

# Continuing Education Training Schedule

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

The **Workforce Training and Preparation** 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) 410-1705.

Class Title	Beginning Date	Time	Cost	Location
<a href="#">Effective Teacher Training</a>	July 10	Online	\$70	Online
<a href="#">Basic Law Enforcement Training (BLET)</a>	July 17	8:30 AM	View Details	Lee 002, Hamlet Campus
<a href="#">Forklift Training</a>	August 5	8 AM	\$70	LP 130, Hamlet Campus
<a href="#">Nurse Aide II Evening (Hamlet Campus)</a>	August 7	5:30 PM	\$144	GHSB 203, Hamlet Campus
<a href="#">Income Maintenance Caseworkers Phase 1</a>	August 7	5:30 PM	\$125	Morgan 207, Laurinburg Campus
<a href="#">Income Maintenance Caseworkers Phase 1</a>	August 8	6 PM	\$125	Robinette 314, Rockingham
<a href="#">Truck Driver Training</a>	August 14	8 AM	\$1399	Morgan 216, Laurinburg Campus
<a href="#">Human Resource Management Level 1</a>	August 15	Online	\$70	Online
<a href="#">Basic Welding</a>	August 16	5 PM	\$180	Forte 312, Hamlet Campus
<a href="#">Creative Writing</a>	August 16	12:30 PM	\$125	LP 103, Hamlet Campus
<a href="#">Nurse Aide II (Laurinburg Campus)</a>	August 16	9 AM	\$144	HC 124, Laurinburg Campus
<a href="#">NCCER Electrical Level 1</a>	August 21	5:30 PM	\$180	HC 137, Laurinburg Campus
<a href="#">Nurse Aide Refresher</a>	August 22	6 PM	\$125	HC 125, Laurinburg Campus
<a href="#">NCCER Plumbing Level 1</a>	August 22	5:30 PM	\$180	HC 137, Laurinburg Campus
<a href="#">NCCER HVAC Level 2</a>	August 23	5:30 PM	\$180	HC 134, Laurinburg Campus
<a href="#">Elementary Spanish I</a>	August 30	Online	\$125	Online
<a href="#">General Contractor CE</a>	September 1	8 AM	\$149	GHSB 103, Hamlet Campus
<a href="#">Conversational Arabic</a>	September 5	5:30 PM	\$70	Lee 018, Hamlet Campus
<a href="#">Sign Language</a>	September 5	9 AM	\$125	Lee 021, Hamlet Campus
<a href="#">Healthcare Billing and Coding</a>	September 5	5:30 PM	\$180	Robinette 207, Rockingham
<a href="#">Cybersecurity Training</a>	September 9	9 AM	\$199	Robinette 321, Rockingham
<a href="#">Behind-the-Wheel Training</a>	September 11	8 AM	\$499	Morgan 216, Laurinburg Campus
<a href="#">Electric Lineworker</a>	September 11	8 AM	\$1244	Lineman Trailer, Hamlet Campus
<a href="#">Human Resource Management Level 2</a>	September 12	Online	\$70	Online
<a href="#">QuickBooks</a>	October 2	Online	\$70	Online
<a href="#">Nursing Aide I (Evening)</a>	October 3	6 PM	\$120	HC 124, Laurinburg Campus
<a href="#">Budget Basics</a>	October 7	10 AM	\$70	GHSB 229, Hamlet Campus
<a href="#">Human Resource Management Level 3</a>	October 10	Online	\$70	Online
<a href="#">Truck Driver Training (October)</a>	October 23	8 AM	\$499	Morgan 216, Laurinburg Campus
<a href="#">Intro to Transformers</a>	October 27	8 AM	\$70	Forte, 325, Hamlet Campus
<a href="#">Behind-the-Wheel Training</a>	November 13	8 AM	\$499	Morgan 216, Laurinburg Campus
<a href="#">Alive @ 25: Defensive Driving</a>	View Details	5 PM	\$60	Lee Building, Hamlet Campus
<a href="#">Adult Basic Education (ABE)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">High School Equivalency (HSE)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Adult High School (AHS)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">English as a Second Language (ESL)</a>	Varies	Varies	Free	Richmond/Scotland County
<a href="#">Public Safety (LE In-service Training)</a>	View Details	Online	View Details	Online

# Occupational & Enrichment

Richmond Community College Workforce Training and Preparation / Professional Continuing Education brings 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 an excellent 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.

