

# Richmond

COMMUNITY COLLEGE



## Pre-Employment Training

## Workforce and Economic Development

The **Workforce and Economic Development** division of the college offers a wide variety of short-term, noncredit courses to individuals in the community and to businesses and industries interested in providing training to their workforce. RCC continues to work with local employers, business / industry partners, and students to create modular training and education courses that result in the attainment of nationally recognized credentials. Many of these new certificate programs will be offered in the spring 2013 semester.

Is there a course you would like for us to offer?  
Please call Robbie Taylor at 410-1705 with your ideas!



**Steve Smith**

*Vice President of Workforce and Economic Development*  
Richmond Community College  
Honeycutt Center  
600 McLean St.  
Laurinburg, NC 28352  
(910) 410-1850  
ssmith@richmondcc.edu

## Pre-Employment Training

A number of pre-employment training courses are available through the **Human Resources Development Program**. These classes are specifically designed to enhance the skill levels of persons who are unemployed, underemployed and those facing an impending layoff. The core curriculum focuses on the development of essential skills for the workplace. The courses we offer include Career Planning and Employability Skills, Basic Keyboarding and Computer Applications. In addition you 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. Training for the **Career Readiness Certification** is also available through the HRD Program.

**Employability Lab** – Learn how to assess skills and limitations, develop a positive self-concept, develop basic employability skills, develop communication and problem solving skills, and expose yourself to technology used in the workplace. This open lab allows students to attend any offerings of the class as they desire.

**Introduction to Computers** – Become computer literate in this “start from the beginning” basics class.

**Smithfield Pre-Employment Skills** – Interested in a career at Smithfield Packaging? You can’t get in the door without this class. Smithfield has partnered with RCC and is now requiring every individual to complete this class before applying to their business. This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based upon the Smithfield occupation and addresses career exploration, job seeking and keeping strategies, entry-level skill awareness and development, and training success strategies including note-taking, test-taking strategies, reducing test anxiety, and preparing for certification exams and placement tests.

To register for Smithfield Pre-Employment Skills call HRD Instructor, Shanka Baldwin at (910) 410-1837

For more information about Pre-Employment Training call:



Robbie Taylor  
Director  
(910) 410-1705  
rltaylor@richmondcc.edu

## Career Readiness Certificate (CRC)

Career Readiness Certificate (CRC) is a work credential that promotes skills and career development for individuals and verifies to employers anywhere in the United States that you possess basic workplace skills and employability skills in Applied Mathematics, Reading for Information, and Locating Information. North Carolina's CRC is based on the ACT WorkKeys system, an industry-driven system of profiling, assessment and instructional support.

## WorkKeys

WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. The WorkKeys exam evaluates your skill levels and is given at RCC on a regular basis. The certificate allows individuals to demonstrate their level of skill in the most common skills required for success in the workplace. RCC provides free KeyTrain classes that prepare you to take the WorkKeys exam. If you have lost your job or are facing a plant closing, now is the time to begin preparing for the exam and the opportunity to add the CRC to your resume.

For more information about WorkKeys call:



Nikki Harris  
WorkKeys Coordinator  
Workforce and Economic Development  
(910) 410-1844  
[nikkih@richmondcc.edu](mailto:nikkih@richmondcc.edu)

## Pre-Employment Schedule

The **Pre-Employment** 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. There will be no charge for those who qualify.

### Employability Lab

*Learn how to assess skills and limitations, develop a positive self-concept, develop basic employability skills, develop communication and problem solving skills, and expose yourself to technology used in the workplace. This open lab allows students to attend any offerings of the class as they desire.*

<u>Beg/End</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
7/24/12-12/20/12	MTWTH	9 – 12 p.m.	Scotland Center – Purcell Building
8/15/12-12/18/12	MWTH	9 – 12 p.m.	Main Campus – Dewitt 103
8/15/12-12/15/12	MTH	5:30 – 7:30 p.m.	Scotland Center – Purcell 110
1/2/03 – 5/15/13	MTWTH	9 – 12 p.m.	Scotland Center – Purcell 110
1/2/13 – 5/15/13	MW	5:30 – 7:30 p.m.	Scotland Center – Purcell 110
1/2/13 – 5/15/13	MTWTH	3 – 6 p.m.	Main Campus – Dewitt 103
1/2/13 – 5/15/13	MTWTH	9 – 12 p.m.	Main Campus – Dewitt 103
1/2/13 – 5/15/13	T	6 – 9 p.m.	Main Campus – Lee 18
1/2/13 – 5/15/13	TH	6 – 9 p.m.	Main Campus – Lee 18

### Introduction to Computers

*Become computer literate in this “start from the beginning” basics class.*

<u>Beg/End</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
11/1/12-12/18/12	MTWTH	12:30-2:30 p.m.	Main Campus – Dewitt 103
1/7/13 – 4/4/13	TH	1 – 4 p.m.	Restoring Hope Center, Laurinburg
1/2/13 – 2/21/13	MTWTH	12:30 – 2:30 p.m.	Main Campus – Dewitt 103
2/25/13 – 4/11/13	MTWTH	12:30 – 2:30 p.m.	Main Campus – Dewitt 103
4/15/13 – 5/15/13	MTWTH	12:30 – 2:30 p.m.	Main Campus – Dewitt 103

## **Smithfield/House of Raeford Pre-Employment Skills**

*Interested in a career at Smithfield Packaging or House of Raeford? You can't get in the door without this class. Smithfield and House of Raeford has partnered with RCC and is now requiring every individual to complete this class before applying to their business. This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based upon the Smithfield and House of Raeford occupation and addresses career exploration, job seeking and keeping strategies, entry-level skill awareness and development, and training success strategies including note-taking, test-taking strategies, reducing test anxiety, and preparing for certification exams and placement tests.*

