

SECU Foundation

PEOPLE HELPING PEOPLE

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 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, and course supplies. Excess funds may be distributed to the student to pay for expenses such as childcare, transportation and living expenses. **To be eligible for excess funds, a student must demonstrate satisfactory progress towards course completion.**

Application Procedures—This scholarship program will be administered through RCC's Continuing Education department in collaboration with the Financial Aid office. Scholarships are need-based, but do not require FAFSA documentation. 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 and Spring Semesters: July 1, 2015 – May 15, 2016.

Medical Office Assisting Program

Barbering

Nursing Assistant

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 or

call 910-272-3690 for additional information

******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 and complete an application. Mail the application to Robeson Community College, Jennifer Lowery, PO Box 1420, Lumberton, NC 28359.

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 11

CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 11

COLLEGE AND CAREER READINESS 910-272-3619 Page 19

ADULT BASIC EDUCATION (ABE)

ADULT HIGH SCHOOL (AHS)

ENGLISH AS A SECOND LANGUAGE (ESL)

HIGH SCHOOL EQUIVALENCY (HSE)

ADULT BASIC EDUCATION TRANSITIONS (ABET)

COMMUNITY SERVICES 910-272-3604. Page 12

POTTERY, MOTORCYCLE 910-272-3604

COMPUTER CLASSES 910-272-3604 Page 11

EMPLOYABILITY SKILLS. Page 11

WORKKEYS, KEYTRAIN, JOB READINESS 910-272-3604

FIRE EDUCATION 910-738-7128. Page 16

GENERAL INFORMATION Page 24

COST

REFUNDS

REPEAT POLICY

PHONE NUMBER

HOLIDAYS

REGISTRATION

FEES

HAIR & NAILS 910-522-1426 OR 910-272-3604. Page 18

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

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

MEDICAL TERMINOLOGY, MEDICAL OFFICE ASSISTANT,

PHARMACY TECHNICIAN, ELECTRONIC MEDICAL RECORDS 910-272-3604

NURSING ASSISTANT 910-272-3397

INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE Page 09

AUTOMOTIVE, ELECTRICAL 910-272-3604

FAST TRACK, WELDING, NCCER 910-272-3630

LAW ENFORCEMENT 910-272-3651 OR 910-272-3650 Page 17

ONLINE CLASSES 910-272-3604. Page 03

SMALL BUSINESS CENTER SMALL BUSINESS CENTER 910-272-3631 Page 14

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.

ACCOUNTING

QuickBooks 2012, 2013, or 2014

Accounting Fundamentals I & II

QuickBooks for Contractors 2012, 2013, or 2014

Performing Payroll in QuickBooks 2012, 2013, or 2014

COMPUTER APPLICATIONS

Intro to Microsoft Word 2010 or 2013

Microsoft Office 2013

Intro to Microsoft Excel 2010 or 2013

Intro to Microsoft Access

Microsoft PowerPoint 2010 or 2013

Intro to Microsoft Publisher 2013

Microsoft Outlook 2010 or 2013

Windows 7 or Windows 8

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

PC TROUBLESHOOTING, NETWORKING, & SECURITY

Advanced PC Security

Introduction to Networking

Introduction to PC Security

Intermediate Networking

Introduction to PC Troubleshooting

Wireless Networking

WEB PAGE CREATION /WEB GRAPHICS

Introduction to Photoshop

Introduction to Microsoft Visio 2007

Intermediate Photoshop

DIGITAL PHOTOGRAPHY

Discover Digital Photography

Photoshop Elements 11, or 12 for the Digital Photographer

Visit www.ed2go.com/robessoncc for a complete list of all the course offerings

SEPTEMBER 16

OCTOBER 14

NOVEMBER 11

DECEMBER 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

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

ONLINE TEACHER RENEWAL



ON-LINE 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.

Praxis I Preparation

Survival Kit for New Teachers

Teaching High School Students

Teaching Smarter with SMART Boards

Handling Medical Emergencies

Creating a Classroom Web Site

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



Grammar Refresher

Grammar for ESL

Teaching ESL/EFL Grammar

Teaching Math: Grades 4-6

Teaching Science Grades 4-6

Microsoft PowerPoint the Classroom

Solving Classroom Discipline Problems

SEPTEMBER 16

OCTOBER 14

NOVEMBER 11

DECEMBER 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 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:**

2012 CPT manual, Professional Edition and 2012 ICD-9-CM, Physician Edition

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 for a complete list of all the course offerings

SEPTEMBER 16

OCTOBER 14

NOVEMBER 11

DECEMBER 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



*****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 meets the 4th THURSDAY of each month.

7:30 pm - 10:30 pm Bldg. 9, Rm 901 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



M & W 6:00 pm - 10:00 pm 01/11 - 06/13/16 Bldg. 17, Rm 1752B TBA

EMT-P

**** \$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 approximately \$195.00 for supplies, manual, etc. **Prerequisites:** H.S. diploma or equivalent, North Carolina EMT Intermediate Credential and 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) 272-3316 or (910) 272-3407. **Registration is \$180.00 for Non-EMS Personnel

M & W 6:00 pm - 10:00 pm 09/02 - TBA Bldg. 17, Rm 1752B T JACKSON

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 910-272-3408 to pre-register. **Registration is \$180.00 for Non-EMS Personnel

T & TH 6:00 pm - 10:00 pm 01/19 - 05/31/16 Bldg. 17, Rm 1752B TBA

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 performed 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.

M & TH 8:30 am – 3:30 pm 09/03/15 - TBA Bldg. 17 Rm 1752B LOCKLEAR

*******NEW*****NEW*****NEW*****NEW*****NEW*******

EKG TECHNICIAN

Robeson Community plans to offer an EKG Technician class. 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.

Cardiac conduction system	Normal cardiac rhythm
Cardiac arrhythmias	Patient prep
EKG machine operation	Certification prep

Prerequisite: Medical Terminology

Please call 910-272-3604 or 910-272-3609 for more information or to pre-register. You may also email Jennifer Lowery at jlowery@robeson.edu

*******NEW*****NEW*****NEW*****NEW*****NEW*******

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

F	8:30 am – 12:30 pm	08/21/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	09/18/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	10/23/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	11/20/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	12/04/15	Bldg. 17, Rm 1729A	TBA

CPR**\$40.00**

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

F	8:30 am – 12:30 pm	08/14/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	09/11/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	10/16/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	11/13/15	Bldg. 17, Rm 1729A	TBA
F	8:30 am – 12:30 pm	12/11/15	Bldg. 17, Rm 1729A	TBA

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 mornings at 8AM or 10:15AM as well as Monday and Wednesday afternoons at 4PM and 6:15PM 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, and Career Readiness Class. Pre-registration is required. For information call 910-272-3397 or 910-272-3395.

NA I	MT 8:30 am – 2:30 pm	08/17 - 10/16/15	COMTECH	WEST
	WTH 7:00 am – 3:30 pm			

Career Readiness: M – TH 8:00 am – 3:00 pm 08/01 – 08/13/15 TBA

Additional classes will be offered. For information, contact Felecia Oxendine (910) 272-3395 or Sheila Smith (910)272-3397.