## Effective Substitute Teacher 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.

<b>Beg/End</b>	<b>Day</b>	<b>Location</b>	<b>Fee</b>
July 10 – Aug. 5	Online	Online	\$70

The book is available for purchase with the RichmondCC Bookstore. **First Days of Teaching (Wong & Wong)** current price is \$40.51 (price is subject to change). Book purchase is not required, but recommended. [Back to list](#)

## 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 recommended.**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
August 5	Saturday	8 AM – 5 PM	LP 130, Hamlet	\$70

[Back to list](#)

## **Income Maintenance Caseworker Phase 1**

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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

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

### **Scotland County**

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 7- Oct. 2	Mon. & Wed.	5:30 PM – 8:30 PM	Morgan 207, Laurinburg	\$125

### **Richmond County**

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 8- Sept. 28	Tues. & Thurs.	6 PM – 9 PM	Robinette 314, Rockingham	\$125 <a href="#">Back to list</a>

## **Truck Driver Training (August)**

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RichmondCC offers a truck driver training program in Scotland County. Upon Completion of the course students will take, the final road test for their commercial driver's license at RichmondCC's Training facility in Laurinburg. Students will not have to go the DMV. This course involves extensive training divided into three parts: classroom, range driving and road driving.

### **Admission Requirement:**

- Attend the mandatory orientation session.
- Be at least 18 years old. (Graduates under 21 years old can only drive within North Carolina.)
- Hold a valid North Carolina Driver's license with no limiting restrictions.
- Be able to read and speak English well enough to take instructions from highway signs, to converse with officials and complete the required reports.
- Have a high school diploma or equivalent. If you do not have a high school diploma or equivalent, you will need to take the Reading test and score of 240 or higher.
- Acquire a North Carolina Class A permit with no limiting restrictions before the highway-driving portion of your training.
- Pass a DOT physical and/or hold a valid (12-month minimum) DOT medical card.
- Complete and pass a DOT drug screen.
- Show proof of permanent residency. All immigrants must have proper paperwork.
- Provide a current driving record.

**Due to the STRICT REQUIREMENTS of most trucking companies, you must also have:**

- A current Motor Vehicle Record with no convictions in the past three years of DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, careless and reckless driving, a preventable accident or speeding 15 mph over the limit.
- No felony or major misdemeanor convictions in the past five years, based on completion of sentence.

**Class Details:** August 14, 2023 thru October 12, 2023 Monday thru Thursday from 8 am to 5 pm and Fridays from 8 am to 12 pm. Class will meet at Scotland Campus.

**Course Fees and Additional Costs:**

- Tuition - \$1399.00
- DOT Physical - \$109
- DOT Drug Screen - \$75
- MVR - \$10
- Class A Permit - \$64.75
- CDL License - \$100
- Endorsements - \$4 per year [Back to list](#)

**Human Resources Level 1**

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Organizations entrust human resources managers with the task of planning, coordinating, and directing their administrative functions. As part of their duties, they recruit, interview and hire new employees. As well as providing advice on strategic planning, they communicate with management and employees.

**Topics include:**

- Introduction to human resources
- Human resources duties and responsibilities
- Human Resources objectives
- Ethical human resources practices
- Roles within human resources management
- Effective human resources management
- How human resources affects the performance of the whole organization
- Common human resources challenges

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 15 – Sept. 11	Online	Online	Online	\$70 <a href="#">Back to list</a>

**Basic Welding Technology**

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This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**\*Students will need a welding helmet, welding gloves and long sleeves.**

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 16 – Dec. 13	Tues. & Thurs.	5 PM – 7 PM	Forte 312, Hamlet	\$180

[Back to list](#)

## Creative Writing

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This course is designed to provide students with the opportunity to practice the art of creative writing, and improve their overall writing skills and increase their vocabulary. Take this Creative writing class to improve your writing skills while also expressing your thoughts and ideas through various forms of writing. Upon completion, you should be able to craft and critique on your own writing and critique the writing of others. Topics covered will be poems, prose, friction, and sketches.

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 16 – Dec. 13	Mon. & Wed.	12:30 PM – 1:30 PM	LP 103, Hamlet	\$125

**Pre-requisites:** ENG-111 or an equivalent course. [Back to list](#)

## NCCER Electrical Level 1

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Building upon knowledge and skills gained in each NCCER electrical class, you will learn more about the electrical trade and gain national credentials that employers are looking for in their workforce.

