

# CONTINUING EDUCATION



## **GENERAL INFORMATION**

Subscribing to the philosophy of “life-long learning” the Continuing Education Division offers a wide range of courses and programs for adults of all ages and interests. Courses are offered in eleven broad program areas: Occupational Extension, Community Services, Self-Supporting, Human Resources Development (HRD), Adult Basic Education (ABE), General Education Development (GED) preparation, Adult High School Diploma Program (AHSDP), Compensatory Education, English as a Second Language (ESL), cultural and civic activities, as well as workshops and seminars provided through the Small Business Center. Customized Training is also available. Contact our Customized Training Coordinator for additional information.

Adult Continuing Education classes are offered both on and off campus, usually during the evening hours, but classes can be held at any time. Classes may be organized in other locations where suitable facilities are made available, to include workplace sites.

James Sprunt Community College will establish appropriate classes where needs arise in cooperation with local officials at any suitable location in Duplin County.

When a Continuing Education class is established, the most qualified teachers available will be employed by the college to teach the class. The instructor will also be a liaison between the students and the Vice President of Continuing Education in the operation and upgrading of the class offerings.

Announcements concerning dates and times of classes will be made as classes are established. Announcements are usually made through the local newspapers, the James Sprunt Community College Website, as well as through the James Sprunt Community College Newsletter published each semester. James Sprunt Community College reserves the right to limit class enrollment and, when necessary, to cancel any class due to insufficient enrollment.

At least eight (8) persons must enroll to begin a class. If the average attendance of the class falls below six (6) at any time, the Vice President of Continuing Education shall have the option of discontinuing the class. If a need arises for a class in your area, call the Director of Occupational Extension Programs, James Sprunt Community College, telephone 296-2521, 296-1801 or toll free from Wallace 285-2077.

## **ELIGIBILITY**

To enroll in courses offered in the Continuing Education Program, a person must be at least eighteen (18) years of age. Persons between the ages of 16 and 18 may enroll on a space-available basis with the written permission of 1) their parent, 2) their high school principal, and (3) the Superintendent of Duplin County Public Schools at the time of registration.

### **ACADEMIC CREDIT**

Generally, courses offered in the Continuing Education Program are non-credit. Continuing Education Units (CEU's) may be awarded to students who successfully complete certain occupational extension programs. One CEU is equivalent to ten (10) clock hours of instruction.

### **WHEN COURSES WILL BEGIN**

An approved course may be started at any time. The time and dates of registration for courses generally will be announced separately in the semester schedules, advertised in local newspapers, on the JSCC website and other public media.

### **REGISTRATION**

Normally, registration for classes offered will be at the first session of class. Registration is on a first-come, first-served basis. Preregistration may be required for some classes.

### **CONTINUING EDUCATION CLASS REPETITION POLICY**

It shall be the policy of the Continuing Education Department to monitor the repetition of classes by students. Students may enroll in the same occupational extension course no more than two times within a five-year period at the established registration fee unless the course is required for licensing or certification purposes. Students who enroll in the same course more than two times and the course is not required for licensing or certification shall pay the full cost of instruction per class hour as set by State Legislature or a minimum of the established registration fee, whichever is greater. It is the student's responsibility to notify the college at the time of enrollment if they have already taken the same course two or more times in a five-year period.

### **ATTENDANCE**

Students are encouraged to attend all classes. In order for a student to be eligible for a Certificate, he/she must attend at least 80 percent of the classes as well as successfully complete the prescribed course work. Some specialty classes may have more strict attendance requirements.

### **FEEES**

A registration fee is charged for all classes and is payable at the first class session. Registration fees are graduated depending on the duration (total hours) of the class. Where machines such as computers, typewriters, sewing machines, etc., are used, a small usage fee may be charged. Certain courses may require payment for medical or liability insurance. No fees are required for Law Enforcement, Fire Service, Volunteer Life-Saving Personnel, and Civil Preparedness Personnel provided the student is referred by the employing agency for such training. Persons sixty-five (65) years of age and older who are North Carolina residents are exempt from paying the

registration fees for one occupational extension class per semester with proper identification. Exemption from registration fees does not apply to self-supporting classes.

Tuition and fees for HRD classes may be waived if you meet at least one of the following criteria: 1) is unemployed; 2) have received notification of a pending layoff; 3) is working and is eligible for the Federal Earned Income Tax Credit (FEIT); or 4) is working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

#### **REFUND POLICY**

For Occupational Extension classes, a 100% refund will be made if the student withdraws from the class prior to the official 10% point of the class. Request for a refund must be submitted in writing prior to the 10% point of the class on a "Request for Refund of Extension Courses Registration Fee" form. Forms are available in the Continuing Education Division (910) 296-2460. No refunds are granted for community service or self-supporting classes once the classes have started. For classes cancelled by the college, a full refund shall be made. You do not have to request a refund for cancelled classes. Please allow 3-5 weeks for processing refunds.

