Continuing Education

McDowell Technical Community College, through the Department of Continuing Education, offers life-long learning opportunities to any adult, regardless of his/her educational background. A wide variety of programs are offered to provide opportunities for individuals to develop to their fullest potential whatever vocational, intellectual or cultural talents they wish.

Courses are designed to provide educational opportunities to prepare individuals for entry into an occupation, to retrain or upgrade the skills of those who are already employed, or to provide cultural and general interest courses for self-improvement. These non-curriculum classes may vary in length.

Continuing Education courses may be organized on or off campus, day or night, based upon the interest shown by the community, the availability of competent instructors, and the limitations of available equipment, space, and funds.

Admission Requirements

In general, all Continuing Education courses are open for enrollment to persons 18 years of age or older, or to those whose high school graduating class has graduated. However, because some specialty and advanced courses may be more difficult and require a greater degree of preparation, potential enrollees should be aware of the nature of the course requirements to determine their possible success in those courses. In certain specialized courses, ie:

Advanced Technology Training
Apprenticeship Training
Fire Services Training
Law Enforcement Training
Management Development Training
New & Expanding Industrial Training

potential students must be employed by or recommended by one of the requesting training agencies.

Course Descriptions/Schedules

Specific course descriptions are provided in course schedules or may be furnished upon request. A course schedule is published each semester. Brochures are placed in appropriate areas throughout the county and courses may be advertised in local newspapers or on local radio stations.

Registration and Fees

Adults should notify the College by phone, letter or personal visit to pre-register for each class. Official registration will be held at the first class meeting. Registration fees for occupational, practical skills, avocational, and academic
courses range from $50-65 per course, depending on course length. Self-supporting class fees will vary, depending on the course. Registration fees for community service classes range from $5-30 per course, depending on course length.

*Senior Citizens, 65 years of age and older, are fee exempt, except for classes that are self-supporting.

Registration fees for Continuing Education courses are set by the N.C. Legislature, and are subject to change. Fees are non-refundable, except when the class fails to materialize. An extra charge may be necessary in some courses for books, materials, and class supplies. Books and supplies may be purchased in the College Bookstore. When classes meet at neighborhood locations, the College Bookstore make arrangements for books to be purchased at the class meeting place.

**Class Locations**

A number of Continuing Education classes are held on campus. Classes are conducted throughout McDowell County wherever a suitable meeting place can be arranged. Classes are organized in any community whenever a sufficient number of prospective class members indicate an interest.

**Attendance**

A minimum enrollment of 10 persons is needed to conduct a class. Adults are expected to attend class regularly. Insufficient enrollment may result in cancellation of the class.

**Certificates**

College credit is not granted for completion of courses in the Department of Continuing Education. However, certificates are awarded to students who successfully complete course requirements in classes which carry CEU credits. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon successful completion of specially designed courses. Certificates will not be released to students who have any outstanding debts to the college.

**Continuing Education Units (CEU)**

The Continuing Education Department will award Continuing Education Units (CEU’s) for the successful completion of appropriate courses. The CEU was designed to recognize and record individual and institutional participation in non-traditional studies and special activities. The CEU is a recognized recording method for substantive non-credit learning experiences. A CEU is defined as "10 hours of participation in an organized Continuing Education experience under responsible sponsorship and qualified instruction or direction."
Programs Offered in Continuing Education

General Adult and Community Services

The College is always concerned with identifying community potentials and community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs afford the opportunity for individuals to gain personal satisfaction through self-advancement. This includes opportunities to grow intellectually, to develop creative skills or talent, to learn hobby or leisure time activities, and to gain civic and cultural awareness. The general types of programs offered are:

- Academic Courses
- Personal Business Education
- Citizenship Development Courses
- Homemaking Education
- Family Life Programs
- Consumer Education
- Health and Safety Education
- Language Arts Education
- Creative Arts Education
- Music/Dance Education

Occupational and Continuing Education Programs

The college offers a number of Occupational and Continuing Education Services, including Teleconference Workshops, Computer Training, and a variety of specialized programs designed to enhance an individual’s employability, to help him or her learn a new career, to establish a pattern of growth and stability in business and industry, and to help individuals stay abreast of trends in their chosen field. These programs may be subdivided as follows:

Small Business Center

McDowell Technical Community College's Small Business Center (SBC) began operations on September 6, 1988. The center was established to provide McDowell County with its first comprehensive small business development and assistance program.

