



*Engage... Inspire... Enrich...*  
student learning

**TRI-COUNTY**  
COMMUNITY COLLEGE

# CAREER AND COMMUNITY EDUCATION



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Tri-County Community College is committed to promoting lifelong learning as an essential component of contemporary adult life by offering courses covering a wide variety of occupational, academic and avocational subjects. It is also a goal of the College to serve area industries, businesses, and public agencies by providing training for existing and new employees.

The development of career and community education classes is based upon the interest shown by the community, the availability of qualified instructors, and the limitations of available equipment, space, and funds. Whenever possible, courses are developed and offered as community needs or interests are indicated. Some classes, which are in constant demand, are offered on a continuing basis, while others are started at the requests of individuals or organizations. Requests and suggestions for additional courses are always welcome.

## Admission

In accordance with the “open door” policy of Tri-County Community College, any adult eighteen years of age or older – regardless of race, national origin, color, religion, sex, disability, age, or political affiliation – who is not attending public school is eligible to enroll in Career and Community Education classes. High school students between ages 16 and 18 may enroll on a limited basis and must complete a Concurrent Enrollment Form (before registering for or attending class). In classes with limited enrollment, students will be admitted to class in the order that their registration forms are completed and fees are fully paid.

## Registration

Early registration is recommended for all Career and Community Education courses. If interested in a particular class, a person should place his/her name on the Class Interest List by accessing the link on the College website ([www.tricountycc.edu](http://www.tricountycc.edu)) or by calling the College. Please note, however, that registration is not secured until all appropriate registration forms are completed and fees are paid.

Students are urged to complete all required registration forms and to make payment of fees prior to the first class meeting. Classes will be filled on a first-come, first-served basis. Registration forms are available online by clicking the “Registration and Policies” link under the “Community and Business” tab at [www.tricountycc.edu](http://www.tricountycc.edu).

Insufficient enrollment will result in cancellation of the specific class and the registration fee, along with any other applicable fees, will be refunded to the student. For Community Enrichment classes, if the minimum number of students required is not met, total hours of class may be reduced in order to cover total cost of class or the class will be canceled and registration fees refunded.

## Fees

Fees for most Career and Community Education classes are set by the North Carolina Legislature and are subject to change at any time. Fees for self-supporting Community Enrichment classes are determined by a formula in which the total costs of the class are divided by the minimum number of required students. Books, supplies, and materials for individual courses vary and are purchased by the student when necessary. In addition to the regular registration fees, some classes may include a technology fee, parking fee, insurance fee, materials fee, meeting fee and/or a lab fee. The College may refund registration fees under the following circumstances:

- If a student officially drops from the class prior to the first class session, the student will receive a 100 percent refund.
- If a class is canceled due to insufficient enrollment, the student will receive a 100 percent refund.
- After a class begins and a student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours, the student will receive a 75 percent refund.

This refund is limited to the registration fee and does not include technology fee, parking fee, accident insurance, liability insurance, textbooks, or supplies.

Students may request a refund in writing, by e-mail, or by completing a Course Withdrawal Form. Course Withdrawal forms, available from the Harper Help Desk, must be received on or prior to the deadlines listed above before a refund can be initiated.

## Career and Community Education Policies

Students must complete all classroom and clinical requirements (when applicable) prior to the end of the course. Certificates are issued in the name of Tri-County Community College.

### Attendance

Students are expected to attend class regularly. Instructors are required to maintain attendance records. If there are mandated attendance policies, these will be announced during the first class meeting.

### Course Repetitions

All students may only take an occupational extension (OE) course twice within a five-year period. If a person wants to take the same OE course a third time (within the five-year window), TCCC is required by the North Carolina Legislature to charge a fee per scheduled hour. This rule does not apply to fire, rescue, or law enforcement training taken by public safety personnel or for courses leading to a certification.

### Instructors

Qualified instructors, as determined by the appropriate departmental administrators, will be employed for Career and Community Education classes. Recognized leaders from the community in civic, cultural, educational, industrial, and business fields, as well as persons skilled or knowledgeable in particular areas of interest, are used as instructors.

### Class Locations

Because of the organizational flexibility of Career and Community Education courses, a wide variety of classes, lectures, seminars, workshops, and conferences can be offered at practically any location in the Tri-County Community College service area of Cherokee, Clay, and Graham counties. Most classes are scheduled on the main campus located in the Peachtree community of Murphy, the Graham County Center in Robbinsville, or the Cherokee County Center for Applied Technology in Marble. Additionally, classes have been held at local public schools, community centers, churches, industries, businesses, or wherever a suitable meeting place can be arranged. Classes may be organized in any community within our three-county service area whenever a sufficient number of prospective class members indicate an interest.

### Certificates

Career and Community Education programs at Tri-County Community College are not a part of the regular academic curriculum. Therefore, the awarding of certificates for non-curriculum study areas is at the option of the Career and Community Education division. When awarded, certificates are presented to those students who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgment of the instructor, either by examination or project completion.

