

# Career & Community Education



## Career & Community Education

Tri-County Community College is committed to promoting the concept of 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 employees. The development of continuing education for adults is based upon the interest shown by the community, availability of qualified instructors, and the limitations of available equipment, space, and funds. Whenever possible, courses are arranged as community needs or interests are indicated. Some classes constantly in 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 sex, race, color, creed, ethnic background or religious affiliation – who is not attending public school is eligible to enroll in Career & Community Education classes. High school students between ages 16 and 18 may enroll on a limited basis and must complete the Concurrent Enrollment Form. In classes with limited enrollment, students will be admitted to class in the order of registration.

### Registration

Pre-registration is required for all Career & Community Education courses. If interested in a particular class, a person should place his/her name on the pre-registration list by calling the phone number indicated in the semester course listing. Registration in class is not secured until the registration fee is paid.

Students are urged to complete registration and 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 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 will 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 & Community Education classes are set by the North Carolina Legislature and are subject to change at any time. Fees for Community Enrichment classes are determined by a formula in which the total cost of the class is divided by the number of students enrolled. 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 and/or a lab fee.

### Refunds

The College may refund registration fees under the following circumstances:

1. If a student officially withdraws from the class prior to the first class session, the student will receive a 100% refund.
2. If a class is canceled due to insufficient enrollment, the student will receive a 100% refund.
3. After a class begins and a student officially withdraws from the class prior to or on the 10% point of the scheduled hours, the student will receive a 75% 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 must be received on or prior to the deadlines listed above before a refund can be initiated.

## Career & 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, including senior citizens, who take an occupational extension course more than twice within a five-year period will be charged a fee per scheduled hour as set by the N.C. Legislature. Students may repeat occupational extension courses more than once if the repetitions are required for certification, licensure, or recertification.

### Instructors

Qualified instructors, as determined by the appropriate administrators, will be employed for Career & Community Education classes. 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

Classes are primarily held on the main campus, the Graham County Center and at the Center for Applied Technology. A number of Career & Community Education classes are 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.

### Arrangements for Classes

Because of the organizational flexibility of Career & Community Education courses, a wide variety of classes, lectures, seminars, workshops, and conferences are conducted both on campus and in other locations within the College service area of Cherokee, Clay, and Graham counties.

### Certificates

Career & 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 & Community Education division. Certificates are awarded 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. Individuals, firms, and professional organizations may use compilations of CEUs to provide measures of recognition for non-credit educational achievements. Transcripts are available upon written request.

### Accredited CEU Courses

A partial list of approved course areas offered include: Nursing Assistant, EMT, First Aid, Computer, and all other occupational courses; however, not all Career & Community Education courses are accredited for CEU recognition. New CEU accredited courses must follow academic guidelines as established by Tri-County Community College.

## Career & Community Education Programs

Tri-County Community College offers continuing education courses in the following areas:

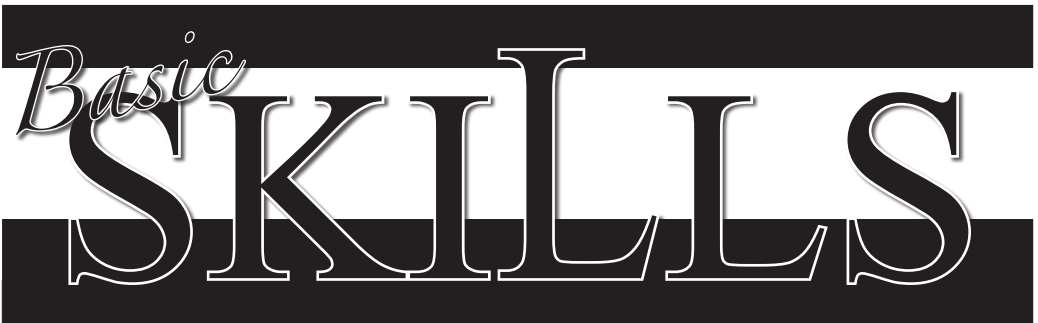
### Adult Basic Skills Program

The Adult Basic Skills Program is based on the philosophy that every student, regardless of functional level, is teachable, capable of self-improvement, and should have the opportunity to participate in continuing educational activities. The program is designed to assist students in improving their reading, writing and math skills. An additional goal of instruction is to prepare students to be successful in the General Educational Development (GED) program. All classes are offered free and instructional materials are provided.

Any adult 18 years of age or older who did not graduate from high school is eligible to participate in the Basic Skills program as is any high school graduate who wishes to upgrade their skills. Any adult ages 16 or 17 not currently enrolled in public school may participate by obtaining permission from the school superintendent and the principal of the school district where they live.

The Adult Basic Skills Lab on the main campus is located in the McSwain Building, Room 152. The lab is open regularly and allows flexibility in scheduling. There is also an Adult Basic Skills Lab at the Graham County Center in Robbinsville (828-479-9256). Please check for lab times.

Adult Basic Skills includes the areas of Adult Basic Education (ABE), Compensatory Education (CED), English as a Second Language (ESL), and General Education Development (GED). All classes are offered free-of-charge. There is a one-time-only nominal administrative fee for GED testing.



### Adult Basic Education (ABE)

Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, problem-solving, or computation necessary to function effectively in society, on a job, or in the family.

Adult Basic Education (ABE) includes coursework designed to improve the employability of the state's workforce through instruction in mathematics, reading, language, and workforce readiness skills. It is designed to provide adults with sufficient basic education to enable them to benefit from job training and retraining programs and obtain and retain productive employment so that they might more fully enjoy the benefits and responsibilities of being citizens.

