

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
Intro to Computers	May 22	2:45 PM	\$70	HC 122, Honeycutt Center, Laurinburg
Single Purpose EDD Handler	May 28	8 AM	\$180	K2 Solutions, Jackson Springs, NC
Vehicle Safety Inspection	May 29	6 PM	\$70	Lee 14, Main Campus, Hamlet
Nursing Assistant I (Fast Track Day)	May 30	10 AM	\$233	Honeycutt Center, Laurinburg
Nursing Assistant Refresher	May 31	10 AM	\$125	HC 130, Honeycutt Center, Laurinburg
Intro to Computers	June 5	4:30 PM	\$70	Main Campus, Hamlet
Yoga	June 6	6:30 PM	\$20	GHSB 237, Hamlet
Fridays @ the Forte (June)	View Details	View Details	View Details	Forte Building, Main Campus
Mental Health First Aid	July 28	8 AM	\$70	Lee 14, Main Campus, Hamlet
Fridays @ the Forte (July)	View Details	View Details	View Details	Forte Building, Main Campus
EMT Basic	August 7	6 PM	View Details	James Building Room 2, Hamlet
Pharmacy Technician	September 11	View Details	\$180	Main Campus/Online
Vehicle Safety Inspection	October 16	6 PM	\$70	Main Camus, Hamlet
Forklift Operator Training	View Details	8 AM	\$70	LP 130, Main Campus, Hamlet
Notary Public	View Details	8 AM	\$70	Richmond/Scotland County
Alive @ 25: Defensive Driving	View Details	5 PM	\$60	LEE, Main Campus, Hamlet
Ed2Go Online Courses	View Details	Online	\$70	Online
Adult Basic Education (ABE)	Varies	Varies	Free	Richmond/Scotland County
General Education Diploma (GED)	Varies	Varies	Free	Richmond/Scotland County
Adult High School (AHS)	Varies	Varies	Free	Richmond/Scotland County
Occupational Transition (OCT)	Varies	Varies	Free	Richmond/Scotland County
English as a Second Language (ESL)	Varies	Varies	Free	Richmond/Scotland County
Ready. Set. Work	View Details	View Details	View Details	Richmond/Scotland County
Pre-Employment Training	View Details	View Details	View Details	Richmond/Scotland County
WorkKeys Testing Richmond County	Tuesdays	9 AM	\$15 per test	Main Campus, Hamlet
WorkKeys Testing Scotland County	Thursdays	9 AM	\$15 per test	Honeycutt Center, Laurinburg
Public Safety (LE In-service Training)	View Details	Online	View Details	Online
Small Business Seminars	View Details	View Details	View Details	Richmond/Scotland County

Occupational & Enrichment

Richmond Community College Workforce and Economic Development Occupational Development / Professional Continuing Education bring together workforce boards, labor market entities, and other community organizations to improve the economic prosperity of business, workers, and communities in the surrounding areas. Occupational Directors are committed to creating a world-class workforce investment system and plays a vital role in educating both the emerging and incumbent workforces and meeting the needs of Richmond and Scotland communities and employers.

Introduction to Computers

Introduction to Computers is a fun and easy way for inexperienced individuals to gain confidence and a solid foundation in the basics of using a computer. In this class, you will develop basic keyboarding, word processing and Internet skills, learn technology-based job search strategies to include the use of social networking; how to apply for employment online and access governmental and educational resources and services. No previous knowledge of computers is required.

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

Beg/End	Day	Time	Location	Fee
May 22 – June 28	Tues. & Thur.	2:45 PM – 4:45 PM	HC 122	\$70

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

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Vehicle Safety Inspection

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

Course Topics:

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

Minimum enrollment is required. *Preregistration is requested.

Beg/End	Day	Time	Location	Fee
May 29 & May 30	Tues., & Wed.	6 PM – 10 PM	Lee 14	\$70

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Introduction to Computers

Introduction to Computers is a fun and easy way for inexperienced individuals to gain confidence and a solid foundation in the basics of using a computer. In this class, you will develop basic keyboarding, word processing and Internet skills, learn technology-based job search strategies to include the use of social networking; how to apply for employment online and access governmental and educational resources and services. No previous knowledge of computers is required.

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

Beg/End	Day	Time	Location	Fee
June 5 – June 28	Tues. & Thur.	4:30 PM – 6:30 PM	LP 125	\$70

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

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Yoga

This class introduces students to the physical practices of yoga. The class will also focus on mindful breathing practices and awareness meditation. Giving a better understanding of how safely and effectively practice yoga, students will break down the anatomy and alignment postures. Students need to bring their own yoga mat.