#### **TRANSCRIPTS**

A transcript containing all classes attended will be provided upon completion of a transcript request form. Transcript requests are processed on Thursdays, please allow 3-5 days for processing. **There is a \$1.00 charge for each transcript.** The number of hours, CEU's, class title, and grade will be indicated on each transcript.

#### **COUNSELING**

Adults who desire counseling regarding their education or career plans should contact the Vice President of Student Services or the Vice President of Continuing Education.

#### **ADULT BASIC EDUCATION**

The program of Adult Basic Education (ABE) is essentially designed to improve an adult's ability to speak, read, and write the English language. Other areas such as arithmetic, science, and social studies are included in the instruction program.

The following are the objectives of the Adult Basic Education Program:

1. To provide instruction for those individuals who have attained the age of eighteen (18) and whose ability to read and write the English language constitutes a substantial impairment of their real ability;
2. To provide instruction in the basic education skills to persons eighteen (18) years of age or older who need this training to help them more fully realize their potential as citizens;

3. To improve the ability of persons to benefit from occupational training; and
4. To increase the opportunity for more productive and profitable employment.

In accordance with the North Carolina plan for Adult Basic Education, James Sprunt Community College will give first priority to persons functioning at the fourth grade level or below. Second priority will be given to persons functioning above the fifth grade level through the eighth grade level.

The program is based upon the philosophy that every individual, regardless of his/her status or his/her functional level, should have the opportunity to participate in continuing educational activities. The philosophy further incorporates the belief that every individual is teachable, trainable, and capable of realizing self-improvement.

### **ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ESL) program provides classes to accommodate the enormously varied immigrant population of Duplin County. Attention is given to both the cultural and linguistic needs of this program's students as instructors focus upon the formation of accurate, appropriate communication skills and upon the student's ability to function in the American adult community.

Students are placed in classes after appropriate assessment. Classes are offered at the beginning through advanced levels of ESL. The curriculum focuses on developing the basic language skills of reading, writing, speaking, and listening. Classes integrate English language instruction with topics that prepare students for everyday life, employment and citizenship. Materials used in class present topics with cultural and social interests. Instructors use an array of instructional materials and strategies to meet individual learning styles and to foster interest in learning.

### **ADULT HIGH SCHOOL DIPLOMA PROGRAM**

The Adult High School Diploma Program (AHSDP) is designed for adults 18 years of age or older who desire to complete their high school education. The AHSDP is for the person who has completed a minimum of the eighth grade or its equivalent, who is a high school dropout, or who has left school without earning a high school diploma. A currently enrolled high school student is not eligible to take AHSDP courses. The only required charge for the program is a graduation fee.

For admission to the program, the applicant must:

1. be 18 years of age.
2. if less than 18 years of age, be at least 16 years of age:

- a. complete a *PARENT/GUARDIAN PETITION* for the admission of a minor applicant which includes, as necessary, appropriate parental/guardian signatures and public school administrators' signatures.
  - b. be an emancipated minor by judicial decree or marriage--must present documentation.
3. have completed the eighth grade or its equivalent.
  4. complete an application for admission.
  5. request a transcript of all previous high school course work/credits.
  6. take placement tests.
  7. complete orientation.

Prior to or at the time of enrollment, the Basic Skills Coordinator will conduct an initial interview with the applicant and his/her parent, which will include discussion of the admissions and placement procedures, program goals, graduation requirements, methods of instruction and evaluation, attendance policy, conduct and expected behavior, costs, and policies of James Sprunt Community College.

James Sprunt Community College has adopted the following minimum requirements for issuance of a high school diploma in cooperation with the Duplin County Board of Education:

- 4 English units
- 3 Mathematics units (one must be algebra)
- 3 Social Studies units (Government/Economics, U. S. Studies, World Studies)
- 3 Science units (one physical science, one biology)
- 1 Health/P. E. unit
- 14 Electives

Minimum passing scores on the North Carolina Competency Test

James Sprunt Community College requires a minimum of 28 units with a maximum potential of 32 units in accordance with the Duplin County Board of Education's requirements for graduation.

The James Sprunt Community College Adult High School Diploma Program is offered on the JSCC campus during the day and evening in room 212 of the Boyette Building and at the Warsaw Adult Education Center. For further information, please call (910) 296-2468.

#### **COMPENSATORY EDUCATION PROGRAM**

Compensatory Education (CED) is a program designed specifically for the mentally handicapped adults. The purpose of the program is to compensate

mentally handicapped adults who earlier were either not provided with a basic education or received an inadequate one. These adults are compensated by the provision of equivalent or comparable educational and related activities so that they may develop the abilities and skills necessary to successfully participate in society.

To be eligible to participate in the program, an individual must be age 17 or older, and (a) diagnosed with mental retardation or (b) functioning on a level equivalent to mental retardation resulting from head injury or brain damage.

### **HIGH SCHOOL EQUIVALENCY**

The GED test is given by James Sprunt Community College on a referral basis from the ABE/GED faculty. Upon successful completion, a person is issued a High School Diploma Equivalency Certificate by the State Board of Community Colleges.

