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Business and Industry Services

New and Expanding Industry Training

One of the basic objectives of Rowan-Cabarrus Community College is to stimulate the creation of more challenging and rewarding jobs for the citizens of our area by providing a customized training service to new and expanding industries.

In cooperation, the N.C. Community College System and RCCC will design and administer a program for training the production labor required by any new or expanding industry creating new or additional employment opportunities in North Carolina.

The purpose of this service is to help a new or expanding industry to meet its immediate production training needs and to encourage each industry to develop an internal long-range training program to satisfy its continuing replacement and retraining needs.

Company Eligibility

Companies are eligible for the New and Expanding Industry Training Program when they create 12 or more new jobs during a year in a North Carolina community, over and above their previous three-year maximum employment level, and they fall in one of the following industry categories:

1. manufacturing
2. technology-intensive (ex., software production, Internet services supporting areas outside North Carolina, bio-tech)
3. regional or national warehousing or distribution centers
4. regional or national customer service or data processing centers, or units of a central administrative office
5. air courier services

Companies, which downsize positions in one area of the state, and relocate those positions or operations to another area of North Carolina, are not eligible for the New and Expanding Industry Training Program.

Focused Industrial Training

Specialized courses, workshops, and seminars are available to employees through Focused Industrial Training (FIT). These programs help manufacturers train new and existing employees on processes, procedures, and technology.

Often developed jointly with industry, these courses may be customized in content and length according to need. Instructors may be secured by the college or employed by the contracting industry. The aim is to help employees become more productive and efficient by providing them with the skills to use the manufacturing tools available to them.

Focused Industrial Training offers flexible scheduling and may accommodate the needs of small groups of employees. Training may be held on campus or at the company site.

Contact the Customized Training and Development staff for more information on these and other programs or for an assessment of training needs.

Customized Training and Development

Through the Customized Training and Development Program, companies and organizations in Rowan and Cabarrus counties benefit from tailor-made programs that support their specific needs for a skilled and knowledgeable workforce. Because no two companies are the same, RCCC offers a customized approach to training programs. Individualized needs' assessments and consultations are used to design and implement targeted customized training for organizations that wish to upgrade workers' skills.

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Small Business Center

The Small Business Center

Through the services provided by the Small Business Center, Rowan-Cabarrus Community College addresses the full spectrum of the needs of small business, which comprise 98% of the business population in the two counties. Small business owners may take advantage of free consultations on a wide range of topics of concern provided by the experienced staff of the Small Business Center.

The Small Business Center also works closely with state and local agencies in providing referrals or access to other sources of additional information. A comprehensive library of references, videos, and computer software packages is maintained for the use of clients as well. Workshops and seminars are organized and provided year round for small business owners on common areas of interest to the clients and community that the Small Business Center serves.

In addition, certified staff members teach a one-semester class in business planning, offered on both the North and South campuses, that leads prospective business owners and those planning expansion of their businesses through the process of writing a business plan. BUS 280 and NxLevel participants are encouraged to complete a formal business plan which forms the basis of an operating plan for their business and is required by most lending institutions for consideration for a small business loan.

An exciting new CD, "An Interactive Guide: Starting a New Business in North Carolina," has been added to the Small Business Center toolbox. This interactive product shows clients how to research and gather material needed to complete the business plan template included in the software. Clients scheduling one-on-one confidential counseling sessions will receive a complimentary copy of this valuable business-planning tool.

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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 within the college's two county service area.

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

Classes are held on the Rowan-Cabarrus Community College campuses, as well as in surrounding communities and 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 serve" basis.

Class Schedule

Classes are normally scheduled on an ongoing 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 704-216-3512 or 704-216-3742. 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 session. 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 Development

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, forklift 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.

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:

- **Biotechnology** courses include BioWork, which is a 140-hour introductory course bringing together the basics of manufacturing technology and the fundamentals of science. This knowledge is essential for competent, entry-level technicians in biotechnology, chemical, and pharmaceutical manufacturing.
- **Business and Leadership** 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.
- **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, small business applications, business administration, sales and marketing, accounting, and grant writing.
- **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 704-216-3512 or 704-216-3742.

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, stained glass, sign language, watercolors, and motorcycle safety.

Additional information regarding community services courses may be obtained by contacting the Continuing Education Office 704-216-3512 or 704-216-3742.

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: basic computer skills, career readiness, introduction to medical office work, and resume preparation.

For additional information about HRD classes, please contact:

Molly Cline, Director, HRD
704-216-3511

Career Readiness Certification

The Career Readiness Certificate (CRC) is an assessment-based credential that gives employers and career seekers a uniform measure of key workplace skills.

Getting a North Carolina Readiness Certificate allows you to show prospective employers that you possess the basic skills they require.

Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks - finding information, reading instructions and directions, even working with figures - that are common in today's workplace.

Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

Bronze Level signifies that a recipient possesses skills for approximately 30% of the jobs profiled in WorkKeys in these three specific skill areas.

Silver Level signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.

Gold Level signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

For more information on the Career Readiness Certificate, call Carol Allen at 704-216-3507 or Geneva Lovas at 704-216-7207 or visit www.crcnc.com/.

Pre-College Studies

Adult Basic Education Program (ABE)

Adult Basic Education provides education for adults 18 years old or older. Emphasis is placed on reading, writing, spelling, and arithmetic. As students gain these skills, they expand their understanding of specific areas of occupational knowledge, consumer economics, health, government and law, and community resources.

Classes are held on campus and in the surrounding community. No registration fee is charged, and materials are provided by the college. The materials used are designed for adults, and the information gained has a practical application to everyday living. Upon completion of the Adult Basic Education Program, students are encouraged to enroll in GED completion classes.

For more information, call Janice Jones at 704-216-3507 or 704-216-3510.

High School Equivalency Program (GED)

The High School Equivalency Program (GED) provides an opportunity for adults who have not completed their high school education to prepare for the General Education Development (GED) Test. This test enables an adult to demonstrate his/her general education competencies and be awarded a North Carolina Equivalency Diploma. The GED diploma is generally recognized and accepted as equivalent to a traditional high school diploma. Instruction is provided, at no cost to the student, in social studies, science, literature, mathematics, and writing skills.

To receive the GED diploma, a total standard score of 2250 on the GED test battery is required, with no single score below a 410.

It takes approximately eight hours to complete the entire GED test battery. A one-time testing fee of \$7.50 is required.

For more information, call Janice Jones at 704-216-3507 or 704-216-3510.

English as a Second Language (ESL)

ESL classes are designed especially for adults whose native language is not English. Instruction is offered in listening, speaking, reading, and writing in English. Both open-entry/open-exit classes and more traditionally structured classes are provided on campus, in the community, and in workplace settings.

For more information, call Melody McGinnis at 704-216-3521 or 704-216-3510.

Compensatory Education (CED)

Compensatory Education is a community college program designed specifically for adults with mental retardation. The purpose of the program is to compensate adults with developmental disabilities for the lack of, or inadequate, education received earlier. 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 life.

Eligibility criteria: To be eligible to participate in the Compensatory Education Program, an individual must be 17 years old or older, and (a) diagnosed with mental retardation or (b) functioning on a level equivalent to mental retardation resulting from head injury or brain damage.

For more information, call 704-216-3510.

