

# COMING THIS SUMMER

## A NEW CAREER DEVELOPMENT SERIES

### SUCCESS IS YOUR CHOICE

This series of courses focus on the career planning and development process. The process involves thoughtful self-assessment, career exploration, planning and follow-through with preliminary employment strategies. Engaging in this process should be challenging, interesting, and enjoyable. Taking advantage of the options in this **SUCCESS IS YOUR CHOICE** series will aid you in your transition from unemployed or underemployed status to professional employee. In addition, this course series will give you a more direct route to your long-term career goals by anticipating and acquiring the necessary skill sets and experiences for an entry-level job that will be the best starting point on your chosen career path.

### COURSE TOPICS

- INTRODUCTION TO CAREER PLANNING:  
SELF-ASSESSMENTS AND CAREER EXPLORATION
- MARKETING YOURSELF IN 60 SECONDS –  
“TELL ME A LITTLE ABOUT YOURSELF”
- IDENTIFYING YOUR STRENGTHS AND AREAS NEEDING  
IMPROVEMENT
- COMMUNICATION, EFFECTIVE LISTENING, AND TEAMWORK IN  
TODAY’S WORKFORCE
- DEVELOPING YOUR PROFESSIONAL COVER LETTER, RESUME,  
AND PORTFOLIO
- PROFESSIONAL COMMUNICATIONS AND EFFECTIVE LISTENING  
NEEDED TODAY’S WORKFORCE
- EXPLORING JOB SEARCH OPTIONS AND METHODS
- NETWORKING STRATEGIES
- SKILLS TO ACE YOUR INTERVIEW
- GETTING THE JOB AND KEEPING THE JOB

A certificate will be awarded to attendees who complete at least six sessions of the series. You may attend as few or as many as you desire. **NO FEE** for those individuals who meet eligibility criteria. For more information, including dates, times and location, please call **(910) 272-3604 or (910) 272-3671**.

**DUE TO THE HIGH DEMAND FOR THIS SERIES, IT WILL BE ON A FIRST  
COME BASIS. CALL NOW TO RESERVE YOUR SEAT.**

# 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**

<b>BUSINESS/CUSTOMER SERVICE</b>	910-272-3604	Page 09	
<b>CAREER READINESS CERTIFICATION/WORKKEYS</b>	910-272-3604	Page 13	
<b>COLLEGE AND CAREER READINESS</b>	910-272-3619	Page 21	
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		
<b>COMMUNITY SERVICES</b>	910-272-3604	Page 14	
POTTERY, CAKE DECORATING, MOTORCYCLE TRAINING			
<b>COMPUTER CLASSES</b>	910-272-3604	Page 10	
<b>EMPLOYABILITY SKILLS</b>	910-272-3604	Page 13	
WORKKEYS, KEYS 2 JOB SUCCESS, STEPS TO EMPLOYMENT			
<b>FIRE EDUCATION</b>	910-272-3330	Page 16	
<b>GENERAL INFORMATION</b>		Page 24	
COST/FEE'S	CERTIFICATES	REFUNDS	IMPORTANT PHONE #'S
HOLIDAYS	REGISTRATION	TITLE IX/DESCRIMINATION	
<b>HAIR (BARBERING)</b>	910-522-1426 OR 910-272-3604	Page 15	
<b>HEALTH/MEDICAL EDUCATION CLASSES</b>		Page 06	
EMT, PHLEBOTOMY, CPR, & ACTIVITY DIRECTOR 910-272-3407 OR 910-272-3316			
MEDICAL TERMINOLOGY, MEDICAL OFFICE ASSISTANT, EKG, DIRECT CARE, PHARMACY TECHNICIAN, ELECTRONIC MEDICAL RECORDS 910-272-3604			
NURSING ASSISTANT 910-272-3397			
<b>INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE</b>		Page 08	
AUTOMOTIVE, ELECTRICAL 910-272-3604			
TRADE SKILLS, WELDING, NCCER 910-272-3630			
<b>LAW ENFORCEMENT &amp; CONCEALED CARRY</b>	910-272-3652 OR 910-272-3480	Page 11	
<b>ONLINE CLASSES</b>	910-272-3604	Page 02	
<b>SMALL BUSINESS CENTER</b>	SMALL BUSINESS CENTER 910-272-3631	Page 17	