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 21 – Dec. 18	Mon. & Wed.	5:30 PM – 9:30 PM	HC 137, Laurinburg	\$180

**\*This class meets every Monday from 5:30 pm to 9:30 pm and every other Wednesday from 5:30 PM to 9:30 pm as well as one Saturday each month.** [Back to list](#)

## NCCER Plumbing Level 1

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Building on the foundation of material learned in NCCER Plumbing Level One, this course will continue training in elements of the plumbing trade. Lecture and hands-on practice exercises will be incorporated.

### Course Topics:

- Plumbing Math 2
- Reading Commercial drawings
- Structural Penetrations
- Insulation and Fire-stopping
- Installing and Testing piping
- Installing Roof, Floor and Area drains
- Valve types and Fixtures
- Installing Fixtures, Valves, Water Heaters & Basic Electricity
- Fuel Gas & Fuel Oil Systems

**This class will also meet one Saturday per month from 8 AM to 3 PM.**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 22 – Dec. 19	Tues. & Thurs.	5:30 PM – 9:30 PM	HC 137, Laurinburg	\$180

## **NCCER HVAC Level 2**

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Continue advancing your NCCER credentials in this HVAC Level 2 course. Topics include hardware and wiring terminations, control circuit and motor troubleshooting, troubleshooting cooling, troubleshooting heat pumps, troubleshooting gas heating, troubleshooting oil heating, troubleshooting accessories, zoning, ductless, and variable refrigerant flow systems, commercial hydronic systems, steam systems, retail refrigeration systems, and customer relations.

**\*Students must have successfully completed NCCER HVAC Level 1 to enroll in this program.**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 23 – Dec. 20	Wed. & Thurs.	5:30 PM – 9:30 PM	HC 134, Laurinburg	\$180

**\*This class meets every Wednesday and Thursday. It will also meet two Saturdays per month from 8 AM to 3 PM.**

**Please contact Leighton Bell at (910) 410-1775 or [lybell@richmondcc.edu](mailto:lybell@richmondcc.edu) for additional information.**

[Back to list](#)

## **Elementary Spanish I**

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This class will provide students with basic skills in listening, speaking, reading, and writing are emphasized in these classes. With each level taken, students should be able to understand and respond to Spanish words and phrases with grammatical accuracy, as well as demonstrate an understanding of multicultural issues. Course topics include introductions, using spoken Spanish to form oral questions, personal information, vocabulary and expressions and understanding verb conjugations.

<b>Beg/End</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Aug. 30 – Dec. 13	Online	Online	\$125 <a href="#">Back to list</a>

## **General Contractor CEU**

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This one-day course will satisfy continuing education requirements. Continuing Education General Statute 87-10.2 states that North Carolina licensed general contractors will be required to complete continuing education (CE) beginning with 2021 license renewals. Eight hours of continuing education must be completed in order to renew a license by at least one qualifier for licensees in the license classifications of building, residential and unclassified. For the unclassified license, it shall be the qualifier who has passed the building examination. The 8-hour course requirements includes mandatory 2-hour course produced by the Board with information about changes in the laws and rules and other content applicable to general contracting. The remaining six hours will be elective courses produced by outside providers, submitted to and approved by the board.

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
September 1	Friday	8 AM – 5 PM	Hamlet Campus	\$149

**\*1 hour lunch break** [Back to list](#)

## Conversational Arabic

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This course introduces the fundamental elements of Lebanese Arabic within a cultural context. Emphasis is placed on the development of basic listening, speaking, expressive and receptive skills. Upon completion, students will be able to comprehend and respond to informal Lebanese Arabic questions and demonstrate cultural awareness.

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Nov. 21	Tuesday	5:30 PM – 7:30 PM	Lee 018, Hamlet	\$70 <a href="#">Back to list</a>

## Sign Language

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This class will provide students with the basic beginning of American Sign Language. Upon successful completion of the course, students will be able to spell out words and sign conversations. Additionally, students will learn facial expressions that correlate with they are.

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Dec. 13	Mon., Wed., & Fri.	9 AM – 10 AM	Lee 021, Hamlet Campus	\$125

**\*A textbook is required for this class and is available for purchase at the RichmondCC bookstore.**

[Back to list](#)

## Healthcare Billing & Coding Specialist

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Working on the business side of medicine, Medical Billing and Coding Specialist are responsible for converting medical procedures, diagnoses and symptoms information codes, conveying critical information so that physicians' offices, hospitals and other medical facilities can submit insurance claims for reimbursement. Students must have proof of high school diploma or GED equivalence. This course will prepare students to sit for the Medical Billing & Coding Certification exam and earn the credential offered through the National Healthcareer Association. The RichmondCC Foundation will cover the costs of students taking the \$117 exam.

