



COMMUNITY & ECONOMIC DEVELOPMENT

The Community and Economic Development Division at Vance-Granville Community College offers a variety of continuing education programs to meet the needs and interests of its citizens. There are opportunities for students to gain basic academic skills, job training and retraining skills, along with personal growth and cultural programs. The Community and Economic Development Division provides life-long learning opportunities. Some courses are offered on a semester basis or as needed. Courses are scheduled when a need is established and space and an instructor are available. Individuals who are interested in new offerings should contact the Community and Economic Development Division. The request will be reviewed to determine if it is feasible to provide the new offering. To view a schedule for Community and Economic Development go to: www.vgcc.edu/schedules/schedules.com

Admissions

Any adult who is 18 years or older may enroll in Community and Economic Development courses. Individuals who are 16 to 18 years old may be admitted only after meeting special admissions requirements. GED students must submit official record of scores. Adult High School students must submit official Adult High School transcripts.

Costs

Costs for Community and Economic Development courses vary but are usually a nominal fee. There are no charges for Literacy Education or Human Resources Development (HRD) courses. However, Literacy students must pay a graduation fee to the Business Office once the requirements for graduation are completed. There is a fee schedule for Economic and Workforce Development courses. Fees for all campuses are listed in our college schedule each semester. North Carolina residents age 65 or older are exempt from registration fees. There are no fee exemptions for Self-Supporting courses. Most cultural activities are offered free to the public; however, there are times when a nominal fee may be charged. Registration for the Community and Economic Development Division is on a first-come first-served basis.

Refund Procedure

Students will be eligible for a 100 percent registration fee refund if official withdrawal occurs prior to the first course meeting or the course is canceled due to insufficient enrollment. A seventy-five (75) percent registration fee refund will be given if the student withdraws prior to or on the ten (10) percent point of the scheduled hours once the course begins. For contact-hour courses, five (5) calendar days from the first day of class is the determination date. Students must contact staff in the program area to start the process for refunds. A request for refund must be completed.

Additional fees (if applicable) will be 100 percent refunded when a student officially withdraws from a course prior to the first class meeting. These fees are non-refundable once the course begins. For Self-Supporting courses, no refund will be made unless the course is canceled.

Course Cancellation Policy

Vance-Granville Community College reserves the right to cancel any course due to low registration and/or attendance.

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Course Repetition Policy

Students who take an occupational extension course more than twice within a five-year period shall be required to pay a fee in order to register for the course unless the class is "required by standards governing the certificate or licensing programs in which the student is enrolled."

Students shall be primarily responsible for monitoring course repetitions; however, the College shall review records and charge students full cost for courses taken more than twice.

CEUs/Certificates

The Community and Economic Development Division will award Continuing Education Units (CEUs) for all appropriate programs. The CEU is an established method of recording an individual's participation in an organized continuing education experience under qualified instruction.

Anyone earning CEUs at Vance-Granville Community College can obtain an official transcript from the Records Office. A \$2.00 per copy transcript fee should be included with the request. Certificates of completion are normally awarded to classes.

Diplomas and Certificates

1. The Adult High School Diploma is awarded to students upon completion of the program. The diploma is awarded by all service area Boards of Education (Vance, Granville, Franklin, and Warren) in cooperation with Vance-Granville Community College.
2. The Adult High School Equivalency Certificate is awarded by the North Carolina Community College System to individuals who make satisfactory scores on the General Educational Development (GED) tests.

PROGRAMS

ECONOMIC AND WORKFORCE DEVELOPMENT

There are several programs offered through Economic and Workforce Development. The N.C. Legislature establishes fees charged for these programs except for Self-Supporting courses. Registration fees, costs of books and supplies for these programs vary according to length and content of courses. There is no registration fee for most of the Law Enforcement, Fire Service, and some Emergency Medical Care courses provided for agency personnel.

Departmental grants may be available for students who meet specific qualifications on a limited basis. Students must complete the application process.

