

ROBESON COMMUNITY COLLEGE



SPRING 2014

**ADULT AND CONTINUING
EDUCATION SCHEDULE**

JOB READINESS CLASSES FOR

SMITHFIELD, TRINITY FOODS, MOUNTAIRE FARMS, AND PRESTAGE FOODS

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

PRE-REGISTRATION DATES: **JANUARY 27 FEBRUARY 17 MARCH 17 APRIL 28 MAY 19**

SOUTHEAST FIRE/RESCUE COLLEGE

Thursday, February 6 - Sunday, February 9, 2014

Robeson Community College is proud to present the 40th annual Fire/Rescue College. This is an opportunity for Fire/Rescue personnel from all over the state to gather on a weekend in Robeson County for extensive training. If you or someone you know wants to begin training to work in the Fire/Rescue field, needs advanced/specialized training, or needs the required yearly training, this is a great opportunity to get it here at home. You may call 910-738-7128 for more information. Classes being offered include:

Fire Department Orientation & Safety

Fire Hose, Streams & Appliances

Fire Prevention, Education & Cause

Personal Protective Equipment

NIMS 100, 200, 700, 800

TR Agricultural Machinery Rescue

HazMat Level I Responder

Arson Detection for 1st Responders

Advanced Extrication (*NEW*)

Advanced Arson Detection

Firefighter Confidence & Survival* (*NEW*)

Foam Fire Streams - Portable Fire Extinguishers

General Rescue Operations - General Rescue Equipment

Preparing Your Department for a Survey from the NIOSH

Search and Recovery of Submerged/Drowning Victim (*NEW*)

Vehicle Fire Investigation & Suppression (*NEW*)

Building Construction

Forcible Entry

Water Supplies

General Ropes

NIMS 300

Basic Aerial Operations

Basic Pump Operations

Law & Administration

The Beasley Beast (*NEW*)

Flashover Simulator

AHA Cardiac Life Support (ACLS) Refresher

Rescue EMS Weekend Track

Ventilation EMS Medical Track

Chief 101 Fire Officer I

Leadership I Leadership II

NIMS 400

Pump Maintenance

Emergency Vehicle Driver

First Due Engine Company

Introduction to Firefighting

Small Aircraft Crash Rescue



WHAT'S YOUR NEXT CAREER MOVE?

CHECK OUT THE NC BACK TO WORK PROGRAM!

A TRAINING PROGRAM FOR YOUR FUTURE SUCCESS

FUNDING IS AVAILABLE FOR TUITION, BOOKS, AND TESTS

WHO IS ELIGIBLE? Any NC resident that is:

- Unemployed
- Underemployed (Earning Less Than \$22,980/Year)
- A Veteran
- A Member Of The Nc National Guard

WHAT TRAINING IS AVAILABLE?

- Microsoft Office Specialist (MOS)
- Internet and Computing Core Certification (IC3)
- Employability Skills
- National Center for Construction Education & Research (Electrical-Level II)
- Construction Academy
 - *National Center for Construction Education and Research (Core Curriculum)
 - *OSHA
 - *Powered Industrial Truck
 - *Flagger Certification
 - *Career Readiness Certification

ROBESON COMMUNITY COLLEGE

WHERE DO I FIND IT? WHO DO I CALL?

IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

WDC = WORKFORCE DEVELOPMENT CENTER BLDG. #18 AT THE BACK OF CAMPUS

HAIR & NAILS 910-522-1426 OR 910-272-3604. Page 23

JOB READINESS CLASSES 910-272-3604. Page 1
SMITHFIELD TRINITYFOODS MOUNTAIRE FARMS PRESTIGE

COMPUTER CLASSES 910-272-3604 Page 9

ONLINE CLASSES 910-272-3604. Page 3

CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 10

HEALTH/MEDICAL EDUCATION CLASSES.. Page 6

EMT, PHLEBOTOMY, CPR, & ACTIVITY DIRECTOR 910-272-3407 OR 910-272-3408

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

NURSING ASSISTANT 910-272-3397 OR 910-272-3407

INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE Page 11

AUTOMOTIVE, ELECTRICAL 910-272-3604

FAST TRACK, FORKLIFT, NCCER 910-272-3630

BUSINESS & CUSTOMER SERVICE CLASSES. Page 13

BANKING CHILDCARE ADMINISTRATIVE ASST FOOD SERVICE (SERV SAFE)

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

COMMUNITY SERVICES 910-272-3604. Page 22

FIRE EDUCATION 910-738-7128. Page 23

LAW ENFORCEMENT 910-272-3651 OR 910-272-3650 Page 25

COLLEGE AND CAREER READINESS 910-272-3619 Page 28

ADULT BASIC EDUCATION (ABE) GED® ADULT HIGH SCHOOL (AHS)

COMPENSATORY EDUCATION (CED) ENGLISH AS A SECOND LANGUAGE (ESL)

GENERAL INFORMATION Page 33

COST REFUNDS REPEAT POLICY
PHONE NUMBER HOLIDAYS REGISTRATION FEES

IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

ONLINE CLASSES

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

Do you have trouble fitting traditional classroom courses into your busy schedule? Is travel to and from class a problem? Continuing Education online courses are available on your Internet-connected home computer on a schedule you choose. Courses begin every month and last six weeks. Each course consists of twelve lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week, from any computer that has Internet access. All you need is a connection to the Internet, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required to complete an on-line orientation and register for the class in person at the Workforce Development Center.

ACCOUNTING

Accounting Fundamentals I & II	Introduction to Peachtree Accounting 2009
QuickBooks for Contractors 2010 or 2011	Introduction to QuickBooks 2010 or 2011
Performing Payroll in QuickBooks 2010	

COMPUTER APPLICATIONS

Intro to Microsoft Word 2007 or 2010	Microsoft PowerPoint 2007 or 2010
Intro to Microsoft Excel 2007 or 2010	Intro to Microsoft Access
Microsoft Outlook 2007 or 2010	Intro to Microsoft Publisher
Windows 7	Computer Skills For The Workplace

GRANTWRITING AND NON-PROFIT MANAGEMENT

Advanced Grant Proposal Writing	Becoming a Grant Writing Consultant
Get Grants	Writing Effective Grant Proposals
A to Z Grant Writing	Marketing Your Nonprofit
Introduction to Nonprofit Management	Starting a Nonprofit

PC TROUBLESHOOTING, NETWORKING, & SECURITY

Advanced PC Security	Intermediate Networking
Introduction to PC Security	Introduction to Networking
Introduction to PC Troubleshooting	Wireless Networking

WEB PAGE CREATION /WEB GRAPHICS/DIGITAL PHOTOGRAPHY

Creating Web Pages I & II	Introduction to Photoshop
Introduction to Microsoft Visio 2007	Intermediate Photoshop
Discover Digital Photography	
Photoshop Elements 7 or 8 for the Digital Photographer	

OTHER

Effective Business Writing	Keys to Effective Communication
Interpersonal Communication	Mastering Public Speaking
Help for the Helpdesk	Individual Excellence
Build Teams that Work	Manufacturing Fundamentals
Fundamentals of Supervision & Management	Creating a Successful Business Plan

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

Each course is \$70.00 and begins the 3rd Wednesday of each month.

January 15, 2014	February 19, 2014	March 19, 2014
April 16, 2014	May 21, 2014	

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

ONLINE MEDICAL CLASSES

MEDICAL TRANSCRIPTION (On-line)

\$70.00

Take your first step toward a lucrative career as a medical transcriptionist! You'll learn how to transcribe the most common medical reports used in both inpatient and outpatient settings. We'll review a lot of the grammar you might have forgotten since high school and apply it to the reports.

HIPAA COMPLIANCE (On-line)

\$70.00

Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it's mandatory that you understand the requirements of HIPAA compliance. This legislation requires all health care professionals to take careful steps to protect private information.

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

\$70.00

Human Anatomy and Physiology focuses on the structure and function of the human body. In this course, you'll gain an understanding of basic chemistry, the human cell, and the anatomy of the body's organ systems, and the jobs that they do. You'll also learn how organ systems work together to allow us to process sensations, think, communicate, grow, move, and reproduce.

EXPLORE A CAREER AS A PHARMACY TECHNICIAN--INTRODUCTION (On-line)

\$70.00

Master the skills that will prepare you for an entry-level position as a pharmacy tech or clerk. The health care field is booming, and pharmacy technicians are in high demand. You'll discover the meanings of key pharmaceutical terms, learn about common categories of drugs and how they work, review the laws that govern pharmacy dispensing, and master the simple math that every pharmacy tech needs to know.



