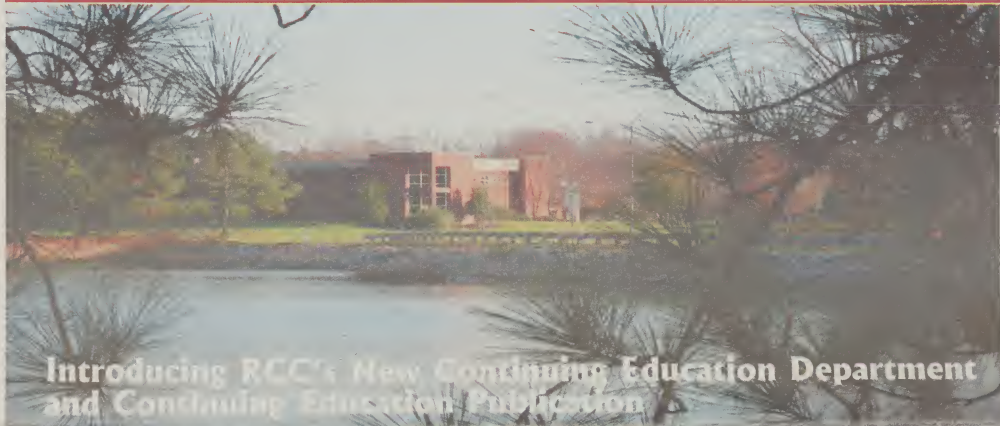


# Richmond Community College Continuing Education Spring Schedule 2009

**Richmond**  
COMMUNITY COLLEGE

\*\*\*\*ECRWSS  
POSTAL CUSTOMER

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HAMLET, NC  
PERMIT #30



Introducing RCC's New Continuing Education Department  
and Concluding Education Publication



**Richard Garrett**  
Vice President for  
Continuing Education



**Jerome Underwood**  
Director of Law Enforcement  
Training & Prison Programs



**Brent Barbee**  
Director of Emergency  
Services &  
Allied Health



**Lee Eller**  
Director of  
Industrial Training



**Sherry Byrd**  
Director of  
Basic Skills



**Marvena Rush-Wall**  
Director of Occupational  
Training &  
Enrichment Programs



**Lowery Ballard**  
Director of  
Small Business Center



**Carlotta Knotts**  
Director of  
Pre-Employment Programs

## NEW PROGRAM AREAS

### Law Enforcement Training & Prison Programs

The Law Enforcement Training Program offers comprehensive training for certified law enforcement officers including supervisors, communications dispatchers, and jail officers and administrators. The training is within the established mandates of the Sheriff's Commission and the NC Training and Standards Commission.

RCC and the Department of Corrections partner to offer community college education and training for correction officers, supervisors and prison staff.

Vocational courses are offered to offenders at Scotland and Morrison Prisons. Courses include electrical wiring, office practices, bricklaying, industrial sewing, and plumbing.

Registration fees are waived for those affiliated with departments relevant to training content.

**Jerome Underwood**

410-1701

[jeromeu@richmondcc.edu](mailto:jeromeu@richmondcc.edu)

### Pre-Employment Programs

Many industries want applicants to have Career Readiness Certifications through the WorkKeys testing program. RCC can provide you the training and testing to receive this workplace credential.

The Human Resources Development Program targets unemployed and underemployed adults and focuses on helping them develop essential skills for the workplace.

Participants 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.

**Carlotta Knotts**

410-1702

[carlottak@richmondcc.edu](mailto:carlottak@richmondcc.edu)

### Emergency Services &

### Allied Health Programs

The Emergency Services Program offers training for fire fighters, EMS technicians, paramedics, and rescue technicians.

Sample offerings include RT certification; Firefighter I & II certification; EMT Basic, Intermediate, and Paramedic certification.

Registration fees are waived for those affiliated with departments relevant to training content.

The Allied Health Program provides training for certification or recertification in health associated fields.

Sample courses are: Certified Nursing Assistant, EKG, Medication Administration, and Phlebotomy.

**Brent Barbe**

410-1708

[brentb@richmondcc.edu](mailto:brentb@richmondcc.edu)

### Occupational Training & Enrichment Programs

In response to community requests, RCC has expanded the opportunities available to adults wanting to take courses that lead to jobs and courses that are for personal enrichment.

Masonry, plumbing, wiring, massage therapy, cake decorating, and Effective Teacher Training can all lead to jobs.

Ballroom dancing, stained glass, knitting, piano, and shag dancing are fun and make life interesting.

If you're skilled in an area you think people would find interesting and are interested in being a class, let us know!

**Marvena Rush-Wall**

410-1832

[marvenarw@richmondcc.edu](mailto:marvenarw@richmondcc.edu)

## Continuing Education Department Reorganized New Departments, Publication, and Registration

The role of Richmond Community College's Continuing Education Department is to efficiently respond to the ever-changing needs of our community with high-quality, effective programs.

After analysis and introspection, we determined we could better achieve this goal through the restructuring of our department. Each content-focused program allows us to promote growth through increased expertise and agency-specific interaction. We are also promoting departmental collaboration to provide training that meets the needs of more than one stakeholder.

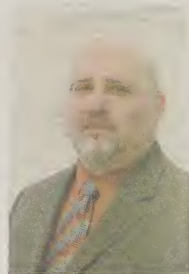
Our two new program areas - Law Enforcement Training & Prison Programs and Emergency Services & Allied Health - just completed a very successful mock emergency drill that involved personnel from local law enforcement, fire, rescue, and EMS departments. This is an excellent example of a successful new venture.

This new publication is another example of providing better service. Since our program offerings have expanded, we're separating the Continuing Education Department program schedule and information from the traditional College Connection. Each publication will become more focused and showcase each area of the college.

We have supplied a pre-registration form on the back page so you can enroll and pay tuition for your classes before they meet so we can better serve you. We are moving toward this preregistration process, but you will always be able to register and pay tuition at the first class meeting.

Meeting the needs of individuals, businesses, industries, governmental entities, and various agencies are part of our mission. If you can assist us in providing needed courses for annual certification or for new needs, please contact one of the directors listed within this publication.

We are proud to serve the citizens of Scotland and Richmond Counties.



Richard Garrett

Vice President for Continuing Education

### Basic Skills Program

General Educational Development, Adult High School, English as a Second Language, Adult Basic Skills, and Compensatory Education courses are offered free of charge through the Basic Skills Program.

Adults helping children with homework may find taking a refresher course through this program helpful, even though they have a high school diploma.

Courses are offered at many locations in both counties.

**Sherry Byrd**

410-1772

[sherryb@richmondcc.edu](mailto:sherryb@richmondcc.edu)

### Industrial Training

Local industries expanding or upgrading can look to RCC for assistance with low-cost, specialized training for employees.

Industries interested in locating in the college's service area of Richmond and Scotland Counties are eligible for the same specialized training, which is supported by the State of North Carolina to support existing industries and to encourage the location of new industries.

**Lee Eller**

410-1700

[leee@richmondcc.edu](mailto:leee@richmondcc.edu)

### Small Business Center

The Small Business Center provides professional development seminars and one-on-one advising to small business owners and to entrepreneurs interested in beginning their own businesses.

Most seminars are offered from 8:30 a.m. until noon at the Cole Auditorium. Tuition is \$5 and includes refreshments.

