

OCCUPATIONAL EXTENSION SERVICES

For More Information Contact:

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FOOD SERVICE SANITATION

\$65.00

(SERV SAFE COURSE-National Restaurant Assoc.)

This sixteen-hour course, which meets four nights, includes the ServSafe Program which is recognized and accepted by most regulatory agencies in the food industry. Special emphasis is given to the areas of sanitation, proper food handling, cooking, holding and storage temperatures, and foodborne illnesses. ServSafe certification assists in the Local Health Department Inspection Score. A Robeson County Health Department Food Handler's Card is available upon successful completion of the course. Successfully completing this course and passing the ServSafe examination earns students the ServSafe Certification. **Note: Individuals wishing to take the ServSafe exam must purchase the exam answer sheet. This is not included in the tuition fee and taking this exam is optional.** Class size is limited to the first 20 people to pre-register. Call 910-272-3630 or 910-272-3631 to pre-register.

M	5:30 pm-9:30 pm	09/14/09-10/05/09 (English)	RCC-Room 1408B	Hester
M	5:30 pm-9:30 pm	10/12/09-11/02/09 (English)	RCC-Room 1408B	Hester
M	5:30 pm-9:30 pm	11/09/09-11/30/09 (English)	RCC-Room 1408B	Hester

NOTARY PUBLIC EDUCATION

\$65.00

This nine-hour course, which meets three nights, covers information necessary for persons wishing to obtain a notary public commission. Prior to their appointment, the Secretary of State requires first-time appointees to successfully complete this course. Course objectives are to acquaint prospective notaries with the rules, regulations and powers governing a notary public, and to assist existing notaries in upgrading their knowledge. A textbook is required. **The law requires that you be 18 years or older and be able to speak, read, and write English. You must possess a high school diploma or equivalent and reside or have a regular place of work within NC.** Class size is limited to the first 30 people to pre-register. Call 910-272-3630 or 910-272-3631 to pre-register.

T,W&M	6:00 pm-9:00 pm	09/08, 09/09, 09/14	RCC-Room 901	Burriola
T,W&M	6:00 pm-9:00 pm	11/03, 11/04, 11/09	RCC-Room 901	Burriola

VEHICLE SAFETY INSPECTION**\$65.00**

This eight-hour course, which meets two nights, will certify vehicle safety inspectors in accordance with the NC Department of Transportation Laws. **Note: Under NC law, you must have a valid driver's license before becoming certified as a Vehicle Safety Inspector. Class size is limited to the first 20 students registered on a first come basis.**

M & T	6:00 pm-10:00 pm	08/24/09-08/25/09	RCC-Room 901	Gibson
M & T	6:00 pm-10:00 pm	10/05/09-10/06/09	RCC-Room 901	Gibson
M & T	6:00 pm-10:00 pm	12/07/09-12/08/09	RCC-Room 901	Gibson

OBD INSPECTIONS**\$65.00**

This eight-hour course, which meets over two nights, deals with the monitoring and fault detection notification process of the On-Board Diagnostic system of the modern automobile. Students will learn and become certified in the use of equipment that analyzes emission data and they will be able to determine if an automobile passes the emission requirements of the state of North Carolina. An OBD inspection is required for 1996 and later model automobiles registered in Robeson and 47 other counties of North Carolina. **Note: Under NC law, you must have a valid NC Vehicle Safety Inspector's certification and a valid driver's license before becoming certified as an OBD Inspector. Class size is limited to the first 20 students registered on a first come basis.**

M & T	6:00 pm-10:00 pm	09/21/09-09/22/09	RCC-Room 901	Gibson
M & T	6:00 pm-10:00 pm	11/16/09-11/17/09	RCC-Room 901	Gibson

OBD INSPECTION RE-CERTIFICATION**\$65.00**

This four-hour course is designed for the technician who currently possesses an OBD Inspection license and is seeking to re-certify. The course will deal with the monitoring and fault detection notification process of the On-Board Diagnostic system of the modern automobile and the latest revision of the North Carolina OBD laws and regulations will be reviewed. **Note: Under NC law, you must have a valid driver's license and a current OBD Inspector's certification before you can become re-certified. Class size is limited to the first 20 students registered on a first come basis.**

T	6:00 pm-10:00 pm	09/15/09	RCC-Room 901	Gibson
M	6:00 pm-10:00 pm	11/02/09	RCC-Room 901	Gibson

INDEPENDENT AUTOMOBILE DEALERS UPDATE**\$65.00**

This course is designed to meet the requirements of the NC Department of Motor Vehicles for independent car dealers' annual license renewal (6 hours). **Pre-registration is required. Class size is limited. Call 910-272-3630 or 910-272-3631 to pre-register.**

