

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
Mental Health First Aid	July 28	8 AM	\$70	Lee 14, Main Campus, Hamlet
DIY Pallet Class	July 30	5:30 PM	\$50	Maintenance Shop, Main Campus, Hamlet
CNA I Evening	July 30	10 AM	\$233	Honeycutt Center, Laurinburg
EMT Basic	August 7	6 PM	View Details	James Building Room 2, Hamlet
Arc Flash	August 10	9 AM	\$70	HC 130, Honeycutt Center, Laurinburg
Electronic Health Records Specialist	August 13	Online	\$180	Online
Medical Administrative Assistant	August 13	Online	\$180	Online
Digital Photography	August 16	5:30 PM	\$70	HC 121, Honeycutt Center, Laurinburg
Truck Driver Training	View Details	View Details	View Details	Main Campus, Hamlet
Yoga	September 5	5:30 PM	\$20	Main Campus, Hamlet
Plumbing for Homeowners	September 10	6 PM	\$180	Scotland High School 145B, Laurinburg
Pharmacy Technician	September 11	View Details	\$180	Main Campus/Online
Legal Office Administrative Assistant	September 24	Online	\$180	Online
CNA I Evening	September 24	10 AM	\$233	Honeycutt Center, Laurinburg
Vehicle Safety Inspection	October 16	6 PM	\$70	Main Camus, Hamlet
Medical Billing & Coding Specialist	January 14, 2019	Online	\$180	Online
Emergency Medical Services (EMS) Classes	View Details	Online	View Details	Online
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.

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	Saturday	8 AM – 5 PM	Lee 14	\$70 Back to list

DIY Pallet Class

Learn how to cultivate your own DIY designs and create beautiful, one-of-a-kind pieces out of wooden pallets. This class gives you hands-on experience making unique pieces that you will love. Students will create four different designs. Pallets and tools will be provided. Students will need to bring a stain of their choice and a paint brush or cloth.

Minimum enrollment is required. *Preregistration is requested.

Date	Day	Time	Location	Fee
Jul. 30 – Aug. 8 Back to list	Mon. & Wed.	5:30 PM – 7:45 PM	Maintenance Shop	\$50

Arc Flash

This is a course designed to train electricians, maintenance mechanics, and machine operators about Arc Flash safety in the industrial setting. Students will be able to properly identify Arc Flash hazards and associate which PPE devices 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.)**

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

Date	Day	Time	Location	Fee
August 10	Friday	9 AM – 1 PM	HC 130	\$70 Back to list

Electronic Health Records Specialist

This course will prepare students to sit for the Electronic Health Records Certification Exam and earn the credential offered through the National Healthcareer Association. This certification will provide students a stackable credential and prepare them to work for physicians and hospitals, which are mandated under the Affordable Care Act to convert all patient records to digital format.

Course Topics

- Patient Electronic Health Records and Insurance Reimbursement
- Clinical Use of the Electronic Health Record
- Data Storage, Backup and Transmission
- Patient Charts – Data Entry and File Location and Maintenance
- Regulatory Compliances and Reporting

***Students must provide proof of High School Diploma or GED.**

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

***There will be a study guide and practice tests that students must purchase prior to the class.**

Beg/End	Day	Time	Location	Fee
Aug. 13 – Dec. 12	Online	Online	Online	\$180

[Back to list](#)

Medical Administrative Assistant

In the growing business of healthcare, qualified medical administrative assistants are in demand. Health care professionals rely on skilled administrative assistants for the financial health of their business. Medical administrative assistants qualify for employment in clinics, hospitals, insurance companies, dental offices, and private provider clinics, as well as county and government offices. This course will prepare you for the National Healthcare Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam. Possessing this certification will support a successful career in this field. In order to sit for the exam, you must have a high school diploma or a GED and successfully complete this training program.

Topics covered include:

- Scheduling
- Patient Intake
- Office Logistics
- Compliance
- Patient Education
- Career Exploration and Job Search Strategies

***Students must provide proof of High School Diploma or GED.**

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

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

Date	Day	Time	Location	Fee
Aug. 13 – Dec. 12	Online	Online	Online	\$180

Note: National Exam will be on December 12 at 9:30 AM to 12:30 PM at the Honeycutt Center in Laurinburg, room 123. Cost is \$115. The 2nd Chance Scholarship will fully offset the cost of the national exam for any student who successfully completes this class. [Back to list](#)

Digital Photography

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

Course Topic:

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

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

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

Date	Day	Time	Location	Fee
Aug. 16 - Oct. 4	Thursday	5:30 PM – 8:30 PM	HC 121, Laurinburg	\$70 Back to list

