

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
Keys to Learning the Piano	October 16	6:30 PM	\$75	LP 130, Main Campus, Hamlet
Leadership for Women in Manufacturing	November 1	8:30 AM	\$70	LP 126, Main Campus, Hamlet
General Instructor Training for Law Enforcement	November 1	8 AM	View Details	Lee 16, Main Campus, Hamlet
Effective Substitute Teacher Effective Training	November 1	Online	\$125	Online
DIY: Design on a Dime Holiday Edition	November 5	5:30 PM	\$45	Main Campus, Hamlet
Electrical Lineman	November 7	View Details	View Details	Main Campus, Hamlet
Mental Health First Aid	December 8	8 AM	\$70	Lee 14, Main Campus, Hamlet
Battling Antifa: White Nationalist Domestic Terrorism	December 13	8 AM	View Details	Cole Auditorium, Hamlet
Income Maintenance Casework Phase I	January 7	6 PM	\$125	Main Campus, Hamlet
Income Maintenance Casework Phase I	January 7	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
Medical Billing & Coding Specialist	January 14, 2019	Online	\$180	Online
Bank Fundamentals, Bank Teller Training	January 14, 2019	Online	\$180	Online
BLET (Day Class) Basic Law Enforcement	January 28, 2019	View Details	View Details	Main Campus, Hamlet
BLET (Evening Class) Basic Law Enforcement	February 4, 2019	View Details	View Details	Main Campus, Hamlet
Income Maintenance Casework Phase II	March 25	6 PM	\$125	Main Campus, Hamlet
Income Maintenance Casework Phase II	March 25	6 PM	\$125	HC 123, Honeycutt Center, Laurinburg
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	\$80	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.

Keys to Learning the Piano

Learn to play the piano from a Juilliard trained instructor. In this 16 lesson class, you will learn the basics to playing the piano and be able to play a song by the end of your first lesson. No class during the week of Thanksgiving.

Minimum enrollment is required. Preregistration is requested.

Date	Day	Time	Location	Fee
Oct. 16 – Dec. 13	Tuesday & Thursday	6:30 PM – 8 PM	LP 130	\$75

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Leadership for Women in Manufacturing

Leadership skills are critical for success, and development of personal visions, self-efficacy and assurance. These are important factors in development of potential leaders in the manufacturing industry. This three-part class will provide an opportunity for women in manufacturing to connect with and learn from other women who have experienced success in the community and in the manufacturing workplace.

Topics Include:

- Strengths and personality assessments
- Challenge of transition – moving from the group to a leadership role
- Networking, relationship, building, and mentoring
- Leading teams and motivating others
- Resolving conflicts in the workplace
- Representing your company
- Professional development plan and thinking strategically

Minimum enrollment is required. Preregistration is requested.

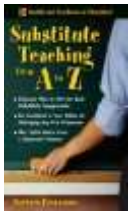
Beg/End	Day	Time	Location	Fee
Oct. 17 – Nov. 7	Wednesday	8:30 AM – 4 PM	LP 126	\$70

***October 17th is class intro and will meet from 8:30 AM to 11:30 AM. October 24, 31, & November 7 classes will meet from 8:30 AM to 4 PM.**

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Effective Substitute Teacher Effective Training

GREAT for teacher renewal credits! Included are sessions on learning expectations, time management, instructional methods, preparation, monitoring student interaction, social interaction, non-instructional duties and evaluation; recommended for substitute teachers, teacher assistants, and prospective new teachers. Upon completion of this course, students can obtain entry-level employment.



Title: *Substitute Teaching from A to Z*

A book is required for the class and can be purchased at the RCC Bookstore.

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

Beg/End	Day	Location	Fee
Nov. 1 – Nov. 30	Online	Online	\$125

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DIY: Design on a Dime Holiday Edition

Learn how to take older and inexpensive items and turn them into beautiful home décor. In this class, you will decorate mason jars, paint beautiful wooden pumpkins and snowmen, and make fall candle holders.

Items you will need to bring to class:

- Mason jars – any size and at least 6 jars (or however many you would like to decorate)
- Foam pumpkins
- Candle holder – any size
- Candle to go in candle holder

*These items can be found at most dollar stores.

Minimum enrollment is required. Preregistration is requested.

Beg/End	Day	Time	Location	Fee
Nov. 5 – Nov. 19	Monday & Wednesday	5:30PM – 7:30PM	Main Campus	\$45

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Electrical Lineman

This course will prepare individuals to work as linemen in the preparation and repair of rural electrical utility services. Upon completion, individuals will possess the necessary skills for employment in various electrical utility industries. Students will be NCCER Certified, OSHA 10 Certified, First Aid/CPR Certified, and hold a CDL learner's permit upon completion of this course.