**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.

**MAY 16    JUNE 13    JULY 18    AUGUST 15**

## 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**

**MAY 16 JUNE 13 JULY 18 AUGUST 15**

# 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

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

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

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**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.**

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

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

# HEALTHCARE MEDICAL EDUCATION CLASSES



## 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.

Students are required to take the TABE test and score at a 12<sup>th</sup> grade reading level. Please call (910) 522-1426 to schedule a test. For other information, please call (910) 272-3609 or (910)272-3604.

## 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:**

**06/07/18**

**07/12/18**

**08/02/18**

## 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:**



**06/14/18 OR 08/19/18**

**\*\*\*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) 272-3407. \*\*Registration is \$180.00 for Non-EMS Personnel.

**MW 6:00 pm - 10:00 pm 07/16 - 12/17/18 Bldg. 17, Rm 1752B CONNOR**

**PHLEBOTOMY**

**\$180.00**



This course is required to work in the hospital or doctor's office drawing blood. Students must score a 12th 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 07/09 - 12/19/18 COMTECH SAMPSON**

**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 5:30 pm – 10:00 pm 05/10 - 08/09/18 RCC COLLINS**  
**SA/SU 7:00 am - 3:30 pm**

**PRE-REGISTRATION: W 9:00 am 05/02/18 Bldg. 17, Rm 1722A**

**MT 8:30 am – 2:30 pm 05/14 - 07/23/18 RCC WEST**  
**W 7:30 am -- 4:00 pm**

**PRE-REGISTRATION: W 9:00 am 05/09/18 Bldg. 17, Rm 1722A**

**NURSE AIDE II**

**Please Contact Admissions Office at 910-272-3342**



# AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

## CONSTRUCTION AND INDUSTRIAL

### MOTOR VEHICLE DEALER INITIAL LICENSE \$70.00

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

**W & TH 9:00 am - 4:00 pm 05/16 - 05/17/18 WDC, Rm 1802 HAYES**

### MOTOR VEHICLE DEALER RENEWAL \$70.00

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

**W 9:00 am - 4:00 pm 05/09/18 WDC, METZGER RM HAYES**

### 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 05/12/18 COMTECH, Rm A050 DIAL**

**SAT 8:00 am - 1:00 pm 07/14/18 COMTECH, Rm A050 DIAL**

### BASIC WELDING TECHNOLOGY \$180.00

This course concentrates on shop safety, basic welding techniques, proper brazing, and cutting procedures. Emphasis is placed on beads applied with gas, 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 05/30 - 08/13/18 Bldg. 1, Rm 101 DIAL**

### NCCER CORE CURRICULUM \$180.00

NCCER is an educational foundation created to develop standardized construction curriculum that is portable and industry-recognized. This class consists 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.**

**T & TH 5:00 pm - 9:30 pm 05/29 - 08/09/18 COMTECH, Rm A050 DIAL**

### OSHA 10 HOUR—CONSTRUCTION \$125.00

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

**F & SA 8:00 am - 4:00 pm 08/03 - 08/04/18 WDC, Rm 1802 LATS**

**WORKPLACE SAFETY****\*\*\*\*NEW\*\*NEW\*\*NEW\*\*\*\*****\$70.00**

This course introduces the basic concepts of industrial workplace safety. Topics covered include: personal protective equipment (PPE), proper lifting techniques, lock-out/tag-out, Arc Flash Low-Voltage Electrical Safety, and other OSHA compliance requirements. Successful completers will be able to demonstrate their understanding of a safe work environment. This course is eligible for Robeson Community College—Industrial Systems Technology college credit. Registration and payment is the first night of class. Call 910-272-3630 for information.