### Continuing Education Units

Continuing Education Units (CEUs) will be awarded to those persons satisfactorily completing any of the courses listed as offering a specified number of CEUs. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

A permanent record of each person's CEU attainments will be maintained by this institution. Transcripts are available upon written request. Transcript request forms are available online by clicking the "Registration and Policies" link under the "Community and Business" tab at [www.tricountyc.edu](http://www.tricountyc.edu).

All CEU-accredited courses must follow academic guidelines established by Tri-County Community College. Some Career & Community Education courses are not accredited for CEU recognition. Examples of approved course areas include: Nursing Assistant, EMT, First Aid, Computer, and all other occupational courses.

## Community Enrichment Courses

This program consists of avocational, practical skills, and academic courses. Avocational courses focus on an individual's personal or leisure needs rather than his occupation, profession, or employment. Practical skills courses consist of single courses, designed to provide practical training for persons pursuing additional skills, which are not considered their major or primary vocation but may supplement income or may reasonably lead to employment. Academic courses consist of single courses designed to serve the academic educational needs of adult citizens, including courses in humanities, mathematics and science, and social science.

## Ed2Go Online Classes

Ed2Go online classes allow students to update their job skills, discover a new talent, or create a career path at their own pace and from the comfort of home. Each course has a qualified instructor, discussions with fellow students, and plenty of practical information. The classes are six weeks in length and lessons are delivered twice a week. All courses are non-credit. For complete course listings, visit [www.ed2go.com/tccc](http://www.ed2go.com/tccc).

## Health and Public Safety

Tri-County Community College is committed to strengthening the community; therefore, the College provides critical training for health and public safety professionals in nurse assistant, fire, rescue, emergency medical service (EMS), emergency services, and law enforcement. It also serves as a certified provider of a four-hour, National Safety Council-approved class in defensive driving.

## Certified Nursing Assistant

The Certified Nursing Assistant program prepares students for certification as a Nurse Aide in North Carolina. Classes are offered to meet a range of schedules and include classes in Nurse Aide I, Nurse Aide II, Medication Aide, Geriatric Aide, and Personal Home Care Aide.

## Fire and Rescue Training

Tri-County Community College trains fire and rescue personnel throughout Cherokee, Clay and Graham counties. Classes are held on campus and at individual fire departments and rescue squads. Training held in local fire departments allows personnel to learn the equipment they will actually use in controlling fires. The College also has a Fire Training Center, which is a live burn training facility where instructors conduct fire and smoke exercises and simulate rescue operations. Registration fees are waived for any person who is a member of a North Carolina fire department, rescue squad, EMS, or emergency services agency that enrolls in a public safety training course designed to meet the training needs of their department. Classes offered can lead to Firefighter certification and/or Technical Rescuer certification by the North Carolina Office of State Fire Marshal (OSFM).

## Emergency Medical Sciences

Tri-County Community College's Emergency Medical Science program offers certification and re-certification programs through the North Carolina Office of Emergency Medical Services (OEMS). Programs offered include Medical Responder, EMT-Basic, EMT-Intermediate, EMT-Paramedic, Anatomy and Physiology for Emergency Care, as well as Continuing Education credits and National Registry Refreshers. Classes are also offered in CPR/First Aid, CPR-Healthcare Provider, ACLS, PALS, PEPP, PHTLS and more.

## Law Enforcement/Detention/Telecommunications Training

Tri-County Community College offers training for law enforcement, detention, and telecommunication officers. In-service training classes for all three areas follow requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission. Topics include Career Survival, Domestic Violence, Legal Update, Firearms, and more. The Detention Officer Certification Course (DOCC) and the Telecommunicator Certification Course (TCC) certifies students who successfully complete the course as a detention or telecommunications officer under North Carolina Sheriff's Standards. Some classes are also offered online.

The College also offers the North Carolina Basic Law Enforcement Training (BLET) course, which is a state accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriffs.

## Defensive Driving

Tri-County Community College is the certified National Safety Council Public Sub-Agency serving Cherokee, Clay, and Graham counties for the Safety and Health Council of North Carolina. The core defensive driving class offered by TCCC is the DDC-4, a four-hour National Safety Council-approved class. The DDC-4 focuses upon attitudes and actions vital to driving safely and defensively, as well as avoiding collisions and traffic citations. In cooperation with the District Attorney of the 30th Judicial District, successful completion of this class may prevent assessment of insurance points or insurance premium surcharges on your insurance policy and/or points on your North Carolina driver's license. To receive the benefit of this program, you must complete the four-hour Defensive Driving Course at least five working days before your final court date.

Students must pre-register and pre-pay, since walk-ins will not be accepted for any reason. Registration should be in person at the college at least two days before the class begins and the fee can be paid only with cash, money orders or certified bank checks. This is a self-supporting class, so there are no fee exemptions.

Students under age 18 will need to fill out an additional form that requires parental permission. The National Safety Council is very strict that latecomers not be admitted into class, regardless of the reason, so any pre-paid student who arrives late will not only miss the class, but also forfeit their registration fees.

