

# Workforce & Economic Development

*Bridging the gap between learning and community needs by embracing technology to provide training and development opportunities for our customers.*

The **Workforce and Economic Development** division of the college offers a wide variety of short-term, noncredit courses to individuals in the community and to businesses and industries interested in providing training to their workforce. RCC continues to work with local employers, business / industry partners, and students to create modular training and education courses that result in the attainment of nationally recognized credentials.

Whether you are looking for a new career, polishing up an old one, or searching for a new hobby, we have something to offer. Our Small Business Center is available to assist you in starting or growing a business.

We continue to strive to be the premiere, comprehensive, training service provider for Richmond and Scotland County Residents. We welcome your suggestions of new programs that you would like to see offered at your community college. If you have any comments or suggestions, feel free to contact Alicia Butler at (910) 410-1706 or Myra Locklear at (910) 410-1831.

Class Title	Beginning Date	Time	Cost	Location
<a href="#">Detention Officer Certification</a>	March 19	8 AM	<a href="#">View Details</a>	Lee 16, Main Campus, Hamlet
<a href="#">Speed Measurement Instrument Training</a>	April 2	8 AM	<a href="#">View Details</a>	HC 130, Honeycutt Center, Laurinburg
<a href="#">CNA I Hybrid/Online</a>	April 3	10 AM	\$233	HC 112, Honeycutt Center, Laurinburg
<a href="#">Industrial Maintenance Mechanics</a>	April 3	6 PM	\$180	Main Campus, Hamlet
<a href="#">Effective Teacher Training</a>	April 9	Online	\$125	Online
<a href="#">Leader in Me</a>	April 10	9 AM	\$70	Richmond County Airport, Rockingham
<a href="#">Auto Dealers' License Renewal</a>	April 12	9 AM	\$70	LP 105, Main Campus, Hamlet
<a href="#">Open Water Scuba</a>	April 13	<a href="#">View Details</a>	\$230	Lee 3, Main Campus, Hamlet
<a href="#">Bartending</a>	April 16	6 PM	\$70	HC 121, Honeycutt Center, Laurinburg
<a href="#">Small Engine Repair</a>	April 23	6 PM	\$125	LP 130, Main Campus, Hamlet
<a href="#">General Instructor Training</a>	May 6	<a href="#">View Details</a>	<a href="#">View Details</a>	Rockingham Police Department
<a href="#">Income Maintenance Caseworker Phase 1</a>	August 13	6 PM	\$125	Scotland County or Richmond County
<a href="#">Income Maintenance Caseworker Phase 2</a>	October 23	6 PM	\$125	Scotland County or Richmond County
<a href="#">Forklift Operator Training</a>	<a href="#">View Details</a>	8 AM	\$70	LP 130, Main Campus, Hamlet
<a href="#">Emergency Medical Services Classes</a>	<a href="#">View Details</a>	Online	<a href="#">View Details</a>	Online
<a href="#">Notary Public</a>	<a href="#">View Details</a>	8 AM	\$70	Richmond/Scotland County
<a href="#">Alive @ 25: Defensive Driving</a>	<a href="#">View Details</a>	5 PM	\$60	LEE, Main Campus, Hamlet
<a href="#">Ed2Go Online Courses</a>	<a href="#">View Details</a>	Online	\$70	Online
<a href="#">Adult Basic Education (ABE)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">General Education Diploma (GED)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Adult High School (AHS)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Occupational Transition (OCT)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">English as a Second Language (ESL)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Ready. Set. Work</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Richmond/Scotland County
<a href="#">Pre-Employment Training</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Richmond/Scotland County
<a href="#">WorkKeys Testing Richmond County</a>	Tuesdays	9 AM	\$15 per test	Main Campus, Hamlet
<a href="#">WorkKeys Testing Scotland County</a>	Thursdays	9 AM	\$15 per test	Honeycutt Center, Laurinburg
<a href="#">Public Safety (LE In-service Training)</a>	<a href="#">View Details</a>	Online	<a href="#">View Details</a>	Online
<a href="#">Small Business Seminars</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	<a href="#">View Details</a>	Richmond/Scotland County

# Occupational & Enrichment

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

## Industrial Maintenance Mechanics

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This course will prepare students for an entry-level career in Industrial Maintenance Mechanics. Students will learn to apply technical knowledge and skills or trouble shooting, maintaining and repairing industrial mechanical equipment, electrical motor controls, and other systems commonly found in a production and manufacturing environment. Classes will take place in the labs in the Forte Building located on Main Campus in Hamlet, where students will receive hands-on training with state-of-the-art equipment.

