



College Overview and History

Student success, community service, and educational leadership distinguish Central Carolina Community College. The college takes great pride in its long history of innovative program development to meet the ever-changing educational needs of its students and the communities and businesses it serves.

Central Carolina Community College is a public two-year college and a member of the NC Community College System.

Central Carolina Community College offers Associate in Arts and Associate in Science degree programs that transfer to four-year colleges and universities, two-year programs that lead to an Associate in Applied Science degree, and one-year programs that lead to a diploma and/or a certificate. Articulation agreements with four-year colleges and universities enable its graduates to move seamlessly into additional education, if that is their goal.

The college also offers non-curriculum courses in basic education, technical, vocational, enrichment, and general interest areas. These non-curriculum courses do not count toward a college degree or diploma, but a certificate of completion is given and continuing education units are awarded. The Adult High School Diploma (AHSD) or General Education Development (GED) programs award a diploma or certificate through the Department of Economic and Community Development and College and Career Readiness Division.

Basic Skills Plus program

Students that are currently enrolled in an AHSD or GED programs may qualify for a scholarship to participate in this unique program that will allow a student to complete a Nurse Assistant Level 1, Welding, Machinery, or Renewable Energy certification while working simultaneously on their AHSD or GED credential. The current scholarship pays for the cost of tuition for the student accepted in Basic Skills Plus program. The program began August 2011 with approval from North Carolina Community College System.

The Basic Skills Plus Program will be offered with every effort to form a cohort of students. The primus of the Basic Skills Plus program is to improve student success, increase student access, and provide students with a career pathway to pursue. Students that are interested in participating in the BSP must complete an application to the Basic Skills Plus selection committee before current semesters classes are to begin showing their interest to earn one of the



available scholarships. A deadline will be provided to encourage participation and a program beginning and end; applicants will be selected and informed of what their responsibilities are for program entrance and completion by signing a program agreement letter.

All students will be satisfactorily progressing in class, attending required classes, and be at a 9.0 or higher on Tab D Reading Test.

Adult High School Diploma (AHSD) Credential

Central Carolina Community College's Adult High School Diploma (AHSD) program provides academic courses to students working toward completing their high school diploma.

The program consists of core courses required by the North Carolina Department of Public Instruction along with electives required by the local public school system and the college. Coursework is offered in English, Mathematics, Social Studies, Science, and electives. Students are placed in courses based on previous high school transcripts and assessment scores. Class opportunities are available mornings, afternoons, evenings, and online. The number of credits (20-28) varies depending upon the specific affiliation agreement between Central Carolina Community College and the local public school system. AHSD classes are offered at various sites in Chatham, Harnett, and Lee counties. All classes are free.

General Education Development (GED) Credential

The General Educational Development (GED®) program provides instruction to prepare for the official GED® tests. Central Carolina Community College is an official GED® testing site. To obtain a GED® diploma, students must take a battery of five tests: Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics. Each student is required to pay a test fee of \$25.00.

A General Educational Development diploma is awarded to students by the State Board of the North Carolina Community College System. Those students scoring 2,250 or higher are eligible for the diploma.

GED® classes are offered at various sites in Chatham, Harnett, and Lee counties. Class opportunities are free and available mornings, afternoons, evenings, and online.



The Basic Skills Plus Program

Through the Basic Skills Plus program, Central Carolina Community College will provide a comprehensive program for eligible basic skills students to obtain employability skills as well as occupational and technical skills while concurrently completing the requirements for a General Educational Development (GED) or Adult High School Diploma (AHS). Collaboration among numerous departments within the college will ensure that our students receive the knowledge, training, and support required to pursue certification or a two-year degree or to enter the workforce.

Basic Skills Plus students will pursue certification in one of four career pathways: Nursing Aid I, Machining, Welding, and Renewable Energy.

During the Fall of 2012 the Basic Skills Plus program students will have a semester to work dually on all three components: GED/AHS, HRD, and Nursing Aide I. Not all counties require all three classes. Please check schedule.

