Skills Development Training (Occupational Extension)

Occupational Extension

Occupational extension courses are designed to provide training in a specific area. These courses may teach a new skill or upgrade present skills, leading to job promotion, supplemental income, or employment. Instructional activities include, but are not limited to, the following:

Healthcare Pathways

- Certified Professional Coders Exam Prep
- Medical Billing & Coding (CPT & ICD-10)
- Medical Office Assistant
- Medical Terminology
- Medication Aide Exam Prep (Adult care Homes)
- Medication Aide Exam Prep (Skilled Nursing)
- Nurse Aide I
- Nurse Aide I Refresher
- Nurse Aide II
- Ophthalmic Assistant
- Pharmacy Technology
- Pharmacy Technology Exam Prep
- Psychiatric Technician

General Workforce Training

- Accounting
- Banking
- Bartending
- Beekeeping
- Career Readiness Certificate
- Computer Skills
- Computer Programming
- Construction Trades (Masonry, HVAC, Electrical, Carpentry, Plumbing)
- Digital Photography
- DSS Caseworker Phase I & II
- Effective Teacher Training
- Esthetics
- Intro to Automotive
- Intro to Computers & Microsoft Office Applications
- Intro to PC Maintenance
- Nail Tech/Manicurist
- QuickBooks
- Sign Language
- Small Engine Repair
- Social Media
- Web Design

Industrial Training

- Computer Numerical Control (CNC)
- General Industry Forklift
- OSHA 10-Hour General Industry
- Manufacturing Technician
- Programmable Logic Controller (PLC) SCC
- Welding

NCWorks Customized Training Program (CTP)

SCC's Customized Training Program (CTP) provides education, training and support services for new, expanding and existing business and industry in Columbus County. The goal is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

Services range from:

- Job profiling
- Pre-employment training and assessment
- Post-hire technical and critical soft skills training

For more information, call (910) 788-6208.

Management Development Programs

In an effort to meet the supervisory and managerial needs of business and industry, a progressive program in management development training is offered by SCC. Emphasis is placed on improving the competency of supervisory and mid- management personnel as well as on developing the potential of persons interested in becoming supervisors. Programs are tailored to meet local needs and are conducted on the campus or within an individual plant or organization. Topics/programs include the following:

- Leadership Development Communication Skills
- ISO 9000
- Team Building Quality
- Problem Solving

Instructor-Facilitated On-line Learning

Instructor-facilitated on-line courses are designed to provide opportunities to update personal/professional skills, discover a new talent, or chart a career path at one's own convenience and/or pace. Course offerings through the Education to Go site (https://www.ed2go.com/sccnc/) include, but are not limited to, the following categories:

- Accounting and Finance
- Business and Management
- Computer Applications
- Computer Fundamentals
- Grant Writing/Non Profit
- Healthcare and Medical
- Languages
- Networking/Troubleshooting
- Teaching and Education
- Veterinary Assistant
- Writing and Publishing

SCC also offers courses in EMS, Healthcare and Volunteer Management through the college's Rams Online site.

Emergency Medical Services (EMS) Training

Courses are designed to prepare competent entry-level EMS personnel in the cognitive, psychomotor, and affective learning domains required for the pre-hospital emergency setting. Courses include, but are not limited to, the following:

- Advanced Cardiac Life Support
- Advanced Emergency Medical Technician (AEMT)
- Basic Life Support
- Emergency Medical Responder (EMR)
- Emergency Medical Technician (EMT)
- Paramedic
- Pediatric Advanced Life Support

Technical Rescuer Series

Courses are designed to encompass the total spectrum of the Emergency Rescue Technician Program. Courses include, but are not limited to, the following:

- Technical Rescuer Technical Rescuer (Vehicle)
- Technical Rescuer (Ropes, Trench, Structural Collapse, Water Rescue, Confined Space, and Machinery and Agriculture)

Fire Service Training

Fire Service Training can be taken directly to the individual firefighting groups to meet their needs. Training sessions are held in the local fire departments, allowing personnel to be trained as an organized group and utilize equipment they would ordinarily use in controlling fires. Fire Service courses include, but are not limited to, the following:

- Fire Fighter Certification HazMat Level One Responder
- Fire Life Safety Educator Training
- NC First Apparatus Driver-Operator Certification (Driver Operator Training, Pump Operations Training, and Aerial Operations Training)

A more detailed listing of classes can be obtained by contacting the Public Safety Division.

Basic Law Enforcement Training

This certification-related course is designed to equip the student with the basic skills, knowledge and ability to function as an inexperienced law enforcement officer in the State of North Carolina. This class is a pre-requisite for law enforcement officer certification in this state. The minimum number of required hours per block of instruction in this course are set by the NC Criminal Justice Education and Training Standards Commission.