Registration fees by length of course are as follows*:

- \$65 for 01-24 hours
- \$120 for 25-50
- \$175 for 51+ hours

*Subject to change by N.C. Legislature

Other Costs:

Campus Security Access Fee - \$2.00 per course*
Technology Fee - \$3.00 per Computer Course*

*Subject to change by the VGCC Board of Trustees

Occupational Extension Computer Center

The Occupational Extension Computer Center provides training on a variety of high-demand computer application programs. Courses consist of, but are not limited to, Windows, Internet Access, Word, Excel, Access, PowerPoint, and FrontPage. Specialty classes such as QuickBooks, Digital Camera Know How, Movie Making, Buy & Sell on eBay and AutoCAD are offered as well. Additionally, a number of online courses are available. Occupational Extension Computer courses are scheduled during the day, at night, on weekends, or online (anytime) to provide access to all students. Customized training is provided upon request to local businesses, industries, government, or organizations to meet their specific needs.

The Occupational Extension Computer Center also offers a one year Medical Coding Certificate program consisting of classes in Medical Coding, Medical Terminology, Billing and Insurance, and Certification Test Prep.

Industry Services

The Industry Services staff of the College works with new, expanding, and existing industries in providing customized training programs tailored to meet the needs of the industry and its employees. The training programs are flexible in design to accomplish specific objectives and are jointly planned by company personnel and industrial training specialists from the College.

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Training includes:**1. Customized Training Program**

The program supports the economic development efforts of the State by providing education and training opportunities for eligible industries.

The program was developed in recognition of the fact that one of the most important factors for an industry considering locating, expanding or remaining in North Carolina is 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 industries and to respect the confidential nature of proprietary processes and information within those industries.

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 North Carolina, thereby enhancing the growth potential of companies located in the state. It prepares the workforce with the skills essential to successful employment in emerging industries.

2. Occupational Training

This program provides numerous occupational related courses for employment in the fields of Biotechnology, Leadership, Safety & Health, Teams, Customer Service, Quality, Computers, Technical & Vocational and many more.

Occupational Extension Training

The Economic and Workforce Development Department provides numerous occupational related courses for employment purposes. Included, in addition to other program areas, are wastewater treatment, code enforcement, substitute teacher training, activity coordinator, teacher certificate renewal and others.

Occupational Healthcare Programs

This program provides Nurse Aide I & II certification programs in which classroom education, laboratory training, and clinical experiences in local nursing homes and hospitals are provided. In addition, in-service education and training can be provided for hospital, nursing/rest home and government personnel. Medication Aide and Phlebotomy courses have been added to the Occupational Healthcare programs.

The Medication Aide course prepares the student to administer medications in a nursing home setting under the direction of a licensed nurse. Students must pass a state exam after completion of the class to become listed on the Medication Aide registry. Requirements include listing on the Nurse Aide I registry and a high school diploma or GED.

The Phlebotomy class includes classroom lecture, labs, and individual clinical practice in venipuncture. Upon completion of the course and the ASPT exam, students are nationally certified to perform phlebotomy techniques in hospitals, nursing homes, and doctor's offices.

Public Service Program

The Public Service Programs of the College provide educational and training programs for members of fire departments and rescue agencies, as well as for governmental agencies. In addition, other academic, vocational and technical courses are offered. Program offerings and services include, but are not limited to, the following:

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1. Fire Service training designed to train and upgrade firefighters in all aspects of firefighting procedures and equipment. Certification programs such as Firefighter I and II, Driver/Operator, and Hazardous Materials Responder are offered.
2. Rescue training, such as Rescue Technician training, to enable the participant to gain certification in this area. Specialized and customized training is also available.
3. Courses that prepare building, electrical, mechanical, plumbing, and fire prevention inspectors who enforce the State Building Codes. Continuing education courses are also offered for currently qualified inspectors.

Emergency Medical Services Programs

The Emergency Medical Services Programs of the College provide educational and training programs for emergency care units, industrial safety, and governmental agencies. In addition, other academic, vocational and technical courses are offered. The Emergency Medical Services Programs offerings include, but are not limited to, the following:

1. Emergency Medical Service training designed to train people to become state certified as Emergency Medical Technicians from the basic through the paramedic level. Medical Responder and First Responder are also offered. Continuing Education and American Heart Association classes such as Advanced Cardiac Life Support and Pediatric Advanced Life Support are offered.
2. CPR and first aid courses to train persons to provide immediate aid to victims of accidents and sudden illness. Many classes are offered on site at businesses, industries and government agencies.