NURSE AIDE II

Please Contact Admissions Office at 910-272-3342

MEDICAL CODING 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 09/01 - 12/10/15 WDC, Rm 1804 ANDREWS

MEDICAL TERMINOLOGY**\$125.00**

An understanding of medical terminology is essential for anyone working in any capacity in a medical office. This class is designed to meet the medical terminology needs of students planning to enroll in RCC's On-line Pharmacy Technician program or anyone interested in building their skills in the medical profession by focusing on the language of medicine. Textbook required.

T & TH 5:30 pm - 9:00pm 09/15 - 10/29/15 WDC, Rm 1804 HUNT

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



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 09/02 - 12/11/15 WDC, Rm 1804 ANDREWS

AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

AUTOMOTIVE

OBD II INSPECTIONS

\$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 & T 6:00 pm - 10:00 pm 09/28 - 09/29/15 WDC, Rm 1802 GIBSON

M & T 6:00 pm - 10:00 pm 11/16 - 11/17/15 WDC, Rm 1802 GIBSON

OBD INSPECTION RE-CERTIFICATION

\$70.00

This 4-hour course is for the technician who currently possesses an OBD Inspection license and is seeking to recertify with the On-Board Diagnostic system. The course will review the latest revision of the North Carolina OBD laws. Under NC law, you must have a valid driver's license, a current Vehicle Safety Certification, and a current OBD Inspector's certification before you can become recertified. Class size is limited to 20 students. Call (910) 272-3604 to pre-register.

M 6:00 pm - 10:00 pm 09/21/15 WDC, Rm 1802 GIBSON

M 6:00 pm - 10:00 pm 11/09/15 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 limited. Call (910) 272-3604 to pre-register.

M & T 6:00 pm - 10:00 pm 09/14 - 09/15/15 WDC, Rm 1802 GIBSON

M & T 6:00 pm - 10:00 pm 11/02 - 11/03/15 WDC, Rm 1802 GIBSON

INDEPENDENT AUTOMOBILE DEALERS PRE-LICENSE COURSE **\$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 10/12 – 10/15/15 WDC, Rm 1802 GIBSON

INDEPENDENT AUTOMOBILE DEALERS UPDATE **\$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.

T 9:00 am - 4:00 pm 11/18/15 WDC, Rm 1842 GIBSON

CONSTRUCTION AND INDUSTRIAL**WELDING CAREERS EXPLORATION** **\$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 symbols recognition and blueprint reading. Students enrolled in the class will also have the opportunity to complete Forklift Training. Registration is at the first class. Call 910-272-3630 for information.

M & W 6:00 pm - 10:00 pm 08/24 - 12/16/15 Bldg. 1, Rm 101 DIAL
T & TH 6:00 pm - 10:00 pm 08/25 - 12/15/15 Bldg. 1, Rm 101 DIAL

SERV SAFE SANITATION **\$70.00**

This course provides instruction on the proper procedures for sanitation, proper food handling, cooking, holding and storage temperatures, and foodborne illnesses. The Serv Safe exam will be administered at the end of class.

INITIAL CERTIFICATION: This is the initial 16 hour certification course.

T&TH 6:00 pm - 10:00 pm 09/17 – 09/29/15 WDC, RM 1802 LOWRY
T&TH 6:00 pm – 10:00 pm 11/05 – 11/17/15 WDC, RM 1802 LOWRY

RECERTIFICATION: This course offers food handlers that are currently certified a refresher course as preparation for recertification. Covered in the course are hygiene and personal safety.

T&TH 6:00 pm – 10:00 pm 08/25 - 09/01/15 WDC, RM 1802 LOWRY
T&TH 6:00 pm – 10:00 pm 10/20 – 10/27/15 WDC, RM 1802 LOWRY

FAST TRACK MAINTENANCE TRAINING

Students that complete this group of courses totaling 500-hours (6 months) are eligible to become maintenance technicians. Skills learned prepare students to work with various types of equipment and machinery used in hospitals, hotels, and industrial settings. This Maintenance Certification course includes Forklift and OSHA certifications. Training will include: Mechanical, Electrical/Electronics, Hydraulics, Pneumatics, Programmable Logic Controllers (PLC) and Welding. Those that complete this course are eligible for intern opportunities and job placement assistance. Scholarships and financial assistance are available for those that meet qualification requirements. Class size is limited and only those that successfully complete the application process are eligible to interview for the available seats. Call 272-3630 to begin the process. **APPLY EARLY to get a seat.**

M-TH 8:30 am - 3:00 pm 08/13 – 12/10/15 WDC, Rm 1802 ATKINSON

NCCER CORE CURRICULUM

\$180.00

The National Center for Construction, Education, and Research is an educational foundation created to develop standardized construction curriculum for the crafts. This credential is portable and industry recognized. The Core Curriculum consists of safety lectures and skill performance demonstrations. Nationally recognized and accepted by the Department of Labor Office of Apprenticeship as time-based training, this is the beginning course for up to seventy (70) different craft trades. Textbook is required. Call 910-272-3630 for information.

SAT

7:30 am - 3:00 pm

08/29 - 12/12/15

COMTECH

DIAL

COMPUTER CLASSES

COMPUTER SKILLS FOR JOB SEEKERS

\$70.00



Conquer your fear of technology! Learn basic computer skills that can enhance your search for employment. 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. Fee Waiver available for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

M & T 5:30 pm – 7:30 pm 08/10 – 09/21/15 NC Works Career Center(ESC) Martin

T & TH 8:30 am – 12:30 pm 09/29 – 10/15/15 WDC, Rm 1805 Martin

T & TH 8:30 am – 12:30 pm 11/24 – 12/08/15 WDC, Rm 1805 Martin

COMPUTER SKILLS FOR JOB SUCCESS

\$70.00



Learn basic computer concepts while developing employability skills. Class projects will include creating a resume, preparing a cover letter, learning to prepare an online job application, internet usage, and email capabilities. Fee Waiver available for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

M & T 5:30 pm – 7:30 pm 10/05 – 11/10/15 NC Works Career Center(ESC) Martin

T & TH 8:30 am – 12:30 pm 09/01 – 09/17/15 WDC, Rm 1805 Martin

T & TH 8:30 am – 12:30 pm 10/27 – 11/12/15 WDC, Rm 1805 Martin

BUSINESS/CUSTOMER SERVICE

*******NEW*****NEW*****NEW*****NEW*****NEW*******

CAREER EXPLORATION IN CHILDCARE/ELDERCARE

\$180.00

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. Fee Waiver available for individuals meeting eligibility criteria. For information (910) 272-3604 or (910) 272-3613.

