 9	8 AM	\$70	LP 130, Main Campus, Hamlet
<a href="#">Industrial Maintenance Mechanics</a>	September 12	<a href="#">View Details</a>	\$180	Main Campus, Hamlet
<a href="#">EMT Basic Hybrid Course</a>	September 11	<a href="#">View Details</a>	\$193	GHSB 237, Main Campus/Online
<a href="#">Intro to Crime Scene Management</a>	September 16	8 AM	<a href="#">View Details</a>	HC 121, Honeycutt Center, Laurinburg
<a href="#">Heartsaver CPR/AED</a>	September 16	8 AM	\$50	GHSB 103, Main Campus, Hamlet
<a href="#">General Instructor Training for Law Enforcement</a>	October 8	1 PM	<a href="#">View Details</a>	Lee 16, Main Campus, Hamlet
<a href="#">Income Maintenance Caseworker Phase II (Scotland)</a>	October 24	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
<a href="#">Income Maintenance Caseworker Phase II (Richmond)</a>	October 24	6 PM	\$125	Lee 11, Main Campus, Hamlet
<a href="#">Intro to Computers</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	\$70	Honeycutt Center, Laurinburg
<a href="#">Notary Public</a>	<a href="#">View Details</a>	8 AM	\$70	Richmond/Scotland County
<a href="#">Alive @ 25: Defensive Driving</a>	<a href="#">View Details</a>	5 PM	\$60	LEE, Main Campus, Hamlet
<a href="#">Ed2Go Online Courses</a>	<a href="#">View Details</a>	Online	\$70	Online
<a href="#">Adult Basic Education (ABE)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">General Education Diploma (GED)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Adult High School (AHS)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Occupational Transition (OCT)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">English as a Second Language (ESL)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Ready. Set. Work</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Richmond/Scotland County
<a href="#">Pre-Employment Training</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Richmond/Scotland County
<a href="#">WorkKeys Testing Richmond County</a>	Tuesdays	9 AM	\$12 per test	Main Campus, Hamlet
<a href="#">WorkKeys Testing Scotland County</a>	Thursdays	9 AM	\$12 per test	Honeycutt Center, Laurinburg
<a href="#">Public Safety (LE In-service Training)</a>	<a href="#">View Details</a>	Online	<a href="#">View Details</a>	Online
<a href="#">Small Business Seminars</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	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.

## Truck Driver Training

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

### **Important Dates:**

**You must attend one of the orientation sessions in Lindsey-Petris 130 at Main Campus in Hamlet on the date below.**

- **Orientation:** August 10, 2017: 10 AM, LP 130
- **Registration by Appointment only.**
- **Class Begins:** August 21, 2017
- **Class Ends:** October 31, 2017

**Cost of the course is \$1882, plus additional fees for DOT physical \$60 and DOT drug screen \$50, MVR \$10, Class A Permit \$60, CDL \$100 and Endorsement \$4 per year per endorsement.**

**COURSE APPROVED FOR VETERANS' BENEFITS! Payment plans and WIOA assistance available!**

**\*Minimum enrollment is required.**

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## Vehicle Safety Inspection

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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
Aug. 22 & Aug. 23	Tues., & Wed.	6 PM – 10 PM	LP 130, Hamlet	\$70

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## Injection Molding

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This course will introduce you to the injection molding process utilized by the local plastic manufactures. Upon successful completion of this course, you will learn machine set-up and operation and have an understanding of plastic molding technology.

### Course Topic:

- Relationship between machine-polymer parts
- Machine types and controls
- Mold types and controls
- Machine troubleshooting
- Molding problems and solutions

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

Date	Day	Time	Location	Fee
Aug. 28—Dec. 20	Mon. & Wed.	6 PM – 9 PM	Plastek, Hamlet	\$180

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## NCCER PLUMBING Level 1

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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.\***

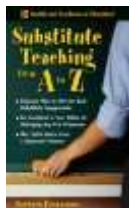
<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Dec. 19	Tues. & Thurs.	5:30 PM – 9:30 PM	HC 134	\$180

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

## Effective Substitute Teacher Effective Training

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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.**

<b>Beg/End</b>	<b>Day</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Oct.2	Online	Online	\$125

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## **Richmond County Leadership Institute**

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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.**

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## **NCCER Electrical Level One**

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

### **Key Course Topics:**

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

\*Minimum enrollment is required. Preregistration is requested.

\*Text books are required for this course.

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Mar. 29, 2018	Tues. & Thurs.	7 PM – 10 PM	HC 134, Laurinburg	\$180 <a href="#">Back to list</a>

## Pharmacy Technician

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

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

**Class will meet on Tuesday, September 5 from 5:30 PM to 9:30 PM as well as the last Tuesday of each month in LP 121 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
Sept. 5 – Nov. 21	Hybrid/Tuesday	Online/5:30PM-9:30PM	Online/LP 121, Hamlet	\$180

**\*Students will meet on the first day of class and every last Tuesday of the month.\***

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## Open Water Scuba

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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)

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## Forklift Operator

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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
September 9	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70

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## Industrial Maintenance Mechanics

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This course will prepare students for an entry-level career in Industrial Maintenance Mechanics. Students will learn to apply technical knowledge and skills or trouble shooting, maintaining and repairing industrial mechanical equipment, electrical motor controls, and other systems commonly found in a production and manufacturing environment.