The Rural Entrepreneurship through Action Learning (REAL) program is also offered to assist entrepreneurs in developing business plans.

**Lowery Ballard**

410-1687

[llballard@richmondcc.edu](mailto:llballard@richmondcc.edu)

### Richmond Community College

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(910) 410-1700

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[www.richmondcc.edu](http://www.richmondcc.edu)

Richmond Community college is accredited by the Commission Colleges of the Southern Association of Colleges and Schools

(1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees, associate in applied science degrees, diplomas, and certificates.

RCC is an equal opportunity institution. As such, it does not discriminate on the basis of race, sex, creed, national origin, or disabilities in the administration of its educational policies, admissions policies, scholarship programs, and other college-administered programs.

This public document (42,000 copies) was printed at a cost of \$2,558.

# Continuing Education: Working to Meet Community Needs



## Construction Trades Big for Spring

Richmond Community College's Continuing Education Department is offering Introduction to Plumbing and Masonry I in January to give you a chance to learn skills to get a job or cut costs by doing your own work at home.

### INTRODUCTION TO PLUMBING

Earl Woods of Laurinburg will teach the Introduction to Plumbing course. He has been in the plumbing business for 28 years and co-owns a business. He has plumbing licenses in North Carolina, South Carolina, and Virginia.

"We're really starting out with the basics of plumbing systems and how they work. We'll cover the health issues related to plumbing and the importance of potable water," said Woods.

He said the most difficult part of the course is interpreting the state codes.

The course begins January 12 and ends March 3. Classes meet Monday and Tuesday nights from 6:30 to 9:30 pm. Tuition is \$60. The class is 45 hours long.

### MASONRY I

Jimmy Greene of Ellerbe will teach the Masonry I class that begins January 12 and ends April 7. It meets Monday through Thursday from 5:30-9:30 pm at the RCC Trades Building at RCC. Tuition is \$65. The class is 200 hours long.

He has over 23 years experience and owns his own business. Most of his customers are in the Pinehurst area.



He said it's hard to find good masons and takes time to become a skilled one. "Even at 200 hours, you don't have enough time to master the craft. We'll cover the basics of mixing and spreading mortar. Students will learn about the different types of brick and block and the importance of laying straight lines," he said.

He said learning how to control the mortar with the trowel is the biggest thing to learn. Students will learn about job safety, job layout, reading blueprints, preparing/mixing mortar, applying formulas, and laying bricks and blocks.

He begins a Masonry II course in April.

## Big Rig Training Important For Safety

The U.S. 74 Bypass may have taken the headache out of driving through Richmond County for many travelers, but local rescue squads and emergency medical service personnel have seen an increase in the number of serious accidents caused by high speeds on the interstate. Especially difficult is the task of extricating people from cars that are crushed under massive 18-wheeler carrying tons of cargo.

"After receiving several requests from different agencies, we contracted with the Garner-based Reds Team for their Big Rig training course. We held it last month behind Watson's Wrecker Service in Rockingham. Their staff was incredibly helpful by providing the vehicles and setting up scenarios. They lifted rigs with their wreckers and put cars under them using bulldozers to simulate potential accidents involving heavy trucks and passenger vehicles. The training team showed participants how to stabilize vehicles using the tools they had on hand and provided instruction on the safest way to remove potential patients," said Barbee.



Members of Rockingham and Hamlet rescue squads and emergency medical services learn how to stabilize vehicles and safely remove potential patients during a course offered by RCC.

It was a perfect day for the event. It had rained all night and was clearing up, just the type of day they will probably face in the future.

"They had to learn about the manufacturing and construction of trucks and buses. Cars don't have air brakes or high pressure hydraulic lines. You have to be aware of the problems that can occur when dealing with heavy ve-

hicles. We are really pleased with the feedback we received from the participants and are working with the instructors to modify the training scenarios to better assist our local agencies," he said.

Barbee said two more training sessions are scheduled in January. Anyone interested may contact Barbee at 410-1708 or [brentb@richmondcc.edu](mailto:brentb@richmondcc.edu).

## NIMS Training Receives Good Reviews

Imagine an event, natural or man-made, serious enough to require all local law enforcement, fire, and rescue personnel to work together to bring it under control. Of course every unit contacted would willingly respond, but what happens when everyone arrives? How does each unit communicate with the other? Who does what?

Richmond Community College is working with county agencies to provide National Incident Management System training. The first NIMS drill took place at RCC in November and was well received by the participants. The program is offered through RCC's Continuing Education Department.

Brent Barbee, Director of Emergency Services and Allied Health, and Jerome Underwood, Director of Law Enforcement and Prison Programs, coordinated the event, which included representatives of several agencies and students in RCC's Medical Assisting program.

Underwood said the goal of the program is to enable agencies to work together by establishing standard protocols. He was especially pleased over 30 students participated. Participation in a mock drill or emergency situation is required for them before sitting for the national exam to become Certified Medical Assistants.

"Just look at the recent incident in India. You never know what may happen in today's world. We looked at the various scenarios that could happen in our service area and created one. This scenario included a hostage situation and the students worked in triage or played the parts of other characters in the event. Some participants wore tags indicating their simulated medical emergency condition to allow them to be triaged by the Medical Assisting students. The role playing was very realistic and provided a good learning experience for everyone, including the Strategic Response Team of the Sheriff's Department," said Barbee.

While all participants knew they were receiving training for the day, some received less information than others to make the training more realistic. While law enforcement personnel are usually first on the scene, rescue and emergency management personnel are right behind them with fire fighters standing on alert

Continued on Page 11



## Occupational Training

Occupational extension courses consist of courses designed for the specific purpose of training an individual for full-time or part-time employment, upgrading the skills of persons presently employed, or for retaining others from employment in occupational fields.

Occupational Training help adults acquire marketable skills or prepare adults for licensure or certification exams.

### \*Introduction to Computers (30 hours)

GREAT for teacher renewal credits! This course will teach you all the basic functions of a computer such as word processing, databases, spreadsheets, graphics communications, module integrations, personnel systems, internet applications, and other miscellaneous functions.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/13-3/17	T	9-12pm	5157	20	Purcell/216A
1/12-4/6	M	6-8:30pm	5159	21	Purcell/216A
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	none	n/a	n/a		

### \*Keyboarding/Introduction to Computers (30 hours)

This course will develop touch keyboarding skills using a computer keyboard. It will focus on alphabetic keys and the numeric key pad. The student will become familiar with numeric, symbol and function keys and will drill for speed, accuracy, and keyboard applications. Keyboarding (typing) is an essential skill for efficient use of software applications. There will also be emphasis placed on computer basics.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/14-4/1	W	5:30-8pm	5160	14	LP 123
1/15-4/2	Th	5:30-8pm	5156	12	Purcell/216A
2/19-5/7	Th	5:30-8pm	5158	13	LP123
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### \*Intro to Microsoft Excel 2003 (30 hours)

Microsoft Excel 2003 is a powerful tool for generating spreadsheets from a number of data sources. In this course you will learn how to start excel, enter data, use formulas, format worksheets, modify columns and rows, edit workbooks, print, and save worksheets.

Prerequisite: Knowledge of the appropriate windows operating system.