M - TH 8:30 am – 2:00 pm 11/16 – 12/10/15 Bldg. 08, Rm 811 TBA

*******NEW*****NEW*****NEW*****NEW*****NEW*******

*****NEW*****NEW*****NEW*****NEW*****NEW*****

INTRODUCTION TO DIRECT CARE WORK (PHASE I) \$70.00

This course introduces the student to direct care work (DCW) settings and what it takes to be a Direct Care Worker including academics. It also teaches the student how to get and keep a job and other interpersonal skills training. This course will help the student decide if DCW is for them. Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M - TH 8:30 am – 12:30 pm 09/14 – 09/16/15 Bldg. 08, Rm 811 TBA

*****NEW*****NEW*****NEW*****NEW*****NEW*****

DIRECT CARE BASICS (PHASE II) \$180.00

This course builds upon skills introduced in Phase I and progresses to include skill development in home management and personal care tasks using limited assistance. The credential received is a Community College Certificate as a Personal Home Care Aide. Career options include pursuing further education/training as a Nurse Aide I and/or employment in home care agencies and individual homes. Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M – TH 8:30 am – 2:00 pm 09/21 – 10/08/15 Bldg. 08, Rm 811 TBA

*****NEW*****NEW*****NEW*****NEW*****NEW*****

PERSONAL FINANCE TIPS \$70.00

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. Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

T & TH 5:30 – 8:30 pm 09/08 - 10/01/15 Bldg. 08, Rm 811 TBA

T & TH 5:30 – 8:30 pm 10/20 - 11/12/15 Bldg. 08, Rm 811 TBA

*****NEW*****NEW*****NEW*****NEW*****NEW*****

EXPLORING A CAREER IN BANKING \$180.00

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. Fee waiver available for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

M - TH 8:30 am – 1:00 pm 08/17 – 09/03/15 Bldg. 08, Rm 811 TBA

M & W 6:00 pm – 9:00 pm 09/28 – 11/18/15 WDC, Rm 1803 RICHEY

*****NEW*****NEW*****NEW*****NEW*****NEW*****

EMPLOYABILITY SKILLS

*****NEW*****NEW*****NEW*****NEW*****NEW*****

INTERVIEWING TIPS FOR JOB SEEKERS

\$70.00

Interviewing for a new job can be a very frightening, intense experience for even the most experienced job seekers. This one day class provides tips and exercises to help job seekers relax and be successful during a job interview. You will learn tips to prepare before the interview, what to expect during the interview, and what to do after the interview. References and resources for further assistance in securing employment are also provided. Fee waiver available for individuals meeting criteria. For information call (910) 272-3604 or (910) 272-3613.

F	8:00 am – 2:30 pm	09/11/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	09/25/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	09/15 – 09/17/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	10/09/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	10/13 – 10/15/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	10/23/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	11/06/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	11/17 – 11/19/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	11/20/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	12/11/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	12/15 – 12/17/15	WDC, Rm 1805	BAXLEY

*****NEW*****NEW*****NEW*****NEW*****NEW*****

JUMP START YOUR RESUME

\$70.00

This one day class will teach you to write clear and concise resume content. You will learn the main sections of a winning resume, understand resume organization and format choices, how to tailor a resume to target a job and employer, and understand the different methods for distributing resumes. Fee waiver available for individuals meeting criteria. For information call (910) 272-3604 or (910) 272-3613.

F	8:00 am – 2:30 pm	08/28/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	09/18/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	09/08 – 09/10/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	10/02/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	10/06 – 10/08/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	10/16/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	10/30/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	11/10 – 11/12/15	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	11/13/15	Bldg. 08, Rm 811	TBA
F	8:00 am – 2:30 pm	12/04/15	Bldg. 08, Rm 811	TBA
T & TH	5:30 pm – 8:30 pm	12/08 – 12/10/15	WDC, Rm 1805	BAXLEY

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.



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. Fee waiver available for individuals meeting criteria. **You may enter and exit this class at any time.** For information, call (910) 272-3604 or (910) 272-3613.

MWF 8:00 am - 2:00 pm

08/17 – 12/18/15

WDC, Rm 1805

STEWART

T&TH 8:00 am - 2:00 pm

08/18 – 12/17/15

COMTECH, Rm A045

STEWART

CRC/KEYTRAIN -- **ONLINE**

****NEW** NEW****

\$180.00

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 visit the RCC campus in the Workforce Development Center.** Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

JOB READINESS SKILLS FOR THE WORKPLACE

\$70.00

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, AND PRESTAGE FOODS** are only a few of the employers that require job readiness classes. For information call (910) 272-3604 or (910) 272-3613. **All classes will be held in WDC, Rm 1803 and begin at 8 AM and end at 3:30 PM. Class begins promptly at 8 AM. Late arrivals will not be admitted.**

Pre-registration is held only once per month in the CVC Workforce Development Center on the RCC campus. Pre-registration will begin at 8 AM and run until classes for the following month are full. It is recommended that you pre-register in person as classes fill very quickly from people already in line on campus and walk-ins are taken first; however, you may call 910-272-3604 to pre-register. You must speak to a person. Leaving a message will not pre-register you. There is no guarantee you will have a seat unless you are pre-registered. PRE-REGISTRATION DATES:

SEPTEMBER 16

OCTOBER 14

NOVEMBER 11

DECEMBER 9

COMMUNITY SERVICES

SIGN LANGUAGE I

\$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.

T & TH 5:30 pm - 8:30 pm 09/15 - 10/08/15 WDC, Room 1804 Quintero

SIGN LANGUAGE II

\$70.00

This course is a continuation of Sign Language I designed to increase your knowledge with extensive sign and vocabulary usage. It will prepare you for further study in sign language.

T & TH 5:30 pm - 8:30 pm 10/20-11/12/2015 WDC, Room 1805 Quintero

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 09/15 - 11/17/15 Bldg. 14, Room 1465A Tripp

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/robessoncc for a complete list of all the course offerings

SEPTEMBER 16

OCTOBER 14

NOVEMBER 11

DECEMBER 9

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.

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.

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.

SMALL BUSINESS CENTER SEMINARS



THE SMALL BUSINESS CENTER

FOR MORE INFORMATION CONTACT:

BOB MOORE, DIRECTOR (910) 272-3631 bmoore@robeson.edu

If you have been thinking about opening a small business, your first stop should be the Small Business Center of 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, most of which are free. 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. Assistance is available in writing business plans, marketing and advertising, locating sources of capital, understanding and improving your credit, management and supervision, market research, personnel, and other business related subjects. 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.

IT IS NOW VERY QUICK AND EASY TO [REGISTER](#) FOR SMALL BUSINESS CENTER SEMINARS BY FOLLOWING THESE INSTRUCTIONS:

1. GO TO [HTTPS://WWW.NCSBC.NET/](https://www.ncsbc.net/)
2. SELECT "CONTACT YOUR SBC"
3. A MAP OF NORTH CAROLINA WILL APPEAR. SELECT "ROBESON COUNTY".
CURRENT AND FUTURE SEMINARS WILL APPEAR.
4. SELECT "REGISTER" FOR THE SEMINAR(S) YOU WOULD LIKE TO ATTEND

USING THIS REGISTRATION PROCESS WILL SAVE YOU TIME AND PAPERWORK WHEN YOU ARRIVE AT THE SEMINAR.

