

# OCCUPATIONAL EXTENSION

For More Information Contact:

Lisa Jones, Secretary; (910) 272-3603; [ljones@robeson.edu](mailto:ljones@robeson.edu) or  
Jennifer Lowery, Director; (910) 272-3609; [jlowery@robeson.edu](mailto:jlowery@robeson.edu)

Visit our Website: [www.robeson.cc.nc.us](http://www.robeson.cc.nc.us)

## AIR CONDITIONING TROUBLESHOOTING AND REPAIR (HVAC) INTRODUCTION



\$175.00

This course teaches troubleshooting and servicing of air conditioning systems. Students will perform in-shop, hands-on activities to develop their knowledge specifically in the areas of diagnosis, repair, and proper cleaning techniques. Course work will include safety, tools, electricity, controls, and cooling system components. Financial assistance may be available for this course.

T & TH 6:00 pm - 9:30 pm 9/07-12/16/10 RCC, Room 908 Bryant

## AUTOCAD (INTRODUCTION)

\$120.00

Learn basic AutoCAD skills by creating two dimensional drawings. Topics include AutoCAD tools and commands, drafting fundamentals, the coordinate system, drawing and modifying objects, viewports, dimensioning, hatching, gradients, and much more. Because AutoCAD counts for over 50% of the CADD systems, your mastery of AutoCAD can provide excellent career opportunities or enhance your current skills.

T & TH 6:00 pm - 9:00 pm 9/14-11/2/10 RCC, Room 920 Sweet

## BASIC ELECTRICAL WIRING (RESIDENTIAL)



\$175.00

This course will provide an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. Emphasis will be placed on the design and installation of residential electrical systems. Topics will include an overview of home electrical systems, circuit design, electrical tools, troubleshooting, and electrical inspection. Financial assistance may be available for this course.

M & W 6:00 pm - 9:30 pm 9/13-12/15/10 RCC, Room 905 McKnight

## BLUEPRINT READING

\$120.00

This course covers the interpretation of blueprint and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. This course will also cover the different methods of material costs estimation. Upon completion, students should be able to read and interpret a set of construction print.

M 6:00 pm - 9:30 pm 9/13-12/13/10 RCC, Room 903 Sweet

## MEDICAL CODING (INTRODUCTION)

\$120.00

An integral part of many medical office assistants' duties involves the use of ICD-9 and CPT coding; patient records, patient billing, insurance claim preparation, and insurance claim processing. This course will give an in-depth understanding of the coding process and will serve as a refresher course for currently employed medical assistants and record clerks.

T & TH 5:30 pm - 9:30 pm 10/05-11/04/10 RCC, Room 1804 WDC Andrews

## MANICURIST TRAINING

\$175.00

This program provides a 300-hour course study for learning the skills needed to care for nails of the hands and feet as required by the North Carolina Board of Cosmetic Arts. The subject matter includes theory and practice in manicuring, nails building, sculpturing, and pedicuring. This program consists of ONE course. This is a comprehensive course to provide training for persons interested in becoming registered manicurists. The supply fee for the course is approximately \$50.00 (this is an estimation) and the malpractice insurance is \$15.00. Pre-registration for this course is on August 10 or August 17, 2010 between the hours of 9:00 am - 4:00 pm in the new Workforce Development Center.

M-TH 5:30 pm - 10:30 pm 8/23-12/16/10 RCC, Room 306 Tobias

## MEDICATION AIDE REGISTRY

\$65.00

This course is designed to meet the training requirements for becoming qualified to administer Medication in skilled nursing facilities. The course covers medication administration for non-licensed personnel. Class size is limited to 10 students and pre-registration is required. Interested students must be listed on the North Carolina Nurse Aide Registry. Textbook required.

T & TH 5:30 pm - 9:30 pm 10/26-11/11/10 RCC, Room 1802 Locklear

## MEDICAL TERMINOLOGY

\$120.00

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This class is designed to meet the medical terminology needs of students enrolled in RCC's Radiography and Respiratory Therapy degree programs or anyone interested in building their skills in the medical profession by focusing on the language of medicine. Textbook required.