Reg/End	Day	Time	CE#	Section	Location
1/13-3/31	T	6-8:30pm	5655	11	Purcell/216A
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### Intro to Microsoft Word 2007 (30 hours)

Learn how to create and modify documents in Word 2007, the most popular word-processing program available.

Prerequisite: Must be computer literate.

Reg/End	Day	Time	CE#	Section	Location
2/5-4/30	Th	6-8:30pm	5667	07	Lce/Room 2
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

\*No class on 4/16/08

### Bank Teller Training (30 hours)

If you would like to become a teller at the bank, this course will prepare you for that career. Topics include introduction to banking operations, security procedures, balance and operations, handling cash, customer relations, the Federal Reserve System, and professional conduct and dress.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/12-4/6	M	6-8:30pm	5612	01	LP 123
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### Bartending/Mixology (40 hours)

This course offers an introduction to the professional art of Mixology. It will emphasize the Alcoholic Beverage Control requirements, "Dram Shop" liabilities, employment opportunities, home entertainment, the use of wines, glassware and drink recipes. Students completing this course should be able to identify a minimum of 35 recipes, using proper amounts, mixes, glassware and garnishes. All tools and equipment of the trade will be used. Class will include lecture, demonstration and participation.

Prerequisite: Must be 18 years of age

Reg/End	Day	Time	CE#	Section	Location
1/31-4/25	Sat.	9 a.m. - noon	5172	05	Purcell/218
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	\$17.27	n/a	n/a		

### \*Basic Clerical and Front Office Skills (48 hours)

This course is designed to introduce and review the most common general office practices used in office environments by receiving instruction on MS Word professional word processing program, proofreading methods, business filing, record control procedures, telephone-answering, and message-taking procedures.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
2/7-4/25	Saturday	9-1pm	5146	07	Purcell/216A
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### \*Digital Photography (30 hours)

Interested in digital photography as a career? This course provides an introduction to the basics of digital photography, equipment, software, and printing used for commercial applications such as advertising, marketing, employee and customer relations, sales, and photojournalism. Course topics can include but are not limited to storage, file management, photo editing, digital imagery, formal and informal photography, use of light, and basics of photojournalism.

Prerequisite: You must bring your own camera.

Reg/End	Day	Time	CE#	Section	Location
1/15-3/19	Th.	6-9pm	5147	03	Purcell/218
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### \*Effective Teacher Training (33 hours)

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.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/26-3/2	M, Tues.	6-9pm	5145	10	Lce 9
3/16-4/21	M, Tues.	6-9pm	5640	14	Lce 9
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Electrical Wiring I (120 hours)

This course is designed to provide an in-depth knowledge of the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm's Law, alternation and direct current, series circuits, parallel circuits and series parallel circuits, use of electrical tools and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/13-4/23	T, Th	6-10pm	5534	01	Forté 321
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$65	n/a	n/a	n/a		

### Introduction to Legal Assisting (108 hours)

This course is designed to provide an introduction to the legal field for students interested in becoming legal secretaries, legal assistants, or other related employment. Course topics can include but are not limited to understanding the terminology, background and knowledge of basic legal procedures and concepts in the various fields of the law required to work in a law office or related area. Other topics may include understanding how to complete projects dealing with different aspects of the law and how to prepare commonly used legal documents.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
2/2-5/7	M, Th	6-10pm	5538	01	Purcell/108
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$65	n/a	n/a	n/a		

### Landscaping (30 hours)

This course is designed for commercial growers, nurserymen, ground crews, and groundskeepers for golf courses, institutions and resorts. Training will be provided in the proper method of landscape design, plant selection, installation, cultivation and maintenance. Special emphasis will be placed on agriculture, turf management, and horticultural applications.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
2/2-4/27	M	6-8:30pm	5162	05	Lee/Room 8
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### Masonry I (200 hours)

This in-depth course is designed to train those wanting to enter into a career of masonry. It focuses on job estimates, job safety, job layout, reading blueprints, preparing/mixing mortar, applying formulas and laying bricks and blocks.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/12-4/7	M-Th	5:30-9:30pm	5551	07	Trades Bldg.
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$65	n/a	n/a	n/a		

### Masonry (Advanced) (200 hours)

This in-depth course is designed to train those wanting to enter into a career of masonry. It focuses on job estimates, job safety, job layout, reading blueprints, preparing/mixing mortar, applying formulas and laying bricks and blocks

Prerequisite: Masonry I

Beg/End	Day	Time	CE#	Section	Location
4/20-7/15	M-Th	5:30-9:30pm	5654	02	Trades Bldg.
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$65	n/a	n/a	n/a		

### Notary Public (6 hours)

This course provides instruction to individuals 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

Beg/End	Day	Time	CE#	Section	Location
1/17	Sat	8-2:30pm	5153	25	LP 121
1/24	Sat	8-2:30pm	5150	22	Purcell/218
2/14	Sat	8-2:30pm	5151	23	LP 121
2/28	Sat	8-2:30pm	5155	26	Purcell/218
3/14	Sat	8-2:30pm	5637	30	LP 121
3/28	Sat	8-2:30pm	5636	29	Purcell/218
4/11	Sat	8-2:30pm	5633	27	LP 121
4/25	Sat	8-2:30pm	5635	28	Purcell/218
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$50	\$21.35	n/a	n/a		

### OSHA (Safety for Industries) 2.5 hours

This course introduces the safety guidelines stated in the company policy. Emphasis is placed on industrial safety, OSHA, and environmental regulations.

Prerequisite: Must bring a copy of your company's safety policy for discussion in class.

Beg/End	Day	Time	CE#	Section	Location
1/20	T	11:0:30am	5603	04	Purcell/107
1/27	T	6-8:30pm	5602	03	Lee 2
1/22	Th	8-10:30am	5601	02	Purcell/ 107
1/22	Th	6-8:30pm	5599	01	Lee 2
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$50	n/a	n/a	n/a		

### Pet Grooming I (42 hours)

This course is designed to prepare the student for an entry level position as a skilled pet groomer or an animal care technician. The student will learn to properly handle, bathe, dry, and style the coats of different dog breeds.

Prerequisite:

Beg/End	Day	Time	CE#	Section	Location
1/13-2/26	T,Th	6:30-9:30pm	5174	01	Purcell/218
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Pet Grooming II (42 hours)

This course is designed for students who have completed Pet Grooming I. Students will receive more hands on techniques on grooming animals.

Prerequisite: Pet Grooming I

Beg/End	Day	Time	CE#	Section	Location
3/3-4/16	T/Th	6:30-8:30pm	5175	01	Purcell/218
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Plumbing (Residential) (45 hours)

This course provides basic instruction in basic fundamentals and skills in the home plumbing trade. Topics include plumbing fundamentals, the proper use of tools and equipment, workplace safety, and related topics.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/12-3/3	M,T	6:30-9:30pm	5610	01	LP 130
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Professional Note Writing for Community Support Paraprofessionals (30 hours)

This course is designed to develop writing skills required in a work environment including correspondence, reports, newsletters, procedures manuals, proposals and other forms of business communications. Emphasis will be placed on developing the student's writing style, organizing information, and producing professional documents.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
2/3-4/7	T	6-9pm	5163	04	LP 123
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### ServSafe (12 hours)

Designed for owners and managers of food service establishments, this course will prepare you for final examinations administered by the NAREF. Upon successful completion of the program and exam (taken in class), the certified individual will be qualified to train personnel in sanitation techniques, communicate with representatives of the health departments having jurisdiction, recognize sanitation deficiencies, and initiate improvements.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/20-1/29	T, Th	6-9pm	5658	01	LP 109
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$55	n/a	n/a	n/a		

### Welding- Mig and Tig (Advanced) 36 hours

This course is an advanced class on practical operations in the use of gas metal arc welding. The course covers power sources, operation, shielding gases, and safe practices.

