



# NEW

## TRADE SKILLS ACADEMY

**Are you interested in hands on learning to study local crafts skills?**

Robeson Community College is beginning a series of new classes this Fall. Hands on training will be provided to develop skills in courses such as:

- ◇ CABINETRY/CONSTRUCTION
- ◇ MASONRY
- ◇ MOTORCYCLE REPAIR
- ◇ SMALL ENGINE REPAIR
- ◇ COMMERCIAL/RESIDENTIAL ELECTRICAL

**An informational meeting to discuss interests, registration, fees, instruction, and class start dates will be held:**

**TUESDAY, AUGUST 9, 2016 6:00 PM**

**WORKFORCE DEVELOPMENT CENTER**

**BB&T CONFERENCE ROOM #1848**

**FOR ADDITIONAL INFORMATION ABOUT THE MEETING CALL 910-272-3630.**

Classes are expected to begin August 16, 2016. Registration and fees will range from \$125 to \$180 for each course. Any necessary books, supplies, or tools will be extra.

### JOIN US

**TUESDAY, AUGUST 9TH AT 6 PM**

**TO GET STARTED LEARNING A NEW SKILL!**

### EXPLORE NEW PATHWAYS TO HEALTHCARE CAREERS



**Contact a BOOST representative to learn how Nurse Aide, EKG, EMS, Medical Assisting and other healthcare credentials can lead to employment and/or advanced academic programs.**



**Visit [www.boostmed.org](http://www.boostmed.org) or**

**call 910-272-3603 for additional information**

# ROBESON COMMUNITY COLLEGE

WHERE DO I FIND IT? WHO DO I CALL?

**IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE**

**WDC = CHARLES V. CHRESTMAN WORKFORCE DEVELOPMENT CENTER  
BLDG. #18 AT THE BACK OF CAMPUS**

**BUSINESS/CUSTOMER SERVICE 910-272-3604 . . . . . Page 12**

**CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 21**

**COLLEGE AND CAREER READINESS 910-272-3619 . . . . . Page 31**

ADULT BASIC EDUCATION (ABE)	ADULT HIGH SCHOOL (AHS)
ENGLISH AS A SECOND LANGUAGE (ESL)	HIGH SCHOOL EQUIVALENCY (HSE)
ADULT BASIC EDUCATION TRANSITIONS (ABET)	BASIC SKILLS PLUS

**COMMUNITY SERVICES 910-272-3604. . . . . Page 19**

POTTERY, MOTORCYCLE 910-272-3604

**COMPUTER CLASSES 910-272-3604 . . . . . Page 13**

**EMPLOYABILITY SKILLS. . . . . Page 21**

WORKKEYS, KEYTRAIN, JOB READINESS 910-272-3604

**FIRE EDUCATION 910-738-7128. . . . . Page 17**

**FOOD SERVICE CLASSES (910) 272-3630 . . . . . Page 13**

**GENERAL INFORMATION . . . . . Page 36**

COST/FEES	CERTIFICATES	REFUNDS
HOLIDAYS	REGISTRATION	TITLE IX/DESCRIMINATION

**HAIR & NAILS (BARBERING) 910-522-1426 OR 910-272-3604. . . . Page 14**

**HEALTH/MEDICAL EDUCATION CLASSES.. . . . Page 06**

EMT, PHLEBOTOMY, CPR, & ACTIVITY DIRECTOR 910-272-3407 OR 910-272-3316

MEDICAL TERMINOLOGY, MEDICAL OFFICE ASSISTANT, EKG, DIRECT CARE,  
PHARMACY TECHNICIAN, ELECTRONIC MEDICAL RECORDS 910-272-3604

NURSING ASSISTANT 910-272-3397

**INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE . . . . . Page 10**

AUTOMOTIVE, ELECTRICAL 910-272-3604

TRADE SKILLS, WELDING, NCCER 910-272-3630

**LAW ENFORCEMENT 910-272-3652 OR 910-272-3651 . . . . . Page 14**

**ONLINE CLASSES 910-272-3604. . . . . Page 03**

**SMALL BUSINESS CENTER SMALL BUSINESS CENTER 910-272-3631 . . . . . Page 23**

**IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE**

# ONLINE CLASSES

**For Information on Online Classes Call: (910) 272-3604 or (910) 272-3609**

Do you have trouble fitting traditional classroom courses into your busy schedule? Is travel to and from class 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 Internet, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required to complete an on-line orientation and register for the class in person at the Workforce Development Center. The cost for most classes is \$70.

**CLASSES MUST BE COMPLETED WITHIN SIX WEEKS. THERE IS NO EXTENSION PERIOD.**

## **USING SOCIAL MEDIA IN BUSINESS (On-line) **\*\*NEW\*\*** \$70.00**

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+ --to grow and promote your business. Social media offers a powerful way to reach new customers and grow your business through increased leads and sales. You'll also see how you can build a social media team and automate your social media activities so that you can leverage the power of social media without adding another full-time job to your plate.

## **ACCOUNTING**

Performing Payroll in QuickBooks 2013 or 2014  
QuickBooks for Contractors 2013, 2014, or 2015

Accounting Fundamentals I & II  
QuickBooks 2013 or 2016

## **GRANTWRITING AND NON-PROFIT MANAGEMENT**

Advanced Grant Proposal Writing  
Get Grants  
A to Z Grant Writing  
Introduction to Nonprofit Management

Becoming a Grant Writing Consultant  
Writing Effective Grant Proposals  
Marketing Your Nonprofit  
Starting a Nonprofit

## **COMPUTER APPLICATIONS**

Intro to Microsoft Word 2010 or 2013  
Intro to Microsoft Excel 2010 or 2013  
Microsoft PowerPoint 2010 or 2013  
Microsoft Outlook 2010 or 2013

Microsoft Office 2010 or 2013  
Intro to Microsoft Access  
Intro to Microsoft Publisher 2013  
Windows 7 or 8 or Windows 10

Many of the computer courses are also available in an intermediate or advanced version.

## **PC TROUBLESHOOTING, NETWORKING, & SECURITY**

Advanced PC Security  
Introduction to PC Security  
Introduction to PC Troubleshooting

Introduction to Networking  
Intermediate Networking  
Wireless Networking

## **WEB PAGE CREATION /WEB GRAPHICS**

Introduction to Photoshop  
Intermediate Photoshop

Creating Wordpress Websites  
Creating Web Pages I & II

## **DIGITAL PHOTOGRAPHY**

Discover Digital Photography  
Photoshop Elements 11 or 12 for the Digital Photographer

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

Classes begin on the following dates. Be sure to register early.

**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

# ONLINE LANGUAGE CLASSES

SPANISH IN THE CLASSROOM  
SPANISH FOR LAW ENFORCEMENT  
CONVERSATIONAL JAPANESE  
INSTANT ITALIAN  
GRAMMAR REFRESHER

SPEED SPANISH I, II, OR III  
SPANISH FOR MEDICAL PROFESSIONALS  
BEGINNING CONVERSATIONAL FRENCH  
GRAMMAR FOR ESL

## DISCOVER SIGN LANGUAGE (ON-LINE)

**\$70.00**

Learn to communicate in the language of the deaf community using alphabet and up-to-date signs. In this course you will acquire body language, facial expression, and movements for conceptual signs. You will learn to sign phrases and expand to complete sentences.

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

**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

**For Online Class Information Call: (910) 272-3604 or (910) 272-3609**

# ONLINE TEACHER RENEWAL CREDITS

## ONLINE RENEWAL CREDITS & PROFESSIONAL DEVELOPMENT FOR TEACHERS

RCC 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 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.

Survival Kit for New Teachers

Teaching High School Students

Microsoft PowerPoint the Classroom

Teaching Smarter with SMART Boards

Solving Classroom Discipline Problems

Integrating Technology in the Classroom

Differentiated Instruction in the Classroom

Teaching Students with Learning Disabilities

Enhancing Language Development in Childhood

Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6

Guided Reading and Writing: Strategies for Maximum Student Achievement



Praxis I Preparation

Grammar for ESL

Grammar Refresher

Teaching ESL/EFL Grammar

Teaching Math: Grades 4-6

Teaching Science Grades 4-6

Handling Medical Emergencies

Creating a Classroom Web Site



**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

**ONLINE CLASSES MUST BE COMPLETED WITHIN SIX WEEKS FROM THE DATE THE CLASS STARTS**

**For Online Class Information Call: (910) 272-3604 or (910) 272-3609**

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

# ONLINE BUSINESS RELATED CLASSES

## COMMUNICATION

Effective Business Writing  
Interpersonal Communication

Keys to Effective Communication  
Mastering Public Speaking

## SUPERVISION/MANAGEMENT

Fundamentals of Supervision & Management

Build Teams that Work

## OTHER

Help for the Helpdesk  
Manufacturing Fundamentals  
Distribution and Logistics Management  
Using Social Media in Business

Individual Excellence  
Creating a Successful Business Plan  
Computer Skills for the Workplace  
Introduction to Criminal Law

# ONLINE MEDICAL CLASSES

## MEDICAL TRANSCRIPTION (On-line)

**\$70.00**

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 inpatient and outpatient settings. We'll review a lot of the grammar you might have forgotten since high school and apply it to the reports.

## HIPAA COMPLIANCE (On-line)

**\$70.00**

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 legislation requires all health care professionals to take careful steps to protect private information.

## HUMAN ANATOMY AND PHYSIOLOGY I OR II (On-line)

**\$70.00**

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 organ systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive.

## MEDICAL CODING (On-line)

**\$70.00**

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. The class covers how medical coding works in the real world and the different types of codes you'll need to understand to describe every aspect of a patient's visit and report that information to an insurance company. From there, you'll be ready to begin putting it all into practice. Requirements: Internet access, e-mail, and Microsoft Internet Explorer or Mozilla Firefox Web browser, and access to both of the main medical coding books used in this course. **Please have access to these books before registering for class:**

**2013 CPT manual, Professional Edition and 2013 ICD-9-CM, Physician Edition**

**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

**ONLINE CLASSES MUST BE COMPLETED WITHIN SIX WEEKS FROM THE DATE THE CLASS STARTS**

**For Online Class Information Call: (910) 272-3604 or (910) 272-3609**

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

# ADDITIONAL ONLINE MEDICAL CLASSES

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT

MEDICAL MATH

HANDLING MEDICAL EMERGENCIES

BECOME AN OPTICAL ASSISTANT

BECOME A PHYSICAL THERAPY AID

EXPLORE A CAREER IN A DENTAL OFFICE

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

**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

**ONLINE CLASSES MUST BE COMPLETED WITHIN SIX WEEKS FROM THE DATE THE CLASS STARTS**

**For Information on Online Classes Call: (910) 272-3604 or (910) 272-3609**



## HEALTHCARE MEDICAL EDUCATION CLASSES



### MEDICAL OFFICE ASSISTING PROGRAM

**\$180.00**

***CLASS ALLOWS YOU TO TAKE THE NATIONAL CERTIFICATION EXAM***

The Medical Office Assisting Program prepares students to be able to perform vital duties of the front office. Students will learn proper techniques for answering telephones, scheduling appointments, managing and maintaining patient charts, and creating correspondence. Students will be introduced to

Office Accounting

Customer Service

Electronic Health Records

Medical Coding

Collection Process

Health Insurance Billing

**HEALTH INSURANCE CLAIM FORM**  
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 1985

<input type="checkbox"/> MEDICARE		<input type="checkbox"/> MEDICAID		<input type="checkbox"/> TRICARE		<input type="checkbox"/> CHAMPVA	
<input type="checkbox"/> Medicare #		<input type="checkbox"/> Medicaid #		<input type="checkbox"/> Tricare #		<input type="checkbox"/> Member ID	
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)							
3. PATIENT'S ADDRESS (St., Suite)							
CITY				STATE			
ZIP CODE				TELEPHONE (Include Area Code)			
4. OTHER INSURER'S NAME (Last Name, First Name, Middle Initial)							
5. OTHER INSURER'S POLICY OR GROUP NUMBER							

Governmental policies and procedures play a vital role in efficiently managing medical offices, so students will learn regulations in the areas of OSHA, HIPPA, DEA, and CLIA. Certification in a Medical Office Assisting Program is a great way to demonstrate knowledge and commitment to having a successful career in this field of study. The National Center for Competency Testing (NCCT) will be the certifying body for the program. Students who successfully pass this course will be

eligible to test for the National Certified Medical Office Assistant (NCMOA). This certification is accepted at hospitals throughout the state of NC. Obtaining this certification will open many doors of opportunity throughout a student's career. The cost of the exam and books are not included in the registration fee. It will be an additional \$125 to sit for the certification exam. Please call 910-272-3604 to pre-register.