T & TH 5:00 pm - 9:00 pm 11/09-1/06/11 RCC, Room 1803 Andrews

## INTRODUCTION TO BEE KEEPING

\$65.00

This course will cover instructions on working, managing and handling bees for profit, how to harvest honey and pollen and basic bee behavior. Students will participate in one field trip at a local bee yard. Please call Jennifer Lowery at (910) 272-3609 to pre-register.

TH 6:00 pm - 9:00 pm 3/03-4/21/11 TBA TBA

TH 6:00 pm - 9:00 pm 5/05-6/23/11 TBA TBA

## INTRODUCTION TO PLANT MICROPROPAGATION

\$65.00

Students will learn about media preparation, sterilization, and equipment for cloning different types of plants. Emphasis will be placed on understanding the basic setup of grow rooms and green facilities. Class requires hands-on activities.

T 6:00 pm - 9:00 pm 10/05-11/23/10 RCC, Room 903 Walters

## PROFESSIONAL MEDICAL CODER

Students will learn how to use the CPT manual the ICD-9-CM to find medical codes for any disease, condition, and treatment or surgical procedures. This course imparts a working knowledge of diagnostic and procedural coding systems. If you are energetic, enjoy challenging work and want to learn the language, rules, and procedures of the healthcare field, this is the course for you. Textbooks required.

Pre-registration for this class is optional.

However, slots will be filled on a first-come,

first-serve basis. Students may pre-register on Tuesday, August 31, 2010 at 2:30pm at the Workforce Development Center in Room 1804 on the RCC Campus. A registration fee of \$175.00 will be due at this time or a cost authorization form from a sponsoring agency. Please bring the correct change. Class will meet on Fridays beginning November 12-December 17, 2010.

T & TH 8:15 am – 2:15 pm 9/21-12/17/10 RCC, Room 1804 Andrews

*Financial assistance may be available for students.*



## HEALTH INSURANCE BILLING CLERK

The responsibility for processing health insurance claims requires knowledge of all aspects of medical insurance. According to the 2008 Occupation Outlook Handbook, the growth in the medical area is far exceeding the trained potential employees. As an entry-level insurance clerk you will be in a position to move up the ladder to success.

This training includes:

- Roles and Responsibilities of the Health Insurance Clerk
- What is Health Insurance
- Managed Health Care
- Life Cycle of an Insurance Claim
- Legal and Regulatory Considerations
- Reimbursement Issues
- Filing Claims
- Medicare
- Medicaid

And more...

Pre-registration for this class is optional. However, slots will be filled on a first-come, first-serve basis. Students may pre-register on Tuesday, August 31, 2010 at 2:30pm at the Workforce Development Center in Room 1804 at the RCC Campus. A registration fee of \$175.00 will be due at the time or a cost authorization form from sponsoring agency. Please bring the correct change.

M & W 8:30am – 2:00pm 9/13-12/15/10 ComTech, Room A050 Andrews

*Financial assistance may be available, please contact Ms. Jennifer Lowery at (910) 272-3609 or Ms. Lisa Jones at (910) 272-3603*



**NEW!**

## Medical Coding (On-line)

**\$65.00**

This is a brief introduction to medical coding! In this course, you'll learn how to find medical codes for any disease, condition, treatment, or surgical procedure. We'll discuss how medical coding works in the real world, and then we'll go over the different types of codes you'll need to understand in order to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll begin putting it all into practice. By the end of this course, you'll know how to find your way through both the CPT manual and the ICD-9-CM manual.

**Requirements:**

Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser.