Truck Driver Training

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 29, 2018: 10 AM, LP 130
- **September 5, 2018: Registration by Appointment only.**
- **Class Begins:** September 10, 2018
- **Class Ends:** November 20, 2018

Cost of the course is \$1882, plus additional fees for DOT physical \$85 and DOT drug screen \$55, 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. [Back to list](#)**

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
Sept. 5 – Sept. 26	Wed.	5:30 PM – 6:30 PM	Main Campus, Hamlet	\$20

[Back to list](#)

Plumbing for Homeowners

This course will provide an introduction to plumbing practices. 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 identify a plumbing problem and identify a solution. Students will demonstrate safety practices and identify the components and functions of a water distribution system.

Course Topics:

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

Date	Day	Time	Location	Fee
Sept. 10 – Mar. 18	Mon. & Thurs.	6 PM – 9 PM	Scotland High	\$180

***This class will also meet for seven Saturday classes from 8 AM to 3 PM. All classes are located at Scotland High School, Room 145B.**

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

***Books are required for this class.**

Note: The Second Chance Scholarship will fully offset the cost of the course. Contact Angineek Gillenwater at (910) 410-1848 or ajgillenwater@richmondcc.edu for additional information regarding this course.

***Guaranteed Interviews!** If you are looking to start a career as a plumber, Pride Plumbing will offer interviews to anyone who successfully completes the class. [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. [Back to list](#)

Legal Office Administrative Assistant

This course provides a basic overview of the skills needed to successfully function in today's legal office environment. Upon completion of this class, students should be able to display skills and decision-making abilities essential to working in a legal office. This course will provide information on inherent legal offices, as well as the differences between various types of law offices. Students will learn what roles and responsibilities are needed to work in a legal office setting.

Other course topics include:

- Professionalism in the Workplace
- Roles of Attorney versus Legal Assistant
- Five C's of Team Approach
- Career Exploration and Job Strategies
- Interacting with the Public
- Processing Documents

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

Beg/End	Day	Location	Fee
Sept. 24 - Nov. 18	Online	Online	\$180 Back to list

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
Oct. 16 & Oct. 17	Tues., & Wed.	6 PM – 10 PM	Main Campus	\$70

[Back to list](#)

Medical Billing & Coding Specialist

Working on the business side of medicine, Medical Billing and Coding Specialists are responsible for converting medical procedures, diagnoses and symptoms into codes, conveying critical information, so that physicians' offices, hospitals and other medical facilities can submit insurance claims for reimbursement. This course will prepare students to sit for the National Healthcareer Association Certification exam and earn the credential offered through the NHA, therefore providing current healthcare professionals with a stackable credential. (The course will not lead to RHIT, CCS, etc. certification.) **All students who successfully complete the course will receive a certificate from Richmond Community College and 10.8 CEUs.**

***Students must provide proof of High School Diploma or GED.**

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

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

Date	Day	Time	Location	Fee
Jan. 14, 2019 – Jun. 5, 2019	Online	Online	Online	\$180

[Back to list](#)

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
July 21	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Aug. 4	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Aug. 18	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
Sept. 8	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

[Back to list](#)

Notary Public

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



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

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

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

1. Be at least 18 years of age or legally emancipated as defined in Article 35 of Chapter 7B of the General Statutes.
2. Reside or have a regular place of work or business in this State.
3. Reside legally in the United States.
4. Speak, read, and write the English language.
5. Possess a high school diploma or equivalent.
6. Pass the course of instruction described in this Article, unless the person is a licensed member of the North Carolina State Bar.
7. Purchase and keep as a reference the most recent manual approved by the Secretary that describes the duties and authority of notaries public.
8. Submit an application containing no significant misstatement or omission of fact. The application form shall be provided by the Secretary and be available at the register of deeds office in each county. Every application shall include the signature of the applicant written with pen and ink, and the signature shall be acknowledged by the applicant before a person authorized to administer oaths.



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

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

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

[Back to list](#)

Alive @ 25: Defensive Driving

The Safety and Health Council of North Carolina has recognized Richmond Community College as a National Safety Council Public Training Agency accredited to offer defensive driving courses to the public. "Alive at 25" is a program designed for those ages 16 – 24 who have received traffic violations in Richmond County.

Call (910) 410-1706 for additional information for this class. Payment must be received in full on Thursday by 4:30 PM to be registered for this class.

Students MUST bring the following to register for class:

- your driver's license or picture ID

Defensive classes are NOT confirmed until you have been contacted by college staff. Please include desired class date in the description of your registration form.