**T & TH 6:00 pm - 8:00 pm 05/22 - 06/28/18 WDC, Rm 1802 ATKINSON**

## 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.**

**Students must register and pay prior to class start. First come-first served.**

**M & T 5:30 pm - 8:30 pm 05/14 - 06/19/18 RCC, Rm 1463 DIAL**

**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 05/19/18 WDC, Rm 1803 BURRIOLA**

**SA 8:00 am - 5:00 pm 07/21/18 WDC, Rm 1803 BURRIOLA**

**FROM JOB LOSS TO EMPLOYMENT: HOW TO SURVIVE FINANCIALLY**

Take control of your finances while being unemployed by using the techniques taught in this class. Gain skills that will allow you to plan, save and spend wisely so you and your family can survive the period of job loss to employment. Learn how to avoid credit trouble, save money on purchases, and come find out about local resources that can help during this time. Course content includes developing personal financial goals and a personal spending plan to save and plan for future financial needs, understanding your credit report, and laws that protect your finances. Also basic job search methods will be covered. **NO FEE** for individuals meeting eligibility criteria. **For more information, call (910) 272-3604 or (910) 272-3671.**

**T & TH 5:30 pm - 8:30 pm 5/22 - 06/14/18 WDC, Rm 1805 LOWERY**

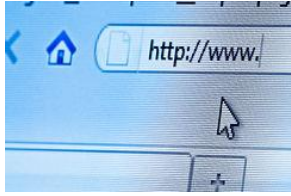
## INTRODUCTION TO COMPUTERS FOR JOB SEEKERS

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 will 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) 272-3671.**



**M & W 5:30 pm – 8:30 pm 05/21 - 06/25/18 WDC, Rm 1805 ONATE**

## COMPUTER SKILLS FOR TODAY'S JOB SEEKER



Develop computer literacy skills essential for success in today's job search. Sharpen your keyboarding skills for finding and applying for jobs online. Conduct online job searches and learn tips for completing online job applications. Learn how to respond to an online job posting and how to post your resume online. Gain computer skills to assist in finding employment. **NO FEE** for individuals meeting eligibility criteria. **For more information, call (910)272-3604 or (910)272-3671.**

**M & W 5:30 pm – 8:30 pm 07/09 - 08/13/18 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) 272-3671.**

**T & TH 5:30 pm – 8:30 pm 06/19 - 08/14/18 WDC, Rm 1805 STRICKLAND**

**\*\* 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.**

# LAW ENFORCEMENT

For more information call (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	05/21 – 05/25/18	Bldg. 09	MEARES
M - F	8:00 am – 5:00 pm	06/18 – 06/22/18	Bldg. 11	MEARES
M - F	8:00 am – 5:00 pm	08/13 – 08/17/18	Bldg. 11	MEARES

## \*\*\*RADAR RECERTIFICATION

TH & F	8:00 am – 5:00 pm	05/17 – 05/18/18	Bldg. 11	MEARES
TH & F	8:00 am – 5:00 pm	06/14 – 06/15/18	Bldg. 09	MEARES

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

TH & F	8:00 am – 5:00 pm	05/17 – 05/18/18	Bldg. 11	SMITH
TH & F	8:00 am – 5:00 pm	06/14 – 06/15/18	Bldg. 09	SMITH

## GENERAL INSTRUCTOR TRAINING

SU - F	8:00 am – 5:00 pm	06/03 – 06/14/18	Bldg. 11	BIGGS
M - TH				

## SPECIALIZED LAW ENFORCEMENT TRAINING

### 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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### ARSON FOR HIRE

TH	8:00 am – 5:00 pm	05/16/18	Bldg. 11	GIBSON
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### HIGH RISK APPREHENSION TECHNIQUES

M & T	8:00 am – 5:00 pm	06/04 – 06/05/18	Bldg. 11	AMBROSIO
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### CRIMINAL INTELLIGENCE ANALYSIS TECHNIQUES COURSE

W - F	8:00 am – 5:00 pm	06/06 – 06/08/18	Bldg. 11	CRAWFORD
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### TASER RECERT

W	8:00 am – 3:00 pm	06/20/18	Bldg. 11	MEARES
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## LAW ENFORCEMENT IN-SERVICE TRAINING