Law Enforcement & Corrections Training Programs

Law Enforcement and Corrections Training is designed to meet the needs of state, county, city, and other law enforcement and correction agencies through a combination of required training for certification and in-service training to maintain and upgrade skills. The following in-service training opportunities are available: Firearm Re-Qualification, Officer Survival, Cultural Diversity, Detention Officer Certification, Basic Radar Operator, Straight Baton, State mandated topics and others. Official registration takes place at 8 a.m. the first day of the class. Walk-in registration will be allowed only if space is available. Pre-registration is required for most classes.

Human Resources Development

Human Resources Development (HRD) is a pre-vocational and pre-employment skills training program designed to educate and prepare persons for success in the workplace. HRD is mainly intended for those persons who are unemployed, underemployed, dislocated workers, or employed but seeking skills upgrading or retraining. It is state funded through the N.C. Community College System.

The HRD program focuses upon customer wants and needs. Training may include a variety of topics relating to job orientation and motivation, employability skills, self-sufficiency, or customized skills training. Instruction can be provided on either an individual or group basis. Training length will vary according to customer needs. HRD can be linked to other college training programs or connected to agencies outside the institution where appropriate. Upon completing prescribed classes, students are assisted with job placement or further training.

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Core Curriculum Components

The core curriculum for HRD training includes, but is not limited to the following components:

- Employability Skills.....self-assessment and values clarification
- Employability Lab open entry/exit employability skills
- Career Planning & Assessment.....goal setting and action plan
- Occupational Readiness/Pathways.....employability skills/occupational extension courses
- Introduction to Computer Skills.....information technology/applications for job search
- Employability Motivation & Retention.....self-esteem/keeping a job
- Economic Literacy.....personal finances, changing economy

There is no cost to enroll in the HRD program for eligible persons. For more information or to apply, interested persons should contact the HRD office.

Career Readiness Certification

The Career Readiness Certificate is an assessment based credential that gives employers and career seekers a uniform measure of key workplace skills.

The Career Readiness Certification is a portable credential that promotes career development and skill attainment for the individual and confirms to employers that an individual possesses basic workplace skills. Career Readiness Certification participants are assessed in Reading for Information, Applied Mathematics, and Locating Information. Based on assessment results, customers may take the nationally recognized WorkKeys Assessment and earn a Bronze, Silver or Gold certificate that will demonstrate proficiency in these areas.

SMALL BUSINESS CENTER

The Small Business Center of the College was created to provide the small businesses of the community with a focal point for training, education, counseling, and referral. The Small Business Center addresses the continuing need for updated information, refinement of management skills, and the improvement of profit advantage in risk-taking. Special attention is given to the critical areas of capital formation and prevention of business failures.

The Small Business Center program offerings and services include the following:

1. Seminars and short courses designed to provide small business owners, managers, and employees with updated information on various business topics.
2. Counseling services to new and existing small businesses provided by Small Business Center personnel and volunteers.
3. Referrals to appropriate agencies.
4. A network of linkages with Chambers of Commerce, Small Business Administration, economic development agencies, related educational and development agencies, business volunteers, Department of Economic Development, and banks and other financial institutions.
5. A resource and information center provided for use by new and existing small businesses.

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6. Occupational extension courses designed to prepare individuals for initial certifications or upgrading job skills and opportunities in such areas as contracting, real estate, automotive, supervisor training, notary, and others.

WORKFORCE INVESTMENT ACT

The Workforce Investment Act (WIA) is funded through the U.S. Department of Labor, which allocates funds to states, which allocate funds to local Workforce Development Boards. WIA provides training and employment opportunities through one-stop delivery systems. Vance-Granville Community College serves as a key partner and contractor with JobLink, the local one-stop delivery system that is administered by the Region K Workforce Development Board through the Region K Council of Governments. Through this system, a variety of educational and occupational skills training opportunities are provided to eligible persons who are unemployed, underemployed, economically disadvantaged, or employed but need services to obtain/retain employment.

Core services provided include eligibility determination, outreach, recruitment, initial assessment, job search, job placement, and labor market information. Intensive services provided include comprehensive assessments, individual employment plans, group counseling, case management, and short-term prevocational services. Training services provided include occupational skills, combined workplace/classroom training, private sector training, skills upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy, and customized training for employers.

As a training provider, Vance-Granville will offer curriculum-based training for eligible persons where possible. Also, participants may receive financial assistance, counseling, tutoring and job placement services depending upon the availability of funds.

