

# **CONTINUING EDUCATION**

The Continuing Education Division at Vance-Granville Community College offers a variety of continuing education programs to meet the needs, interests and life-learning opportunities for its citizens. There are opportunities for students to gain basic academic skills, develop job training and retraining skills, along with personal growth and cultural programs. The Continuing Education Division provides life-long learning opportunities. Some courses are offered on a semester basis and other courses are scheduled when a need is established and space as well as an instructor are available. To view a current schedule for Continuing Education go to: <http://www.vgcc.edu/schedules/index>.

### **Continuing Education Services to Minors**

For the purposes of this subsection, the word “minor” shall not include minors who have graduated from high school. The major purpose of community colleges 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 school and have left public school. However, a minor may enroll in Continuing Education course sections subject to the following:

Minors Age 16 and 17. A minor, age 16 or 17, may enroll in Continuing Education course sections subject to the following conditions:

- Minors shall not displace adults.
- Minors shall pay the registration fees associated with the course section except for cases where they meet eligibility requirements for a fee waiver.
- If the minor is enrolled in high school, the following restrictions apply:
  - Colleges shall not designate Continuing Education course sections taken by the high school student to provide partial or full credit towards meeting high school graduation requirements.
  - Colleges shall not offer Continuing Education course sections that are specifically scheduled for high school students except:
    - Continuing Education course sections that maintain 90% (ninety percent) of instructional hours within the summer reporting term as defined in 1G SBCCC 200.99(a)(1)(B).
    - Self-supporting courses which may be provided during any reporting term.

Minors Less than Age 16. A minor less than 16 years old may enroll in Continuing Education course sections subject to the following conditions:

- Minors less than 16 years old may enroll in self-supporting safe driving course sections during any reporting term.
- A college may provide classes for minors less than 16 years old only during the summer reporting term. These classes must be self-supporting and may not be designated by the college to provide partial or full credit towards meeting high school graduation requirements.

### **Juvenile Justice**

Colleges may provide Continuing Education course sections to juveniles of any age who are committed to the Division of Juvenile Justice of the Department of Public Safety, if the juvenile is otherwise qualified for registration in the Continuing Education class and has the approval of the Director of the Youth Development Center to which the juvenile is assigned.

**Once enrolled, minors shall be treated the same as all other students.**

Authority G.S. 115D-5; G.S. 115D-20(4)(b);

## **CEUs/Certificates**

The Continuing Education Division will award Continuing Education Units (CEUs) for all appropriate programs to students who meet the satisfactory requirement. All students must attend scheduled class meetings and complete required assignments to earn a satisfactory grade (S). Students who do not meet this requirement will receive an unsatisfactory grade (U) and will not earn CEU's nor receive a certificate of completion. 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 \$5.00 per copy transcript fee must be included with the request. Certificates of completion are normally awarded by request. For more information on transcript requests, please visit [http://www.vgcc.edu/admissionsoffice/transcript\\_request](http://www.vgcc.edu/admissionsoffice/transcript_request).

## **Costs**

Costs for Continuing Education courses follow an established fee schedule as listed on the Continuing Education website: <http://www.vgcc.edu/coned/index>. 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 Continuing Education Division is online or walk-in.

## **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 the Coordinator or Director of the program area to start the process for a refund. Additionally, a Request for Refund form must be completed and brought to the Continuing Education office to begin the refund process.

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.

## **Indebtedness to College**

No student in any program will be permitted to register or remain enrolled in College-sponsored activities if he/she has an indebtedness to the College. Examples of indebtedness include unpaid tuition, fees, loans, parking fines, Childcare fees, and returned checks. Diplomas, certificates, and/or Academic transcripts will be withheld when financial obligations to the College are not met.

Exceptions Below can be found in 1E SBCC 200.2

A person or organization demonstrates to the satisfaction of the college the ability to pay the outstanding obligation and guarantees in writing to pay the balance if the student fails to do so;

A student is registered in a course section offered for the benefit of a company or agency. For the purpose of this rule, company or agency specific course sections are courses where the company pays the tuition or registration, and courses where attendance in the course section is limited to employees of the company or agency;

A student is registered in a course that is on a specialized course list approved by the State Board of Community Colleges and supports the organizational training needs for entities specified in G.S. 115D-5(b)(2)

Unless otherwise prohibited by law, colleges may withhold transcripts of grades and any other service pending resolution of outstanding monetary obligations. This statement shall not be construed to prohibit a college's board of trustees from adding more stringent provisions that are allowable under law regarding outstanding monetary balances.