USE GOOGLE TOOLS TO GET

YOUR BUSINESS ONLINE FOR \$10

~~\$199~~

(NO FEE-SEE BELOW)

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 just three short hours, this free seminar will help you grow your business through the use of Google products! This presentation is open to the public and provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

M 6:00 pm - 9:00 pm 08/17/15 WDC, Room 1848 TODD LYDEN

****NEW** **NEW** **NEW** **NEW****

MOBILE APPS FOR SMALL BUSINESS \$199 (NO FEE-SEE BELOW)

Apps are not just about games and social interaction. Some offer inexpensive alternatives to invoicing, scheduling, time keeping, marketing, inventory, organization, and time management. These areas are key to the success of start-up to medium sized companies. In this seminar we explore some of the top rated applications available to small business owners that, if used correctly, can help you make your business more organized and efficient. Participants will leave this seminar with written materials and links so that they can go home and download the applications that best suit their companies. Most apps can be used at a desktop or on the go on your tablet or smart phone! This presentation is provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

M 6:00 pm - 9:00 pm 08/24/15 WDC, Room 1848 RENAE SIMON

****NEW** **NEW** **NEW** **NEW****

HOW TO START A BUSINESS (IN SPANISH) \$199 (NO FEE-SEE BELOW)

Do you have a good idea for a business, but don't know where to start? What does it take to be an entrepreneur and who can be one? Join this seminar and find out! We will discuss the basics of starting a business, including the following topics:

- *Legal structure and registering your business
- *Products and services
- *Customers, clients, and marketing
- *Licenses and insurance
- *Financial statements
- *Record keeping and taxes
- *The business plan—what it is and why it is needed

This presentation will be offered at the R. E. Hooks Center, located at the corner of North Third and West Armfield Streets in Saint Pauls, NC. It is provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 6:00 pm - 9:00 pm 08/26/15 R.E. Hooks Comm. Ctr., St. Pauls JULIE CRUZ

HOW TO START A NON-PROFIT BUSINESS \$550 (NO FEE-SEE BELOW)

Non-profits are one of the fastest growing types of businesses in America today. This series of three seminars has been especially created for those individuals who desire information on how non-profits are started, why a business plan is needed, how to write a winning business plan and how to obtain an IRS 501(c)3 non-profit status. **Graduates of this program will receive a certificate showing they have completed six hours of instruction in how to start a non-profit business.** These seminars are open to the public and provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register. All workshops will be held in the Workforce Development Center. The presenter will be Sam Gore.**

SA 8:30 am - 10:30 am 08/29/15 How to Start a Non-Profit

SA 10:45 am - 12:45 pm 08/29/15 Completing the 501(c)3 IRS Paperwork

SA 1:15 pm - 3:15 pm 08/29/15 How to Write a Winning Business Plan

Certificate Requirements: Participants must attend all three workshops/seminars (360 minutes) to receive certification. The certification will be issued by the Small Business Center indicating the completion of six hours of study.

Non-Certificate Attendance: Any person, employee or volunteer is welcome to attend any individual workshop/seminar; however, for certification, attendance is required as stated above.

STARTING A SMALL BUSINESS FOR UNDER \$100! – ~~\$199~~ (NO FEE-SEE BELOW)

Can you still start a business for under \$100? Can one of those pieces of paper with Benjamin Franklin's picture on it be your first step to owning your own business? The answer is YES! There are lots of small business that you can start for under \$100. The source of the business can be right in front of you in your home, yard, hobbies or past or current work experiences. During this seminar you will learn how to find a business that fits you, where to find resources to get you started, how to plan your small business like it is a big business and how to make a small business larger. Businesses such as personal services, business services, computer businesses and service businesses will be covered. You will also learn how to write a simple business plan and where to start. The presenter of this seminar is the President of the Perfect Workday Company and creator of a number of \$100 businesses. Join us for this informative and inspiring seminar. This presentation will be offered at the R. E. Hooks Center, located at the corner of North Third and West Armfield Streets in Saint Pauls, NC. It is provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 6:00 pm - 9:00 pm 09/02/15 R.E. Hooks Comm. Ctr., St. Pauls MIKE COLLINS

HOW TO WRITE A WINNING BUSINESS PLAN ~~\$199~~ (NO FEE-SEE BELOW)

The business plan is the blueprint for your business. You would not walk over to an empty lot and just start nailing boards together if you wanted to build a house. Starting a business without a business plan is unwise to say the least. Writing a business plan is the best way to test whether or not an idea for starting a business is feasible, other than going out and doing it. In this sense, the business plan is your safety net; writing a business plan can save you a great deal of time and money if working through the business plan reveals that your business idea is untenable. Often, an idea for starting a business is discarded at the marketing analysis or competitive analysis stage, freeing you to move on to a new (and better) idea. Join with us for this informative seminar. The seminar will include...

- An overview of the industry sector that your business will be a part of
- An examination of the primary target market for your product or service
- An investigation of your direct and indirect competitors
- A detailed explanation of your sales strategy, pricing plan, proposed advertising and promotion activities, and product or service's benefits.
- An outline of the legal structure of your business.
- A description of your physical location, facilities and equipment, and employment needs.

This presentation will be offered at the R. E. Hooks Center, located at the corner of North Third and West Armfield Streets in Saint Pauls, NC. It is open to the public and provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 6:00 pm - 9:00 pm 09/30/15 R.E. Hooks Comm. Ctr., St. Pauls SAM GORE

HOW TO START, FINANCE AND GROW YOUR OWN BUSINESS ~~\$1200~~ (NO FEE-SEE BELOW) (A Certificate Will Be Awarded)

For many years, you have dreamed about owning your own business. Now is the time to act on your desires and determine if you “have what it takes” to be your own boss; however, before money is invested or borrowed, there are concepts that a new business owner must understand. This series has been designed to give you this critical information. During this series, you will learn about starting a business, writing a successful business plan, how to fund your business, how to keep your business legal, and the common traits that successful business owners possess. While participating in this program, you will learn how to:

- *Fairly evaluate your business idea
- *Write a successful business plan
- *Keep proper records and pay the correct taxes
- *Traits of successful business owners
- *Market your business
- *Finance your business
- *Locate your customers
- *Start and grow your business

These presentations are open to the public and provided FREE due to special funding arrangements to the Small Business Center and Robeson Community College. **You may attend as many or as few seminars as desired but you must attend at least six seminars to receive certification.** To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.

