

# CAREER DEVELOPMENT AND CONTINUING EDUCATION

Career Development and Continuing Education offers to any adult, regardless of educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of Anson and Union counties. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Information about all courses may be obtained by calling the Career Development and Continuing Education Division in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

## Admission Requirements

SPCC's main purpose is to serve students who have graduated from high school, have obtained a high school equivalency degree, or are beyond the compulsory age limit of the public high school. Therefore, admission is open for adults 18 years of age or older. However, students younger than 18 years of age may enroll under certain circumstances.

## Class Locations

Classes are held both on campus and off-campus, as well as online. Morning, afternoon, evening, and weekend classes are offered.

## Fees

- Fees vary with the type of course offered.
- Registration fees must be paid before the first class session.
- Books and supplies are not included in the registration fee.

## Refund Policy

Registration fee refunds are not issued except under the following conditions:

- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued. Official forms to withdraw and request a refund are available at either of the Career Development and Continuing Education Department offices in Wadesboro or Monroe.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day. Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which is canceled because of insufficient enrollment.

## Enrollment

Typically, in order for most courses to be offered at a physical location, a minimum number of students must enroll. South Piedmont Community College reserves the right to cancel any course when an insufficient number of students enroll for that course.

## Grades

Generally, grades for Continuing Education courses are provided either “satisfactory” or “unsatisfactory” based on attendance (70%) and participation. Some courses require a minimum performance level as required for state or credentialing agencies. Contact the Career Development and Continuing Education Office for specific program requirements.

## Certificates

Certificates are awarded upon completion of certain courses when attendance requirements of the course have been met and satisfactory progress, in the best judgment of the instructor, has been demonstrated. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

## INDUSTRIAL AND PROFESSIONAL CERTIFICATION COURSES

Through Community Education and Professional Development programs, South Piedmont Community College provides courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

**Notary Public** is a course that satisfies NC requirements to apply for a Notary Public Commission. Students must be 18 years of age and reside or be employed in North Carolina.

**Nurse Assistant (CNA) I and II** courses prepare students to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. Coursework emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Students that complete these courses may be eligible for listing on the NC Registry as a Nurse Assistant I. Students may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

**Medication Aide** This 24-hour course meets the training requirements necessary for current NC Nursing Assistants seeking certification as a NC Medication Aide. Students who successfully complete the course are eligible to take the Medication Aide Examination to qualify for listing on the North Carolina Medication Aide Registry. To find out more about certification, visit the N.C. Department of Health and Human Services website.

**Vehicle Safety/Vehicle Emissions Inspection Licensing** classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Vehicle Safety and Emissions Certification and Recertification classes each consist of eight hours of training. Students must have a valid NC or SC driver's license to participate.

**Real Estate Pre-Licensing** is an 80-hour course that meets the educational requirement for the North Carolina Real Estate Broker License. It prepares students to pass the real estate broker examination administered by the NC Real Estate Commission (NCREC). Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation and math. Additional topics include land use, insurance, real estate license laws, rules, and regulations.

**CNC Quick Start** prepares students to begin work in the machining industry as a CNC operator. The introductory course includes blueprint reading, measurement, basic and applied shop math, as well as an introduction to CNC lathe and mill. Throughout the course, students will be exposed to the shop and the equipment as they progress through each module and apply what they learn. Small class sizes give students the attention needed and allow for more hands-on application of the learned skills. Fees include books and materials, including safety glasses, measuring devices, calculator, and other miscellaneous items in a small personal toolbox.

**Mechatronics** is an exciting program which provides the novice and the experienced professional with the skills necessary to provide basic machine and systems maintenance, repair, and troubleshooting. Program topics include electronics and electricity, wiring, pneumatics, hydraulics, PLCs, motors and motor controls, pumps, and more.

**Welding Technology** provides a sound understanding of the science, technology, and applications, for successful employment in the welding and metal industries. Three 10-week classes prepare students to take the American Welding Society (AWS) certification exam.

**Autobody** classes are available for training in I-CAR, the largest certifying organization in the automotive repair field. Fifty different I-CAR Alliance classes are held on the L.L Polk Campus in Polkton. Students receive in-depth training in the classroom as well as hands-on training in the lab.

**Truck Driver Training** program offers extensive classroom as well as range and road driving to prepare students for a new career. The Commercial Driver's License (CDL) final test is administered at the conclusion of the course.