## Economic and Workforce Development

Tri-County Community College is dedicated to enhancing the economic development of our area through training a better workforce, developing new businesses, supporting existing businesses, and more. The College's Economic and Workforce Development efforts are centered at the Cherokee County Center for Applied Technology in Marble. The Center houses workshop, classroom and office space and is the site of a wide range of training and degree programs focused on workforce and economic development.

### Occupational Training

The Occupational Training program consists of courses designed for the specific purposes of training an individual for employment, upgrading skills of persons presently employed, and retraining others for new employment in occupational fields. Courses include training in computers, machining, construction, health care, and other fields.

### Real Estate Licensing

The Real Estate Licensing program prepares students to become Real Estate professionals and provides required continuing education courses. Tri-County Community College is authorized by the North Carolina Real Estate Commission to offer real estate pre-licensing and post-licensing courses including the 90-hour Real Estate Provisional Broker course; 30-hour classes on Contracts and Closings, Special Topics, and Relationships and Responsibilities; Update and Elective classes; and BICAR classes.

### Teacher Training

Tri-County Community College offers training for public school teachers, including Effective Teacher Training, recommended for substitute teachers, teacher assistants, and prospective new teachers, as well as continuing education courses for experienced teachers.

### Human Resources Development (HRD)

This unique program provides employability skills training for unemployed and underemployed adults. The framework addresses one or all of the following core components:

1. Assessment of an individual's assets and limitations.
2. Development of a positive self-concept.
3. Development of employability skills.
4. Development of communication skills.
5. Development of problem-solving skills.
6. Awareness of the impact of information technology in the workplace job skills assessment, employment training, and career development courses.

These classes provide the knowledge and skills necessary for keeping or advancing in your job and are offered regularly by the College. In addition, all registration fees are waived for qualified students.

### Career Readiness Certification

North Carolina's Career Readiness Certificate (CRC) is a portable credential that certifies core employability skills required across multiple industries and occupations. Regardless of the industry, CRC provides existing and potential job candidates a credential that proves their skill level to enhance employability. The certification allows employers a more efficient way to assess work skills.

For employers, the CRC confirms that an individual possesses basic workplace skills in Reading for Information, Applied Math, and Locating Information - skills that most jobs require. In addition, the CRC confirms to the employer that individuals are capable of learning job-specific skills, helping to match the right person with the job thereby reducing turnover, reducing training time, and increasing the skill level of existing employees.

For individuals, the Career Readiness Certificate promotes skills and career development focusing on employment-related competencies needed in any career. It can increase an individual's chance for employment and promotion.

The North Carolina Career Readiness Certificate is based on the ACT WorkKeys system. Individuals may earn a Bronze, Silver, or Gold level of certification.

### Customized Training

Tri-County Community College provides education and training opportunities for eligible businesses and industries through the Customized Training Program (CTP). This program offers training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the state to ensure the presence of a well-trained workforce. It is designed to react quickly to the needs of businesses.

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.

All customized training programs are based on job creation, productivity enhancement, or new technology.

**Small Business Center**

The Tri-County Community College (TCCC) Small Business Center (SBC), one of 58 Small Business Centers throughout North Carolina, supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Confidential counseling services and access to resource libraries are free of charge. The TCCC Small Business Center is located at the Cherokee County Center for Applied Technology in Marble and provides:

**Business Seminars and Workshops** - The Small Business Center offers a wide variety of free seminars and workshops to help small businesses be successful. The offerings range from one-hour introductory seminars to several-day workshops. Topics constantly change in response to business needs.

**Confidential Business Counseling** - The Small Business Centers provide local, confidential, experienced counselors as advisors for new and existing businesses. Available on an as needed basis, this local confidential service acts as a sounding board for new ideas and or concerns one may have about a business. Our professional staff will help clients find solutions to challenging business questions. No question is too simple or complicated. There is no charge for this service.

**Resources** - A variety of reference and resource materials developed by the Small Business Center is available at no charge. Clients may refer to books, pamphlets, videos, and magazines to help research topics from demographics to export regulations. They may also use TCCC's on-site computers to develop business plans. The Small Business Center has a library of professional resources waiting to be tapped. Printed materials including books, pamphlets, magazines, and trade journals, as well as a wide variety of tapes, videos, DVDs, and CD-ROMs are available. The Center offers business-related software and free high-speed Internet access.

**Business Alliance** - In addition to providing training, counseling, and other resources, if needed the Small Business Center will put clients in touch with vital local business and community leaders. Contact information can be provided for local and state government agencies that will enable clients to grow their businesses. Local community organizations can offer professional networking opportunities and important business to business information. As a member of the North Carolina Business Alliance, the TCCC SBC will connect clients with other member agencies across the state.

**Public Access Computers**

Tri-County Community College operates several public computer access sites including numerous locations on the TCCC Main Campus in Murphy (828) 837-6810, the TCCC Graham County Center in Robbinsville (828) 479-9256, and the Cherokee Center for Applied Technology in Marble (828) 835-9564.