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 5 – Dec. 20	Tuesday	5:30 PM – 8:30PM	Robinette 207, Rockingham	\$180 <a href="#">Back to list</a>

## Cybersecurity Training

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This 14-week hybrid course will prepare students to earn certifications in CompTIA Network+ and CompTIA Security+ credentialing exams, as well as for a career in Cyber Security. The class will cover common cyber-attacks, identifying threats and basic principles of networking and security. According to indeed.com, there are more than 100 companies in North Carolina currently looking for cybersecurity specialists.

<b>Beg/End</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 9 – Dec 16	Saturday Online	9:00 AM – 3:30 PM Online	Robinette 321, Rockingham Online	\$199

[Back to list](#)

## **Behind-the-Wheel Training (Fall)**

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This 3-week program is for those who have a valid CLP (Commercial Learners Permit). It includes the range and road driving, pre-trip inspection, and log book recording portions of the Truck Driver Training program. Entry Level Driver Training (ELDT) theory is required to obtain a commercial driver's license. Experience with manual transmissions (clutch and shifting gears) and towing is highly recommended as this course is designed to hone limited or basic skills. Instructors will need verification of driving skills before acceptance into 3 week program. Range topics include pre-trip inspection, basic vehicle control, proper use of clutch and gears, proper backing techniques, coupling and uncoupling. Road driving topics include defensive driving, vehicle control, proper use of clutch and gears, roads and conditions, observation of highway laws, loaded trailers, and night driving. Proof of a valid permit is required for registration.

**Class Details:** September 11 thru October 13, Monday thru Thursday from 8 am to 5 pm and Fridays from 8 am to 12 pm. September 11 class will meet in Morgan 216 at the Laurinburg Campus. The remainder of the class will be at the Laurinburg/Maxton Airport.

**Cost:** \$499

### **Admission Requirement:**

- Copy of Class A permit
- Be at least 18 years old. (Graduates under 21 years old can only drive within North Carolina.)
- Hold a valid North Carolina Driver's license with no limiting restrictions.
- Be able to read and speak English well enough to take instructions from highway signs, to converse with officials and complete the required reports.
- Have a high school diploma or equivalent. If you do not have a high school diploma or equivalent, you will need to take the Reading test and score of 240 or higher.
- Pass a DOT physical and/or hold a valid (12-month minimum) DOT medical card.
- Complete and pass a DOT drug screen.
- Show proof of permanent residency. All immigrants must have proper paperwork.
- Provide a current driving record.

### **Due to the STRICT REQUIREMENTS of most trucking companies, you must also have:**

- A current Motor Vehicle Record with no convictions in the past three years of DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, careless and reckless driving, a preventable accident or speeding 15 mph over the limit.
- No felony or major misdemeanor convictions in the past five years, based on completion of sentence.

[Back to list](#)



## Electric Lineworker

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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 CPR Certified, 811 Certification 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:

- Must be 18 years or older
- Copy of high school diploma or high school equivalency
- Copy of current DOT physical and DOT drug screen
- Copy of an unrestricted driver's license
- Copy of driving record (visit [NCDOT.gov](http://NCDOT.gov))
- Accuplacer Reading with a score of 232 or higher or transcript for 2-year degree or higher

**Spring Class Dates:** September 11, 2023 thru December 14, 2023

**Days & Times:** Monday – Thursday, 8:00 AM to 4:30 PM

**Location:** Lineman Yard, Hamlet Campus

**Cost:** \$1244.00

**\*\*In order to be registered for the class, payment must be made in full and all documents must be submitted.** [Back to list](#)

## Human Resources Level 2

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Organizations entrust human resources managers with the task of planning, coordinating, and directing their administrative functions. As part of their duties, they recruit, interview and hire new employees. As well as providing advice on strategic planning, they communicate with management and employees.

### Topics include:

- Recruitment process
- Interviewing techniques
- Training and development
- Performance management
- Employee motivation
- Performance appraisals
- Managing employee rewards
- Managing disciplinary issues

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Sept. 12 – Oct. 9	Online	Online	Online	\$70 <a href="#">Back to list</a>

## Introduction to QuickBooks

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This is an introductory course for individuals wanting to learn the QuickBooks software. Upon completion students will be able to identify part of the screen, work with lists, enter sales and invoices, enter payments, deposits, pay bills, work with bank accounts, analyze financial data, track and pay sales tax, and create payroll.

