

# SOUTHEAST FIRE/RESCUE COLLEGE AND LAW ENFORCEMENT EXPO



SEE INSIDE THE BACK COVER FOR MORE INFORMATION  
OR CALL (910) 272-3330

# BE HERE FEBRUARY 2018



# 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 10**

**CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 15**

**COLLEGE AND CAREER READINESS 910-272-3619 . . . . . Page 26**

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

**COMMUNITY SERVICES 910-272-3604. . . . . Page 17**

POTTERY, CAKE DECORATING 910-272-3604

**COMPUTER CLASSES 910-272-3604 . . . . . Page 11**

**EMPLOYABILITY SKILLS. . . . . Page 15**

WORKKEYS, KEYTRAIN, JOB READINESS 910-272-3604

**FIRE EDUCATION 910-272-3330. . . . . Page 16**

**GENERAL INFORMATION . . . . . Page 31**

COST/FEES	CERTIFICATES	REFUNDS	IMPORTANT PHONE #'S
HOLIDAYS	REGISTRATION	TITLE IX/DESCRIMINATION	

**HAIR (BARBERING) 910-522-1426 OR 910-272-3604 . . . . . Page 18**

**HEALTH/MEDICAL EDUCATION CLASSES. . . . . Page 05**

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

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

NURSING ASSISTANT 910-272-3397

**INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE . . . . . Page 09**

AUTOMOTIVE, ELECTRICAL 910-272-3604

TRADE SKILLS, WELDING, NCCER 910-272-3630

**LAW ENFORCEMENT & CONCEALED CARRY 910-272-3652 OR 910-272-3480 Page 12**

**ONLINE CLASSES 910-272-3604. . . . . Page 02**

**SMALL BUSINESS CENTER SMALL BUSINESS CENTER 910-272-3631 . . . . . Page 19**

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

# ONLINE CLASSES

**For Online Class Information 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 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.**

Visit [www.ed2go.com/robesoncc](http://www.ed2go.com/robesoncc) for a complete list of all the course offerings. Classes begin on the following dates. Be sure to register early.

**JANUARY 17    FEBRUARY 14    MARCH 14    APRIL 11**

## ACCOUNTING

Performing Payroll in QuickBooks  
QuickBooks for Contractors

Accounting Fundamentals I & II  
QuickBooks

## GRANTWRITING AND NON-PROFIT MANAGEMENT

Advanced Grant Proposal Writing  
Becoming a Grant Writing Consultant  
Writing Effective Grant Proposals  
Introduction to Nonprofit Management

Get Grants  
A to Z Grant Writing  
Marketing Your Nonprofit  
Starting a Nonprofit

## COMPUTER APPLICATIONS

Intro to Microsoft Word  
Microsoft Outlook  
Intro to Microsoft Excel  
Intro to Microsoft Access

Microsoft Office  
Windows  
Microsoft PowerPoint  
Intro to Microsoft Publisher

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

## PC TROUBLESHOOTING, NETWORKING, & SECURITY

Advanced PC Security  
Introduction to PC Security  
Introduction to PC Troubleshooting

Introduction to Networking  
Intermediate Networking  
Wireless Networking

## WEB PAGE CREATION /WEB GRAPHICS

Introduction to Photoshop  
Intermediate Photoshop

Introduction to Microsoft Visio 2007  
Creating Web Pages I & II

## DIGITAL PHOTOGRAPHY

Discover Digital Photography  
Photoshop Elements for the Digital Photographer



# ONLINE LANGUAGE CLASSES

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

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

**DISCOVER SIGN LANGUAGE (ON-LINE) \$70.00**

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

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

**For online class information call: (910) 272-3604**

**JANUARY 17 FEBRUARY 14 MARCH 14 APRIL 11**

# ONLINE TEACHER RENEWAL CREDITS

## PROFESSIONAL DEVELOPMENT FOR TEACHERS

**RCC IS COMMITTED TO OFFERING HIGH QUALITY ON-LINE COURSES THAT ENHANCE THE PROFESSIONAL DEVELOPMENT OF TEACHERS, TEACHER ASSISTANTS, SUBSTITUTES, COUNSELORS, LIBRARIANS, AND PARENTS. TEACHER RECERTIFICATION CREDIT IS AVAILABLE FOR MOST COURSES AT THE RATE OF ONE TRC OR CEU PER 10 HOURS OF CLASSROOM INSTRUCTION OR ONLINE INSTRUCTION FOR STUDENTS WHO ATTEND AT LEAST 80% OF A COURSE.**

Survival Kit for New Teachers

Teaching High School Students

Microsoft PowerPoint the Classroom

Teaching Smarter with SMART Boards

Solving Classroom Discipline Problems

Integrating Technology in the Classroom

Differentiated Instruction in the Classroom

Teaching Students with Learning Disabilities

Enhancing Language Development in Childhood

Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6

Guided Reading and Writing: Strategies for Maximum Student Achievement



Praxis I Preparation

Grammar for ESL

Grammar Refresher

Teaching ESL/EFL Grammar

Teaching Math: Grades 4-6

Teaching Science Grades 4-6

Handling Medical Emergencies

Creating a Classroom Web Site



# ONLINE BUSINESS RELATED CLASSES

## COMMUNICATION

Effective Business Writing

Keys to Effective Communication

Interpersonal Communication

Mastering Public Speaking

## SUPERVISION/MANAGEMENT

Fundamentals of Supervision & Management

Build Teams that Work

## OTHER

Help for the Helpdesk

Individual Excellence

Manufacturing Fundamentals

Creating a Successful Business Plan

Distribution and Logistics Management

Computer Skills for the Workplace

Using Social Media in Business

Introduction to Criminal Law

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**JANUARY 17    FEBRUARY 14    MARCH 14    APRIL 11**

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

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

# ONLINE COMMUNITY SERVICES CLASSES

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

**\$70.00**

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

**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.

# ONLINE MEDICAL CLASSES

## **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:**

**2014 CPT manual, Professional Edition and 2014 ICD-9-CM, Physician Edition**

## **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.

## **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**

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

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

# HEALTHCARE MEDICAL EDUCATION CLASSES



## MEDICAL ASSISTING PROGRAM

**\$180.00**

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

The Medical 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  
Medical Coding

Customer Service  
Collection Process

Electronic Health Records  
Health Insurance Billing

#### HEALTH INSURANCE CLAIM FORM

APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 0085

<input type="checkbox"/> PICA	
1. MEDICARE	MEDICAID
<input type="checkbox"/> Medicare #1	<input type="checkbox"/> Medicare #2
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)	
3. PATIENT'S ADDRESS (St., Street)	
CITY	STATE
ZIP CODE	
TELEPHONE (Include Area Code)	
4. OTHER INSURER'S NAME (Last Name, First Name, Middle Initial)	
5. OTHER INSURER'S POLICY OR GROUP NUMBER	

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

eligible to test for the National Certified Medical Office Assistant (NCMOA). This certification is accepted at hospitals throughout the state of NC. Obtaining this certification will open many doors of opportunity throughout a student's career. The cost of the exam and books are not included in the registration fee. It will be an additional \$90 to sit for the certification exam (students must pre-register online two weeks before certification exam). **Please call 910-272-3604 to pre-register.**

**MWF 8:30 am - 2:30 pm 01/17 – 05/11/18 WDC, Rm 1804 ANDREWS**

## DIALYSIS TECHNICIAN

**\$180.00**

Dialysis technicians assist people that have kidney failure. They work primarily in hospitals, outpatient clinics or in home dialysis settings. Sometimes they are called dialysis tech, renal dialysis technician, hemodialysis technician, or nephrology technician.

