

SHORT TERM AND CONTINUING EDUCATION

Short Term and Continuing Education 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. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

Information about all courses may be found on the SPCC website, www.spcc.edu.

Admission Requirements

SPCC's main purpose is to serve students who have graduated from high school, have obtained a high school equivalency diploma, or are beyond the compulsory age limit of the public high school. Therefore, admission is open for adults 18 years of age or older. However, students younger than 18 years of age may enroll under certain circumstances.

Class Locations

Classes are held both on campus and off-campus, as well as online. Morning, afternoon, evening, and weekend classes are offered.

Fees

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

Refund Policy

Registration fee refunds are not issued except under the following conditions:

- If a student officially withdraws from a course prior to the first scheduled class meeting, a 100% refund is issued.
- A 75% refund of registration fees is granted if a student officially withdraws on the first day of the course or prior to or on the 10% point of the scheduled hours of the class section. This applies to all course sections except those that begin and end on the same day. Refunds are not issued after the start of a section that begins and ends on the same calendar day.
- A 100% refund will be issued for a class which 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 or credentialing agencies. Information on specific program requirements and contact information for Program Coordinators can be found on the SPCC website, www.spcc.edu.

Certificates

Certificates are awarded upon completion of certain courses when attendance requirements of the course have been met and satisfactory progress has been demonstrated.

INDUSTRIAL AND PROFESSIONAL CERTIFICATION COURSES

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.

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

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

Medication Aide This 24-hour course meets the training requirements necessary for current NC Nursing Assistants seeking certification as a NC Medication Aide. Students who successfully complete the course are eligible to take the Medication Aide Examination to qualify for listing on the North Carolina Medication Aide Registry. To find out more about certification, visit the N.C. Department of Health and Human Services website.

Phlebotomy This course provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings and are eligible to sit for a national certification with American Medical Technologists (AMT).

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. Vehicle Safety and Emissions Certification and Recertification classes each consist of eight hours of training. Students must have a valid NC or SC driver's license to participate.

Real Estate Pre-Licensing is an 80-hour course that meets the educational requirement for the North Carolina Real Estate Broker License. It prepares students to pass the real estate broker examination administered by the NC Real Estate Commission (NCREC). Topics include basic real estate principles and practices, law and contracts, financing, closing, valuation, fair housing, property management, taxation and math. Additional topics include land use, insurance, real estate license laws, rules, and regulations.

Machining training prepares student to begin work in the machining industry. Courses are aligned with NIMS Machining Level I curriculum. Students will be prepared to register and sit for multiple NIMS Level I exams.

Mechatronics is an exciting program which provides the novice and the experienced professional with the skills necessary to provide basic machine and systems maintenance, repair, and troubleshooting. Program topics include electronics and electricity, wiring, pneumatics, hydraulics, PLCs, motors and motor controls, pumps, and more.

Welding Technology provides a sound understanding of the science, technology, and applications, for successful employment in the welding and metal industries. Three 10-week classes prepare students to take the American Welding Society (AWS) certification exam.

Autobody Repair and Restoration classes prepare students to perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing, and other related areas. Students receive training in the classroom as well as hands-on training in the lab. Courses are aligned with the Collision Repair & Refinish Certification from the National Institute for Automotive Service Excellence, as well as I-CAR's ProLevel 1® requirements for the I-CAR Platinum designation.

Truck Driver Training program offers extensive classroom as well as range and road driving to prepare students for a new career. The Commercial Driver's License (CDL) final test is administered at the conclusion of the course.

Basic Electricity training provides the theory and hands-on instruction needed to begin work as a residential electrician. Students will be prepared to register and sit for the NCCER Electrical Level I certification exam.

HVAC Technician training is designed to prepare students with the skills necessary for entry-level employment as a heating and air conditioning technician. Students will also sit for their EPA Section 608 Technician Certification during class.

Adobe Creative Cloud training prepares students to earn the Adobe Certified Associate credential in Photoshop, Dreamweaver, and Animate. Students receive hands-on instruction using official Adobe training curriculum.

Additional opportunities may be found on the SPCC website, www.spcc.edu.

PROTECTIVE SERVICES

The college offers continuous training to law enforcement personnel, emergency medical personnel, and fire fighters who provide protective and emergency services for their communities. 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. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

Emergency Medical Technician (EMT)

The EMT provides pre-hospital emergency medical care and is a vital part of the health care team. Students who successfully complete the course will be qualified to take the state or national certification test for Emergency Medical Technician. Instructional time includes: ride-along hours, class work, and hands-on lab skills. Successful students are prepared for immediate employment in emergency services and may choose to go on to complete the Paramedic certification.