Then the students will complete the following coursework:

- HRD 3003: Career Planning and Assessment
- HRD 3004: Career Readiness/Pathways
- HRD 3005: Introduction to Computers
- Skills for Success for Nurse Aide Level I or II
- NUR 3240 Nurse Aide Level I
- NUR 3241 Nurse Aide Level II

Human Resources Development Courses may be condensed in offering; career exploration, resume writing, basic computers, and Career Readiness Certificate (CRC) Testing. HRD Course Duration is 24-70 hours.



Items needed to complete Basic Skills Plus Nursing Aid I

The Basic Skills Plus Coordinator will organize a selection committee to select those best qualified for entrance into the program with the emphasis on program completers. Those deemed eligible will be awarded a BSP scholarship which could include:

*Registration and Insurance Fee (\$181.25)

*NA 1 Book (\$38.75)

*NA 1 Workbook (\$15.00)

*Blood Pressure Cuff (\$15.00)

*Stethoscope (\$15.00)

*Gait Belt (\$25.00)

Background check fee (\$28.00)

Uniform pant/top (\$20.00) and white sneakers (varies)

CPR Card (\$3.00)

Wristwatch with sweep second hand (\$10.00)

Current TB skin test and MMR School Shot Records (usually at Clinic and/or PCP)

NA1 exam fee (\$101.00)

Total \$452.00

* Items will be provided by College and Career Readiness that can be checked out and returned after NAI class is completed.

Timeframe (days/times) of courses

Basic Skills Plus students will attend basic skills classes, occupational skills courses, and HRD on required days. AHS/GED, occupational classes, and HRD classes must all be attended with 90% participation.

All students that are accepted into the Basic Skills Plus Program must be currently registered and will submit a completed application that will include a written statement on the importance of education commitment to working through, studying, and completing this program.



Schedules by County

Harnett County, Harnett Main Campus

8:00 a.m. – 2:30 p.m., Monday – Thursday

Schedule:

8:00 – 11:00 a.m.: AHS/GED

11:00 – 11:30 a.m.: Lunch

11:30 a.m. – 2:30 p.m.: NA1 (9/4/12 – 12/13/12)

Lee County, WB Wicker Campus

8:00 a.m. – 3:00 p.m., Monday – Friday

Schedule:

8:00 – 8:50 a.m.: AHS/GED

9:00 a.m. – 1:00 p.m.: Skills for Success/NA1

Skills for Success (Mondays, 8/27/12 – 10/8/12)

NA 1 Course (Tuesday – Thursday, 8/21/12 – 11/20/12)

1:00 – 1:30 p.m.: Lunch

1:30 – 3:00 p.m.: AHS/GED

Chatham County, Siler City Campus

8:30 a.m. – 3:00 p.m., Monday – Thursday

Schedule:

9:00 a.m. – 1:00 p.m. (Skills for Success (9/13/12 – 9/21/12))

1:00 – 1:25 p.m.: Lunch

8:30 a.m. – 12:30 p.m.: NA1 (9/24/12 – 12/11/2012)

12:35 – 1:25 p.m.: Lunch

1:30 – 3:30 p.m.: AHS/GED



What is in it for the student?

Students selected for the Basic Skills Plus program will be exposed to career exploration, the National Career Readiness Certification (NCRC), and Workforce Investment Act (WIA) opportunities. The National Career Readiness Certification and workplace essentials skills will be offered through CCCC’s Human Resources Development program. The (NCRC) certificate is a nationally recognized credential that is based on WorkKeys, a nationally recognized skills assessment that allows employers to verify that an applicant can handle job tasks needed for positions needed filling.

Individuals can earn three levels of National Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

<p>Bronze level signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.</p>	<p>Silver signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.</p>	<p>Gold signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.</p>
--	---	---



Why a Nursing Pathway and what really is expected

Nurse Assistant Level I

A nurse assistant, often called a nurse's aide, provides basic daily care for patients in hospitals, nursing homes, long-term facilities, within a home. Although a high school diploma may be sufficient for a job in this field, a certificate program can help prospective nurse aides gain real-world experience and prepare for state certification. After completing the certificate program, nurse aides must pass the certification examination before they can work as certified nurse assistants (CNA).

The National Nurse Aide Assessment Program (NNAAP®) is an examination program designed to determine minimal competency to become a certified nurse aide in your state. The NNAAP Examination is an evaluation of nurse aide-related knowledge, skills, and abilities.

The NNAAP Examination is made up of both a Written or Oral Examination and a Skills Evaluation. The purpose of the NNAAP Examination is to test that the student understands and can safely perform the job of an entry-level nurse aide. Students will be allowed to choose between a Written or Oral Examination. The Written Examination is available only in English; the Oral Examination is available in English or in Spanish. The two parts of the NNAAP Examination process, the Written (English or Spanish Oral) Examination and the Skills Evaluation, will be administered on the same day.

Students must pass both parts to be certified and listed on the North Carolina Nurse Aide I Registry. The Written Examination consists of seventy (70) multiple choice questions written in English. An Oral Examination available in English or in Spanish may be taken in place of the Written Examination. The Oral Examination consists of sixty (60) multiple-choice questions and ten (10) multiple-choice reading comprehension questions provided on a cassette tape. The student will be asked to listen to a cassette tape of the Oral Examination and follow along in the test booklet as the questions are read aloud on the tape. **If a student wants to take the Oral Examination, they must request it when they submit their application.** At the Skills Evaluation the student will be asked to perform five (5) randomly selected nurse aide skills. The student will be given thirty (30) minutes to complete the five (5) skills. The student will be rated on these skills by a Nurse Aide Evaluator. The student must successfully demonstrate all five (5) skills to pass the Skills Evaluation.



All applicants who have successfully completed a North Carolina state-approved Nurse Aide I training program must pass both portions within two (2) years from the completion date of a training program or within three (3) attempts, whichever comes first, in order to be placed on the North Carolina Nurse Aide I Registry.

Pathway and Real Timeframes

The Licensed Practical Nursing (LPN) diploma program takes about a year. As an LPN a student will be able to do some patient care under the direction of doctors and registered nurses. An Associate Degree in Nursing (ADN) or Registered Nurse (RN) typically takes about two years to complete and is available through community colleges. As an ADN or RN, a student can apply for licensing and registration in most states and will be able to do direct patient care in many settings. A Bachelors of Science in Nursing (BSN) is a four-year program that prepares the student to work in most care settings. If a student intends to eventually get a Master's in Nursing, or would like to get into nursing management, a BSN is their best choice.

The N.C. Nurse Aide I Registry is a federally mandated registry for nursing home nurse assistants. Anyone who works as a nurse aide in a North Carolina nursing home must be listed on the N.C. Nurse Aide I Registry. This includes BSNs, RNs, LPNs, and Nurse Aide IIs. Also Medication Aides who work in nursing homes must also be listed on the N.C. Nurse Aide I Registry.



Important Dates

Basic Skills Plus program application **deadlines** for program scheduling

August 7 Fall Semester deadline

January 8 Spring Semester deadline

Basic Skills Plus Applications

Applications need be submitted to county representative named on the form. Each applicant must have a CCCC faculty/staff member recommendation. Additionally each applicant should write a narrative about how Basic Skills Plus program will help in attaining future plans and goals.

A date will be pre-determined and announced for each county as cut-off date for current semester Basic Skills Plus application cycle.

Application Committee

A minimum of three CCCC College and Career faculty and staff, one of which will be Basic Skills Plus Counselor will choose students who are

1. Recommended to participate in the Basic Skills Plus scholarship program.
2. Meet requirements that include qualifying scores and completed application.

Students selected by Application Committee will be required to sign a contract which specifies attendance requirements, class times, and materials needed to participate.

County Locations

Harnett County, Lillington Main Campus

Lee County, WB Wicker Campus

Chatham County, Siler City Campus

Basic Skills Plus program courses will be held on a central county location. Students wishing to participate will attend both GED/AHS and Nurse Aid I classes on site designated by County Coordinators. Not only participating in NA I or Human Resource Development, but also



attending GED/AHS classes with fellow county Basic Skills Plus program students. If student wants to participate transportation may be provided, if unavailable transportation is the responsibility of the student. County Transportation Van Networks (i.e.: HARTS, COLTS, or Chatham Transit) should be utilized. All policies and procedures for ridership must be adhered to or riding privileges may be lost. If privileges are lost then it will be the sole responsibility of the student to find transportation.