A dialysis technician's job description includes preparing patients for dialysis and operating the equipment that performs the function of kidneys during dialysis. The dialysis equipment filters out waste and toxins from the blood. Dialysis Technicians work under the supervision of a nurse or physician.

A dialysis technician's job duties include explaining the process to patients and positioning them in a chair as well as recording vital statistics such as blood pressure, pulse rate, weight, temperature and respiration. The technician then connects the hemodialysis machine to an access site in the patient's forearm or catheter site to start blood circulating through the dialyzer.

According to Payscale in May 2016, dialysis technician salaries are \$27,000 for those earning in the bottom 10% of the field and can be up to \$51,300 per year for those earning in the highest 10%. A dialysis technician can have a starting salary of approximately \$30,000 with one to five years experience as reported by Payscale.

**RCC would like to start this program in March 2018. If you are interested in the program, please call (910) 272-3609 or (910) 272-3604 or come to the WorkForce Development Center for more information. Students will be required to take an entrance exam and score at a 12<sup>th</sup> grade level.**

## 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. for a total of **\$208.10**.



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 & given on Monday, Tuesday, & Wednesday at 8 AM, 10:15 AM, 4 PM, and 6:15 PM in Bldg. 14, Room 1427A. Students must show picture ID to be allowed to test. You must have passed the reading test to pre-register for this class. **REQUIREMENTS:** current TB skin test, criminal record check, picture ID, and Social Security Card. **PRE-REGISTRATION IS REQUIRED.**

**ACCEPTANCE IS ON A FIRST COME FIRST SERVED BASIS.** For information call 910-272-3397 or 910-272-3395.

**TTH** 4:00 pm – 8:30 pm 01/23 - 05/10/18 COMTECH BULLARD  
**SA** 7:00 am - 3:30 pm

**PRE-REGISTRATION:** W 9:00 am 01/10/18 Bldg. 17, Rm 1722A

**WTH** 8:30 am – 2:30 pm 01/22 - 03/29/18 COMTECH WEST  
**TH** 7:30 am -- 4:00 pm

**PRE-REGISTRATION:** W 9:00 am 01/17/18 Bldg. 17, Rm 1722A

## NURSE AIDE II Please Contact Admissions Office at 910-272-3342

## MEDICAL CODING ICD-10 PARTS I AND II

\$180.00

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

**T & TH** 8:30 am - 12:30 pm 01/16 - 05/01/18 WDC, Rm 1804 ANDREWS

## 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.

### Two steps to save a life:



Call Right Away!



Push Hard & Fast in the Center of the Chest!

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. **Classes are offered on the following dates:**

**01/05/18 02/02/18 03/02/18 04/06/18 05/04/18**

## 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. **Classes are offered on the following dates:**

**01/12/18 02/09/18 03/09/18 04/13/18 05/11/18**



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



**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. Please call (910) 272-3316 or (910) 272-3407. \*\*Registration is \$180.00 for Non-EMS Personnel.

- MW 8:30 am - 3:30 pm 01/22 - 06/13/18 Bldg. 17, Rm 1752B PATTERSON**  
**TTH 6:00 pm - 10:00 pm 01/18 - 06/21/18 Bldg. 17, Rm 1752B CONNOR**  
**MW 8:30 am - 3:30 pm 07/23 - 11/28/18 Bldg. 17, Rm 1752B PATTERSON**  
**TTH 6:00 pm - 10:00 pm 07/24 - 12/06/18 Bldg. 17, Rm 1752B CONNOR**

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

**\$180.00**



This is the basic Emergency Medical Technician course which is required to work with most rescue squads and EMS agencies. There will be additional fees of approximately \$195.00 for supplies, manual, etc. Students must score a 12th grade reading level on a reading comprehension exam given on campus or show proof of English 111 or higher college English course.



The test is free. Students must show picture ID before being allowed to test. **Upon completion of this course you will be eligible to sit for the State & National EMT Exam. Please call 910-272-3407 to pre-register.**

- ONLINE 02/19/18 - 05/28/18 WITH FACE TO FACE TBA CARLYLE**

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

**M&T AND W&TH ALTERNATING WEEKS**

- 8:30 am - 3:30 pm 01/17 - 09/20/18 Bldg. 17, Rm 1752B K LOCKLEAR**

## PHLEBOTOMY

**\$180.00**



This course is required to work in the hospital or doctor's office drawing blood. Students must score a 121th grade reading level on a test given on campus. The test is given Monday, Tuesday, and Wednesday at 8:00 am, 10:15 am, 4:00 pm, and 6:15 pm in building 14 room 1427A. There is an additional fee of \$140 for the class which covers the supply fee, malpractice fee, etc.

**REQUIREMENTS:** current TB skin test, Hepatitis B vaccinations, flu shot, criminal record check, and drug test. **For information call 910-272-3407 or 910-272-3316.**

**MW 6:00 pm - 10:00 pm 02/05 - 08/15/18 COMTECH SAMPSON**

## ACTIVITY COORDINATOR

**\$180.00**

This course is required by state guidelines for an individual that wants to be the activity coordinator in a skilled nursing home. **For information call 910-272-3407 or 910-272-3316.**

**MW 6:00 pm - 9:00 pm 02/26 - 05/09/18 TBA TBA**

# AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

## CONSTRUCTION AND INDUSTRIAL

### FORKLIFT DRIVER CERTIFICATION

**\$70.00**

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

**SAT 8:00 am - 1:00 pm 03/03/18 COMTECH, Rm A050 DIAL**

**SAT 8:00 am - 1:00 pm 05/12/18 COMTECH, Rm A050 DIAL**

### WELDING TECHNOLOGY

**\$180.00**

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

**M & W 6:00 pm - 10:00 pm 01/08 - 05/14/17 Bldg. 1, Rm 101 DIAL**

**T & TH 6:00 pm - 10:00 pm 01/09 - 05/10/17 Bldg. 1, Rm 101 DIAL**

### WASTEWATER OPERATOR GRADES I & II

**\$180.00**

This 72 hour course consists of practical classroom and field training applications required in the operation and maintenance of wastewater facilities. Math skills are required for successful completion of this class. This class is required prior to registration for the state certification examination. **Textbooks are required.** Call 272-3630 to pre-register.

**T & TH 6:00 pm - 9:00 pm 02/13 - 05/08/17 WDC, Rm 1857 WALTERS**

### INDUSTRIAL HYDRAULICS

**\$70.00**

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

**M 5:30 pm - 9:30 pm 01/29 - 02/26/18 WDC, Rm 1802 ATKINSON**

**INDUSTRIAL PNEUMATICS****\$70.00**

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

**M 5:30 pm - 9:30 pm 03/12 - 04/09/18 WDC, Rm 1802 ATKINSON**

**NCCER CORE CURRICULUM****\$180.00**

NCCER is an educational foundation created to develop standardized construction curriculum that is portable and industry-recognized. This class consist of safety lecture and skill performance demonstrations. This course is nationally recognized and accepted by the Department of Labor- Office of Apprenticeship as time-based training. **Textbook required. Registration and payment is required at the first class. Call 910-272-3630 for information.**

