

Division for Economic and Workforce Development/ Continuing Education

Blue Ridge Community College is able to respond quickly and flexibly to the educational needs of Henderson and Transylvania counties through continuing education programs. The Division offers a wide variety of courses and services vital to the health and economic well being of the community. A major emphasis is entry level and incumbent training for workers in area businesses and public agencies. Seven Departments carry out the Division's mission: Allied Health and Emergency Services, Community Education, Co-operative Education and Human Resources Development, Corporate and Customized Training, Henderson County JobLink Career Center, Law Enforcement Training, and the Small Business Center. These departments develop courses and services based on requests from local businesses, agencies, and community members. Course descriptions are available in current course schedules for viewing online or in printed format upon request.

The College welcomes requests and suggestions for additional continuing education courses or services. Please contact the Division for Economic and Workforce Development/Continuing Education at (828) 694-1735.

Department for Allied Health and Emergency Services

These programs provide training in a variety of health and emergency services occupations. Programs include nurse aide training at levels I, II, and refresher, as well as long-term health facility activity coordinator training, training for firefighters, emergency services personnel, emergency medical technicians, and paramedics. Courses are designed to provide training from entry level to more advanced levels and to prepare students to sit for the required certification examinations as mandated by Division of Facilities Services/ Board of Nursing, Office of Emergency Medical Services and Office of State Fire Marshal.

Department for Community Education

Computers and Distance Learning: Computer training is available from basic computer software and hardware application skills to more advanced digital media skills. Also included in this program area are a variety of online classes designed to prepare medical office workers who want to become involved with medical terminology, billing, coding, or transcription.

Community Enrichment: Classes and programs are offered by Blue Ridge Community College to assist individuals as they endeavor to broaden their horizons or enhance their abilities and interests. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and

cultural awareness. In addition to enrichment courses, other educational and cultural programs sponsored by Community Enrichment include:

Arts and Humanities Series: This annual series presents monthly programs featuring a wide variety of performance art forms as well as presentations about humanities issues. Events include theatrical performances, poets sharing their works, musical concerts featuring many different genres, and humanities lectures.

Blue Ridge Center for Lifelong Learning: The Blue Ridge Center for Lifelong Learning was established at Blue Ridge Community College in January 1991. In this member-directed organization, persons of diverse backgrounds come together to share a common interest in learning in an environment of sharing and fellowship. Any adult may become a lifetime member for a fee of \$40. Members can attend a variety of course offerings for a nominal fee and may also participate in travel opportunities. The College supports the Center by providing classroom and office space as well as administrative services.

Blue Ridge Concert Series: Each year this series of six concerts is presented featuring highly-acclaimed classical artists of national renown as well as a concert by musicians from around the world who are studying at the University of North Carolina School of the Arts.

Music by the Lake: Each summer (May through August) Community Enrichment offers monthly concerts beside the College Lake as a gift to the community. These free Sunday evening concerts feature a wide range of musical and vocal groups. The public is invited to bring lawn chairs and picnics to enjoy the music by the lake.

Celebration of Women in the Arts: This annual event was created to honor women artists by celebrating their creativity and imagination and their diverse contributions to the cultural life of our community. Scheduled in March, Women's History Month, the Celebration includes an exhibit of visual art including works from a wide range of media as well as an evening performance showcasing performing artists from our region.

Arida Arts Symposium: This annual event honors North Carolina artists and their contributions to the arts. All events are funded by the Gamil T. Arida Endowment Fund through Blue Ridge Community College Educational Foundation and are free to the public.

Kehr Lecture Series: This series brings expert presenters to discuss issues relative to horticulture and environmental science. All events are funded by the August E. Kehr and Mary Louise Kehr Lecture Series Fund through Blue Ridge Community College Educational Foundation and are free to the public.

Occupational Spanish: Spanish courses are designed for professional or occupational development and are available in three distinct formats. The first is a 12-course series designed for students with an interest in developing reading, writing, verbal, and listening skills needed for eventual fluency in Spanish. The second is a series of workplace Spanish courses designed for those who need to learn specific vocabulary and phrases for use at their job. The third option is a customized Spanish course that can be developed for a specific organization's needs.

Department for Cooperative Education and Human Resources Development (HRD)

Cooperative Education: Cooperative Education is an educational program for curriculum students nearing the end of their degree or diploma coursework. It combines classroom instruction with practical work experience. Qualified students are matched with supervised work settings directly related to their academic training and career interests. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work related competencies.

Human Resources Development (HRD): The HRD program provides short-term, pre-vocational training and counseling to help unemployed and under-employed adults successfully enter the workforce or pursue further training for career change. The goal of HRD is to teach individuals the skills necessary for obtaining and maintaining employment and management of lifestyle changes that can be associated with it. This goal is achieved through classes which develop communication skills; improve self esteem; develop positive life attitudes, and explore the impact of habits and behavioral strengths and weaknesses as they relate to decision making, conflict resolution, and working as a member of a team. HRD designs a wide variety of classes to meet the needs of employers and enhance the student's ability to become a qualified worker.

