General Information

Continuing education programs are offered where there is community need and interest. Some courses and services, because of great demand, are offered on a continuing basis. Other courses and programs may be initiated by request from groups, the industrial community, or other service organizations. The College cooperates with all groups whether public or private, industrial or service, whose goal is the development of continuing education for the citizens of Johnston County.

Philosophy

Johnston Community College is committed to a comprehensive program of continuing education for all citizens in its service area. To fulfill this commitment, the College offers a variety of continuing education formed upon request when only three requirements are met:

1. Sufficient number of students must enroll;
2. A qualified instructor must be available; and
3. A suitable location for the class must be acquired.

Through continuing education courses, citizens find opportunities to retrain and update themselves for today's job market, develop leadership and civic responsibility, grow in basic knowledge, improve in home and community life, gain knowledge in general education, and develop creativity in the fine arts.

Continuing Education Units

Johnston Community College uses the Continuing Education Unit (CEU) as recognition and documentation for noncredit continuing education activities. The national guidelines for the use of the CEU are applied and emphasis is on the results of education and the assessment of those results. CEUs are awarded for non-credit activities or programs meeting appropriate criteria. These CEU activities or programs may include:

- technical and professional courses
- in-service training programs
- courses for certificate or licensing requirements
- occupational skill upgrading courses
- liberal education programs
- paraprofessional training programs
- vocational training programs (either in-service or in preparation for job-entry positions)

Johnston Community College is responsible for establishing and maintaining a permanent record of all CEUs awarded. The system of recording units for participants is in accordance with the current system of permanent records in use at the College. At the discretion of the College, a separate and parallel system is maintained. These records are available upon request by program participants, their employers, or certifying organizations. Information recorded in these permanent records includes:

- Name of individual student
- Title of course or program
- Starting and ending dates of activity
- Location of activity
- Format of activity
- Number of CEUs awarded
- Student performance evaluation
- Name of instructor
- Cooperating sponsor

Any activity or program subject to CEU credit must be composed of the following criteria: participant, purpose, format content, duration, teaching staff, course prerequisites, and level of instruction. This essential information is maintained in condensed form in the permanent records of the College.

One CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program activity. Therefore, a normal one-week short course usually approximates 30 contact hours of participation and would be awarded 3.0 CEUs. A two-day program seldom involves more than 10 or 12 contact hours and would thus be awarded 1.0 or 1.2 CEUs respectively.

Enrollment Information

Admission

Any person 18 years of age or older and not enrolled in public school may be admitted to a continuing education (CE) class prior to the beginning of each semester. A course schedule is published and made available through the College Web site or to potential students upon request. Courses that begin between semesters are announced through local news media and on the College's Web site.

A high school student, 16 years old or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any continuing education course, except adult basic skills, concurrently under the following conditions:

1. Upon recommendation to the chief administrative school officer and approval of the president of the college;
2. Upon approval of the student's program by the chief administrative school officer and the president of the college; and
3. Upon certification by the chief administrative school officer that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation.

Registration

Because space may be limited for some classes, advanced registration is required for all continuing education (CE) courses with the exception of basic skills, HRD, and customized training. Students must register at least five calendar days prior to the class start date. Students may prepay registration fees in one of the following methods.
• Come by the Records & Registration Department in the Wilson Building, Room C1513, to complete the registration form. Payment can be made at the cashier’s window beside the Bookstore in the Wilson Building. Hours for registration and payment are Monday - Thursday from 8:00 a.m. – 5:00 p.m. and Friday from 8:00 a.m. - 3:00 p.m.
• Complete the Continuing Education Registration Form (PDF format requires the FREE Adobe Acrobat Reader) and mail to the Continuing Education Division along with appropriate registration fee(s) to the address listed at the top of the form.
• Fax registrations paid with a MasterCard, VISA, American Express, or Discover credit card to (919) 209-2189 Attention: Registration. *Please do not include your credit card number on registration form, you will be contacted for this information.
• To register online, simply click the WebAdvisor link here or located on the JCC Home Page, and click on “Continue to WebAdvisor”. Next, select the Continuing Education button, and then select “Register and Pay for Continuing Education Classes”. You may search for classes using a keyword, course name, start or end dates, location, or instructor’s last name. Select the class you want, and click “Submit”. Complete the registration process. Please be advised that payment must be made using a credit card.
• If a company/agency is planning to pay for tuition, fees, books or supplies, this authorization form: Student Sponsorship Form, must be printed on company letterhead, signed and submitted.

