

TCSG 5.2.1.p: SCTC Procedure Non-Credit Instruction

Training Services – Economic Development Division

Timely and effective employee training programs impact the profitability, and ultimately, the success of companies within our service delivery area. The Economic Development Division of Southern Crescent Technical College strives to provide local businesses and industries with the necessary resources to effectively train their employees. Training resource available through the Economic Development Division include the selection of qualified instructors, customized instructional program design and development, instructional materials development, and provision of training support equipment.

Cost of Training

The Division strives to charge consistent rates for continuing education and customized training classes that are compatible with higher educational institutions in the service delivery area.

Instructor Compensation

Instructors are compensated based upon their knowledge, skills and abilities in the areas they are teaching. Credit instructors who are also working with the Division are paid their hourly credit rate unless external factors can justify a different pay rate.

Curriculum Development

Curriculum used in the Division's training programs is developed by instructors, contractors, and other third party sources. The Division also uses curriculum that has been developed for credit classes and modified to meet the customer's training needs.

Evaluation

Non-Credit class participants are asked to complete an evaluation form at the end of each class and those forms are reviewed by division staff to determine what improvements need to be made.