

CAREER AND CONTINUING EDUCATION

South Piedmont Community College, through its Career and Continuing Education Division, 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 to all who hope to stay in the mainstream of today's society. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

The Career and Continuing Education Division offers the opportunity to earn CEU credits through courses delivered online via the Internet. A variety of courses including computer, Internet, personal enrichment, writing, entrepreneur/business, and medical/healthcare are available. Teachers, health professionals, and others may earn required credits for license renewal. Online ed2go courses begin monthly; others begin at the student's convenience. Current course offerings may be accessed at the SPCC website www.spcc.edu under Career Development and Continuing Education.

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

Admission Requirements

- Admission is open for adults 18 years of age or older.
- Individuals 16 to 17 years of age may enroll in certain courses upon approval of appropriate public school personnel.

Class Locations

- Classes are held at College sites and throughout Anson and Union counties.
- Morning, afternoon, evening, and weekend classes are offered.
- Many classes are offered online via the Internet.

Fees

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

Refund Policy

- If you officially withdraw from a course prior to the first scheduled class meeting, you will receive a 100% refund.
- Official forms to withdraw and request a refund are available at either of the Career and Continuing Education Department offices in Wadesboro or Monroe.
- A 75% refund of registration fees will be granted if you officially withdraw on the first day of the course or before 10% of the scheduled class meetings.
- A 100% refund will be issued for a class that 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 agencies. Contact the Career 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.

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.

COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

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.

General Contractor Exam Review is a comprehensive review course of information and knowledge for persons planning to take the NC General Contractors License Exam. If you plan to take the NC License Exam, you should contact the NC Licensing Board for General Contractors in Raleigh to obtain the license application packet prior to the class.

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

Nurse Assistant (CNA) I and II courses prepare you 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. You may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors’ offices.

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. Safety classes consist of eight (8) hours of training. Emissions Certification classes consist of eight (8) hours of training. Emissions Recertification classes consist of four (4) hours of training. You must have a valid NC driver's license to participate.

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

EMERGENCY SERVICES

Training is continuously offered to adults who provide protective and emergency services for their communities, such as law enforcement personnel, emergency medical personnel, and fire fighters. 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. Basic and continuing training for fire fighters is provided through SPCC in cooperation with local municipal and volunteer departments. You must be a member of a fire department to participate in training for fire fighting. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

NORTH CAROLINA EMERGENCY MEDICAL TECHNICIAN (EMT)

The Emergency Medical Technician (EMT) program offered through SPCC includes Basic and Paramedic. Recertification and Continuing Education training in these areas is also available. Fees are required for tuition, books, insurance, and uniforms. If you successfully complete the training in these areas, you are eligible to sit for the State exam and possibly gain employment with a local, state, or private emergency medical agency.

PERSONAL INTEREST

South Piedmont Community College is dedicated to public service and is concerned with identifying potential community needs, drawing together resources at the College and other agencies to create new educational opportunities.

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program is designed to educate and train you for success in the workplace. This is an intensive vocational program to train and place you in employment if you are unemployed or underemployed. The primary objective of the training component is to help you orient yourself to the world of work, appreciate the effects of your behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of your 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. You 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. A special effort is made to assist you in obtaining employment at the end of the program. Follow-up services are available.

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, you must verify that you meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If you do not sign the form or do not meet one of the four (4) criteria, you must pay the applicable fee to register for a Human Resources Development course.

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 your 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 you have met the pre-stated criteria for the class, you will have an “S” for satisfactory completion indicated on this roster. This information will be recorded on the College’s computerized records for permanent retrieval available to you upon request.

Transcripts

You may receive a copy of your 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
- Your 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