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:

2010 CPT manual, Professional Edition and 2010 ICD-9-CM, Physician Edition

ADDITIONAL ONLINE MEDICAL CLASSES

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT

HANDLING MEDICAL EMERGENCIES

MEDICAL MATH

BECOME AN OPTICAL ASSISTANT

BECOME A PHYSICAL THERAPY AID

EXPLORE A CAREER IN A DENTAL OFFICE

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

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January 15, 2014

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

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

ONLINE LANGUAGE CLASSES

SPANISH FOR LAW ENFORCEMENT (On-line)

\$70.00

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. You'll learn Spanish terminology you can use during arrests, traffic stops, medical emergencies, and other common law enforcement situations.

SPANISH FOR MEDICAL PROFESSIONALS (On-line)

\$70.00

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. You'll discover how to ask about pain, symptoms, medical histories, insurance, and patients' feelings. You'll also learn how to talk about body parts, diets, and medical care and treatment.

ADDITIONAL ONLINE LANGUAGE CLASSES

BEGINNING CONVERSATIONAL FRENCH

INSTANT ITALIAN

SPANISH IN THE CLASSROOM

CONVERSATIONAL JAPANESE

SPEED SPANISH I, II, OR III

ONLINE TEACHER RENEWAL

ON-LINE RENEWAL CREDITS & PROFESSIONAL DEVELOPMENT FOR TEACHERS

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



Guided Reading and Writing: Strategies for Maximum Student Achievement

Singapore Math: Number Sense and Computational Strategies

Teaching Students with Learning Disabilities

Enhancing Language Development in Childhood

Differentiated Instruction in the Classroom

Microsoft PowerPoint the Classroom

Integrating Technology in the Classroom

Grammar Refresher

Teaching Math: Grades 4-6

Teaching Science Grades 4-6

Solving Classroom Discipline Problems

Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6



Survival Kit for New Teachers

Microsoft Excel in the Classroom

Microsoft Word in the Classroom

Spanish in the Classroom

Teaching ESL/EFL Grammar

Math Refresher

Grammar for ESL

Ready, Set, Read

Handling Medical Emergencies

Creating K-12 Learning Materials

Creating a Classroom Web Site

Praxis I Preparation

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

Each course is \$70.00 and begins the 3rd Wednesday of each month.

January 15, 2014

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

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



HEALTHCARE MEDICAL EDUCATION



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



EMT ALS CONTINUING EDUCATION CLASSES

****\$70.00**

This class is required for recertification for all ALS levels of EMT certification and costs **\$70.00 for Non-EMS Personnel. Class meets the 3rd AND 4th THURSDAY of each month.

7:30 pm - 10:30 pm

Bldg. 9, Rm 901

Various Instructors

EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE

****\$180.00**



This is the basic Emergency Medical Technician course which is a required to work with most rescue squads and EMS agencies. Upon successful completion, students will be administered a state exam through the North Carolina Office of EMS for certification as an EMT. There will be additional fees of approximately \$195.00 for supplies,

manual, etc. Students must score a 12th grade reading level on a reading comprehension exam given on campus. The test is free. Students must show picture ID before being allowed to test. Pre-registration is required for this class. Please call (910) 272-3408 or (910) 272-3407. **Registration is \$180.00 for Non-EMS Personnel

M & W 6:00 pm - 10:00 pm 01/06 - 06/11/14 Bldg. 17, Rm 1752B TBA

T & TH 8:30 am - 3:30 pm 01/21 - 05/01/14 Bldg. 17, Rm 1752B TBA

EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE

****\$180.00**

This is the Emergency Medical Technician Intermediate class which is a requirement in order to work with most rescue squads and EMS agencies as an EMT-I. Upon successful completion, students will be administered a state exam through the North Carolina Office of EMS for certification. An additional fee of \$17.50 is charged for supplies and each student must have the required manual and workbook. Students must hold a current EMT certification. Students must pass the Compass test in the Counseling and Career Center in Building 13. Pre-registration is required. Please call 910-272-3408 to pre-register. **Registration is \$180.00 for Non-EMS Personnel

M & TH 6:00 pm - 10:00 pm 01/27 - 08/31/14 Bldg. 17, Rm 1752B TBA

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 off campus at your place of business if space is available.

F	8:30 am - 1:30 pm	01/24/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am - 1:30 pm	02/14/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am - 1:30 pm	03/14/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am - 1:30 pm	04/11/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am - 1:30 pm	05/09/14	Bldg. 17, Rm 1752B	TBA

CPR**\$40.00**

This course meets the requirements for day cares, Nursing Assistant, Nursing and other agencies that require the American Heart Association Healthcare provider CPR card. Written and performance testing is required. This class is offered as requested by groups of six or more and can be offered during the day, evening, or weekends. This class may also be offered off campus at your place of business if adequate space is available. The fee for the CPR card is included in the registration fee.

T	8:30 am – 12:30 pm	01/07/14	Bldg. 17, Rm 1752B	TBA
TH	8:30 am – 12:30 pm	01/09/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	01/10/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	02/07/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	02/21/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	03/07/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	03/21/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	04/04/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	04/18/14	Bldg. 17, Rm 1752B	TBA
F	8:30 am – 12:30 pm	05/02/14	Bldg. 17, Rm 1752B	TBA

NURSING ASSISTANT 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 \$28.75 to cover malpractice insurance, student fees, etc. Students must score at the 10th grade reading level on a reading test. The test is given Monday and Thursday nights at 7:45 PM and Monday and Wednesday mornings at 10:45 AM in building 14, room 1427A. You must have passed the reading test before pre-registering. **REQUIREMENTS:** current TB skin test, criminal record check, and Career Readiness Class. **Pre-registration is required.** For information call 910-272-3397 or 910-272-3407.



NA I	MTW	8:30 am – 2:30 pm	01/21 – 04/07/14	RCC	Oxendine
Career Readiness:		M – TH	8:00 am – 3:00 pm	01/13 – 01/16/14	RCC

NA I	T – TH	5:30 pm – 9:30 pm	01/28 – 05/13/14	RCC	Collins
Career Readiness:		M – TH	5:30 pm – 9:00 pm	01/13 – 01/23/13	RCC

NA I	TWTH	8:30 am – 2:30 pm	01/29 – 04/10/14	COMTECH	Hunt
Career Readiness:		M – TH	8:00 am – 3:00 pm	01/20 – 01/23/14	COMTECH

NA I	TTH	6:00 pm – 9:00 pm	02/04 – 06/24/14	COMTECH	Cribb
Career Readiness:		M – TH	5:30 pm – 9:00 pm	01/20 – 01/30/14	RCC

NA I	MTW	8:30 am – 2:30 pm	04/14 – 07/02/14	RCC	Oxendine
Career Readiness:		M – TH	8:00 am – 3:00 pm	04/07 – 04/10/14	RCC

PHLEBOTOMY**\$180.00**

This course is required to work in the hospital or doctor's office drawing blood. Students must score a 10th grade reading level on a test given on campus. The test is scheduled Monday and Wednesday mornings at 10:45 am and Monday and Thursday nights at 7:45pm in building 14 Room 1427A. There is an additional fee of \$140 for the class which covers the supply fee, malpractice fee, etc. **REQUIREMENTS:** current TB skin test, Hepatitis B vaccinations, flu shot, criminal record check, and drug test. For information call 910-272-3407 or 910-272-3408.



M & W	6:00 pm – 10:00 pm	02/03 – 08/14/14	COMTECH	TBA
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MEDICAL OFFICE ASSISTING PROGRAM

\$180.00

CLASS ALLOWS YOU TO TAKE THE NATIONAL CERTIFICATION EXAM

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

Office Accounting

Customer Service

Electronic Health Records

Medical Coding

Collection Process

Health Insurance Billing

Governmental policies and procedures play a vital role in efficiently managing medical offices, so students will learn regulations in the areas of OSHA, HIPPA, DEA, and CLIA. Certification in a Medical Office Assisting Program is a great way to demonstrate knowledge and commitment to having a successful career in this field of study. The National Center for Competency Testing (NCCT) will be the certifying body for the program. Students who successfully pass this course will be eligible to test for the National Certified Medical Office Assistant (NCMOA). This certification is accepted at hospitals throughout the state of NC. Obtaining this certification will open many doors of opportunity throughout a student's career. The cost of the exam and books are not included in the registration fee. Please call 910-272-3604 to pre-register.



MWF 8:30 am - 2:00 pm 01/22 - 05/09/14 WDC, Rm 1804 Andrews

PREPARE FOR A PHARMACY TECHNICIAN CAREER—ONLINE CLASS

THIS CLASS ALLOWS YOU TO TAKE THE STATE CERTIFICATION TEST

Pharmacy technicians are used in a variety of ways to support the work of a supervising pharmacist. They will assist licensed pharmacists as they provide medication and other health care products to patients. They may assemble prescriptions in a pharmacist's absence, but the pharmacist must check the medication before it is dispensed to a patient. Pharmacy technicians in North Carolina are considered a valuable part of a pharmacy's team. The State Board of Pharmacy and the North Carolina Association of Pharmacists are looking for more ways to expand the pharmacy technician's role. From measuring medications to maintaining patient records, your administrative and clinical knowledge will open doors in:

Hospitals

Community pharmacies

Assisted living facilities

Outpatient clinics

Pharmaceutical companies

Subject matter for this class includes: pharmacy laws and regulations, pharmacy calculations, pharmacy terminology, proper handling and storage of medications, dispensing systems, labeling requirements, record-keeping, and documentation.