Textbooks and Supplies
Students are responsible for purchasing their own supplies and/or text material as needed prior to class. These items are to be paid separately from registration fees. Any textbooks and/or course materials may be purchased during these times. Contact the bookstore for inquiries about hours, books, or prices.

Attendance
Regular attendance and class participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance. A minimum of 80 percent student attendance in each course is required to receive a certificate.

Grading Policy
Explanation of Grades

Withdraw

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory (must attend 80% of scheduled class hours)</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
</tr>
<tr>
<td>NA</td>
<td>Never Attended</td>
</tr>
</tbody>
</table>

Fees

Occupational extension courses carry registration fees as follows (subject to change):

<table>
<thead>
<tr>
<th>Course length</th>
<th>Fee</th>
<th>CAPS Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24 hours</td>
<td>$70</td>
<td>$5</td>
</tr>
<tr>
<td>25-50 hours</td>
<td>$125</td>
<td>$5</td>
</tr>
<tr>
<td>51+ hours</td>
<td>$180</td>
<td>$5</td>
</tr>
</tbody>
</table>

Technology fees for computer courses only are as follows and are not exempt:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10 hours</td>
<td>$1</td>
</tr>
<tr>
<td>11-20 hours</td>
<td>$2</td>
</tr>
<tr>
<td>21-30 hours</td>
<td>$3</td>
</tr>
<tr>
<td>31-40 hours</td>
<td>$4</td>
</tr>
<tr>
<td>41+ hours</td>
<td>$5</td>
</tr>
</tbody>
</table>

CAPS (Campus Access, Parking, and Security) fees are $5 per continuing education course (subject to change).

The CAPS (Campus Access, Parking and Security) fee supports the construction and maintenance of campus parking lots and roads. In addition, it supports Campus Police, Security Guards and Jaguar Alerts to ensure a safe campus. The CAPS fee is non-refundable after the semester and/or course begins.

*Note: Ed2Go courses do not charge the CAPS fee.

Additional Fees

Some courses (e.g., computer, CNA) may require the payment of a nominal technology or lab fee. Students will be notified of the fee prior to registration.

Self-Supporting Courses

Self-supporting course fees vary and are dependent upon the length and nature of each course. Due to the nature of self-supporting courses, all students pay a registration fee. Courses offered as self-supporting (course codes beginning in CSP or SEF) are not eligible for a refund as these programs are funded by registration fees collected.

Fee Exemptions

Students who are fire department personnel, law enforcement officers, and volunteer rescue squad personnel, may be exempt from the registration fee of classes within their job-related areas. An exception would be self-supporting courses where ALL students must pay the registration fee. Basic skills students are exempt from registration fees.

Refunds

A student who officially withdraws, in writing, from a continuing education (CE) course prior to the first class meeting is eligible for a 100-percent refund upon request to the College. A student may be eligible to receive a 75-percent refund of the registration fee if the student officially withdraws (in writing) from the course after the class begins, but prior to the 10-percent census date. The technology fee is non-refundable after the class begins. A student would not be entitled to receive a refund if he
generally recognized as meeting educational requirements by the North Carolina Community College System. This achievement is awarded an Adult High School Diploma. This achievement is recognized by award of a High School Equivalency Diploma credential by the North Carolina Community College System. After successful completion of the program, students are evaluated to determine the course needs of each student. Transcripts are issued to students for personal satisfaction. The program is free of charge and open to individuals age 18 and older. Students that are 16 or 17 years old may enroll under special circumstances.