### Course Topics:

- Setting up a new company
- Chart of accounts
- Transactions
- Reconciling bank & credit card statements

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 2 – Oct. 29	Online	Online	Online	\$70 <a href="#">Back to list</a>

## Budget Basics

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Are you interested in learning how to manage your money? A budget is like a road map that gives your dollars directions! With a few simple principles and a couple of great tools, you can learn to track the amount of money you're making and make decisions about what you're spending, investing, and saving.

### Course Topics:

- learning to calculate take-home pay
- learning to identify fixed and estimate flexible expenses
- learning the importance of saving and debt management
- learning to record spending decisions
- learning to track budgeting progress

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 7 – Oct. 21	Saturday.	10 AM – 1 PM	GHSB 229, Hamlet	\$70 <a href="#">Back to list</a>

## Human Resources Level 3

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Organizations entrust human resources managers with the task of planning, coordinating, and directing their administrative functions. As part of their duties, they recruit, interview and hire new employees. As well as providing advice on strategic planning, they communicate with management and employees.

### Topics include:

- Equal opportunity employment
- Diversity in the workplace
- Long-term career development
- Conflict management
- Health and safety
- Employee rights benefits
- Succession planning

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
Oct. 10 – Nov. 6	Online	Online	Online	\$70 <a href="#">Back to list</a>

## **Truck Driver Training (October)**

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RichmondCC offers a truck driver training program in Scotland County. Upon Completion of the course students will take, the final road test for their commercial driver's license at RichmondCC's Training facility in Laurinburg. Students will not have to go the DMV. This course involves extensive training divided into three parts: classroom, range driving and road driving.

### **Admission Requirement:**

- Attend the mandatory orientation session.
- Be at least 18 years old. (Graduates under 21 years old can only drive within North Carolina.)
- Hold a valid North Carolina Driver's license with no limiting restrictions.
- Be able to read and speak English well enough to take instructions from highway signs, to converse with officials and complete the required reports.
- Have a high school diploma or equivalent. If you do not have a high school diploma or equivalent, you will need to take the Reading test and score of 240 or higher.
- Acquire a North Carolina Class A permit with no limiting restrictions before the highway-driving portion of your training.
- Pass a DOT physical and/or hold a valid (12-month minimum) DOT medical card.
- Complete and pass a DOT drug screen.
- Show proof of permanent residency. All immigrants must have proper paperwork.
- Provide a current driving record.

### **Due to the STRICT REQUIREMENTS of most trucking companies, you must also have:**

- A current Motor Vehicle Record with no convictions in the past three years of DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, careless and reckless driving, a preventable accident or speeding 15 mph over the limit.
- No felony or major misdemeanor convictions in the past five years, based on completion of sentence.

**Class Details:** October 23, 2023 thru December 14, 2023 Monday thru Thursday from 8 am to 5 pm and Fridays from 8 am to 12 pm. Class will meet at Scotland Campus.

### **Course Fees and Additional Costs:**

- Tuition - \$1444.00
- DOT Physical - \$109
- DOT Drug Screen - \$75
- MVR - \$10
- Class A Permit - \$64.75
- CDL License - \$100
- Endorsements - \$4 per year [Back to list](#)

## **Introduction to Transformers**

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This course will introduce students to the basic functions of transformers. Students will learn basic transformer concepts to include basic formulas for transformer ratings, loads, and losses. Terminals designations with additive and subtractive polarity leading to Wye and Delta configurations will be explained in detail. Transformer connections using diagrams for Single and Three Phase Banking and paralleling will be demonstrated. Safety aspects will be highly emphasized. At completion of the course, student should be able to understand the configuration of Single and Three Phase transformer operations and apply load calculations in actual applications.

**\*Upon successful completion, students will earn NCBEEC 8 CEU hours.**

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
October 27	Friday	8 AM to 5 PM	Forte 325, Hamlet Campus	\$70

[Back to list](#)

## **Behind-the-Wheel Training (November)**

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This 3-week program is for those who have a valid CLP (Commercial Learners Permit). It includes the range and road driving, pre-trip inspection, and log book recording portions of the Truck Driver Training program. Entry Level Driver Training (ELDT) theory is required to obtain a commercial driver's license. Experience with manual transmissions (clutch and shifting gears) and towing is highly recommended as this course is designed to hone limited or basic skills. Instructors will need verification of driving skills before acceptance into 3 week program. Range topics include pre-trip inspection, basic vehicle control, proper use of clutch and gears, proper backing techniques, coupling and uncoupling. Road driving topics include defensive driving, vehicle control, proper use of clutch and gears, roads and conditions, observation of highway laws, loaded trailers, and night driving. Proof of a valid permit is required for registration.