**MWF 8:30 am - 2:30 pm 09/12 - 12/09/16 WDC, Rm 1804 ANDREWS**

### MEDICAL CODING ICD-10 PARTS I AND II

**\$180.00**

This course introduces you to the world of medical coding. Learn the basics of procedural and diagnostic coding. Participants receive an overview of the Health Insurance Portability and Accountability Act (HIPAA).

**T & TH 8:30 am - 12:30 pm 09/13 - 12/01/16 WDC, Rm 1804 ANDREWS**

## EKG TECHNICIAN

**\$180.00**



Students will gain knowledge of cardiac terminology, understand the structure and function of the heart, and understand the anatomy and physiology of the heart. Students will gain basic understanding of the electrical conduction system and how it affects heart function.

Students will identify why the EKG is done.

Students will identify common arrhythmias and demonstrate patient prep as well as proper placement of EKG leads. Students will be able to properly and safely operate the equipment, run a 12 lead EKG accurately, and prepare it for reading. Students will learn:



\*Cardiac conduction system

\*Patient Prep

\*Certification Prep

\*EKG machine operation

\*Normal cardiac rhythm

\*Cardiac arrhythmias

**PRE-REGISTRATION IS REQUIRED.** Seats are limited. Call (910) 272-3604 for information.

**T & TH 8:30 am - 2:30 pm 09/20 - 12/08/16 WDC, Rm 1804 ANDERSON**

**T & TH 5:00 pm - 9:00 pm 09/13 - 12/15/16 WDC, Rm 1804 ANDERSON**

## FIRST AID AND CPR

**\$50.00**

This course will meet the requirements for day cares, schools, industries, lifeguards, construction, and other agencies that require the American Heart Association Healthcare provider CPR and First Aid. Written and performance testing is required. This class is offered as requested by groups of six or more and can be offered during the day, evening, or on the weekend. This class may also be offered at your place of business if space is available. Please call (910) 272-3316 or (910) 272-3407



<b>F</b>	<b>8:30 am – 1:30 pm</b>	<b>08/19/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 1:30 pm</b>	<b>09/16/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 1:30 pm</b>	<b>10/14/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 1:30 pm</b>	<b>11/18/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 1:30 pm</b>	<b>12/16/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>

## CPR

**\$40.00**

This course meets the requirements for day cares, Nursing Assistant, Nursing and other agencies that require the American

### Two steps to save a life:



**Call Right Away!**

**Push Hard & Fast in the Center of the Chest!**

Heart Association Healthcare provider CPR card. Written and performance testing is required. This class is offered as requested by groups of six



or more and can be offered during the day, evening, or weekends. This class may also be offered at your

place of business if adequate space is available. The fee for the CPR card is included in the registration fee. Please call (910) 272-3316 or (910) 272-3407.

<b>TH</b>	<b>8:30 am – 12:30 pm</b>	<b>08/04/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 12:30 pm</b>	<b>08/12/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 12:30 pm</b>	<b>09/09/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 12:30 pm</b>	<b>10/07/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 12:30 pm</b>	<b>11/11/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>
<b>F</b>	<b>8:30 am – 12:30 pm</b>	<b>12/09/16</b>	<b>Bldg. 17, Rm 1729A</b>	<b>TBA</b>



## NURSE AIDE I

**\$180.00**

This course is a requirement to work in hospitals, nursing homes, home health agencies, or to be admitted to a nursing program. Upon successful completion, students will be able to take the state exam through the North Carolina Nursing Assistant Registry. In addition to the registration fee, there will be additional fees totaling \$28.10 to cover malpractice insurance, student fees, etc. Students must show proof of English 111 or higher English course OR have a 10.0 reading level on the TABE (reading test). The test is free and given on Monday, Tuesday, and Wednesday at 8 AM, 10:15 AM, 4 PM, and 6:15 PM in Bldg. 14, Room 1427A. Students must show picture ID before being allowed to test. You must have passed the reading test before pre-registering for this class. **REQUIREMENTS:** current TB skin test, criminal record check, picture ID, and Social Security Card. **PRE-REGISTRATION IS REQUIRED.** For information call 910-272-3397 or 910-272-3395.



**WTH** 8:30 am – 2:30 pm **08/10 - 10/06/16** **COMTECH** **OXENDINE**  
**SA or SU** 7:30 am -- 4:00 pm

**PRE-REGISTRATION:** TH 9:00 am 7/28/16 Bldg. 17, Rm 1722A

**WTH** 8:30 am – 2:30 pm **10/17 - 12/12/16** **COMTECH** **OXENDINE**  
**SA or SU** 7:30 am -- 4:00 pm

**PRE-REGISTRATION:** TH 9:00 am 10/11/16 Bldg. 17, Rm 1742B

**TTH** 4:00 pm – 8:30 pm **09/08 - 12/15/16** **COMTECH** **BULLARD**  
**SA or SU** 7:00 am -- 3:30 pm

**PRE-REGISTRATION:** TH 9:30 am 08/30/16 **RCC** **TBA**

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## NURSE AIDE II

Please Contact Admissions Office at 910-272-3342

## PHLEBOTOMY

**\$180.00**

This course is required to work in the hospital or doctor's office drawing blood. Students must score a 12<sup>th</sup> grade reading level on a test given on campus. The test is scheduled Monday, Tuesday and Wednesday mornings at 8:00 am, 10:15 am, 4:00 pm, and 6:15 pm in building 14 Room 1427A. There is an additional fee of \$140 for the class which covers the supply fee, malpractice fee, etc. **REQUIREMENTS:** current TB skin test, Hepatitis B vaccinations, flu shot, criminal record check, and drug test. For information call 910-272-3407 or 910-272-3408.



**M & W** 6:00 pm - 10:00 pm **01/30 - 08/14/17** **COMTECH** **TBA**

## ACTIVITY COORDINATOR

**\$180.00**

This course is for an individual that wants to be the activity coordinator in a skilled nursing home facility. You are required by state guidelines to complete this course. For information call 910-272-3407 or 910-272-3408.

**M & W** 6:00 pm - 9:00 pm **09/18 - 11/30/16** **Bldg. TBA** **TBA**



## DIRECT CARE BASICS

**\*\*NEW\*\* \*\*NEW\*\***

This course introduces students to several modules of the necessary skills and responsibilities of the Personal and Home Care professional. They will learn what it takes to be a Direct Care Worker, and how to get and keep a job. We will build on those skills that include in home management and personal care tasks using limited assistance. Module 10 is taught by an instructor that is an experienced RN. **Participants will receive 6 hours of health care provider CPR in this class.** Students will receive an introduction and overview of :

- |                       |                          |                                  |
|-----------------------|--------------------------|----------------------------------|
| *Direct Care Work     | *Personal Care Skills    | *Home Care Management            |
| *Infection Control    | *Safety Issues           | *Aging Population                |
| *Communication Skills | *Time Management         | *Client Disabilities & Illnesses |
| *Stress Management    | *Finding & Keeping a Job | *Boundaries & Ethics             |

**NO FEE** for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

**M - F 8:30 am – 2:00 pm 08/29 – 09/21/16 Bldg. 08, Rm 811 LOWRY**

**M - F 8:30 am – 2:00 pm 11/14 – 12/09/16 Bldg. 08, Rm 811 LOWRY**



**\*\*\*YOU MUST PRE-REGISTER FOR ALL CLASSES IN EMERGENCY SERVICES\*\*\***

## EMT ALS CONTINUING EDUCATION CLASSES

**\*\*\$70.00**

This class is required for recertification for all ALS levels of EMT certification and costs **\*\*\$70.00** for Non-EMS Personnel. Class will be held quarterly on Saturday.

**SA 8:30 am - 4:30 pm 10/22/16 Bldg. 17, Rm 1752B Various Instructors**

## EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE

**\*\*\$180.00**



This is the basic Emergency Medical Technician course which is required to work with most rescue squads and EMS agencies. Upon successful completion, students will be administered a state exam through the North Carolina Office of EMS for certification as an EMT.

There will be additional fees of approximately \$195.00 for supplies,

manual, etc. Students must score a 12th grade reading level on a reading comprehension exam given on campus. The test is free. Students must show picture ID before being allowed to test. Pre-registration is required for this class. Please call (910) 272-3316 or (910) 272-3407. **\*\*Registration is \$180.00 for Non-EMS Personnel**



**MWF 8:30 am - NOON 08/15 - 12/12/16 Bldg. 17, Rm 1752B CARTER**

**TTH 6:00 pm - 10:00 pm 01/10 - 06/15/17 Bldg. 17, Rm 1752B RANSOM**

## EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE--HYBRID

**\$180.00**

This course will be a fast paced 9 week online course with occasional face to face meetings (TBA) for traditional classroom instruction.

This is the basic Emergency Medical Technician course which is required to work with most rescue squads and EMS agencies. There will be additional fees of approximately \$195.00 for supplies, manual, etc. Students must score a 12th grade reading level on a reading comprehension exam given on campus or show proof of English 111 or higher college English course. The test is free. Students must show picture ID before being allowed to test. Upon completion of this course you will be eligible to sit for the State & National EMT Exam. Please call 910-272-3407 to pre-register. **You must pre-register by January 10, 2017.**

**ONLINE 01/16 - 03/15/17 WITH FACE TO FACE TBA Bldg. 17 Rm 1752A FREEMAN**

## ADVANCED EMT (EMT-I)

**\*\* \$180.00**



This is the new level of EMS certification which is replacing the Emergency Medical Technician Intermediate. Students must hold a current NCEMT certification. There will be additional fees of \$195.00 for supplies, manual, etc. Students must pass the Compass test from a Community College or have a C or better in college level English, Math, and Reading. Please call 910-272-3407 to pre-register. \*\*Registration is \$180.00 for Non-EMS Personnel

**TTH 6:00 pm - 10:00 pm 09/01 - TBA Bldg. 17, Rm 1752B LOCKLEAR**

## EMT-B TO PARAMEDIC

**\$180.00**

The paramedic course is designed to produce competent entry-level Paramedics who can provide treatment to the community in emergency situations. Paramedics assess the urgent needs of patients and stabilize their condition until they receive advanced care. This treatment includes advanced life support, advanced patient assessment, airway management, pharmacological interventions, and critical decision making. A paramedic may perform intravenous therapy, electrical cardioversion, induction of hypothermia, surgical airway, drug administration, and many other skills, often in uncontrolled environments. There will be additional fees of \$195.00 for supplies, manual, etc. Students must pass the Compass test from a Community College or have a C or better in college level English, Math, and Reading. Students enrolling in this course must have current North Carolina or National Registry EMT certification. Please call (910) 272-3316 or (910) 272-3407.