The mission of the SBC is to train, counsel, develop and provide needed services for small businesses and their owners. As part of its provision of services, the SBC will attempt:

- To operate as an information service on small business issues and concerns.
To coordinate the referral of small business owners/managers to acquire legal sources for in-depth assistance, counseling and financial assistance.

To assist in the preparation of business plans, loan packages and research projects related to small business growth and operation.

To provide limited tax and accounting services for sole proprietorship and partnership businesses.

To seek out information and assist in loan package preparation involving Federal and State financing programs for small business owners.

To deliver one-on-one business counseling.

To assist small business owners with marketing and management problems.

To offer seminars/workshops on timely topics of interest to the small business owner.

To offer a resource library of books and videos to be checked out by clients at no charge.

New and Expanding Industry

This categorically funded program is a customized training service for new employees of a new or expanding company. The NEIT program, begun more than 30 years ago, was the nation’s first initiative to link skills training to industrial development. State funds are allocated on a project-by-project basis to pay for essential training costs, including an instructor’s wages and travel, materials development (shared with the company), video training tapes, an allowance for non-salvageable production materials and the cost of a temporary training facility, if needed.

Focused Industrial Training (FIT)

The Focused Industrial Training program was started in November, 1995. FIT provides funds for specific "focused" training, targeted to workers employed in industrial-type occupations and the traditional trades. Examples of what FIT can do for an industry are:

- Pay an instructor to train employees, in class or on the job, who have gaps in skill levels due to cross-training needs, technological changes or expanding industry demands; and
- Pay an instructor to train as few as one or two people -- if that is the need.

Occupational Industry Training

McDowell Technical Community College conducts in-plant courses to assist manufacturing, service and/or governmental organizations with in-service training of their employees. In-plant training is defined as an occupational extension course that meets the following conditions:

1) Training shall occur in the facilities or at the sites in which the organization normally operates.
2) Enrollment shall be limited to the employees of the organization in which the training occurs; trainees may be newly-hired employees who need entry level skills or existing employees who, due to documented changes in job content, need up-grading or retraining.

3) Training may partially be conducted at the employee's assigned work station during normal working hours.

4) Training shall be directly related to job skills.


Companies officials who desire this type of training for their employees should contact MTCC for more information.

Management Development Training

MTCC offers several different training options concerning Management Development. The college has certified instructors available in areas such as: McGraw-Hill Supervision Training, Zenger Miller Management Training, Deming Quality Control Training and the latest innovations in Total Quality Management.

Apprenticeship Training

If a system of "learning by doing" under the guidance of "master craftsmen" has endured for over 4,000 years, the system undoubtedly contains basic qualitative factors for our contemporary society. These factors should be identified clearly and implemented properly where such training is needed. North Carolina is requiring increasingly greater numbers of highly trained men and women to keep pace with our rapidly changing economy. New demands on the abilities and experience of workers, who need wider training because of changing methods, materials and technology, call for a new look into educational methods. Apprenticeship is an effective means for a young person to develop formal skills. As such, it makes a major contribution to our state's economic growth.

McDowell Technical Community College can help train an employed apprentice by making available necessary courses, instructors and classrooms for supplemental related instruction.