Prerequisite: High School diploma or GED and Medical Terminology course (minimum of 45 hours-available on page 9)

The tuition and fees for this class total \$240 which does not include the cost for the certification exam or the medical terminology class.

The course is 56 hours and will be scheduled once a week for sixteen (16) weeks. Students must pay and complete registration two weeks prior to class beginning. You must pass both the Medical Terminology class and this class to sit for the Pharmacy Technician Certification Exam. Call 910-272-3604 for information.

Class starting January 14, 2014

Deadline for Payment: January 10, 2014

Class starting April 29, 2014

Deadline for Payment: April 11, 2014

ELECTRONIC MEDICAL HEALTH RECORDS**\$180.00**

When a patient visits any type of health facility, a record of all treatment outcomes and observations must be established. All of this information must be represented in the form of a medical record. In a revolutionary effort to improve the way patient data is accurately maintained in a variety of health care settings, our medical industry is undergoing a historical transition from traditional paper records to digital records.

All sectors of the medical industry, including doctors' offices, outpatient centers, hospitals, nursing care facilities and home health care services, will benefit from the expertise of an individual with a firm background in electronic health records. If you are ready for this exciting challenge, this is the career training program for you. Enhance your current medical training program or upgrade your present medical career with skills that are in-demand. Students may pre-register or register the first day of class. Tuition fee is \$180.00 plus the costs of books. Please bring the correct change.

T & TH 8:30 am- 2:00 pm 01/21 - 5/08/14 WDC, Rm 1804 Andrews

MEDICAL CODING PART II**\$125.00**

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).

M & W 6:00 pm - 9:30 pm 01/22 - 03/10/14 WDC, Rm 1804 Andrews

MEDICAL TERMINOLOGY**\$125.00**

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

T & TH 6:00 pm - 9:30pm 01/14 - 2/27/14 WDC Rm 1804 Andrews

T & TH 6:00 pm - 9:30pm 03/04 - 04/17/14 WDC, Rm 1804 Andrews

COMPUTER CLASSES

GETTING STARTED IN MICROSOFT DIGITAL LITERACY (STANDARD) \$70.00

Digital Literacy Version 3 teaches generic IC3 skills and concepts, and features screen shots and simulations from Windows 7 and Microsoft Office 2010 to illustrate and provide hands-on examples for students. This class will consist of five subject areas: Computer Basics, The Internet and the World Wide Web, Productivity Programs, Computer Security and Privacy, and Digital Lifestyles. For information, call (910) 272-3604 or (910) 272-3613.

T & TH 5:30 pm - 8:30 pm 01/21-02/06/14 WDC, Room 1805 Clark

GETTING STARTED IN MICROSOFT DIGITAL LITERACY (ADVANCED) \$70.00

Building on the essential computing skills mastered in the Digital Literacy Standard Curriculum, the Advanced Curriculum provides courses that explore core concepts in more depth. Learners may take any or all of the advanced courses: Creating an Internet Email Account, Writing a Great Resume by using Microsoft Office Word 2007, Finding and Evaluating Resources on the Web, Using Social Networking to Connect with the World. For information, call (910) 272-3604 or (910) 272-3613.

T-TH 5:30 pm - 8:30 pm 02/11-02/20/14 WDC, Room 1805 Clark

BASIC COMPUTER SKILLS

\$70.00

This course assesses an individual's technology literacy, develops a moderate comfort level of basic computer-use skills, uses technology to implement job search strategies, researches career and occupational information, helps to compile employment related documents (resume, cover letters, applications, and electronic employment portfolios), helps individuals understand the impact of social networking on employment, and emphasizes the role of technology in the workplace. Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.



M & T	5:30 pm – 7:30 pm	01/13 - 02/24/14	Lumberton ESC	Martin
M & T	5:30 pm – 7:30 pm	03/10 - 04/15/14	Lumberton ESC	Martin

BUILD A BRIDGE BETWEEN YOURSELF AND EMPLOYERS WITH THE



NORTH CAROLINA CAREER READINESS CERTIFICATION (CRC)

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

WORKKEYS

If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps determine the skill levels for various jobs. WorkKeys is a job skills assessment system measuring "real world" skills that employers believe are critical to job success. These skills are valuable for any occupation-skilled or professional-and at any level of education. When you use WorkKeys to show you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide are adopting WorkKeys to ensure that all their workers have needed skills. WorkKeys assesses nine skill areas: Applied Mathematics, Applied Technology, Business Writing, Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each WorkKeys assessment has a score level range which is usually 3 to 7. Scores indicate an individual's ability to perform more complex skills as the score level increases. For test dates & times call 910-272-3604 or 272-3613.

KEYTRAIN/CAREER READY 101

\$180.00

This employability lab is YOUR next level in career readiness preparation. Students are provided assistance with KeyTrain, soft skills, financial literacy, career exploration, interviewing, resume writing, interest surveys, and job search. This class leads students to certification with WorkKeys assessments and the NCCRC. It's a powerful way to build self-esteem, obtain real credentials, and be set up for success. Fee waiver available for individuals meeting criteria. For information, call (910) 272-3604 or (910) 272-3613.

M-TH	8:00 am - 2:30 pm	OPEN	WDC, Rm 1805	Lowery
M-TH	8:00 am - 2:30 pm	OPEN	ComTech, Rm A045	Lowry

AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

AUTOMOTIVE

INDEPENDENT AUTOMOBILE DEALERS PRE-LICENSE COURSE \$70.00

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

M, T, TH 6:00 pm - 10:00 pm 04/21 - 04/24/14 WDC, 1802 Gibson

INDEPENDENT AUTOMOBILE DEALERS UPDATE \$70.00

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

T 9:00 am - 4:00 pm 01/14/14 WDC, Rm 1857 Gibson

T 9:00 am - 4:00 pm 04/15/14 WDC, Rm 1857 Gibson

OBD INSPECTIONS \$70.00

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

M & T 6:00 pm - 10:00 pm 02/03 - 02/04/14 WDC, Rm 1856 Gibson

M & T 6:00 pm - 10:00 pm 03/17 - 03/18/14 WDC, Rm 1856 Gibson

OBD INSPECTION RE-CERTIFICATION \$70.00

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

M 6:00 pm - 10:00 pm 01/27/14 WDC, Rm 1856 Gibson

M 6:00 pm - 10:00 pm 03/10/14 WDC, Rm 1856 Gibson

VEHICLE SAFETY INSPECTION \$70.00

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

M & T 6:00 pm - 10:00 pm 01/20 - 01/21/14 WDC, Rm 1856 Gibson

M & T 6:00 pm - 10:00 pm 03/03 - 03/04/14 WDC, Rm 1856 Gibson

CONSTRUCTION AND INDUSTRIAL



FORKLIFT CERTIFICATION

\$70.00

This course meets the requirements of 29 CFR1910.178 for Powered Industrial Truck training. Students will participate in classroom discussions, review safety videos and successfully complete a written exam prior to the hands-on forklift practicum. Upon successful completion, students will be awarded a 3-year license. Class size is limited. Call 272-3630 to pre-register.

FAST TRACK MAINTENANCE TRAINING

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

M-TH 8:30 am - 3:00 pm 09/12/14 WDC, Rm 1802 TBA

BASIC ELECTRICAL WIRING (RESIDENTIAL)

\$180.00

This course will provide an overview of electrical wiring techniques and is suitable for students with no prior knowledge of electrical theory or installation. Emphasis will be placed on the design and installation of residential electrical systems. Topics will include an overview of home electrical systems, circuit design, electrical tools, troubleshooting, and electrical inspection.

T & TH 6:00 pm - 9:30 pm 1/14 - 04/29/14 Bldg. 9, Rm 905 Levinson

ELECTRICAL CONTRACTORS EXAM PREP

\$180.00

This course is designed to prepare the student for the Electrical Contractor's Licensing examination for the state of North Carolina. Students examine and study all aspects of the electrical code and are tested to evaluate competency during the class. Pre-registration is required. Call 910-272-3630 to pre-register

T & TH 6:00 pm - 10:00 pm 01/07 - 03/06/14 WDC, Rm 1803 Quinn

GENERAL CONTRACTOR'S LICENSE EXAM PREPARATION

\$180.00

This 72-hour course is designed to assist those preparing for the North Carolina Electrical Contractor's licensing exam. Topics will include special licenses as well as limited and unlimited classifications. There will be lectures, study questions, practice problems, exams, and possible field trips. Students are required to have the 2011 NEC, a calculator, and note taking materials. Pre-registration is required. Class size is limited. Call 910-272-3630 to pre-register

T & TH 6:00 pm - 10:00 pm 04/08 - 06/10/14 WDC, Rm 1803 Quinn

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.