Students are encouraged to prepare for the GED by completing orientation and attending refresher courses. Refresher classes are offered both on and off campus at various times and locations. The GED test includes the areas of Language Arts - writing, Language Arts - Reading, science, social studies, and mathematics. Requirements for the GED are: 18 years of age or older, a resident of North Carolina for at least one year, and have been out of school at least six months.

Individuals 16 to 18 years of age may be admitted to testing provided:

1. That the individual has demonstrated special needs which would justify his being allowed to take GED tests;
2. That the minor applicant has left public schools no less than six months prior to the date application for testing is made;
3. That the application of the minor applicant is supported by a notarized petition of the minor's parent, legal guardian, or other person or agency having legal custody and control of such minor applicant. This petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the Superintendent of the public schools of the administrative unit in which the applicant resides. This waiver may be accomplished by the means of a letter from the Superintendent to the Chief GED Examiner of the center in which the applicant wishes to be tested, or by endorsement of an official application by the Superintendent or his authorized representative.
4. It shall be the policy of the State Board of Community Colleges to encourage young people to complete high school, rather than to seek testing for the high school diploma equivalency certificate.

### **WORKPLACE BASIC SKILLS PROGRAMS**

James Sprunt Community College fosters partnership arrangements with business and industry for the delivery of basic skills services to adults in the workplace. Programs offered by James Sprunt Community College are designed to improve the productivity of the workforce through improvements in employee basic skills by:

1. Providing instruction at the work site for those employees who need to improve their basic skills;
2. Providing instruction at the work site for those employees who wish to earn a GED high school equivalency certificate;
3. Meeting the basic skills needs of employees with limited English proficiency;
4. Upgrading or updating basic skills of adult workers in accordance with change in workplace requirements, technology, products, or processes;
5. Improving the competency of adult workers in speaking, listening, reasoning, and problem solving; and
6. Providing educational counseling and support services to employees while they are enrolled in a workplace basic skills program.

### **HUMAN RESOURCES DEVELOPMENT (HRD)**

The mission of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace. Human Resources Development is a self-sufficient program designed to provide the instruction and counseling an individual needs to succeed in today's competitive job market. HRD is designed to help unemployed and underemployed adults successfully obtain and maintain employment. HRD's primary objective is teaching individuals to assess their assets and limitations, develop a positive self-image, improve academic skills, and understand the dynamics of interpersonal relationships. HRD offers a variety of classes that give the students an avenue to explore employment opportunities or skills training that can be studied even further by enrolling at James Sprunt Community College. The staff will provide job counseling to students and will assist students in updating their resumes and in obtaining job referrals and letters of recommendation. Tuition for HRD classes may be waived if you meet one of several criteria. See Fees section in the Continuing Education section of the catalog.

### **OCCUPATIONAL EXTENSION**

Occupational extension courses are specifically designed to provide training that leads to employment, upgrades the skills of persons presently employed or retrains individuals for new employment in different occupational fields. These courses may be offered exclusively by the college or in

cooperation with business and industry. Occupational extension courses cover a range of topics to include fire service training, emergency medical services, law enforcement training and a variety of technical as well as administrative topics. Training to meet state certification or recertification requirements may be provided as occupational extension courses.

### **SELF-SUPPORTING PROGRAMS**

Certain seminars, cultural exhibits, and similar programs may be organized on a self-supporting basis. The income from fees for such programs must cover the expenses. Self-supporting classes in recreational or avocational courses may be organized upon approval of the Vice President of Continuing Education.

### **SMALL BUSINESS CENTER**

The Small Business Center provides seminars and conferences according to the needs and requests from special interest groups. In addition, technical and managerial assistance can be provided to small business owners and prospective owners by providing: (1) information, (2) education and training, (3) counseling and referral, and (4) other technical/managerial assistance as appropriate.

### **SERVICES**

1. **Seminars** in the areas of starting a small business, business planning, financial and cash flow management, bookkeeping, tax planning, personnel management, time management, effective communication, customer service, business security, employee motivation, regulatory compliance, and more.
2. **Direct One-to-One Assistance** in a confidential client-consultant relationship. Referrals are also made to other resources if appropriate.
3. **Network of Linkages** including the State Department of Commerce, State Business Licensing Information Office, County Economic Development Commission, local Chambers of Commerce, U. S. Small Business Administration, Small Business and Technology Development Center, and many other public and private sources of assistance.
4. **Resource and Information Center** with a variety of reference and resource materials, including SBA publications, periodicals, books, audio and video tapes, business planning guides, and computer software demonstration packages.

### **ELIGIBILITY REQUIREMENTS**

Assistance is available to anyone currently operating a business or planning a business start-up. Employees of existing businesses or

organizations wishing to develop their professional skills are also eligible. There is no charge for SBC services, but appointments must be made for consultation sessions, and advance registrations are required for seminars. A small hospitality fee may be charged for workshops or seminars where refreshments are provided.

### **CUSTOMIZED TRAINING PROGRAM**

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 the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

### **ELIGIBILITY**

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- \* The business is making an appreciable capital investment;
- \* The business is deploying new technology;
- \* The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and
- \* The skills of the workers will be enhanced by the assistance.

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.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.