Prerequisite: Mig and Tig Welding

Beg/End	Day	Time	CE#	Section	Location
TBA	TBA	TBA	5549	04	Forte 323
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Welding- Stick and Oxvaetylene (Advanced) 33 hours

This course will teach advanced welding skills necessary for student employment in the welding industry. The course includes the following topics: preparing for a welding occupation, welding metal with oxyacetylene equipment, using tools to shape and cut metals, braze welding with oxy-metal with oxyacetylene equipment, using tools to prepare and cut metals, braze welding with oxy-metal acetylene equipment, interpreting blueprints, welding metals with shielded metal arc equipment and understanding weld tests and codes. Lecture, demonstration, and practical applications are the instructional methods used in this course.

Prerequisite: Intro to Stick and Oxvaetylene Welding

Beg/End	Day	Time	CE#	Section	Location
TBA	TBA	TBA	5550	03	Forte 323
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

Take  
Something  
for  
Fun!

## Enrichment Programs

Enrichment courses are offered  
for personal interest or growth.

### Ballroom Dancing (Richmond County) 2 hours

Learn the exciting sport of ballroom dancing! It's fun, easy, and glamorous! You don't need a partner to learn how to dance. Anyone can learn in one day. Dances include salsa, swing, rumba, foxtro, and the tango. You do not need a partner.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/15 (Swing)	Th	6-8pm	5645	01	Family First Community Support Complex
2/5 (Rumba)	Th	6-8pm	5644	01	Family First Community Support Complex
3/5 (Foxtrot)	Th	6-8pm	5643	01	Family First Community Support Complex
4/2 (Tango)	Th	6-8pm	5642	01	Family First Community Support Complex
5/7 (Salsa)	Th	6-8pm	5641	01	Family First Community Support Complex
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$80	n/a	n/a	n/a		

### Ballroom Dancing (Scotland County) 4 hours

Learn the exciting sport of ballroom dancing! It's fun, easy, and glamorous! You don't need a partner to learn how to dance. To include various dance steps. You do not need a partner.

Prerequisite: none

Reg/End	Day	Time	CE#	Section	Location
2/5-2/26	Th	7-8pm	5660	01	Laurel Hill Community Center
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$80	n/a	n/a	n/a		

### Basic Rider Motorcycle Safety Course (24 hours)

This course is designed for new riders who have never ridden a motorcycle and for re-entry riders who have not ridden in a long time. You do not need to possess a driver's license or learners permit to take the course. However, you must be able to ride a bicycle and you must possess some degree of strength. You should be able to support a 300 pound motorcycle while straddling it and have the ability to push the motorcycle for distances up to 120 feet. Heat and cold weather conditions can add to the strenuous conditions you'll encounter while taking the course. **Benefits of completing the course:** Become a safe and knowledgeable rider; receive a DMV waiver card that will waive the skills portion of the DMV test; some insurance companies provide discounts; and meet other motorcycle enthusiasts. Refer to webpage ([www.richmondcc.edu](http://www.richmondcc.edu)) for additional information.

Prerequisites: none

### Cake Decorating

This course is designed to teach hands-on in the basics of cake decorating through the use of various icings and techniques. Upon completion, one should possess the necessary skills to produce a simulation of an industry produced product.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/26-3/9					Scotland Place
(14 hrs.)	M	1-3pm	5621	08	
2/3-4/21					TBA
(30 hrs.)	T	6-830pm	5656	01	
2/5-4/23					James Bldg/107
(30 hrs.)	Th	6-8:30pm	5624	11	
2/2-4/27					Purcell/218
(30 hrs.)	M	6-8:30pm	5623	10	
3/26-5/7					Scotland Place
(14 hrs.)	Th	1-3pm	5622	09	
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$35 (Scotland Place)	n/a	n/a	n/a	\$71	
\$65 (others)	n/a	n/a	\$71		

### Crafts (14 hours)

If you love crafts, you'll love this course; a lot of fun things to do! There will be so many craft ideas to choose from that you are sure to find several that are exactly what you want to do. Students will learn to make polymer clay beads, which we use to make jewelry (necklaces and earrings), we make macramé chains, paint on wood and fabric, we do drawing with the right side of your brain, and other fine craft projects, such as collage, printing & greeting cards.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/26-3/9	M	1-3pm	5619	04	Scotland Place
3/23-5/6	M	1-3pm	5620	05	Scotland Place

Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$35	n/a	n/a	n/a		

### Guitar (Beginner) 24 hours.

A course for the beginner who has never picked up a guitar. You will learn to read basic chord forms, simple melody lines, and musical notations. Students will be expected to provide their own acoustics guitars.

Prerequisite: Must bring your own acoustic guitar.

Reg/End	Day	Time	CE#	Section	Location
1/12-2/23	M, Th	6-8pm	5546	01	LP 128
3/9-4/20	M, Th	6-8pm	5604	01	LP 128
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$60	n/a	n/a	n/a		

### Knitting (Beginner) 12 hours

This class is designed for individuals who have no experience in knitting. You will learn to cast on, bind off, knit, purl, and increase and decrease stitches. You will be able to make at least one item of your choice.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
2/2-3-9	M	6-8pm	5609	01	Lee 7
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$25	n/a	n/a	n/a		

### Piano (32 hours)

Here is your chance to learn how to play the piano. We will begin with the five finger position with each hand and gradually learn simple tunes with one hand and chords with the other. Keyboards will be provided.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
2/3-3/26	T, Th	6-8pm	5596	01	LP 128
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$150	n/a	n/a	n/a		

### Quilting (10 hours)

Beginner Quilters—this class is designed especially for you. Students will learn how to read a pattern, learn the rules for quilting, and fabric and thread selection. The student will learn how to piece, bind, and tie a throw size quilt.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/15-2/12	Th	6-8pm	5605	03	Lee 7
2/26-3/26	Th	6-8pm	5606	04	Lee 7
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$20	n/a	n/a	n/a		

### Scrapbooking (10 hours)

Let your instructor help you arrange and create beautiful scrapbooks. You will work together cropping pictures and arranging them for beautiful results. Students will be introduced to the rules of scrapbooking, tools, and proper matting technique of photographs. At the end of the class, the student should be able to exhibit a scrapbook for other students to view.

Prerequisite: Must bring your own 12"x 12" album and photos.

Reg/End	Day	Time	CE#	Section	Location
1/17-2/14	Sat	9-11am	5608	02	LP 108
2/28-3/28	Sat	9-11am	5607	01	LP 108
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$32	n/a	n/a	n/a		

A supply list will be provided on the first day of class.