**SAT 8:00 am - 3:30 pm 01/27 - 05/05/18 COMTECH, Rm A050 DIAL**

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

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

**F & SA 8:00 am - 5:00 pm 03/23 - 03/24/18 WDC, Rm 1802 LATS**

## BUSINESS/CUSTOMER SERVICE/COMPUTERS

**PROFESSIONAL BARTENDING****\*\*\*\*NEW\*\*NEW\*\*NEW\*\*\*\*****\$70.00**

Learn bar operations and how to prepare specialized cocktails, frozen and layered, all while gaining speed and efficiency in preparing drinks. Also, gain knowledge of beer and wines. Learn how to garnish properly, how to free pour, liquor laws, and liability issues. This class involves not only lecture and instruction but hands-on time behind the bar. **For information, call (910) 272-3604 or (910) 272-3609.**

**FOOD SERVICE SANITATION****\$70.00****SERV SAFE COURSE---NATIONAL RESTAURANT ASSOCIATION**

This 16-hour course (meets for four Thursdays) includes the **ServSafe** Program accepted by the food industry. Special emphasis is given to sanitation, proper food handling, cooking, holding and storage temperatures and foodborne illnesses. A Robeson County Health Department Food Handler's card is available at completion of the course. **ALL food establishments are required by law to have a certified food protection manager (CFPM) at the food establishment during working hours. An accredited ANSI program must be taken. Registration and payment is required one week before class.** Class size is limited. Call 910-272-3630 for information.

**TH 2:00 pm – 6:00 pm 02/01 – 02/22/18 WDC, Rm 1802 TBA**

**TH 5:30 pm – 9:30 pm 03/01 – 03/22/18 WDC, Rm 1802 TBA**

## NOTARY PUBLIC EDUCATION

**\$70.00**

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

SA	8:00 am - 5:00 pm	01/27/18	WDC, Rm 1802	BURRIOLA
SA	8:00 am - 5:00 pm	03/24/18	WDC, Rm 1803	BURRIOLA

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

## CUSTOMER SERVICE ACADEMY

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

### FOR THE HOSPITALITY INDUSTRY

This course is designed for individuals currently working or wishing to work in the hospitality arena in a variety of settings. Students will focus on customer service skills specific to the hospitality field. The class can be scheduled so that students may take one part or several parts. Students who complete the whole academy will receive a certificate of completion. Those who complete one or two parts will receive a certificate for that part only. Choose to take one or all depending on the skills you need.

**Customer Service**

**Communication**

**Customer Satisfaction**

**Conflict Resolution**

**Time Management**

**Safety in the Workplace**

**Computer Technology**

**Community Awareness**

**Food Preparation/Service**

For information, including dates, times, and location,  
please call (910) 272-3604 or (910) 272-3613.

## PERSONAL FINANCE TIPS

Take control of your finances using the techniques taught in this class.

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



T & TH	8:30 am – 2:00 pm	02/13 - 02/22/18	WDC, Rm 1805	BAXLEY
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## BASIC COMPUTER SKILLS

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



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

M	5:30 pm – 8:30 pm	01/22 - 03/12/18	WDC, Rm 1805	ONATE
M	5:30 pm – 8:30 pm	03/19 - 05/14/18	WDC, Rm 1805	ONATE

## INTRODUCTION TO HUMAN SERVICES – PHASE I

This course covers skills and strategies designed to provide employability skills training for a career in Human Services. Focus will include: entry-level skills required for DSS, basic computer and keyboarding skill, interview and resume skills, NCFast terminology and navigation, customer service, and WorkKeys. **This course is a pre-requisite for Phase II of this program.** For information, call (910) 272-3604 or (910) 272-3613.

**T & TH 5:30 pm – 8:30 pm 01/16 - 03/08/18 WDC, Rm 1805 BAXLEY**

## INCOME MAINTENANCE CASEWORKER – PHASE II

This course is designed to cover a variety of skills associated with the Income Maintenance Caseworker role to determine service eligibility. Specific focus will include proficiency in the utilization of the NCFast application. Other topics will include skills in communication, interviewing, time management, data gathering/compiling, and data analysis. **(Prerequisite Class: Introduction to Human Services – Phase I).** For information, call (910) 272-3604 or (910) 272-3613.

**T & TH 5:30 pm – 8:30 pm 03/20 - 05/17/18 WDC, Rm 1805 HERRING**

## EXPLORING A CAREER IN BANKING

Have you ever thought about a career in banking? If so, this class is for you. You will be given an overview of many areas in the banking industry. One or more of the following topics will be covered: customer service, problem solving, communication, team work, and work ethic. Attending this class will make you more marketable for jobs in the banking industry. Students will be given the opportunity to visit an area banking facility. **NO FEE** for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.



**T & TH 8:30 am – 2:00 pm 01/16 - 02/08/18 WDC, Rm 1805 BAXLEY**

**T & TH 6:00 pm – 9:00 pm 01/22 - 03/21/18 WDC, Rm 1803 RICHEY**

## LAW ENFORCEMENT

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



**\*\*\*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	01/15 – 01/19/18	Bldg. 11	MEARES
M- F	8:00 am – 5:00 pm	02/19 – 02/23/18	Bldg. 11	MEARES
M- F	8:00 am – 5:00 pm	03/19 – 03/23/18	Bldg. 11	MEARES
M- F	8:00 am – 5:00 pm	04/23 – 04/27/18	Bldg. 11	MEARES
M- F	8:00 am – 5:00 pm	05/21 – 05/25/18	Bldg. 09	MEARES

### \*\*\*RADAR RECERTIFICATION

TH F	8:00 am – 5:00 pm	02/15 – 02/16/18	Bldg. 11	MEARES
TH F	8:00 am – 5:00 pm	03/15 – 03/16/18	Bldg. 09	MEARES
TH F	8:00 am – 5:00 pm	04/19 – 04/20/18	Bldg. 11	MEARES
TH F	8:00 am – 5:00 pm	05/17 – 05/18/18	Bldg. 11	MEARES

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

TH F	8:00 am – 5:00 pm	02/15 – 02/16/18	Bldg. 11	SMITH
TH F	8:00 am – 5:00 pm	03/15 – 03/16/18	Bldg. 09	SMITH
TH F	8:00 am – 5:00 pm	04/19 – 04/20/18	Bldg. 11	SMITH
TH F	8:00 am – 5:00 pm	05/17 – 05/18/18	Bldg. 11	SMITH

### **LAW ENFORCEMENT INSTRUCTOR TRAINING**

M- F	8:00 am – 5:00 pm	03/05 – 03/16/18	Bldg. 11	BIGGS
M- F	8:00 am – 5:00 pm	06/04 – 06/15/18	Bldg. 11	BIGGS

## **SPECIALIZED LAW ENFORCEMENT TRAINING**

### **FIRST LINE SUPERVISION**

M-T	8:00 am – 5:00 pm	03/05 – 03/09/18	Bldg. 11	WILLIAMSON
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### **FIELD TRAINING OFFICER**

M - F	8:00 am – 5:00 pm	03/26 – 03/30/18	Bldg. 11	BARNES
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### **STAGED CRASH INVESTIGATIONS**

TW	8:00 am – 5:00 pm	04/10 – 04/11/18	Bldg. 11	GIBSON
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### **USE OF FORCE**

F	8:00 am – 5:00 pm	04/13/18	AVIATION	TBA
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### **REPORT WRITING**

TH	8:00 am – 5:00 pm	04/19/18	Bldg. 11	TBA
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### **ADVANCED S.W.A.T. OPERATOR**

M – F	8:00 am – 7:00 pm	05/07 – 05/11/18	Bldg. 11	BOONE
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## **LAW ENFORCEMENT IN-SERVICE TRAINING**