M & W 6:00 pm - 9:30 pm 02/17 - 04/30/13 WDC, Rm 1857 Walters

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 symbols recognition, and blueprint reading. Register at the first class. Call 910-272-3630 for information.

T & TH 6:00 pm - 9:00 pm 01/07 - 05/15/14 Bldg. 1, Rm 101 Dial

INTRODUCTION TO WELDING**\$180.00**

This course concentrates on basic welding and cutting procedures. Emphasis is placed on beads applied with gases, mild steel fillers, electrodes, and the capillary action of solder. Registration is the first class meeting. Class size is limited. Call 910-272-3630 for information.

M-TH 8:00 am - NOON 03/10 - 05/15/14 Bldg. 1, Rm 101 Dial

NCCER CORE CURRICULUM**\$180.00**

This course consists of safety lecture and skill performance demonstrations relative to the craft trades. Training delivery is through Contren Learning, a series of Pearson published books that are required for NCCER credentialing, certification, and documentation of successful completion. The Core Curriculum is nationally recognized and accepted by the Department of Labor Office of Apprenticeship as time-based training. **Textbook required.** Call 910-272-3630 to pre-register.

M & W 6:00 pm - 9:00 pm 01/13 - 05/07/14 COMTECH Dial

NCCER ELECTRICAL LEVEL 2**\$180.00**

NCCER is an educational foundation created to develop standardized construction curriculum that is portable and industry-recognized. The Electrical Level 2 class prepares students for the installation of electrical systems, to follow blueprints, and the National Electrical Codes. To enroll in this class, students must have successfully completed the NCCER Core Curriculum. **Textbook required.** Call 910-272-3630 to pre-register.

T & TH 6:00 pm - 9:00 pm 01/14 - 05/15/14 COMTECH, A050 Locklear

BUSINESS/CUSTOMER SERVICE

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. Individuals wishing to take the ServSafe exam must purchase the exam answer sheet (not included in fees for this course). Class size limited. Call 910-272-3630 to pre-register.

TH 5:30 pm - 9:30 pm 01/09 - 01/30/14 WDC, Rm 1857 Murray

TH 5:30 pm - 9:30 pm 02/20 - 03/13/14 WDC, Rm 1857 Murray

TH 5:30 pm - 9:30 pm 04/03 - 04/24/14 WDC, Rm 1857 Murray

PATHWAYS TO PROFESSIONAL ADMINISTRATIVE ASSISTANT**\$180.00**

In this course you'll learn about the technical skills and professional qualities needed to operate as an administrative assistant in corporate settings, government agencies, non-profits, and legal offices. You will explore techniques in planning and scheduling meetings and appointments, and organizing and maintaining files (paper and electronic), managing projects, and conducting research. You'll also learn how to obtain certifications and additional training that can help you excel in an office setting. Fee waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M-F 8:30 am - 2:00 pm 03/03 - 04/02/14 Bldg. 08, Rm 811 Blue



CHILD CARE PROVIDER TRAINING

\$180.00

Thinking about a career in Child Care? In this class you will be given an overview of the Child Care Industry. Students will explore educational and job opportunities in child care. Students will get to experience some hands-on opportunities during site visits to local child care facilities. Fee waiver available for individuals meeting eligibility criteria.

M-F 8:30 am - 2:00 pm 01/27 - 02/26/14 Bldg. 08, Rm 811 Blue

NOTARY PUBLIC EDUCATION

\$70.00

This 9-hour 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, and to assist existing notaries in upgrading their knowledge. A textbook is required. **The law requires that you be at least 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 to 25 people. Call (910) 272-3630 to pre-register.



M & T 6:00 pm - 9:00 pm 01/27 - 02/03/14 Bldg. 9, Rm 901 Burriola

M & T 6:00 pm - 9:00 pm 03/24 - 03/31/14 Bldg. 9, Rm 901 Burriola

M & T 6:00 pm - 9:00 pm 05/05 - 05/12/14 Bldg. 9, Rm 901 Burriola

PATHWAYS TO THE BANKING INDUSTRY

\$180.00

Ever thought about a career in banking? You will be given an overview of the many areas in the banking industry. One or more of the following topics will be covered: customer service, problem solving, communication, team work, and work ethic. Attending this class will make you more marketable for jobs in the banking industry. Students will be given the opportunity to visit an area banking facility. Fee waiver available for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.



M - F 8:30 am - 2:00 pm 04/14 - 05/16/14 Bldg. 08, Rm 811 Blue

M & W 6:00 pm - 9:00 pm 01/27 - 03/19/14 WDC, Rm 1803 Richey

SMALL BUSINESS CENTER SEMINARS



TEN RULES OF ENGAGEMENT

\$199

(FREE—See Below)

FOR STARTING A NEW BUSINESS

What small business are you interested in starting? Do you really want to operate independently and be the person making all the decisions and shouldering all the responsibility? Are you willing to work hard and make the sacrifices starting a small business entails? Do you have the self-confidence and self-discipline that will enable you to persevere and build your new enterprise into a success? For the budding entrepreneur, personality and passion are essential ingredients to business success, but hold off on that inner fire until your business opportunity can pass some simple rules to see if you have a winner. This seminar will take you through 10 rules of engagement that will help you determine whether or not you have what it takes to start a new business. Join with us for this informative and inspiring seminar. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.** Seating may be limited.

M 6:00 pm - 9:00 pm 05/05/14 Bldg. 9, Rm 901

Sam Gore

****NEW** **NEW** **NEW** **NEW** - \$599 (FREE—See Below)**

BYOB SEMINAR SERIES (BRING YOUR OWN BREAKFAST)

In our continuing effort to make Small Business training available at times convenient to business owners, inspiring entrepreneurs and managers, we are now offering a series of early morning seminars known as the BYOB series (Bring Your Own Breakfast). Please feel free to bring your breakfast and beverage to enjoy while attending seminars presented by some of North Carolina's best professional speakers. All seminars will be held at the main campus of Robeson Community College in the Workforce Development Center. These presentations are open to the public and provided **FREE** of charge due to special funding arrangements made to the Small Business Center and Robeson Community College. To reserve your seat or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.



"MAKING YOUR MANAGEMENT MAGICAL"

W 8:00 am - 9:15 am 04/30/14 John Formica

"STARTING AND OPERATING A HOME-BASED BUSINESS"

W 8:00 am - 9:15 am 05/28/14 Tim Dannelly

"THE PERSON (MANAGER) IN THE MIDDLE"

TH 8:00 am - 9:15 am 06/26/14 Gypsie Murdaugh

SELLING GLOBAL AND BUILDING YOUR BUSINESS.....

THE DOLLARS AND SENSE OF EXPORTING

\$35

In today's global economy, one of the best ways to significantly increase your sales volume is by discovering new markets through exporting. During this seminar you will learn the basics of how to get your small to medium size company into the international markets of the world. It is not as daunting as you may think and could provide a great growth opportunity for your company. The presenter for this seminar will be Dr. John Hayes, President of the Wilmington Chapter World Trade Association and owner of an export advisory business. Dr. Hayes is a former export adviser to President Ronald Reagan. This presentation is open to the public. Pre-registration prior to March 18th is required. At least fifteen individuals must be pre-registered for this seminar to occur. The registration fee of \$35 will be paid the day of the seminar. To reserve your seat, or for information, please call 910-272-3631 or email bmoore@robeson.edu.

W 1:00 pm -4:00 pm 03/19/14 WDC, Rm 1848 Dr. John Hayes

HOW TO PROTECT YOUR NAME, PATENTS, TRADEMARKS AND COPYRIGHTS

- \$199 (FREE—See Below)

Patents, trademarks, copyrights and trade secrets are "intellectual property" – referring to products that come from the creative mind. Intellectual property is imagination made real and is an asset just like your home, your car or your bank account. Like other kinds of property, intellectual property needs protection from theft and misuse. This informative seminar will provide direction for business owners, organizations and individuals on how to protect what is rightfully yours. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

M 6:00 pm - 9:00 pm 03/03/14 Bldg. 9, Rm 901 Sam Gore

INCORPORATING YOUR PROFIT/NON-PROFIT BUSINESS

\$199 (FREE—See Below)

Legally and economically there are many reasons why business owners would benefit from the various types of corporation status. This seminar will provide information that will help business owners become more knowledgeable about the different types of corporations, the advantages and disadvantages of incorporating their business and the procedures that are necessary to become incorporated under the laws of the State of North Carolina. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

T 6:00 pm - 9:00 pm 03/18/14 Bldg. 9, Rm 901 Gypsie Murdaugh (J.D.)