GOVERNOR'S RAPID RESPONSE

The North Carolina Department of Commerce, through the Division of Employment and Training, provides the Governor's Rapid Response program designed to offer immediate assistance to workers being dislocated due to plant closings. Generally, a team of college staff persons from various departments provide information and orientation to potential or existing dislocated workers on educational opportunities available at the college including continuing education, occupational extension, community service, curriculum, special support programs, and work force development services. Additionally, requested short-term skills training courses are usually planned and offered on short notice expressly for workers being permanently laid off, or pending lay-off, by a particular employer.

COMMUNITY SERVICE PROGRAM (Personal Enrichment)

The purpose of the Community Service Program is to provide lifelong learning for adults to meet individual needs and interests and contribute to the community's overall cultural, civic and intellectual growth. Community Service Program offerings include seminars, workshops, or other special events.

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By design, the Community Service Program can serve varied interests of the community. Program administrators can respond quickly to requests for courses that, in most instances, cannot be offered in any other area. All facets of the community can be served - ethnic, geographic, and socioeconomic - with the help of dedicated and creative administrators, customer-driven support staff, and quality instructors. The Program also has the flexibility to offer courses on most days and times that will best serve individual student needs.

The program offers academic skills courses in humanities, religion, languages, history, and antiques to meet the needs of adults. Practical skills such as homemaking, quilting, sewing, cabinetmaking, etc., are offered for individuals pursuing additional skills which are not necessary for a vocation. The program also offers avocational courses in arts, crafts, doll making, painting, ceramics and floral arrangements. Recreational courses include shag dancing, yoga, line dancing, golf, and motorcycle safety. Cultural arts programs are also provided through Community Services. Programs may vary at each of our campus locations.

LITERACY EDUCATION PROGRAMS

Adult Basic Education (ABE)

The Adult Basic Education (ABE) Program is designed to develop and improve a person's mastery of basic skills in reading, writing, math, speaking, and emphasis on critical thinking skills. Adult participants should improve their ability to benefit from occupational training, have greater opportunities for more productive and profitable employment, and meet objectives for enrolling in the program.

Adults 18 years of age or older with less than an eighth grade education or those assessed as performing at less than a high school level of proficiency in reading, math, or language skills may enroll in the Adult Basic Education (ABE) program. Classes are available at each of Vance-Granville Community College's campuses, both day and evening, and at other sites located throughout the college's service area. Students entering ABE are assessed to determine areas of strengths or weaknesses. Instructors work individually with students in planning the most effective study program

Adult High School (AHS) Diploma

The Adult High School (AHS) Diploma Program is a competency-based program that is available to meet the needs of adults 18 years of age and older who have not completed high school. There are several steps in the application process. Must first take a placement test in order to determine the applicant's skill level in reading, math and language. Since this is a high school program, the applicant's test results must demonstrate a high school proficiency level in the three tested areas. The next step is the evaluation of the official transcript from the former high school by lead instructors in the Adult Learning Centers at the four campus sites or the AHS Coordinator on the main campus. Once it is determined that the applicant will be accepted, the applicant will decide whether he/she would like to enroll in the more traditional classroom setting or the on-line program. The Adult High School Program requirements are the same for both programs. All requirements are based on the North Carolina Standard Course of Study. It is mandatory that students success-

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fully master and complete required courses. The basic courses required for high school completion according to the North Carolina Standard Course of Study are as follows:

COURSES	UNITS
English	4
Mathematics	3
Science	3
Social Studies	3
Health/PE	1
Electives	7
Total	21

Enrollment in the Adult High School Diploma Program (distance learning/on-line) and enrollment in the Adult High School Diploma Program Learning Labs (classroom) provide students with professional support and constant encouragement. However, the Distance Learning/On-line setting is available continuously 24 hours a day, seven days a week and utilizes computer and Internet-based instruction to complete the necessary school credits. Students are provided software for installation on home computers and instructions for its installation and utilization. Both of the choices are equal in quality and will give students an opportunity to earn the much-needed high school diploma in order to become more marketable in today’s world. Upon successful completion, the student may further his/her education at Vance-Granville Community College.

