

# Programs of Study (Continuing Education-Noncredit)

Randolph Community College offers noncredit courses in a variety of program areas at both the Asheboro and Archdale campuses in addition to many locations throughout the county. These areas include occupational, community service, and Basic Skills Programs (Adult Basic Education, Adult High School Diploma, General Educational Development, English as a Second Language, and Compensatory Education). Business and industry training programs within Continuing Education are the Human Resources Development program, Small Business Center, Hosiery Technology Center, Focused Industry Training, New and Expanding Industry Training, and Work Station Occupational Skills Training. On-line delivery is available for some courses.

## Occupational Extension

This area consists of courses that teach employment-related skills required to obtain and upgrade full-time or part-time employment. Typical courses are emergency medical technician, supervisory/management skills, fire and police upgrading, nursing assistant, phlebotomy, building trades, pottery, taxidermy, computers, medical office, administrative assistant, real estate, insurance, etc.

## Community Service

Community service courses consist of single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment.

## Basic Skills Programs

The Basic Skills Programs area is located on the second floor of the Learning Resources Center on RCC's Asheboro Campus. Additionally, classes offered through Basic Skills Programs are available throughout Randolph County in facilities provided by businesses, community centers, churches and schools. The programs are offered wherever there are sufficient numbers of students interested in attending and there are appropriate facilities for educational activities.

### ■ Program Structure

The Basic Skills Programs area at Randolph Community College has three academic programs leading to secondary school level completion. These are the Adult Basic Education, Adult High School, and General Educational Development (GED) programs. Adult Basic Education is academic work on levels below the secondary level. Adult High School and General Educational Development are programs of study on the secondary level.

Upon entering Basic Skills, all students must take the CASAS placement test, which is a nationally standardized test of adults' reading and math achievement. According to the results of this test, students may qualify to enter the Adult High School Diploma program or the General Educational Development program, or may be placed into Adult Basic Education until they attain an achievement level adequate to enter the two high school level programs. Most students who wish to obtain an Adult High School Diploma or a GED begin their work in Adult Basic Education.

### ■ Attendance

Once a student registers for a class in any of these programs, regular attendance is required. Students are not considered enrolled in Basic Skills until they have completed two weeks of regular attendance. Signing a registration sheet or taking the placement test does not constitute full enrollment in Basic Skills.

### ■ Full-Time Enrollment

Full-time enrollment in Basic Skills is regular attendance for 20 hours per week. Enrollment requirements for other external offices and agencies supercede this definition. It is the student's responsibility to be informed of external agencies' and offices' definitions of full-time enrollment.

## ■ Completion Requirements

Completion of General Educational Development is by testing in five areas of academic studies: language arts, writing; language arts, reading; math; science; and social studies. Students must pass all five tests and attain an adequate composite score for the whole battery.

Completion of the Adult High School Diploma is by earning credits for a total of 20 courses. Each course consists of a series of tests and a final exam. Usually, students complete courses by independent study. Students must have completed, in previous high school or at RCC, 20 total units of courses to include four units of English, three units of math (Algebra 1 required), three units of social studies (Civics, U.S. History, and World Studies required), three units of science (Biology and Physical Science required), one unit of Health or P.E., and six electives. All students who receive the Adult High School Diploma must pass the North Carolina Competency Test as required by the North Carolina Department of Public Instruction.

## ■ Program Authority

Randolph Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The Basic Skills Programs area is governed by the North Carolina Community College System and its Board and by the Board of Trustees of Randolph Community College. These programs are authorized by the General Assembly of the State of North Carolina (North Carolina Administrative Code, Title 23, Subchapter 2E).

Randolph Community College awards the Adult High School Diploma by affiliation agreements with Asheboro City Schools and Randolph County Schools. Both of these systems are governed by the North Carolina Department of Public Instruction and its Board and by the local boards of education. Both are accredited by the Commission on High Schools of the Southern Association of Colleges and Schools.

Randolph Community College awards the General Educational Development Diploma (GED) under the authority of the State Board of the North Carolina Community College System and of the General Educational Development Program of the American Council on Education.

The above authorities assure that programs of Randolph Community College Basic Skills Programs are offered at or below the secondary level and that secondary level instruction is consistent with standards of traditional four-year high school programs.