T	9:00 am-4:00 pm	09/01/09	RCC-Room 901	Gibson
T	9:00 am-4:00 pm	11/10/09	RCC-Room 901	Gibson

HEAVY EQUIPMENT OPERATOR**\$175.00**

This 300-hour course, funded by a grant from the Golden Leaf Foundation, is designed to provide a comprehensive overview of heavy equipment operator responsibilities, heavy equipment safety, and career opportunities. Topics that make up this course include:

- Orientation to the trade
- Safety
- Identification of heavy equipment
- Preventative maintenance
- Operation of bulldozers, front end loaders/backhoes, and excavators

Instruction will include a driving and operation skills test for each piece of equipment. Upon successful completion of the course, the student will be certified in the operation of three types of heavy equipment. In addition to the \$175.00 registration fee, students will be responsible for purchasing their required safety equipment and clothing (\$83.70). **Class size is limited. Interested applicants should come to Building 3 at 8:45 am on Monday-Friday or at 5:45 pm on Monday – Thursday prior to August 1 to be TABE tested. You should bring a picture ID and request to be tested for the HEO program. Students will be selected from those tested. Each class will meet between 20-30 hours a week for 12 weeks and will hopefully begin in late August.**

M -W	8:00 am-5:00 pm	09/14/09-12/21/09	Northeast Park	Wilson
W - F	8:00 am-5:00 pm	09/16/09-12/23/09	Northeast Park	Lindsay

NC REAL ESTATE UPDATE (#9910)**\$50.00**

This North Carolina Real Estate Commission Update Course deals with listing strategies, property disclosure issues and revisiting the North Carolina Real Estate Commission website. (Four-hour update credit) **Pre-registration is required. This is a self-supporting class. All students must pay the registration fee. Call 910-272-3630 or 910-272-3631 to pre-register.**

W 8:00 am-12:00 pm 10/14/09 RCC-Room 901 Boren

PROPERTY MANAGEMENT AND MANAGING RISK #2390**\$50.00****(Course #2390, Real Estate Elective)**

Property management is a highly specialized but rapidly growing sector of the Real Estate profession. As a Real Estate broker, you may not be a property manager yourself, but it is important to learn the basic principles underlying property management and to recognize the issues that property managers deal with. This class provides an overview of the property manager field and describes the major functions of property managers. Its emphasis is on real-life practice, not on theories or generalities. It is intended for the Real Estate professional who wants a comprehensive introduction to the challenging field of property management. The class addresses issues of concern to commercial Real Estate agents who manage large properties, as well as licensees who own or manage a few small properties on a personal or informal basis. (Four-hour elective credit) **Pre-registration is required. This is a self-supporting class. All students must pay the registration fee. Call 910-272-3630 or 910-272-3631 to pre-register.**

W 1:00 pm-5:00 pm 10/14/09 RCC-Room 901 Boren

COURSE 301: BROKER RELATIONSHIPS AND RESPONSIBILITIES \$120.00

This course is one of three, 30-hour classroom hour mandatory courses that must be completed by newly licensed North Carolina provisional brokers within three years after licensure. The primary objective of the course is to provide instruction at a level beyond that provided in prelicensing courses on topics deemed to be of special importance to licensees. Topics addressed in this course include a review of agency relationships in real estate sales transactions and a real estate agent's legal duties to clients and customers, a step-by-step review and discussion of the functions and responsibilities of a real estate agent when working with residential sellers and buyers, a review of issues associated with agent compensation and agents changing firms, and a review of license status and educational issues. **Pre-registration is required. Class size is limited. Call 910-272-3630 or 910-272-3631 to pre-register,**

T & TH 6:00 pm-9:00 pm 10/06/09-11/05/09 RCC-Room 1414B Boren

BROKER-IN-CHARGE ANNUAL REVIEW COURSE**\$50.00**

Brokers-in-charge are required to take the Broker-in-Charge annual review course (BICAR) each year following the year in which they were designated and each subsequent year in order to remain broker-in-charge eligible whether actively serving as a broker-in-charge or not. If in doubt about your eligibility status, you may download a Statement of Eligibility from the Commission website www.ncrec.state.nc.us After the successful completion of this course, you will receive four hours of continuing education credit if you are a broker-in-charge or broker-in-charge eligible, Brokers who are not brokers-in-charge or broker-in-charge eligible will not receive any continuing education credit for taking this course. **Pre-registration is required. This is a self-supporting class. All students must pay the registration fee. Call 910-272-3630 or 910-272-3631 to pre-register.**

W**8:00 am-12:00 pm****10/07/09****RCC-Room 901****Boren**