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
July 12	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
August 9	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60

[Back to list](#)

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, and completed current physical from a physician; submit a valid state picture ID and valid US government-issued Social Security card. A high school diploma or GED is not a requirement for admittance into the program. Please bring all required documents with you to registration.

Note: Prior to clinical and after class begins a criminal background check and drug screen will be submitted through www.CertifiedBackground.com. Applicant is responsible for presenting required documents.

RCC offers these classes year round. Please review the WED Schedules for the upcoming classes. For more information please call 910-410-1831 or 910-410-1700.

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 (Monday & Wednesday)

Date: July 30, 2018

Time: 10 AM

Location: HC 112, Honeycutt Center, Laurinburg

Class Begins/Ends: August 20, 2018 through March 25, 2019.

Days/Time: Class meets every Monday and Wednesday evening from 6 PM to 9 PM at the Honeycutt Center in Laurinburg.

Mandatory Registration/Orientation for Evening Nursing Assistant I class (Tuesday & Thursday)

Date: September 24, 2018

Time: 10 AM

Location: HC 112, Honeycutt Center, Laurinburg

Class Begins/Ends: October 9, 2018 through May 14, 2019.

Days/Time: Class meets every Tuesday and Thursday evening from 6 PM to 9 PM at the Honeycutt Center in Laurinburg.

Law Enforcement Training



Richmond Community College offers a wide range of training solutions to meet the demands of law enforcement agencies. The cost for in-service training courses is **FREE** for sworn law enforcement officers affiliated with a North Carolina Agency; otherwise you will be required to pay the designated registration fee.

For more information regarding upcoming classes or to register, complete a registration form under WED Enrollment on www.richmondcc.edu or contact Alicia Butler at (910) 410-1706 ambutler979@richmondcc.edu.

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](#)**

EMS—Emergency Medical Services

Training for Emergency Medical Services (EMS) professionals is evolving, and there are new standards being implemented into the state training model. Richmond Community College is offering the required classes for North Carolina EMS professional to make the transition to the new standards. All classes are online.

Who Needs the Training?

- These classes are for EMS professionals that received their initial credentials prior to January 1, 2014. (This does not apply to Emergency Medical Dispatch individuals.)
- Individuals who were taught under the National Standard Curriculum for Medical Responder, EMT-Basic, EMT-Intermediate and EMT-Paramedic.

Note: If you do not transition prior to December 31, 2018, your credentials cannot be renewed at the end of your current credential cycle.

***Pre-registration is required.**

EMT B to EMT Transition

Sept. 18 – Oct. 2

EMT I to AEMT

Oct. 9 – Oct. 30

EMT P to Paramedic Transition

Aug. 7 – Sept. 11

Nov. 6 – Dec. 11

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

[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 an ABE preparation class or an Adult High School class.

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

Richmond County

Day	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
Monday – Thursday	9 AM – 2 PM	R.L. Dobbins
Sunday – Saturday	ONLINE	ONLINE

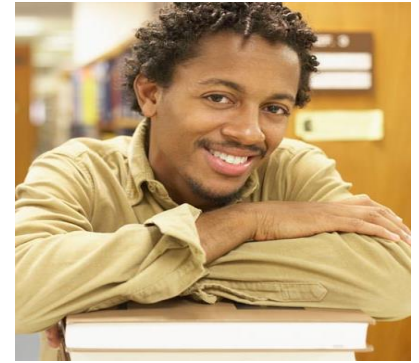
Scotland County

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

[Back to list](#)

Adult High School (AHS)

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



Richmond County

Day

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

Time

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

Location

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

Scotland County

Day

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

Time

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

Location

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

Occupational Transition (OTC)

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

Richmond County

Day

Monday – Thursday

Time

8 AM – 12 PM

Location

James Building, Hamlet

Scotland County

Day

Monday-Thursday

Time

9 AM – 1 PM

Location

Laurel Hill CC, Laurel Hill

[Back to list](#)

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

[Back to list](#)

Basic Skills Plus

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

[Back to list](#)

Pre-College Classes

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

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

Pre-Employment Training



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

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

Employability Lab

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

Day	Time	Location
Mon. & Wed	8:30 AM – 2:30 PM	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)

[Back to list](#)

Ready. Set. Work

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

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

[Back to list](#)

WorkKeys

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

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

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

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

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

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

Small Business Center



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

Title	Date	Time	Location
Veteran Entrepreneurship Programs by the SBA	<u>July 17</u>	<u>11 AM</u>	<u>ONLINE</u>
Financing Your Business	<u>August 7</u>	<u>11AM</u>	<u>ONLINE</u>
Small Business Technology Development Centers, Your State Business Resource	<u>August 14</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](#)