HOW TO START A BUSINESS

M 6:00 pm - 9:00 pm 09/14/15 WDC, Rm 1848 DENNIS WATTS

HOW TO WRITE A BUSINESS PLAN

M 6:00 pm - 9:00 pm 09/21/15 WDC, Rm 1848 DENNIS WATTS

MARKET RESEARCH AND MARKETING

M 6:00 pm - 9:00 pm 09/28/15 WDC, Rm 1848 DENNIS WATTS

FINANCING YOUR SMALL BUSINESS

M 6:00 pm - 9:00 pm 10/05/15 WDC, Rm 1848 DENNIS WATTS

HOW TO FIND YOUR CUSTOMERS

M 6:00 pm - 9:00 pm 10/12/15 WDC, Room 1848 ANETTE DUNLAP

RECORD KEEPING AND TAXES

M 6:00 pm - 9:00 pm 10/19/15 WDC, Room 1848 DENNIS WATTS

TRAITS OF SUCCESSFUL BUSINESS OWNERS

M 6:00 pm - 9:00 pm 10/26/15 WDC, Room 1848 TIM DANNELLY

SOCIAL MEDIA

MARKETING TOOLS AND TECHNIQUES ~~\$199~~ (NO FEE-SEE BELOW)

Attend this informative seminar and learn how to use the best no-cost tools to promote your small business through the major social media platforms such as Facebook, Twitter, Google Plus, Pinterest and Instagram. You will learn the techniques to target your customers on the right platform and how to find the right ways to make different tools and strategies work with your overall marketing. This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited.** To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.

W 6:00 pm-9:00 pm 10/21/15 WDC, Rm 1848 TODD LYDEN

SOCIAL MEDIA MARKETING STRATEGY \$199 (NO FEE-SEE BELOW)

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 how to develop a plan to interact online using various tools and strategies available. This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 6:00 pm - 9:00 pm 10/14/15 WDC, Rm 1848 TODD LYDEN

CASH FLOW----

ESSENTIAL IN THE SURVIVAL OF YOUR BUSINESS \$199 (NO FEE-SEE BELOW)

At the end of the day, your business must recognize a profit! A business that is losing money will soon find itself out of business. Cash Flow problems lead the list of causes for Small Business failure. It can happen to good people as often as to bad people. Regardless of your passion and the excellence of your product, Cash Flow problems can bring an unplanned end to your enterprise. Tim Dannelly, author of *Selling the American Dream – How to Enjoy Making a Living As a Sales Professional*, believes you can maintain a positive Cash Flow regardless of the aggressiveness of competitors or the state of the economy. He will show how to quickly spot positive and negative Cash Flow indicators and he will share with you the simple ways to guide your business to a profitable and secure future. During this seminar you will learn how to identify positive and negative Cash Flow, causes of negative Cash Flow and how to avoid them, a sales process that always leads to positive Cash Flow and the importance of self-discipline in day-to-day operations. Join Tim for an honest look at ways to avoid losing a great business and how to remain financially secure in days of uncertainty. This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

TH 6:00 pm - 9:00 pm 10/08/15 WDC, Room 1848 TIM DANNELLY

****NEW** **NEW** **NEW** **NEW****

CREATING EFFECTIVE BUSINESS CARDS \$199 (NO FEE-SEE BELOW)

During this unique seminar, you will learn effective uses of color to set your business cards and your company apart from others while relaying a positive brand message about your business. The Information presented during this seminar will also apply to all branding materials, including printed materials, advertising, labeling, websites, brick and mortar storefronts, and even food truck decors. Knowing how to use colors effectively in branding helps you send a positive message on the market, boost sales, improve your advertising and encourage customers to purchase. Colors are the first eye-catcher and they leave a lasting impression. Plan now to attend this informative and exciting presentation. This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 2:30 pm - 5:00 pm 10/07/15 WDC, Rm 1848 MARGARET VOLNEY

HOW TO FUND A NON-PROFIT ORGANIZATION \$550 (NO FEE-SEE BELOW)

(A Certificate Will Be Awarded)

This series of three workshops/seminars has been especially created for future or existing non-profits seeking information on how to fund their organizations. Proper funding is often the key to the success of the organization and its growth. The belief that that “anyone can receive a grant” is simply not true. During this series of workshops/seminars, you will learn about the requirements for receiving grants and the basics of grant writing. You will also learn other ways to fund your non-profit including the newest form, Crowdfunding. Graduates of this program will receive a certificate showing they have completed six hours of instruction in how to fund a non-profit business. These workshops/seminars are open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

All workshops/classes will be held in the Workforce Development Center.

THE BASICS OF GRANT WRITING

SA 8:30 am – 10:30 am 09/26/15 SAM GORE

FUNDAMENTALS OF FUNDRAISING FOR NON-PROFIT ORGANIZATIONS

SA 10:45 am – 12:45 pm 09/26/15 SAM GORE

HOW TO CREATE SUCCESS IN RAISING FUNDS USING CROWDFUNDING

SA 1:15 pm – 3:15 pm 09/26/15 SAM GORE

Who Should Attend: Anyone who is interested in starting a non-profit as well as owners, executive directors and board members of existing or future non-profits.

Certificate Requirements: Participants must attend all three workshops/seminars (360 minutes) to receive certification. The certification will be issued by the Small Business Center indicating the completion of six hours of study.

Non-Certificate Attendance: Any person, employee or volunteer is welcome to attend any individual workshop/seminar; however, for certification, attendance is required as stated above.

****NEW** **NEW** **NEW** **NEW****

HOW TO EVALUATE YOUR

NON-PROFIT ORGANIZATION \$199 (NO FEE-SEE BELOW)

How well is your organization serving the community and fulfilling its mission? How can you show funders that your program or project “gets the job done?” Collecting, evaluating, and releasing data is the first step in this process. This interactive, hands-on seminar will introduce beginning methods of program evaluation. It is ideal for non-profit professionals with little to no experience working with data. Key terms will also be defined and there will be a focus on evaluation basics including: ways to collect data, reporting evaluation results to funders, working with limited resources, evaluation cycles, return on investment (ROI) and logic models. This presentation is open to the public and provide FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

M 6:00 pm - 9:00 pm 11/09/15 WDC, Rm 1848 DR. VIBRINA CORONADO

HOW TO EFFECTIVELY MANAGE

\$550

(NO FEE-SEE BELOW)

A NON-PROFIT ORGANIZATION

(A Certificate Will Be Awarded)

This series of three workshops/seminars has been especially created for future or existing non-profits seeking information on how to effectively manage their organizations. Even a non-profit organization must be profitable to continue to exist and grow. Much of the success of the non-profit depends on the management skills of the Executive Director and the Board of Directors. These individuals must be “on-board” with the mission and purpose of the non-profit and willing to plan for the future. During this series of workshops/seminars, you will learn how to select, develop and restore a Board of Directors. You will also learn the importance and requirements for developing a strategic plan and how to develop a yearly operating budget. By attending this series of workshops/seminars, you will be making a commitment in assuring the continued sustainability of the non-profit. Graduates of this program will receive a certificate showing they have completed six hours of instruction in how to effectively manage a non-profit business. These workshops/seminars are open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

HOW TO RESTORE OR DEVELOP A BOARD THAT IS ON-BOARD

SA 8:30 am – 10:30 am 10/24/15 WDC, Rm 1848 SAM GORE

HOW TO DEVELOP A BUDGET FOR A NON-PROFIT ORGANIZATION

SA 10:45 am – 12:45 pm 10/24/15 WDC, Rm 1848 SAM GORE

STRATEGIC PLANNING FOR A NON-PROFIT ORGANIZATION

SA 1:15 pm – 3:15 pm 10/24/15 WDC, Rm 1848 SAM GORE

Who Should Attend: Anyone who is interested in starting a non-profit as well as owners, executive directors and board members of existing or future non-profits.