### RAPID DEPLOYMENT

W	8:00 am – 5:00 pm	08/01/18	ST PAULS HIGH SCHOOL	TBA
TH	8:00 am – 5:00 pm	08/02/18	PURNESS SWETT HIGH	TBA
F	8:00 am – 5:00 pm	08/03/18	FAIRMONT HIGH SCHOOL	TBA
T	8:00 am – 5:00 pm	08/07/18	LUMBERTON HIGH SCHOOL	TBA
W	8:00 am – 5:00 pm	08/08/18	SOUTH ROBESON HIGH	TBA
TH	8:00 am – 5:00 pm	08/09/18	LONG BRANCH ELEMENTARY	TBA
F	8:00 am – 5:00 pm	08/10/18	RED SPRING HIGH SCHOOL	TBA

### 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 May 2018 for classes beginning in August 2018. Please call (910) 272-3480 or (910) 272-3650 for more information.



## CARRY CONCEALED HANDGUN COURSE

The **North Carolina Carry Concealed Handgun Course** will provide a working knowledge of North Carolina law as it pertains to the Use of Deadly Force. This course will teach the skills necessary to protect yourself and others when faced with a violent encounter. Students will be taught the fundamentals of gun operations, gun safety, ammunition and shooting techniques. Proficiency with the weapon of your choice from the 3, 5 and 7-yard line 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 April 28 or May 19 or June 30 or July 28**

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

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

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

# EMPLOYABILITY SKILLS

## STEPS TO EMPLOYMENT: EMPLOYABILITY SKILLS

Are you looking for a new job or a promotion in your current job? Take the first step and register for this course. Join us in this fun, engaging course that will assist you in building the right skills for employment. Numerous employers are requesting candidates to have completed this course as part of the application process. This class will cover:



**Communication and Listening**  
**Teamwork**  
**The Application Process**  
**Resumes and Cover Letters**  
**Job Search Methods**  
**Interviewing Skills**

**Problem Solving**  
**Time Management**  
**Finding and Keeping a Job**  
**Stress Management**  
**Safety in the Workplace**

**NO FEE** for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3671.

<b>MTW</b>	<b>8:00 am - 3:30 pm</b>	<b>06/04 – 06/06/18</b>	<b>WDC, Rm 1803</b>
<b>MTW</b>	<b>8:00 am - 3:30 pm</b>	<b>06/18 – 06/20/18</b>	<b>WDC, Rm 1803</b>
<b>MTW</b>	<b>8:00 am - 3:30 pm</b>	<b>07/09 – 07/11/18</b>	<b>WDC, Rm 1803</b>
<b>MTW</b>	<b>8:00 am - 3:30 pm</b>	<b>07/23 – 07/25/18</b>	<b>WDC, Rm 1803</b>
<b>MTW</b>	<b>8:00 am - 3:30 pm</b>	<b>08/06 – 08/08/18</b>	<b>WDC, Rm 1803</b>

## BUILD A BRIDGE BETWEEN YOURSELF AND EMPLOYERS WITH THE NATIONAL CAREER READINESS CERTIFICATION (NCRC)

The National Career Readiness Certification (NCRC) certifies that job seekers have the core employability skills required across multiple industries and occupations. This is a national portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills that all jobs require. The three assessments that make up the NCRC are Applied Mathematics, Graphic Literacy, and Workplace Documents. Certificates are awarded on four levels: Bronze, Silver, Gold, and Platinum. Visit the NCRC website at [www.act.org](http://www.act.org) for more information.



## WORKKEYS



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.