**English as a Second Language**

English as a Second Language is a program that provides instructional opportunities for adults with limited English proficiency. This program allows students to acquire skills in listening, speaking, reading, writing, and comprehension of the English language. Persons age 16 and 17 may be able to enroll under special circumstances. Classes are located throughout Johnston County during day and evening hours. There is no cost to the individual for taking English as a Second Language. All books and materials are supplied free of charge.

**Adult High School**

The Adult High School Diploma program, cosponsored by Johnston Community College and the Johnston County Board of Education, is designed to meet the needs of those adults who have not completed high school. The diploma program is offered tuition-free.

The student must complete 22 units of academic credit; however, credit is generally given for courses that the student completed in the public school. Transcripts are evaluated to determine the course needs of each student.

Upon successful completion of the program, students are awarded an Adult High School Diploma. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

**High School Equivalency Diploma**

The High School Equivalency Diploma program provides persons who have not completed high school with an opportunity to demonstrate the attainment of developed abilities normally acquired through completion of a high school program of study.

Classes are located throughout Johnston County during day and evening hours. Successful completion of the state approved standardized credentialing exams is recognized by award of a High School Equivalency Diploma credential by the North Carolina Community College System. This achievement is generally recognized as meeting educational requirements for employment or entrance into programs of higher education.

There is no cost to the individual for preparation classes; however, there are fees to take the official standardized exams.

**Public Health & Safety**

**In-Service Law Enforcement Training**

In-Service Law Enforcement Training is provided at the request of local law enforcement agencies. Courses are especially designed as in-service and pre-service education for those engaged in law enforcement activities. Workshops and courses are offered in many areas such as the following:

- PRISim Simulator Training
- Spanish for Law Enforcement
- Defensive Tactics
- Drugs and Narcotics
- Investigations
- Firearms
- Mandated In-Service
- Officer Survival
- Radar Training
- SWAT
- Public Speaking
- Verbal Judo
- Detecting Deception

**Fire Service Training**

Fire Service Training is designed to provide firefighters the opportunity to gain technical information and skill in modern firefighting through a variety of learning experiences and practical problems. The College has a modern Fire/Rescue Training Ground on campus used extensively for local fire/rescue classes. Classes are often taken directly to the firefighters through training sessions held in local departments and training fields in the community. Among the courses are the following:

- Arson Detection
- Emergency Vehicle Operation
- Fire Apparatus Practices
- Firefighting Procedures
- Fire Officer Training
- Fire Stream Practices
- First Responder
- Flammable Liquids
- Forcible Entry
- Hazardous Materials
- Hose Practice
- Introduction to Firefighting
- L.P. Gas
- Ladder Practices
- Portable Fire Extinguishers
- Protective Breathing Equipment
- Rescue Practices
- Rope Practices
- Salvage and Overhaul Practices

**Emergency Medical Services (EMS) Training and Education**

The EMS Education program offers courses designed to improve emergency health care to the public and serves as the American Heart Association Community Training
Center. The program offers courses to all health care professionals current with the latest technology including:

- Advanced Cardiac Life Support (ACLS) – Provider and Instructor
- Pediatric Advanced Life Support (PALS) – Provider and Instructor
- Basic Cardiac Life Support (BCLS) – Provider and Instructor
- Pre-Hospital Trauma Life Support – Provider and Instructor
- Advanced Medical Life Support Provider

Certification courses offered include:

- Emergency Medical Technician Basic, Intermediate, & Paramedic
- Continuing Education courses consistent with N.C. State requirements for providers in Johnston County.
- Certified Intensive Care Provider

**Heart and Vascular Invasive**

This is a 320 hour course that will provide cardiovascular training to healthcare professionals and prepare court cardiovascular professionals for the course work needed in preparation for the certification examination. Emphasis will be placed on demonstrating effective communication, sterile technique, and advanced interventional skills and use of specialty equipment. This course will provide the skills and knowledge to prepare credentialed healthcare professionals for the Registered Cardiovascular Invasive Specialist (RCIS) certification examination.

**Imaging**

- Mamography Certification – Initial Training Course
  This is a 26.25-hour approved course that provides initial training. Students will be required to perform clinical experience requirements mandated by the ARRT prior to applying for the ARRT certification exam. Clinical is not assigned by JCC. Classes are held on campus in the radiology department two consecutive Saturdays and Sundays during summer and fall semesters.
  Contact (919) 209-2156 for more information.