Topics include:

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

***Please bring your own yoga mat.**

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

Date	Day	Time	Location	Fee
June 5 – June 27	Wed.	6:30 PM – 7:30 PM	GHSB 237	\$20

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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.

Volts, Amps, and Ohms. Oh my!

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

Beg/End	Day	Time	Location	Fee
June 1	Friday	9 AM – 1 PM	322 Forte Building	\$70

Refrigeration and Heating/Air Cycles

Would you like to understand what those gages are telling you? Would you like to understand how the refrigeration, air conditioning and heat pump cycles work? If you have even a vague interest in this fascinating technology, come on over and enjoy a class.

Beg/End	Day	Time	Location	Fee
June 8	Friday	9 AM – 1 PM	322 Forte Building	\$70

Industrial Math and Measurements

This course is a competency –based training program designed to provide students with enhanced career opportunities in manufacturing. Students will be introduced to the basic concepts of manufacturing by emphasizing the importance of measurements and math. A course designed to apply basic mathematical and measurement procedures as related to industrial maintenance mechanics and technicians. Includes instruction in the use of fractions and decimal numbers, basic geometric and trigonometric functions, and use of measurement tools.

Beg/End	Day	Time	Location	Fee
June 8	Friday	8 AM – 5 PM	325 Forte Building	\$70

***One-hour lunch break.**

Arch Flash

This is a course designed to train electricians, maintenance mechanics, and machine operators about Arc Flash safety in the industrial setting compliant with 2012 NFPA 70E standards. Students will be able to properly identify Arc Flash hazards and associate with PPE devices that should be used while working in or around 50 or more volts of electrical current.

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

Beg/End	Day	Time	Location	Fee
June 15	Friday	9 AM – 1 PM	322 Forte Building	\$70

Machining

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Beg/End	Day	Time	Location	Fee
June 15 & June 22	Friday	8 AM – 5 PM	309 Forte Building	\$70

***The June 22nd class is a continuation of the June 15th class. Students must attend both class to receive a certificate. *One-hour lunch break.**

NEC Analysis of Change I & II

This course covers Chapter 1 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 8 hours of CEU credit through NCBEEC****

Beg/End	Day	Time	Location	Fee
June 22	Friday	8 AM – 5 PM	322 Forte Building	\$70

***One-hour lunch break.**

PLC Programming Fundamentals

This course will cover PLC fundamentals including what they are, how they are different from Relay circuits and we will build numerous applications, from simple to extensive with a PLC that involve switches, sensors, pilot lights, etc. Topics covered will include introduction to PLC programming, types of programming languages, and basic programming instructions.

Beg/End	Day	Time	Location	Fee
June 22	Friday	8 AM – 5 PM	318 Forte Building	\$70

***One-hour lunch break.**

Basic CAD

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 29	Friday	8 AM – 12 PM	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 29	Friday	1 PM – 5 PM	308 Forte Building	\$70

PLC Communication and Wiring

Students will learn the basic components of PLCs including input terminals, output terminals, power source, and programming cables. Students will also see the hardwiring of a PLC, and how to put the pieces together. This class provides a comprehensive look at the techniques and devices used by PLCs to communicate with other devices.

Beg/End	Day	Time	Location	Fee
June 29	Friday	8 AM – 5 PM	318 Forte Building	\$70

***One-hour lunch break. [Back to list](#)**

Mental Health First Aid

Mental Health First Aid is an 8-hour training course that provides people in our community with the tools and information needed to identify the signs that an individual could possibly be struggling with a mental health or substance abuse problem. Mental Health First Aid has become a huge movement in the United States over the past few years. More than 550,000 people are certified in Mental Health First Aid, and that number is growing rapidly.

***Upon successful completion of this course, you will receive a three-year Mental Health First Aid certificate.**

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

Beg/End	Day	Time	Location	Fee
July 28 Back to list	Saturday	8 AM – 5 PM	Lee 14	\$70

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.

Office 365 & OneDrive

Microsoft Office 365 is a suite of online applications that lets you create Word documents, Excel spreadsheets, and more. You can store the document you create—plus any other files you want—on Microsoft OneDrive, an online file storage service. Both of these tools are accessible from anywhere with an Internet connection, and both are free. Upon successful completion of this course, the student will be able to use the features and advantages of Office Online and OneDrive.

Beg/End	Day	Time	Location	Fee
July 13 & July 20	Friday	9 AM – 1 PM	330 Forte Building	\$70

***The July 20th class is a continuation of the July 13th class. Students must attend both class to receive a certificate. [Back to list](#)**

Pharmacy Technician

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

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

Class will meet on Tuesday, September 11 from 5:30 PM to 9:30 PM as well as the last Wednesday of each month at the Main Campus in Hamlet.

