

**SPRING
2016**

CHANGE YOUR LIFE

**ROBESON
COMMUNITY
COLLEGE**



Ever wonder what a firefighter does when trapped in a burning building?

What does a police officer do when he is pinned down by gun fire?

How does a Paramedic help someone that is trapped in a car?

Public Safety employees such as fire fighters, police officers, and Paramedics must rely on their training and the training of their coworkers to survive while saving the lives, homes, and businesses of citizens.

To aid in that training Robeson Community College will hold its annual **SOUTHEAST FIRE/RESCUE POLICE EXPO WEEKEND** beginning on Thursday and ending on Sunday, February 04 - February 07, 2016. Classes will be held on RCC's main campus as well as at the Emergency Services Training Center and in the community. Students will be able to take certification classes or specialized training.

The public is invited to come out Saturday, February 6, 2016 to Family Fun Day and bring the kids to enjoy the FREE activities.

**ROBESON COMMUNITY COLLEGE
SOUTHEAST FIRE/RESCUE COLLEGE
& POLICE EXPO PRESENTS**

FAMILY FUN DAY

ALL EVENTS ARE **FREE**

**SATURDAY, FEBRUARY 6, 2016
10 AM - 2 PM**

**FAMILY EVENTS WILL BE HELD AT THE FRONT OF CAMPUS
(WEATHER PERMITTING)**



- **MEET SMOKEY THE BEAR!**
- **PARTICIPATE IN FACE PAINTING!**
- **TOUR THE FIRE SAFETY HOUSE!**
- **SHAKE HANDS WITH SPARKY THE FIRE DOG!**
- **FREE FIREMAN HELMETS FOR THE KIDS!**
- **JUMP IN AN INFLATABLE BOUNCE HOUSE!**
- **CLIMB ABOARD FIRE TRUCKS,
RESCUE TRUCKS AND AMBULANCES!**

ROBESON COMMUNITY COLLEGE

WHERE DO I FIND IT? WHO DO I CALL?

IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

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

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IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

EXPLORE NEW PATHWAYS TO HEALTHCARE CAREERS



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



Visit www.boostmed.org or call 910-272-3603 for additional information

*****INSTRUCTORS NEEDED*****

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

SECU Foundation

PEOPLE HELPING PEOPLE

SECU Foundation Scholarship

In 2012, the SECU Foundation established a Continuing Education Scholarship Program to help remove financial barriers for students seeking to gain new and/or upgrade current job-related skills. Annually, the program provides 10 scholarships at \$750 each to all 58 community colleges.

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

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

Use of Scholarship Funds—Scholarship funds will be made payable to the local community college on behalf of the student and applied to the student's account to pay for registration fees, books, certification fees, and course supplies. Excess funds may be distributed to the student to pay for expenses such as childcare, transportation and living expenses. **To be eligible for excess funds, a student must demonstrate satisfactory progress towards course completion.**

Application Procedures—This scholarship program will be administered through RCC's Continuing Education department in collaboration with the Financial Aid office. Scholarships are need-based, but do not require FAFSA documentation. Students must submit a scholarship application to the college's designee Angela Locklear, HRD Coordinator. Applications will be reviewed by a scholarship selection committee. **Call (910) 272-3613 for information.**

This scholarship program will apply to the following classes in the Con Ed Fall and Spring Semesters: July 1, 2015 – May 15, 2016.

Medical Office Assisting Program

Barbering

Nursing Assistant

ONLINE CLASSES

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

Do you have trouble fitting traditional classroom courses into your busy schedule? Is travel to and from class a problem? Continuing Education online courses are available on your Internet-connected home computer on a schedule you choose. Courses begin every month and last six weeks. Each course consists of twelve lessons, with two lessons released each week. You can view your lessons 24 hours a day, seven days a week, from any computer that has Internet access. All you need is a connection to the Internet, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required to complete an on-line orientation and register for the class in person at the Workforce Development Center. The cost for most classes is \$70.