Additional Certification and In-Service Training opportunities may be found under the Continuing Education on the SPCC website, [www.spcc.edu](http://www.spcc.edu), or by calling the Division's offices in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

## PROTECTIVE SERVICES

The college offers continuous training to law enforcement personnel, emergency medical personnel, and fire fighters who provide protective and emergency services for their communities. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

### Emergency Medical Technician (EMT)

The EMT provides pre-hospital emergency medical care and is a vital part of the health care team. Students who successfully complete the course will be qualified to take the state or national certification test for Emergency Medical Technician. Instructional time includes: ride-along hours, class work, and hands-on lab skills. Successful students are prepared for immediate employment in emergency services and may choose to go on to complete the Paramedic certification

### EMT Paramedic

The 12-month EMT-Paramedic course continues training in Emergency Services with focus on advanced skills and the administration of medication. Topics of study will include advanced cardiac and intubation techniques, understanding EKGs, and administration and interactions of medication. 1096 hours of training include clinical and ride-along time. Paramedic students must also complete a course in Anatomy & Physiology.

### EMS Bridge

The course of study provides the EMS Paramedic an opportunity to enhance learning already achieved through continuing education. Students progressing through the program may be eligible to apply for national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

The Emergency Medical Science Bridge Associate of Applied Science degree program is designed for individuals pursuing career enhancement in the emergency medical field.

**Firefighter Training**

Basic and continuing training for firefighters is provided through SPCC in cooperation with local municipal and volunteer departments. Students must be a member of a fire department to participate in training for firefighting.

Firefighter Certification classes start in January and end in December of each year. Students who successfully complete each class will be certified as a Firefighter II by the state of North Carolina. Throughout the year specialty classes are also conducted as they're requested by local departments.

Corporate safety training is available for local companies. Classes include but are not limited to CPR, Automatic External Defibrillator (AED), Basic First Aid, Fire Extinguishers and Active Shooter Safety.

**In-Service Law Enforcement Training**

Continuing Education courses offered for certified law enforcement personnel are designed to help improve training as well as maintain state and national certifications. These courses are offered both as seated and on-line for agencies throughout the service area.

## HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program is designed to educate and train students for success in the workplace. The primary objective of the training component is to help orient them to the world of work, appreciate the effects of their behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of student assets and limitations; development of a positive self-concept; development of employability, communication, and problem-solving skills; and development of an awareness of the impact of information technology in the workplace. Students will study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary.

**Admission and Fees**

The NC State Board of Community Colleges grants permission to waive tuition for HRD classes for individuals who meet one of the four (4) criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit
- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

To receive this waiver, students must verify they meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If students do not sign the form or do not meet one of the four (4) criteria, payment of the HRD registration fee is required.

## PERSONAL INTEREST

A wide variety of personal interest classes are offered at SPCC. These classes are designed for personal enrichment and social engagement. Topics include but are not limited to Motorcycle Basic Rider, Photography, Yoga, Zumba, Line Dancing, Senior Aerobics, Jewelry Design, Social Media, Personal Web Design, and Vehicle Maintenance. For more information, contact Career Development and Continuing Education at 704-290-5100.

## CORPORATE TRAINING

A major emphasis of the College is to assist industry in meeting its training needs. New employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

### Customized Training Program

This program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The Customized Training Program offers programs and training services to assist new and existing business and industry within the State to remain productive, profitable, and successful.

The program was developed in recognition of one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina – the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

### Purpose

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the State while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

### Eligibility

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina. In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment.
- The business is deploying new technology.
- The business is creating new jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State.
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the College.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

## SMALL BUSINESS CENTER

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The Center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The Center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open during College operating hours.

**REAL (Rural Entrepreneurship through Action Learning)**, offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills. Participants are guided through the process of planning, creating, and operating a small business of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States that offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. Graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

## CONTINUING EDUCATION UNIT (CEU)

The Southern Association of Colleges and Schools Commission on Colleges, the accrediting body for South Piedmont Community College, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for student participation in noncredit courses and programs.

A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

### Course Criteria for Awarding a CEU

A course plan must include dates, times, and hours met; course description; course objectives; a topical outline; methods of evaluation (tests, attendance, etc.); instructional supplies and equipment needs; student supply needs; and the CEU value.

### Instructor Criteria for Awarding a CEU

Competence in the subject matter must be illustrated by academic training which is supported by official transcripts and/or experiential documentation; by demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and by demonstration to the satisfaction of the program director of the ability to communicate clearly.

**Records for CEUs**

At the completion of the CEU-awarding activity, the instructor or program director will indicate on the final roster the CEU status for each student. If students have met the pre-stated criteria for the class, an "S" for satisfactory completion will be indicated on this roster. This information will be recorded on the College's computerized records for permanent retrieval available to students upon request.

**Transcripts**

Students may receive a copy of a Continuing Education transcript by written request or by personally visiting the Registrar's Office, Students Services. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Student name and appropriate ID number
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable

