

# INDUSTRY—OCCUPATIONAL EXTENSION

For More Information Contact:

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## PIPE WELDING (Short Course) \$120.00

This course provides practice in the basic principles of pipe welding. Students will learn to flame cut, level and fit basic pipe joints. Practice will be provided in all positions using the shielded metal arc welding process. Safety glasses and welding gloves are required. Registration is during the first class meeting. Class size is limited.

F 3:30 pm - 6:00 pm 04/02/10-06/25/10 RCC, Room 101 Dial

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TH 6:00 pm - 9:30 pm 07/01/10-08/14/10 RCC, Room 101 Dial  
F 1:00 pm - 5:00 pm

## PIPE WELDING (Long Course) \$175.00

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T & TH 8:00 am - 11:00 am 05/25/10-08/12/10 RCC, Room 101 Dial

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M-W 6:00 pm - 9:30 pm 05/17/10-08/11/10 RCC, Room 101 Dial

## WASTEWATER OPERATIONS & REGULATIONS NO FEE

North Carolina Rural Water Association will present a 6 hour CEU recertification class for wastewater operators.

TH 8:00 am - 3:30 pm 04/18/10 RCC, Room 901 Rural Water

## BASICS OF SUPERVISION \$65.00

This 24-hour course will introduce those new to supervision or those interested in the management of others, the basics of leadership in today's marketplace. Topics to be covered will include coaching for success, performance goal setting and effective follow-up.

T & TH 5:30 pm - 8:30 pm 04/13/10-05/06/10 RCC, Room 1803 Lee  
T, W & TH 8:00 am - 4:30 pm 05/25,26, & 27/10 RCC, Room 1803 Lee

## BUSINESS & INDUSTRY-ONLINE COMPUTER CLASSES

Robeson Community College offers a variety of On-line Continuing Education classes for busy business and industry individuals. Online classes allow you access to the course materials and assignments from your home or office with access 24 hours a day- 7 days a week. Please go online to <http://www.ed2go.com/robesoncc> and call 272-3630 regarding registration process. All classes begin on the following schedule.

All of the following computer classes will be offered on these dates for your convenience:

April 21, 2010  
May 19, 2010  
June 16, 2010  
July 21, 2010  
August 18, 2010

## **Effective Business Writing**

**\$65.00**

Don't let small gaps in your business writing skills prevent you from reaching your full potential! It doesn't matter whether you're clerical, an engineer or an executive. If you communicate with others in writing, you need this course to help identify and eliminate problem areas. You will be able by the end of the course to develop powerful written documents that draw readers in and keep them motivated.

## **Employment Law Fundamentals**

**\$65.00**

Learn the basics of employment law so you can legally hire evaluate and manage employees. Learn the differences between an employee and an independent contractor; the basic types of employee benefits; effective hiring, evaluation and termination procedures; methods to resolve employment disputes and workplace safety rules.

## **Fundamentals of Supervision and Management**

**\$65.00**

Learn how to become an effective supervisor or manager. Master the basic of business and organizations, people skills and problem solving and conflict resolution.

## **Leadership**

**\$65.00**

Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over you destiny. If you do not currently hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life.

## **Project Management Application**

**\$65.00**

This course is the follow-up to the Project Management Fundamentals. The course will increase the probability of project success by mastering the tricks and trade: earned value performance measurements, gantt charts, network breakdown structure and cost-volume analysis.

## **Speed Spanish**

**\$65.00**

This class is designed for anyone who wants to learn Spanish-pronto! You will learn six easy steps to form sentences. In no time at all you will be able to go into a Spanish speaking situation and converse.

## **Six Sigma: Total Quality Fundamentals**

**\$65.00**

Learn what quality is and the major elements of a quality system. Master concepts as the cost of the nonquality, variation and total employee involvement (TEI). Learn the ins and outs of ISO 9000, ISO 14000 and the Malcolm Baldrige National Quality Award.

## **Supply Chain Management Fundamentals**

**\$65.00**

Master the fundamentals of supply chain management, including customer demand forecasting, master production scheduling (MPS), material requirement planning (MRP), capacity planning and production activity control (PAC).

## **Understanding the Human Resources Function**

**\$65.00**

This course is designed for those without human resources experience. It will prepare managers and business owners to handle basic human resources functions in a way that will ensure positive results.