Cohorts

Although Basic Skills Plus students will complete occupational and technical skills coursework in cohorts, these courses will consist of Basic Skills Plus students and other continuing education students. Each Basic Skills Plus student will receive a mentor, who will check-in and support the student through this program.

GED Testing

When a student is qualified to take an Official GED Test his/her instructor will notify Basic Skills Plus Counselor, so that testing can be accomplished on date determined by Basic Skills Plus, GED Test Coordinator, and County GED Test Alternate, usually a Friday.

Common Core State Standards

The common core standards were released in 2010 as each state had a separate set of education standards and list of skills that students were expected to complete each grade level. Now that the common core standards are a set of learning skills that all American students should achieve across K-12 instruction. These common core standards will be implemented in both AHSD and GED hence the changes that will take effect January 2014 or sooner. As Public Education K-12 will be implementing common core standards beginning Fall 2012 additional information about Math or English-Language Arts common core state standards can be found at www.corestandards.org



Additional Funding Opportunities

Workforce Investment Act

On August 7, 1998, President William J. Clinton signed the Workforce Investment Act of 1998 (WIA), comprehensive reform legislation that supersedes the Job Training Partnership Act (JTPA) and amends the Wagner-Peyser Act. WIA also contains the Adult Education and Family Literacy Act (title II) and the Rehabilitation Act Amendments of 1998 (title IV). Guidance or regulations implementing titles II and IV will be issued by the Department of Education.

WIA reforms Federal job training programs and creates a new, comprehensive workforce investment system. The reformed system is intended to be customer-focused, to help Americans access the tools they need to manage their careers through information and high quality services, and to help U.S. companies find skilled workers. This new law embodies seven key principles. They are:

- Streamlining services Programs and providers will co-locate, coordinate and integrate activities and information, so that the system as a whole is coherent and accessible for individuals and businesses alike.
- Empowering individuals.
First, eligible adults (21years > with an earned high school credential) are given financial power to use Individual Training Accounts (ITA's) at qualified institutions. These ITA's supplement financial aid already available through other sources, or, if no other financial aid is available, they may pay for all the costs of training. Second, individuals are empowered with greater levels of information and guidance, through a system of consumer reports providing key information on the performance outcomes of training and education providers. Third, individuals are empowered through the advice, guidance, and support available through the One-Stop system, and the activities of One-Stop partners.
- Universal access. Any individual will have access to the One-Stop system and to core employment-related services. Information about job vacancies, career options, student financial aid, relevant employment trends, and instruction on how to conduct a job search, write a resume, or interview with an employer is available to any job seeker in the U.S., or anyone who wants to advance his or her career.
- Increased accountability. The goal of the Act is to increase employment, retention, and earnings of participants, and in doing so, improve the quality of the workforce to sustain economic growth, enhance productivity and competitiveness, and reduce welfare



dependency. Consistent with this goal, the Act identifies core indicators of performance that State and local entities managing the workforce investment system must meet--or suffer sanctions. However, State and local entities exceeding the performance levels can receive incentive funds.

- Improved youth programs (16-21 years old) linked more closely to local labor market needs and community youth programs and services, and with strong connections between academic and occupational learning. Youth programs include activities that promote youth development and citizenship, such as leadership development through voluntary community service opportunities; adult mentoring and follow-up; and targeted opportunities for youth living in high poverty areas.

Community Service Block Grants

The Community Services Block Grant (CSBG) provides States like North Carolina with the stable, flexible funding required to deliver comprehensive, locally designed strategies to reduce poverty. The network of State administered CSBG agencies is a nationwide service-delivery infrastructure that integrates a range of initiatives in areas such as employment, education, energy, health, housing, and transportation, rather than addressing individual issues in isolation.

Post Credential Considerations

Upon earning an AHS/GED credential the below listed dates must be adhered to if additional educational opportunities will be pursued. The Financial Aid Office at Central Carolina Community College will offer workshops that provide an overview of the financial aid process and the different types of available financial aid. The Financial Aid Office will also provide assistance to Basic Skills Plus students completing the application process (FAFSA) for students wishing to further their educational goals, dates below are good dates to shoot for as official dates change annually.