### Shag Dancing (7.5 hours)

Interested in shagging? Maybe you want to learn some new steps.....or freshen up on what you already know? This class is the perfect opportunity to learn the proper steps and the history of shagging. No partner is needed.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/13-2/10	T	7-8:30pm	5646	02	Family First
				01	Community Support Complex
3/10-4/7	T	7-8:30pm	5625	01	Family First
				01	Community Support Complex

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$30	n/a	n/a	n/a

### Straight Glass (20 hours)

Each student will create a selected item with step by step individual instruction. Designing, cutting patterns and soldering will create the finished item. The course is designed for beginners.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
2/2-4/6	M	6-8pm	5537	01	Purcell/218

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$55	n/a	n/a	\$87

## Foreign Languages

### \*Chinese (Mandarin) 30 hours

Here is your opportunity to learn Mandarin Chinese. The official language in both mainland China and Taiwan. Chinese is also one of the two official languages in Hong Kong and Singapore. It is one of the fastest growing foreign languages chosen for study by American college students. This course teaches the pin-yin system, the Chinese alphabet, and phonetics along with most commonly used Chinese characters and basic conversational Chinese.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/26-3/30	M	6-9pm	5666	01	Lee 3

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$55	n/a	n/a	n/a

### \*Spanish I

This course will prepare students to have conversations with Spanish speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations.

Prerequisite: n/a

Beg/End	Day	Time	Hours	CE#	Section	Location
1/13-4/21	T	6-8:30pm	45 hours	5166	09	Lee 7
2/3-4/2	T	6-8:30pm	30 hours	5168	10	Purcell/107

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$60	\$13.82 (Feb Class only)	n/a	n/a

### \*Spanish II (45 hours)

This class is for students who have completed beginning Spanish and who would like to develop stronger conversational skills.

Prerequisite: Spanish I

Beg/End	Day	Time	CE#	Section	Location
1/15-4/23 <td>Th</td> <td>6-8:30pm</td> <td>5165</td> <td>05</td> <td>Lee 9</td>	Th	6-8:30pm	5165	05	Lee 9

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$60	n/a	n/a	n/a

### Spanish for Seniors (65 and older) 14 hours

This course will prepare students to have conversations with Spanish speaking individuals. Topics include basic fundamentals of grammar, oral comprehension, various dialects, and basic conversations.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
1/14-2/25	W	1-3pm	5618	01	Scotland Place

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$33	n/a	n/a	n/a

## Opportunities Job Training

## Emergency Services and Allied Health

The Emergency Services 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 state agencies. Registration fees are waived for those affiliated with departments relevant to the training content.

FOR CLASS SCHEDULES AND ACCESS TO THE ELECTRONIC REGISTRATION FORM, PLEASE GO TO [www.richmondcc.edu](http://www.richmondcc.edu).

If you are interested in a career in a Health field or need CEUs to maintain your certification, Richmond Community College's Continuing Education Area offers training programs in Allied Health fields. For more information pertaining to Allied Health programs, please call 910-410-1708.

### EKG (42 hours)

This course is designed and approved to prepare the student to become a certified EKG technician. Students will have knowledge of cardiac terminology, understand the structure and function of the heart and understand the anatomy and physiology of the heart. Students will have a basic understanding of the electrical conduction system and how it affects heart function. Based upon this knowledge, students will know why an EKG is done.

Prerequisite: Must be a graduate of a health occupation program or currently enrolled in one.

Beg/End	Day	Time	CE#	Section	Location
1/12-3/2	M/Th	5:30-8:30pm	5161	04	Purcell/218

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$60	n/a	n/a	n/a

### Medication Administration (24 hours)

This course is designed to prepare the unlicensed medical person in skilled nursing facilities, adult care homes, assisted living facilities, and group homes for the Medication Administration Exam administered by both the NC Department of Health and Human Services and Pearson VUE (formerly known as Promissor). Students will receive instruction in the correct policies and procedures for administering medications. Topics will include, but are not limited to, administration of liquids, pills, and topical treatments. Other topics such as controlled substances and their documentation, dosage calculations, unit dose administration and proper disposal of unused medications and sharps will also be included. Upon successful completion of the course, the student will be able to take the state exam for Medication Technician as well as the state exam for becoming a Medication Aide.

Prerequisite: Must be currently listed on the NC Nurse Aide I registry and provide a copy of certificate of successful completion from a state approved CNA I program.

Beg/End	Day	Time	CE#	Section	Location
1/6-1/29	T, Th	8:30-11:50am	5177	04	Purcell 108

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$55	\$24.35	n/a	n/a

(Prices are subject to change.)

### Nursing Assistant I

This is 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.

Prerequisite: Complete the RCC Placement Test and score 60 or better; prior to admission into the program, you must have a current Tuberculin Skin Test; 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.

Beg/End	Day	Time	CE#	Section	Location
2/2-6/4 (146 hrs)	M, T, Th	6-8:50 pm	5176	07	RCC-Grimsley 204
2/3-5/28 (144 hrs)	T, Th	8:30-10pm	5178	08	Purcell 108
2/9-6/10 (144 hrs)	M, W	8:30-2:0pm	5616	10	Purcell 108

Additional Offerings Based on Demand

Course Fee	Book Fee	Insurance Fee	Supply Fee
\$65	\$67.20	\$14.25	n/a

(Prices are subject to change.)

### Nursing Assistant I On-line/Hybrid (136 hours)

This is a 136 contact hour course offered with online instruction as well as hands on learning done in the classroom/lab and clinical settings. Coursework 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.

**Pre-requisites:** Complete the RCC Placement Test and score 83 or better; prior to admission into the program, you must have a current Tuberculin Skin Test; 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.

Orientation	Day	Time	Location		
1/7	Wed.	3-5pm	Purcell/216A		
Reg/End	Day	Time	CE#	Section	Location
1/11-4/12	Sun-Sat	24 hours	5179	09	Scotland Ctr.
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$65.00	\$67.20	\$14.25	n/a		

(Prices are subject to change.)

## Job Training Opportunities

## Human Resources Development (HRD)

The Human Resources Development program targets unemployed and underemployed adults. The core curriculum focuses on the development of essential skills for the workplace. Participants 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.

### Career Readiness Certification Testing/Key Train/Work Keys Workforce Development

Key Train/Work Keys Workforce Skills classes are the result of partnerships between RCC and local businesses and industries in Scotland County. Basic Skills, as well as specific job-related employability skills, are taught to potential employees at the Scotland Center. The focus of this program is improving skills in Reading, Math and Applied Technology that will qualify a student for possible employment with local industries.

Testing dates are:  
Every Friday morning at 8:45 a.m. at the Scotland Center, Laurinburg, NC  
Every other Wednesday at 12:15 p.m. at the Scotland Center

Every other Thursday morning 8:45 a.m. at Richmond Community College.

Every Tuesday morning at 8:45 a.m. at Richmond County Joblink/ESC

A picture ID is required along with a \$30 fee.