THE BUSINESS SIDE OF OPERATING A FAITH BASED ORGANIZATION / CHURCH

\$199 (FREE—See Below)

Businesses operating in the United States are expected to operate within certain guidelines and are to follow certain rules established by both the Federal Government and the Internal Revenue Service. While faith based congregations are not held accountable to all of these rules, they are responsible for following many of them. Faith based congregations also enjoy the privilege tax exempt status; however, if they fail to comply with the guidelines set by the Federal Government, this status can be revoked. This seminar is designed to provide vital information on the following:

- Legal definition of the church (non-profit/tax exempt)
- IRS rules in accounting
- Who receives 1099's and W-2 forms
- Reporting requirements for ministers
- Designated funds
- Financial Audits
- Developing policy for handling finances
- Developing financial internal controls



This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

T 6:00 pm - 9:00 pm 01/14/14 Bldg. 9, Rm 901 Sam Gore

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

HOW TO CREATE A WEB PRESENCE FOR YOUR SMALL BUSINESS/ORGANIZATION

\$199 (FREE—See Below)

Having your business found on the Internet today involves a great deal more than having an effective website. In fact, having a website is now second to your business being found through mobile applications and searches. During this seminar, social media and web presence specialist Martin Brossman will introduce ways that individuals search for business services and products and how you can create a web presence that will get your business noticed! If you truly want a competitive edge over your competition, this is a seminar you *must* attend. This training will be held at the R.E. Hooks Center, 176 North 3rd Street (Corner of 3rd and Armfield Streets) in Saint Pauls. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and RCC. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.

TH 6:00 pm - 9:00 pm 01/16/14 R E Hooks Ctr. Martin Brossman

HOW TO START AND OPERATE

-\$999 (FREE—See Below)

A SUCCESSFUL NON-PROFIT BUSINESS!

(A Certificate Will Be Awarded)

Non-profits are one of the fastest growing types of businesses in America today. This series of five workshops has been especially created for those individuals who desire information on how non-profits are started, how they survive, what regulations they must adhere to and the importance of having qualified well-trained board members.

While participating in this program, you will learn:

- How to obtain an IRS 501(c)3 non-profit status
- How to obtain a proper tax and incorporation status
- The basics of writing a grant
- Advanced grant writing techniques
- Legal and financial requirements for non-profits
- How to select and train a Board of Directors

Graduates of this program will receive a certificate showing they have completed eight or more hours of instruction. Make plans now to attend this exciting and informative program. **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 due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.** Seating may be limited. All classes will be taught by Sam Gore.

SATURDAY 02/01/14 8:00 am - 10:00 am "HOW TO START A NON-PROFIT"

**SATURDAY 02/01/14 10:15 am - 12:15 pm "HOW TO DO THE 501(C)3 THING—
COMPLETING THE 1023 FORM"**

SATURDAY 02/08/14 8:00 am - 10:00 am "GRANT WRITING 101"

SATURDAY 02/08/14 10:15 am - 12:15 pm "GRANT WRITING 102"

**SATURDAY 02/08/14 1:15 pm - 3:15 pm "HOW TO SELECT AND TRAIN A
NON-PROFIT BOARD OF DIRECTORS"**

Who Should Attend:

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

Certificate Requirements:

Participants must attend at least four of the five workshops (eight hours) to receive certification. The certification will be issued by the Small Business Center indicating the completion of eight or more hours of study.

Non-Certificate Attendance:

Any person, employee or volunteer is welcome to attend any individual workshop(s); however, for certification, they must attend as required above

THE ABCS OF GRANT WRITING

\$199

(FREE—See Below)

This seminar will equip you with the basic skills and tools you need to enter the exciting world of grant writing! You will learn how to effectively complete a grant application and how to build a database of grant foundations, private and governmental. You will also learn how to prepare and submit successful grant proposals by covering all of the main components. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.** Seating may be limited.

T 6:00 pm - 9:00 pm 03/25/14 Bldg. 9, Rm 901 Gypsie Murdaugh (J.D.)

THE 8TH ANNUAL ENTREPRENEUR ACADEMY ~~-\$1399~~ (FREE—See Below)

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. This Academy has been designed to give you this information in just two weekends. During this series you will learn about:

- The basics of starting a business
- Fairly evaluating your business idea
- Starting and growing your business
- Keeping proper records and paying the correct taxes
- Properly licensing your business and selecting the proper legal structure
- Avoiding common mistakes that undermine businesses of all sizes
- Funding your business
- Writing a successful business plan
- Keeping your business legal

Participants will receive a certificate issued by the Small Business Center if they attend at least 13 hours of instruction. These seminars are open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. Make plans now to attend this exciting and informative program. The presenters for this series will be Dennis Watts and Bob Moore. Please pre-register by calling 910-272-3631 or email bmoore@robeson.edu. All classes will be held at RCC in the Workforce Development Center. *(A Certificate Will Be Awarded)*

FRIDAY 02/21/14

6:00 pm - 8:00 pm Starting A Small Business

SATURDAY 02/22/14

9:00 am - 11:00 am Writing A Business Plan, Part A

12:00 pm - 2:00 pm Writing A Business Plan, Part B

2:30 pm - 4:30 pm Sales, Advertising, Promotions, And Marketing

FRIDAY 02/28/14

6:00 pm - 8:00 pm Finding Sources Of Funding

SATURDAY 03/01/14

9:00 am - 12:00 pm Record Keeping And Taxes

1:00 pm - 4:00 pm Fifteen Common Mistakes

That Will Undermine Any Business

HOW TO START A GROUP HOME

\$199 (FREE—See Below)

Successful new business owners are well informed from the beginning! They know the start-up process, their industry, and market. 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 previously, would have found themselves on the street or in an institution with limited services. This seminar is designed to give you basic knowledge of starting a group home by enabling you to 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
- 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

This presentation is open to the public and provided **FREE** due to special funding arrangements for the Small Business Center and Robeson Community College. To pre-register, or for information, please call 910-272-3631 or email bmoore@robeson.edu.

M 6:00 pm-9:00 pm 03/31/14 Bldg. 9, Rm 901 Sam Gore

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

CERTIFICATION IN MANAGEMENT

-\$1399

(FREE—See Below)

AND SMALL BUSINESS OPERATIONS

(A Certificate Will Be Awarded)

A recent study revealed that the owners of successful small and medium size businesses tend to be life-long learners; constantly researching their markets and updating their personal skills. The Small Business Center wishes to assist the business owners of Robeson and surrounding counties in their efforts to expand their knowledge by providing this series of select seminars. Attendees of these workshops will learn how to better manage their time, expand sales, hire the right employee the first time and motivate all employees for maximum growth and production. In addition, they will learn how to develop a customer service plan for their company and the power of negotiating in today's business world. These seminars are open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. All seminars will be presented in the Workforce Development Center located on the main campus of Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

"SURVIVAL SKILLS FOR BUSINESS OWNERS AND MANAGERS"

Wednesday, April 16, 2014, 3:00 pm - 5:00 pm Denise Ryan

"GETTING IT ALL DONE – MANAGEMENT STRATEGIES THAT CHAMPIONS USE"

Wednesday, April 23, 2014, 3:00 pm - 5:00 pm Mike Collins

"HOW TO FIND, INTERVIEW AND HIRE MAGICAL PEOPLE"

Wednesday, April 30, 2014, 3:00 pm - 5:00 pm John Formica

**"HOW TO DEVELOP A WORLD CLASS CUSTOMER SERVICE PLAN
THAT FITS YOUR BUSINESS"**

Thursday, May 8, 2014, 3:00 pm - 5:00 pm Charles Johnson

"THE ART OF NEGOTIATING IN ANY SUCCESSFUL BUSINESS"

Thursday, May 15, 2014, 3:00 pm - 5:00 pm Thomas Patrick

**"HOW TO STRATEGICALLY ENGAGE EMPLOYEES
FOR MAXIMUM PERFORMANCE"**

Wednesday, May 21, 2014, 3:00 pm-5:00 pm Charles Johnson

"HOW TO OUT-SELL AND OUT-LAST YOUR COMPETITION"

Wednesday, May 28, 2014, 3:00 pm-5:00 pm Tim Dannelly

Who Should Attend?

Business owners, inspiring entrepreneurs, managers of all levels, supervisors, and team leaders who own and/or manage a non-profit, for-profit, private or public organization or company.

Certificate Requirements:

Participants must attend six of the seven seminars to receive certification. Graduates of this program will receive a certificate issued by the Small Business Center showing they have completed 12 or more hours of instruction.

Non-Certificate Attendance:

Anyone is welcome to attend any individual seminar(s); however, for certification, they must attend as required above.