The main objective for the Apprenticeship Program is to combine 4,000 to 8,000 hours of on-the-job training with a program of formal related instruction through MTCC. The major objective of the related instruction
is to teach an apprentice that part of the technical related information pertaining to his/her trade which can best be taught in the classroom. Other objectives include: development of an ability to apply technical related information to his or her trade, evolvement of proper attitudes and human relations, and adjustment to social problems encountered in the world of work. The North Carolina Apprentice Council and Department of Labor have mandated that related training will be required of every apprentice.

MTCC has some equivalent courses in the curriculum program that may offer the apprentice an opportunity to acquire an Associate Degree at the same time they are completing the Apprenticeship Program.

**Emergency Services Training**

**Fire Service Training**

MTCC provides a wide range of fire training opportunities to meet the continuing education training needs of area firefighters. The College offers all course and training requirements to obtain LEVEL II Certification, Instructor Certification, Hazardous Material Awareness Level and Hazardous Material Operational Level. The College also holds an Annual Fire and Rescue College. In total, the College offers over 150 courses annually in virtually every area of Fire Training.

**Rescue Training**

MTCC provides a wide range of training opportunities to meet the continuing education training requirements of Rescue Personnel. The college offers Rescue Technician (RT) Certification for area rescue personnel. The Annual Fire and Rescue College also provides courses in areas such as Vehicle Extrication, Search Procedures, Man-Tracking, Hazardous Materials, etc.

**Emergency Medical Services Training**

MTCC provides a wide range of training opportunities to meet the needs of area Emergency Medical Personnel. The college provides continuing education training as well as inservice training opportunities weekly to meet local need. Advanced training opportunities are also offered including: Basic Cardiac Life Support, Advanced Cardiac Life Support, Pediatric Advanced Life Support, and Vehicle Operator Training. The College offers the following levels of Emergency Services Training: EMT, EMT-Intermediate, and EMT-Paramedic. In addition to these programs, the college offers over 100 courses annually in the areas of CPR Certification, First Aid Certification, CPR Recertification and Communicable Disease Training to help local government and industry leaders meet OSHA requirements.

**Law Enforcement Training**

MTCC provides a number of training opportunities to local Law Enforcement personnel. Training classes are provided to city, county and
Department of Corrections officers to meet continuing education needs. The college currently offers training opportunities in the following areas: Firearms Recertification, Breathalyzer Training, Unarmed Self-Defense Training, Basic Law Enforcement Training (see Curriculum Program description) and Specialized Training.

**Adult Basic Skills Programs**

All Basic Skills classes have open enrollment. A student may register any time during the semester and attend the class which is most convenient to their schedule. All classes are offered free of charge and materials will be provided. The goals of instruction are to improve basic skills in reading, writing and math which will lead to successful completion of the GED test.

**Adult Basic Education (ABE)**

ABE classes provide instruction for adults who want to improve their skills in reading, writing, spelling, and math. Instructors are available to help those individuals who score below ninth grade level in any subject. **Special accommodations are made for beginning readers.** Under special circumstances, individuals with high school diplomas who need to review their skills may enroll in an ABE class.

**General Educational Development (GED)**

A pre-test is given to all students enrolled in a GED preparation class. The scores on this test are a good indicator of how successful a person will be at passing an Official GED test. The General Educational Development test is composed of five separate examinations in Writing, Social Studies, Science, Literature and Arts, and Mathematics. All questions are multiple choice, except for one part of the writing test which asks the examinees to write an essay.

**English as a Second Language (ESL)**

Written and spoken English, math, reading and other subjects are currently offered at the JobLink Career Center and on the Main Campus to foreign-born students. Classes are offered at several workplace sites throughout the county. Instructors are trained to work with students who need assistance completing forms such as immigration papers, tax and insurance documents, or job applications; obtaining driver’s license, health and financial services; and obtaining practical skills such as cooking, shopping, and solving housing needs.

All classes are offered at a variety of times and locations. For more information, call MTCC at 652-6021 or check the listing of current classes in the MTCC Schedule of Classes published each semester.