You'll need access to both of the main medical coding books used in this course:

- 2008 CPT manual, Professional Edition
- 2008 ICD-9-CM, Physician Edition

*Please have access to books before registering for class.*

No prior medical experience is required, but knowledge of medical terminology and human anatomy will be helpful. The Medical Coding class will be offered on the following dates for your convenience:

**The course is offered the 3rd Wednesday of each month. [www.ed2go.com/robesoncc](http://www.ed2go.com/robesoncc)**

August 18, 2010 September 15, 2010 October 20, 2010 November 17, 2010 December 15, 2010



## Office Technology/Customer Relations Specialist



*"Improve Your Employability Skills"*  
*"Quality Service Turns New Customers into Repeat Customers"*

In this course emphasis is placed on learning how to use the computer in a work environment setting. Students will be taught introduction to Microsoft Word, Microsoft Excel, Windows, creating professional documents, and the importance of effective communication. Great employees are and always will be the back bone of any business and business cannot exist without good customer service. This course is also designed to teach the basics of customer satisfaction and how to project a professional image. Registration fee is \$175.00 and textbooks are required.

*"Deliver Exceptional Service in Every Situation, Everywhere, Every Time"*

M & W	8:30 am - 2:00 pm	9/13-12/15/10	RCC, Room 1804	TBA
T & TH	8:30 am - 2:00 pm	9/21-12/16/10	COMTech, Room A050	TBA

*Financial assistance available to students.*

## PRAXIS I PREPARATION (ON-LINE)

Are you a prospective teacher who needs to pass the Praxis I Exam? Have you already attempted the Praxis I and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes.

You'll get familiar with the different types of questions that appear on the Reading and Writing tests. You'll master the many areas of math that you'll be tested on: number operations, negative numbers, exponents, square roots, order of operations, decimals, fractions, percentages, algebra, geometry, data analysis, graphs, probability, and measurements. To prepare for the essay, we'll discuss what constitutes a high scoring one. We'll also go through the process of writing an essay in the amount of time allotted.

You'll learn useful test-taking strategies and get plenty of practice questions that are similar to what you'll find on the exam. You'll also have the opportunity to take a full-length practice test in each subject area. Using clear explanations, numerous examples, and graphics and animation, this course will not only prepare you for the Praxis I, but do so in a way that's fun and interesting. After completing this course, you'll be totally ready to pass the Praxis I Exam.

The course is \$65.00 and is offered the 3rd Wednesday of each month.

August 18, 2010	September 15, 2010	October 20, 2010
November 17, 2010	December 15, 2010	

**NEW!**

## ON-LINE MEDICAL TRAINING

[www.ed2go.com/robesoncc](http://www.ed2go.com/robesoncc)

### Medical Transcription

\$65.00

Take your first step toward a lucrative career as a medical transcriptionist! You'll learn how to transcribe the most common medical reports used in both in-patient and out-patient settings. We'll review a lot of the grammar you might have forgotten since high school and apply it to the reports. You'll have the opportunity to listen to real dictation and transcribe it on your computer using the same tools real transcriptionists use. We'll also look at how you can further your education to take advantage of the new job markets available to transcriptionists and position yourself for the future in this exciting field. By the end of the course, you'll know the basics of the major reports and key clinical points of major disease processes.

### HIPAA Compliance

\$65.00

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the requirements of HIPAA compliance. This groundbreaking legislation requires all health care professionals to take careful steps to protect private information. But what exactly does HIPAA require?

### Human Anatomy and Physiology

\$65.00

Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems and the jobs that they do. You'll also learn how our organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we'll talk about different disorders, recent advances in medicine, and ways to take care of our bodies.

Each course is \$65.00 and begins the 3rd Wednesday of each month.

August 18, 2010	September 15, 2010	October 20, 2010
November 17, 2010	December 15, 2010	

## Pruning Basics for the Home Gardener

**\$55.00**

Pruning is an important but somewhat daunting task. Novice gardeners are often intimidated when it is time to cut their precious ornamentals, fruits and vines. Some simply refuse to prune for fear they will harm the plants. This course is designed to boost the confidence of inexperienced gardeners ready to take on the challenge of pruning. When the task of pruning is simplified and its concepts are explained, the gardener is no longer afraid to dive into the task.

Pruning and training  
Ornamental trees  
Fruit trees  
Ground covers  
Trellises and Arbors  
Brambles

Tools and Safety  
Ornamental shrubs  
Grape vines  
Roses  
Espalier



Each student will be assisted in developing a personal 12 month pruning calendar that fits his or her needs or desires. Pruning Basics for the Home Gardener also covers topics including:

Mr. Jeff McPherson will be the instructor. Mr. McPherson is a seasoned landscape professional and teacher. He also owns and operates orchards, vineyards and a produce farm. Please join this fun and exciting class. Class will include a field trip to the farm so students can see for themselves examples of how some plants can be pruned and trained. The class is self-supporting so all participants must pay the registration.

M 6:00 pm - 8:30 pm 9/13-10/4/10 RCC, Room 1408B McPherson

## COMPUTER TRAINING

For More Information Contact:

Lisa Jones, Secretary; (910) 272-3603; [ljones@robeson.edu](mailto:ljones@robeson.edu)

Jennifer Lowery, Director; (910) 272-3609; [jlowery@robeson.edu](mailto:jlowery@robeson.edu)

**TEACHER RECERTIFICATION CREDIT IS AVAILABLE FOR MOST COMPUTER COURSES AT THE RATE OF ONE TRC OR CEU PER 10 HOURS OF CLASSROOM INSTRUCTION OR ONLINE INSTRUCTION FOR STUDENTS WHO ATTEND AT LEAST 80% OF A COURSE!**

*Which course should you take? If you don't know how to type, you should probably start with a keyboarding course. If you can type but are an absolute beginner with the computer, select from Introduction to PC's/Microsoft Windows XP/Vista or Windows 7. Once you are comfortable with Windows, you might try word processing with Word or database/spreadsheets software such as Access or Excel, or other software for specialized purposes (e.g., PowerPoint, QuickBooks or FrontPage).*

**\*\*Note: Each student enrolled in a computer course will be required to pay a \$5.00 technology fee.**

### MICROSOFT OFFICE 2010

**NEW!**

**\$65.00**

Microsoft Office 2010 offers flexible and powerful new ways to deliver your best work; at the office, at home, or at school. Microsoft Office 2010 allows you to express your ideas more visually and it is more 'role-based' than previous versions. Co-authoring in Word 2010, PowerPoint 2010, Excel, Web App, and OneNote 2010 shared notebooks enable you to edit the same file at the same time with other people — even when they're in different locations. New features include Screen Capturing and Clipping tools, JumpList in Windows 7, new animations in PowerPoint 2010, and Social Connector.

T & TH 6:00 pm - 9:00 pm 9/7-9/30/10 RCC, Room 1805 Ivey  
Sa 9:00 am - 1:00 pm 9/18-10/23/10 RCC, Room 1804 Ivey and Locklear

### WEB 2.0: BLOGS, WIKIS, AND PODCASTS (on-line)

**NEW!**

**\$65.00**

In this course, you'll learn how to create your own blog, wiki, and audio and video podcast. Through hands-on activities in each lesson, you'll practice working with free Web 2.0 tools like Blogger, Wikispaces, and YouTube, and you'll explore opportunities to use tools like these for personal, business, educational, and political projects. You'll also learn tricks for promoting your Web 2.0 content and for driving visitors to your brand-new sites. [www.ed2go.com/robesoncc](http://www.ed2go.com/robesoncc)

### EASY CLASSROOM PODCASTING (on-line)

**\$65.00**

Have you ever felt like you just can't reach your students? They speak the language of technology while you speak the language of, well, teachers. But what if there was a bridge between the two? In this professional training course, you'll learn how to make podcasts, that create a memorable learning experience for your students. You'll find their interest reignited when you start using their favorite formats: audio, images, and video. You won't even need an iPod or a big budget to harness the power of podcasting in your classroom. [www.ed2go.com/robesoncc](http://www.ed2go.com/robesoncc)