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

**GAINING MORE BUSINESS BY HARNESSING
GOOGLE MAPS, PICTURES, VIDEOS AND GOOGLE PLUS**

This is a three-part series designed with the intent of educating small business owners as to how they can expand and market their businesses using the valuable tools of the Internet and Google Plus. During this series, owners that have both a store location or address and want to build a powerful *pull* from the web will learn about Google quality reviews on-line, quality content, and people engaging with your content. This training will give you a competitive advantage over businesses not willing to learn the new tools of the web.

GETTING ON THE MAP! ~~\$199~~ (FREE—See Below)

This training is about getting found on the maps! Your future customer cares more about what other people have to say about your business than what you have to say. Business reviews from actual customers have become the new norm. This seminar will train you in how to get on the directories, drive raving fans to write reviews the right way and dealing with complaints on-line. This presentation is open to the public and provided **FREE** due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.**

T 6:00 pm - 9:00 pm 04/01/14 Bldg. 9, Rm 901 Martin Brossman

**VIDEO PHOTOGRAPHY AND ~~\$199~~ (FREE—See Below)
PODCASTING FOR BUSINESS OWNERS**

Text content is not enough today. Photos, video and even Podcasting is more compelling in drawing in the right customer than just plain text. This seminar will show you how to use the right multi-media content to increase the bottom line of your business. This presentation is open to the public and provided **FREE** due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu.**

T 6:00 pm - 9:00 pm 04/15/14 Bldg. 9, Rm 901 Martin Brossman

**GAINING THE ADVANTAGE OF ~~\$199~~ (FREE—See Below)
GOOGLE+ AND USING GOOGLE LOCAL FOR BUSINESS**

This final seminar will deal with understanding how to correctly use Google Plus along with Google Hangouts On Air to gain a real advantage with Google. Google Plus is critical to know even if all your customers are not in it since they may be seeing your content from Google Plus and not realize it. Facebook is a big island but Google is the information highway and Google Plus gives you a high performance car with all of Google's resources. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.**

T 6:00 pm - 9:00 pm 05/13/14 Bldg. 9, Rm 901 Martin Brossman

PARLIAMENTARY PROCEDURE MADE EASY \$199 (FREE—See Below)

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, plus useful handouts:

1. Parliamentary Procedure—Its Purpose, Use, and its General Principals
2. Transacting Business at a Meeting
3. Summary of Steps in Handling a Motion
4. Types of Motions-Definitions, Examples and Precedence of Motions
5. Other Rules Governing the Consideration of Motions
6. Tips on Parliamentary Procedure
7. 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 board member, chairman, 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. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.**

M 6:00 pm - 9:00 pm 02/10/14 Bldg. 9, Rm 901 Sam Gore

WRITING A WINNING BUSINESS PLAN \$199 (FREE—See Below)

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

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

This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. **To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.**

M 6:00 pm - 9:00 pm 05/12/14 Bldg. 9, Rm 901 Sam Gore

THE SMALL BUSINESS CENTER



For More Information Contact: Bob Moore (910) 272-3631; bmoore@robeson.edu

If you have been thinking about opening a small business, your first stop should be the Small Business Center at Robeson Community College. The Small Business Center is designed to meet the training needs of the area's small business owners as well as entrepreneurial training for those wishing to "become their own boss." Training sessions are offered as seminars, workshops, and short-term courses, most of which are free. The Small Business Center also offers confidential business counseling at no charge to individuals wishing to start a new business or expand an existing business. Assistance is available in writing business plans, marketing and advertising, locating sources of capital, understanding and improving your credit, management and supervision, market research, personnel, and other business related subjects. Appointments are scheduled at times convenient to the client. To schedule a counseling session, call Bob Moore at 910-272-3631 or email bmoore@robeson.edu.

COMMUNITY SERVICES

*****NOTE***** All Community Service classes are Self-Supporting so all students, including senior citizens, must pay the registration fee.

POTTERY (evening class)

\$100.00

Experience the thrill of creating with clay! Imagine the thrill you'll have as you build your unique pieces. Your imagination will help you learn the basics of clay building as you delve into hand building and glazing. The various uses of color will also be explored. You'll find this course straightforward and enjoyable. **A minimum of 12 students is required!** Registration fees will only be accepted during the first two nights of class. For more information call (910) 272-3604.
T 6:30 pm - 10:30 pm 01/21 - 03/23/13 Bldg. 14, Rm 1465A Tripp



POTTERY (day class)

\$100.00



Experience the thrill of creating with clay! Imagine the thrill you'll have as you build your unique pieces. Your imagination will help you learn the basics of clay building as you delve into hand building and glazing. The various uses of color will also be explored. You'll find this course straightforward and enjoyable. **A minimum of 8 students is required!**

Registration fees will only be accepted during the first two days of class. For more information call (910) 272-3604.

TH 12:30 pm - 4:00 pm 01/16 - 03/20/13 Bldg. 14, Rm 1465A Speights

MOTORCYCLE RIDER COURSE—BEGINNING

\$131.40



Do you want to learn how to ride a motorcycle? Riding and street skill has at its core, 22 hours of instruction. Eight of these hours will be spent in the classroom in preparation for fourteen hours of range activities.



For more information or registration call (910) 272-3604. Pre-registration is a must!

Note: The North Carolina Motorcycle Safety Education Program requires 100% attendance. You must be in attendance at 6:00 pm when the first class begins. Failure to be on time will result in your slot being denied. All classes are Friday, Saturday, and Sunday. Times are listed below and dates will be announced.

FRIDAY 6:00 pm - 10:00 pm **SATURDAY** 7:30 am - 5:30 pm
SUNDAY 7:30 am - 5:30 pm

HAIR AND NAILS



tools of the trade.

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?**

CONSIDER A CAREER AS A PROFESSIONAL BARBER!

The college is offering Barbering as a day program lasting three. The program is located at our ComTech Campus and is currently accepting applications.

Students will prepare to pass the North Carolina Barbering exam to become licensed barbers. Students will train in an on-campus barber shop located at RCC's ComTech Campus in Pembroke. The barber program will teach the students the essentials required in providing complete hair and skin services for men such as facial massages, razor shaves, modern hair styling, hair cutting, coloring, and chemical services.

RCC will begin accepting applications for the Fall 2014 semester in June 2014. Enrollment is limited to twenty new students.

REQUIREMENTS: HS Diploma or GED (official transcript required)

8th grade reading level on the TABE test

Test must be scheduled before August 1, 2014

Participate in an interview by the Barbering Committee at RCC.

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

Enrollment is limited—call now!!



Call the barbering instructor, Mr. Michael Cheek,
at 910-522-1426 for information or email him at mcheek@roberson.edu.

FIRE EDUCATION

CERTIFICATION CLASSES

All classes are designed to meet the requirements of the NC Fire and Rescue Commission for certification. The student must have a high school diploma or GED and must be 18 years of age in order to be certified by the State of North Carolina. Classes are registered separately, so you may take one or more classes as needed. Students must attend 80% of scheduled class hours to test for certification. Classes will be held at the Emergency Services Training Center located at 5825 NC Hwy. 72 East in Lumberton.

All classes begin at 9 AM daily. As classes are scheduled, they will be posted to our website, www.rccestg.org. Please call 910-738-7128 to pre-register for these classes. If the class is cancelled or postponed, you will be notified.

AERIAL OPERATIONS

Introduction to Aerial
Basic Aerial Operations
Aerial Maintenance
Aerial Testing



TECHNICAL RESCUER-CONFINED SPACE

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

TECHNICAL RESCUER-WATER

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

DRIVER OPERATOR

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

TECHNICAL RESCUER-GENERAL

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

TECHNICAL RESCUER-VMR

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

TECHNICAL RESCUER-ROPES

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



FIREFIGHTER I & II

FD Orientation & Safety
Building Construction
Overhaul
Rescue
Forcible Entry
Foam Fire Streams
Fire Behavior
Water Supplies
Salvage
Fire Control
Ropes
Personal Protective Equipment
Portable Fire Extinguishers
Emergency Medical Care
Fire Hose, Streams & Appliances
Fire Alarms & Communications
Fire Prevention, Education & Cause



HAZARDOUS MATERIALS

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



FIRE LIFE SAFETY EDUCATOR I, II, & III

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

NC RAPID INTERVENTION

NCRIT Mayday
NCRIT Firefighter Survival
NCRIT Rapid Intervention



AGRICULTURE RESCUE

CHIEF 101
FIRE OFFICER I
FIRE OFFICER II

LAW ENFORCEMENT

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

DETENTION OFFICER CERTIFICATION TRAINING

M-F	8:00 am - 5:00 pm	02/03 - 03/05/14	Bldg. 11	COATES
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BASIC DRUG INVESTIGATIONS

M-F	8:00 am - 5:00 pm	02/10 - 02/14/14	WDC, Rm 1848	PITTMAN
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SUPERVISION & MANAGEMENT OF INFORMANTS

TH	8:00 am - 5:00 pm	02/06/14	WDC, Rm 1848	GRIMES
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WEAPONS OF MASS DESTRUCTION