**Nurse Aide and Health Education**

Nurse Aides and allied health workers are employed in healthcare-related roles. These skilled healthcare professionals are a member of the healthcare team and they typically play an important role in patient care or information management. Employment of Nurse Aides and allied health workers is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Employment opportunities include home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor’s offices.

- Nurse Aide Level I Course
  This 163-hour course prepares the nurse aide student to take the certification exam given by Pearson Vue. The class involves classroom, laboratory practice, and clinical experiences. Upon passing the exam, the nurse aide will be listed on the N.C. Nurse Aide Registry. At the completion of the program, the student will be provided a certificate, a testing handbook, and an application to mail with the required testing fee to take the written/hands-on skill certification exam. The student is responsible for all fees. Contact (919) 464-2368 for more information. Information on the state written and skills testing may be found at N.C. Nurse Aide I Registry.

- Nurse Aide I Refresher Course (Hybrid Course):
  This 45-hour nurse aide refresher course provides online review and hands-on skills practice for those students with expired nurse aide certifications less than five years, and out-of-state nurse aides desiring to be listed on the N.C. Nurse Aide Registry. This class is not designed to teach the entire nurse aide level I course but is a review of previously learned skills and preparation for the nurse aide certification exam. Contact (919) 464-2368 for more information.

- Nurse Aide II Certification
  This 163-hour course meets the requirements of the North Carolina Board of Nursing for listing as Nurse Aide II Registry. Students will learn sterile techniques for wound care, tracheotomy care, catheter care, glucose testing, oxygen therapy, and nutrition. Students must be listed on N.C. Nursing Assistant Registry to enroll in this class. Contact (919) 464-2368 for more information.

- Medication Aide – Student Course
  This 24-hour program meets the requirements of the North Carolina Board of Nursing for listing as a medication aide. Students who are certified nursing assistants may work in skilled long-term care nursing facilities. This program is not the same as medication technician. After completing the course, the student must apply to the North Carolina Board of Nursing for listing on the Medication Aide Registry. Contact (919) 464-2368 for more information.

- Nurse Aide Home Care
  This 116-hour course meets the requirements of the DHHS guidelines for listing on the Home Care Aide registry. Students must be listed on the N.C. Nurse Aide Registry to enroll in this class. After completing course, students must apply to be listed on the Home Care Registry. Contact (919) 464-2368 for more information.

- Phlebotomy Technician (Hybrid Course)
  This 220-hour course prepares individuals training to obtain blood and other specimens for lab analysis. The class involves theory, online discussions, lab, and clinical. Contact (919) 464-2368 for more information.

- Cardiovascular Technician
  Upon successful completion of this 100-hour course, students will be qualified for employment in a cardiology unit of a healthcare facility. Course provides training for student to become proficient in reading and interpreting cardiac and conduct 12 Lead EKGs. Students will be able to take national certification exam with A.S.P.T. for EKG certification. Student must provide proof of high school diploma, high school equivalency diploma or dual enrollment. CNA I certification preferred. Contact (919) 464-2368 for more information.

**Education and Teacher Renewal**

- Early Educator Renewal
  Various continuing education (CEU) courses for early care and education professionals are offered each semester at JCC. The courses are 100% online. Each course is five contact hours in length for a total of .5 CEUs upon successful completion. Specific course listings can be found on the JCC Continuing Education Web page. You do not have to be a JCC student to take
these courses. Costs depend on the number of CEUs provided.

- BSAC (online)
The state of North Carolina requires the five hour BSAC training for school-age professionals who plan and ensure the implementation of daily activities or supervise groups of school-age children in licensed childcare programs. The modules in BSAC will cover the elements of quality care, child development, positive guidance, age appropriate activities, environmental design, health/safety, nutrition, and NC Child Care Regulations. Students will get the same information as a face-to-face class but through distance learning.