### INTRODUCTION TO WINDOWS 7

**NEW!**

**\$65.00**

Windows 7 was designed for people who want it all! It is a full replacement operating system. Windows 7 simplifies everyday tasks, such as connecting to any available wireless network, managing printers, cameras, and other devices better, and it has a built-in defense against spyware and other malware. A **technology fee of \$5.00 will be required.**

M 6:00 pm - 9:00 pm 10/4-11/22/10 RCC, Room 1805 Tinsley  
Sa 9:00 am - 1:00 pm 9/25-10/30/10 RCC, Room 1805 Watts

**PC REPAIR PART I****\$120.00**

This course is a hands-on approach to installing, upgrading, and maintaining computers. You'll learn to diagnose, identify and repair failing components of personal computers and identify areas of potential upgrades. *A technology fee of \$5.00 will be required.*

T & TH 6:00 pm - 9:30 pm 9/7-10/21/10 RCC, Room 811 Tnling

**SOCIAL MEDIA & E-MAIL MADE EASY****\$65.00**

Keep your web browser open and your mouse ready as you are guided through the features and terminology of the digital age. *A technology fee of \$5.00 will be required.*

TH 6:00 pm - 9:00 pm 10/7-12/2/10 RCC, Room 1805 WDC Locklear

**INTRODUCTION TO PC's / MICROSOFT WINDOWS XP****\$65.00**

People who have little or no experience with computers will be amazed with the computer knowledge they will gain from this course. The beginner will get an introduction to the computer that includes the following: parts of the computer, memory, keyboard practice, and word processing. This class also includes Windows XP Learn commands, features, menus; one will be introduced to true multitasking built in networking capabilities, and much more. *A technology fee of \$5.00 will be required.*

M 6:00 pm - 9:00 pm 9/13-11/01/10 COMTech Center, Room A050 Bryant

Th 6:00 pm - 9:00 pm 9/16-11/04/10 Fairmont Community Bldg Stubbs  
Main Street, Fairmont

**INTRODUCTION TO WINDOWS VISTA****\$65.00**

Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features. *A technology fee of \$5.00 will be required.*

M 6:00 pm - 9:00 pm 9/14-11/2/10 RCC, Room 1805 WDC Locklear

**MICROSOFT EXCEL I****\$65.00**

Discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, building links, and creating macros and custom toolbar buttons. *A technology fee of \$5.00 will be required.*

T 6:00 pm - 9:00 pm 9/14-11/2/10 COMTech Center, Room A050 Oxendine

**KEYBOARDING****\$65.00**

This course covers basic keyboarding skills. Emphasis is on the touch system, correct techniques, and developing speed and accuracy. Basic word processing concepts and applications are introduced. No previous computer experience required. *A technology fee of \$5.00 will be required. No textbook required!*

TH 6:00 pm - 9:00 pm 9/16-11/4/10 COMTech Center, Room A050 Oxendine

**ONLINE COURSES**

For More Information Contact:

Lisa Jones, Secretary; (910) 272-3603; [ljones@roberson.edu](mailto:ljones@roberson.edu) or

Jennifer Lowery, Director; (910) 272-3609; [jlowery@roberson.edu](mailto:jlowery@roberson.edu)

Do you have trouble fitting traditional classroom courses into your busy schedule? Is traveling to and from classes a problem? Continuing Education online courses are available on your Internet-connected home computer on a schedule you choose. Courses begin every month and last six weeks. Each course consists of twelve lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week, from any computer that has Internet access. All you need is a connection to the World Wide Web, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required (1) to complete an on-line orientation and (2) register for the course in person at the Workforce Development Center on the RCC Campus or by phone at (910) 272-3603.

If you haven't experienced our online courses, you're missing the best training on the Web! Once you've taken one, you'll be back for more! Please call or email for more information.