### Course topics include:

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

**\*Minimum enrollment is required. Preregistration is requested. A text book is required for this class.**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 3—Jul. 17	Tues. & Thurs.	6PM – 9 PM	Main Campus, Hamlet	\$180

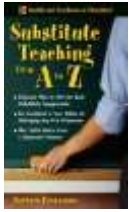
**\*There will be some Saturday classes. Contact Angineek Gillenwater at (910) 410-1848 for more information.**

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## Effective Substitute Teacher Effective Training

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



**Title:** *Substitute Teaching from A to Z*

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

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

<b>Beg/End</b>	<b>Day</b>	<b>Location</b>	<b>Fee</b>
Apr. 9 – May 6 <a href="#">Back to list</a>	Online	Online	\$125

## Leader in Me

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This course will identify the leader in you. In this course you will learn about self-awareness techniques, self-exploratory practices, personality types and the unique skills within each of us.

**Students in the class will be able to:**

- Define leadership and understand the difference between effective and contradictory leadership styles.
- Understand their own personality type and what it means for them as a leader.
- Focus on individual talents and understanding how those talents will make them stand out as a leader.
- Learn different types of leadership and tips for preparing them to become a successful leader.

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 10 – May 1	Tuesdays	9 AM – 3 PM	Richmond County Airport	\$70

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## Auto Dealer License Renewal

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This course provides a brief overview from the NC Motor Vehicle Dealers and Manufacturers Regulations Guide. Topics include licensing requirements, vehicle inspections, titling and registration information, dealer disclosures, frequently used forms, record keeping, and laws and acts governing dealers and dealer ownership.

**This class is for 6 hours CEU credits.**

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
April 12	Thursday	9 AM- 4 PM	LP 105	\$70

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## Open Water Scuba

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

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

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

### Class Schedule:

**April 13:** 5 PM to 9 PM Lee Building Room 3

**April 14:** 8 AM to 12 PM, Lee Building Room 3; 1 PM to 6 PM First Health Pool-Rockingham

**April 21:** 12 PM to 5 PM, Lumberton Quarry (carpool from RichmondCC Main Campus)

**April 22:** 12 PM to 5 PM, Lumberton Quarry (carpool from RichmondCC Main Campus)

**Tuition Cost:** \$230

**Supplies Cost:** \$160.50 (Paid to Instructor)

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## Bartending

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Have you ever wondered how a bartender remembers all those drink recipes, pours quickly and keeps his or her cool while having fun behind the bar? Learn those secrets and more in this entry-level bartending class. Gain practical knowledge and valuable resources that will help you to prepare for this new career. This course will also cover a mixture of topics beginning with terminology, setting up a bar, traditional drink recipes and cocktails.

**\*Must be 21 years of age or older.\***

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

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 16 -May 26	Mon. & Wed.	6 PM – 9 PM	HC 121, Laurinburg	\$70

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## **Small Engine Repair**

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Students will learn procedures for correctly disassembling, inspecting, cleaning and repairs of small engines, as well as knowledge of shop safety practices. By taking this course, students will receive a Briggs and Stratton Technical Certification as part of this class.