**M & W 6:00 pm - 10:00 pm 09/12 – TBA WDC, Rm 1802 RICO/CONNOR  
SA (Class will meet every other Saturday during the day)**

# AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

## AUTOMOTIVE

### OBD EMISSIONS

**\$70.00**

This 8-hour course certifies participants in the use of equipment that analyzes emission data to determine if an automobile passes the emission requirements of the state of North Carolina. Under NC law, a valid NC Vehicle Safety Inspector's Certification and valid driver's license are required to obtain certification as an OBD Inspector. Class size is limited to 20 students. Call (910) 272-3604 to pre-register.

**M & W 6:00 pm - 10:00 pm 09/12 – 09/14/16 WDC, Rm 1802 GIBSON**

**M & W 6:00 pm - 10:00 pm 11/07 – 11/09/16 WDC, Rm 1802 GIBSON**

### VEHICLE SAFETY INSPECTION

**\$70.00**

This 8-hour course certifies vehicle safety inspectors in accordance with the NC Department of Transportation Laws. Under NC law, you must have a valid driver's license to certify as a Vehicle Safety Inspector. Class size is limited. Call (910) 272-3604 to pre-register.

**T & TH 6:00 pm - 10:00 pm 09/06 – 09/08/16 WDC, Rm 1802 GIBSON**

**T & TH 6:00 pm - 10:00 pm 11/01 – 11/03/16 WDC, Rm 1802 GIBSON**

## MOTOR VEHICLE DEALER INITIAL LICENSE

\$70.00

This 12-hour of pre-licensing training is required to become an Independent Automobile Dealer and apply for the Used Motor Vehicle Dealer's License. Class size is limited. Call (910) 272-3604 to pre-register.



**M, T & TH 6:00 pm - 10:00 pm 10/10 – 10/13/16 WDC, Rm 1802 GIBSON**

## MOTOR VEHICLE DEALER RENEWAL

\$70.00

This course meets the 6-hours required of the NC Department of Motor Vehicles for independent car dealers' annual license renewal. Class size is limited. Call (910) 272-3604 to pre-register.



<b>W</b>	<b>9:00 am - 4:00 pm</b>	<b>09/21/16</b>	<b>WDC, Rm 1842</b>	<b>GIBSON</b>
<b>W</b>	<b>9:00 am - 4:00 pm</b>	<b>12/14/16</b>	<b>WDC, Rm 1842</b>	<b>GIBSON</b>

## CONSTRUCTION AND INDUSTRIAL

**\*\*NEW\*\* \*\*NEW\*\* TRADE SKILLS ACADEMY \*\*NEW\*\* \*\*NEW\*\***

Learn new skills in a hands on learning environment in classes such as:

- ♦ **CABINETRY/CONSTRUCTION**
- ♦ **MASONRY**
- ♦ **MOTORCYCLE REPAIR**
- ♦ **SMALL ENGINE REPAIR**
- ♦ **COMMERCIAL/RESIDENTIAL ELECTRICAL**

An informational meeting will be held: **TUESDAY, AUGUST 9, 2016 6:00 PM**  
**WORKFORCE DEVELOPMENT CENTER**  
**BB&T CONFERENCE ROOM #1848**



**See the inside front cover for more information.**

## BASIC ELECTRICAL

**\*\*NEW\*\* \*\*NEW\*\***

**\$180.00**

This 100 hour course prepares students for entry-level employment in commercial and/or residential electrical careers. Students will participate in shop safety, hand/power tools, installation of device boxes and raceways. Basic knowledge of NEC, various conductors, construction drawings, and branch circuit calculations will also be covered. Class size is limited. Call 910-272-3630 for information.

**T & TH 6:00 pm - 9:00 pm 09/01 – 12/08/16 COMTECH LOCKLEAR**

## INDUSTRIAL HYDRAULICS

**\*\*NEW\*\* \*\*NEW\*\***

**\$70.00**

This course provides students with familiarization of industrial hydraulic systems from principles to fluids through mechanical components. Instruction will include the chemical properties of fluids and their flow; identification of strainers and filters; pumps varieties, selection and functions; classification of valves, cylinders, seals and mountings. Students will be provided with hands-on troubleshooting of equipment. **Class size is limited. Pre-registration is required.** Call 910-272-3630 for information.

<b>M</b>	<b>5:30 pm - 9:00 pm</b>	<b>08/22 - 10/10/16</b>	<b>WDC, Rm 1803</b>	<b>ATKINSON</b>
<b>SAT</b>	<b>8:00 am - 2:30 pm</b>	<b>08/27 - 10/01/16</b>	<b>WDC, Rm 1803</b>	<b>ATKINSON</b>

## INDUSTRIAL PNEUMATICS

**\*\*NEW\*\* \*\*NEW\*\***

**\$70.00**

This course provides students with the relationships of industrial pneumatic systems to include pressure, force work and energy. Instruction will include comparison of compressor controls; safe working procedures for hoses and valves; differentiation between pneumatic motor and a rotary actuator. Students will be provided with hands-on troubleshooting of equipment. **Class size is limited. Pre-registration is required.** Call 910-272-3630 for information.

<b>M</b>	<b>5:30 pm - 9:00 pm</b>	<b>10/17 - 11/28/16</b>	<b>WDC, Rm 1803</b>	<b>ATKINSON</b>
<b>SAT</b>	<b>8:00 am - 2:30 pm</b>	<b>11/08 - 11/19/16</b>	<b>WDC, Rm 1803</b>	<b>ATKINSON</b>

**PIPE WELDING****\*\*NEW\*\* \*\*NEW\*\*****\$180.00**

This course provides practice in the principles of pipe welding. Instruction will be provided in all positions using shielded metal arc welding processes. Students will need to be proficient in stick welding prior to enrolling in this course. **Class size is limited.** Registration is at the first class meeting. Call 910-272-3630 for information.

**SAT 8:00 am - 2:30 pm 09/10 - 12/10/16 Bldg. 1, Rm 101 DIAL**

**WELDING TECHNOLOGY****\$180.00**

This course concentrates on shop safety, basic welding techniques, proper brazing , and cutting procedures. Emphasis is placed on beads applied with gasses, mild steel fillers, electrodes, and the capillary action of solder. Students will learn welding symbol recognition and blueprint reading. **Registration is at the first class.** Class size is limited. Call 910-272-3630 for information.

**M & W 6:00 pm - 10:00 pm 08/31 - 12/12/16 Bldg. 1, Rm 101 DIAL**

**T & TH 6:00 pm - 10:00 pm 09/01 - 12/08/16 Bldg. 1, Rm 101 DIAL**

**OSHA 10 HOUR—GENERAL INDUSTRY****\$100.00**

This course provides students with the foundational knowledge of OSHA policies, procedures, and standards as they relate to general industry. Discussions will include safety management, hazard recognition, and the inspection process as well as areas within general industry most often cited. Recognized by the U.S. Department of Labor, successful completers will be awarded federal OSHA credentials. **This class is self-supporting. Registration and payment is required one week before class starts.** Call 910-272-3630 for information.

**F & SA 8:00 am - 4:00 pm 09/09 - 09/10/16 WDC, Rm 1803 LATS**

**FORKLIFT DRIVER CERTIFICATION****\$70.00**

This course is designed for the inexperienced or those needing renewal certification. The class includes lecture and discussion regarding safety and proper procedures, practical hands-on experience driving, lifting and stacking as well as a written exam. Each segment of the class must be successfully completed to be issued a license that meets **OSHA Standard 29 CFR 1910.178. Registration and payment is required one week before class starts.** Class size is limited. Call 910-272-3630 for information.

**SAT 8:00 am - 1:00 pm 10/01/16 COMTECH, A050 DIAL**

**BUSINESS/CUSTOMER SERVICE****PERSONAL FINANCE TIPS**

Take control of your finances using the techniques taught in this class. Gain skills that will allow you to plan, save, and spend wisely so you and your family will enjoy a better way of life. Learn how to avoid credit trouble, save money on purchases, buy a desirable home or automobile. Course content includes developing personal financial goals and a personal spending plan to save and plan for future financial needs, the benefits of banking, understanding your credit report, and laws that protect your finances. Representatives from BB&T will be part of the class to provide information on Banking Basics. **NO FEE** for individuals meeting eligibility criteria. For more information, call (910) 272-3604 or (910) 272-3613.



**M - F 8:30 am - 2:00 pm 10/17 - 10/28/16 Bldg. 08, Rm 811 LOWRY**

## CAREER EXPLORATION IN CHILDCARE/ELDERCARE



This course offers insight into child and adult development and explains the traits, skills, and training required to be successful as a care provider for children or the elderly. Learn the steps involved in starting and managing a home childcare or elder care facility, explore ethical issues in caregiving, and learn how to resolve conflicts. **NO FEE** for individuals meeting eligibility criteria. For information (910) 272-3604 or (910) 272-3613.

**M - F 8:30 am – 2:00 pm 08/08 – 08/19/16 Bldg. 08, Rm 811 LOWRY**

**M - F 8:30 am – 2:00 pm 10/31 – 11/11/16 Bldg. 08, Rm 811 LOWRY**

## EXPLORING A CAREER IN BANKING

Have you ever thought about a career in banking? If so, this class is for you.

You will be given an overview of many areas in the banking industry. One or



more of the following topics will be covered: customer service, problem solving, communication, team work, and work ethic. Attending this class will make you more marketable for jobs in the banking industry. Students will be given the opportunity to visit an area banking facility. **NO FEE** for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

**M - F 8:30 am – 2:00 pm 10/03 – 10/14/16 Bldg. 08, Rm 811 LOWRY**

**M & W 6:00 pm – 9:00 pm 09/19 – 11/14/16 WDC, Rm 1803 RICHEY**

## NOTARY PUBLIC EDUCATION

**\$70.00**

This course covers information necessary for persons wishing to obtain a notary public commission. Course objectives are to acquaint prospective notaries with the rules, regulations, and powers governing a notary public. A textbook is required for admission to the class. The law requires that you be 18 and able to speak, read, and write English. Must possess a high school diploma or equivalent and reside or work within NC. **Class size is limited. Registration and payment is required one week prior to class start date. Call 910-272-3630 for information.**

**SA 8:00 am - 5:00 pm 09/17/16 WDC, Rm 1803 BURRIOLA**

**SA 8:00 am - 5:00 pm 11/05/16 WDC, Rm 1803 BURRIOLA**

## SERV SAFE SANITATION

**\$70.00**

This 16 hour training is recommended for restaurant employees, health care and business facilities food service employees, service staff, and non-food handlers employed in the food preparation industry. This course provides sanitation, proper food handling cooking, holding and storage temperatures and foodborne illnesses. The Serv Safe exam will be administered at the end of class. Upon successful completion of this course, two credit points will be added to the establishment's sanitation inspection. The class will meet four nights. Call 272-3630 for information.

# COMPUTER CLASSES

## BASIC COMPUTER SKILLS



Conquer your fear of technology! Learn basic computer skills that can enhance your search for employment and for use on your job. This course will familiarize you with your computer - how it works and your desktop environment. You'll sharpen your keyboarding skills, learn how

to create an email address, send and receive attachments, and use email effectively in your job search. Remember, most jobs require some use of technology in the workplace. **NO FEE** for individuals meeting eligibility criteria. For more information call (910) 272-3604 or (910) 272-3613.

**M - F 8:30 am – 2:00 pm 09/26 – 09/30/16 Bldg. 08, Rm 811 LOWRY**

## HAIR AND NAILS

### CONSIDER A CAREER AS A PROFESSIONAL BARBER!

Would you like to help others look their best?

Do you want to earn an exceptional income? Do you want to be your own boss?



The college is offering Barbering. The program is located at our ComTech Campus in Pembroke and is currently accepting application for the Spring 2017 semester (day program only). Students will prepare to pass the North Carolina Barbering exam to become licensed barbers. Students will train in an on-campus barber shop. The barber program will teach students the essentials required in providing complete hair and skin services for men such as facial massages, razor shaves, modern hair styling, hair cutting, coloring, and chemical services.

#### REQUIREMENTS:

#### PRE-REGISTRATION IS REQUIRED!!!!

HS Diploma or GED (official transcript required)

8<sup>th</sup> grade reading level on the TABE test

Participate in an interview by the Barbering Committee at RCC.

Potential students will be required to furnish a certified copy of their criminal history.

**Enrollment is limited—call now!!**

Call 910-522-1426 to schedule a test date. For additional information email Michael Swinney at [mswinney@robeson.edu](mailto:mswinney@robeson.edu) or Corey Stickney at [cstickney@robeson.edu](mailto:cstickney@robeson.edu)



## LAW ENFORCEMENT

For more information (910) 272-3652 or email [bwilkins@robeson.edu](mailto:bwilkins@robeson.edu)

#### LAW ENFORCEMENT INSTRUCTOR TRAINING

M-F 8:00 am – 5:00 pm 11/07 – 11/18/16 Bldg. 11 BIGGS



**\*\*\*STUDENTS MUST BRING  
DEPARTMENT CAR WITH RADAR  
AND AN UPDATED MANUAL  
FOR ALL RADAR CLASSES\*\*\***



#### \*\*\*BASIC RADAR CERTIFICATION

M- F	8:00 am – 5:00 pm	09/12 – 09/16/16	Bldg. 9	MEARES
M- F	8:00 am – 5:00 pm	11/14 – 11/18/16	Bldg. 9	MEARES

#### \*\*\*RADAR RECERTIFICATION

TH & F	8:00 am – 5:00 pm	08/18 – 08/19/16	Bldg. 9	MEARES
TH & F	8:00 am – 5:00 pm	10/20 – 10/21/16	Bldg. 9	MEARES
W & TH	8:00 am – 5:00 pm	11/30 – 12/01/16	Bldg. 9	MEARES

#### \*\*\*RADAR/LIDAR/TD RECERTIFICATION

TH & F	8:00 am – 5:00 pm	08/18 – 08/19/16	Bldg. 11	SMITH
TH & F	8:00 am – 5:00 pm	10/20 – 10/21/16	Bldg. 11	SMITH
W & TH	8:00 am – 5:00 pm	11/30 – 12/01/16	Bldg. 11	SMITH

**\*\*\*LIDAR CERTIFICATION**

TH & F	8:00 am – 7:00 pm	09/15 – 09/16/16	Bldg. 11	SMITH
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**ADVANCED BODY LANGUAGE INTERVIEWING**

T- TH	8:00 am – 5:00 pm	08/16 – 08/18/16	Bldg. 11	RITCH
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**FIELD TRAINING OFFICER**

M - F	8:00 am – 5:00 pm	08/22 – 08/26/16	Bldg. 11	BARNES
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**PUBLIC SAFETY LEGAL ISSUES**

M - W	8:00 am – 5:00 pm	08/29 – 08/31/16	Bldg. 11	OVERTON
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**ALCOHOL SCREENING TEST DEVICE TRAINING**

T	8:00 am – 5:00 pm	09/06/16	Bldg. 9	BARNES
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**VIOLENT FUGITIVE INVESTIGATIONS**

T	8:00 am – 5:00 pm	09/13/16	Bldg. 11	AMBROSIO
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**PUBLIC SAFETY ETHICS & INTEGRITY**

W & TH	8:00 am – 5:00 pm	09/14 – 09/15/16	Bldg. 11	JONES
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**TACTICAL MANTRACKING FOR LAW ENFORCEMENT LEVEL 3**

M- F	8:00 am – UNTIL	09/19 – 09/23/16	Bldg. 11	WILKINSON
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**ADVANCED ROADSIDE IMPAIRED DRIVING ENFORCEMENT**

M & T	8:00 am – 5:00 pm	09/26 – 09/27/16	Bldg. 9	GALLOWAY
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**STANDARDIZED FIELD SOBRIETY TEST**

W - F	8:00 am – 5:00 pm	09/28 – 09/30/16	Bldg. 9	BARNES
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**RURAL SURVEILLANCE FOR LAW ENFORCEMENT**

M- F	8:00 am – UNTIL	10/03 – 10/07/16	Bldg. 11	WILKINSON
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**INSTRUCTOR TRAINING PREQUALIFICATION**

T & TH	8:00 am – 5:00 pm	10/18 – 10/20/16	WDC	GIBSON
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**VEHICLE ASSAULTS/RESCUE COURSE**

T & W	8:00 am – 5:00 pm	10/18 – 10/19/16	Bldg. 11	BOONE
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**PUBLIC SAFETY CAPSTONE PROGRAM**

T- TH	8:00 am – 5:00 pm	11/08 – 11/10/16	Bldg. 11	COATES
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**REPORT WRITING**

TH	8:00 am – 5:00 pm	11/22/16	Bldg. 11	BARNES
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**LAW ENFORCEMENT IN-SERVICE TRAINING****CPR/AED**

T	8:00 am – NOON	12/06/16	Bldg. 11	TBA
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**HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS**

T	1:00 pm – 5:00 pm	12/06/16	Bldg. 11	TBA
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**LEGAL UPDATE**

TH	7:00 am – 11:00 am	12/08/16	Bldg. 11	TBA
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## JMST: THE COLOR OF JUSTICE

TH	11:00 am – 1:00 pm	12/08/16	Bldg. 11	TBA
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## HUMAN TRAFFICKING AWARENESS

TH	2:00 pm – 4:00 pm	12/08/16	Bldg. 11	TBA
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## NC FIREARMS LAWS: CITIZENS AND GUNS

TH	8:00 am – 5:00 pm	12/08/16	Bldg. 11	TBA
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**BASIC LAW ENFORCEMENT TRAINING—BLET--** will be open to individuals 20 years of age and older that are high school graduates or have a GED with no felony criminal record. Students will be required to score a reading level of 10<sup>th</sup> grade on the TABE test. Application packets will be ready for pick up in building 11 starting in October 2016 with classes starting in January 2017. Please call (910) 272-3480 or (910) 272-3651 for more information.

## CARRY CONCEALED HANDGUN COURSE

The **North Carolina Carry Concealed Handgun Course** will provide a working knowledge of North Carolina law as it pertains to the Use of Deadly Force. This course will teach the skills necessary to protect yourself and others when faced with a violent encounter. Students will be taught the fundamentals of gun operations, gun safety, ammunition and shooting techniques. Proficiency with the weapon of your choice from the 3, 5 and 7 yard line are expected. This course is taught at our newly reconditioned state of the art firearms facility which utilizes a real time situational awareness moving target system. To allow more one on one personalized instruction and to maintain safety, a low student to instructor ratio will be maintained. Eye and ear protection will be provided by the college.

**Instructor information:** The class will be taught by active North Carolina State Certified Law Enforcement Officers that currently hold a Specialized Firearms Instructor Certification and are also certified as Carry Concealed Handgun Course Instructors.

**Requirements:** Students must be at least 21 years old and have a state approved photo ID or military ID

Your handgun and a box (50 rounds) of ammunition

**Classes offered monthly as follows:**

**Cost: \$50.00**

**8 am - 7 pm** (10 Hours with a one hour lunch)

***Robeson Community College Emergency Services Training Grounds***  
***5825 Hwy 72 East, Lumberton, NC 28358***

**Saturday July 30, 2016**

**Saturday October 22, 2016**

**Saturday August 27, 2016**

**Saturday November 19, 2016**

**Saturday September 24, 2016**

**Saturday December 17, 2016**

**Registration:** **Pre-registration is required for this class.** Choose the date that you would like to attend and contact Barbara Sampson at 910-272-3650 or email [bsampson@robeson.edu](mailto:bsampson@robeson.edu)

**SPACE IS LIMITED! RESERVE YOUR SPOT NOW.**

# FIRE EDUCATION

For more information contact Coordinator Robert Ivey or Tammy Bozeman at (910) 738-7128 or email [rivey@robeson.edu](mailto:rivey@robeson.edu) or [tbozeman@robeson.edu](mailto:tbozeman@robeson.edu)

## **CERTIFICATION CLASSES**

All classes are designed to meet the requirements of the NC Fire and Rescue Commission for certification. You will be certified in the class subject upon successful completion. The student must have a high school diploma or GED and must be 18 years of age in order to be certified by the State of North Carolina. Classes are registered separately so you may take one or more classes as needed. Students must attend 80% of scheduled class hours to test for certification.

Classes will be held at the Emergency Services Training Center located at 5825 NC Hwy. 72 East in Lumberton. All classes begin at 9 AM daily. As classes are scheduled, they will be posted to our website, [www.robeson.edu/fireedu](http://www.robeson.edu/fireedu). Please call 910-738-7128 to pre-register for these classes. If the class is cancelled or postponed, you will be notified.

## **TECHNICAL RESCUER DAYTIME ACADEMY**



### **TECHNICAL RESCUER RESCUE OPERATIONS**

M	9:00 am – 7:00 pm	08/01/16	RCC ESTC	HESTER
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### **TECHNICAL RESCUER ANCHORS & MECHANICAL ADVANTAGE**

T & W	9:00 am – 6:00 pm	08/02 – 08/03/16	RCC ESTC	HESTER
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### **TECHNICAL RESCUER FIXED ROPES**

TH	9:00 am – 7:00 pm	08/04/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER HEALTH & WELLNESS**

F	9:00 am – 6:00 pm	08/05/16	RCC ESTC	WHITE
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### **TECHNICAL RESCUER HELICOPTER TRANSPORT**



M	9:00 am – 4:00 pm	08/08/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER HORIZONTAL SYSTEMS**

T	9:00 am – 6:00 pm	08/09/16	RCC ESTC	HESTER
W	9:00 am – 1:00 pm	08/10/16	RCC ESTC	HESTER

### **TECHNICAL RESCUER LOWERS & RAISES**

TH	9:00 am – 7:00 pm	08/11/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER PERSONAL PROTECTIVE EQUIPMENT**

F	9:00 am – 7:00 pm	08/12/16	RCC ESTC	HESTER
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### **TECHNICAL RESCUER RESCUE EQUIPMENT**

M	9:00 am – 4:00 pm	08/15/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER ROPE BASICS**

T	9:00 am – 7:00 p.m.	08/16/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER VICITM MANAGEMENT**

W & TH	9:00 am – 6:00 pm	08/17 – 08/18/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER VEHICLE RESCUE OPERATIONS**

M	9:00 am – 6:00 pm	08/22/16	RCC ESTC	AUTRY
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### **TECHNICAL RESCUER VEHICLE ANATOMY**

T	9:00 am – 6:00 pm	08/23/16	RCC ESTC	HESTER
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**TECHNICAL RESCUER VEHICLE STABILIZATION & EXTRICATION**

W	9:00 am – 8:00 pm	08/24/16	RCC ESTC	HESTER
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**TECHNICAL RESCUER VEHICLE LARGE VEHICLE RESCUE**

TH	9:00 am – 6:00 pm	08/25/16	RCC ESTC	AUTRY
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**TECHNICAL RESCUER VEHICLE VICTIM MANAGEMENT**

F	9:00 am – 7:00 pm	08/26/16	RCC ESTC	AUTRY
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**FIREFIGHTER DAYTIME ACADEMY****ORIENTATION & SAFETY**

M & T	9:00 am – 6:00 pm	09/12 – 09/13/16	RCC ESTC	C. WEST
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**ALARMS & COMMUNICATIONS**