WorkKeys assesses nine skill areas:

**Applied Mathematics**  
**Applied Technology**  
**Observation**

**Workplace Documents**  
**Business Writing**  
**Teamwork**

**Graphic Literacy**  
**Listening**  
**Writing**

For test dates & times call 910-272-3604 or 272-3671. **The assessment fee is \$11.00 for each core test. The assessment fee for specialty tests including Applied Technology is \$15. Please bring correct change. HELP IMPROVE YOUR TEST SCORES BY GOING TO OUR KEYS 2 JOB SUCCESS LAB LISTED BELOW.**

## KEYS 2 JOB SUCCESS LAB

This lab is YOUR next step to becoming job ready. You will receive assistance with the WorkKeys Curriculum, soft skills, financial literacy, career exploration, interviewing, resume writing, interest surveys, and on-line job searches. This class leads students to certification with the National Career Readiness Certification (NCRC). You will receive assistance in setting up an NCWorks account. **This class is multi-entry and multi-exit so 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) 272-3671.

**MTW 8:00 am - 2:00 pm 05/21 – 08/15/18 WDC, Rm 1805 STEWART**

## COMMUNITY SERVICES

**ALL COMMUNITY SERVICES CLASSES ARE SELF-SUPPORTING.  
ALL STUDENTS ARE REQUIRED TO PAY TUITION.**

### **MOTORCYCLE SAFETY --- BASIC RIDER COURSE (BRC) \$160.00**

#### **NEW CURRICULUM TRAINING**

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

The Basic Rider Course has been updated and now includes an eCourse (online) that is a prerequisite for the riding exercises. The eCourse will be conducted during Friday night's class. You must pass the eCourse (a certificate of completion will be received) in order to participate in the riding portion on Saturday and Sunday. MSF requires all students to satisfactorily complete the eCourse in order to participate in the riding portion of the class. Failure to satisfactorily complete eCourse before your scheduled Saturday morning class will result in forfeiture of your registration fee and a grade of incomplete. Students will need an e-mail address before beginning class on Friday night.

**Note: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance at 6:00 pm when the first class begins. Failure to be on time will result in your slot being denied.**

**IMPORTANT NOTE!!** This course is Self-Supporting which means that your tuition fee will not be refunded if you fail to show up for class, or if you fail to complete the course. Refunds may be requested provided the College is given at least 48 hours notice prior to the start of the class.

F	6:00 PM – 10:00 PM	05/18/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	05/19/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	05/20/18	RCC, Room 1804	Waltz
F	6:00 PM – 10:00 PM	06/01/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	06/02/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	06/03/18	RCC, Room 1804	Waltz



F	6:00 PM – 10:00 PM	06/08/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	06/09/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	06/10/18	RCC, Room 1804	Waltz
F	6:00 PM – 10:00 PM	06/22/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	06/23/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	06/24/18	RCC, Room 1804	Waltz
F	6:00 PM – 10:00 PM	07/27/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	07/28/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	07/29/18	RCC, Room 1804	Waltz
F	6:00 PM – 10:00 PM	08/10/18	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	08/11/18	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	08/12/18	RCC, Room 1804	Waltz

## 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 910-272-3609 to schedule a test date. For additional information email

Jennifer Lowery at

[jlowery@robeson.edu](mailto:jlowery@robeson.edu)





# 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: ANATOMY/NEW TECHNOLOGY  
TR VEHICLE: STABILIZATION & EXTRICATION  
TR VEHICLE: RESCUE OPERATIONS/VEHICLE RESCUE

TR VEHICLE: LARGE 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



## 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.

# THE “LEARN AT LUNCH” SERIES

(Purchasing Lunch from the Menu is Required)

This is a great opportunity for existing business owners and inspiring entrepreneurs to enjoy six outstanding seminars while dining at one of the best restaurants in Lumberton! These seminars will be presented by two of the nation’s top professional speakers, Tim Dannelly and Mike Collins.

**Registration:** Please register for each seminar you would like to attend by following the instructions on page 17. If you do not have internet access, call 910-272-3631. Walk-ins are welcome. There will be plenty of space!

**Cost:** These presentations are open to the public. Each attendee will be required to purchase their lunch from the menu.

**Location:** All seminars will be presented at Pier 41 Restaurant, 2401 Elizabethtown Road, Lumberton. To view the restaurant’s menu, go to [www.pier41seafood.com](http://www.pier41seafood.com).