Documents required to register:

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

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

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

Date	Day	Time	Location	Fee
Sept. 11 –Nov. 27	Hybrid/Tuesday	Online/5:30PM-9:30PM	Online/Main Campus, Hamlet	\$180

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

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Vehicle Safety Inspection

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

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- Calibrating and using a window tint meter.

Minimum enrollment is required. *Preregistration is requested.

Beg/End	Day	Time	Location	Fee
Oct. 16 & Oct. 17	Tues., & Wed.	6 PM – 10 PM	Main Campus	\$70

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Forklift Operator Training

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

Course Topics

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

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
June 16	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
July 12	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Aug. 18	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Sept. 22	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Oct. 20	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Nov. 17	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Dec. 15	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70

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Notary Public

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



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

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

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

1. Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes.
2. Reside or have a regular place of work or business in this State.
3. Reside legally in the United States.
4. Speak, read, and write the English language.
5. Possess a high school diploma or equivalent.
6. Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar.
7. Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public.

8. Submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary and be available at the register of deeds office in each county. Every application shall include the signature of the applicant written with pen and ink, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths.



Book: You must purchase and have the required book prior to class.
Call RCC Bookstore for details (910) 410-1851.

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

Date	Day	Time	Location	Fee
June 2	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
July 21	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
Aug. 11	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

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 14	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
July 12	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
August 9	Thursday	5 PM – 9 PM	Lee 15, 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. Applicant is responsible for presenting required documents.

RCC offers these classes year round. Please review the WED Schedules for the upcoming classes. For more information please email Tina Nielsen TBNielsen@richmondcc.edu or call 910-410-1833.

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

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

Criminal Background/Drug Screen: \$75

State Exam Fee: \$101

Note: Please have separate checks for the registration and book fee. IF cash, correct change IS appreciated. Debit or credit cards are accepted for registration ONLY. Book will have to be purchased AT the bookstore with a credit or debit card.

Mandatory Registration/Orientation for Fast Track Day Nursing Assistant I class (Hamlet)

Date: May 30, 2018

Time: 10 AM

Registration Location: HC 130, Honeycutt Center, Laurinburg, NC

Class Begins: June 11, 2018

Days/Times/Location: Monday through Thursday, 8:30 AM to 2:30 PM, GHSB, Main Campus

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

Nursing Assistant Refresher Course

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

Who is qualified to take this course?

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

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

Mandatory Registration: May 31, 2018

Time: 10 AM

Location: Honeycutt Center

Class Meeting Dates/Times: **June 4—First Class Meeting**—8:30 AM to 1 PM at the Honeycutt Center. Labs Meet Mondays & Wednesdays—8:30 AM to 2:30 PM (Schedules will be given at the registration session.)

Class Location: Honeycutt Center 112, Laurinburg

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

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

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

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

EVERYONE must submit the following at time of registration:

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

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

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.

Single Purpose EDD Handler (Explosive Detection)

This course provides the K9 handler with a highly trained canine well versed in all detection related tasks, with an emphasis in either explosive or narcotic detection.

May 28 - June 8

8 AM to 5 PM

Monday-Friday

Cost: \$180 (Fee waived for Qualified NC Law Enforcement. Student must be a qualified K-9 Officer.)

Contact Alicia Butler at (910) 410-1706 to register or for more information. [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.

EMT-Basic

Through Workforce & Economic Development at Richmond Community College, you can prepare for a certification as an Emergency Medical Technician. In this program, you will learn life support, basic patient care and emergency response methods.

Pre-requisites

In order to enroll in this class you:

- Must be at least 18 years of age.
- Must have a high school diploma or GED and provide proof.
- Must provide a copy of a valid driver's license/ID and Social Security Card.
- Must take the Accuplacer Reading test and score at least a 66 or higher or submit scores from an accredited institution or submit a transcript that shows you have tested out of a reading class.
- Must provide copy of most recent immunization records.
- If you are a NC rescue volunteer, please bring a letter from that agency stating that you are a volunteer in order to waive the registration fee of \$180. Insurance fee of \$13 must be paid by the student.

*Minimum enrollment is required. Preregistration is requested. *

Beg/End	Day	Time	Location	Fee
Aug. 7 - Dec. 20	T, W, & TH.	6 PM—10 PM	James 2, Hamlet	\$180

***All student are required to pay a \$13 insurance fee for this class.** [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 High School Equivalency (HSE). In all program areas, students follow individual learning plans designed to help them meet their unique goals. This enables students to learn at their own pace with one-on-one assistance from an instructor as needed.