Fall enrollment	FAFSA submitted by July 1
Spring enrollment	FAFSA submitted by November 1
Summer enrollment	FAFSA submitted by March 1



College Placement Testing (CPT)

The Accuplacer Placement Test (CPT) was developed by the College Board to provide information on your Reading, Sentence Skills, Arithmetic, and Elementary Algebra skill level. Minimum skills are necessary for success in college. By assessing your ability levels in these areas, we can determine which of our English, Mathematics, and Reading courses are most appropriate for you. All applicants must test unless they have satisfactory SAT, ACT, Asset, or Compass scores and/or transcripts (when applicable) documenting proper degrees, allowing testing exemption.

This test must be prepared for because undue preparation can lead to remedial classes in above mentioned subject areas in which research has shown along with others factors lead to a student not completed their classes for the Certificate or Degree programs because these remedial class are non-credit bearing.

College and Career Readiness wants each student to be prepared for their future because eight out of ten future jobs will require additional classes and credentials beyond the high school equivalency. The AHSD/GED credential is not the end rather it must be viewed as the beginning to a viable career, therefore rigor will be expected both in and out of class to build a brighter future.

Academic Assistance Centers

The Academic Assistance Center (AAC) supports the mission of the Central Carolina Community College. By providing computer, testing, and tutorial services in a learner-centered environment, the AAC empowers students to maximize their academic potential.

Academic Assistance Centers - located on the Chatham, Harnett, and Lee campuses - offer a range of options for assistance, both in person and online.



CCCC Persons of Interest

President, Dr. T. E. Bud Marchant, 919.718.7246
Vice President of Academic Affairs, Dr. Lisa Chapman, 919-718-7295
Economic & Community Development, Vacant, 919-718-7254
Dean of College & Career Readiness, Dawn Tucker, 919-718-7437
Dean of Continuing Education, Phyllis Huff, 919-718-7405
Industrial Systems Technology, Chair, Allen Howington, 919-718-7305 (Welding)
Machining / Tool & Die, Chair, Edwin Thomas, 919-718-7261
Laura Lauffer, Sustainability Coordinator, 919-545-8032 (Renewable)
Triangle South Workforce Development, Director Roz Cross, 919-718-7795
WIA, Youth Program Coordinator, Russell Ingram, (919) 777-7712
WIA, Adult Program Coordinator, Tiffany Swenson, (919) 777-7711
Academic Assistance Coordinator, Talia Higgs, 919-718-7505
Career Readiness Certification Coordinator, Patricia S. Hackett, (919) 777-7716
Admissions Director, Jaimee Stiffler, 919-718-7526
Registrar, Haley Thomas, 919-718-7239
Withdraw from classes admin, Tamara Clarey, 919-718-7202
Financial Aid Director, vacant, 919-718-7542
Career Services Coordinator, vacant, 919-718-7396
External Marketing, Marcie Dishman/Morgan Steele/Neil McGowan, 919-718-7491
Internal Marketing, Christa Mashburn, 919- 718-7220
WB Wicker, Director David Foster, 919-777-7545
David Oates, Special Population, 919-718-7273
GED Test Coordinator, Chris Beal, 919-777-7706
Basic Skills Plus Coordinator, Andre Mapp, 919-718-7339
ACA 090, Latasha Terry Mclver, 919-718-7358
Distance Education, Amanda, 919-718-7529
Director Foundation Skills and Workforce Readiness, Clark Dimond, (919) 807-7180



Harnett County

Bill Tyson, Provost, 910-814-8845
Len Royals, Continuing Ed, 910-814-8832
Nancy Blackmon, Director Triangle South, 910-892-2884
Melody McGee, Basic Skills Coordinator, 910-814-8972
Carma Baggett, Basic Skills Counselor, 910-814-8974
Nicole Brown, HRD Coordinator, 910-814-8852
Lennie Stevenson, Medical Programs Coordinator, 910-814-8833
Academic Assistance Center Main Campus, 910-814-8809
Charlotte Leach, WIA Youth, 910-814-4042
Theodore Robbins or Elaine Blackmon, WIA Adult, 910-891-2915
Kelly Cameron, Community Action , 910-814-8360
Basic Skills Counselors, Carma Baggett (L), Brenda Allen(TS),
Trinnette Nichols, Placement Testing, 910-814-8827
HARTS (Harnett Area Rural Transit System), 910-814-4019
Kristy Baggett, ACA 090 Facilitator, 919-623-4966
Abby Ferguson, Orientation Coordinator, aferg365@cccc.edu