### **Course Topics:**

- Use of basic tools for repairs
- Identification of quality tools
- Fasteners and sealants for small engines
- Engines constructions
- Operation principles for 2-cycle and 4-cycle engines
- Measuring engine performance,
- Carburetion
- Ignition systems
- Lubrication
- Cooling systems
- Preventive maintenance and troubleshooting
- Fuel system service
- Electrical service
- Internal components

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

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 23 – Jul. 23	Monday	6 PM – 9 PM	LP 130	\$125

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## **Income Maintenance Caseworker Phase I**

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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 for may be available for qualified students.**

## **Richmond County**

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 13 – Oct. 6	Mon. & Wed.	6 PM – 9 PM	Lee 11, Hamlet	\$125

## Scotland County

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 13 – Oct. 6	Mon. & Wed.	6 PM – 9 PM	HC 123, Laurinburg	\$125

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## **Income Maintenance Caseworker Phase II**

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

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

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

## Richmond County

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 23 – Dec. 18	Tues. & Thurs.	6 PM – 9 PM	Lee 11, Hamlet	\$125

## Scotland County

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 23 – Dec. 18	Tues. & Thurs.	6 PM – 9 PM	HC 123, Laurinburg	\$125 <a href="#">Back to list</a>

## **Forklift Operator Training**

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

### **Course Topics**

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

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
March 24	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
April 21	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
May 12	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70
June 16	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70

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# Notary Public

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



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

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

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

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



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

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 14	Saturday	8AM – 3 PM	GHSB 134, Hamlet	\$70
May 5	Saturday	8AM – 3 PM	HC 130, Laurinburg	\$70

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

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

Call (910) 410-1700 no later than 2 PM on Monday for the following Thursday class. Payment must be received in full by Monday at 2 PM for Thursday class.

### **Students MUST bring the following to register for class:**

- your driver's license or picture ID
- a referral from either the District Attorney's Office or an attorney

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

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

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Apr. 12	Thursday	5 PM – 9 PM	Lee 15, Hamlet	\$60
May 10	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](http://www.CertifiedBackground.com). Applicant is responsible for presenting required documents.

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

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

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

**Criminal Background/Drug Screen:** \$75

**State Exam Fee:** \$101

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

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

**Date:** April 3, 2018

**Time:** 10 AM

**Location:** HC 112, Honeycutt Center, Laurinburg

**Class Begins/Ends:** Online class portion begins April 30, 2018.

**Days/Time:** Class meets every other Saturday & Sunday. First class meetings will be May 5 & 6 from 8 AM to 5PM 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](http://www.richmondcc.edu) or contact Alicia Butler at (910) 410-1706 [ambutler979@richmondcc.edu](mailto:ambutler979@richmondcc.edu).

## **Speed Measurement Instructor**

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In order for a North Carolina Law Enforcement Officer to operate any speed measuring device for enforcement purposes, an officer must successfully complete an appropriate SMI operator course. This course consists of lecture, demonstration, motor-skills and written examination. Once an officer successfully completes the required training, a certificate is issued for a 3 year period on the specific speed measuring device applicable to the training course completed.

**\*Fee waived for current qualified Law Enforcement. Minimum enrollment is required. Preregistration is requested.**

**Date:** April 2 – April 6

**Location:** HC 130, Honeycutt Center Laurinburg

**Times:** 8 AM to 5 PM on April 2 – April 5. 8 AM to 12 PM on April 6<sup>th</sup>

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or [knparrisher@richmondcc.edu](mailto:knparrisher@richmondcc.edu) for more details. [Back to list](#)

## **Law Enforcement General Instructor Training**

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

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

**Please see link below for all details and all required documents for admissions. Minimum enrollment is required. Preregistration is requested.**

[Law Enforcement General Instructor Training Link](#)

[Application Worksheet](#)

[WED Enrollment Form](#)

**Dates:** May 6 – May 18

**Location:** Rockingham Police Department, Rockingham, NC

**Time:** 1 PM to 6 PM on May 6. The May 7-May 18 classes will meet from 8 AM to 5 PM.

Please contact Neil Parrisher, Public Safety Director at (910) 410-1708 or [knparrisher@richmondcc.edu](mailto:knparrisher@richmondcc.edu) for more details. [Back to list](#)

# Public Safety

Richmond Community College offers a wide variety of courses to help attain or maintain credentials to work in the public safety industry. The Public Safety Department of Richmond Community College offers training programs for Fire Fighters, EMS Technicians, Paramedics, and Rescue Technicians. Courses provide instruction to meet certification requirements established by the state agencies. Registration fees are waived for those affiliated with departments relevant to the training content. To schedule training or for more information, contact Neil Parrisher, Public Safety Director at (910) 410-1708 or email [knparrisher@richmondcc.edu](mailto:knparrisher@richmondcc.edu).