General Education Development (GED)

The GED program is designed to develop and improve a person’s mastery of skills and general knowledge in the five subject areas of writing, social studies, science, reading, and math. Any person 18 years of age or older may enroll in the program. GED classes are available at each of Vance-Granville Community College’s campuses and at other sites located throughout the college’s service area.

Students entering a GED course of study are assessed to determine areas of strengths and weaknesses. Instructors work individually with students in planning the most effective study program. GED classes concentrate on improving reading comprehension skills, writing ability, and upgrading math skills in preparation for GED testing.

GED through distance education (on-line) is available to students who cannot attend classes on campus to obtain their GED. The distance education program is available continuously 24 hours a day, seven days a week and utilizes computer and Internet-based instruction to prepare the student for GED testing. Students are provided software for installation on home computers and instruction on how to install and utilize the software. Instructors will provide support and encouragement to move the student toward successful completion of a GED program. Students’ academic skill levels are periodically reassessed throughout the time they are engaged in our training program.

GED Test

General Education Development (GED Test)

The GED exam measures a person’s mastery of skills and general knowledge in five subject areas: writing, social studies, science, reading, and math. Upon successful completion of the exam, a student is awarded

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a certificate that is considered the equivalent of a high school diploma. GED tests are administered each semester to meet the testing needs of our students.

Compensatory Education (CED)

The Compensatory Education Program is specifically designed for developmentally delayed persons ages 18 years and older in the Vance-Granville Community College service area. Through this program, developmentally delayed individuals are helped to develop and refine needed skills to successfully participate in today's society and to achieve a higher level of independence. Specifically, the course content consists of task-analyzed instructional programs in the following domains: language, mathematics, social science, community living, health, and consumer and vocational education.

Compensatory Education is an academic program. Classes are held throughout the College's service area.

English As A Second Language Program (ESL)

This program offers individuals whose native language is not English an opportunity to improve their ability to understand, speak, read, and write in English. At the introductory level, the course format focuses on developing the conversational skills needed to deal effectively with day-to-day survival. It also addresses practical language skills needed for success in the workplace. At the intermediate and advanced levels, more detailed attention is given to grammar, language usage, sentence structure, composition, and pronunciation in order to strengthen the student's confidence in using English. Students entering ESL are assessed to determine areas of strengths or weaknesses. Instructors work individually, in small groups, and with assisted computerized instruction.

ESL classes are available at each of Vance-Granville Community College's campuses.

Adult Learning Center

Adult Learning Centers (ALC) are located at each of VGCC's campuses and are designed to provide Adult Basic Skills students with access to a variety of instructional approaches and materials for Adult Basic Skills. A Computerized Integrated Learning System provides students with both an interactive learning experience and exposure to computer technology along with traditional instruction. The learning needs of students are considered individually, and instructional plans are developed that take into account each learner's skill development level and preferred learning style.

Upon enrollment, students meet with the Adult Learning Center staff to discuss educational goals and to determine the most convenient schedule for each student. During the initial orientation process, the students are administered placement tests and inventories. This assessment procedure is necessary in order to establish precise learning goals and select the appropriate educational plan. Students and staff determine whether the appropriate path of learning is ABE, AHS, GED, Distance Learning, Compensatory Education, or ESL. Students will then attend classes and are encouraged to participate in a variety of instructional activities that include independent study, small group assignments/classes, computer-assisted instruction, and class projects. Students are urged to participate in an ongoing self-assessment process that monitors progress and directs future learning and goal setting.

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Special Needs

A student who is between 16 and 18 years of age and determined to have "special needs" by the local school system may be enrolled in VGCC's Adult Learning Center and community-based classes if certain special conditions are met. The local public or private school where the student would normally attend assists in the decision to determine if admission to the Adult Learning Center is an educational option for the student. All students in this category must attend an orientation session with a parent or legal guardian. The Adult Learning Center coordinator or Adult Basic Skills instructional staff must conclude after reviewing the student application and receiving appropriate enrollment documentation that he/she is mature enough to benefit from an adult instructional setting. Each "special needs" applicant must submit a School Release form, signed by the school principal and district superintendent. In addition, a notarized "Parent's Consent" form must be signed by the parent or legal guardian. Also, the student's parent/guardian must sign an Adult Basic Skills Program Agreement. Each "special needs" student (minor) and parent/guardian must attend a session available on each campus to discuss information relevant to admission to Basic Skills Program.