Topics Include:

- Basic elements of electricity
- Overhead pole and electrical line constructions
- Safety codes and applications
- Electric power system
- Transformer and meter installations
- Exploration of underground electrical distribution

Requirements for Registration:

- Copy of high school diploma or high school equivalency
- Copy of current DOT physical and drug screen
- Copy of an unrestricted driver's license
- Accuplacer reading score of 60 or high or transcript for 2-year degree or higher

Minimum enrollment is required. Preregistration is requested.

Dates:

Orientation: November 7th

Time: 10 AM

Location: GHSB 103

Class Dates: November 26, 2018 thru February 7,

Times: 8 AM to 5 PM

Days: Monday thru Friday

Location: Main Campus, Hamlet

For additional information please call Scott Caulder at (910) 410-1855 or Angineek Gillenwater at (910) 410-1848.

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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.**

***Book cost of \$16.95 to be paid to the instructor at the beginning of class.**

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

Beg/End	Day	Time	Location	Fee
December 8	Saturday	8 AM – 5 PM	Lee 14	\$70

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Income Maintenance Caseworker Phase I

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

Course Topics:

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

Minimum enrollment is required. Preregistration is requested.

***Fee waiver may be available for qualified students.**

Richmond County

Beg/End	Day	Time	Location	Fee
Jan. 7 – Mar. 4	Mon. & Wed.	6 PM – 9 PM	Main Campus, Hamlet	\$125

Scotland County

Beg/End	Day	Time	Location	Fee
Jan. 7 – Mar. 4	Mon. & Wed.	6 PM – 9 PM	HC 123, Laurinburg	\$125

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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

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Bank Fundamentals, Bank Teller Training

This class is designed for instructional areas related to banking services. This course will provide instruction on teller function and how it contributes to the banking industry.

Course Topics:

- Customer Service
- Teller Responsibilities
- Daily Transaction Procedures
- Payment Functions
- Suspicious Activity Reports
- Regulation
- Compliance Examination
- Banking Trends

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

***High School Diploma or GED is required to take this course**

***Textbook is required.**

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

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Income Maintenance Caseworker Phase II

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

Minimum enrollment is required. Preregistration is requested.

***Fee waiver may be available for qualified students.**

Richmond County

Beg/End	Day	Time	Location	Fee
Mar. 25 – May 15	Mon. & Wed.	6 PM – 9 PM	Main Campus, Hamlet	\$125

Scotland County

Beg/End	Day	Time	Location	Fee
Mar. 25 – May 15	Mon. & Wed.	6 PM – 9 PM	HC 123, Laurinburg	\$125

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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
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
Nov. 17	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70
Dec. 8	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) 410-1706 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
November 8	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
December 13	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60

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Ed2Go



Learn more when and where you want! We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Are you ready to explore our catalog?

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Allied Health

Nursing Assistant I

This is a 136-146 contact hour course offered in a **traditional** classroom setting training program which is used to prepare an individual to successfully complete a NC State approved competency evaluation examination that allows the nurse aide to be listed on the NC Nurse Aide I Registry. Teaching is provided through instructor lectures, videos, role playing methods and hands-on learning. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina.

The **Nursing Assistant I HYBRID** class is offered with online instruction as well as hands on learning done in the classroom/lab and clinical settings. Course work is done primarily online with the hands on learning portions done on alternating weekends. Upon successful completion of the course, the student will be able to take the state exam through Pearson VUE for listing and certification with the state of North Carolina.

Prerequisite: Complete the RCC Placement Test and score 60 or better for TRADITIONAL or 83 or better for HYBRID; prior to admission into the program, you must have a current Tuberculin Skin Test, current Flu shoot, up to date Immunization records, 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: \$93.89 (*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.

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.

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 P to Paramedic Transition

Nov. 6 – Dec. 11

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

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Law Enforcement General Instructor Training

This two-week 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.

You must meet state-established prerequisites for admission to this course as addressed in [12 NCAC 09B.0302 General Instructor Certification](#). It is your responsibility to have the up-to-date manual of General Instructor Training, Student Edition. This manual can be ordered from the Richmond Community College [bookstore](#), (910) 410-1851, and is mandatory for the first day of class. Knowledge of Microsoft Word and PowerPoint is required for this course, and you are required to bring a laptop to class.

Prior to the first class, you should select and research an appropriate topic for development of an 80-minute lesson plan. We recommend you consult with your supervisor to select a topic as you might be expected to teach this topic within your agency. Your research should result in sufficient resources and information to begin writing the required lesson plan once you have received training in how to do so. Select a topic with which you are familiar since there is not sufficient time during the two weeks of class to research and become familiar with a new topic. Your completed lesson plan must be the product of your own work. Your topic must be approved by Public Safety Director Neil Parrisher before the first day of class and before starting on your lesson plan.

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.