### **Course Cancellation Policy**

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

## **DEPARTMENTAL PROGRAMS**

There are several programs offered through different departments within the Continuing Education Division. 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.

Registration fees by length of course are as follows **beginning** August 15, 2013:\*

- \$70 for 0-24 hours
- \$125 for 25-50
- \$180 for 50+ hours

\*Subject to change by N.C. Legislature

Other Costs:

Campus Security Access Fee - \$4.00 per course\*  
 Technology Fee - \$3.00 per Computer Course\*  
 Insurance Fee- \$1.25 per course\*

\*Subject to change by the VGCC Board of Trustees

### **Occupational Extension Department**

The Occupational Extension Department provides a variety of programs. Courses consist of, but are not limited to, Computer, Software and State Certification classes, Job Training Certification, Technician Programs in Logistics, Manicure Nails and Bioworks. Specialty courses are also offered including: Healthcare Coding and Billing, Health Unit Coordinator, Heavy Equipment Operator, OSHA 10, Forklift, Carpentry, Natural Hair Care, and Substitute Teacher.

Additionally, a number of online courses are available at ed2go through VGCC. Occupational Extension courses are scheduled during the day, at night, and occasionally on the weekends as needed to ensure training is available to all students.

### **Customized Training Department**

The Customized Training Department 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.

**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 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. The North Carolina Board of Nursing and the Division of Health Service Regulation recommend that students must be 16 ½ years old to register for a Nurse Aide 1 class.

Medication Aide, Phlebotomy, Home Care Aide, Geriatric Aide, and Nurse Aide I Refresher are also offered by the Occupational Healthcare Department.

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 HSE.

The Phlebotomy course includes classroom lecture, labs and individual clinical practice in venipuncture.

The Nurse Aide 1 Refresher course prepares students for the North Carolina Nurse Aide competency exam and for students seeking relisting on the NC Nurse Aide Registry. The pre-requisite for this class is successful completion of a NC Nurse Aide 1 State Approved Course OR previous listing on a Nurse Aide 1 registry.

The Nurse Aide Level 2 Refresher is for persons who have lost their Nurse Aide 2 certification. Students must be listed on an active Nurse Aide 1 registry. The pre-requisites for this class are Nurse Aide Level I & II.

**Fire/Rescue Program**

The Fire/Rescue Program provides 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:

1. Fire Service training designed to train and upgrade firefighters in all aspects of fire fighting 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 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 students 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 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 students for success in the workplace. HRD is mainly intended for those individuals 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. In-

struction 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.

#### *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
- Technology Awareness.....information technology/applications for job search
- Employability Motivation & Retention.....self-esteem/keeping a job
- Economic Literacy.....personal finances, changing economy
- Working Smart Curriculum.....soft/critical skills for the workplace

Upon successful completion the student will receive a credential recognized in NC & SC. There is no cost to enroll in the HRD program for eligible students. For more information or to apply, those interested should contact the HRD office.

#### **National Career Readiness Certification (NCRC)**

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

The National 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. National 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 ACT WorkKeys® Assessment and earn a Bronze, Silver, Gold or Platinum 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 are designed to provide small business owners with updated information on various business topics.
2. Entrepreneurship program offerings, but not limited to, NC REAL Agricultural Entrepreneurship and NC REAL Craft Artists Entrepreneurship.
3. Counseling services to new and existing small businesses.
4. Referrals to appropriate agencies such as The Small Business and Technology Development Center (SBTDC), and the N.C. Department of Commerce.
5. 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, banks, and other financial institutions.
6. A resource and information center provided for use by new and existing small businesses.

### **PERSONAL ENRICHMENT DEPARTMENT**

Here at Vance-Granville Community College we offer a number of affordable, non-credit classes that allow attendees to explore their personal interests. The purpose of the Community Service Program is to provide a lifelong learning for adults to meet individual needs and interests and contribute to the community's overall cultural, civic, and intellectual growth. Some of the classes that we offer are arts, painting, quilting, motorcycle safety, and many other special interest classes. We thrive on helping you discover hidden talents and add excitement to your life.

### **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 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 workforce 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.