### Employability Lab

Learn how to fine tune your job seeking skills. You will learn how to complete applications, write resumes, and handle interview questions. Applications completed on line. This is an open ended class and you may register at any point.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/5-2/26	M-Th	9-12pm	5180	08	Purcell 107
1/5-2/26	M-Th	9-12pm			DeWitt 102
3/2-4/29	M-Th	9-12pm	5182	11	Purcell 107
3/2-4/30	M-Th	9-12pm			DeWitt 102
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Fee waivable	n/a	n/a	n/a		

### Employability Lab (Career Readiness)

This class is designed to assist individuals who desire to take the Career Readiness Certificate test. There is focus on CRC Practice tests and test taking strategies. This is an open ended class and you may register at any point.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/2-3/30	M/W	530-730pm	5058	07	Purcell 216a
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Fee waivable	n/a	n/a	n/a		

### Economic Literacy

Learn how to better handle your personal money and household finances.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/9-2/27	Fri	9-12pm	5171	03	Purcell 107
3/6-5/15	Fri	9-12	5169	02	Purcell 107
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Fee waivable	n/a	n/a	n/a		

### Introduction to Computers

Become computer literate in this start "from the beginning" basics class.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/5-2/5	M-Th	1-3pm	\$291	20	DeWitt 103
2/9-3/12	M-Th	1-3pm	\$292	21	DeWitt 103
3/16-4/20	M-Th	1-3pm	\$293	22	DeWitt 103
5/4-5/14	M-Th	9-12pm	5184	18	Purcell 107
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Fee waivable	n/a	n/a	n/a		

## GED, ABE, ESL, & CED

## Basic Skills Department

The Basic Skills Program includes the areas of Adult Basic Education (ABE), Adult High School Diploma (AHS), Compensatory Education (CED), English as a Second Language (ESL), General Educational Development (GED). Most classes are open-entry/open-exit and offer a self-paced curriculum. All classes are offered free-of-charge.

### GED

The General Education Development (GED) classes will prepare students to take the GED test. The testing format will be explained and broken down to highlight the five testing areas along with the content each of these sections will cover.

Reg	Day	Time	CE#	County	Location
1/05/09	MTWTh	8:30am-1:30pm	GED	Richmond	James Bldg
1/05/09	MTW	5:30pm-8:30pm	GED	Richmond	James Bldg
1/05/09	M-Sun	Any time (24/7)	GED/Online	Rich & Scot	
1/05/09	M-F	8:30am-12:30pm	GED	Scotland	Scotland Ctr

### ABE

Adult Basic Education (ABE) is a program of instruction designed for adults who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in the family. Students will be taught by using a variety of methods and materials.

Reg	Day	Time	CE#	County	Location
1/05/09	MTWTh	8:00am-1:00pm	ABE	Richmond	James Bldg
1/05/09	TWTh	5:30pm-8:30pm	ABE	Richmond	James Bldg
1/05/09	MTW	12:30pm-3:30pm	ABE	Richmond	Rockinghid
1/05/09	MT	5:00pm-8:00pm	ABE	Richmond	Phil Met Ch
1/05/09	TWTh	10:00am-12:00pm	ABE	Richmond	Leak St Ctr
1/05/09	M-F	8:30am-12:30pm	ABE	Scotland	Scotland Ctr
1/12/09	MTW	12:30pm-2:30pm	ABE	Scotland	Scotland Ctr
1/05/09	TBA	TBA	ABE	Scotland	E.Laurin.
1/05/09	TTh	8:30am-12:30pm	ABE	Scotland	Wagran Lib
1/05/09	TTh	3:00pm-7:00pm	ABE	Scotland	Wag.Nat.Site
1/05/09	MTWTh	8:30am-1:30pm	ABE	Richmond	RCC-LRC

All Classes are Free!

### ESL and CED

English as a Second Language (ESL) is a program of instruction designed to help adults, who are limited English proficient, to achieve competence in the English language.

Compensatory Education (CED) is a program designed specifically for adults with an intellectual disability. The focus of the Compensatory Education Program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living.

Reg/End	Day	Time	CE#	County	Location
1/06/09	TTh	6:00pm-9:00pm	ESL	Richmond	James Bldg
1/05/09	MTW	9:00am-12:00pm	ESL	ESL	Richmond First U
Meth					
1/05/09	MTW	6:00pm-8:30pm	ESL	Scotland	Scotland Ctr
1/05/09	MT	6:00pm-9:00pm	ESL	Scotland	Oasis Esper
1/05/09	M-F	8:30am-3:30pm	Comp	Richmond	McLaurin
1/05/09	MTWTh	8:30am-1:30pm	Comp	Richmond	RCC Conder

All Classes are Free!



## Community Partnerships

## Law Enforcement Training

The Law Enforcement Training department offers comprehensive programs designed to enhance the performances of certified law enforcement officers, providing quality up-to-date training for law enforcement officers, law enforcement supervisors and chief executives, communications dispatchers, jail officers, and jail administrators. The department is committed to offering the law enforcement community timely, relevant and professional training with established mandates of the Sheriff's Commission, the North Carolina Training and Standards Commission.

This training is offered free of charge for law enforcement only.

### Taser Training

As part of the training, officers received a stun from the Taser in order to demonstrate how the devices work and to feel the effects of the device. Although not required, several officers volunteer to receive what is called a "full takedown", in which the operator of the Taser deploys two probes from the device which strike the subject and delivers electrical impulses for several seconds. The electrical impulses override the central nervous system and control the skeletal muscles.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
01/08/09	Friday	12-5pm	5279	01	E. R'ham FD
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Free to LEO	n/a	n/a	n/a		

### Basic Radar

This is the state regulated 40 hour basic RADAR certification course. Students must provide RADAR equipped patrol car to complete this course and a state examination will complete this course. The course is made up of classroom and field exercises.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
01/12-1/16	M-F	8-5pm	5281	02	N. U'rbg PD
04/06-4/10	Mon-Fri	8-5pm	5277	01	R'ham PD
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Free to LEO	n/a	n/a	n/a		

### Radar Re-Certification

Radar operators are required to successfully complete refresher training to retain their certification. The officer's certification should be near the expiration prior to registering for this course to attain maximum benefits.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
5/4-5/5	Mon-Tue	8-5pm	5289	02	R'ham PD
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Free to LEO	n/a	n/a	n/a		

### Rapid Deployment

To review the responsibilities of law enforcement officers during an active shooter situation and conduct exercises that reinforce those responsibilities.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1-12/1-14	M/T	8-5pm	5285	09	R'ham PD
Course Fee	Book Fee	Insurance Fee	Supply Fee		
Free to LEO	n/a	n/a	n/a		

## Professional Development

## Small Business Center

The RCC Small Business Center was created to provide the small businesses of our community a focal point for training, education, counseling, and referral. The Small Business Centers work cooperatively with state and local governments, universities and colleges, and private enterprise, including the U.S. Small Business Administration and the Service Corps of Retired Executives (SCORE), in promoting assistance to small business firms.

### First Time Managers and Supervisors-Excelling From the Start

Over 90% of professional managers and supervisors when asked will most likely say that they have never received any formalized, structured or management training before they were ever promoted or given that responsibility.

It is no wonder that more than 32% of the problems that are caused in the work place are caused by managers and supervisors. That's why "On the Job Training" is not always the best training method.

This seminar will help get the first time supervisor or manager off to a good start, to learn new skills, build confidence and be more productive with less stress. What you will learn:

Understanding your role as a supervisor to make that smooth transition.

How to effectively communicate to your employees without getting backlash.

Five ways to create a motivating and positive work environment.

What causes poor performance and learn to confront and discipline your employees in a positive manner.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/13/09	Tuesday	8:30-12:30pm	5663	02	TBA
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### How to Supervise and Lead People to New Heights

Today's supervisors (whether a first-line supervisor or a section or department manager) must be a vigorous leader, a shrewd and effective planner, a source of technical know-how, and a sharp mediator between policy-setting management on the one hand and rank-and-file workers on the other.