Certificate Requirements: Participants must attend all three workshops /seminars (360 minutes) to receive certification. The certification will be issued by the Small Business Center indicating the completion of six hours of study.

Non-Certificate Attendance: Any person, employee or volunteer is welcome to attend any individual workshop/seminar; however, for certification, attendance is required as stated above.

****NEW** **NEW** **NEW** **NEW****

USE GOOGLE TOOLS

\$199

(NO FEE-SEE BELOW)

TO GET YOUR BUSINESS ONLINE FOR \$10

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 just three short hours, this free seminar will help you grow your business through the use of Google products! This presentation will be offered at the R. E. Hooks Center, located at the corner of North Third and West Armfield Streets in Saint Pauls, NC. It 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 quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

W 6:00 pm - 9:00 pm 11/11/15 R.E. Hooks Comm. Ctr., St. Pauls TODD LYDEN

****NEW** **NEW** **NEW** **NEW****

CONFLICT RESOLUTION FOR THE REAL WORLD ~~\$199~~ (NO FEE-SEE BELOW)

When difficult moments occur in the workplace, today's employee often becomes focused on getting their way and they have a tendency to forget the mission of the organization. Successful leaders may never have to deal with this situation, but they are always prepared. They begin with a workplace that is structured and professional. Communication freely flows up and down the chain of command. When disagreement occurs, the leader patiently hears the case then settles conflict with fair and accepted negotiation. Is this Utopia?

Tim Dannelly, author & seasoned manager, believes this is representative of most successful organizations. People disagree and leaders handle it successfully. That's why they are leaders! Join Tim for a practical approach to successful management in today's sometimes confrontational workplace. Learn a step-by-step approach to successfully defuse the most volatile moments. You'll learn:

- Management Styles that help avoid workplace conflict
- Reasons conflict happens
- Successful management styles for handling conflict
- The advantages of being a Persuader rather than a Pusher
- Techniques for defusing volatile situations

This presentation is provided FREE due to special funding arrangements for the Small Business Center and Robeson Community College. **To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.**

T 6:00 pm - 9:00 pm 10/27/15 WDC, Rm 1848 TIM DANNELLY

STARTING AND OPERATING ~~\$100~~ (NO FEE-SEE BELOW) A HOME-BASED BUSINESS

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? **What** enables Fast Food stores to do so well on a street with nothing but other Fast Food stores?

Tim Dannelly – author of *Selling The American Dream* – believes effective planning, execution and marketing are involved in all successful businesses.

If you're serious about succeeding in business, you'll want:

- The success factors already present in your market
- Essentials for the home office
- Those "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!

This presentation is open to the public and provide FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. Seating may be limited. To quickly and easily register for this seminar go to <https://www.ncsbc.net/> and use the instructions above. If you do not have internet access call 910-272-3631 to register.

TH 6:00pm - 9:00pm 11/19/15 WDC, Rm 1848 TIM DANNELLY

FIRE EDUCATION

CERTIFICATION CLASSES

All classes are designed to meet the requirements of the NC Fire and Rescue Commission for certification. 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.rccestg.org. Please call 910-738-7128 to pre-register for these classes. If the class is cancelled or postponed, you will be notified.

AERIAL OPERATIONS

Introduction to Aerial
Basic Aerial Operations
Aerial Maintenance
Aerial Testing



TECHNICAL RESCUER-CONFINED SPACE

CS Rescue Operations
CS Rescue Rigging
CS Hazard Control
CS Victim Management



TECHNICAL RESCUER-WATER

Water Rescue Operations
Water Rescue Techniques
Water Rescue Transportation
Water Rescue Victim Management



DRIVER OPERATOR

Sprinklers & Standpipes
Basic Pump Operations
Pump Water Supply
Introduction to Pumps
Pump Hydraulics
Pump Maintenance
Service Testing
Emergency Vehicle Driver

TECHNICAL RESCUER-GENERAL

General PPE
General Ropes
General Rescue Operations
General Rescue Equipment
General Helicopter Transport
General Rescue Rigging
General Victim Management



TECHNICAL RESCUER-VMR

VMR Victim Management
VMR Bus & Machinery
VMR Rescue Operation
VMR Vehicle Anatomy
VMR Stabilization Extricate



TECHNICAL RESCUER-ROPES

Ropes Rescue Operations
Ropes Anchors
Ropes Mechanical Advantage
Ropes Fixed Ropes Systems
Ropes Lowers & Raises
Ropes High Lines
Ropes Victim Management



FIREFIGHTER

Fire Behavior	Loss Control
Fire Control	Ropes
Forcible Entry	Rescue
Foam Fire Streams	Ladders
Water Supplies	Mayday
Safety & Survival	Sprinklers
Health & Wellness	Ventilation
Emergency Medical Care	
Orientation & Safety	
Building Construction	
Portable Extinguishers	
Alarms & Communications	
Fire Hose, Streams & Appliances	
Fire & Life Safety Preparedness	
Personal Protective Equipment	



HAZARDOUS MATERIALS

HAZMAT Air Monitoring & Sampling
HAZMAT Personal Protective Equipment
HAZMAT Mass & Technical Decontamination
HAZMAT Level I Responder Ventilation (Required for FF)



FIRE LIFE SAFETY EDUCATOR I, II, & III

I Education	I Administration	I General
II Education	II Administration	II Planning & Development
III Education	III Administration	III Planning & Development



AGRICULTURE RESCUE

CHIEF 101

FIRE OFFICER I

FIRE OFFICER II



LAW ENFORCEMENT

For more information (910) 272-3650 or email bsampson@robeson.edu

LAW ENFORCEMENT INSTRUCTOR TRAINING

M-F	8:00 am – 5:00 pm	10/26 – 11/06/15	Bldg. 11	BIGGS
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DETENTION OFFICER CERTIFICATION TRAINING

M-TH	5:30 pm – 10:30 pm	09/28 – 11/25/15	Bldg. 11	BIGGS
SA	8:00 am – 5:00 pm			



*****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	09/14 – 09/18/15	Bldg. 11	MEARES
M- F	8:00 am – 5:00 pm	11/16 – 11/20/15	Bldg. 11	MEARES

***RADAR RECERTIFICATION

TH & F	8:00 am – 5:00 pm	08/20 – 08/21/15	Bldg. 11	MEARES
TH & F	8:00 am – 5:00 pm	10/15 – 10/16/15	Bldg. 11	MEARES
W & TH	8:00 am – 5:00 pm	12/02 – 12/03/15	Bldg. 11	MEARES

***RADAR/LIDAR/TD RECERTIFICATION

TH & F	8:00 am – 5:00 pm	08/20 – 08/21/15	Bldg. 11	SMITH
TH & F	8:00 am – 5:00 pm	10/15 – 10/16/15	Bldg. 11	SMITH
W & TH	8:00 am – 5:00 pm	12/02 – 12/03/15	Bldg. 11	SMITH