**Class Details:** November 13 thru December 14, Monday thru Thursday from 8 am to 5 pm and Fridays from 8 am to 12 pm. November 13 class will meet in Morgan 216 at the Laurinburg Campus. The remainder of the class will be at the Laurinburg/Maxton Airport.

**Cost:** \$499

### **Admission Requirement:**

- Copy of Class A permit
- Be at least 18 years old. (Graduates under 21 years old can only drive within North Carolina.)
- Hold a valid North Carolina Driver's license with no limiting restrictions.
- Be able to read and speak English well enough to take instructions from highway signs, to converse with officials and complete the required reports.
- Have a high school diploma or equivalent. If you do not have a high school diploma or equivalent, you will need to take the Reading test and score of 240 or higher.
- Pass a DOT physical and/or hold a valid (12-month minimum) DOT medical card.
- Complete and pass a DOT drug screen.
- Show proof of permanent residency. All immigrants must have proper paperwork.
- Provide a current driving record.

**Due to the STRICT REQUIREMENTS of most trucking companies, you must also have:**

- A current Motor Vehicle Record with no convictions in the past three years of DUI, refusal to take a chemical test, hit and run, leaving the scene of an accident, careless and reckless driving, a preventable accident or speeding 15 mph over the limit.
- No felony or major misdemeanor convictions in the past five years, based on completion of sentence.

[Back to list](#)

## **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) 410-1706 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.\***

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Fee</b>
July 13, 2023	Thursday	5 PM – 9 PM	Lee 13B, Hamlet Campus	\$60 <a href="#">Back to list</a>

# Allied Health

## Nursing Assistant I

This is a 160 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 Credentia 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 portion. Upon successful completion of the course, the student will be able to take the state exam through Credentia for listing and certification with the state of North Carolina.

**Prerequisite: Complete the RCC Tabc Test and score 576 or higher for TRADITIONAL or 750 or higher for HYBRID; prior to admission into the program, you must have a current Tuberculin Skin Test, current Flu shot, 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 for registration.**

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

**RCC offers these classes year round. Please review the WTP Schedules for the upcoming classes. For more information, please call 910-410-1833 or 910-410-1831.**

**Registration Fee:** \$120 (Limited Time Price)

**Book Fee:** \$93.36 (*price subject to change*)

**Criminal Background/Drug Screen:** \$85

**State Exam Fee:** \$140

**Note:** Textbooks can be purchased from the RichmondCC Bookstore. Nursing Assisting A Foundation in Caregiving by Diana L. Dugan, RN, 5th edition, Hartman Publishers, text book ISBN: 978-1-60425-121-0 and the workbook is: 978-1-60425-122-7. Approximated additional expenses are \$250. These expenses are Physical, Immunizations, TB skin test, Criminal Background Check, Drug Screen, Scrubs, and Shoes.

### [Mandatory Orientation & Class Details for Evening Nursing Assistant I class](#)

**Location:** Honeycutt 124, Laurinburg Campus

**Mandatory Orientation:** October 3, 2023

**Class Begins/Ends:** October 10, 2023 thru June 6, 2024

**Days/Times/Location:** Tuesdays & Wednesdays: 6 PM to 9:15 PM

**Students must attend the mandatory orientation session. Limited Time Only Price: \$120 (Price covers registration fee, book, drug screen/background check and state test). \*Pre-registration is required! [Back to list](#)**

**Contact Leah Grooms, Allied Health Programs Coordinator at (910) 410-1833 or (910) 410-1831 or email [legrooms@richmondcc.edu](mailto:legrooms@richmondcc.edu) to register for upcoming Allied Health courses. [Back to list](#)**

## **Nursing Assistant Refresher Course**

This course is designed to allow nurse aides with expired certification to regain their certification in order to work as a certified nurse aide in North Carolina. Upon completion of 20 class hours and 25 lab hours, the student will have reviewed basic nursing skills, personal care skills, mental health and social service needs, care of cognitively impaired residents, restorative services and resident rights. They will possess the theoretical knowledge necessary to pass the written/oral examination and be able to demonstrate proficiency in nursing assistant skills. Successful completers will receive a course completion certificate and will be eligible to take the National Nurse Aide Assessment Program (NNAAP) Examination necessary for listing on the North Carolina Nurse Aide I Registry.