## ■ Adult Basic Education

Adults who have not graduated from high school and high school graduates who need instruction below the ninth grade level may enroll in Adult Basic Education. Instruction is provided in the areas of basic reading, English, math, spelling, and writing. ABE classes help to prepare adults who want to enter an Adult High School or General Educational Development class. Students work at their own pace and receive individual help as needed. There is no registration fee and books are provided for student use in the classroom. Students may enroll at any time.

## ■ Adult High School Diploma

RCC has agreements with both Randolph County and Asheboro City Schools to award the adult high school diploma. As is the case with the traditional high school diploma, students are required to earn a total of 20 units of credit (including those that are transferable from their high school transcripts). The 20 competency-based units include English (4), math (3), social studies (3), science (3), health (1), and electives (6). This program is available on both Asheboro and Archdale campuses and at various locations throughout the county.

## ■ General Educational Development (GED) Certificate

Reading, writing, math, social studies, and science are taught in the Basic Skills area on the Asheboro Campus and at various locations throughout the county to prepare students for the five tests that make up the GED. Staff and faculty assess students' skills and place them in appropriate classes where they may progress at their own pace.

## ■ English as a Second Language (ESL)

Non-English speaking students may learn to speak, read, and write English as a second language and/or find assistance as they work to apply for their United States citizenship. Students whose first language is not English may begin study for the GED certificate or Adult High School Diploma. ESL courses are free. Study materials are provided at no cost.

## ■ Compensatory Education

This program focuses on skills that enable adults with mental retardation to become more independent and self-directing. The program is free and open to any qualified adult who is 18 or older.

## Business & Industry Training

Many training programs and services are available to area businesses and industries, governmental agencies, and public service organizations. Business and industry programs are available to all area firms. Call the College for more information on business and industry programs.

### ■ Human Resources Development (HRD)

Adults who are unemployed, underemployed, or who are seeking a career change find assistance through this program. The goal of the Human Resources Development program is to educate and train individuals for success in the workplace. The program focuses on employment training, counseling, and assistance in preparing individuals for entry or reentry into the workforce. Courses are available in career exploration and planning, job seeking and job keeping strategies, study skills, economic literacy, and basic computer training skills training. HRD instructors assist students in many areas including communication skills, career decision-making, problem solving, self-assessment, skills identification and awareness, interviewing, résumé writing, and application completion. Fees for HRD courses are waived for those who are unemployed, who have received notification of pending layoff, or who meet income eligibility requirements.

### ■ Small Business Center

Sponsored by RCC and in cooperation with the area chambers of commerce, the Small Business Center assists business owners/operators and prospective operators. Services include seminars, workshops, continuing education courses, one-to-one consultation, and referral. The Center provides information and resources, such as audiotapes, videotapes, and access to computer software packages. Courses offered regularly through the Center include marketing, management, record keeping, how to start and manage a small business, and the N.C. REAL program which uses active learning principles to teach entrepreneurship. Successful participants exit with a business plan and an opportunity to apply for business start-up money.

### ■ Hosiery Technology Center

The Hosiery Technology Center serves the hosiery manufacturing industry in the Piedmont Triad counties of Randolph, Alamance, Davidson, Chatham, Forsyth, Guilford, Montgomery, and Moore. The Center offers both generic training and customized training according to the needs of the industry, and training is available to the general public as well as hosiery manufacturers. In addition to hands-on training, the Center documents how to operate and maintain specific pieces of hosiery equipment and develops training manuals on these machines. The Center is a joint effort between RCC and Catawba Valley Community College.

### ■ Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College to assist existing industries with employee training, even though they may have a small number of trainees. This program helps with the economic development of the existing industrial community.

### ■ Work Station Occupational Skills Training

Work Station Occupational Skills Training takes RCC into industrial settings where instructors provide on-the-job skills training. Students learn on the job while they are being trained for new or changing product lines.

### ■ New & Expanding Industries

Provides training services for new or expanding manufacturing industries in North Carolina. These services include instructor training, audiovisual services, nonspecialized equipment, employee training, and other related expenses.

## Continuing Education Credit

Certificates of completion are awarded for Continuing Education courses in which Continuing Education Units are earned if participants meet the specified criteria presented at the first class session. Certificates are awarded by request for non-CEU courses if participants attend a minimum of 80 percent of the scheduled course hours.