## **Detention Officer Certification**

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

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

**Class begins:** March 19 thru April 8 and will meet Monday thru Friday.

**Time:** 8 AM end times will vary

**Location:** Lee 16, Main Campus, Hamlet

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

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## **EMS—Emergency Medical Services**

These classes will prepare you for a career in Emergency Medical Services (EMS). All classes are online.

### **EMT P to Paramedic Transition**

April 3 – May 8

8 hours per week for 6 weeks

**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)**

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

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

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

### ***Richmond County***

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

<b>Day</b>	<b>Time</b>	<b>Location</b>
Monday – Thursday	8 AM – 1 PM	Honeycutt Center, Laurinburg
Monday & Tuesday	4:30 PM – 8:30PM	Honeycutt Center, Laurinburg
Monday & Tuesday	1:30 PM – 3:30 PM	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)

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



### ***Richmond County***

**Day**

Monday – Thursday  
Monday, Tuesday, & Wednesday  
Sunday – Saturday  
Monday – 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  
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## Occupational Transition (OTC)

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

### ***Richmond County***

**Day**

Monday – Thursday

**Time**

8 AM – 12 PM

**Location**

James Building, Hamlet

### ***Scotland County***

**Day**

Monday-Thursday

**Time**

9 AM – 1 PM

**Location**

Laurel Hill CC, Laurel Hill

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## English as a Second Language (ESL)

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

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

### Richmond County & Scotland County

Day	Time	Location
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
<b>Pre College Math &amp; Reading</b>	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

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

<b>Day</b>	<b>Time</b>	<b>Location</b>
Monday	9 AM – 2 PM	DeWitt Building 103, Hamlet, Main Campus (KeyTrain)
Tuesday & Thursday	9 AM – 12 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Thursday	1 PM – 5 PM	Scotland County ESC Office, Laurinburg (KeyTrain)
Mon. & Wed	8:30 AM – 2:30 PM	Richmond County ESC Office, Rockingham (KeyTrain)
Tuesday	8:30 AM – 12:30 PM	Richmond County ESC Office, Rockingham (KeyTrain)

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## Ready. Set. Work

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

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

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# WorkKeys

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

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

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

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

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

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

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

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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 9<sup>th</sup>, 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!](#)

<b>Title</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
<b>HP Life Online Entrepreneurship</b>	<u>Available until June 30</u>	<u>ONLINE</u>	<u>ONLINE</u>
<b>A Tour Through QuickBooks</b>	<u>March 27</u>	<u>9 AM</u>	<u>Honeycutt Center, Laurinburg</u>
<b>Social Media for Non-Profits and Churches</b>	<u>April 16</u>	<u>6 PM</u>	<u>Honeycutt Center, Laurinburg</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 1: Exploring Small Business Ownership</b>	<u>May 9</u>	<u>9 AM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 2: Marketing Your Business</b>	<u>May 9</u>	<u>11 AM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 3: How to Find Your Customers</b>	<u>May 9</u>	<u>3 PM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 4: Pricing Your Product or Service</b>	<u>May 10</u>	<u>9 AM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 5: Finance and Cash Flow</b>	<u>May 10</u>	<u>11 AM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</u>
<b>The NC REAL Entrepreneurship Boot Camp Session 6: Hands On Workshop</b>	<u>May 10</u>	<u>3 PM</u>	<u>Grimsley Health Science Building, Room 134, Hamlet</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](mailto: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&center=75400&subloc=0> to request for online counseling. [Back to list](#)