- Pathways to Teacher Assistant Certificate
Students who complete this 96 hour course will gain the basic skills and general knowledge needed in order to complete the WorkKeys® assessments and be “highly qualified” and employable by Johnston County’s Title One schools. This class includes skills reviews in the areas of reading for information, applied mathematics, and writing. The course also includes basic computer training and a focus on knowledge necessary for the classroom such as classroom management, exceptional children’s issues and laws, discipline, and communication.

- Effective Teacher Training for Substitutes
This 12 hour course is a pre-requisite for people who are interested in becoming a substitute for Johnston County Schools. The course provides training on topics such as Johnston County School’s Code of Ethics and policies, presentation skills, learning expectations, monitoring student interactions, and time management. Employment with Johnston County Schools is based upon completion of the Effective Teacher’s Training for Substitute class, volunteering in the classroom, and a background screening.

**Computer Training**

**Information Technology Academy Certification Training Programs (IT Academy)**
Course work for each training program consists of class lectures and hands-on experience with server and PC technology. Graduates should find employment as PC technicians, systems engineers, network administrators, and network technicians.

**Continuing Education Credit (CEU)**
- Comp TIA A+ Hardware/Software Certification Prep (128 hours)
  - 220-901 (64 hours)
  - 220-902 (64 hours)
- Comp TIA Network+ Certification Prep (60 hours)
  - Network+ Exam N10-006 (60 hours)
- Introduction to Cybersecurity (Cisco) (24 hours)
- CCNA/Bridge Course (120 hours)
- VMware
  - VCA-DCV 6.0
  - ICM 6.0

**Ed2Go - Distance Learning**
Johnston Community College offers a Distance Learning program designed to improve employment opportunities and job related skills from your home or office. A complete listing of Internet courses is available on the College Web site. The following is an example of what is available:

- Accounting
- Art, History, Psychology, & Literature
- Basic Computer Literacy
- Business Administration Certification Prep
- Child Care and Parenting
- Computer Applications
- Courses for Teaching Professionals
- Database Management & Programming
- Digital Photography & Digital Video
- Entertainment Industry
- Grant Writing & Non-Profit Management
- Graphic Design
- Health Care, Nutrition, & Fitness
- The Internet
- Languages
- Law and Legal Careers
- Math, Philosophy, & Science
- PC Troubleshooting, Networking, & Security
- Personal Development
- PersonalEnrichment
- Personal Finance & Wealth Building
- Sales & Marketing
- Start Your Own Business
- Test Prep
- Web and Computer Programming
- Web Graphics & Multimedia
- Web Page Design
- Writing and Publishing

**Economic and Workforce Training**
Johnston Community College provides economical workforce training to meet the needs of both the general population and local businesses, industries, and organizations. Classes are designed to fit the organizational or individual needs of upgrading skills in the ever-changing workplace. Continuing education, biotechnology, customized training, career development (HRD), Career Readiness Certification, Small Business Center, corporate training, computer training, and community programs are offered in Economic and Community Development. The offices of all programs except community programs are located at the Johnston County Workforce Development Center in Clayton.

**Biotechnology Programs**
All classes are continuing education courses and are held at the Johnston County Workforce Development Center. Information sessions are held monthly.