W & TH	9:00 am – 6:00 pm	09/14 – 09/15/16	RCC ESTC	MORGAN
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**FIRE BEHAVIOR**

F	9:00 am – 7:00 pm	09/16/16	RCC ESTC	TBA
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**PORTABLE EXTINGUISHERS**

M	9:00 am – 6:00 pm	09/19/16	RCC ESTC	M. WEST
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**PERSONAL PROTECTIVE EQUIPMENT**

T & W	9:00 am – 7:00 pm	09/20 – 09/21/16	RCC ESTC	M. WEST
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**FORCIBLE ENTRY**

TH & F	9:00 am – 4:00 pm	09/22 – 09/23/16	RCC ESTC	TBA
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**VENTILATION**

M & T	9:00 am – 7:00 pm	09/26 – 09/27/16	RCC ESTC	C. WEST
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**ROPES**

W	9:00 am – 7:00 pm	09/28/16	RCC ESTC	C. WEST
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**LADDERS**

TH & F	9:00 am – 6:00 pm	09/29 – 09/30/16	RCC ESTC	GREGORY
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**FIRE HOSE, STREAMS & APPLIANCES**

M & T	9:00 am – 7:00 pm	10/03 – 10/04/16	RCC ESTC	MORGAN
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**FOAM FIRE STREAMS**

W	9:00 am – 6:00 pm	10/05/16	RCC ESTC	C. WEST
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**LOSS CONTROL**

TH & F	9:00 am – 6:00 pm	10/06 – 10/07/16	RCC ESTC	GREGORY
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**EMERGENCY MEDICAL CARE**

M	9:00 am – 7:00 pm	10/10/16	RCC ESTC	MORGAN
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**RESCUE**

T & W	9:00 am – 7:00 pm	10/11 – 10/12/16	RCC ESTC	C. WEST
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**WATER SUPPLIES**

TH & F	9:00 am – 7:00 pm	10/13 – 10/14/16	RCC ESTC	TBA
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**SPRINKLERS**

M & T	9:00 am – 6:00 pm	10/17 – 10/18/16	RCC ESTC	C. WEST
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**FIRE & LIFE SAFETY PREPAREDNESS**

W	9:00 am – 7:00 pm	10/19/16	RCC ESTC	PARKER
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## BUILDING CONSTRUCTION

TH & F 9:00 am – 6:00 pm 10/20 – 10/21/16 RCC ESTC C. WEST

## HEALTH & WELLNESS

M 9:00 am – 6:00 pm 10/24/16 RCC ESTC WHITE

## SAFETY & SURVIVAL

T & W 9:00 am – 6:00 pm 10/25 – 10/26/16 RCC ESTC FIRE TRAINING CONCEPTS

## MAYDAY

TH 9:00 am – 6:00 pm 10/27/16 RCC ESTC FIRE TRAINING CONCEPTS

## FIRE CONTROL

M - TH 9:00 am – 7:00 pm 10/31 – 11/03/16 RCC ESTC FIRE TRAINING CONCEPTS

## TRAFFIC INCIDENT MANAGEMENT

F 9:00 am – 1:00 pm 11/04/16 RCC ESTC C. WEST

## LEVEL I HAZARDOUS MATERIALS RESPONDER

M – F 9:00 am – 5:00 pm 11/07 – 11/11/16 RCC ESTC WHITE



## COMMUNITY SERVICES

**ALL COMMUNITY SERVICES CLASSES ARE SELF-SUPPORTING.**

**ALL STUDENTS ARE REQUIRED TO PAY TUITION, INCLUDING SENIOR CITIZENS.**

**ONLINE CLASSES MUST BE COMPLETED WITHIN SIX WEEKS FROM THE DATE THE CLASS STARTS**

**For Online Class Information Call: (910) 272-3604 or (910) 272-3609**

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

**AUGUST 17**

**SEPTEMBER 14**

**OCTOBER 12**

**NOVEMBER 9**

### NAVIGATING DIVORCE (on-line)

**\$70.00**

Getting through a divorce is a daunting, emotional, and disorienting process. In this course, you'll learn how to move through the divorce process step by step to gain a sense of control and stability, and emerge on the other side as a healthier and happier person. You'll start by examining the legal realities of divorce, which can be overwhelming. This course will help you develop a good grasp of your legal options and how to pursue them. With the new skills and perspective you'll gain, you'll be well equipped to chart a new direction in your life.

### HAPPY AND HEALTHY PREGNANCY (on-line)

**\$70.00**



Without a doubt, having a baby is a life-changing experience. And it can sometimes feel overwhelming as you prepare for the many changes you'll face. By learning all about pregnancy, childbirth, and the basics of newborn care, you'll feel better prepared and ready for the challenges ahead. In this course, you'll learn how the different stages of pregnancy will affect your body, your moods and emotions, and even your relationships

## MARRIAGE AND RELATIONSHIPS KEYS TO SUCCESS (on-line)

**\$70.00**



Meeting the right person is important, but knowing how to stay in love matters even more. In this course, you'll learn how to build a solid foundation for your relationship that will last far beyond "I do." You'll gain key strategies for maintaining your relationship and great tips for "tune-ups" that help keep love alive, including a frank discussion of the role of sex in marriage. You'll also develop insights into the problems so many couples encounter in married life.

Whether you face disagreements over money, the challenges of relationship triangles, or even unfaithfulness, this course gives you the tools you need to identify these problems and work toward resolution. We'll consider how to fight fair and arrive at a compromise, and the difficult question of when it's time for a relationship to end. By the end of this course, you'll understand how to nurture your relationship and build a partnership that lasts.

## WOW, WHAT A GREAT EVENT!!! (on-line)

**\$70.00**

Are you planning a special event and could use some helpful advice? Are you considering event planning as a future career? Curious about what other even planners are doing? This course reveals how all the pieces in the event planning process fit together in order for the event to be successful. You'll learn about themes, venues, menus, entertainment, décor, and much more. This class is online.

## MOTORCYCLE SAFETY—BASIC RIDER COURSE (BRC)

**\$160.00**

### NEW CURRICULUM TRAINING



This course is designed for the student with little or no motorcycle riding experience. Upon successful completion of this 20 hour safety and street skills course, students will be given cards to take to their local DMV office. Upon successful completion of the written examination at the DMV office, students will receive a motorcycle endorsement on their driver's license. Motorcycles are provided by the college however, the student is responsible for the protective gear required to participate in this course.

The Basic Rider Course has been updated and now includes an eCourse (online) that is a prerequisite for the riding exercises. The eCourse will



be conducted during Friday night's class. You must pass the eCourse (a certificate of completion will be given) in order to participate in the riding portion on Saturday and Sunday. MSF requires all students to satisfactorily complete the eCourse in order to participate in the riding portion of the class. Failure to satisfactorily complete the eCourse before your scheduled Saturday morning class will result in forfeiture of your registration fee and a grade of incomplete. **Students will need an email address before beginning class on Friday night (you can obtain this free through Hotmail, Yahoo, or gmail).**

**For more information or registration call the Workforce Development Center at (910) 272-3604. Pre-registration is a must!**

**NOTE:** The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance at 5:30 pm when the first class begins. Failure to be on time will result in your slot being denied.

**IMPORTANT NOTE:** The BRC is run as self-supporting so everyone must pay. This also means that your tuition will not be refunded if you fail to show up for class or if you fail to complete the course. Refunds may be requested if you are unable to attend provided you notify the college at least 48 hours prior to the start of class.

**F 5:30 PM – 9:30 PM 09/09 - 09/11/16 WDC, Room 1804 WALTZ**  
**SA & SU 8:00 AM – 5:00 PM**

F 5:30 PM – 9:30 PM 09/16 - 09/18/16 WDC, Room 1804 WALTZ  
SA & SU 8:00 AM – 5:00 PM

F 5:30 PM – 9:30 PM 10/14 - 10/16/16 WDC, Room 1804 WALTZ  
SA & SU 8:00 AM – 5:00 PM

F 5:30 PM – 9:30 PM 10/21 - 10/23/16 WDC, Room 1804 WALTZ  
SA & SU 8:00 AM – 5:00 PM

F 5:30 PM – 9:30 PM 11/11 - 11/13/16 WDC, Room 1804 WALTZ  
SA & SU 8:00 AM – 5:00 PM

### POTTERY (evening class)

\$100.00

Experience the thrill of creating with clay! Imagine the thrill you'll have as you build your unique pieces. Your imagination will help you learn the basics of clay building as you delve into hand building and glazing. The various uses of color will also be explored. You'll find this course straightforward and enjoyable. **A minimum of 12 students is required!**

**Registrations fees will only be accepted during the first two nights of class.**

T 6:30 pm - 10:00 pm 09/06 - 11/15/16 Bldg. 14, Room 1465A Tripp

## EMPLOYABILITY SKILLS

### BUILD A BRIDGE BETWEEN YOURSELF AND EMPLOYERS WITH THE NORTH CAROLINA CAREER READINESS CERTIFICATION (CRC)

The Career Readiness Certification (CRC) certifies that job seekers have the core employability skills required across multiple industries and occupations. It is a portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills in reading, math, and locating information-skills that all jobs require. The three assessments that make up the CRC are Applied Mathematics, Locating Information, and Reading for Information, and are awarded on three levels: Bronze, Silver, and Gold. Visit the CRC website at [www.crcnc.org](http://www.crcnc.org).



## WORKKEYS



If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps determine the skill levels for various jobs. WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation-skilled or professional-and at any level of education. When you use WorkKeys to show you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide are adopting WorkKeys to ensure that all their workers have needed skills. WorkKeys assesses nine skill areas: Applied Mathematics, Applied Technology, Business Writing, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each WorkKeys assessment has a score level range which is usually 3 to 7. Scores indicate an individual's ability to perform more complex skills as the score level increases.

For test dates & times call 910-272-3604 or 272-3613. Assessment fees are \$11.00 per test. Please bring correct change. **HELP IMPROVE YOUR TEST SCORES BY GOING TO OUR KEYTRAIN LAB LISTED BELOW OR BY UTILIZING OUR ONLINE CRC/KEYTRAIN CLASS.**



## KEYTRAIN/CAREER READY 101

**\$180.00**

This employability lab is YOUR next level in career readiness preparation. Students are provided assistance with KeyTrain, soft skills, financial literacy, career exploration, interviewing, resume writing, interest surveys, and job search. This class leads students to certification with WorkKeys assessments and the NCCRC. It's a powerful way to build self-esteem, obtain real credentials, and be set up for success. **This class is multi-entry and multi-exit so you may enter and exit at any time. Also, you do not have to be in the class for the entire day. You stay only for the amount of time that fits your schedule.** **NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3604 or (910) 272-3613.**

**MWF 8:00 am - 2:00 pm 08/15 – 12/16/16 WDC, Rm 1805 STEWART**

## CRC/KEYTRAIN -- **ONLINE**

**\*\*NEW\*\* NEW\*\***

**Show prospective employers concrete proof of your workplace skills.** Give yourself a competitive edge in today's job market with a Career Readiness Certificate (CRC). Prepare online 24/7 using any computer with internet access. Enroll anytime during the semester in this open-entry internet based course designed to improve your applied math skills, reading for information, and locating information skills. On-campus computer lab times are also available. When ready, take the WorkKeys Assessments to earn your CRC. **To register for this on-line class in the Workforce Development Center. NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3604 or (910) 272-3613.**

## JOB READINESS SKILLS FOR THE WORKPLACE

This class provides skills training for unemployed and underemployed adults. Students will learn effective and useful communication skills for the workplace. Topics covered include: problem solving, decision making, teamwork, safety in the workplace, stress management, effective listening, attitudes, and communication skills. Students will learn the correct way to fill out job applications, build an effective resume, and learn to shine in an interview. **SMITHFIELD, TRINITY FOODS, MOUNTAIRE FARMS, PRESTAGE FOODS, BUTTERBALL, AND STEVEN ROBERTS ORIGINAL DESSERTS** are only a few of the employers that require job readiness classes. **NO FEE** for individuals meeting eligibility criteria. **For information call (910) 272-3604 or (910) 272-3613.** Classes normally meet Monday through Wednesday (M & T 8 am- 3:30 pm and W 8 am to 4 pm). New classes will begin every Monday (except holidays). **Pre-registration will be held the third Wednesday of the month in the Charles Chrestman Workforce Development Center (WDC) at the back of the main campus (except for December-see below).** **You may call 910-272-3604 to pre-register, but those in line on campus will be pre-registered first. Pre-registration is first come, first served.**



**Pre-registration begins at 8:00 am on the following dates:**

**AUGUST 17**

**SEPTEMBER 21**

**OCTOBER 19**

**NOVEMBER 16**

**DECEMBER 19 (Monday)**



## SMALL BUSINESS CENTER SEMINARS



# Do You Have a Business Idea? The Small Business Center Can Assist You!

If you have been thinking about owning and operating a small business, your first stop should be the Small Business Center at Robeson Community College. The Small Business Center is designed to meet the training needs of small business owners as well as entrepreneurial training for those wishing to “become their own boss.” Training sessions are offered as seminars, workshops, and short-term courses. The Small Business Center typically offers 65-75 FREE training events each year which are presented by business owners and professional speakers. Many of these speakers appear before Fortune 500 companies and demand and receive thousands of dollars for keynote presentations. The Small Business Center also offers confidential business counseling at no charge to individuals wishing to start a new business or expand an existing business. The Center also assist existing businesses in finding solutions to their problems. Appointments are scheduled at times convenient to the client. To schedule a counseling session, call Bob Moore at 910-272-3631 or email [bmoore@robeson.edu](mailto:bmoore@robeson.edu). We look forward to assisting you in achieving your goal of business ownership and success.

TO [REGISTER](#) FOR SMALL BUSINESS CENTER SEMINARS ONLINE:

1. GO TO [www.robeson.edu](http://www.robeson.edu)
2. MOVE YOUR CURSOR TO THE TAB “SERVICES FOR BUSINESS”. A NEW MENU WILL APPEAR.
3. CLICK ON “SMALL BUSINESS CENTER”
4. CLICK ON “**SBC CLASSES**”
5. SELECT “REGISTER” FOR THE SEMINAR(S) YOU WOULD LIKE TO ATTEND AND FOLLOW THE INSTRUCTIONS

If you cannot access the internet, please call Bob Moore at (910) 272-3631 to register for Small Business Center seminars.

Seminars offered by the Small Business Center are open to the public and are provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College.

**LOCATION:** **ALL** SMALL BUSINESS CENTER seminars will be presented in the Workforce Development Center (WDC), shown as Building 18 on the campus map on the back cover. If you need additional information, contact Bob Moore at [bmoore@robeson.edu](mailto:bmoore@robeson.edu) or call 910-272-3631.



**\*\*NEW\*\***

## THE MANAGEMENT SERIES

**\*\*NEW\*\***

In today's competitive landscape, future entrepreneurs, existing business owners and individuals in management positions must possess certain skills to ensure the future growth and profitability of their companies. These seminars have been carefully selected to assist individuals in obtaining these skills in order to better manage their time, assets, marketing, and employees.

**Certificate Requirements:** A certificate, issued by the Small Business Center of Robeson Community College, will be issued for **each** seminar attended.

**Cost:** These presentations are open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College.

**Registration:** You should register for **each** seminar in this series that you would like to attend. See page 23 for registration information.

### SOCIAL MEDIA MARKETING STRATEGY

During this seminar you will learn how to promote your small business through the major social media platforms that exist today such as Facebook, Twitter, Google Plus, Pinterest and Instagram. You will also learn how to find and target your customers on these platforms and develop a plan to interact online using various tools and strategies.

**M                      6:30 pm – 8:30 pm                      09/12/16                      WDC                      TODD LYDEN**

### IT'S ALL ABOUT TIME – MANAGING YOUR TIME PROPERLY

Take your organization forward with increased proficiency and efficiency by becoming more competent in managing and controlling your time. Excellence in time management brings about high integrity in the workplace. What is your major asset in time management? Think for a moment ... **YOU** are your major asset! If you are willing to work with a plan for the sake of a precious commodity, your time, then this seminar is for you. Take a major step toward regaining control over your time, recognize the ways we tend to waste time, and realize how our society actually encourages us to mismanage time. This seminar will take away these excuses and free you from the time management trap.

**W                      3:00 pm – 5:00 pm                      09/14/16                      WDC                      THOMAS PATRICK**

### TRAITS OF SUCCESSFUL BUSINESS OWNERS

Tim Dannelly, seasoned manager and author, believes **SUCCESS** is best defined as 'daily moving toward your goals'. Are you moving toward *personal success* or are you simply 'limping along'? Those in business ownership today quickly come to realize the importance of *teambuilding*, *motivating followers* and *leadership by example* when achieving the company's goals and objectives. Tim Dannelly believes **SUCCESS** is available to you right now! Join him on September 26<sup>th</sup> and learn some of the fundamental habits ordinary business owners cultivate to become *extremely successful*, and to *inspire followers* to commit to great achievements. **Topics include:**

- Steps in getting employees committed to company goals
- Keeping communications open
- How to build a winning attitude
- How to criticize effectively
- Why happiness is so important in the company mission

Become one of the strong leaders who keep America great! Attend ***Traits of Successful Business People***.

**M                      6:30 pm – 8:30 pm                      09/26/16                      WDC                      Tim Dannelly**

## MANAGING AND SUPERVISING A GROWING BUSINESS

Rapid growth brings massive change and people resist change! Some leaders even resist growing at all, feeling secure with yesterday's small but manageable organization. Wise leaders embrace growth. They carefully build and motivate their select team. Tim Dannelly, believes this is representative of most successful organizations in America, and that leaders are the glue holding organizations together! Join Tim and explore ways to make your company's growth positive and permanent. You will learn:

- Typical results of rapid growth
- Successful leadership styles for handling growth-related conflict
- Delegation techniques for maximum employee commitment
- What to do about borderline employees

Join Tim for a practical approach to successfully blending new productive people into your growing business.

**M                  6:30 pm – 8:30 pm                  10/10/16                  WDC                  TIM DANNELLY**

## USING GOOGLE TOOLS TO GET YOUR BUSINESS ONLINE

The attendees of this seminar will learn how Google products can easily be used to address their basic startup needs including a website, phone system, Email, texting, CMS (customer management system), document storage, team management, online reputation management, video marketing, and video chat.....for \$10 or less. In two hours, this seminar will help you grow your business through the use of Google products!

**M                  6:30 pm - 8:30 pm                  10/17/16                  WDC                  TODD LYDEN**

## MAKING THE WORKPLACE MAGICAL

During this fast paced exciting seminar you will learn the ***Secrets to Create a Positive "Whistle While You Work" Atmosphere in Your Organization.*** John Formica (the ex-Disney guy) will share his Disney experience and more on how you can create a positive and fun environment to increase productivity, improve morale and the energy in your organization. Learn the keys to how Disney and other successful organizations replace anxiety, apathy and stress with enthusiasm, achievement and energy. Everyone in your organization will enjoy this entertaining and inspiring program.

**W                  3:00 pm – 5:00 pm                  10/19/16                  WDC                  JOHN FORMICA**

## HOW TO FIND, INTERVIEW, AND HIRE MAGICAL PEOPLE - SECRETS THAT WILL ABSOLUTELY PREVENT YOU FROM EVER HAVING A BAD HIRE AGAIN!

Are you tired of having candidates do so well during the interview only to be a disappointment once on the job? Is your business like a revolving door of average employees coming and going? Have you ever wondered why your competition has better players? Your people are your greatest asset yet most managers and business owners have no idea how to find and hire great people. What would your organization look like if you had all the right people? How much productivity, poor team morale, lost customers and money are the wrong people costing you? John's Formica (the ex-Disney guy) will present this one of a kind program that will prevent you from ever having a bad hire again!

**W                  3:00 pm – 5:00 pm                  11/09/16                  WDC                  JOHN FORMICA**

## ONLINE TOOLS AND MOBILE APPS FOR SMALL BUSINESS

In this seminar, we will explore mostly "freemium" apps and online tools that enable small businesses and startups to avoid costs in establishing efficiencies for their business in areas like HR, invoicing, CRM, time management, finance management, communication, marketing, and document management. Bring your tablet, smartphone, or laptop as this hands on seminar will get you on the computer and show you WHY and HOW these tools can help you and your business.

**TH                  6:30 pm - 8:30 pm                  11/10/16                  WDC                  TODD LYDEN**

HOW TO PROTECT YOUR NAME, PATENTS, TRADEMARKS AND COPYRIGHTS

Patents, trademarks, copyrights and trade secrets are “intellectual property” – referring to products that come from the creative mind. Intellectual property is imagination made real and is an asset just like your home, your car or your bank account. Like other kinds of property, intellectual property needs protection from theft and misuse. This informative seminar will provide direction for business owners, organizations and individuals on how to protect what is rightfully yours. This seminar will provide a period of time for questions and answers. Register now to be a part of this informative seminar.

M 6:30 pm – 8:30 pm 11/21/16 WDC SAM GORE

WHY DO PEOPLE ACT CRAZY AT WORK?

Do you believe that some people act crazy at work? Absolutely! A variety of stressors in today’s workplace combine to create more difficult people. In “Why do People Act Crazy at Work,” you will learn:

- The four reasons people act crazy at work
- Who are the crazy people at work and how to deal with them
- How to make difficult people more accountable
- How to deal with craziness on social media: Facebook, Twitter and others
- How to deal with those “problem” people and those who are simply annoying
- Why you cannot tell someone they have a “bad attitude”
- Why it comes down to how they work and how you work
- How to keep crazy people from making you crazy

The presenter for this seminar is Mike Collins, president of The Perfect Workday Company. He has been featured on Forbes.com in articles discussing dealing with stress in the workplace. Mike also presents programs for IBM, American Express, Pepsi-Cola, and Duke University Medical Center. His seminars are consistently rated “Excellent.”

W 10:00 am – NOON 12/07/16 WDC MIKE COLLINS

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HOW TO START A NON-PROFIT SERIES

Non-profits are one of the fastest growing types of businesses in America today. These two seminars have been especially created for those individuals who desire information on how non-profits are started.

**Certificate Requirements:** A certificate, issued by the Small Business Center of Robeson Community College, will be issued showing attendees have completed four hours of instruction in *How to Start a Non-Profit*. You must attend both seminars to receive certification.

**Registration:** You should register for **each** seminar in this series that you would like to attend. See page 23 for registration information.

HOW TO START A NON-PROFIT ORGANIZATION

SAT 8:30 am - 10:30 am 08/27/16 SAM GORE

HOW TO COMPLETE THE 501(C)3 PAPERWORK

SAT 10:45 am - 12:45 pm 08/27/16 SAM GORE

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## THE HOW TO START AND OPERATE A SMALL BUSINESS SERIES

Many entrepreneurs want to start a business right away because the idea of being their own boss is a passion that must be released as soon as possible; however, before money is invested or borrowed, there are several business essentials that new business owners need to understand. These seminars have been carefully selected to assist individuals who want to start their own business. If you have a business idea but you do not know what steps to take in making your dream a reality, these seminars are for you. If you have already started a business but you have questions about marketing, bookkeeping, taxes or business loans, these seminars will benefit you greatly as well. While participating in this series, you will learn how to:

- Fairly evaluate your business idea
- Write a successful business plan
- Locate sources of funding
- Start and grow your business
- Properly license your business and select the proper legal structure
- Keep proper records and pay the correct taxes

**Certificate Requirements:** A certificate, issued by the Small Business Center of Robeson Community College, will be issued for **each** seminar attended.

