

# **Workforce Development and Community Services**



## Workforce Development and Community Services

The Workforce Development and Community Services Division is the employer services and community education outreach arm of the College. It serves the College's service area of Adams, Brown, Clinton, Fayette, and Highland counties. The Division provides college credit and noncredit courses, customized training, onsite and offsite employer services, customized contract training, and employer services according to business needs. Both credit and non-credit classes and training are offered. The training can be conducted at the business site or at any College campus location.

For information, contact the Executive Director of Workforce Development at 800-628-7722, Ext. 3510.

### Customized Training

Southern State offers many types of training and programs, but we can go beyond our standard offerings and completely customize a program to meet your specific needs. Let us know what you need and we can design a non-credit, high-impact, condensed program to help you meet your company goals.

Do you need to improve customer retention? Would you like your staff to become proficient in utilizing all the new features of the latest Microsoft® Word or Excel versions? Would you like to improve general performance in a non-threatening environment? We can help with all of these and much more!

Customized training services through the Workforce Development Division are available (but not limited to) such areas as: maintenance technology; business writing; communication; supervisory, management, and leadership training; employment skills, and workplace math. Portable wireless computers can be provided at no cost, to deliver onsite computer training for business and industry.

### Organizational Development Training

The term "accountability" is being heard more and more often, and is a behavior that many organizations and individuals say they value in the people around them. However, the term is defined differently by organizations and individuals alike, and the opinions on how to develop more "accountability" are plentiful. If you are interested in improving the atmosphere of accountability for yourself and your organization, and/or your organization has promoted from within and would like to improve the supervisory/lead skills of those promoted, this training is for you!

For more information, please call 800-628-7722, Ext. 3510.

### Continuing Education

The College's Office of Continuing Education offers short-term, noncredit courses for personal enrichment, professional development, certification for licensure, and more, in a more relaxed and flexible format. These courses are offered for children and adults of all ages. The Office of Continuing Education offers these courses at all of Southern State's sites and they are listed in a separate publication.

A 100% refund will be given within 30 days if a course is cancelled or if the student formally withdraws prior to the first class meeting. Senior fee reduction does not apply to continuing education courses.

For more information on any continuing education course, please call 800-628-7722, Ext. 3510.

### Online Noncredit Courses (Ed2Go)

If you prefer to do your studying from the comfort of your own home, we offer numerous online (noncredit) courses to quench your thirst for knowledge. To view our selection and choose the courses best suited for you, visit:

<http://www.ed2go.com/sscc>.

For more information on any continuing education course including online noncredit courses, please contact the program's Coordinator at 800-628-7722, Ext. 3510.



# Adult Opportunity Center

## Aspire

Aspire (formerly known as Adult Basic and Literacy Education - ABLE) classes are provided on each campus and in several off-campus locations, making services available in Adams, Brown, Clermont, Clinton, Fayette, and Highland counties. Morning and evening classes are available with fully qualified instructors present at each site. A variety of services are offered, which include adult literacy, GED preparation, college refresher/readiness courses, and workforce education.

The Aspire program is offered FREE to any qualified individual who is at least 16 years old with those under the age of 19 have additional requirements. All books and materials are provided and no fees are charged for instruction. Following assessment, students work with the staff to establish an Individualized Learning Plan (ILP) to assist in defining goals and developing activities. ILPs are designed to assist students in meeting their own educational or career objectives.

The Aspire Program offers services for improving the basic skills of reading, writing, and math. Parents can enroll to be better equipped to help their children with homework. Other adults enroll for self-improvement. Enrollment is open to any adult who has a deficiency in any of these areas.

GED preparation is available to those who wish to complete their secondary education. Instructors are trained in what is needed to pass the GED and excellent materials are available to students who enroll. Practice GED tests are taken during classes. Many workers come to the AOC to retrain for new or better jobs. Students are encouraged to develop skills that will allow them to get and keep jobs. The program works with area businesses to train workers.

Orientation is the first step for all enrolling students. Pre-registration is required. The Orientation process includes registration, assessment, and development of student goals. Information about the program is provided.