- BioWork® Process Technician Training
  Students who complete this 136-hour course will gain the basic skills and general knowledge needed for entry-level process technicians in bioprocessing, pharmaceutical, and chemical manufacturing, and participate in the human resources development aspect of the course. Course includes nine modules, including quality, measurements, transforming matter, growing living cells, safety, sterile processes, process control, and nuts and bolts, job search strategies and tools, job market overview, resume preparation, and interview practice are incorporated into the course. Computer literacy, teamwork, time management, and problem solving are key components of this course.
Once complete, the Process Technician State Exam is offered.
• Advanced Biomanufacturing Training (ABT) Program
This 152-hour program is the next in succession to BioWork. This course offers 3 certifications, including the Process Technician State Exam and test-prep course. Currently, JCC is the only college that offers this combination course. This full program is offered in each semester. Included within the Advanced Biomanufacturing Training Program are the following:
• Advanced Bioprocessing Certificate (ABC)
Students who complete all 6 modules (64 hours) of this advanced certificate will gain knowledge in advanced Bioprocessing practices, including safety in Biomanufacturing environments, advanced quality systems, applied chemical processes, monitoring process variables in Biomanufacturing, applied sterile processing, and applied cell culture. This course has been customized for current industry needs. Advanced Bioprocessing Certificate will allow students to gain the necessary skills and knowledge needed for advanced process technician positions in Bioprocessing, Pharmaceutical, and Chemical Manufacturing.
• Aseptic Training Certificate
This 60 hour training course prepares individuals to work as process technicians in aseptic pharmaceutical, Biomanufacturing and chemical manufacturing environments. The course encompasses gowning for aseptic environments, environmental monitoring, and product fill line operations. Students receive much hands-on application training and become comfortable with the heart of biomanufacturing production.
• Process Technician State Exam Review
This 24 hour review course provides extensive review before taking the Process Technician State Exam, a growing requirement trend for industries. Students will be able to take the state exam in the class.
• Process Technician State Exam & Certification
Students who complete the BioWork Certificate Program are eligible to take the Process Technician State Exam. All previous BioWork students are encouraged to complete this state certification. A certification of successful completion will be awarded from CASTLE Worldwide Inc.

Career Development
The career development program offers Human Resource Development (HRD) courses, which provides skill assessment services, employability skills training and career development counseling to underemployed and unemployed adults and may be fee-waived for individuals who meet these qualifications. These HRD courses cover the following core components: Individual assessments, positive self-concept, communication and problem solving skills.
• Basic Computer Skills
This 33-45 hour course will teach students basic computer skills while developing employability skills. Focus on the class will be to improve keyboarding abilities and increase the student's comfort level with computers. No prior computer experience is necessary.
• Direct Care Basics
This 60 hour course introduces students to the necessary skills and responsibilities of the Personal and Home Care Professional, what it takes to be a Direct Care Worker, and how to get and keep a job. Building on those skills to include in home management and personal care tasks using limited assistance. An experienced RN teaches module 10 and you will receive 6 hours of CPR in this class.
• Employability Skills Lab
Learn how to use technology to enhance your job search. Need to create a resume or cover letter, work on interview techniques or soft skills training? Practice on KeyTrain for your National Career Readiness Certificate/Workkeys test. Work at your own pace to fulfill your goals and career objectives.
• Skills for Success
This three-hour workshop will get you encouraged by a motivational instructor who will show you some great tips. Why is a 30-second elevator speech so important? How to communicate your transferable skills on your resume and on the interview. What are you aiming for? Come to this workshop and find the one thing you might be missing in your job search.
• Working Smart
This is a 24-hour interactive soft skills curriculum that leads to success: self-awareness skills, self-management skills, work ethics, communication skills, and problem solving skills. The job seeker will receive a Working Smart certificate and the tools to help them keep a job, excel at a job, and be more productive. Working Smart was developed in response to employer demands for a workforce that has an increased capacity to fulfill employer expectations beyond their technical abilities. HiringWorking Smart certified employees will enhance their productivity and enable the business to be about growing their business.
• Income Maintenance Caseworker
This is a two-part course. Successful completion of part I is required in order to register for part II.
• Human Services Exploration: DSS Caseworker (Part I)
This course covers skills and strategies designed to provide employability skills training for an entry-level Income Maintenance Caseworker within human services. Attention will also be given towards the Career Readiness Assessment, keyboarding, customer service, NCFAST terminology and navigation. This class is required in order to register for the Income Maintenance Caseworker course.
• Income Maintenance Caseworker – NCFAST (Part II)
This 48-hour course is designed to cover a variety of skills associated with the Income Maintenance Caseworker’s role in determining program eligibility. Specific focus will include proficiency in the utilization of the NCFAST application.

Corporate Solutions
Corporate Solutions offers professional and productivity seminars to assist local business and industry with their employee training needs. Training opportunities include computer software, relationships in the workplace, motivation, and presentation and management skills. Corporate Solutions is designed to complement the College's Small Business Center and customized training program, which have served the educational needs of local employers for more than 40 years. Courses can be designed to target an organization's specific skill needs.
and delivered onsite or at the Johnston County Workforce Development Center in Clayton.

