Community Engagement & Outreach

Moses Cone Health System, OCE, and the School of Nursing at NC A&T offer the annual Registered Nurse First Assistant (RNFA), which provides six undergraduate credit hours and professional certification for the first assistant in the operating room. The program takes place on-campus during spring break, followed by 120 hours of clinical training.

Altezza Contracting Inc., the Department of Construction Management & Occupational Safety and Health, and OCE offer height safety and rescue classes granting CEU and professional certification for the telecommunications industry. Three classes are offered annually -- Advanced Climber, Tower Rescue and Train the Trainer.

Condensed Curriculum International, the School of Nursing, and OCE are offering a series of courses in health care technology. Courses include: Pharmacy Technician; Phlebotomy Technician; EKG Technician, and Medical Billing and Coding. Continuing Education Units (CEU) are awarded.

The National Oceanic and Atmospheric Administration (NOAA) National Geodetic Survey (NGS), with the assistance of North Carolina Geodetic Survey (NCGS), the Geomatics Program of the Department of Civil Engineering, and OCE offer the two-day Height Modernization Workshops for those professionals engaged in height modernization and its use for precision geomatics and engineering applications. NC A&T Geomatics students may participate in the workshops at no charge.

Contract Negotiation

Please Note: The Vice Chancellor for Business & Finance is the ONLY person authorized to sign contracts for the University. North Carolina Agricultural & Technical State University will not honor contracts signed by anyone else in the name of the University.

The experienced OCE staff can help with university processes involved in contract negotiation. This includes facilities, food services and event scheduling.

OCE will assist you with...

- The University contract approval process
- Hotels
- Caterers
- Transportation and logistics
- Equipment rental (audio/visual, etc.)

Financial Management

The final detail is the most important, and one which the Office of Continuing Education handles with diligence and professionalism.

- Track income and expenses from start to finish
- Prepare budgets and financial statements
- Help you establish appropriate registration fees
- Obtain estimates for services and communicate with vendors
- Expedite all conference billing
- Offer secure Web registration, secure on-line credit card processing and acknowledge completed registrations
- Coordinate registration processes
- Collect fees
- Provide continual and current enrollment tracking

Create Memorable Programs. Let OCE Plan Your Next Event!

"A leader in non-credit program development and event planning for conferences, workshops, seminars and certificate programs"

Patricia O’Connor, Director, CPP
Patricia White, Associate Director, CPP
North Carolina Agricultural & Technical State University
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The Office of Continuing Education (OCE) at North Carolina A&T State University offers professional development programming through industry partnerships, training seminars, certificate programs, workshops, and conferences.

**THE LEADERSHIP**
The Office of Continuing Education under the Office of University Outreach, Professional Development and Distance Education is led by the Director, Patricia P. O’Connor, a certified program planner, with more than 20 years of experience creating, executing and guiding the development of a wide variety of programs, courses, conferences and seminars.

Patricia White, the Associate Director, is a certified program planner and holds a master’s degree in Industrial Training & Development and has more than 15 years of experience in developing and implementing blended and online learning and using technology that supports instructional strategies.

Together, the two are motivated to actively engage the academic and business communities - creating programs around subject matter that addresses the accelerated evolution of community and corporate training and educational needs.

**OCE: Purpose**
...to extend the resources of the university to the community in accessible formats, and to assist in making the university a recognized expert resource for high-tech, cutting edge information, professional development and training. OCE is the major unit of the University providing outreach to the community.

**OCE: Vision**
...to provide the administrative management and coordination for all non-credit and community based programs for the University and to develop a high-tech training center which will be recognized statewide for expert, cutting-edge professional training.

**OCE: Mission**
...to provide credit and non-credit classes, short courses, workshops and conferences to business, industry and the community at large to meet personal and professional development needs.

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**Community Engagement & Outreach**
All Office of Continuing Education (OCE) programming is developed and presented in conjunction with the academic departments at North Carolina Agricultural & Technical State University, often with an interdisciplinary approach, and also often in partnership with business and industry.

**Partnerships/Programming/Industry Contracts:**
- Piedmont Triad Partnership (PTP), College of Engineering, School of Technology, School of Business, and the Office of Continuing Education (OCE) partnered to present the Triad Design Leadership (TDL) and the Digital Marketing Boot Camp in conjunction with Triad designers and industry. PTP contracted with OCE to host and market the programs through the federally funded WIRED (Workforce Innovation in Regional Economic Development) grants.
- The Triad Design Leadership hosted five nationally recognized designers and architects who presented keynote lectures to the community and hands-on workshops for 30 participants enrolled in the lecture/workshop series.
- The Digital Marketing Boot Camp consisted of a Jumpstart crash course providing an overview covering the basics, followed by five course modules of the Boot Camp Plus.
- Early Childhood Leadership and Policy Network, NC Headstart, the NC Department of Public Instruction, NC A&T Department of Human Environment and Family Sciences, and OCE offered Diversity in Leadership Institute, providing instruction and mentoring for Headstart directors and teachers. OCE subcontracted with the Department of Public Instruction to be the fiscal agent for the Diversity in Leadership Institute.
- The Everblue Training Institute, School of Technology, College of Engineering, and OCE partnered to offer the Building Performance Institute (BPI) Energy Auditor Certification Training Program offering training toward residential energy auditor certification.
- The American Society for Quality (ASQ), the School of Technology, the College of Engineering, and OCE offer the Six Sigma Certificate Program (SSCP) which provides training toward ASQ Six Sigma Green Belt (CSSGB) and Black Belt (CSSBB) certification in a 91-hour combined on-line and classroom format.

**STAND-ALONE COURSES, CONFERENCES & SPECIAL PROGRAMS**
(offerred in conjunction with academic departments)

| College of Engineering: Fundamentals of Engineering (FE) and Professional Engineering (PE) Review Courses. |
| College of Engineering: NOAA/ISET (Interdisciplinary Scientific Environmental Technology Center) Weather Camp for Middle and High Schools (Summer Sessions) |
| College of Engineering: Bioengineering Institute Summer Camp |
| NC Opt Ed Program: North Carolina Alliance to Create Opportunity Through Education (Opt-Ed Alliance Day) |
| McNair Scholars Program: Ronald McNair Celebration & Symposium |
| College of Engineering: National Educators Workshop (NEW) |
| College of Engineering: Greening of the Built Environment, CERT Program |

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**Program Development & Administration**
Recognizing that a successful program hinges on an effective design, the Office of Continuing Education (OCE) will work with you to develop innovative outreach efforts. If you have an idea for a class, program or community project, OCE can help you develop that idea...

**Event Planning:**
- Assist faculty and staff with the development & coordination of classes, conferences and special programming
- Serve on conference and program committees
- Coordinate the budget process
- Coordinate banquet and receptions
- Offer secure Web registration, secure on-line credit card processing and acknowledgement of completed registrations
- Establish timelines
- Provide comprehensive onsite management and troubleshooting
- Provide continual and current enrollment tracking
- Coordinate the registration process
- Award North Carolina A&T State University Continuing Education Units (CEU)

**Marketing, Publicity and Promotion:**
Generating publicity is a demanding task that needs just the right attention at just the right time.

The Office of Continuing Education has diverse media connections and the experience to...
- Plan and implement a promotional strategy tailored to your program’s needs
- Design, produce and distribute brochures/fliers that will effectively convey information about your program to potential participants
- Design and host a conference registration Website (on-line registration)
- Draft and execute press releases and public service announcements
- Plan and organize e-mail campaigns
- Maintain e-mail lists and mailing lists of potential participants for future use