### **HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS**

W	8:00 am – NOON	01/03/18	Bldg. 11	TBA
W	8:00 am – NOON	01/10/18	Bldg. 11	TBA
W	8:00 am – NOON	01/17/18	Bldg. 11	TBA
W	8:00 am – NOON	01/24/18	Bldg. 11	TBA

### **CPR/AED**

W	1:00 pm – 5:00 pm	01/03/18	Bldg. 11	TBA
W	1:00 pm – 5:00 pm	01/10/18	Bldg. 11	TBA
W	1:00 pm – 5:00 pm	01/17/18	Bldg. 11	TBA
W	1:00 pm – 5:00 pm	01/24/18	Bldg. 11	TBA

### **LEGAL UPDATE**

W	7:00 am – 11:00 am	02/07/18	Bldg. 11	TBA
W	7:00 am – 11:00 am	02/14/18	Bldg. 11	TBA
W	7:00 am – 11:00 am	02/21/18	Bldg. 11	TBA
W	7:00 am – 11:00 am	02/28/18	Bldg. 11	TBA

### **LEADERSHIP THROUGH COMMUNITY PARTNERSHIP**

W	11:00 am – 1:00 pm	02/07/18	Bldg. 11	TBA
W	11:00 am – 1:00 pm	02/14/18	Bldg. 11	TBA
W	11:00 am – 1:00 pm	02/21/18	Bldg. 11	TBA
W	11:00 am – 1:00 pm	02/28/18	Bldg. 11	TBA

## EQUALITY IN POLICING

W	2:00 pm – 6:00 pm	02/07/18	Bldg. 11	TBA
W	2:00 pm – 6:00 pm	02/14/18	Bldg. 11	TBA
W	2:00 pm – 6:00 pm	02/21/18	Bldg. 11	TBA
W	2:00 pm – 6:00 pm	02/28/18	Bldg. 11	TBA

## COMMUNICATION SKILLS WITH PERSONS IN CRISIS: DE-ESCALATION TECHNIQUES

W	8:00 am – NOON	03/07/18	Bldg. 11	TBA
W	8:00 am – NOON	03/14/18	Bldg. 11	TBA
W	8:00 am – NOON	03/21/18	Bldg. 11	TBA
W	8:00 am – NOON	03/28/18	Bldg. 11	TBA

## STRATEGIES TO IMPROVE LE INTERACTIONS & RELATIONSHIPS W/MINORITY YOUTH

W	1:00 pm – 3:00 pm	03/07/18	Bldg. 11	TBA
W	1:00 pm – 3:00 pm	03/14/18	Bldg. 11	TBA
W	1:00 pm – 3:00 pm	03/21/18	Bldg. 11	TBA
W	1:00 pm – 3:00 pm	03/28/18	Bldg. 11	TBA

## LAW ENFORCEMENT INTELLIGENCE UPDATE

W	3:00 pm – 5:00 pm	03/07/18	Bldg. 11	TBA
W	3:00 pm – 5:00 pm	03/14/18	Bldg. 11	TBA
W	3:00 pm – 5:00 pm	03/21/18	Bldg. 11	TBA
W	3:00 pm – 5:00 pm	03/28/18	Bldg. 11	TBA

## CARRY CONCEALED HANDGUN COURSE

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

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

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

**Your handgun and a box (50 rounds) of ammunition**

**Classes offered monthly as follows:**

**Cost: \$50.00**

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

***Robeson Community College Emergency Services Training Grounds  
676 S. Roberts Avenue, Lumberton, NC 28358***

**Saturday Jan. 27 or Feb. 24  
or March 31 or April 28 or May 19**

**Registration: Pre-registration is required for this class.**

Contact Melinda Chavis at 910-272-3650 or email [mchavis@robeson.edu](mailto:mchavis@robeson.edu)

## BASIC LAW ENFORCEMENT TRAINING—BLET--

will be open to individuals 20 years of age and older that are high school graduates or have a GED with no felony criminal record. Students will be required to score a reading level of 10<sup>th</sup> grade. Application packets may be picked up in Building 11 starting in April 2018 for classes beginning in August 2018. Please call (910) 272-3480 or (910) 272-3650 for more information.



## EMPLOYABILITY SKILLS

### PRE-EMPLOYMENT SKILLS



This training is being offered at the request of various employers for employment purposes. Topics covered will 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. NO FEE for individuals meeting eligibility criteria. **Classes will be available at ComTech once a month. For information, call (910) 272-3604 or (910) 272-3613.**

<b>TWTH</b>	<b>8:00 am - 3:30 pm</b>	<b>01/16 – 01/18/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>01/29 – 01/31/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>02/12 – 02/14/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>02/26 – 02/28/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>03/12 – 03/14/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>03/26 – 03/28/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>04/09 – 04/11/18</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>04/23 – 04/25/17</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>05/07 – 05/09/17</b>	<b>WDC, Rm 1803</b>
<b>MWF</b>	<b>8:00 am - 3:30 pm</b>	<b>05/21 – 05/23/17</b>	<b>WDC, Rm 1803</b>

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

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



## WORKKEYS



If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps determine the skill levels for various jobs. WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. When you use WorkKeys to show you are ready for work, you have





an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide are adopting WorkKeys to ensure that all their workers have needed skills. WorkKeys assesses the following areas: Applied Math (previously Applied Mathematics), Applied Technology, Business Writing, Graphic Literacy (previously Locating Information), Observation, and Workplace Documents (previously Reading for Information). 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 KEYS 2 JOB SUCCESS LAB LISTED BELOW OR BY UTILIZING OUR ONLINE CRC/KEYTRAIN CLASS.**

### **KEYS 2 JOB SUCCESS LAB**

This employability lab is YOUR next level to being job ready. Students are provided assistance with KeyTrain, soft skills, financial literacy, career exploration, interviewing, resume writing, interest surveys, and on-line job searches. This class leads students to certification with WorkKeys assessments and the NCRC. Students will receive assistance in setting up their NCWorks account. **This class is multi-entry and multi-exit so you may enter and exit at any time. Also, you do not have to be in the class for the entire day. You stay only for the amount of time that fits your schedule.** **NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3604 or (910) 272-3613.**

**MWF 8:00 am - 2:00 pm 01/08 – 05/11/18 WDC, Rm 1805 STEWART**

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

**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 Workforce Development Center on the RCC Campus. NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3604 or (910) 272-3613.**

## **FIRE EDUCATION**

For more information contact Coordinator Robert Ivey at (910) 272-3329  
or Tammy Bozeman at (910) 272-3330

Email [rivey@robeson.edu](mailto:rivey@robeson.edu) or [tbozeman@robeson.edu](mailto:tbozeman@robeson.edu)

### **CERTIFICATION CLASSES**

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



**Classes will be held at the Emergency Services Training Center located at 676 S. Roberts Avenue in Lumberton.** As classes are scheduled, they will be posted to our website, [www.robeson.edu/fireedu](http://www.robeson.edu/fireedu). Please call 910-272-3330 to pre-register for these classes. If the class is cancelled or postponed, you will be notified.