[Law Enforcement General Instructor Training Link](#)

Date: November 1, 2018 thru November 14, 2018

Time: 8 AM to 5 PM

Location: Lee 16, Main Campus, Hamlet

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

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Battling Antifa: White Nationalist and Domestic Terrorism

This one-day training course will provide N.C. Law Enforcement Officers with an introductory overview of numerous domestic terror groups and criminally subversive subcultures, which are encountered by law enforcement on a daily basis. The course will provide a definition of violent extremism and focus on individuals and groups who attempt to advance social or political beliefs through force or violence of state or federal law.

Date: December 13, 2018

Time: 8 AM to 5 PM

Location: Cole Auditorium, Main Campus, Hamlet

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BLET (Day Course)

This 4 month day program gives students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal government, or with private enterprises.

The program utilizes N.C. Criminal Justice Training and Standards Commission mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study, which include the certification examinations mandated by the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Class begins: January 28, 2019 – May 17, 2019

Applications due December 7, 2018!

*Students must complete a BLET application packet for admission. A reading placement test of at least a 64 is required.

Application packets are available from the Richmond Community College Receptionist in the Lee Building on the Hamlet campus or the F. Diane Honeycutt Center on McLean Street in Laurinburg.

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

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BLET (Evening Course)

This 6 month evening program gives students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal government, or with private enterprises.

The program utilizes N.C. Criminal Justice Training and Standards Commission mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Students must successfully complete and pass all units of study, which include the certification examinations mandated by the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

Class begins: February 4, 2019 – August 16, 2019

Applications due January 25, 2019!

*Students must complete a BLET application packet for admission. A reading placement test of at least a 64 is required.

Application packets are available from the Richmond Community College Receptionist in the Lee Building on the Hamlet campus or the F. Diane Honeycutt Center on McLean Street in Laurinburg.

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

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Career Readiness & Basic Skills

Welcome to RCC's College and Career Readiness! Our mission is to assist adults to learn and to obtain the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children, and assist adults in the completion of a high school education. College and Career Readiness classes provide educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major program components – Adult Basic Education (ABE), Adult High School (AHS), Compensatory Education (CED), English as a Second Language (ESL) and High School Equivalency (HSE). In all program areas, students follow individual learning plans designed to help them meet their unique goals. This enables students to learn at their own pace with one-on-one assistance from an instructor as needed.

Admission Requirements

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

Class Locations

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

Fees

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

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

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

Throughout your time in class, there will be periodic assessments to determine your progress. When your goal is reached in reading, math and language skills, you may move to 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

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

Time

8 AM – 1 PM
5:30 PM – 8:30 PM
8 AM – 1 PM
5 PM – 8 PM
10 AM – 1:30 PM
8:30 AM – 2:30 PM
5:45 PM – 8:45 PM
9 AM – 12 PM
9 AM – 2 PM
ONLINE

Location

James Building, Hamlet
James Building, Hamlet
RC Literacy Council, R’ham
RC Literacy Council, R’ham
Richmond House, R ’ham
Willie Wright, R’ham
Ellerbe Hispanic, Ellerbe
Rockingham Housing, R’ham
R.L. Dobbins
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)

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
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Occupational Transition (OTC)

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

Richmond County

Day

Monday – Thursday

Time

8 AM – 12 PM

Location

James Building, Hamlet

Scotland County

Day

Monday-Thursday

Time

9 AM – 1 PM

Location

Laurel Hill CC, Laurel Hill

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English as a Second Language (ESL)



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

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

Richmond County & Scotland County

Day

Tuesday & Thursday

Monday – Friday

Monday & Wednesday

Time

5:30 PM – 8:30 PM

8:30 AM - 1:00 PM

5:30 PM – 8:30 PM

Location

James Building, Hamlet

James Building, Hamlet

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.

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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
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)
Mon.	9 AM – 12 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Mon.	1 PM – 5 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Tues.	8:30 AM – 12:30 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. [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!](#)

<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Business Tax Workshop	<u>October 18</u>	<u>9 AM</u>	<u>Honeycutt Center, Laurinburg</u>
Withholding 101 Workshop	<u>October 18</u>	<u>12:30 PM</u>	<u>Cole Auditorium, Hamlet</u>
Nonprofit Claim for Refund Workshop	<u>October 18</u>	<u>3 PM</u>	<u>Cole Auditorium, Hamlet</u>
NC REAL Entrepreneurship Boot Camp Series	<u>October 23 & 24</u>	<u>9 AM - 5 PM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #1: Exploring Small Business Ownership	<u>October 23</u>	<u>9 AM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #2: Marketing Your Business	<u>October 23</u>	<u>11 AM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #3: How to Find Your Customers	<u>October 23</u>	<u>3 PM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #4: Pricing Your Product or Service	<u>October 24</u>	<u>9 AM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #5: Finance & Cash Flow – What It Means for Your Business	<u>October 24</u>	<u>11 AM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</u>
NC REAL Session #6: Hands On Workshop	<u>October 24</u>	<u>3 PM</u>	<u>Richmond CC Small Business Center, Laurinburg (SBIC)</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](#)