Visit our Website at [www.ed2go.com/robersoncc](http://www.ed2go.com/robersoncc) for a complete list of all the course offerings

Each course is \$65.00 and the courses are offered the 3rd Wednesday of each month.

August 18, 2010

September 15, 2010

October 20, 2010

November 17, 2010

December 15, 2010

**Grant Writing & Nonprofit Management**

A to Z Grant Writing

Advanced Grant Proposal Writing

Becoming a Grant Writing Consultant

Get Grants

Introduction to Nonprofit Management

Marketing Your Nonprofit

Starting a Nonprofit

Writing Effective Grant Proposals

**Computer Applications**

Intro to Windows XP

Intro to Windows Vista

Intro to Microsoft Word 2003

Intro to Microsoft Word 2007

Intro to Microsoft Excel 2003

Intro to Microsoft Excel 2007

Intro to Microsoft Access

Intro to Microsoft Publisher

Most of the courses listed above are also available in an intermediate version and an advanced version. Please visit the website: [www.ed2go.com/robersoncc](http://www.ed2go.com/robersoncc)

ROC is committed to offering high quality on-line courses that enhance the **professional development** of teachers, teacher assistants, substitutes, counselors, librarians, and parents. **TEACHER RECERTIFICATION CREDIT IS AVAILABLE FOR MOST COMPUTER COURSES AT THE RATE OF ONE TRC OR CEU PER 10 HOURS OF CLASSROOM INSTRUCTION OR ONLINE INSTRUCTION FOR STUDENTS WHO ATTEND AT LEAST 80% OF A COURSE.** [www.ed2go.com/robsoncc](http://www.ed2go.com/robsoncc)

### Courses for Teaching Professionals

Creating a Classroom Web Site

Creating K-12 Learning Materials

Integrating Technology in the Classroom

Microsoft PowerPoint the Classroom

Enhancing Language Development in Childhood

Guided Reading and Writing: Strategies for Maximum Student Achievement

*Visit the website for a complete listing of courses for Teaching Professionals*

### PC Troubleshooting, Networking, & Security

- Advance PC Security
- Introduction to Networking
- Introduction to PC Troubleshooting
- Easy Classroom Podcasting
- Microsoft Excel in the Classroom
- Microsoft Word in the Classroom
- Microsoft Word in the Classroom
- Differentiated Instruction in the Classroom
- Intermediate Networking
- Introduction to PC Security
- Wireless Networking

*"Save Your Gas Take an online course"*

### Web Page Creation and Web Graphics

- Creating Web Pages I & II
- Introduction to InDesign CS3
- Flash 8 and Flash CS4
- Introduction to Photoshop
- Introduction to Microsoft Visio 2007

Each course is \$65.00 and the courses are offered the 3rd Wednesday of each month.

August 18, 2010

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October 20, 2010

November 17, 2010

December 15, 2010

### **"Short-Term Training for Long-Term Careers" NETWORK CABLING SPECIALIST**

This course is designed into three parts: Introduction to Telecommunications, Introduction to Network Cabling: Copper-Based Systems, and Introduction to Network Cabling: Fiber Optic-Based Systems. The course will provide students with the knowledge and skills to become entry-level technicians in the Network Cabling industry. The focus of the course will include: tool use and construction techniques, troubleshooting and repair for copper based and fiber optic based systems. Supply fee for class is \$325.00. The registration fee for the class is \$175.00.

M, T, W

9:00 am - 1:00 pm

9/20-11/29/10

RCC, Room1220

Gastle

Advantages to the Student

- Preparation for Immediate Career Opportunities
- Transferability and Portability of Skills Set in an Expanding Industry
- Multiple Certifications
  1. Cooper
  2. Fiber
  3. Voice Communications

*This is a great Program for: "First Time Career Seekers", "Life-time learners" and "Do-It-Yourselfers."*

After completing the program students are given on-line access to a valuable tool, job search protocol, which can be used to help students search for jobs. Categories are given to run the search and results include company names, addresses, and telephone numbers.