**Registration:** You should register for **each** seminar in this series that you would like to attend. See page 23 for registration information.

M	6:30 pm - 8:30 pm	08/22/16	HOW TO START A BUSINESS	WATTS
T	6:30 pm - 8:30 pm	08/23/16	HOW TO WRITE A BUSINESS PLAN	WATTS
W	6:30 pm - 8:30 pm	08/24/16	MARKETING YOUR BUSINESS	WATTS
TH	6:30 pm - 8:30 pm	08/25/16	HOW TO FIND YOUR CUSTOMERS	WATTS
M	6:30 pm - 8:30 pm	08/29/16	BASICS OF BOOKKEEPING	WATTS
T	6:30 pm - 8:30 pm	08/30/16	YOUR SMALL BUSINESS TAXES	WATTS
W	6:30 pm - 8:30 pm	08/31/16	FINANCING YOUR SMALL BUSINESS	WATTS

## THE GRANT WRITING BASICS SERIES

If successful, non-profit organizations often can find financial assistance by applying for and receiving grants. These two seminars have been especially created for individuals who desire information on how a non-profit organization can qualify to apply for grants, what steps should be taken when applying for a grant, how to complete the grant application and where to locate sources of grant money.

**Certificate Requirements:** A certificate, issued by the Small Business Center of Robeson Community College, will be issued showing attendees have completed four hours of instruction in *Grant Writing Basics*. You must attend both seminars to receive certification.

**Registration:** You should register for **each** seminar in this series that you would like to attend. See page 23 for registration information.

### GRANT WRITING 101

SA      8:30 am - 10:30 am      10/01/16      SAM GORE

### HOW AND WHERE TO FIND GRANT MONEY

SA      10:45 am - 12:45 pm      10/01/16      SAM GORE

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## NON-PROFIT ORGANIZATION SERIES - CREATING, MANAGING, AND DEVELOPING FUNDS, BUDGETS, VOLUNTEERS AND BOARD MEMBERS

A non-profit organization is no different than a for-profit organization when it comes to obtaining funding, finding employees, developing board members, and developing budgets. Each of these aspects need to be carefully managed and controlled for the non-profit organization to succeed and grow. This specific set of seminars has been created to assist existing and future non-profit organizations in their survival and growth.

**Certificate Requirements:** A certificate, issued by the Small Business Center of Robeson Community College, will be issued for **each** seminar attended.

**Registration:** You should register for **each** seminar in this series that you would like to attend. See page 23 for registration information.

### HOW TO DEVELOP A BUDGET FOR A NON-PROFIT

T	10:00 am – NOON	09/20/16	SAM GORE
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### FUNDAMENTALS OF FUNDRAISING

T	10:00 am – NOON	09/27/16	SAM GORE
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### VOLUNTEERS – HOW TO GET AND KEEP THEM

T	10:00 am – NOON	10/04/16	SAM GORE
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### HOW TO RESTORE OR DEVELOP A NON-PROFIT BOARD

T	10:00 am – NOON	10/11/16	SAM GORE
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### GRANT WRITING 101

T	10:00 am – NOON	10/18/16	SAM GORE
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### HOW AND WHERE TO FIND GRANT MONEY

T	10:00 am – NOON	10/25/16	SAM GORE
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## SELLING CARS FOR FUN AND PROFIT; TRUST ME – I’M A CAR SALESMAN!

*(A Certificate Will Be Awarded)*

High personnel turnover in the automotive sales profession is disheartening to sales professionals as well as to dealers. One reason people do not stay in the car business is they simply cannot afford to! Customers and managers are confrontational and the salesperson is always in the middle. By the time a new sales professional has learned their way around, their savings are depleted and they leave for a salaried job.

How do some automotive sales professionals do so well?

Tim Dannelly, seasoned automotive salesman and sales manager, believes customers are actually looking for that ‘insider’ in the car business and managers are actually looking for that committed person who will take charge. Invest an evening on September 6<sup>th</sup> and learn some of the proven ways great automotive sales professionals go about **making a good living** as they are **building a loyal customer base**. Find out why it is important to **sell with a plan** and **negotiate with confidence**. Learn the source of **perpetual leads**. This seminar is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To register for this seminar, see page 23 for registration instructions.

T	6:30 pm - 8:30 pm	09/06/16	WDC	TIM DANNELLY
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This Seminar is for dealers and automotive sales professionals who want to

***“earn more money and have more fun!”***

## PARLIAMENTARY PROCEDURE MADE EASY

~~\$199~~

(FREE-SEE PG 21)

*(A Certificate Will Be Awarded)*

Parliamentary procedure is a term many believe limited to government associations; however, corporations, nonprofits, faith based organizations, schools, civic clubs, etc. all use parliamentary procedure to conduct business meetings. The courts have held that these organizations are subject to the principles of parliamentary law if they do not have procedural policies of their own. As a result, ignoring or incorrectly applying parliamentary procedure can lead to embarrassment and lawsuits. This presentation will include the following:

- Parliamentary Procedure-Its Purpose, Use, and General Principles
- Transacting Business at a Meeting
- Summary of Steps in Handling a Motion
- Types of Motions-Definitions, Examples and Precedence of Motions
- Other Rules Governing the Consideration of Motions
- Tips on Parliamentary Procedure



This seminar will make reference throughout the presentation on the role of the moderator/chairperson/president. Sam Gore, Resource Specialist and Member of the American Institute of Parliamentarians will present this informative seminar. Whether you are a board member, small business owner, CEO, chairman, or a person who regularly attends public meetings, you will find this seminar to be invaluable. See page 23 for registration information.

**M**

**6:30 pm – 8:30 pm**

**12/05/16**

**WDC**

**SAM GORE**

## STARTING AND OPERATING A HOME-BASED BUSINESS

*(A Certificate Will Be Awarded)*

Can I make a living by operating a new or existing home-based business? **How** can a new business hope to survive in a marketplace where selling at cost appears to be the norm? **Where** do successful businesses find those great employees who have that special something? Tim Dannelly – author of ***Selling the American Dream*** – believes effective planning, execution and marketing are involved in all successful businesses.

If you are serious about succeeding in business you will want to attend this seminar and learn about:

- The success factors already present in your market
- Essentials for the home office
- The “little things” that get big results in your business
- Effective “Cut To The Chase” employee training
- Advertising that attracts customers without giving away profits
- Ways to keep employees committed to the success of your business

Tim Dannelly believes your new business CAN succeed and even thrive! Reserve your seat now and get the greatest return from your new business. To register for this seminar, see page 23 for registration instructions.

**M**

**6:30 pm - 8:30 pm**

**10/03/16**

**WDC**

**TIM DANNELLY**



## HOW TO START A GROUP HOME

### ***(A Certificate Will Be Awarded)***

Successful new business owners are well informed from the beginning! They know the startup process, their industry, and the market. The idea of a group home is unique. For a specific population, it provides the comfort and support of a homelike environment. More importantly, it assists residents with the use of available social programs and services. These homes offer shelter for people who years ago, would have found themselves homeless or in a state-run institution with limited services. This seminar is designed to give you basic knowledge of starting a group home and help you avoid many of the bureaucratic roadblocks and frustrations. The following will be covered:

- How to work with state and local governments
- How to find a suitable location and how to evaluate a house as a group home
- How to locate start-up money
- What to expect in the licensing and relicensing process
- Various inspections your group home will be subject to
- How to identify staff including your social worker partner
- How to work with the residents' families and guardians

To register for this seminar, see page 23 for registration instructions.

**M                  6:30 pm – 8:30 pm                  11/07/16                  WDC                  SAM GORE**

## THE BEST SMALL BUSINESS TO START RIGHT NOW!

### ***(A Certificate Will Be Awarded)***

What would be the best small business for *you* to start right now? Would it be a service business, retail, manufacturing or direct marketing? "The Best Small Business to Start Right Now," presented by Mike Collins, can help you answer these questions. This seminar will focus on three areas:

- How to create a business idea that fits you
- "Hot" businesses that will grow in coming years and over 30 types of businesses with growth potential
- Five easy-to-use steps to starting a business

If you think the time is right for you to start a business – you are right! This program will help you get started the right way. The program presenter will be Mike Collins, president of The Perfect Workday Company. Collins is one of the most frequently featured business seminar presenters in the Southeastern United States. He is also the author of four books and hundreds of business articles in publications such as *Newsweek*, *American Banker*, and *Business: North Carolina* and *Triangle Business Journal*. To register for this seminar, see page 23 for registration instructions.

**T                  6:30 pm-8:30 pm                  11/29/16                  WDC                  MIKE COLLINS**

TO [REGISTER](#) FOR SMALL BUSINESS CENTER SEMINARS ONLINE:

1. GO TO [www.robeson.edu](http://www.robeson.edu)
2. MOVE YOUR CURSOR TO THE TAB "SERVICES FOR BUSINESS". A NEW MENU WILL APPEAR.
3. CLICK ON "SMALL BUSINESS CENTER" THEN CLICK ON "SBC CLASSES"
4. SELECT "REGISTER" FOR THE SEMINAR(S) YOU WOULD LIKE TO ATTEND AND FOLLOW THE INSTRUCTIONS

If you cannot access the internet, please call Bob Moore at (910) 272-3631 to register for Small Business Center seminars.

Seminars offered by the Small Business Center are open to the public and are provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College.

**LOCATION:** ALL SMALL BUSINESS CENTER seminars will be presented in the Workforce Development Center (WDC), shown as Building 18 on the campus map on the back cover. If you need additional information, contact Bob Moore at [bmoore@robeson.edu](mailto:bmoore@robeson.edu) or call 910-272-3631.

## COLLEGE AND CAREER READINESS

### BASIC SKILLS PLUS

The **BASIC SKILLS PLUS** program provides an opportunity for students currently enrolled in College & Career Readiness classes pursuing their High School Diploma or High School Equivalency to enroll in occupational classes through the Workforce Development/Continuing Education Department. Some of the approved classes are Welding, Nursing Assistant, Medical Office, Medical Coding, and Waste Water Treatment. Basic Skills Plus allows students to earn credentials that will prepare them for college or assist them in the workforce, and even become certified by the state in some areas while they work on earning their High School Diploma or High School Equivalency. Being part of the Basic Skills Plus program allows students to attend approved classes without paying tuition. As a bonus, these classes can count for a high school elective credit.

**If you do not have your High School Diploma or High School Equivalency please call so we can help you get enrolled in classes to *change your future*.**

**For information please call 910-272-3619.**

## COLLEGE AND CAREER READINESS

### CLASSES ENROLL MONTHLY

**CALL (910) 272-3619 FOR ENROLLMENT INFORMATION**

**The Adult Basic Education (ABE) Program** is designed to assist adults who wish to improve their basic skills in reading, writing and arithmetic. Emphasis is directed toward raising the education level of adults. All materials have been especially prepared for adults.

**The Adult High School Diploma (AHS) Program** is designed so that adults may complete the requirements for an Adult High School Diploma. Skills to improve verbal and written communications, science, and social studies are emphasized as well as a variety of electives are offered to allow students to earn units and graduate.

**The Adult Basic Education Transitions (ABET) Program** is designed to assist adults with intellectual disabilities to become more independent and self-directing and to acquire skills to meet and manage community, social work and personal adult responsibilities.