To upgrade or train your current or potential supervisor, come to this seminar and learn:

Team Leadership

Fundamental Skills of Management

Five objectives for management/supervisor relationship

Leadership Styles

Employee needs that a Supervisor can satisfy

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
1/21/09	Wednesday	8:30-12:30pm	5664	02	Cole 115
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### Diversity in the Workplace

Taking advantage of the diversity in your team and company is critical to success in today's world. Our diversity programs focus on appreciating differences and better understanding different cultures. We also explore how to benefit from diversity rather than allowing it to build walls.

Prerequisite: n/a

Reg/End	Day	Time	CE#	Section	Location
2/17/09	Tuesday	8:30-12:30pm	5665	01	Cole 115
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### Low Cost No Cost Methods to Create an Effective Web Presence

Attendees will learn the tools and information on how to create an effective web presence using FREE TOOLS from Google, Yahoo! and MSN. Learn how to create a simple website for your business as well as best practices to ensure your business is being found online. Cover free web marketing tools that will drive new customers to your business. Topics include: Best Practices for Search Engine Marketing (SEM), eCommerce & Using Web 2.0 to Help your Business Find New Customers.

- How to create free blog for your business
- Ensure that your customers can find you online
- Learn the 7 biggest mistakes businesses make in online advertising

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
2/10/09	Tues.	8:30 – 12:30pm			Cole
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### The Internet Revolution Simplified

The internet is changing every single business on the face of the planet! This session is designed for non-technical business people who want to avoid becoming or appearing obsolete in our new internet-driven world. The first goal of the course is to help you completely RETHINK your own relationship with the internet and technology. The second goal is to help you use this "rethinking" to remain successful, credible, and at the "leading edge" in your own particular area of expertise, even as the internet constantly alters the business landscape. Learn to avoid the 10 common ways that a business person can inadvertently look "technically foolish" to others. The instructor will use a series of analogies to help participants understand common technical challenges, such as managing large amounts of information, networking with customers and partners, tracking new developments, and establishing credibility in an internet-driven world. Technical terms will be presented in ways that will make them easier to understand and remember.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
2/17/09	Tues.	8:30 – 12:30pm			Cole
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### Stress Management

#### "Beating Stress and the Business Burnout Blues"

A formidable challenge small business owners face is how to oversee all aspects of the business—day to day operations, bookkeeping and records, marketing, management, customer service, etc.—and still have a life. What can you do to beat stress, simplify your work, and create time to recharge your batteries? This seminar provides proven methods that will help you take care of yourself and take care of business

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
3/10/09	Tues.	8:30 – 12:30pm			SMH
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### How to Thrive While Others Barely Survive

Is our economy strong or weak? Are we on the way up or down? Regardless of the state of the national economy, what really matters is what's going-on at your company!

Most money is made by a handful of people. What secret do they know? While many people in business ownership and sales careers barely get by, true Professionals exceed expectations! They are able to consistently excel, even when times seem tough to others! Tim invites you to take a walk down memory lane and see what has worked for years, even when the economy was in a slump! Learn some of the proven ways great Salespeople go about building a loyal customer base and increasing gross profit. Find out why it's important to generate new sales while retaining your loyal customers. This Seminar is for Sales Professionals who want to earn more money.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
3/17/09	Tues.	8:30 – 12:30pm			Cole
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

\* Asterisks denote courses providing Teacher Renewal Credits.

### Why People are Crazy at Work

Are people making you crazy at work? Absolutely! A variety of stressors in today's workplace combine to create more difficult people. You will learn:

- The four reasons why People are Crazy at Work.
- Who are the worst and how to deal with them.
- How to make difficult people more accountable.
- Who are "problem" people and who are simply annoying.
- Why you can't tell someone they are crazy.
- Why it comes down to how they work and how you work.
- How to keep from making you crazy.

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
3/31/09	Tues.	8:30 – 12:30pm			Cole
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.

### How to Retain Your Best in These Economic Times

The single greatest expense to any business are it's employees. If your turnover rate is double digit, it means you're losing a bunch of money!

Come learn how do you fix it? Learn tips for breaking the rule that are fun, not costly, or painful. Would you like to:

- Get employees to Retain You
- Reduce voluntary employee turnover
- Keep employees, not just top performers
- Have First Line Leaders out on rotation

Prerequisite: n/a

Beg/End	Day	Time	CE#	Section	Location
4/21/09	Tues.	8:30 – 12:30pm			Cole
Course Fee	Book Fee	Insurance Fee	Supply Fee		
\$5.00	n/a	n/a	n/a		

Dates and Times are Subject to change.



**Ed2Go**  
www.ed2go.com/richmondcc

Bad weather? Tired of driving to and from class? A busy schedule? Need a teacher renewal credit? Not a problem! You never have to leave your home and you can access your online class and each of your lessons when it is a convenient time for you! I hope you will take advantage of this super opportunity to learn in the privacy and convenience of your home. Richmond Community College offers a variety of Continuing Education classes for students who have internet access. Course materials and assignments are online and available 24 hours a day, 7 days a week. Each Wednesday and Friday a new lesson is released and students may work when they have time available.

Prior to starting each course, you will be required to: (1) Complete an RCC Ed2go registration form (2) Complete an online orientation and (3) pay with a check, cash, money order, or credit card (Visa and MasterCard only). You may pay by phone, fax, or mail in your payment, no later than the start date of the class you wish to begin. To get started, you need access to the internet and an email account in order to take the class. The address for online courses is: [www.ed2go.com/richmondcc](http://www.ed2go.com/richmondcc)

Registration Fee: \$55.00 (All On-Line Courses are 24 hours a day.)

Courses Run:

- December 10, 2008 through January 9, 2009
- January 21, 2009 through March 23, 2009
- February 18, 2009 through April 20, 2009
- March 18, 2009 through May 18, 2009

Most Popular/New Courses:

- |   |                                 |
|---|---------------------------------|
| * Response to Intervention                            | * Reading Strategies That Work  |
| * Intro. to MS Excel 2007                             | * Medical Terminology           |
| * Teaching Students with Autism: Strategies that work |                                 |
| Business Law for Small Businesses                     | Medical Coding (books required) |
| Start and Operate Your Own Home-Based Business        |                                 |
| Become an Optical Assistant                           | Become a Physical Therapy aide  |
| Become a Veterinary Assistant                         | Distribution and Logistics Mgt. |
| Accounting Fundamentals                               | Creating Web Pages              |
|   | Human Anatomy                   |

\* Teacher renewal credits (2.4 CEU's)

See website for a list of other classes: [www.richmondcc.edu](http://www.richmondcc.edu)

## NIMS

Continued from Page 1

to respond as requested. However, things don't always work out as anticipated.

Individuals assisting during or in the aftermath of such an event may find themselves in different roles.

Someone second in command may have to shift from what comes naturally through other training into an administrative role. The change can be caused by the chief being on vacation or being injured during the event.

Underwood said evaluators were in place throughout the event and provided ideas of what to do in future trainings. While every group did their jobs well, he noticed certain levels of communication broke down during the event, which gives a focus for future training exercises.

Vice President for Continuing Education Rich Garrett said the training resulted from a conversation with law enforcement. Other sites may be used for future drills based upon the scenarios developed. He sees the program expanding to include classroom training and certification for participants. The department is currently looking to offer similar training in Scotland County as well.