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

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

WOW, WHAT A GREAT EVENT!!! (On-line) \$70.00

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

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

ACCOUNTING

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

Accounting Fundamentals I & II
QuickBooks 2013, or 2014

GRANTWRITING AND NON-PROFIT MANAGEMENT

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

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

COMPUTER APPLICATIONS

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

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

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

PC TROUBLESHOOTING, NETWORKING, & SECURITY

Advanced PC Security
Introduction to PC Security
Introduction to PC Troubleshooting

Introduction to Networking
Intermediate Networking
Wireless Networking

WEB PAGE CREATION /WEB GRAPHICS

Introduction to Photoshop
Intermediate Photoshop

Introduction to Microsoft Visio 2007
Creating Web Pages I & II

DIGITAL PHOTOGRAPHY

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

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

JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

ONLINE LANGUAGE CLASSES

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

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

DISCOVER SIGN LANGUAGE (ON-LINE) \$70.00

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

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

JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

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

ONLINE TEACHER RENEWAL CREDITS

PROFESSIONAL DEVELOPMENT FOR TEACHERS



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

Survival Kit for New Teachers

Teaching High School Students

Microsoft PowerPoint the Classroom

Teaching Smarter with SMART Boards

Solving Classroom Discipline Problems

Integrating Technology in the Classroom

Differentiated Instruction in the Classroom

Teaching Students with Learning Disabilities

Enhancing Language Development in Childhood

Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6

Guided Reading and Writing: Strategies for Maximum Student Achievement



Praxis I Preparation

Grammar for ESL

Grammar Refresher

Teaching ESL/EFL Grammar

Teaching Math: Grades 4-6

Teaching Science Grades 4-6

Handling Medical Emergencies

Creating a Classroom Web Site



JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

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

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

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

ONLINE BUSINESS RELATED CLASSES

COMMUNICATION

Effective Business Writing
Interpersonal Communication

Keys to Effective Communication
Mastering Public Speaking

SUPERVISION/MANAGEMENT

Fundamentals of Supervision & Management

Build Teams that Work

OTHER

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

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

ONLINE MEDICAL CLASSES

MEDICAL TRANSCRIPTION (On-line)

\$70.00

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

HIPAA COMPLIANCE (On-line)

\$70.00

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

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

\$70.00

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

MEDICAL CODING (On-line)

\$70.00

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

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

JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

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

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

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

ADDITIONAL ONLINE MEDICAL CLASSES

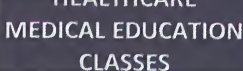
EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT
MEDICAL MATH
BECOME AN OPTICAL ASSISTANT
HANDLING MEDICAL EMERGENCIES
BECOME A PHYSICAL THERAPY AID
EXPLORE A CAREER IN A DENTAL OFFICE

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

JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

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

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



HEALTHCARE MEDICAL EDUCATION CLASSES

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

EKG TECHNICIAN

\$180.00

Students will gain knowledge of cardiac terminology, understand the structure and function of the heart, and understand the anatomy and physiology of the heart. Students will gain basic understanding of the electrical conduction system and how it affects heart function. Students will identify why the EKG is done. Students will identify common arrhythmias and demonstrate patient prep as well as proper placement of EKG leads. Students will be able to properly and safely operate the equipment, run a 12 lead EKG accurately, and prepare it for reading. Students will learn:

*Cardiac conduction system

*Patient Prep

*Normal cardiac rhythm

*EKG machine operation

*Cardiac arrhythmias

*Certification Prep

M,T,TH 5:30 pm - 9:00 pm 01/19 - 04/14/16 Bldg. 17, Rm 1749B ANDERSON

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

MEDICATION AIDE REGISTRY

\$70.00

This course is designed to meet the training requirements for becoming qualified to administer medication in skilled nursing facilities. The course covers medication administration for non-licensed personnel. Class size is limited to 10 students and pre-registration is required. Interested students must be listed on the North Carolina Nurse Aide Registry. Textbook required. Please call 910-272-3604 or 910-272-3609 for more information or to pre-register.

T & TH 5:30 pm - 8:30 pm 02/04 - 02/25/16 WDC, Rm 1803 SMITH

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

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
Medical Coding

Customer Service
Collection Process

Electronic Health Records
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, HIPAA, DEA, and CLIA. Certification in a Medical Office Assisting Program is a great way to demonstrate knowledge and commitment to having a successful career in this field of study. The National Center for Competency Testing (NCCT) will be the certifying body for the program. Students who successfully pass this course will be eligible to test for the National Certified Medical Office Assistant (NCMOA). This certification is accepted at hospitals throughout the state of NC. Obtaining this certification will open many doors of opportunity throughout a student's career. The cost of the exam and books are not included in the registration fee. It will be an additional \$125 to sit for the certification exam. Please call 910-272-3604 to pre-register.