Law Enforcement In-service Training

Law enforcement courses are specially designed as in-service education for those engaged in law enforcement activities and are provided at the request of local law enforcement agencies. Program emphasis is on legal and technological law enforcement advancements. Workshops and courses such as the following are offered in many areas, but are not limited to:

- Bloodbourne Pathogens
- Career Survival Topics
- Chemical Tests for Alcohol
- Court Structure & Procedure
- Criminal Investigation
- Crisis Intervention Training
- Department of Public Safety In-Service Training
- Detention Officer Certification Course
- Field Training Officer (FTO)
- Fingerprint Identification
- Firearms Training
- Hazardous Materials
- Juvenile Law
- Laws of Arrest, Search, and Seizure
- Legal Updates
- Motor Vehicle Laws

- Narcotics Investigation
- Police Administration
- Police-Community Relations
- Radar Operator
- Radar Re-certification
- Riot and Crowd Control
- SWAT Operators School
- School Resource Officer Training
- Traffic Accident Investigation
- Traffic Interdiction

Nurse Aide

Nurse Aide I

This course prepares graduates to provide personal care and to perform basic nursing skills for the elderly and other adults. Emphasis is on the aging process including mental, social and physical needs of the elderly, patient's rights, nutrition management, elimination procedures, safe environment, restorative services, personal and special care procedures and activities, human body structure, function and related common disease/disorders, communication and documentation, death and dying, and role of the nurse aide and health team members. The course includes class, laboratory and clinical learning experiences and prepares the graduate for competency evaluation required for nurse aide listing. Upon satisfactory completion of the course and the state approved competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the N.C. Division of Health Services Regulation. In all employment settings, the listed Nurse Aide I will work under the direction and supervision of licensed personnel.

Nurse Aide II

Nurse Aide II prepares graduates to perform more complex skills for patients or residents regardless of the setting. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the listed Nurse Aide II will work under the direction and supervision of licensed personnel. Prerequisite: High School Diploma or HSE and current listing on the N.C. Nurse Aide I Registry.

Course Admission Requirements

- Submission of a copy of high school diploma or HSE certificate for Nurse Aide II.

Continuation

Enrollment and continuation in nurse aide courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Life Support
- Certification from students of the ability to perform essential functions.

- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe nursing care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe nursing care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end

Immunizations (required)

- Three DPT or Tetanus vaccines (one within last 10 years)
- Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
- Completed Hepatitis B series or declination statement
- Two doses of varicella vaccine or positive varicella titer or declination statement
- Other requirements as listed by the clinical agency

Students accepted into nurse aide courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to nurse aide practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing on Nurse Aide I Registry and Nurse Aide II Registry

Students earning a grade of S in the Nurse Aide I course will receive a certificate of course completion from SCC and will be eligible to apply for the written and skills competency examinations administered though Credentia. Students must successfully complete the written and skills competency examinations administrated by Credentia to be eligible to apply for listing on the NC Nurse Aide I Registry with the NC Division of Health Services Regulation.

Applicants who are currently listed on the Nurse Aide I Registry and who meet current Nurse Aide II course admission requirements may enroll in Nurse Aide II. Students earning a grade of S in the Nurse Aide II course will receive a certificate of course completion from SCC and will be eligible to apply for listing on the NC Nurse Aide II Registry with the NC Board of Nursing.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign or to withdraw any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, or other reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the nurse aide courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching nurse aide courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to nursing practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to nurse aid practice.

Students who demonstrate behavior that conflicts with safety essential to nurse aide practice can be dismissed from nurse aide courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to nurse aide practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Pharmacy Technology

The course is designed to prepare individuals with the theoretical, technical, and clinical sills needed to assist and support licensed pharmacists in providing prescription medications, over-the- counter drugs, medical equipment and supplies, pharmaceutical care services, and other health care products and services for patients. Class format includes lecture, laboratory, and clinical activities.

Successful completion prepares individuals for employment as a pharmacy technician in hospitals and pharmacies. After completion of class, individuals may be eligible to sit for national certification as a Certified Pharmacy Technician (CPhT). Prerequisite: High School Diploma or High School Equivalency Diploma (formerly known as GED).

Course Admission Requirements

- Submission of a copy of high school diploma or HSE certificate.