### Compensatory Education (CED)

Compensatory Education is a community college program designed to compensate adults with intellectual disabilities (formerly called mental retardation) who have not had an education or have received an inadequate one. The focus of the Compensatory Education program is on helping the individual become as independent as possible through acquiring basic and life skills needed to function successfully in daily living.

### English as a Second Language (ESL)

English as a Second Language (ESL) is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. These students who need to improve their speaking, reading, writing, and understanding of the English language to enable them to further their education or obtain employment.

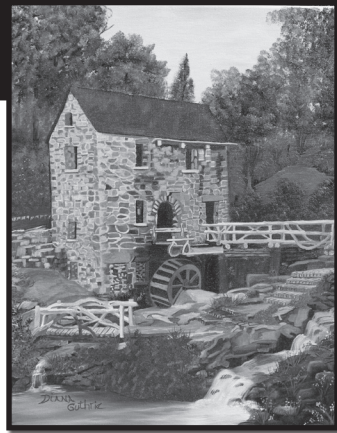
### General Education Development (GED)

The General Educational Development (GED) Program provides instruction to prepare for the official GED tests. Tri-County Community College is an official GED testing site. To obtain a GED diploma, students must take a battery of five tests: Language Arts- Writing, Social Studies, Science, Language Arts – Reading, and Mathematics. Each student is required to pay a test fee of \$7.50. A General Educational Development Diploma is awarded to students by the State Board of the North Carolina Community College System. Those students scoring 2.250 or higher are eligible for the diploma.

### 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.

# Community ENRICHMENT



### 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 and will earn CEUs. For a complete course listings, visit [www.ed2go.com/tccc](http://www.ed2go.com/tccc).

## Public Safety

Tri-County Community College is committed to strengthening the community. The College provides critical training for public safety professionals in fire, rescue, 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.



### 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. 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. Classes are free to any person who is a member of a North Carolina fire department, rescue squad, EMS, or emergency services agency. Classes offered can lead to Firefighter I and Firefighter II certification by the North Carolina Office of State Fire Marshal.

### Emergency Medical Sciences

Tri-County Community College's Emergency Medical Science program offers certification and re-certification through a wide range of classes including Medical Responder, EMT-Basic, EMT-Intermediate, EMT-Paramedic, Anatomy & Physiology for Emergency Care, as well as Continuing Education credits and National Registry Refreshers. Classes are also offered in CPR/First Aid, CPR-Healthcare, 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 NC Criminal Justice Education and Training Standards Commission and cover topics including 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 NC Sheriff's Standards. Classes are also offered online throughout the year.

### 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 4-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 will be no fee exemptions.

Students under age 18 will need to fill out an additional form that requires parental permission. One final note, 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 lose their money.

## **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, healthcare and other fields.

### **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, and Geriatric Aide.

### **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 prelicensing and postlicensing courses including the 90-hour Real Estate Provisional Broker course; 30-hour classes on Contracts & 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.

### **JobPREP**

The Human Resources Development (HRD) program provides job skills assessment, employment training, and career development courses. These short classes provide the knowledge and skills necessary for keeping or advancing in your job. Classes are held at the Cherokee County Center for Applied Technology and workshops on resume writing and job interviewing skills are offered at the Tri-County Job Link.

### **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. 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, 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. The TCCC Small Business Center is located at the Cherokee County Center for Applied Technology in Marble.

**Confidential Business Counseling** The Small Business Center provides free, confidential counseling services for new and existing businesses. Available on an as-needed basis, our counselors serve as sounding boards for ideas and concerns you may have about your business. Our professional staff will help you find solutions to your challenging business questions. No question is too simple or too complicated.

**One-on-One Assistance** When you need to talk to someone about your ideas on starting a new business and/or receive honest appraisals about your present business' performance, the SBC's no-cost, confidential counseling service is what you need.

**Networking** Your SBC counselor networks with counselors at other agencies as well as local business leaders to use their special expertise. When your question is out of his area of knowledge, he knows who to call. You will get timely advice on planning and operating your business or be referred to a number of local, state, and federal agencies to have your questions answered.

**Resources** A variety of reference and resource materials developed by the Small Business Center is available at no charge. You may refer to books, pamphlets, videos, and magazines to help you research topics from demographics to export regulations. You may also use our on-site computers to develop your business plan. 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 for you use. The Center offers business-related software and free high-speed Internet access.

**A Powerful Business Alliance** In addition to providing training, counseling, and other resources, the Small Business Center will put you in touch with vital local business and community leaders. And as members of the North Carolina Business Alliance, we will connect you with other member agencies across the state who will help jump-start your venture.

**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. The SBC also provides a referral service to other Tri-County Community College programs including REAL Enterprises (intensive experiential training for prospective business owners) and business courses (quality traditional training for all business people).

**What is the cost of SBC Services?** Confidential counseling services and access to resource libraries are free of charge.

### TeleCenter

Thanks to a grant from the Rural Internet Access Authority, Tri-County Community College opened a TeleCenter in early 2002. The TeleCenter also opened Public Access Sites in Hayesville and Robbinsville. TeleCenter locations are the Patterson Building on the TCCC Main Campus (828-835-4318) in Murphy, the Moss Memorial Library (828-389-8401) in Hayesville, and the TCCC Graham County Center (828-479-9256) in Robbinsville.