**Customized Training**
The customized training program supports the economic development efforts of the state by providing education and training opportunities for eligible businesses and industries to remain productive, profitable, and within the state. The program was developed in recognition of the fact that one of the most important factors for a business or 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 businesses and to respect the confidential nature of proprietary processes and information within those businesses.

- **Purpose**
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 U.S. 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.

**Workforce Academy**
The Workforce Academy provides accelerated job training opportunities for individuals interested in meeting the demands for future employment. Information and orientation sessions are held each semester. The following courses are included:

- **Manufacturing**
  This 192-hour program which offers the opportunity for participants to obtain the nationally recognized Manufacturing Skill Standards Council’s Certified Production Technician (CPT) certification. The CPT covers four critical areas within manufacturing: safety, quality practices and measurement, manufacturing production and processes, and maintenance awareness.

- **Plumbing**
The plumbing course is a 312-hour class designed to cover the basic installation and maintenance required for entry-level positions within the plumbing field. Participants are given the opportunity to gain an understanding of plumbing installation systems, components, fixtures, appliances and the state’s plumbing code.

- **Electrical**
  This 108-hour course is designed to cover the principles of electrical wiring as it applies to commercial/residential applications. Emphasis is on Ohm’s law, alternating and direct currents, series circuits, parallel circuits and series parallel circuits, use of electrical tool and equipment, wiring materials and many other special subjects. Preventive maintenance and troubleshooting as well as National Electrical Code will be covered.

- **Pre-Licensing for Real Estate**
  Upon meeting the requirement of obtaining the Career Readiness Certificate, participants will be eligible to enroll into this 81 hour Pre-Licensing Real Estate course. The Career Readiness Examination includes Reading for Information-Level 5, Applied Mathematics-Level 5 and Locating Information-Level 4.

- **Recipe for Success**
  This 12 week course is a partnership between Johnston Community College and Johnston County Industries. It provides dislocated workers with an opportunity to receive the ServSafe certification and to pursue a career in the food service industry.

- **Wastewater Treatment Operator I & II**
  This 60 hour course is designed to provide preparation for participants to be able to take the North Carolina Water Pollution Control System Operators Certification Commission (WPCSOCC) Examination. Areas of study include laws and regulations, plant equipment and general equipment maintenance standards.

**Small Business Center**
The Small Business Center at Johnston Community College is one of 58 centers throughout North Carolina that supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, business counseling, and resource information. The JCC SBC Office and Resource Center is located at the Johnston County Workforce Development Center, Clayton N.C. The Resource Center has books, handouts, and periodicals for anyone interested in small business topics. The director of the center is ready to assist by offering free and confidential business counseling sessions. No question is too simple or too complicated. As a member of the Small Business Center Network through the NC Community College System, the director has many resources available in assisting the entrepreneur with a startup or existing business. There is no charge for counseling, referrals, and the use of the resource center.
Training is offered on business related topics in the form of seminars, workshops, and short courses at all JCC locations.

The Small Business Center offers a small business development and entrepreneur series that is free of charge to participants. Instruction is provided in the following topics and many more.

- How to Start a Business
- How to Write a Business Plan
- Financing a Business
- Marketing and Advertising Your Business
- Record Keeping and Taxes for the Small Business

For more information about the Small Business Center, call (919) 209-2015.

**Community/Self-Supporting Programs**

Johnston Community College promotes a number of community service/self-supporting courses designed to meet the cultural, economic, and civic improvement of the community.

Courses are offered at the College campus and surrounding sites throughout the county. Courses and workshops are offered in various subject areas such as the following:

- Concealed Handgun Carry
- Crafts
- Defensive Driving Programs
- Fine Arts
- Motorcycle Education
- Quilting
- Personal Wellness
- Sewing
- Sign Language
- Youth Summer Enrichment Camps

**Self-Supporting Courses**

Courses offered as self-supporting (course codes beginning in CSP or SEF) are not eligible for a refund as these programs are funded by registration fees collected.