SPECIALIZED LAW ENFORCEMENT TRAINING

FUNDAMENTALS OF TESTIFYING IN COURT

T & W	8:00 am – 5:00 pm	08/11 – 08/12/15	Bldg. 11	BERK/STIEBER
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INTERMEDIATE CARBINE MARKSMANSHIP

M-F	8:00 am – 5:00 pm	08/17 – 08/21/15	ESTC	TOUCHPOINT
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MEDICAL PREPAREDNESS & RESPONSE FOR BOMBING INCIDENTS

T & W 8:00 am – 5:00 pm 08/18 – 08/19/15 Bldg. 11 MEXICO TECH

ADVANCED S.W.A.T. COURSE

M- F 8:00 am – 7:00 pm 08/24 – 08/28/15 ESTC BOONE

SUPERVISION, LEADERSHIP & OFFICER DISCIPLINE TRAINING PROGRAM

W-F 8:00 am – 5:00 pm 09/09 – 09/11/15 Bldg. 11 DOLAN

TACTICAL MANTRACKING LEVEL 2

M- F 8:00 am – UNTIL 09/21 – 09/25/15 Bldg. 11 WILKINSON

ALCOHOL SCREENING DEVICE TRAINING

TH 8:00 am – 5:00 pm 09/24/15 Bldg. 11 BARNES

CRIMINAL APPREHENSION & RESEARCH TECHNIQUES

W 8:00 am – 5:00 pm 10/07/15 Bldg. 11 AMBROSIO

INSTRUCTOR TRAINING PREQUALIFICATION

W & TH 8:00 am – 5:00 pm 10/07 – 10/08/15 Bldg. 14 ALLEN

FIELD SOBRIETY TRAINING

M-W 8:00 am – 5:00 pm 10/12 – 10/14/15 Bldg. 11 BARNES

INTERVIEWS & INTERROGATION

M-F 8:00 am – 5:00 pm 10/12 – 10/16/15 Bldg. 11 RABON

ADVANCED CARBINE MARKSMANSHIP

M-F 8:00 am – 5:00 pm 10/19 – 10/23/15 ESTC TOUCHPOINT

FIELD SOBRIETY/ALCOHOL SCREENING DEVICE TRAINING

M-TH 8:00 am – 5:00 pm 12/07 – 12/10/15 Bldg. 11 BARNES



LAW ENFORCEMENT IN-SERVICE TRAINING

CPR/AED

M 8:00 am – NOON 12/14/15 Bldg. 11

HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS

M 1:00 pm – 5:00 pm 12/14/15 Bldg. 11

LEGAL UPDATE

T 8:00 am – 12:00 pm 12/15/15 Bldg. 11

DOMESTIC VIOLENCE: TEEN DATING VIOLENCE

T 1:00 pm – 3:00 pm 12/15/15 Bldg. 11

JMST: A JUVENILE—WHAT DOES IT MEAN TO?

T 3:00 pm – 5:00 pm 12/15/15 Bldg. 11

OFFICER SAFETY: USE OF FORCE OVERVIEW

W 8:00 am – NOON 12/16/15 Bldg. 11

EMOTIONAL SURVIVAL

W 1:00 pm – 3:00 pm 12/16/15 Bldg. 11



TBA

TBA

TBA

TBA

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TBA

TBA

DETENTION IN-SERVICE TRAINING

DOCUMENTING INCIDENTS

T	8:00 am – NOON	08/04/15	Bldg. 11	MARTIN
TH	8:00 am – NOON	08/06/15	Bldg. 11	MARTIN

LEGAL UPDATE

T	1:00 pm – 5:00 pm	08/04/15	Bldg. 11	MARTIN
TH	1:00 pm – 5:00 pm	08/06/15	Bldg. 11	MARTIN

CPR/AED

T	8:00 am – NOON	08/11/15	Bldg. 11	MARTIN
TH	8:00 am – NOON	08/13/15	Bldg. 11	MARTIN

HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS

T	1:00 pm – 5:00 pm	08/11/15	Bldg. 11	MARTIN
TH	1:00 pm – 5:00 pm	08/13/15	Bldg. 11	MARTIN

EMOTIONAL SURVIVAL

T	8:00 am – NOON	08/18/15	Bldg. 11	MARTIN
TH	8:00 am – NOON	08/20/15	Bldg. 11	MARTIN

RECOGNITION OF MENTAL ILLNESS SUICIDE ID

T	1:00 pm – 5:00 pm	08/18/15	Bldg. 11	MARTIN
TH	1:00 pm – 5:00 pm	08/20/15	Bldg. 11	MARTIN



TELECOMMUNICATION TRAINING



MISSING AND ABDUCTED CHILDREN

T	9:00 am – 11:00 am	08/11/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	08/18/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	08/11/15	ROBESON	LOCKLEAR
T	9:00 am – 11:00 am	08/18/15	ROBESON	LOCKLEAR

DOMESTIC VIOLENCE: TEEN DATING VIOLENCE

T	9:00 am – 11:00 am	11/10/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	11/17/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	11/10/15	ROBESON	LOCKLEAR
T	9:00 am – 11:00 am	11/17/15	ROBESON	LOCKLEAR

CRISIS NEGOTIATION

T	9:00 am – 11:00 am	12/08/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	12/15/15	LUMBERTON	FRENCH
T	9:00 am – 11:00 am	12/08/15	ROBESON	LOCKLEAR
T	9:00 am – 11:00 am	12/15/15	ROBESON	LOCKLEAR

PUBLIC SAFETY MANAGEMENT PROGRAM

A program with 196 hours of intense classroom training scheduled for 3 days a week over a nine month period. This course is designed to help develop leadership and management skills. The class orientation will be October 6, 2015 at 9:00 AM in building 11. Please call (910) 272-3650 for more information.

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 10th grade on the TABE test. The Fall day and night academies will begin August 17, 2015. In addition, we will be starting another night academy with a date to be determined. Application packets are ready for pick up in building 11. Please call (910) 272-3650 for more information.

HAIR AND NAILS

MANICURIST TRAINING Part I

\$180.00

This program provides over 300 hours of course study for learning the skills needed to care for nails of the hands and feet as required by the North Carolina Board of Cosmetic Arts. The subject matter includes theory and practice in manicuring, nails building, sculpturing, and pedicuring. This program consists of two courses. This is a comprehensive course to provide training for persons interested in becoming registered manicurists. The supply fee for the course is approximately \$500.00 (this is an estimation) and the malpractice insurance is \$15.00. Pre-registration is required. Pre-registration will be between the hours of 9:00 am - 4:00 pm in the Workforce Development Center. You will need to pay \$195.00 when you pre-register.