MWF 8:30 am - 2:30 pm 01/20 - 05/06/16 WDC, Rm 1804 ANDREWS

MEDICAL CODING ICD-10 PARTS I AND II

\$180.00

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

T & TH 8:30 am - 12:30 pm 01/19 - 05/05/16 WDC, Rm 1804 ANDREWS

NURSE AIDE I

\$180.00

This course is a requirement to work in hospitals, nursing homes, home health agencies, or to be admitted to a nursing program. Upon successful completion, students will be able to take the state exam through the North Carolina Nursing Assistant Registry. In addition to the registration fee, there will be additional fees totaling \$28.10 to cover malpractice insurance, student fees, etc. Students must show proof of English 111 or higher English course OR



have a 10.0 reading level on the TABE (reading test). The test is free and given on Monday, Tuesday, and Wednesday mornings at 8AM or 10:15AM as well as Monday and Wednesday afternoons at 4PM and 6:15PM in Bldg. 14, Room 1427A. Students must show picture ID before being allowed to test. You must have passed the reading test before pre-registering for this class. REQUIREMENTS: current TB skin test, criminal record check, and Career Readiness Class. Pre-

registration is required. For information call 910-272-3397 or 910-272-3395.

TW 8:30 am - 2:30 pm 01/18 - 03/16/16 TBA OXENDINE
M 7:30 am - 4:00 pm

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

NURSE AIDE II

Please Contact Admissions Office at 910-272-3342

EXPLORE NEW PATHWAYS TO HEALTHCARE CAREERS

Are you considering a career in a healthcare field? Would you like to have a preview of what it takes? Would you like to develop skills that will give you an advantage both in an interview and the workplace? RCC is now offering the following classes to give you that edge. You may take one or all four classes.

- **INTRODUCTION TO DIRECT CARE WORK**
- **CAREER READINESS FOR HEALTHCARE**
- **BASIC COMPUTER SKILLS**
- **MICROSOFT DIGITAL LITERACY CERTIFICATION**

INTRODUCTION TO DIRECT CARE WORK

This course introduces the student to direct care work (DCW) settings and what it takes to be a Direct Care Worker. This course will help the student decide if DCW is for them. It also teaches the student how to get and keep a job and other interpersonal skills training. **NO FEE** for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M - F 8:30 am – 2:00 pm 01/11 – 01/15/16 Bldg. 08, Rm 811 LOWRY

CAREER READINESS FOR HEALTHCARE

The healthcare industry is growing despite today's economy. This class will provide an overview on professionalism, workplace ethics, HIPAA, AIDET, SBAR, study skills, goal setting, communication skills, and much more. Students will learn how to craft a healthcare resume and successfully navigate the application and interview process. **NO FEE** for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M - F 8:30 am – 2:00 pm 01/18 – 01/29/16 Bldg. 08, Rm 811 LOWRY

BASIC COMPUTER SKILLS



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

in your job search. Remember, most jobs require some use of technology in the workplace. **NO FEE** for individuals meeting eligibility criteria. For more information call (910) 272-3604 or (910) 272-3613.



M - F 8:30 am – 2:00 pm 02/01 – 02/05/16 Bldg. 08, Rm 811 LOWRY

MICROSOFT DIGITAL LITERACY CERTIFICATION

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 WORLD WIDE WEB

COMPUTER SECURITY AND PRIVACY

PRODUCTIVITY PROGRAMS

DIGITAL LIFESTYLES

Basic computer skills and knowledge of the computers are required. **NO FEE** for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.



M - F 8:30 am – 2:00 pm 02/08 – 02/19/16 Bldg. 08, Rm 811 LOWRY



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

EMT ALS CONTINUING EDUCATION CLASSES **\$70.00

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

7:30 pm - 10:30 pm Bldg. 17, Rm 1752A Various Instructors

EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE **\$180.00



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

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



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

ADVANCED EMT (EMT-I) ** \$180.00



This is the new level of EMS certification which is replacing the Emergency Medical Technician Intermediate. Students must hold a current NCEMT certification. There

will be additional fees of \$195.00 for supplies, manual, etc. Students must pass the Compass test from a Community College or have a C or better in college level English, Math, and Reading. Please call 910-272-3408 to pre-register.

**Registration is \$180.00 for Non-EMS Personnel



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

EMERGENCY MEDICAL RESPONDER (EMR) \$180.00

Medical Responders are usually the first to respond and care for patients. They have more skills than someone who is trained in basic first aid, but they are not a substitute for advanced medical care rendered by emergency medical technicians (EMTs). First responder courses cover cardiopulmonary resuscitation (CPR), automated external defibrillator usage, spinal and bone fracture immobilization, oxygen, and emergency childbirth as well as advanced first aid. This course meets requirements for the NCOEMS and upon successful completion of the class, the student is eligible to sit for the NC Medical Responder exam.