Admission Requirements

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

Class Locations

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

Fees

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

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

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

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

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

Richmond County

Day	Time	Location
Monday – Thursday	8 AM – 1 PM	James Building, Hamlet
Monday, Tuesday, & Wednesday	5:30 PM – 8:30 PM	James Building, Hamlet
Monday – Wednesday	8 AM – 1 PM	RC Literacy Council, R’ham
Monday & Wednesday	5 PM – 8 PM	RC Literacy Council, R’ham
Monday - Thursday	10 AM – 1:30 PM	Richmond House, R ’ham
Monday -Thursday	8:30 AM – 2:30 PM	Willie Wright, R’ham
Tuesday & Thursday	5:45 PM – 8:45 PM	Ellerbe Hispanic, Ellerbe
Monday – Thursday	9 AM – 12 PM	Rockingham Housing, R’ham
Sunday – Saturday	ONLINE	ONLINE

Scotland County

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

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Adult High School (AHS)

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



Richmond County

Day

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

Time

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

Location

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

Scotland County

Day

Monday – Thursday
Tuesday – 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)

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

Richmond County

Day

Monday – Thursday

Time

8 AM – 12 PM

Location

James Building, Hamlet

Scotland County

Day

Monday-Thursday

Time

9 AM – 1 PM

Location

Laurel Hill CC, Laurel Hill

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English as a Second Language (ESL)



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

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

Richmond County & Scotland County

Day	Time	Location
Tuesday & Thursday	5:30 PM – 8:30 PM	James Building, Hamlet
Monday – Friday	8:30 AM - 1:00 PM	James Building, Hamlet
Monday & Wednesday	5:30 PM – 8:30 PM	Honeycutt Center, Laurinburg

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Basic Skills Plus

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

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Pre-College Classes

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

	Monday	Tuesday	Wednesday	Thursday	Friday
Pre College Math & Reading	8:30AM–12:30 PM LP 110B	8:30AM–12:30 PM LP 110B	8:30AM–12:30 AM LP 110B	8:30AM–12:30 PM LP 110B	8:30AM–12:30 PM LP 124

Pre-Employment Training



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

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

Employability Lab

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

Day	Time	Location
Mon. & Wed	8:30 AM – 2:30 PM	Richmond County ESC Office, Rockingham (KeyTrain)
Tuesday	8:30 AM – 12:30 PM	Richmond County ESC Office, Rockingham (KeyTrain)
Tuesday	9 AM – 12 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Tuesday & Thursday	1 PM – 5 PM	Scotland County ESC Office, Laurinburg (KeyTrain)

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Ready. Set. Work

Interested in a career at Smithfield Packaging, FCC, and Plastek. This course may help you gain employment with one of these companies. This course provides employability skills training for unemployed and underemployed adults. Students will learn useful and effective communication skills for the workplace. Students will learn the correct way to complete a job application, build effective resume, and learn to interview for jobs. Fee is waived for individuals who are dislocated or unemployed.

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

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WorkKeys

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

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

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

[Click here for the WorkKeys Calendar.](#)

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

Scotland County WorkKeys Test—Every Thursday morning at 9 AM at the Honeycutt Center. Please call (910) 410-1844 for additional information.

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

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ACT is launching updated versions of the WorkKeys test that will better measure the skills needed in the workplace. What this means for you is that starting Tuesday, January 9th, 2018 we will be offering the new WorkKeys assessments at the new price of \$15 Each. Change of test names and number of questions and new increased amount of times:

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

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

Small Business Center



Richmond Community College's Small Business Center supports the development of new businesses and the growth of existing businesses by being a community-based provider of counseling, training, and resource information. Our professional staff helps to find solutions to challenging business questions, assistance in the creation of a business plan and other areas that would generate growth/expansion of existing businesses. No question is too simple or complicated. Whether you have a desire to start a new business or want to take a professional development courses, the Small Business Center has something to offer you. *Note – a supply fee may be required.* [Click here for a more detailed schedule of SBC seminars!](#)

Title	Date	Time	Location
HP Life Online Entrepreneurship	<u>Available until June 30</u>	<u>ONLINE</u>	<u>ONLINE</u>
Proactive Grant Writing	<u>May 24</u>	<u>9 AM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
Proactive Grant Research – Capitalize on Your Time & Energy	<u>May 24</u>	<u>1 PM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
Fueling Your Business	<u>June 19</u>	<u>10:30 AM</u>	<u>ONLINE</u>
SBA Alternative Capital Programs for Every Small Business	<u>June 26</u>	<u>10:30 AM</u>	<u>ONLINE</u>
Doing Business with the Federal Government: Contracting 101	<u>July 10</u>	<u>11 AM</u>	<u>ONLINE</u>
Veteran Entrepreneurship Programs by the SBA	<u>July 17</u>	<u>11 AM</u>	<u>ONLINE</u>

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

Individual Counseling

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

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

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