### **Who is qualified to take this course?**

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

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

### **Course Fees:**

- Registration Fee: \$125
  - State Exam Fee: \$140
  - Book: Hartman's Nursing Assistant Care the Basics 5<sup>th</sup> Edition & Workbook
    - Book ISBN: 978-1604251005
    - Workbook ISBN: 978-1604251012
- \*Both the book and workbook are available at the RichmondCC Bookstore.**

### **Class Information**

**Mandatory Orientation Date & Time:** August 22, 2023

**Class Dates:** September 5 thru October 10

**Days & Times:** Tuesday, Wednesday & Thursday; 6 PM to 9 pm [Back to list](#)

## **Nursing Assistant II**

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This Nursing Assistant II is a 184 hours course offered in a traditional classroom setting. Students must be currently registered with the Division of Health Service Regulation (DSHR) Nurse Aid Registry. Students will learn advanced skill care and will be eligible to be listed on the North Carolina Board of Nursing Nurse Aid II Registry upon successful completion of the course.

### **Topics Include:**

- Oxygen Therapy , Suctioning
- Sterile Dressing Changes, IV Fluid Assistive Activities
- Ostomy Care
- Gastrostomy/Nasogastric Feedings
- Urinary Catheterizations
- Tracheostomy Care

### **Registration Requirements**

- Valid driver's license or state issues photo ID
- Valid Social Security card
- Copy of current NAI certification
- High school diploma or equivalent
- Immunization records
- Current Physical
- Current TB results

### **Course Fees**

- Registration Fee: \$144 (**This is a discounted price!**)
- Lab Kit: \$106 (price subject to change)
- Uniform: \$125 (price may vary)
- Book Fees: \$199.50 (price subject to change)
- CastleBranch Criminal Background/Drug Screen: \$85 (price subject to change)
- NC Board of Nursing Registration Fee: \$24 (due on the last day of class)

### **August 2023 Class Information (Hamlet Campus)**

**Mandatory Orientation Date & Time:** TBA, GHSB 204, Hamlet Campus

**Class Dates, Days & Times:** August 7 – November 11, Monday thru Wednesday, 8:30 am - 3:00 pm

**Clinical Times & Days:** 7 pm – 7 am, Tuesdays nights (Aug. 22, Sept. 5 & 19, Oct. 3, 17 & 31)

### **August 2023 Class Information (Laurinburg Campus)**

**Mandatory Orientation Date & Time:** August 16, 9 AM, Honeycutt 124, Laurinburg Campus

**Class Dates, Days & Times:** August 21 – December 11, Monday thru Wednesday, 9 am - 12:15 pm

**Clinical Times & Days:** 6:30 am – 7 pm, Tuesdays beginning October 17, 2023

*\*Students must successfully complete the course, all skills test and pay \$24 to be eligible to be listed on the Nurse Aid II Registry. Textbook, lab kit and uniforms can be purchased at RichmondCC Bookstore.*

**Contact Leah Grooms, Allied Health Programs Coordinator at (910) 410-1833 or (910) 410-1831 or email [legrooms@richmondcc.edu](mailto:legrooms@richmondcc.edu) to register for upcoming Allied Health courses. [Back to list](#)**



## **Phlebotomy**

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Learn the skills necessary to draw blood specimens in healthcare settings and blood donation centers. Phlebotomists may assist in preparing specimens in the laboratory. They are employed by hospitals, doctor offices and labs. Course topics include venipuncture, specimen handling, record-keeping and the healthcare profession. Successful completion of the course is based on 80 hours of class time and 120 hours of clinical.

### **Requirements for Registration:**

- High school diploma or high school equivalency diploma (GED or HiSET)
- TABE test Reading score of 616 or higher OR Must have taken ENG 111 and earned a C or better.
- Valid U.S. government issued Social Security Card
- Valid driver's license or state issued picture ID
- Current TB skin test, flu shot and up-to-date immunization records
- Physical (A current physical is required and the forms are available at the Hamlet Campus at the front desk of the Lee Building and at the front desk of the Honeycutt Center in Laurinburg.)

**Note:** Prior to clinical and after class begins a criminal background check and drug screen are required. Applicants are responsible for presenting required documents.