M & W 6:00 pm - 10:00 pm 01/18/16 - TBA Bldg. 17 Rm 1752B TBA

PHLEBOTOMY

\$180.00



This course is required to work in the hospital or doctor's office drawing blood. Students must score a 12th grade reading level on a test given on campus. The test is scheduled Monday, Tuesday and Wednesday mornings at 8:00 am, 10:15 am, 4:00 pm, and 6:15 pm in building 14



Room 1427A. There is an additional fee of \$140 for the class which covers the supply fee, malpractice fee, etc. **REQUIREMENTS:** current TB skin test, Hepatitis B vaccinations, flu shot, criminal record check, and drug test. For information call 910-272-3407 or 910-272-3408.

M & W 6:00 pm - 10:00 pm 01/25 - 08/14/16 COMTECH 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 at your place of business if space is available. Please call (910) 272-3316 or (910) 272-3407



F	8:30 am - 12:30 pm	01/22/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	02/19/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	03/18/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	04/15/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	05/20/16	Bldg. 17, Rm 1729A	TBA

CPR

\$40.00

This course meets the requirements for day cares, Nursing Assistant, Nursing and other agencies that require the American Heart Association Healthcare provider CPR card. Written and performance testing is required. This class is offered as requested



Two steps to save a life:



by groups of six or more and can be offered during the day, evening, or weekends. This class may also be offered at your place of business if adequate space is available. The fee for the CPR card is included in the registration fee. Please call (910) 272-3316 or (910) 272-3407.

F	8:30 am - 12:30 pm	01/15/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	02/12/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	03/11/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	04/08/16	Bldg. 17, Rm 1729A	TBA
F	8:30 am - 12:30 pm	05/13/16	Bldg. 17, Rm 1729A	TBA

ACTIVITY COORDINATOR

\$180.00

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

M & W 6:00 pm - 9:00 pm 02/08 - 04/20/16 TBA TBA

AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

AUTOMOTIVE

OBD EMISSIONS

\$70.00

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

M & W	6:00 pm - 10:00 pm	01/25 - 01/27/16	WDC, Rm 1802	GIBSON
M & W	6:00 pm - 10:00 pm	03/14 - 03/16/16	WDC, Rm 1802	GIBSON
M & W	6:00 pm - 10:00 pm	05/16 - 05/18/16	WDC, Rm 1802	GIBSON

VEHICLE SAFETY INSPECTION

\$70.00

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

M & W	6:00 pm - 10:00 pm	01/11 - 01/13/16	WDC, Rm 1802	GIBSON
M & W	6:00 pm - 10:00 pm	03/07 - 03/09/16	WDC, Rm 1802	GIBSON
M & W	6:00 pm - 10:00 pm	05/09 - 05/11/16	WDC, Rm 1802	GIBSON

MOTOR VEHICLE DEALER INITIAL LICENSE

\$70.00

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



M, T & TH	6:00 pm - 10:00 pm	04/25 - 04/28/16	WDC, Rm 1802	GIBSON
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MOTOR VEHICLE DEALER RENEWAL

\$70.00

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



T	9:00 am - 4:00 pm	02/17/16	WDC, Rm 1842	GIBSON
T	9:00 am - 4:00 pm	06/15/16	WDC, Rm 1842	GIBSON

CONSTRUCTION AND INDUSTRIAL

WELDING TECHNOLOGY

\$180.00

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

M & W	6:00 pm - 10:00 pm	01/11 - 05/11/16	Bldg. 1, Rm 101	DIAL
T & TH	6:00 pm - 10:00 pm	01/12 - 05/12/16	Bldg. 1, Rm 101	DIAL

WASTEWATER OPERATOR GRADES I & II

\$180.00

This 72 hour course consists of practical classroom and field training applications required in the operation and maintenance of wastewater facilities. Math skills are required for successful completion of this class. This class is required prior to registration for the state certification examination. Textbooks are required. Call 910-272-3630 to pre-register.

M & W 6:00 pm - 9:30 pm 02/15 - 04/27/16 WDC, Rm 1857 WALTERS

FAST TRACK MAINTENANCE TRAINING



Students that complete this group of courses totaling 400+ 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.