### Course topics include:

- Lockout/Tagout
- Basic Mechanics
- OSHA 10 for Industry
- Industrial Math
- Basic Riggings
- Fundamentals of Bearing Maintenance
- Arc Flash Safety
- Pump Characteristics
- Mechanical Blueprint Reading
- SDS
- Hydraulics/Pneumatics
- Basic Industrial Electricity
- Electrical Schematics and Diagrams
- Motor Controls
- Programmable Logic Controller

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

**A text book is required for this class.**

**Class times and days will vary. Please contact Angineek Gillenwater at (910) 410-1848 or [ajgillenwater@richmondcc.edu](mailto:ajgillenwater@richmondcc.edu) for a complete schedule of this course.**

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## Heartsaver CPR/AED

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Learn how to save a life by taking this CPR/AED class. In this one-day course, you will learn how to perform CPR correctly on infants, children, and adults as well as how to use an Automated External Defibrillator (AED). Now previous training is required.

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 16 <a href="#">Back to list</a>	Saturday	8AM – 12 PM	GHSB 103, Hamlet	\$50

## Income Maintenance Caseworker Phase II

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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

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

### Richmond County

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 24 – Dec. 19 <a href="#">Back to list</a>	Tues. & Thurs.	6 PM – 9 PM	Lee 11, Hamlet	\$125

## Introduction to Computers

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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.\***

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 11 – Sept. 21	Mon. – Thur.	2:30 PM – 5 PM	Honeycutt Center	\$70

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



## Notary Public

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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](http://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.***

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
August 19, 2017 <a href="#">Back to list</a>	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70

## **Alive @ 25: Defensive Driving**

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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.\***

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 14	Thursday	5 PM – 9 PM	Lee 3, Hamlet	\$60
Oct. 12	Thursday	5 PM – 9 PM	Lee 3, Hamlet	\$60
Nov. 9	Thursday	5 PM – 9 PM	Lee 3, Hamlet	\$60
Dec. 14	Thursday	5 PM – 9 PM	Lee 3, Hamlet	\$60

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## **Ed2Go**

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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](http://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](mailto: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 Evening Nursing Assistant I class \(Laurinburg\)](#)**

**Location:** HC 1112, Honeycutt Center, Laurinburg, NC

**Class Begins:** August 17, 2017

**Days/Time:** Tuesday & Thursday, 6 PM to 9:30 PM in HC 112 at the Honeycutt Center, Laurinburg

**[Mandatory Registration/Orientation for ONLINE/Hybrid Nursing Assistant I class \(Laurinburg\)](#)**

**Location:** HC 1112, Honeycutt Center, Laurinburg, NC

**Class Begins/Ends:** Online class portion begins August 21, 2017

**Days/Time:** Class meets every other Saturday & Sunday. First class meetings will be August 26 & August 27 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](http://www.richmondcc.edu) or contact Alicia Butler at (910) 410-1706 [ambutler979@richmondcc.edu](mailto:ambutler979@richmondcc.edu).  
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## **Introduction to Crime Scene Management**

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The introductory course emphasize the importance of evidence collection and crime scene documentation, which is essential to the effective presentation of a criminal case in court. Officers will learn skills for crime scene examination, including instruction on assessment, documentation, photographing, and recording measurements of crime scenes. They will learn both base line and triangulation methods of measurement of various types of crime court order preparation. Course includes both classroom instruction and hands-on training through mock exercises that provide officers with the opportunity to process crime scenes.

**Course Requirements:** Students must bring a 2G flash drive to class.

**Cost:** Fee waived for qualified students.

**\*For law enforcement only. (Fee waived for NC Law Enforcement)**

September 16, 2017 – October 21, 2017  
Honeycutt Center, Laurinburg  
Saturdays  
8 a.m. to 2:30 p.m.

**\*Class will meet on September 16, September 30, October 7 and October 21.**

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

**Contact Neil Parrisher at (910) 410-1708 to register or for more information.**

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## **Alcohol Screening Test Devices Training**

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This course offers training in the proper procedures for calibration, use and care of Preliminary Breath Testing devices. It covers statutory authority in both N.C. General Statutes and the N.C. General Statutes and the N.C. Administrative Code governing the use of such instruments. Students attending this course will demonstrate proficiency in a motor skills testing environment and may test on any or all of the devices on the State approved list. This training will ensure accurate and reliable test results, enable officers to detect DWI violations at lower alcohol concentrations, improve the overall quality of DWI cases, and gain acceptance by the courts.