T	8:00 am - 5:00 pm	02/18/14	WDC, Rm 1848	TBA
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NATIONAL CHILD SAFETY TECHNICIAN CERTIFICATION COURSE

M-TH	8:00 am - 5:00 pm	03/03 - 03/06/14	AVIATION	TBA
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TACTICAL RAPPEL TRAINING—LEVEL I

M-F	8:00 am - 5:00 pm	03/10 - 03/14/14	EMER SERVC TRNG CTR	REDS
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TRAFFIC INTERDICTION

T & W	8:00 am - 5:00 pm	03/11 - 03/12/14	WDC, Rm 1848	REED
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ETHICAL, CHARACTER DRIVEN LEADERSHIP

T & W	8:00 am - 5:00 pm	03/25 - 03/26/14	WDC, Rm 1848	COATES
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MANAGEMENT & SUPERVISION OF DRUG INVESTIGATIVE UNITS

W-F	8:00 am - 5:00 pm	04/09 - 04/11/14	WDC, Rm 1848	BREWINGTON
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REPORT WRITING

TH	8:00 am - 5:00 pm	04/24/14	WDC, Rm 1848	BARNES
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DIVERSION CRIME INVESTIGATIONS

T & W	8:00 am - 5:00 pm	05/06 - 05/07/14	Bldg. 11	STATE BUREAU INV
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*****STUDENTS MUST BRING DEPARTMENT CAR
WITH RADAR AND AN UPDATED MANUAL FOR ALL
RADAR CLASSES*****



***BASIC RADAR CERTIFICATION

M-F	8:30 am - 5:30 pm	01/13 - 01/17/14	Bldg. 11	MEARES
M-F	8:30 am - 5:30 pm	05/12 - 05/16/14	Bldg. 11	MEARES

***RADAR RECERTIFICATION

TH & F	8:30 am - 5:30 pm	02/20 - 02/21/14	Bldg. 11	MEARES
TH & F	8:30 am - 5:30 pm	03/20 - 03/21/14	Bldg. 11	MEARES
W & TH	8:30 am - 5:30 pm	04/16 - 04/17/14	Bldg. 11	MEARES

***RADAR/LIDAR/TD RECERTIFICATION

TH & F	8:30 am - 5:30 pm	02/20 - 02/21/14	Bldg. 11	SMITH
TH & F	8:30 am - 5:30 pm	03/20 - 03/21/14	Bldg. 11	SMITH
W & TH	8:30 am - 5:30 pm	04/16 - 04/17/14	Bldg. 11	SMITH

CPR

W	8:00 am - 12:00 pm	01/08/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	01/09/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	01/15/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	01/16/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	01/22/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	01/23/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	01/29/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/05/14	Bldg. 11	TBA

LEGAL UPDATE

W	1:00 pm - 5:00 pm	01/15/14	Bldg. 11	COLEMAN
W	1:00 pm - 5:00 pm	01/22/14	Bldg. 11	WILKINS
W	1:00 pm - 5:00 pm	01/29/14	Bldg. 11	COLEMAN
W	1:00 pm - 5:00 pm	02/05/14	Bldg. 11	WILKINS
W	8:00 am - 12:00 pm	03/05/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	03/06/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	03/12/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	03/13/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	03/26/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	03/27/14	Bldg. 11	TBA
F	8:00 am - 12:00 pm	03/28/14	Bldg. 11	TBA

**HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS**

W	1:00 pm - 5:00 pm	01/08/14	Bldg. 11	TBA
TH	1:00 pm - 5:00 pm	01/09/14	Bldg. 11	TBA
W	1:00 pm - 5:00 pm	01/15/14	Bldg. 11	TBA
TH	1:00 pm - 5:00 pm	01/16/14	Bldg. 11	TBA
W	1:00 pm - 5:00 pm	01/22/14	Bldg. 11	TBA
TH	1:00 pm - 5:00 pm	01/23/14	Bldg. 11	TBA
W	1:00 pm - 5:00 pm	01/29/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	03/12/14	Bldg. 11	PARKER
W	8:00 am - 12:00 pm	03/19/14	Bldg. 11	PARKER
W	8:00 am - 12:00 pm	03/26/14	Bldg. 11	PARKER
W	8:00 am - 12:00 pm	04/02/14	Bldg. 11	PARKER

**OFFICER SAFETY: THE FIRST FIVE MINUTES**

W	1:00 pm - 5:00 pm	02/05/14	Bldg. 11	TBA
TH	1:00 pm - 5:00 pm	02/06/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/12/14	Bldg. 11	MORSE
W	1:00 pm - 5:00 pm	02/12/14	Bldg. 11	TBA
TH	1:00 pm - 5:00 pm	02/13/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/19/14	Bldg. 11	MORSE
W	1:00 pm - 5:00 pm	02/19/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/26/14	Bldg. 11	MORSE
W	1:00 pm - 5:00 pm	02/26/14	Bldg. 11	TBA
F	1:00 pm - 5:00 pm	02/28/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	03/05/14	Bldg. 11	MORSE



FUNDAMENTALS OF EVIDENCE COLLECTION

W	8:00 am - 12:00 pm	02/05/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	02/06/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/12/14	Bldg. 11	TBA
TH	8:00 am - 12:00 pm	02/13/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/19/14	Bldg. 11	TBA
W	8:00 am - 12:00 pm	02/26/14	Bldg. 11	TBA
F	8:00 am - 12:00 pm	02/28/14	Bldg. 11	TBA



JMST: A JUVENILE—NOW WHAT?

W	1:00 pm - 3:00 pm	02/12/14	Bldg. 11	EVANS
W	1:00 pm - 3:00 pm	02/19/14	Bldg. 11	EVANS
W	1:00 pm - 3:00 pm	02/26/14	Bldg. 11	EVANS
W	1:00 pm - 3:00 pm	03/05/14	Bldg. 11	EVANS
W	1:00 pm - 3:00 pm	03/05/14	Bldg. 11	TBA
TH	1:00 pm - 3:00 pm	03/06/14	Bldg. 11	TBA
W	1:00 pm - 3:00 pm	03/12/14	Bldg. 11	TBA
TH	1:00 pm - 3:00 pm	03/13/14	Bldg. 11	TBA
W	1:00 pm - 3:00 pm	03/26/14	Bldg. 11	TBA
TH	1:00 pm - 3:00 pm	03/27/14	Bldg. 11	TBA
F	1:00 pm - 3:00 pm	03/28/14	Bldg. 11	TBA

TELECOMMUNICATION TRAINING



LE INTELLIGENCE UPDATE/ACTIVE SHOOTER REVIEW

T	9:00 am - 1:00 pm	01/14/14	LUMBERTON	FRENCH
T	9:00 am - 1:00 pm	01/19/14	ROBESON	LOCKLEAR

CUSTOMER SERVICE & THE 911 PROFESSIONAL

T	9:00 am - 1:00 pm	02/11/14	LUMBERTON	FRENCH
T	9:00 am - 1:00 pm	02/18/14	ROBESON	LOCKLEAR

HITTING THE WALL—AVOIDING COMPLACENCY

T	9:00 am - 1:00 pm	03/11/14	LUMBERTON	FRENCH
T	9:00 am - 1:00 pm	03/18/14	ROBESON	LOCKLEAR



COLLEGE AND CAREER READINESS

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 Compensatory Educational Development (CED) Program is designed to assist adults with intellectual disabilities to become more independent and self-directing and to acquire skills to meet and manage community, social work and personal adult responsibilities.

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

The General Education (GED) Program 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.