## TECHNICAL RESCUER

TR RESCUE OPERATIONS

TR FIXED ROPE SYSTEMS

TR LOWERS & RAISES

TR RESCUE EQUIPMENT

TR HORIZONTAL SYSTEMS

TR PERSONAL PROTECTIVE EQUIPMENT

TR ANCHORS & MECHANICAL ADVANTAGE SYSTEMS



TR HELICOPTER TRANSPORT

TR HEALTH & WELLNESS

TR ROPE BASICS

T R VICITM MANAGEMENT

## TECHNICAL RESCUER VEHICLE

TR VEHICLE: VICTIM MANAGEMENT

TR VEHICLE: LARGE VEHICLE RESCUE

TR VEHICLE: ANATOMY/NEW TECHNOLOGY

TR VEHICLE: STABILIZATION & EXTRICATION

TR VEHICLE: RESCUE OPERATIONS/VEHICLE RESCUE



## FIREFIGHTER

HEALTH & WELLNESS

MAYDAY

BUILDING CONSTRUCTION

SAFETY & SURVIVAL

RESCUE

ORIENTATION & SAFETY

FIRE CONTROL

ROPES

ALARMS & COMMUNICATIONS

WATER SUPPLIES

LADDERS

EMERGENCY MEDICAL CARE

FOAM FIRE STREAMS

FIRE BEHAVIOR

PORTABLE FIRE EXTINGUISHERS

FIRE HOSE, STREAMS & APPLIANCES

FORCIBLE ENTRY

FIRE & LIFE SAFETY PREPAREDNESS

SPRINKLERS

PERSONAL PROTECTIVE EQUIPMENT

VENTILATION



## HAZARDOUS MATERIALS

HAZMAT LEVEL I RESPONDER



## COMMUNITY SERVICES

ALL COMMUNITY SERVICES CLASSES ARE SELF-SUPPORTING.

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

**CAKE DECORATING: QUICK & EASY**    **\*\*\*\*NEW\*\*NEW\*\*NEW\*\*\*\***    **\$50.00**

Learn just how fun and easy cake decorating can be in this short, introductory course that will cover the basics. Among the things you will learn are easy techniques, how to color icing, how to fill and use piping bags, and of course how to create lots beautiful shapes to pipe onto your cake----stars, shells, dots, lines, rosettes, and basic borders. Please have a cake decorating kit on the first night of class. Class is limited to 15 students. **For information, call (910) 272-3604 or (910) 272-3609.**

**T & TH 6:00 pm - 9:00 pm    2/27 - 03/15/18    RCC, Room 1463    RCC Culinary Chefs**

**COOKING FOR TWO**    **\*\*\*\*NEW\*\*NEW\*\*NEW\*\*\*\***    **\$25.00**

We will focus on a variety of recipes and cooking techniques that are perfect for romantic dinners for two, a girls' night out or a simple and casual dinner with a friend, neighbor or family member. You can learn a variety of recipes and tips that are simple, easy and delicious. We are here to prove that smaller households can dominate the kitchen as well as preparing for large crowds. Be prepared to cook a wonderful meal on Valentine's Day. **For information, call (910) 272-3604 or (910) 272-3609.**

**T    6:00 pm - 9:00 pm    02/13/2018    RCC, Room 1463    RCC Culinary Chefs**

## POTTERY

**\$100.00**



Experience the thrill of creating with clay! Imagine the thrill you will 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 will 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 01/16 - 03/20/18 Bldg. 14, Room 1465A Tripp**

## HAIR AND NAILS

### CONSIDER A CAREER AS A PROFESSIONAL BARBER!

**Would you like to help others look their best?**

**Do you want to earn an exceptional income?**

**Do you want to be your own boss?**



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

#### REQUIREMENTS: **PRE-REGISTRATION IS REQUIRED!!!!**

HS Diploma or GED (official transcript required)

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

Participate in an interview by the Barbering Committee at RCC.

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

#### **Enrollment is limited—call now!!**

Call 910-272-3488 to schedule a test date. For additional information email Michael Swinney at [mswinney@roberson.edu](mailto:mswinney@roberson.edu)



## SMALL BUSINESS CENTER SEMINARS



### Was Your Business Affected By Hurricane Matthew?

### Do You Need Money for Your Business?

### Do You Have a Business Idea?

### The Small Business Center Can Assist You!

If you have been thinking about owning and operating a small business, your first stop should be the Small Business Center at Robeson Community College. The Small Business Center exists 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. Typically, there are 65-75 FREE training events each year presented by business owners and professional speakers. Many of these speakers appear before Fortune 500 companies and receive thousands of dollars for keynote presentations.

The Small Business Center also offers confidential business counseling at no charge to individuals wishing to start a new business and to existing business owners who are seeking to expand. In addition, the Center assists existing businesses in finding solutions to their problems. The Small Business Center does not have money to lend; however, we are closely connected with multiple lenders. We can help you with writing your business plan, preparing your loan application, and directing you towards the best lender depending on your needs and the size of your loan. Special funding presently exists to assist businesses who suffered losses due to Hurricane Matthew.

Appointments are scheduled at times convenient to the client. To schedule a counseling session, call Bob Moore at 910-272-3631 or email [bmoore@robeson.edu](mailto:bmoore@robeson.edu). We look forward to assisting you in achieving your goal of business ownership.

TO **REGISTER** FOR SMALL BUSINESS CENTER SEMINARS ONLINE:

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

To **REGISTER** for Small Business Center seminars if you cannot access the internet, please call Bob Moore at (910) 272-3631. All Small Business Center Seminars offered this semester are **FREE**.

## THE TWELFTH ANNUAL ENTREPRENEUR ACADEMY

FREE

*(A Certificate will be Awarded)*

After eleven successful years, the Small business Center once again offers the Annual Entrepreneurship Academy. Many entrepreneurs want to start a business right away because the idea of being their own boss is a passion that must be released as soon as possible; however, before money is invested or borrowed, there are several business essentials that new business owners need to understand.

The Entrepreneur Academy was created to give you this basic information in just seven short seminars. Information presented during this series includes:

- How to fairly evaluate your business idea
- How to locate sources of funding
- How to start and how to grow your business
- How to properly license your business and select the proper legal structure
- How to keep proper records and pay the correct taxes
- How to develop a customer service plan for your business

You may attend as few or as many seminars as you like; however, to receive a certificate issued by the Small Business Center, you must attend at least six of the seven seminars listed below. Each Entrepreneur Academy for the past eleven years has produced multiple new business ventures! Make plans now to attend this exciting and informative series. **All workshops will be held at Robeson Community College in the Workforce Development Center.** These presentations are open to the public and provided **FREE** of charge. **Please register for each seminar you would like to attend by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows. The presenters for this series will be Dennis Watts, Tim Dannelly, and Todd Lyden.

### HOW TO START A SMALL BUSINESS

F 6:30 pm - 8:30 pm 01/26/18 WDC

### HOW TO WRITE A BUSINESS PLAN

SA 9:00 am - Noon 01/27/18 WDC

### SALES, ADVERTISING, PROMOTIONS AND MARKETING

SA 1:00 pm - 4:00 pm 01/27/18 WDC

### RECORD KEEPING AND TAXES

F 6:30 pm - 8:30 pm 02/02/18 WDC

### HOW TO FINANCE YOUR BUSINESS

SA 9:00 am - 11:00 am 02/03/18 WDC

### HOW TO GET YOUR BUSINESS ON THE INTERNET

SA 11:15 am - 1:15 pm 02/03/18 WDC

### DEVELOPING A CUSTOMER SERVICE PLAN FOR YOUR BUSINESS

M 6:30 pm - 8:30 pm 02/05/18 WDC

**WHO SHOULD ATTEND?** Inspiring entrepreneurs and existing business owners.

**CERTIFICATE REQUIREMENTS:** Participants must attend at least six of the seven seminars and you must attend the entire seminar. **LATE ATTENDEES OR ATTENDEES LEAVING EARLY WILL NOT BE ELIGIBLE FOR CERTIFICATION.** The certification will be issued by the Small Business Center.