**Registration Fee:** \$193

**State Testing Exam:** Estimated between \$75 - \$150

**Background Check & Drug Screen:** Estimated price \$90 (subject to change)

**Additional cost:** Textbook, Scrubs & Physical

### ***Orientation for Phlebotomy***

**Date:** TBA

***\*Clinical Hours will be scheduled during the day.***

Most blood draws are done during the day, so clinical hours are designed to benefit the students by maximizing the potential for successful achievement of the required number of venipunctures.

Successful completion of the course is based on 80 hours of class time and 120 hours of clinical.

**Contact Leah Grooms, Allied Health Programs Coordinator at (910) 410-1833 or (910) 410-1831 or email [legrooms@richmondcc.edu](mailto:legrooms@richmondcc.edu) to register for upcoming Allied Health courses. [Back to list](#)**

# 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).

## 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 (910) 410-1700.

### **EMT-Basic-(Hybrid)**

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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 17 years of age by the last day of class.
- Accuplacer score of 244 or higher OR completed a college level English course if still in high school
- High school diploma or high school equivalency if not in high school
- Copy of immunization records

**Class Begins:** May 22 thru September 19

**Days & Times:** Online / some Saturdays & Sunday from 8 AM to 5 PM

**Location:** Lee 018, Hamlet Campus

**Course Cost:** N.C. residents: \$90 Out-of-state residents: \$295

#### **In-person class dates:**

- June 3
- June 17
- July 8
- July 15
- July 29
- Aug. 5 & 6
- Aug. 12 & 13

**\*If you are a Rescue Volunteer, please bring a letter from that agency stating that you are a current volunteer. [Back to list](#)**

## **BLET**

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This 17-week program is designed to give you the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. 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, legal procedures, patrol duties, communication skills, investigation, practical application and sheriff responsibilities.

**Class begins: July 17, 2023**

Class will meet Monday through Friday from 8:30 a.m. to 5:30 p.m. The class will meet on selected Saturdays with various class times.

Application packets are available from the Richmond Community College Receptionist in the Lee Building on the Hamlet campus or the Honeycutt Center on the Scotland Campus in Laurinburg.

**Please contact Keith Thomas at (910) 410-1707 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)

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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 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

<b>Day</b>	<b>Time</b>	<b>Location</b>
Monday – Thursday	8 AM – 12 PM	Lee 011, Hamlet
Friday	9 AM – 11:30 PM	LP 125, Hamlet
Saturday	10 AM – 1 PM	Robinette 107, Rockingham
Monday – Thursday	8 AM – 1 PM	Asha B. Closet, R, ham
Monday – Thursday	12:30 PM – 2:30 PM	Richmond House, R 'ham

Tuesday & Thursday	8 AM – 2 PM	Diligent Care, R 'ham
Tuesday & Thursday	5:45 PM – 8:45 PM	Ellerbe Hispanic, Ellerbe
Sunday – Saturday	ONLINE	ONLINE

### ***Scotland County***

<b>Day</b>	<b>Time</b>	<b>Location</b>
Monday – Friday	8 AM – 12 PM	Morgan Center, Laurinburg
Sunday – Saturday	ONLINE	ONLINE

[Back to list](#)

## **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***

<b>Day</b>	<b>Time</b>	<b>Location</b>
Monday – Thursday	8 AM – 12 PM	Lee 011, Hamlet
Friday	9 AM – 11:30 PM	LP 125, Hamlet
Monday – Thursday	8 AM – 1 PM	Asha B. Closet, R, ham
Monday – Thursday	12:30 PM – 2:30 PM	Richmond House, R 'ham
Tuesday & Thursday	8 AM – 2 PM	Diligent Care, R 'ham
Tuesday & Thursday	5:45 PM – 8:45 PM	Ellerbe Hispanic, Ellerbe
Monday – Friday	8 AM – 12 PM	LP 127, Hamlet
Sunday – Saturday	ONLINE	ONLINE

## Scotland County

**Day**

Monday – Friday  
Sunday – Saturday

**Time**

8 AM – 12 PM  
ONLINE

**Location**

Morgan Center, Laurinburg  
ONLINE

[Back to list](#)

## 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.

### Hamlet Campus

**Days**

Monday & Wednesday

**Time**

5:30 PM – 8:00 PM

**Location**

LP 125, Hamlet

## Citizenship Class

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Multi-level Citizenship classes prepare students with the English language skills and U.S. civics, history, and government knowledge needed to pass the federal naturalization exam.

### Richmond County

**Day**

Friday

**Time**

12:00 PM – 1:30 PM

**Location**

LP 125, Hamlet

[Back to list](#)