MTW 5:00 pm - 8:30 pm 08/24 - 12/09/15 Bldg. 3, Rm 306 CHAVIS

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 as a day or evening program. The program is located at our ComTech Campus and is currently accepting applications. Students will prepare to pass the North Carolina Barbering exam to become licensed barbers. Students will train in an on-campus barber shop located at RCC's ComTech Campus in Pembroke. The barber program will teach the 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:

HS Diploma or GED (official transcript required)

8th 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 the barbering instructors, Mr. Michael Cheek and Corey Stickney, at 910-522-1426 for information or email them at mcheek@roberson.edu or cstickney@roberson.edu

The Day Program requires three semesters to complete. Classes are
Monday – Friday 8:00 am – 3:00 pm 08/10 - 12/11/15

The Evening Program requires four semesters to complete. Classes are
Monday – Thursday 5:00 pm – 9:30 pm 08/10 - 02/29/16

Enrollment is limited—call now!!

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.



FAIRMONT, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	207 SOUTH MAIN ST	PAWLOSKI

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	207 SOUTH MAIN ST	PAWLOSKI

LUMBERTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	07/07 - 11/25/15	RCC ROOM 1202	T. CHAVIS
T - TH	8:00 am - 3:30 pm	07/07 - 11/25/15	RCC ROOM 1202	ROBERSON
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	S. L'TON WEED&SEED	HALL
TH	8:00 am - 2:30 pm			
T – W	7:45 am - 3:15 pm	07/07 - 11/25/15	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm			
M, T & TH	6:00 pm - 9:00 pm	07/07 - 11/30/15	RCC ROOM 1209	ANTWI
M, T & TH	6:00 pm - 9:00 pm	07/07 - 11/30/15	RCC ROOM 1202	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	07/07 - 11/30/15	RCC ROOM 903	STRICKLAND
M, T & TH	6:00 pm - 9:00 pm	07/07 - 11/30/15	RCC ROOM 902	LEWIS
T – W	8:30 am - 4:00 pm	07/07 - 11/25/15	OFFENDERS RES. CTR.	POWELL
TH	8:30 am - 3:00 pm			
T – W	8:15 am - 3:45 pm	07/07 - 11/25/15	119 W4TH STREET	SANDERSON
TH	8:15 am - 3:45 pm			
T – W	8:30 am - 4:00 pm	07/07 - 11/25/15	RC JOB LINK	TINLING
TH	8:30 am - 3:00 pm			

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	07/07 - 11/25/15	RCC ROOM 1202	ROBERSON
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	S. L'TON WEED&SEED	HALL
TH	8:00 am - 2:30 pm			
T – W	7:45 am - 3:15 pm	07/07 - 11/25/15	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm			
T – W	8:30 am - 4:00 pm	07/07 - 11/25/15	OFFENDERS RES. CTR.	POWELL
TH	8:30 am - 3:00 pm			
T – W	8:15 am - 3:45 pm	07/07 - 11/25/15	119 W4TH STREET	SANDERSON
TH	8:15 am - 3:45 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	RCC ROOM 902	ANTWI
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	RCC ROOM 903	THOMPSON
T – W	8:30 am - 4:00 pm	07/07 - 11/25/15	RC JOB LINK	TINLING
TH	8:30 am - 3:00 pm			

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	07/07 - 11/25/15	RCC ROOM 1236	MCCORMICK
T - TH	8:00 am - 3:30 pm	07/07 - 11/25/15	RCC ROOM 1217	LOCKLEAR
M - TH	8:30 am - 3:00 pm	07/07 - 11/30/15	SHELTERED WORKSHOP	BROCKINGTON

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	07/06 - 12/11/15	RCC ROOM 1223	RODRIGUEZ
M, T & TH	6:00 pm - 9:00 pm	07/06 - 12/11/15	RCC ROOM 1223	NOBLES
M, T & TH	6:00 pm-9:00 pm	07/06 - 12/11/15	RCC ROOM 1236	MCCORMICK
M, T & TH	6:00 pm-9:00 pm	07/06 - 12/11/15	RCC ROOM 1217	FRANCO

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	7:45 am - 3:15 pm	07/07 - 11/25/15	WEAVER’S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm			



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

MAXTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:30 am - 4:00 pm	07/06 - 11/25/15	RED HILL HOUSING	SMITH
TH	8:30 am - 3:00 pm		COMM BLDG.	

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:30 am - 4:00 pm	07/06 - 11/25/15	RED HILL HOUSING	SMITH
TH	8:30 am - 3:00 pm		COMM BLDG.	

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	MAXTON LEARNING CTR.	LITTLE
TH	8:00 am - 2:30 pm			



FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:30 am - 4:00 pm	07/07 - 11/25/15	RED HILL HOUSING	SMITH
TH	8:30 am - 3:00 pm		COMM BLDG.	

PARKTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	PARKTON TOWN HALL	LOCKLEAR

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	PARKTON TOWN HALL	LOCKLEAR



CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR INFORMATION

PEMBROKE, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	GADDY
TH	8:00 am - 2:30 pm			
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	LOWERY
TH	8:00 am - 2:30 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	COMTECH	MAYNOR

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	GADDY
TH	8:00 am - 2:30 pm			
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	LOWERY
TH	8:00 am - 2:30 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	COMTECH	MAYNOR

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	BROWN
TH	8:00 am - 2:30 pm			
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	HUNT
TH	8:00 am - 2:30 pm			



FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	COMTECH	GADDY
TH	8:00 am - 2:30 pm			

RED SPRINGS, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:15 am - 3:45 pm	07/07 - 11/25/15	STEP BLDG	JACOBS
TH	8:15 am - 2:45 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	STEP BLDG	GALES



ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:15 am - 3:45 pm	07/07 - 11/25/15	STEP BLDG	JACOBS
TH	8:15 am - 2:45 pm			
M, T & TH	6:00 pm - 9:00 pm	07/06 - 11/30/15	STEP BLDG	MCMILLIAN

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	07/07 - 11/25/15	SHINING STAR	WILLIAMS
TH	8:00 am - 2:30 pm		MASONIC LODGE	

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T – W	8:15 am - 3:45 pm	07/07 - 11/25/15	STEP BLDG	JACOBS
TH	8:15 am - 2:45 pm			

ROWLAND, NC



ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T&W	8:30 am - 3:30 pm	07/07 - 11/25/15	CULTURAL ARTS CTR	CHAVIS
TH	8:00 am - 2:30 pm			

ST. PAULS, NC

ENGLISH AS A SECOND LANGUAGE/FAMILY LITERACY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
SAT	9:00 am - NOON	07/11 - 11/21/15	PRESBYTERIAN CHURCH	MCRAE

GENERAL INFORMATION

THE COST

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

1 - 24 Hours	\$ 70.00
25 - 50 Hours	\$125.00
51+ Hours	\$180.00

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. We cannot register new enrollees, after the class has met 10% of the scheduled course hours. 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.

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.

CONTINUING EDUCATION GIVES YOU LOTS OF WAYS TO GROW

If you're seeking professional enhancement, an opportunity to improve your skills or new ways to enrich your life, Continuing Education Courses can open new paths for opportunity. There are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses are taught by instructors who enjoy sharing their knowledge with you.

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 7 AND NOVEMBER 26 & 27, 2015

DECEMBER 21 - JANUARY 4, 2016

AN EQUAL OPPORTUNITY INSTITUTION

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