**NON-CERTIFICATE ATTENDANCE:** Any person, employee or volunteer is welcome to attend any individual seminar(s); however, for certification, the above requirements must be met.

## THE HOW TO START A NON-PROFIT SERIES

FREE

*(A Certificate Will Be Awarded)*

Non-profits are one of the fastest growing types of businesses in America today. These three seminars have been especially created for those individuals who desire information on how non-profits are started. The presenter for this series will be the nonprofit specialist, **Sam Gore**.

**CERTIFICATE REQUIREMENTS:** A certificate issued by the Small Business Center of Robeson Community College will be issued to attendees who complete six hours of instruction during the "HOW TO START A NON-PROFIT SERIES". You must attend all three seminars to receive certification.

**REGISTRATION:** Please register for each seminar you would like to attend by following the instructions on page 19. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

### HOW TO START A NON-PROFIT ORGANIZATION

SA 8:30 am – 10:30 am 02/24/18 SAM GORE WDC

### HOW TO COMPLETE THE 501(c)3 PAPERWORK

SA 10:45 am – 12:45 pm 02/24/18 SAM GORE WDC

### HOW TO DEVELOP OR RESTORE THE BY-LAWS FOR A NON-PROFIT ORGANIZATION

SA 1:30 pm – 3:30 pm 02/24/18 SAM GORE WDC

## THE GRANT WRITING SERIES

FREE

*(A Certificate Will Be Awarded)*

Successful non-profit organizations often can find financial assistance by applying for and receiving grants. These three seminars have been especially created for individuals who desire information on how a non-profit organization can qualify to apply for grants, what steps should be taken when applying for a grant, how to complete the grant application, how and where to find grants, and the fundamentals of fundraising. These presentations are free and open to the public.

**CERTIFICATE REQUIREMENTS:** A certificate issued by the Small Business Center of Robeson Community College will be issued showing attendees have completed six hours of instruction in "THE GRANT WRITING SERIES". You must attend all three seminars to receive certification.

**REGISTRATION:** Please register for each seminar you would like to attend by following the instructions on page 19. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

### GRANT WRITING 101

SA 8:30 am – 10:30 am 03/03/18 SAM GORE WDC

### HOW AND WHERE TO FIND GRANTS

SA 10:45 am – 12:45 pm 03/03/18 SAM GORE WDC

### FUNDAMENTALS OF FUNDRAISING

SA 1:30 pm – 3:30 pm 03/03/18 SAM GORE WDC

## SO YOU THINK YOU WANT TO START A BUSINESS

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

FREE

This seminar has been created for those individuals who are thinking about starting and operating their own business; however, they do not know if they have the personality, drive, creativity, adaptability, and a host of other talents and attributes that comprise a successful entrepreneur. During this seminar, attendees will honestly assess

“themselves” in order to discover their strengths and weaknesses. They can make a better informed decision about moving forward at this point in time. The seminar will also incorporate various exercises and “role playing” events where the attendee will be faced with realistic challenges encountered by entrepreneurs where they will have to determine or design a solution. Attendees will be given the opportunity to present their business “ideas” and will be shown various ways they can determine if the idea is feasible and viable. After attending this seminar, if an attendee makes the decision to move forward, they will be strongly encouraged to attend the “Twelfth Annual Entrepreneur Academy” starting on January 26, 2018. **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631 to register.** Walk-ins are welcome as space allows.

**M 6:30 pm - 9:00 pm 01/22/18 WDC BOB MOORE**

### **DEVELOPING A CUSTOMER SERVICE PLAN FOR YOUR BUSINESS FREE**

Business Owners are quickly realizing today’s shopper is no longer brand-loyal. Still, the quality of service and atmosphere of your business influence your customer’s decision to purchase and their intention to return. Working at a store known for **Outstanding Customer Service** is more fun! Your customer will return to a store providing the best deal and the highest degree of personal service. Is your business known for these traits? Author and speaker Tim Dannelly invites you to explore some of the secrets of teaching employees to provide **Outstanding Customer Service!**

You will learn:

- How to identify and provide *what your market wants*
- Steps to helping employees develop *Customer Centered Thinking*
- How to embolden employees faced with *aggressive competition*
- Ways to motivate employees to encourage return business

While your competitors react to the difficulties of the marketplace, you will be leading the way to the prosperous future! **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

**M 6:30 pm - 8:30 pm 02/05/18 WDC TIM DANNELLY**

### **BE FREE FROM DEBT’S HOLD— \*\*NEW\*\* FREE** **PREPARE FOR A BANK BUSINESS LOAN**

Have you ever thought of being your own boss and starting a small business? Perhaps you have another dream but your debt is out of control and preventing your dream from becoming a reality. Now is the time to learn how to *“Be Free from Debt’s Hold....”* How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? **Now** is the time to start living a better life, a life without debt. During this seminar, you will learn a simple yet effective method to start the process of making yourself **debt free!** You will also learn about the shams and “quick fixes” that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you apply for a business loan, consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. **Bring a calculator! “The Worse Place You Can Ever Live Is Beyond Your Means!”** **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

**M 6:30 pm – 9:00 pm 02/12/18 WDC BOB MOORE**

## HOW TO PURCHASE AND RENT YOUR OWN PROPERTY

FREE

This seminar is designed to assist the individual who wishes to start a business renting homes they own or purchase. Learn how you can locate and purchase foreclosed properties using several creative, proven methods and why investing in real estate can provide immediate and future returns. Whether you are seeking part-time income from rental properties you own or a career in real estate investing, this seminar will guide you towards your success. This presentation is open to the public and provided FREE of charge. **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

TH 6:30 pm - 9:00 pm 03/05/18 WDC DENNIS WATTS

## HP LIFE ONLINE ENTREPRENEURSHIP

**\*\*ONLINE\*\***

FREE

*(A certificate is issued for each module completed)*

HP Learning Initiative for Entrepreneurs (HP Life) is a global program that offers aspiring entrepreneurs and small business owner's valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners FREE OF CHARGE! This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. **Please register for this program anytime by following the instructions on page 19**

## HOW TO START A DRONE BUSINESS

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

FREE

*(A certificate will be awarded)*

The objective of this three-hour workshop is to present participants with the required information that anyone who wants to enter into the Drone services industry needs to know. Participants will learn about setting up a successful and legal (regulatory: Federal and State) drone business, what it takes to obtain a FAA-Part 107 "Commercial Drone Pilot" License, the different types of drone equipment available, and the various market "verticals" that are profitable. The worldwide market for drones is estimated to top \$127 Billion USD within the next two to three years. How much of that market share will you be ready to share in? This seminar will include the following information and much more:

- Introduction of UAS aviation
- Types of UAV by design and capabilities
- Unmanned aerial vehicles –UAV
- Types of payloads and data collected
- Unmanned aerial systems – UAS
- Introduction to understanding "backend data analysis" requirements
- Current and future civil and commercial applications of UAV
- Current FAA regulatory requirements for UAV operations by both civil and commercial applications in the National Aerospace System (NAS)
- What to do **now** to get started in the multi-billion dollar industry

The Small Business Center will issue a certificate indicating three-hours of instructions to individuals completing this workshop. **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows

SA 9:00 am - Noon 03/10/18 WDC AIR PROBE UAV

## HOW TO START A FOOD TRUCK BUSINESS

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

FREE

On an average, food travels 1,500 miles from the farm to your plate. Make your food business mobile and local! Food trucks are one of the fastest growing businesses in the United States today. The cost of opening and operating a food truck business is a fraction of a normal "sit down" restaurant and you take your business to the people, instead of waiting for the people to come to you. During this seminar, you will learn about the cost of opening a food truck business and the local, state, and federal regulations that apply.