- 1. Lillington**-695 Shawtown Rd., Lillington, NC 27546 (910) 814-1123
- 2. Triangle So.**- 600 South Magnolia Ave., Dunn, NC 28334 (910) 892-2884
- 3. West Harnett**-145 Olive Farm Road, Sanford, NC 27332 (919)-498-1210
site coordinator(s) 1. Melody McGee, 2. Nancy Blackmon, 3. Walter Cotton

Programs: GED, and AHSD

- GED 1) LAEC, room 016; 8:30am till 1:30pm, Dottie Gravely M- Th
2) TSEC, room 217; 8:30am till 1:30pm, Gerald Edwards M-Th
and 5:30 till 8:30pm, Mr Perroboy
3) WHC, room 112, 8:30am till 1:30pm, Annie Utley Tu- F

AHSD 1) LAEC, room 014; 8:30am till 1:30pm, Tammie Quick M-F



Lee County, Lifelong Learning Center @ WB Wicker

Cindy Ramsey, Continuing Ed, 919-777-7790

Evangeline Smith, Basic Skills Coordinator, 919-777-7703

Jim Womack, HRD Coordinator, 919-777-7798

Judy Farmer, Medical Programs Coordinator, 919-777-7787

Academic Assistance Center, Lee Main Campus, 919-718-7361

WIA Adult, Louis Cotto, 919-775-2241

WIA Youth, Geraldine Meadows, 919-718-4650 x 5541

COLTS, County of Lee Transit System, 919-776-0501 x 228

Basic Skills Counselors, Christine Keat 919-718-7713

Kevin Pearson 919-777-7707

Distance Education, Loria King, 919-777-7718

GED/AHS Placement Testing, Sue McNeil, 919-718-7300

Lifelong Learning Center at W.B. Wicker, 919-777-
900 South Vance Street, Suite 220, Sanford, NC 27330

Programs: GED, and AHSD

GED @Wicker, 8:00am till 12:00pm, Eileen Harrington

@ Wicker, 6:00pm till 9:00pm, Ms Goldsby

AHSD @ Wicker, 8:00am till 12:00pm, Ivory Bouknight

@ Wicker, 1:00pm till 3:00pm,

@ Wicker, 6:00pm till 9:00pm,



Chatham County

Karen Allen, Provost, 919-545-8012

Carl Thompson, Director Continuing Ed, 919-545-8015

Sara Lambert, Basic Skills Coordinator, (919)-545-8661

Delphine Womack, HRD Coordinator, 919-545-8047

Cindy Smith, Medical Programs Coordinator, 919-545-8042

Cherice Powell, JobLink Career Center Coordinator, 919-545-8054

Laura Lauffer, Sustainability Coordinator, 919-545-8032

Judy Herndon, Basic Skills Counselor, 919-545-8028

WIA (adult) Mark Sessoms (SC), 919-742-7454, Mike Williams (PB), 919-718-4650 x 5543

Chatham Transit Network, 919-542-5136

Mary Holt and Dane Peterson, Academic Assistance Center & Placement Testing, 919-545-8029

Martinique Smith, TRIO Outreach Counselor, 1-800-682-1159 or 336-504-4006

1. 400 Progress Boulevard, Siler City, NC 27344-3032 (919)742-2715 fax 919-545-8660

2. 764 West Street Pittsboro, NC 27312 (919)-542-6495 fax 919- 545-8001

site coordinator(s) 1. Sara Lambert, 2. Dr. Karen Allen

Programs: GED, and AHSD

GED @ Siler City, 9:00am till 1:00pm, Beverly Diniz

@ Siler City, 4:30pm till 7:30pm, Eileen Williams

@ Pittsboro, 9:00am till 12:00 noon, Randy Diller Tu & Th

AHSD @ Siler City, 8:30am till 1:30pm, Anita Green M-Th

@ Pittsboro, 9:00am till 1:00pm, Rosita Davis M-Th