Department for Law Enforcement

Basic Law Enforcement Training (BLET) program, advanced and mandated training and a variety of online certificate programs are available through this department. The BLET program prepares students for the required state examination and is designed to give students the essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or private enterprise, governed by the North Carolina Criminal Justice Education and Training Standards Commission and or North Carolina Sheriff's Education and Training Standards Commission. The advanced and mandated programs provide ongoing training for current NC sworn law officers, detention officers, or telecommunicators. Online certificate programs assist current law enforcement officers in areas such as network forensics and death investigations.

Department for Corporate and Customized Training

Corporate Training: This program provides an array of open enrollment non-curriculum occupational training courses to quickly prepare area workers to meet the demands of businesses in the community. Short term skills training includes courses in supervisory development, advanced manufacturing, machining, welding, small engine repair and event planning. Emphasis is placed where possible on earning stackable state or national credentials.

The Corporate Training Institute: Designed to offer career development training for professionals from local business and industry, the Institute is based on 4 areas of professional skills: Human Resources, Leadership, Continuous Improvement and Safety. Through this Institute, the Society for Human Resources Management (SHRM) has approved Blue Ridge Community College as an official SHRM College with the ability to offer SHRM approved courses to prepare Human Resources professionals for SHRM Certifications.

Customized Training: The Customized Training Program supports economic development efforts by providing education and training opportunities for eligible businesses and industries at no cost to the company. The program provides customized training assistance in support of full-time production and direct customer service positions in the service area, thereby enhancing the growth potential of companies while simultaneously preparing local the workforce with the skills essential to successful employment in emerging industries.

Environmental Health and Safety Institute (EHSI): To meet the needs of industry, the Environmental Health and Safety Institute at Blue Ridge Community College can provide needs assessment and curriculum development as well as delivery of training in areas such as OSHA requirements, environmental regulations, ISO 14000, hazardous materials handling, chemical spill response, confined space entry, water and wastewater treatment operations, safety awareness, safety requirements and many others. These courses can be customized for a particular industry and can be conducted on campus or at the job site. Participants can receive certificates, and CEUs can be earned. The EHSI is also responsible for helping the fifty-eight NC community colleges comply with environmental and safety regulations.

Henderson County JobLink Career Center

The Henderson County JobLink Career Center, located on the Henderson County Campus in the Continuing Education Building, Room 125, provides a comprehensive system of services to area job seekers and businesses. Workforce Development Professionals from Blue Ridge Community College, Mountain Area Workforce Development, North Carolina Department of Social Services Work First, North Carolina Vocational Rehabilitation and North Carolina Employment Security Commission collaborate to offer career planning, training, placement, and business services. The Center has an "open door" policy and serves anyone regardless of age or income level.

Henderson County JobLink Center is committed to building an integrated economic and workforce development system in Henderson County which effectively pools the resources of diverse partner agencies and delivers optimal quality, customer focused services. The JobLink Center assists job seekers in choosing career direction, identifying training

programs and funding, refining job seeking skills, finding employment and career progression. Services to job seekers include:

- Career assessments/exploration and career counseling
- Employment coaching
- Job-seeking skills workshops
- ACT® WorkKeys Assessment in Communication, Problem Solving, Interpersonal and Personal Skills
- Preparation for and issuance of the North Carolina Career Readiness Certificate
- Workplace skills enhancement using WIN curriculum
- Job readiness skills training
- Job search strategies
- Job referral
- Internet access to employment and training resources
- Information on community resources
- Resume consultation and preparation
- Computer software tutorials and assessments
- Workforce Investment Act (WIA) job training assistance funding
- On-site Employment Security Commission services

Henderson County JobLink Career Center assists local businesses in finding well-trained, highly qualified employees by pre-screening applicants based on company specifications. Center staff members are available to test applicants using a variety of assessments, assist with specific training needs and advise companies on eligibility for financial incentives for hiring from specific populations. Business services include:

- ACT® WorkKeys Profiling on Nine Comprehensive Workplace Skills
- ACT® WorkKeys Assessment of all Twelve Cognitive and Interpersonal Skills
- Workplace skill enhancement using WIN curriculum
- Online Job Listing Service through College Central Network
- On-the-Job Training
- Human Resource Consultation
- On-site job fairs
- On-site interviewing
- Computer software tutorials and assessments
- Compilation or review of Employee Handbooks
- Conducting Wage and Benefits Surveys

Small Business Center (SBC)

The SBC supports the development of new businesses and the growth of existing businesses by being a provider of education and training, counseling, information and referral. The mission of the Small Business Center is to increase the success rate and the number of viable small businesses in Henderson and Transylvania County by providing high quality, readily-accessible assistance to prospective and existing small business owners and their employees. Confidential business advice services and access to the resource center are free of charge. SBC offers a wide variety of seminars and programs to help small business be successful. A minimal registration fee may be required for some seminars and programs.

The Blue Ridge Innovation Network (BRIN): BRIN is a small business incubator located at the Transylvania County Campus. It offers assistance to new entrepreneurial start-ups by providing a supportive environment including mentors, information resources, technical assistance, and office space. BRIN allows companies to grow in the incubator setting and then relocate into the surrounding community.