Continuation

Enrollment and continuation in pharmacy technology courses is contingent upon the submission of the required documentation on or before the specified date communicated by the college. Additional requirements include, but are not limited to:

- Malpractice insurance (paid upon registration for class)
- OSHA training on Standard Precautions and Bloodborne Pathogens
- Successful completion of Basic Life Support
- Certification from students of the ability to perform essential functions.
- Certification from students that provides evidence that they meet the conditions of physical health and/or physical capability at a level that is acceptable to and in keeping with safe care to the public.
- Certification from students that provides evidence that they meet the conditions of emotional health at a level that is acceptable to and in keeping with safe care to the public
- Completed health form with current physical examination (done within 12 months prior to class end)
- TB test within 12 months prior to class end
- Immunizations (required)

- Three DPT or Tetanus vaccines (one within last 10 years)
  - Two MMRs or two rubeolas (measles), one mumps, one rubella (German measles) or proof of positive titers
  - Completed Hepatitis B series or declination statement
  - Two doses of varicella vaccine or positive varicella titer or declination statement
  - Other requirements as listed by the clinical agency

Students accepted into pharmacy technology courses with previous physical, emotional, or behavioral problems which conflict with the safety essential to pharmacy technology practice must provide professional certification that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Eligibility for Listing with the Pharmacy Technician Certification Board

Students earning a grade of S in the pharmacy technology course will receive a certificate of course completion from SCC and will be eligible to apply for the Pharmacy Technician Certification Exam administered though Pearson Vue. Students must successfully complete the written examination administrated by Pearson Vue to be eligible for listing on the Pharmacy Technician Certification Board.

Relationship with Clinical Agency

From a safety perspective, the users of alcohol and drugs may impair the well-being of themselves and the persons they serve in the clinical setting. In addition, the contract between SCC and a clinical agency requires that the college abide by the existing rules and regulations of the agency. Clinical agencies may require acceptable criminal background checks and drug screens prior to participating in clinical. The college follows agency protocol regarding drug screening and criminal background checks. The college agrees to not assign, or to withdraw, any student from the clinical agency when the student is unacceptable to the agency because of health, performance, a positive drug screen or criminal background check, or other reasonable causes. Without access to the clinical facilities, the student will be unable to satisfactorily complete the pharmacy tech courses.

Students may be required, at their own expense, to be tested for consumption of alcohol/drugs for cause at any time while in this program. Clinical sites control work in their facility.

Dismissal of Students

Faculty teaching pharmacy technology courses follow published college policies and practices that provide for identification and dismissal of students who do the following:

- Demonstrate physical or emotional problems which conflict with the safety essential to pharmacy technology practice and do not respond to appropriate treatment and/or counseling within a reasonable period of time.
- Demonstrate unsafe clinical practices or behavior which conflicts with safety essential to pharmacy technology practice.

Students who demonstrate behavior that conflicts with safety essential to pharmacy technology practice can be dismissed from pharmacy technology courses regardless of whether treatment or counseling has occurred. Re-admission of students who were dismissed from the program for physical, emotional, or behavioral problems which conflicted with the safety essential to pharmacy technology practice is contingent on professional documentation that appropriate treatment and/or counseling has taken place and that the problem has been adequately accommodated.

Medical Office Assistant

The course will prepare individuals for national certification as a Certified Medical Administrative Assistant (CMAA). Individuals enrolled in the course will have the opportunity to learn skills required to work in a medical office setting. Topics include medical terminology; communication skills; vital signs; CPR; administrative duties; office procedures; and introduction to medical coding and insurance billing and coding. Upon successful completion of the class, individuals will be eligible to take the Certified Medical Administrative Assistant (CMAA) exam given by National Healthcareer Association (NHA). Prerequisite: High school diploma or high school equivalency diploma (formerly known as GED).

Course Admission Requirements

- Submission of an official copy of high school transcript verifying graduation, adult high school diploma, or high school equivalency diploma.

Psychiatric Technician

This course is designed to prepare individuals with the knowledge and skills needed to provide safe, therapeutic patient care to individuals who have mental health/behavioral needs in an effective and ethical manner. Coursework includes lecture, module tests, class projects and isolated clinical experiences,. Successful completion of this course will prepare students for the Level I American Association of Psychiatric Technicians (AAPT) certification exam and entry level positions for Psychiatric Aides, Mental Healthcare Technicians and Healthcare Techs/Nurse Aides whose primary patient population has special mental health/behavioral needs.

Course Admission Requirements

- Minimum age of 18 years old.
- High School diploma or equivalent and proof of Nurse Aide I course completion *(prerequisite)*

Eligibility for Listing with the National Healthcareer Association (NHA)

Students earning a grade of S in the medical office assistant course will receive a certificate of course completion from SCC and will be eligible to apply for the Certified Medical Administrative Assistant (CMAA) exam administered by the National Healthcareer Association (NHA). Students must successfully complete the written examination administered by NHA to be eligible for listing as a Certified Medical Administrative Assistant (CMAA).