NCCER CORE CURRICULUM

\$180.00

NCCER (The National Center for Construction, Education, and Research) is an educational foundation created to develop standardized construction curriculum that is portable and industry recognized. This class consists of safety lectures and skill performance demonstrations. This course is nationally recognized and accepted by the Department of Labor Office of Apprenticeship as time-based training. Textbook is required. Register at the first class. Call 910-272-3630 for information.

SAT 7:30 am - 2:30 pm 01/16 - 05/07/16 COMTECH, A050 DIAL

FOOD SERVICE CLASSES

SERV SAFE SANITATION

\$70.00

This 16 hour training is recommended for restaurant employees, health care and business facilities food service employees, service staff, and non-food handlers employed in the food preparation industry. This course provides instruction on the proper procedures for sanitation, proper food handling, cooking holding and storage temperatures, and foodborne illnesses. The Serv Safe exam will be administered at the end of class. Upon successful



completion of this course, two credit points will be added to the establishment's sanitation inspection. The class will meet four nights. Call 910-272-3630 to pre-register.

T&TH	5:30 pm - 9:30 pm	01/12 - 01/21/16	WDC, RM 1802	LOWRY
MWF	8:30 am - 12:30 pm	02/08 - 02/15/16	WDC, RM 1802	LOWRY
T&TH	5:30 pm - 9:30 pm	03/15 - 03/24/16	WDC, RM 1802	LOWRY
T&TH	8:30 am - 12:30 pm	04/18 - 04/25/16	WDC, RM 1802	LOWRY
T&TH	5:30 pm - 9:30 pm	05/10 - 05/19/16	WDC, RM 1802	LOWRY

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

CUSTOMER SERVICE SKILLS FOR THE FAST FOOD/RESTAURANT INDUSTRY



This course is designed for individuals interested in entering the food service industry in a variety of settings. Students will focus on customer service skills specific for the food service industry. Topics to be covered include:

CUSTOMER SERVICE—communication—both internal and external
EFFECTIVE LISTENING—dealing with customer complaints

CONFLICT RESOLUTION

TIME MANAGEMENT

SAFETY IN THE WORKPLACE

FOOD PREPARATION

FOOD SAFETY

FOOD SERVICE

TOOLS AND TECHNOLOGY

EMPLOYEE TASKS



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

T&TH	6:00 pm – 9:00 pm	01/26 – 02/25/16	WDC, RM 1856	LOWRY
MWF	8:30 am – 12:30 pm	03/07 – 03/23/16	WDC, RM 1856	LOWRY
MWF	8:30 am – 12:30 pm	04/11 – 04/27/16	WDC, RM 1856	LOWRY

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

COMPUTER CLASSES

BASIC COMPUTER SKILLS



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

in your job search. Remember, most jobs require some use of technology in the workplace. **NO FEE** for individuals meeting eligibility criteria. For more information call (910) 272-3604 or (910) 272-3613.



M - F 8:30 am – 2:00 pm 02/01 – 02/05/16 Bldg. 08, Rm 811 LOWRY

MICROSOFT DIGITAL LITERACY CERTIFICATION

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

PRODUCTIVITY PROGRAMS

THE INTERNET AND WORLD WIDE WEB

DIGITAL LIFESTYLES

COMPUTER SECURITY AND PRIVACY



Basic computer skills and knowledge of the computers are required. **NO FEE** for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

M - F 8:30 am – 2:00 pm 02/08 – 02/19/16 Bldg. 08, Rm 811 LOWRY

BUSINESS/CUSTOMER SERVICE

CAREER EXPLORATION IN CHILDCARE/ELDERCARE



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

M - F 8:30 am - 2:00 pm 04/04 - 04/15/16 Bldg. 08, Rm 811 LOWRY

PERSONAL FINANCE TIPS



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

M - F 8:30 am - 2:00 pm 03/21 - 04/01/16 Bldg. 08, Rm 811 LOWRY

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

CUSTOMER SERVICE SKILLS FOR THE FAST FOOD/RESTAURANT INDUSTRY

This course is designed for individuals interested in entering the food service industry in a variety of settings. Students will focus on customer service skills specific for the food service industry. Topics to be covered include:

