

INDUSTRY—OCCUPATIONAL EXTENSION

For More Information Contact:

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or Jo Ann Oxendine, Director; (910) 272-3632; jaoxendi@robson.edu

BASIC WELDING

\$60.00

This course concentrates on basic welding and cutting procedures. Emphasis is placed on beads applied with gases, mild steel fillers, electrodes and the capillary action of solder. Students will learn safe welding set-up procedures on oxy-fuel equipment. Safety glasses and welding gloves are required. Registration is during the first class. Class size is limited.

M & W	6:00 pm-9:30 pm	05/27/09-08/12/09	RCC, Room 101	Williams
T & TH	8:30 am-11:30 am	05/28/09-08/13/09	RCC, Room 101	Williams

BASIC WELDING WITH PIPE EMPHASIS

\$60.00

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.

M & W	10:00 am - 1:00 pm	05/18/09-08/12/09	RCC, Room 101	Dial
T & TH	6:00 pm - 9:30 pm	05/19/09-08/13/09	RCC, Room 101	Dial

ELECTRICAL PRINTS AND SCHEMATICS

\$60.00

This course provides industrial maintenance students with instruction in electrical symbols, field wiring, ladder logic, time sequencing and circuits.

W	3:00 pm-6:00 pm	05/27/09-08/05/09	RCC, Room 905	Williams
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EFFECTIVE TEACHER TRAINING

\$55.00

This 30-hour course is required for new substitutes, teacher assistants and new teachers of the Public Schools of Robeson County. Registration is the first class meeting and class size is limited to 30. Actually class dates listed below:

WEEKEND SCHEDULE:

1st Class

F	5:00 pm-9:00 pm	04/03/09-04/25/09	COMtech, Room A043	McGill
SA	8:00 am-2:00 pm		*No Classes Easter Weekend	

2nd Class

F	5:00 pm-9:00 pm	05/01/09-05/16/09	COMtech, Room A043	McGill
SAs	8:00 am-2:00 pm			

3rd Class

F	5:00 pm-9:00 pm	06/05/09-06/20/09	COMtech, Room A043	McGill
SA	8:00 am-2:00 pm			

4-DAY SUMMER SCHEDULE

1st Class

M - TH	8:30 am-4:00 pm	06/22/09-06/25/09	RCC, Room 1408B	Monroe
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2nd Class

M - TH	8:30 am-4:00 pm	07/20/09-07/23/09	RCC, Room 1408B	Monroe
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3rd Class

M - TH	8:30 am-4:00 pm	08/03/09-08/06/09	RCC, Room 1408B	Monroe
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WE'VE GONE ONLINE

Robeson Community College offers a variety of Online 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 on-line to <http://www.ed2go.com/robesoncc> and call (910) 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:

- **March 18, 2009**
- **April 15, 2009**
- **May 20, 2009**
- **June 17, 2009**
- **July 15, 2009**

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE \$55.00

Would you like to learn how to have more successful relationships with difficult co-workers, students, neighbors, family members or even your boss? Join this class and get helpful information for understanding yourself, solving people problems and improving your relationships and personal and professional productivity.

CUSTOMER SERVICE FUNDAMENTALS \$55.00

Discover the best methods for measuring customer service and for applying the principles of consumer behavior to your business. You'll become proficient with key customer service concepts, including target marketing, market segmentation, the marketing mix and quality function deployment.

EFFECTIVE BUSINESS WRITING \$55.00

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 \$55.00

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.

LEADERSHIP \$55.00

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 APPLICATIONS \$55.00

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

UNDERSTANDING THE HUMAN RESOURCES FUNCTION \$55.00

This 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.

OCCUPATIONAL EXTENSION SERVICES

For More Information Contact:

Karen Lesane, Admin. Assistant; (910) 272-3630; klesane@roberson.edu

or Bob Moore, Director; (910) 272-3631; bmoore@roberson.edu

FOOD HANDLING (SERV SAFE COURSE-NRA)

\$55.00

The ServSafe Program 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 allows the addition of two points to 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. Pre-registration is required. Class size is limited.**

M	5:30 pm-9:30 pm	05/11/09-06/08/09 (Chinese)	RCC, Room 1408B	Hester
M	5:30 pm-9:30 pm	06/15/09-07/06/09 (English)	RCC, Room 1408B	Hester
M	5:30 pm-9:30 pm	08/10/09-08/31/09 (English)	RCC, Room 1408B	Hester

NOTARY PUBLIC EDUCATION

\$50.00

This nine-hour course covers information necessary for persons wishing to obtain notary public commissions. 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. Pre-registration is required. Class size is limited.**

M & W	6:00 pm-9:00 pm	05/13/09-05/20/09	RCC, Room 901	Burriola
M & W	6:00 pm-9:00 pm	07/08/09-07/15/09	RCC, Room 901	Burriola

VEHICLE SAFETY INSPECTION

\$50.00

This eight-hour course 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	02/16/09-02/17/09	RCC, Room 901	Gibson
M & T	6:00 pm-10:00 pm	05/11/09-05/12/09	RCC, Room 901	Gibson
M & T	6:00 pm-10:00 pm	06/29/09-06/30/09	RCC, Room 901	Gibson

OBD INSPECTIONS

\$50.00

This course 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 on a first come basis.**

M & T	6:00 pm-10:00 pm	07/20/09-07/21/09	RCC, Room 901	Gibson
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OBD INSPECTION RE-CERTIFICATION**\$50.00**

This four-hour course is designed for the technician who current 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.**

M 6:00 pm-10:00 pm 07/27/09 RCC, Room 901 Gibson

INDEPENDENT AUTOMOBILE DEALERS UPDATE**\$50.00**

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.**

T 9:00 am-4:00 pm 07/28/09 RCC, Room 901 Gibson

REAL ESTATE MATH**\$55.00**

This is a special 30-hour math course teaching basic principles utilized in Real Estate and it is a **prerequisite** for the Real Estate Broker Pre-Licensing Course. This is not the course for the student lacking an understanding of fundamental math principles; rather it is a review or refresher of math skills ranging from percentages and decimals to basic geometry, and practices. **Pre-registration is required. Class size is limited.**

T & TH 6:00 pm-9:00 pm 07/14/09-08/13/09 RCC, Room 1414B Boren

REAL ESTATE BROKER PRE-LICENSING**\$60.00**

This 87-hour course examines basic real estate principles and practices, law, finance, brokerage, closing, calculation, management, taxation, mathematics, construction, land use, property insurance, and the NC License Law and Commission Rules. Upon completion, students will be able to demonstrate basic knowledge and skills necessary for real estate sales and they will be qualified to take the NC Real Estate "Provisional Broker" exam. **Successful completion of the Real Estate Math course is a prerequisite. Pre-registration is required. Class size is limited.**

T & TH 6:00 pm-9:00 pm 08/18/09-11/24/09 RCC, Room 1414B Boren