**The English as A Second Language (ESL) Program** is provided to persons who have limited English proficiency. Conversational English will be stressed as well as vocabulary, spelling and reading development. In addition, instruction in citizenship will be provided for those adults wishing to seek U.S. citizenship.

**The High School Equivalency** is available to students who have not completed high school and want to earn an equivalent high school diploma. This equivalent is generally accepted on a basis equal to a high school diploma for employment, promotion, or further education.

**The Family Literacy Program** encompasses the ways parents, children, and extended family members use literacy at home, at work, at school, and in their community life. Family Literacy classes provide interactive literacy activities between parents and their children; provide training for parents regarding how to be the primary teacher for their children and full partners in the education of their children; provide parent literacy training that leads to economic self-sufficiency; and provides age-appropriate education to prepare children for success in school and life experiences.

**Bring your Social Security number, pencil, and paper to your class. Books are available for loan and no registration fee is charged.**



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**FOR INFORMATION ON HIGH SCHOOL EQUIVALENCY TESTING DATES CONTACT LYNN DAVIS AT 910-272-3614.**

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**FAIRMONT, NC**

**ADULT BASIC EDUCATION**

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm		

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm		

# LUMBERTON, NC

## ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	RCC ROOM 1202	T. CHAVIS
T - TH	8:00 am - 3:30 pm	RCC ROOM 1209	ROBERSON
T - W	8:00 am - 3:30 pm	S. L'TON WEED&SEED	HALL
TH	8:00 am - 2:30 pm		
T - W	7:45 am - 3:15 pm	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1209	ANTWI
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1202	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 903	STRICKLAND
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 902	LEWIS
T - W	8:30 am - 4:00 pm	OFFENDERS RES. CTR.	POWELL
TH	8:30 am - 3:00 pm		
T - W	8:00 am - 3:30 pm	119 W 4TH STREET	SANDERSON
TH	8:00 am - 2:30 pm		
T - W	8:30 am - 4:00 pm	RC JOB LINK	TINLING
TH	8:30 am - 3:00 pm		



## ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	RCC ROOM 1209	ROBERSON
T - W	8:00 am - 3:30 pm	S. L'TON WEED&SEED	HALL
TH	8:00 am - 2:30 pm		
T - W	7:45 am - 3:15 pm	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm		
T - W	8:30 am - 4:00 pm	OFFENDERS RES. CTR.	POWELL
TH	8:30 am - 3:00 pm		
T - W	8:00 am - 3:30 pm	119 W 4TH STREET	SANDERSON
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1209	ANTWI
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1202	THOMPSON
T - W	8:30 am - 4:00 pm	RC JOB LINK	TINLING
TH	8:30 am - 3:00 pm		

## ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	RCC ROOM 1223	MCMILLIAN
T - TH	8:00 am - 3:30 pm	RCC ROOM 1236	TBA
M - TH	8:30 am - 3:00 pm	SHELTERED WORKSHOP	BROCKINGTON

## FAMILY LITERACY PROGRAM

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	7:45 am - 3:15 pm	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm		

## ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	RCC ROOM 1223	RODRIGUEZ
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1223	NOBLES
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1236	MCCORMICK
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1217	FRANCO
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 925	ADCOX

## MAXTON, NC



### ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T, W & TH	8:30 am – NOON	MAXTON LEARNING CTR.	BARTON
M – TH	8:30 am - 2:00 pm	RED HILL HOUSING COMM BLDG.	SMITH

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T, W & TH	8:30 am – NOON	MAXTON LEARNING CTR.	BARTON
M – TH	8:30 am - 2:00 pm	RED HILL HOUSING COMM BLDG.	SMITH

### ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	MAXTON LEARNING CTR.	LITTLE
TH	8:00 am - 2:30 pm		

### FAMILY LITERACY PROGRAM

DAYS	TIME	BUILDING	INSTRUCTOR
M – TH	8:30 am - 2:00 pm	RED HILL HOUSING COMM BLDG.	SMITH

## PARKTON, NC

### ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	PARKTON SCHOOL	LOCKLEAR

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	PARKTON SCHOOL	LOCKLEAR

### COLLEGE AND CAREER READINESS CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR INFORMATION

## PEMBROKE, NC



### ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH	MCRAE
TH	8:00 am - 2:30 pm		
T – W	8:00 am - 3:30 pm	COMTECH	LOWERY
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	COMTECH	GADDY

## ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH	MCRAE
TH	8:00 am - 2:30 pm		
T – W	8:00 am - 3:30 pm	COMTECH	LOWERY
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	COMTECH	GODWIN

## ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH	HUNT
TH	8:00 am - 2:30 pm		

## FAMILY LITERACY PROGRAM

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH	MCRAE
TH	8:00 am - 2:30 pm		

## COLLEGE AND CAREER READINESS CLASSES ENROLL MONTHLY CALL (910) 272-3619 FOR INFORMATION



## RED SPRINGS, NC

### ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:15 am - 3:45 pm	STEP BLDG	JACOBS
TH	8:15 am - 2:45 pm		
M, T & TH	6:00 pm - 9:00 pm	STEP BLDG	GALES

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:15 am - 3:45 pm	STEP BLDG	JACOBS
TH	8:15 am - 2:45 pm		
M, T & TH	6:00 pm - 9:00 pm	STEP BLDG	LOCKLEAR

### ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	SHINING STAR MASONIC LODGE	WILLIAMS
TH	8:00 am - 2:30 pm		

### ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	BUILDING	INSTRUCTOR
M – TH	8:15 am – 1:45 pm	STEP BLDG	JACOBS
M & TH	6:30 pm - 8:30 pm	STEP BLDG	JACOBS

## ROWLAND, NC

### ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T&W	8:00 am - 3:30 pm	CULTURAL ARTS CTR	CHAVIS
TH	8:00 am - 2:30 pm		

# ST. PAULS, NC



## ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

### DAYS

M, T & TH

### TIME

6:00 pm - 9:00 pm

### BUILDING

ST. PAULS HIGH SCHOOL

### INSTRUCTOR

ALFORD

## GENERAL INFORMATION

### THE COST

Registration fees for Continuing Education courses are assigned at different rates ranging as follows:

<b>1 - 24 Hours</b>	<b>\$ 70.00</b>
<b>25 - 50 Hours</b>	<b>\$125.00</b>
<b>51+ Hours</b>	<b>\$180.00</b>

**Rates are subject to change without notice.**

The fee waiver for persons over 65 has been eliminated by the state beginning July 1, 2013. Fees are normally waived for fire, rescue, and law enforcement officers for their related extension training programs if they meet requirements. All students must pay for self-supporting and Community Services classes as no fee waivers are available for those. Students are responsible for buying books, supplies, fees, and materials as necessary. Books are usually available through the college bookstore.

### TEXTBOOK AND SUPPLY COST

Robeson Community College may require students to purchase textbooks and supplies as indicated in the course description.

### RCC ACCREDITATION

Robeson Community College is an Equal Opportunity Institution accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone (404) 679-4501) to award the Associate Degree in Applied Science, Associate Degree in Arts, and the Associate Degree in Science.

### WHO IS ELIGIBLE?

Enrollments are open on a first come, first serve basis. Admission is open to any adult 18 years of age or older. Persons 16-18 years of age may enroll in Continuing Education, non-curriculum courses, while attending the Public Schools of Robeson County provided the courses are taught at a time when public schools are not normally in session.

Underage persons must meet certain requirements before they can enroll in Adult High School classes. Call (910) 272-3619 or (910) 272-3611 for information.

Admission to any and all educational programs offered by Robeson Community College is made without regard to race, color, sex, religion, age, disability or national origin.

### REGISTRATION **\*\*IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE!\*\***

Participants will pay fees and complete the registration process during the first class session. Be sure to bring your Social Security number and proper fees to your class. It is extremely important that you plan to attend the first scheduled class session. Registration is the first class meeting date, unless stated in brochure that Pre-Registration is required for class.



## **CERTIFICATES**

College credit is not given for completion of courses in the Division of Adult and Continuing Education; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designed courses.

## **REGISTRATION FEE REFUNDS**

After the class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class. Students will receive 100% refunds if a class is canceled. Refunds are processed through the business office and will not be available immediately.

## **COMPUTER USE AND TECHNOLOGY FEES**

This is a fee that has been established as a system-wide fee by the State Board. The Continuing Education Department will charge a \$5.00 computer use and technology fee for all continuing education occupational extension computer courses.

## **NON-DISCRIMINATION/TITLE IX**

Robeson Community College's Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College's operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College's operations.

Questions regarding Title IX may be referred to the College's Title IX Coordinator at (910) 272-3505

**IF YOU OWE ROBESON COMMUNITY COLLEGE ANY MONEY OR FEES FROM PREVIOUS ENROLLMENT, YOU WILL NOT BE ALLOWED TO REGISTER FOR CLASSES WITHOUT FIRST SATISFYING THAT DEBT WITH THE BUSINESS OFFICE.**

**ROBESON COMMUNITY COLLEGE WILL BE  
CLOSED FOR THE FOLLOWING HOLIDAYS:**

**SEPTEMBER 5, 2016    NOVEMBER 24 AND 25, 2016  
DECEMBER 21, 2016 – JANUARY 2, 2017**

**\*\*\*INSTRUCTORS NEEDED\*\*\***

Robeson Community College has part-time teaching positions available in the following areas: Commercial Cleaning, Electronic Medical Records, EKG Technician, and Pharmacy Technician. If you have the skills and experience needed please go to our website [www.robeson.edu](http://www.robeson.edu) and complete an application. Mail the application to Robeson Community College, Jennifer Lowery, PO Box 1420, Lumberton, NC 28359.

**SECU Foundation Scholarship**

In 2012, the SECU Foundation established a Continuing Education Scholarship Program to help remove financial barriers for students seeking to gain new and/or upgrade current job-related skills.

Annually, the program provides a total of 580 scholarships—10 scholarships at \$750 each to all 58 community colleges. The target groups for the program are unemployment insurance claimants, unemployed & underemployed adults, military veterans, and members of the NC National Guard. With the addition of the Continuing Education scholarship program this brings the annual commitment to the NC Community College System to over \$1,000,000.

**Student Eligibility**—To be considered for this scholarship program, a student must:

- Be a U.S. citizen and a North Carolina resident living in the college's service area.
- Be in one of the following target groups: unemployment insurance claimants, unemployed & underemployed adults, member of the NC National Guard, or military veterans & spouses. Note: Underemployed will be defined as individuals earning 200% below the federal poverty level. Preference will be given to students with limited or no access to financial aid from other programs.
- Be enrolled in a short-term training program of **96 hours or more** that leads to a state-regulated or industry-recognized credential that is offered through Continuing Education.
- Not be a Director, employee or family member of an employee of the State Employees' Credit Union or SECU Foundation.

**Use of Scholarship Funds**—Scholarship funds will be made payable to the local community college on behalf of the student and applied to the student's account to pay for registration fees, books, certification fees, course supplies, and other educational expenditures. The balance of funds will be released to the student. **To be eligible the student must have completed the course.**

**Application Procedures**—This scholarship program will be administered through RCC's Continuing Education department in collaboration with the Financial Aid office. While scholarships are not need-based, preference will be given to students with limited or no access to financial aid from other programs. Students must submit a scholarship application to the college's designee, Angela Locklear, HRD Coordinator. Applications will be reviewed by a scholarship selection committee.

**Call (910) 272-3613 for information.**

**This scholarship program will apply to the following classes in the Con Ed Fall Semester: July 1, 2016 – December 15, 2016.**

**Medical Office Assisting Program  
Phlebotomy**

**Nursing Assistant  
Barbering**

**EMT**

**AN EQUAL OPPORTUNITY INSTITUTION**

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