



Continuing Education Programs

Workforce Development Programs
Community Development Programs

General Information

An important function of the college is to provide numerous courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities.

Continuing Education programs promote the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered that allow adults to achieve their full potential in our ever-changing world of knowledge, skill, and understanding. The diversity of these programs ranges from basic reading and writing skills, to vocational and technical upgrading, to specialty certification, to cultural and personal enrichment.

Class Locations

While many of these classes are held on the Rowan-Cabarrus Community College campuses, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Rowan and Cabarrus counties.

Admission

Admission to Continuing Education classes is open to individuals 18 years of age or older. Individuals less than 18 years old who are high school graduates or whose high school class has graduated may also enroll in these courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. Individuals interested in attending any occupational extension or community services course may pre-register by visiting the college or attending the first class. Applicants are accepted on a "first come, first served" basis.

Class Schedule

Classes are normally scheduled on an on-going basis with new classes generally beginning each September, January, March, and June. Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Rowan-Cabarrus Community College.

Specific announcements of course offerings, registration dates, and places will be made through local news media and other appropriate means approximately three weeks prior to the beginning of the course. For current course information, please call (704) 637-0760, ext. 288 or (704) 788-3197, ext. 288. Course information is also accessible at the college's website at www.rowancabarrus.edu/.

Minimum Enrollment Required

Normally a course will be offered when a minimum number of persons enroll. The college reserves the right to cancel any course when an insufficient number of people register.

Class Hours

The majority of occupational extension and community service courses are offered one or two evenings per week for 6-12 weeks. Courses may meet for one to four hours per evening. Special extension, industrial, and seminar programs may be scheduled at the convenience of the participants and the college.

Fees

For all occupational extension and community services courses, there is a required registration fee. In compliance with North Carolina statutes, however, this fee may be waived for selected individuals.

Other costs in these classes may include textbooks and/or equipment and supplies. In a limited number of self-supporting classes and seminars, special fees may be charged. If you are a North Carolina resident, 65 years old or older, you are exempt from **most** registration and tuition fees. **Textbook and/or course supply fees may still be required.**

Registration fees are subject to change contingent upon action by the N.C. General Assembly.

Refunds are not issued after the 10% census date of the course.

Course Repeat Policy

A student may enroll in the same occupational class only **two times within five years**. After the second enrollment in any given course, the student may take the course at a pro-rata cost to the student determined by the State Board of Community Colleges.

Continuing Education Units (C.E.U.)

The Southern Association of Colleges and Schools, of which Rowan-Cabarrus Community College is an accredited member, has recommended that the Continuing Education Unit (C.E.U.) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses, and programs. The C.E.U. is a unit measure. One C.E.U. is defined as ten contact hours of participation in an organized continuing education (adult or extension) experience under responsible sponsorship, capable direction, and qualified instruction.

Continuing Education Units are offered for courses that are applicable to professional certification, license renewal, and many professional and occupational upgrading courses.

Workforce Development Programs

Customized Training and Occupational Extension

The college offers many vocational, technical, and business courses through Occupational Extension. The primary objectives of these courses are to:

(1) provide adults additional skills and/or knowledge applicable to their present occupation; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area business and industry in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas:

- **Business and Management** courses are available to a wide variety of business organizations and for those in administrative, management, sales, banking, insurance, and secretarial occupations.
- **Emergency Medical Service** classes for certification or upgrade are available for emergency and rescue personnel.
- **Firemanship Training** is offered in fire fighting techniques for members of municipal, volunteer, and industrial fire brigades.
- **DayCare/Teacher Renewal** courses are available on campus and at off-campus sites for certification and professional development.
- **Health Occupations** programs have been established for persons seeking additional medical, allied health, and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.
- **Law Enforcement** courses have been designed for upgrading both experienced and recently employed policemen and law enforcement officials.
- **Management and Supervisory Development** courses are offered to improve supervisory and management techniques for beginning and experienced personnel.
- **Online Courses** are available for persons interested in specific software training and some small business applications.
- **Technical** courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.
- **Vocational Upgrading** courses are designed for persons working in skilled and semi-skilled occupations.
- **Spanish** instruction for specific occupations is available utilizing Command Spanish curricula. Courses are custom designed for business, industry, and agency requests.

Additional information regarding occupational upgrading courses may be obtained by contacting the Continuing Education Office at the college (704) 637-0760 or (704) 788-3197, ext. 288.

Customized Training

The college provides resources to develop and coordinate customized training for local business, industry, and agencies. OSHA specialty courses, First Aid / CPR, Bloodborne Pathogens training, Fork Lift certification, computer applications, etc. are available on-site per request. Courses in supervisory skills, management, and leadership development may be custom designed to meet industry demands.

Community Development Programs

Community Services

The Community Services program offers short-term courses for self-improvement, cultural enrichment, and academic achievement to individuals 18 years of age and older. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include contemporary issues, ceramics, sign language, watercolors, pottery, flower arranging, and motorcycle safety.

Additional information regarding community services courses may be obtained by contacting the Continuing Education Office (704) 637-0760 or (704) 788-3197, ext. 288.

Human Resources Development Program (HRD)

The Human Resources Development Program provides short-term, pre-vocational training and counseling designed to help unemployed and underemployed adults successfully enter the work force or receive further training. Students who meet specific income and low employability guidelines may be exempt from registration fees.

Students may enroll for a period of instruction that averages six to ten weeks. The curriculum focuses on training which helps students learn how to find a job and gain skills necessary for obtaining employment. The program includes study in the following areas: entry-level Medical Terminology, Basic Computer Skills, and Job Development.

A number of HRD classes are scheduled cooperatively with Goodwill Industries.

For additional information about HRD classes, please contact:

Molly Cline, Director, HRD
(704) 637-0760 or (704) 788-3197, ext. 296

Stacy George, Assistant Director, HRD
(704) 637-0760 or (704) 788-3197, ext. 814