The types of food trucks and various food venues will be discussed as well as the types of marketing and advertising. If you have an interest in what is projected to continue to be a fast growing and profitable industry, reserve your seat now by following the instructions below for registering. This seminar is free and open to the public. **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

**M          6:30 pm – 9:00 pm          03/26/18          WDC          FENTON WILKINSON**

### **HOW TO INCREASE YOUR CREDIT SCORE TO OVER 740 POINTS **\*\*NEW\*\*** FREE**

The recent security breach at Equifax, one of the nation's largest credit bureaus, has everyone talking about credit reports and credit scores. During this seminar, Bob Moore will discuss the implications of this breach and the steps you can take to protect your credit and identity. A very good credit score is now considered to be 740 points or higher. Should you have one credit card or four? Should you pay off your balances every month or carry a balance? Should you keep a credit card even though you have not used it in years? The answers to these questions may surprise you when it comes to increasing your credit score. Now more than ever, having good credit is important in being able to obtain a loan for your business or to obtain a personal loan. Your credit score is also important in determining the interest rate of your loans, your insurance premiums and deposits required for phone and utility services. As of October 1, 2005, every adult in North Carolina has been able to receive a free credit report from each of the three credit reporting bureaus. Do you understand these reports and how to read them? In this three-hour seminar we will discuss the history of credit scoring, how to read a credit report and what factors are used in calculating your FICO or Beacon score. You will learn the legal tricks credit bureaus do not reveal on how to raise your score simply by the way you use your credit cards, treat inquiries, make your payments and carry balances. This seminar will also include information about the importance of maintaining good credit and the positive financial consequences it produces. Using several proven methods, your credit score could increase by 50-100 points or more within 60 days. Make plans to attend now! **Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

**M          6:30 pm – 9:00 pm          03/12/18          WDC          BOB MOORE**

### **PARLIAMENTARY PROCEDURE MADE EASY**

**FREE**

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

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

This seminar will make reference throughout the presentation on the role of the moderator/chairperson/president. Sam Gore, Resource Specialist and Member of the American Institute of Parliamentarians will present this informative seminar. Whether you are a chairperson, board member, or a person who regularly attends public meetings,

you will find this seminar to be invaluable. Make plans now to attend this seminar *before* your next meeting.

**Please register for this seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631 to register.** Walk-ins are welcome as space allows.

**M                    6:30 pm – 9:00 pm                    04/30/18                    WDC                    SAM GORE**

**FINANCIAL LITERACY FOR SMALL BUSINESS OWNERS    **\*\*NEW\*\***    FREE**

***(A certificate will be awarded for each seminar attended below)***

The Small Business Center, in collaboration with Woodforest National Bank, will offer the following series titled “*Financial Literacy for Small Business Owners*”. Each seminar will be presented by Crystal Sacks, Lumberton – Branch Manager. The location for these seminars will be the Workforce Development Center. This is an outstanding opportunity for existing and inspiring business owners to learn how to improve their business and their net profit.



**MANAGING YOUR CASH FLOW**

After completing this workshop, participants will be able to understand the purpose of cash flow management in a small business, make cash flow projections based on the cash cycle, and identify ways to manage cash flow, including receivables and payables.

**M                    6:30 pm - 7:30 pm                    02/26/18                    WDC                    CRYSTAL SACKS**

**BANKING SERVICES**

After completing this workshop, the participants will be able to recognize the most common banking services for small businesses, including merchant services, payroll processing, business credit and others. You will also understand how other small business owners decide which banking services to use and be able to evaluate the applicability of each banking service to their specific business needs.

**M                    6:30 pm - 7:30 pm                    03/19/18                    WDC                    CRYSTAL SACKS**

**IS OWNING A BUSINESS A GOOD FIT FOR YOU?**

After completing this workshop, participants will be able to distinguish the myths and realities of small business ownership. They will also start a self-assessment to determine their readiness to become business owners and learn how to begin a plan of action gathering feedback from family, friends, and potential customers.

**M                    6:30 pm - 7:30 pm                    04/09/18                    WDC                    CRYSTAL SACKS**

**PLANNING FOR A HEALTHY BUSINESS**

After completing this workshop, participants will be able to convert a vague idea into a resource plan. They will also learn how a business plan motivates stakeholders to support their business ideas. This workshop will highlight the importance of personal credit and a healthy relationship with lenders.

**M                    6:30 pm - 7:30 pm                    04/16/18                    WDC                    CRYSTAL SACKS**

**ORGANIZATIONAL (LEGAL) TYPES**

After completing this workshop, participants will be familiar with the common types of business formations including Sole Proprietorship, Partnership, Limited Liability Company, C-corporations and S-corporation.

**M                    6:30 pm - 7:30 pm                    04/23/18                    WDC                    CRYSTAL SACKS**

**RECORD KEEPING**

After completing this workshop, participants will be able to improve their overall recordkeeping practices. They will learn how to apply tricks and tools relevant to their business and choose among various software to support their recordkeeping.

**M                    6:30 pm - 7:30 pm                    05/07/18                    WDC                    CRYSTAL SACKS**

## SELLING YOUR BUSINESS AND SUCCESSION PLANNING

After completing this workshop, participants will be able to incorporate life-cycle issues into their management planning. They will also be able to decide the best option for them to exit their business and prepare for retirement.

**M 6:30 pm - 7:30 pm 05/14/18 WDC CRYSTAL SACKS**

Please register for each individual seminar by following the instructions on page 19. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

## NON-PROFIT COUNSELING DAY

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

**FREE**

If you receive a certificate for completing the "How to Start a Non-Profit" series on 2/24/18 and the "Grant Writing" series on 3/3/18, you will be eligible to register for a free counseling session with non-profit specialist, Sam Gore, on Thursday, April 5, 2018. Counseling sessions will be for one-hour or more in length at which time you can discuss any topic about your non-profit or have your by-laws, Articles of Incorporation, or 501(c)3 application reviewed at **no cost!** To schedule your counseling session, call **910-272-3631 after March 3, 2018.**

**TH 04/05/18 WDC SAM GORE**

## ONLINE ON DEMAND WEBINARS

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

If you are seeking online "on demand" webinars related to starting and operating a business, please or email Bob Moore at [bmoore@robeson.edu](mailto:bmoore@robeson.edu) or 910-272-3631.