For additional information or to pre-register for the orientation at any of the sites, call the AOC office at (937) 393-3431, Ext. 2687 or 1-800-628-7722, Ext. 2687.

Further information is available at [www.sccc.edu](http://www.sccc.edu). From the home screen, click on Departments, then Adult Opportunity Center.

## Tentative Class Schedule

The locations of campus classes and tentative class times for AOC classes are listed. New students can enter following an orientation for which pre-registration is required. The schedule and locations are subject to change, so please call for current information.

- Mt. Orab | SSCC Brown County Campus  
351 Brooks-Malott Rd.  
M & W (9 a.m. – 12 noon or 5:30 p.m. – 8:30 p.m.)  
T & Th (5:30 - 8:30 p.m.)
- Hillsboro | SSCC Central Campus  
200 Hobart Drive  
M & W (9 a.m. – 12 noon or 5:30 – 8:30 p.m.)

Please note: Additional classes are scheduled at various off-campus sites. Please call for information.

## College Readiness

For college or college-bound students who need extra assistance in mathematics or English, the AOC program offers College Readiness. The classes, which meet twice a week, are free and the materials are furnished. Since no tuition or fees are required, financial aid can be reserved for college-level classes.

The classes are designed specifically to help students prepare for college. Students may enter prior to college enrollment or while taking college classes. Enrollment is limited to students who have a high school diploma/GED, yet need a refresher before or after registering for college math or English. Students cannot be enrolled in both the AOC and college classes for the same subject at the same time. Class enrollment is limited, allowing for ample opportunity for individualized instruction. This is a great opportunity for students to build confidence in these areas.

For additional information or pre-registration, call the AOC office at (937) 393-3431, Ext. 2687 or 800-628-7722, Ext. 2687.

## Annual Recognition

An annual GED Recognition, sponsored by area businesses, organizations, and individuals, is held at the end of the program year. The evening is a way of recognizing students who have received their GED, or achieved other significant goals.

The GED Trustees Honors Scholarships are awarded during the ceremony. The time is also used to honor those in the community who have been especially supportive of the Aspire program. All students are invited to attend. Family, friends, and members of the community are encouraged to participate.

## Truck Driving Academy (TDA)

The Commercial Drivers License (CDL) Program offered by the TDA delivers practical, personalized instruction within a curriculum designed to provide the knowledge and skills necessary for a successful career in truck driving. The TDA's vehicles are modern, well maintained, and compare to equipment currently being used by major transportation companies.

Semi-tractor trailer driving is a career with many advantages including the following:

- Job freedom and independence.
- Maximum income potential with minimum investment of training time and money.
- Job security – U.S. News and World Report reported truck driving as one of the eight most secure jobs in America.

Potential students are encouraged to investigate this career opportunity. Career counseling and job placement is provided by program staff.

The Class A and Class B CDL programs begin with an introduction to the transportation industry, include driving instruction, proceed to testing in Academy vehicles, and conclude with the student earning the Ohio CDL including endorsements.

The TDA offers weekday and weekend classes with a variety of partners in southern Ohio. The Class A Program is 160 hours and the Class B Program is 80 hours.

Additional services include customized contract training for companies, passenger and school bus endorsements, driver recruitment for companies, and CDL refresher courses.

Contact the TDA at 800-628-7722, Ext. 4560 or 937-444-7722, Ext. 4560 for more questions and/or information on options to help with paying for TDA training costs. *Industry partners and the State of Ohio often offer funding assistance to TDA students for training in "high demand, high wage" occupations such as CDL Class A driver.*

## Truck Driving Academy Attendance Policy

Attendance in the Truck Driving Academy is mandatory in order for students to meet the hour requirements that have been set down by the State of Ohio. Attendance will be taken daily and will be evaluated weekly. Students that miss any scheduled classroom hours must make arrangements with the Director of Training to make them up.

If a student misses a total of 2 days (or 10% of scheduled classroom hours) for any Truck Driving Academy, the student will be dropped from that class. The student's performance will be evaluated and a determination could result in either being dropped from the course completely or set back into another class.