EMT Paramedic

The 12-month EMT-Paramedic course continues training in Emergency Services with focus on advanced skills and the administration of medication. Topics of study will include advanced cardiac and intubation techniques, understanding EKGs, and administration and interactions of medication. 1096 hours of training include clinical and ride-along time. Paramedic students must also complete a course in Anatomy & Physiology.

EMS Bridge

The course of study provides the EMS Paramedic an opportunity to enhance learning already achieved through continuing education. Students progressing through the program may be eligible to apply for national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

The Emergency Medical Science Bridge Associate of Applied Science degree program is designed for individuals pursuing career enhancement in the emergency medical field.

Firefighter Training

Basic and continuing training for firefighters is provided through SPCC in cooperation with local municipal and volunteer departments. Students must be a member of a fire department to participate in training for firefighting.

Firefighter Certification classes start in January and end in December of each year. Students who successfully complete each class will be certified as a Firefighter II by the state of North Carolina. Throughout the year specialty classes are also conducted as they're requested by local departments.

Corporate safety training is available for local companies. Classes include but are not limited to CPR, Automatic External Defibrillator (AED), Basic First Aid, Fire Extinguishers, and Active Shooter Safety.

In-Service Law Enforcement Training

Continuing Education courses offered for certified law enforcement personnel are designed to help improve training as well as maintain state and national certifications. These courses are offered both as seated and on-line for agencies throughout the service area.

PERSONAL INTEREST

A wide variety of personal interest classes are offered at SPCC. These classes are designed for personal enrichment and social engagement. Topics include but are not limited to Motorcycle Basic Rider, Photography, Yoga, Zumba, Line Dancing, Senior Aerobics, Jewelry Design, Social Media, Personal Web Design, and Vehicle Maintenance. Information on these courses and new offerings can be found on the SPCC website at www.spcc.edu.

ECONOMIC AND WORKFORCE DEVELOPMENT

South Piedmont Community College is committed to providing training that will bring and keep jobs in Union and Anson Counties. The Economic and Workforce Development group is comprised of three programs focused on meeting the immediate and future needs of the businesses that we serve. The Apprenticeship Program, Customized Training Program and The Small Business Center all focus on the economic growth in our community and meaningful opportunities for our students.

Apprenticeship Program

Apprenticeship programs, registered through ApprenticeshipNC, consist of extensive on-the-job training coupled with related college courses delivered by South Piedmont Community College. Apprenticeship programs provide immediate results with a proven means of recruiting and developing talented employees for highly skilled positions that can otherwise be difficult to fill. South Piedmont assists local companies in registering their own apprenticeship programs and provides related instruction for those programs. South Piedmont also has registered apprenticeship programs that local companies can utilize without the need to register their own.

Once hired by a partnering company, an apprentice has the opportunity to learn in demand skills in the classroom as well as on the job. In addition to receiving a free education, the apprentice has the ability to earn a wage while learning a valuable skill set.

Customized Training Program

South Piedmont Community College's Customized Training Program supports the economic and workforce development efforts of Anson and Union Counties and the State, by providing tailored training opportunities for eligible businesses and industries. The college recognizes that every organization has unique needs. With those needs in mind, the college works with organizations to build a solution-based training project to help continuously improve processes, comply to industry and safety regulations, and help new and existing leaders build a stronger workforce.

The Customized Training Program was developed by the NC Community College System 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.

Small Business Center

The Small Business Center at South Piedmont Community College is a community-based resource, available to assist those individuals who want to start a small business or receive help with an existing business. The Center offers classes and seminars on a variety of topics to help entrepreneurs get started properly and successfully manage their business.

Seminar topics include:

- How to Write a Business Plan
- Financing Your Business
- Marketing Your Business
- Basics of Bookkeeping
- Small Business Taxes

REAL (Rural Entrepreneurship through Action Learning), offered through the Small Business Center, is a hands-on entrepreneurship course. Students gain entrepreneurial knowledge and experience through hands-on participation in class exercises. The REAL course helps prepare prospective business owners for success, as well as those already in business looking to enhance their operations.

In addition to education and training, the Small Business Center offers confidential counseling to prospective or current business owners. The Center also maintains a resource library of materials and computers available to access online resources. The library is open during College operating hours. These services are offered free of charge. Some seminars and classes may require a fee.

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 student 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 students have met the pre-stated criteria for the class, an "S" for satisfactory completion will be indicated on this roster. This information will be recorded on the College's computerized records for permanent retrieval available to students upon request.

Transcripts

Copies of South Piedmont Community College transcripts may be requested by completing a Transcript Request form available in the Registrar's Office or in Student Forms at www.spcc.edu. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Student name
- 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