# COLLEGE AND CAREER READINESS

## BASIC SKILLS PLUS

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

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

**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 social, economic, 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.**



**CLASSES ENROLL MONTHLY**

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

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

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**FAIRMONT, NC**

**ADULT BASIC EDUCATION**

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

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

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

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



**LUMBERTON, NC**

**ADULT BASIC EDUCATION**

DAYS	TIME	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	RCC ROOM 1202	T. CHAVIS
M- TH	8:00 am - 3:30 pm	RCC ROOM 1209	ROBERSON
T - W	8:00 am - 3:30 pm	OFFENDERS RES. CTR.	HALL
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1202/1209	ANTWI/THOMPSON
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 902/903	LEWIS/STRICKLAND
T - W	8:00 am - 3:30 pm	119 W 4TH STREET	SANDERSON
TH	8:00 am - 2:30 pm		

**ADULT BASIC EDUCATION TRANSITIONS**

DAYS	TIME	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	RCC ROOM 1223	MCCORMICK
M - TH	8:00 am - 3:30 pm	RCC ROOM 1236	BROCKINGTON
M - TH	8:30 am - 3:00 pm	MONARCH	GADDY
M - TH	9:00 am - 2:30 pm	RHA	MCMILLIAN

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

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
M- TH	8:00 am - 3:30 pm	RCC ROOM 1209	ROBERSON
T - W	8:00 am - 3:30 pm	OFFENDERS RES. CTR.	HALL
TH	8:00 am - 2:30 pm		
T - W	8:00 am - 3:30 pm	119 W 4TH STREET	SANDERSON
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1202/1209	ANTWI/THOMPSON

**ENGLISH AS A SECOND LANGUAGE**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
M - TH	8:00 am - 11:30 pm	RCC ROOM 1217	RODRIGUEZ
M - TH	NOON - 3:30 pm	RCC ROOM 1217	RODRIGUEZ
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1217	MCCORMICK
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1236	LOPEZ
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 925	ADCOX
T - TH	8:00 am - NOON	TBA	TINLING

**MAXTON, NC**



**ADULT BASIC EDUCATION**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
T - W	8:00 am - 3:15 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:00 am - 3:00 pm		

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
T - W	8:00 am - 3:15 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:00 am - 3:00 pm		

**ADULT BASIC EDUCATION TRANSITIONS**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
T - W	8:00 am - 3:30 pm	FAMILY RESOURCE CENTER	LITTLE
TH	8:00 am - 2:30 pm		

**FAMILY LITERACY PROGRAM**

<b>DAYS</b>	<b>TIME</b>	<b>BUILDING</b>	<b>INSTRUCTOR</b>
T - W	8:00 am - 3:15 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:00 am - 3:00 pm		

**COLLEGE AND CAREER READINESS CLASSES  
ENROLL MONTHLY**

**YOU ARE NEVER TOO OLD**

**TO GET AN EDUCATION (910) 272-3619**

**CALL NOW TO GET STARTED**

## PEMBROKE, NC

### ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH, RM A013	MCRAE
TH	8:00 am - 2:30 pm		
T – W	8:00 am - 3:30 pm	COMTECH, RM A004	LOWERY
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	COMTECH, RM A013	GODWIN/BULLARD

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH, RM A013	MCRAE
TH	8:00 am - 2:30 pm		
T – W	8:00 am - 3:30 pm	COMTECH, RM A004	LOWERY
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	COMTECH, RM A013	GODWIN/BULLARD

### ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH, RM A009	HUNT
TH	8:00 am - 2:30 pm		

### FAMILY LITERACY PROGRAM

DAYS	TIME	BUILDING	INSTRUCTOR
T – W	8:00 am - 3:30 pm	COMTECH, RM A013	MCRAE
TH	8:00 am - 2:30 pm		



## RED SPRINGS, NC

### ADULT BASIC EDUCATION

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

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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

### ADULT BASIC EDUCATION TRANSITIONS

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

### ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	BUILDING	INSTRUCTOR
M – TH	8:15 am - 12:15 pm	AMERICAN LEGION BUILDING	LOVE
T & TH	6:30 pm - 8:30 pm	AMERICAN LEGION BUILDING	JACOBS

# ROWLAND, NC

## ADULT BASIC EDUCATION TRANSITIONS

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

# ST. PAULS, NC

## ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
M, T & TH	5:00 pm - 8:00 pm	ST. PAULS HIGH SCHOOL	ALFORD/STEWART

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

## 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. Registration is the first class meeting date, unless stated in brochure that Pre-Registration is required for class.

### CERTIFICATES

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



**REGISTRATION FEE REFUNDS**

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

**COMPUTER USE AND TECHNOLOGY FEES**

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

**NON-DISCRIMINATION/TITLE IX**

Robeson Community College’s Board of Trustees and staff recognize the importance of equal opportunity in all phases of the College’s operations and have officially adopted a position of nondiscrimination on the basis of race, color, sex, age, religion, disability, national origin, or other non-relevant factors. This policy applies to both students and employees at all levels of the College’s operations. **Questions regarding Title IX may be referred to the College’s Title IX Coordinator at (910) 272-3505**

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

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

**JANUARY 15, 2018**

**APRIL 2 & 3, 2018**

**MAY 28, 2018**

**ROBESON COMMUNITY COLLEGE PHONE NUMBERS**

**CURRICULUM ADMISSIONS (910) 272-3342**

**BOOK STORE (910) 272-3520**

**FINANCIAL AID (910) 272-3352**

**COSMETOLOGY (910) 272-3420**

**RECORDS AND REGISTRATION (910) 272-3338**

**AN EQUAL OPPORTUNITY INSTITUTION**

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# ROBESON COMMUNITY COLLEGE SOUTHEAST FIRE/RESCUE COLLEGE & LAW ENFORCEMENT EXPO

**FEBRUARY 8-11, 2018**

**CALL 910-272-3330 TO PRE-REGISTER—CLASSES FILL QUICKLY**

## **FIREFIGHTER I & II CERTIFICATION**

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

## **TECHNICAL RESCUER CERTIFICATION**

TR VR Rescue Ops/Vehicle Rescue	TR VR Large Vehicle Rescue	TR Anchors & MAS
TR Personal Protective Equipment	TR VR Stabilization Extrication	TR Health & Wellness
TR VR Victim Management	TR Fixed Rope Systems	TR Rescue Operations
TR Helicopter Transport	TR Lowers & Raises	TR Rope Basics
TR Victim Management	TR Rescue Equipment	TR Horizontal Systems
TR VR Vehicle Anatomy/New Technologies	TR Machinery & Agriculture Rescue	

## **DRIVER/OPERATOR CERTIFICATION**

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

## **HAZMAT CERTIFICATION**---- HazMat Level I Responder

## **AERIAL CERTIFICATION**

Aerial Maintenance & Testing	Basic Aerial Operations	Introduction to Aerial
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## **CODE ENFORCEMENT CERTIFICATION**----Law & Administration

## **SPECIALTY CERTIFICATION**

Chief 101   Chief 101 Refresher   Fire Officer I   Fire Officer II   **\*NEW\***Rescue Officer**\*NEW\***

## **EMS**

Active Shooter for Fire & EMS Personnel

## **NFA**----Initial Fire Investigations for First Responders

Leadership I	Leadership II	Leadership III
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## **NIMS**---- NIMS 300                      NIMS 400

## **\*\*NEW\*\* QUICK FIRE TRACK \*\*NEW\*\***

TIMS	Beyond Driver Operator	Fire & Rescue Basic Radio Etiquette
<b>*NEW* Demeanor &amp; Procedures *NEW*</b>		

## **NON-CERTIFICATION** **\*NEW\*** Challenges of Safe Driving—Driver Simulator **\*NEW\***

**\*NEW\*** Fatal Fire Investigations   **\*NEW\*** Grain Bin Rescue   **\*NEW\***

**\*NEW\*** NC Rating Response System   **\*NEW\*** Thermal Imaging   **\*NEW\***

Breath of the Dragon	Explosives, Bombs & Booby Traps	Introduction to Firefighting	Public Safety Diver & Public Safety Diver Tender	Search and Rescue (SAR) Fundamentals	Thermal Imaging
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## **LAW ENFORCEMENT & FIRST RESPONDER**

**\*NEW\*** Arson for Hire   **\*NEW\*** Data Protection & Active ID Management   **\*NEW\***

**\*NEW\*** Non-Verbal Communications   **\*NEW\*** Staged Crash Investigations   **\*NEW\***