"The immediate debriefing between agencies and the critiquing by the evaluating committee provided very positive feedback and a comprehensive overview of the event. We look forward to continue developing programs that meet the needs of our community and are open to suggestions for other activities," he said.

## Senior Citizen Tuition Information

There is no tuition or registration cost for North Carolina residents who are 65 years of older taking curriculum or continuing education courses. This waiver does not apply to fees. (Proof of age should be provided.)

North Carolina senior citizens taking the same continuing education occupational course more than twice within a five-year period must pay tuition based on the same formula. Senior citizens are not exempt from paying tuition for self-supporting courses.

## Part-time Instructors Needed for the Following Programs:

Certified Nursing Assistant  
Basic Skills: GED, Adult Basic Education, ESL  
Motorcycle Mechanics  
Motorcycle Fabricating  
HVAC

For more information call 410-1704. Additional positions are posted at [www.richmondcc.edu](http://www.richmondcc.edu) under Employment at RCC.



## Emergency Service Training Important for Service Area

If it is expert Emergency Service training you desire, Richmond Community College's Emergency Services Department is your one-stop shopping destination.

From Firefighter to Rescue Technician, to Paramedic, the Continuing Education Department can offer training to suit your needs.

RCC has recently undergone reorganization within its Continuing Education department. One of the positive

effects of this reorganization will be better service to the Emergency Service providers for Richmond and Scotland Counties.

Along with this streamlined reorganization will come more specialty classes like Heavy Vehicle Extrication and Aircraft Fire Fighting Techniques.

The college has named Brent Barbee as its Director of Emergency Services and Allied Health.

RCC held its first of three Heavy

## Pre-registration Process Allows Better Service

Starting December 15, 2008, Richmond Community College will begin pre-registration and pre-payment for Continuing Education classes.

This new initiative will allow the college to serve students by providing better monitoring of class enrollment and informing students of any cancellations prior to the start date.

In addition to enhanced monitoring of enrollment, it increases the efficacy of reg-

istered students by having class schedules in place for the semester and students registered prior to the start of class.

This expedites the registration process of the class and allows more time for content.

Students will still be able to register and pay at the first class as a walk-in.

There are three locations with weekly schedules for pre-registration and pre-payment. These locations will not accept registration or payment any time the college is closed.

The Continuing Education Area also has a webpage with current schedules and online registration forms.

Students can complete the form online, print, and fax or mail the form and payment.

Please be advised, a student is not reg-

Vehicle extrication classes in November. Many of the Rescue agencies throughout Richmond and Scotland Counties had requested this type of class to become better prepared to handle potential accidents that may occur given the higher speed limits and the development of interstate quality corridors throughout the two county areas.

Fire Inspection was another unique class that was very successful and was offered because of the demand for its associated certification.

Another requested class has been Aircraft Fire Emergencies. The college is currently pursuing this class and hopes to be able to offer it in the spring.

The Emergency Services Department is also focusing its efforts on offering more Emergency Medical Technician classes due to increasing demand.

The EMT-Beginner and EMT-Intermediate classes are set to begin in February with the hopes of offering an EMT-Paramedic class later in the year. These classes, along with Emergency Medical Dispatch and monthly EMT Continuing Education Topics classes, round out the EMT field for requested training.

RCC is striving to become one of the area's leaders when it comes to Emergency Service Training by providing a solid training program containing the basic skills classes as well as providing specialty classes that cover the ever-changing environment that the Emergency Service Agencies are required to respond to.

If you are interested in obtaining training from RCC's Emergency Services Department, please contact Brent Barbee at 910-410-1708.

istered without payment.

Locations:

Scotland Center, Tuesday, 8 am - 2 pm  
Lee Building (Main Campus):  
Wednesday, 8 am - 2 pm; 6:30-9 pm  
James Building: Thursday, 8 am - 2 pm

Payment Types:

Cash (Except Evening registration)  
Check  
Visa or Master Card

Fax:

910-582-7160

(Payment type for faxed registration is credit card only)

Mail to:

RCC Continuing Education Registration  
PO Box 1189  
Harnlet, NC 28345



# Give a Continuing Education Course for Christmas!

CUT HERE

## Richmond COMMUNITY COLLEGE CONTINUING EDUCATION REGISTRATION FORM

SSN# or Colleague ID \_\_\_\_\_  Employer \_\_\_\_\_

Last Name \_\_\_\_\_  Employment Status  Full-Time  Part-Time (\_\_\_\_\_ hours per week)

First Name \_\_\_\_\_ MI \_\_\_\_\_  Retired  Unemployed - Not seeking  Unemployed - Seeking

Address \_\_\_\_\_  Highest Educational Level \_\_\_\_\_

City, State, Zip \_\_\_\_\_  Non-Graduate (Highest grade completed) \_\_\_\_\_

County of Residence \_\_\_\_\_  GED  High School Graduate  Adult High School Diploma

Phone  H \_\_\_\_\_  W \_\_\_\_\_  1-year Vocational Diploma  Associate Degree

Date of Birth \_\_\_\_\_  Bachelor's Degree  Master's Degree or Higher

Last High School Attended \_\_\_\_\_  Head of Household  Yes  No

City & State of Last High School \_\_\_\_\_  Disadvantaged:  Academically  Economically

Last Date Attended High School \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year  Limited English  Yes  No

Race  White  African American  American Indian  Single Parent  Yes  No

Hispanic  Asian  Other/Unknown  Citizenship  US Citizen  E Eligible Legalized/Resident Alien

Sex  Male  Female  A Non-Resident Alien

If course is Emergency Service, Name of Police, Fire, or Rescue \_\_\_\_\_

Dept. \_\_\_\_\_  Paid  Volunteer \_\_\_\_\_  Is this an On-Line Course?  Yes  No

\_\_\_\_\_  Have you enrolled in this class more than once?  Yes  No

\_\_\_\_\_  Senior (65+)  HRD  Other \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Continuing Education Course Registration Information

Course #	Section #	Course Title	Course Dates/Time	Fee

Cash  Check  Money Order  Visa  Master Card  Card Holder's Name \_\_\_\_\_

Credit Card # \_\_\_\_\_

Card Holder's Billing Address & Zip \_\_\_\_\_

Expiration Date \_\_\_\_\_

Registration Fee \_\_\_\_\_

Add'l Fee Amount \_\_\_\_\_

Total Paid \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

Now is the time to preregister and pay tuition for Continuing Education classes that begin in January.

Prepayment is preferred, but you may also pay tuition on the first night the course is offered.

Prepaying allows our department to offer better service.

You may complete this registration form or complete the online form found at [www.richmondcc.edu](http://www.richmondcc.edu).

**Locations:**  
**Scott Center**  
 Tuesday  
 8 am - 2 pm  
**Lee Building**  
 Wednesday  
 8 am - 2 pm  
 6:30 - 9 pm  
**James Building**  
 Thursday  
 8 am - 2 pm

**Payment Types:**  
 Cash  
 (Except during evening registration)  
 Check  
 Visa or Master Card

Fax:  
 910-582-7160  
 (Payment type for faxed registration is credit card only)

Mail to:  
 RCC  
 Continuing Education  
 Registration  
 PO Box 1189  
 Hamlet, NC 28345  
 For more information call  
 910-410-1700.