## HOW TO RUN A SMALL BUSINESS AND NOT LET IT DRIVE YOU CRAZY

TH 12:00 pm - 1:30 pm 05/24/18 MIKE COLLINS

## TRAITS OF SUCCESSFUL BUSINESS OWNERS

TH 12:00 pm - 1:30 pm 05/31/18 TIM DANNELLY

## LOW COST MARKETING IN A SMALL TOWN

TH 12:00 pm-1:30 pm 06/07/18 MIKE COLLINS

## THE THOUGHT PROCESS OF A WINNING BUSINESS OWNER

TH 12:00 pm-1:30 pm 06/14/18 TIM DANNELLY

## IT’S CALLED NETWORKING, NOT NET-TALKING OR NET-STANDING AROUND

TH 12:00 pm-1:30 pm 06/21/18 MIKE COLLINS

## THE PERFECT WORKDAY FOR SMALL BUSINESS OWNERS

TH 12:00 pm-1:30 pm 06/28/18 MIKE COLLINS

## HOW TO START A SMALL BUSINESS

FREE

*(Certificates will be awarded)*

Many aspiring 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. Before money is invested or borrowed, there are several business essentials that the new business owner needs to understand. These seminars contain the basic information to get you started. Each seminar will be presented by long-term entrepreneur, **Dennis Watts**. A certificate will be awarded for each seminar completed.

**Registration:** Please register for each seminar you would like to attend by following the instructions on page 17. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

**Location:** All seminars will be presented in the Workforce Development Center, shown as Building 18 on the campus map on the back cover of this mailer (The Workforce Development Center).

## HOW TO START A SMALL BUSINESS

W 6:30 pm - 9:00 pm 05/23/18 WDC

M 6:30 pm - 9:00 pm 07/16/18 WDC

## HOW TO WRITE A BUSINESS PLAN

W 6:30 pm - 9:00 pm 05/30/18 WDC

M 6:30 pm - 9:00 pm 07/23/18 WDC

## 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 7.5 hours (three seminars) of instruction during the "HOW TO START A NON-PROFIT SERIES".

**COST:** These presentations are open to the public and provided **FREE** of charge.

**REGISTRATION:** Please register for each seminar you would like to attend by following the instructions on page 17. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

**LOCATION:** All seminars will be presented in the **Workforce Development Center**, shown as Building 18 on the campus map on the back cover of this mailer (The Workforce Development Center).

## HOW TO WRITE THE BY-LAWS FOR A NON-PROFIT

M 6:30 pm - 9:00 pm 05/21/18 SAM GORE WDC

## HOW TO START A NON-PROFIT ORGANIZATION

M 6:30 pm - 9:00 pm 06/04/18 SAM GORE WDC

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

M 6:30 pm - 9:00 pm 06/11/18 SAM GORE WDC

## GRANT WRITING 101

M 6:30 pm - 9:00 pm 06/18/18 SAM GORE WDC

## INCREASING AND MANAGING YOUR CUSTOMERS USING CRM (CUSTOMER RELATIONSHIP MANAGEMENT) TOOLS

FREE

According to the *American Express* study released in July 2017, 61 percent of 1000 American consumers surveyed thought good customer service is more important amid economic instability and are willing to spend an average of nine percent more at a retailer that provides it. Your business and sales staff need the tools to make sure you are tracking and automating your engagement with clients and customers. This seminar will provide an overview of the where, how, and when to use CRM (Customer Relationship Management) tools for business.

**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.

W 6:30 pm - 9:00 pm 06/13/18 TODD LYDEN WDC

## SOCIAL MEDIA FOR NON-PROFITS AND CHURCHES

FREE

While attending this seminar, you will learn the best ways to promote your non-profit or church using the major social media platforms such as Facebook, Google Plus, Pinterest, and Instagram. You will also learn how to find and target your donors effectively and on the right platform. Your investment of time in attending this seminar will assist you in developing a plan that best interacts with your members, clients, donors, and other agencies.



Walk-ins welcome as space allows.

**Please register for this seminar by following the instructions on page 17. If you do not have internet access, call 910-272-3631 to register.** Walk-ins welcome as space allows.