***To Register: Call Ms. Shanka Baldwin (910) 410-1837***

<b><u>Beg/End</u></b>	<b><u>Days</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
01/07/13 – 01/15/13	MTW	1 – 5 p.m.	Honeycutt Center – Laurinburg
01/22/13 – 01/30/13	MTW	1 – 5 p.m.	Honeycutt Center – Laurinburg
02/18/13 – 02/26/13	MTW	1 – 5 p.m.	Honeycutt Center – Laurinburg
03/11/13 – 03/19/13	MTW	1 – 5 p.m.	Honeycutt Center – Laurinburg

***For more information about classes, call (910) 410-1700 or 410-1831.***

# Workforce & Economic Development

## Registration Information:

### **Registration and Prepayment**

*Pre-registration and prepayment must be completed a week prior to the beginning of class.* Students may register and pay at one of three convenient locations:

- RCC, 1042 W. Hamlet Avenue, Hamlet, NC 28345
- James Building, 106 Rice Street, Hamlet, NC 28345
- F. Diane Honeycutt Center, 600 McLean Street, Laurinburg, NC 28352

Also visit RCC's Workforce and Economic webpage for an electronic registration form. Complete and submit the form electronically with credit card payment; print and fax the form with credit card payment; print and mail the form with check, money order or credit card payment; or print and personally submit the form and pay at the locations stated above.

### **Registration Forms**

Registration forms can be found on RCC's website under "Workforce & Economic Development". The form that is online can be submitted by fax, mail, or brought by any one of our locations.

### **Payment Types**

Richmond Community College accepts the following types of payments:

- Cash
- Check
- Visa or Master Card: Please include the 3-digit security code that is found on the back of the card.
- Money order

### **Third-Party Payments (Sponsors)**

If using a third-party to pay for a class, such as Employment Security Commission, Social Services, Vocational Rehabilitation, community support agencies, or employer, please provide a check, voucher, or an authorization letter before registering. If using a company credit card, please bring a statement from the authorized agent giving permission to use the card. That statement should include:

- Company letterhead (if applicable)
- Name of student
- Name of class(es)
- Cost of class(es)
- Authorized agent's name, signature, and date

### **Senior Citizens**

Senior Citizens, ages 65 and over who reside in North Carolina, may be eligible to take Occupational classes for free, per semester. This does not cover books, insurance, and supply fees. Everyone, including seniors must pay full price for enrichment classes.

### **Class Cancellations**

In the event that classes are cancelled, **registered and paid** students will be reimbursed their paid fees. Request for refund documentation will need to be completed by the student and submitted to the appropriate college staff within two weeks after the class has cancelled. If a student received funding from an external agency, the agency must request a refund. The student will not receive reimbursement for the agency.

## Registration Information:

### Age Requirement

Students must be at least 16 years of age in order to register for classes. If a student is in school, a concurrent enrollment form must be signed by the principal and on file for that year.

### Dropping a Class (Registration fees only)

If a student drops a class after the start of the class and before or on the 10% date, the student will be reimbursed up to 75% of the registration fee. If a student drops the class after the 10% date, the student will **not** be reimbursed any of their fees. If a student drops the class prior to the start date, the student may request a 100% reimbursement of fees. All documentation shall be received within two weeks of drop date to be considered for reimbursement.

### Registration Reimbursement forms

In order to receive a reimbursement a student **must** complete the “**Registration Fee Reimbursement**” form. If the student has dropped the class prior to or on the 10 % date after starting the class the student is responsible for obtaining the instructor’s signature for 75% of the tuition reimbursement.

If class is cancelled, the reimbursement form should be completed and submitted to the Workforce & Economic Development Unit for 100% of the registration fee.

### Questions?

The Workforce & Economic Development Unit’s office hours are Monday through Thursday from 8 – 5 p.m. and Friday from 8 – 2:30 p.m. You may walk-in, or simply call (910) 410-1700 or (910) 410-1831.



## Workforce & Economic Development Registration Form

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

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

County of Residence \_\_\_\_\_

Phone  H \_\_\_\_\_  W \_\_\_\_\_

Date of Birth \_\_\_\_\_

Last High School Attended \_\_\_\_\_

City & State of Last High School \_\_\_\_\_

Last Date Attended High School \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Race  White  African American  American Indian

Hispanic  Asian  Other/Unknown

Sex  Male  Female

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

Dept. \_\_\_\_\_  Paid  Volunteer

Employer \_\_\_\_\_

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

Retired  Unemployed - Not seeking  Unemployed - Seeking

Highest Educational Level

Non-Graduate (Highest grade completed) \_\_\_\_\_

GED  High School Graduate  Adult High School Diploma

1-year Vocational Diploma  Associate Degree

Bachelor's Degree  Master's Degree or Higher

Head of Household  Yes  No

Disadvantaged:  Academically  Economically

Limited English  Yes  No

Single Parent  Yes  No

Citizenship  US Citizen  E Eligible Legalized/Resident Alien

A Non-Resident Alien

Is this an On-Line Course?  Yes  No

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

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

Email: \_\_\_\_\_

How did you hear about this class? \_\_\_\_\_

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

### Course Registration Information

Course #	Section #	Course Title	Course Dates/Time	Fee

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

Credit Card # \_\_\_\_\_ Security Code \_\_\_\_\_

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

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

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

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

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

Card Holder's Signature \_\_\_\_\_