**\*Students should bring to class the device or devices for which he or she seeks training.**

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

### **Class Dates**

September 5

Rockingham Police Department Training Room

8 AM to 5 PM

or

September 7

Rockingham Police Department Training Room

8 AM to 5 PM

**Contact Neil Parrisher at (910) 410-1708 to register or for more information.**

**\*For law enforcement only. (Fee waived for NC Law Enforcement)**

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## **Law Enforcement General Instructor Training**

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This course is designed to provide the law enforcement officer with a fundamental background in the instruction of other law enforcement personnel. Successful completion of this course allows you to apply to the Criminal Justice Training and Standards Division for certification as a law enforcement instructor. You must successfully pass the state-administered written exam as well as demonstrate competency in all skill areas in order to be eligible for certification as a criminal justice instructor. Law Enforcement Officers that are interested in the course must have prior approval from their agency as well as approval from Neil Parrisher, Public Safety Director at RCC.

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

**\*Please see link below for all details and all required documents for admissions.\***

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

[Law Enforcement General Instructor Training Link](#)

[Application Worksheet](#)

[WED Enrollment Form](#)

**Dates:** October 8 – October 21

**Location:** Lee Building, Rm. 16, Main Campus, Hamlet

**Time:** 1 PM to 6 PM on October 8. The October 9 – October 21 classes will meet from 8 AM to 5 PM.

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or [knparrisher@richmondcc.edu](mailto: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](mailto:knparrisher@richmondcc.edu).

## **EMT Basic Training-Hybrid Course**

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This hybrid course will prepare you for certification as an Emergency Medical Technician (EMT). You will learn life support, basic patient care and emergency response methods through online assignments and traditional classroom lecture.

### **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 that you have tested out of a reading class.
- If you are a fire/rescue volunteer, please bring a letter from the 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.**

**Online Portion Begins:** September 11, 2017

**Classroom lectures will be held the following Saturday in Grimsley Building, Room 237, Main Campus, Hamlet.**

September 16 – 8 AM to 5 PM

September 30 – 8 AM to 12 PM

October 14 – 8 AM to 5 PM

October 28 – 8 AM to 12 PM

November 11 – 8 AM to 12 PM

December 9 – 8 AM to 5 PM

**Course Cost:** \$193

**Books:** \$222.31

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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)**

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

## ***Richmond County***

### **Day**

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

### **Time**

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

### **Location**

James Building, Hamlet  
James Building, Hamlet  
RC Literacy Council, R’ham  
RC Literacy Council, R’ham  
Asha B. Closet, R’ham  
Richmond House, R ’ham  
Let’s Talk, R ’ham  
Compassion Counseling, R’ham  
Willie Wright, R’ham  
Ellerbe Hispanic, Ellerbe  
ONLINE

## ***Scotland County***

### **Day**

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

### **Time**

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

### **Location**

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

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## **Adult High School (AHS)**

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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  
ONLINE [Back to list](#)



## **Occupational Transition (OTC)**

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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)

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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  
Tuesday & Thursday  
Monday & Wednesday  
Monday & Wednesday

5:30 PM – 8:30 PM  
8:30 AM to 1:00 PM  
5:30 PM – 8:30 PM  
5:30 PM – 8:30 PM

James Building, Hamlet  
James Building, Hamlet  
East Rockingham Methodist Church  
Honeycutt Center, Laurinburg

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## **Basic Skills Plus**

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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

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

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	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Pre College Math</b>	8:30AM-12:30 PM LP 110B		8:30AM-11:30 AM LP 110B		
<b>Pre College Reading</b>		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

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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.

<b>Day</b>	<b>Time</b>	<b>Location</b>
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

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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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# 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!](#)

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>HP Life Online Entrepreneurship</b>	<u>Available until December 31</u>	<u>ONLINE</u>	<u>ONLINE</u>
<b>Home Things to Consider and Do When Starting a Home Based Business</b>	<u>August 22</u>	<u>6 PM</u>	<u>Honeycutt Center, Laurinburg</u>
<b>How to Increase Your Credit Score to Over 740 Points-Prepare for a Bank Business Loan</b>	<u>September 5</u>	<u>6 PM</u>	<u>Honeycutt Center, Laurinburg</u>
<b>Cyber Wednesdays: How to Get More Positive Reviews Online that Lead to More Real Business for Business Owners</b>	<u>September 13</u>	<u>6 PM</u>	<u>Cole Auditorium, Main Campus, Hamlet</u>
<b>Lunch &amp; Learn: Branding</b>	<u>September 14</u>	<u>11 AM</u>	<u>Cole Auditorium, Main Campus, Hamlet</u>
<b>Non-Profit Thursday: How to Properly Establish a Non-Profit</b>	<u>September 14</u>	<u>6 PM</u>	<u>Honeycutt Center, Laurinburg</u>
<b>Small Business Websites &amp; Blogs</b>	<u>October 11</u>	<u>9 Am</u>	<u>Cole Auditorium, Main Campus, Hamlet</u>

For more information on the services and program office contact Small Business Center Director at (910) 410-1687 or (910) 410-1848.

## Individual Counseling

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

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

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