**W 6:30 pm – 9:00 pm 06/20/18 WDC TODD LYDEN**

## HOW TO START A GROUP HOME

FREE

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



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

**Please register for this seminar by following the instructions on page 17. 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 06/25/18 WDC SAM GORE**

## 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 17.**

# 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) 272-3607 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.



## CLASSES ENROLL MONTHLY

THERE IS **NO COST** FOR CLASSES OR BOOKS WITHIN THE COLLEGE AND CAREER READINESS PROGRAM

CALL (910) 272-3607 or (910) 272-3611 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, ADULT HIGH SCHOOL, AND HIGH SCHOOL EQUIVALENCY



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

## LUMBERTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	LOCATION	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	RCC	CHAVIS
M, T & TH	6:00 pm - 9:00 pm	RCC	LEWIS/STRICKLAND

ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, AND HIGH SCHOOL EQUIVALENCY

M - TH	8:00 am - 3:30 pm	RCC	ROBERSON
T - W	8:00 am - 3:30 pm	OFFENDERS RES. CTR.	OXENDINE
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		
T - W	8:00 am - 3:30 pm	WEED & SEED	HALL
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC	ANTWI/THOMPSON

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	LOCATION	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	RCC	MCCORMICK
M - TH	8:00 am - 3:30 pm	RCC	GADDY
M - TH	9:00 am - 2:30 pm	RHA	MCMILLIAN

## ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	LOCATION	INSTRUCTOR
M - TH	8:00 am - 11:30 pm	RCC	RODRIGUEZ
M - TH	12:00 pm - 3:30 pm	RCC	RODRIGUEZ
M, T & TH	6:00 pm - 9:00 pm	RCC	MCCORMICK
M, T & TH	6:00 pm - 9:00 pm	RCC	ADCOX
T - TH	8:00 am - 12:30 pm	NC WORKS	TINLING



## MAXTON, NC

### ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, HIGH SCHOOL EQUIVALENCY, AND FAMILY LITERACY PROGRAM

DAYS	TIME	LOCATION	INSTRUCTOR
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

DAYS	TIME	LOCATION	INSTRUCTOR
T - W	8:00 am - 3:30 pm	FAMILY RESOURCE CENTER	LITTLE
TH	8:00 am - 2:30 pm		



## PEMBROKE, NC

### ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, HIGH SCHOOL EQUIVALENCY, AND FAMILY LITERACY PROGRAM

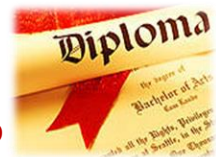
DAYS	TIME	LOCATION	INSTRUCTOR
T - W	8:00 am - 3:30 pm	COMTECH	LEWIS/LOWERY
TH	8:00 am - 2:30 pm		

### ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, AND HIGH SCHOOL EQUIVALENCY

M, T & TH	6:00 pm - 9:00 pm	COMTECH	GODWIN/BULLARD
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### ADULT BASIC EDUCATION TRANSITIONS

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



## RED SPRINGS, NC

### ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, AND HIGH SCHOOL EQUIVALENCY

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

## ROWLAND, NC

### ADULT BASIC EDUCATION TRANSITIONS

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

**THERE IS NO COST FOR CLASSES OR BOOKS WITHIN THE COLLEGE AND CAREER READINESS PROGRAM**

**CALL (910) 272-3607 or (910) 272-3611  
FOR ENROLLMENT INFORMATION**

## GENERAL INFORMATION

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

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

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

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

**TEXTBOOK AND SUPPLY COST** Robeson Community College may require students to purchase textbooks and supplies as indicated in the course description.

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

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

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

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

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

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

**CERTIFICATES**

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

**REGISTRATION FEE REFUNDS**

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

**COMPUTER USE AND TECHNOLOGY FEES**

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

**NON-DISCRIMINATION/TITLE IX**

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

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

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

**MAY 28, 2018      JULY 4, 2018**

**THE COLLEGE WILL BE CLOSED FRIDAYS DURING THE SUMMER BEGINNING 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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