MAKE YOUR DREAM COME TRUE



FAIRMONT, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:15 pm - 9:15 pm	01/06-05/08/14	207 SOUTH MAIN ST	TOWNSEND

ADULT HIGH SCHOOL

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:15 pm - 9:15 pm	01/06-05/08/14	207 SOUTH MAIN ST	TOWNSEND



LUMBERTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 1202	T. CHAVIS
M - TH	8:00 am - 11:30 pm	01/06-05/08/14	RCC ROOM 1209	WATKINS
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	S. L'TON WEED&SEED	WIGGS
M - TH	7:45 am - 1:15 pm	01/06-05/08/14	WEAVER'S COURT	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	01/06-05/07/14	RCC ROOM 1209	TURNER
M, T & TH	6:00 pm - 9:00 pm	01/06-05/07/14	RCC ROOM 1217	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	01/06-05/07/14	RCC ROOM 1202	LEWIS
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	RCC ROOM 924	JONES
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	119 W4TH STREET	SANDERSON
M - TH	8:00 am - 8:30 am	01/06-05/08/14	RCC ROOM 903	KERNS

ADULT HIGH SCHOOL/GED

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	2:15 pm - 3:30 pm	01/06-05/08/14	RCC ROOM 902	WATKINS
M - TH	10:45 am - 3:30 pm	01/06-05/08/14	RCC ROOM 903	KERNS
M - TH	8:00 am - 11:30 am	01/06-05/08/14	RCC ROOM 924	REED
M - TH	12:00 pm - 1:30 pm	01/06-05/08/14	RCC ROOM 925	TINLING
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	S. L'TON WEED&SEED	WIGGS
M - TH	7:45 am - 1:15 pm	01/06-05/08/14	WEAVER'S COURT	THOMPSON
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	119 W4TH STREET	SANDERSON
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	RCC ROOM 924	ANTWI
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	RCC ROOM 925	JONES
M, T, & TH	5:00 pm - 7:30 pm	01/06-05/08/14	ROBESON COUNTY JOB LINK	TBA
M - TH	12:00 pm - 2:15 pm	01/06-05/08/14	RCC ROOM 902 (MATH SENSE)	WATKINS

COMPENSATORY EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 1236	MCCORMICK
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 1223	LOCKLEAR
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 1217	HUNT
M - TH	8:30 am - 12:00 pm 12:30 pm - 3:00 pm	01/06-05/08/14	SHELTERED WORKSHOP	BROCKINGTON

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 902	JORDAN
M, T & TH	6:00 pm-9:00 pm	01/06-05/07/14	RCC ROOM 902	SMALLWOOD
M, T & TH	6:00 pm-9:00 pm	01/06-05/08/14	RCC ROOM 1223	B. JACOBS
M, T & TH	6:00 pm-9:00 pm	01/06-05/08/14	RCC ROOM 1226	TBA
M, T & TH	6:00 pm-9:00 pm	01/06-05/08/14	RCC ROOM 1752A	TBA

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	7:45 am - 1:15 pm	01/06-05/08/14	WEAVER'S COURT	THOMPSON

GENERAL EDUCATIONAL DEVELOPMENT (GED®)

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 902	WATKINS
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 903	KERNS
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 924	REED
M - TH	8:00 am - 3:30 pm	01/06-05/08/14	RCC ROOM 925	TINLING
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	RCC ROOM 924	ANTWI
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	OFFENDERS RESOURCE CTR	POWELL

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ROBESON COMMUNITY COLLEGE ANNOUNCES THE OPENING OF THEIR PEARSON VUE TESTING CENTER IN JANUARY 2014

Effective January 2, 2014, the GED® test will be offered through computer-based testing (cbt) and will be administered through qualified and approved Pearson VUE testing centers. For more information please call: 910-272-3641

MAXTON, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	RED HILL HOUSING COMM BLDG.	SMITH
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	MAXTON LEARNING CTR.	LOWERY
T, W & TH	5:00 pm - 8:00 pm	01/07-05/08/14	MT. HEBRON CHURCH	SCOTT

ADULT HIGH SCHOOL

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	RED HILL HOUSING COMM BLDG.	SMITH
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	MAXTON LEARNING CTR.	LOWERY
T, W & TH	5:00 pm - 8:00 pm	01/07-05/08/14	MT. HEBRON CHURCH	SCOTT

COMPENSATORY EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	MAXTON LEARNING CTR.	GRAVES

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	01/06-05/08/14	RED HILL HOUSING COMM BLDG.	SMITH

PARKTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	TOWN HALL	JACOBS

ADULT HIGH SCHOOL

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	TOWN HALL	JACOBS

PEMBROKE, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	GADDY
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	COMTECH	MAYNOR

ADULT HIGH SCHOOL

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	GADDY
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	COMTECH	GODWIN

COMPENSATORY EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	BROWN
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	MAULTSBY

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	ROBERSON

GENERAL EDUCATIONAL DEVELOPMENT (GED)

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	GADDY
M - TH	8:15 am-1:45 pm	01/06-05/08/14	COMTECH	ROBERSON

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - W	9:00 am-12:30 pm	01/06-05/08/14	COMTECH	JACOBS



RED SPRINGS, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	STEP BLDG	GALES

ADULT HIGH SCHOOL

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	01/06-05/08/14	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	STEP BLDG	MCMILLIAN

COMPENSATORY EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	01/06-05/08/14	SHINING STAR MASONIC LODGE	WILLIAMS

RENNERT, NC

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T, W & TH	9:00 am-12:00 pm	01/07-05/08/13	TOWN HALL	FLOYD



ROWLAND, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T, W & TH	9:00 am-12:00 pm	01/07-05/08/13	TOWN HALL	FLOYD

ADULT HIGH SCHOOL/GED

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/14	CULTURAL ART CTR	TBA



ST. PAULS, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	01/06-05/08/13	MIDDLE SCHOOL AUDITORIUM	TBA

ENGLISH AS A SECOND LANGUAGE/FAMILY LITERACY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
SAT	8:00 am - NOON	01/11-05/10/14	PRESBYTERIAN CHURCH	TBA

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. Please pay each fee separately from registration fee.

RCC ACCREDITATION

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

WHO IS ELIGIBLE?

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

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

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

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

Participants will pay fees and complete the registration process during the first class session. Be sure to bring your Social Security number and proper fees to your class. It is extremely important that you plan to attend the first scheduled class session. We cannot register new enrollees, after the class has met 10% of the scheduled course hours. Registration is the first class meeting date, unless stated in brochure that Pre-Registration is required for class.

CERTIFICATES

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

OCCUPATIONAL EXTENSION COURSE REPEAT POLICY

The N.C. General Assembly, during the 1993 session passed Legislation limiting the number of times certain Occupational Extension courses may be repeated. The New policy is as follows: No full-time equivalent students shall be generated for occupational extensions students after the first repetition of an occupational extension class except as provided in subsection (b) of this section, if students take an occupational extension class more than twice, they shall pay the full amount of the per-student cost.

The full amount of the per-student cost has been determined by the North Carolina Community College System to be either \$6.34 or \$7.03 per scheduled hour depending on course type.

REGISTRATION FEE REFUNDS

After the class begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.

COMPUTER USE AND TECHNOLOGY FEES

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

CONTINUING EDUCATION GIVES YOU LOTS OF WAYS TO GROW

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

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

**ROBESON COMMUNITY COLLEGE WILL BE CLOSED FOR THE
HOLIDAYS AS FOLLOWS:**

JANUARY 20, APRIL 21, AND APRIL 22, 2014

AN EQUAL OPPORTUNITY INSTITUTION

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Security The Professionals

ROOM NUMBERS BEGIN WITH THE BUILDING NUMBER IN WHICH THEY ARE LOCATED

ROOM 1128 IS IN BUILDING 11

ROOM 903 IS IN BUILDING 9

ROOM 1503 IS IN BUILDING 18 THE WDC

Legend:
 Camera icon
 Camera icon with red dot
 Camera icon with red dot and 'V' symbol

Handicapped parking in all lots
 Emergency call boxes placed at strategic locations around campus
 Video security surveillance
 Visitor parking located in front of buildings 1 & 2, between buildings 3 & 14, in front of building 17

RT Route
 Landon Drive & Landon Drive SE
 North
 Drawn Drive
 10000
 10000

<p>910-272-3342 ADMISSIONS 910-272-3352 FINANCIAL AID 910-272-3341 TRANSCRIPTS 910-272-3700 SWITCHBOARD 910-522-1426 COMTECH</p>	<p>910-272-3619 ADULT HIGH SCHOOL GED, ESL, CED, ABE</p>	<p>910-738-7128 FIRE RESCUE CLASSES FIRE RESCUE COLLEGE</p>	<p>910-272-3650 LAW ENFORCEMENT CLASSES</p>	<p>SENIOR SAFE NOTARY ELECTRICAL CODE ELECTRICAL CONTRACTORS FAST TRACK MAINTENANCE WELDING FORKLIFT NCCER</p>	<p>910-272-3630 910-272-3631</p>	<p>910-522-1426 BARBER PROGRAM</p>
<p>WORKERS TESTING KEYTEAM JOB READINESS CHILD CARE CLASSES COMPUTER CLASSES BANKING AND REAL ESTATE PHARMACY TECH MEDICAL TERMINOLOGY MEDICAL RECORDS/COOKING MEDICAL ASSISTING ONLINE CLASSES MOTORCYCLE OR POTTERY</p>	<p>910-272-3604</p>	<p>ORIG INDEPENDENT AUTO DEALER VEHICLE SAFETY INSPECTION</p>	<p>BIOLOG CENTER WINE/BEER MAKING GARDENING FOOD SANITATION BEE KEEPING HERBS</p>	<p>SMALL BUSINESS CENTER STARTING A SMALL BUSINESS WARTING A BUSINESS PLAN MANAGING A BUSINESS NON PROFITS MARKETING YOUR BUSINESS</p>	<p>910-272-3604 910-272-3631</p>	<p>NURSING ASSISTANT PHLEBOTOMY EMS & CPR ACTIVITY DIRECTOR</p>

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