CUSTOMER SERVICE—communication—both internal and external

EFFECTIVE LISTENING—dealing with customer complaints

CONFLICT RESOLUTION

TIME MANAGEMENT

SAFETY IN THE WORKPLACE

FOOD PREPARATION

FOOD SAFETY

FOOD SERVICE

EMPLOYEE TASKS

TOOLS AND TECHNOLOGY

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

T&TH 6:00 pm - 9:00 pm 01/26 - 02/25/16 WDC, RM 1856 LOWRY

MWF 8:30 am - 12:30 pm 03/07 - 03/23/16 WDC, RM 1856 LOWRY

MWF 8:30 am - 12:30 pm 04/11 - 04/27/16 WDC, RM 1856 LOWRY

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

ACTIVITY COORDINATOR

\$180.00

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

M & W 6:00 pm - 9:00 pm 02/08 - 04/20/16 TBA TBA

EXPLORING A CAREER IN BANKING

Have you ever thought about a career in banking? If so, this class is for you. You will be given an overview of many areas in the banking industry. One or more of the following topics will be covered:



customer service, problem solving, communication, team work, and work ethic. Attending this class will make you more marketable for jobs in the banking industry.



Students will be given the opportunity to visit an area banking facility. **NO FEE** for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613.

M - F	8:30 am - 2:00 pm	02/29 - 03/11/16	Bldg. 08, Rm 811	LOWRY
M - F	8:30 am - 2:00 pm	04/25 - 05/13/16	Bldg. 08, Rm 811	LOWRY
M & W	6:00 pm - 9:00 pm	01/25 - 03/16/16	WDC, Rm 1803	RICHEY

EMPLOYABILITY SKILLS

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

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



WORKKEYS



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

you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide are adopting WorkKeys to ensure that all their workers have needed skills. WorkKeys assesses nine skill areas: Applied Mathematics, Applied Technology, Business Writing,

Listening, Locating Information, Observation, Reading for Information, Teamwork, and Writing. Each WorkKeys assessment has a score level range which is usually 3 to 7. Scores indicate an individual's ability to perform more complex skills as the score level increases.

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

KEYTRAIN/CAREER READY 101**\$180.00**

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

MWF 8:00 am - 2:00 pm 01/11 - 05/13/16 WDC, Rm 1805 STEWART

CRC/KEYTRAIN -- ONLINE****NEW** NEW****

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

JUMP START YOUR RESUME**\$70.00**

This one day class will teach you to write clear and concise resume content. You will learn the main sections of a winning resume, understand resume organization and format choices, how to tailor a resume to target a job and employer, and understand the different methods for distributing resumes. NO FEE for individuals meeting criteria. For information call (910) 272-3604 or (910) 272-3613.

F	9:00 am - 1:00 pm	01/08/16	NC Works Career Center (ESC)	LOWRY
F	9:00 am - 1:00 pm	02/26/16	NC Works Career Center (ESC)	LOWRY
F	9:00 am - 1:00 pm	04/22/16	NC Works Career Center (ESC)	LOWRY
F	9:00 am - 1:00 pm	05/20/16	NC Works Career Center (ESC)	LOWRY

JOB READINESS SKILLS FOR THE WORKPLACE

This class provides skills training for unemployed and underemployed adults. Students will learn effective and useful communication skills for the workplace. Topics covered include: problem solving, decision making, teamwork, safety in the workplace, stress management, effective listening, attitudes, and communication skills. Students will learn the correct way to fill out job applications, build an effective resume, and learn to shine in an interview. **SMITHFIELD, TRINITY FOODS, MOUNTAIRE FARMS, AND**



PRESTAGE FOODS are only a few of the employers that require job readiness classes. NO FEE for individuals meeting eligibility criteria. For information call (910) 272-3604 or (910) 272-3613. **Classes normally meet Monday through Wednesday.**

New classes will begin every Monday (except holidays) on a first come basis (classes fill quickly). Class will be Tuesday (1/19) through Thursday when Monday is a holiday such as Martin Luther King Day (1/18). **There will be no class the week after Easter (March 28-April 1).**

COME START A CLASS ON ANY MONDAY TO HELP IMPROVE YOUR CHANCES OF GETTING A JOB.

M & T 8 AM - 3:30 PM and W 8 AM - 4 PM WDC, Rm 1803 TBA

COMMUNITY SERVICES

ALL COMMUNITY SERVICES CLASSES ARE SELF-SUPPORTING. ALL STUDENTS ARE REQUIRED TO PAY TUITION, INCLUDING SENIOR CITIZENS.

MOTORCYCLE SAFETY—BASIC RIDER COURSE (BRC) NEW CURRICULUM TRAINING

\$160.00



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

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



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

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

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

F	5:30 PM – 9:30 PM	04/01 - 04/03/16	WDC, Room 1804	WALTZ
SA & SU	8:00 AM – 5:00 PM			

F	5:30 PM – 9:30 PM	04/15 - 04/17/16	WDC, Room 1804	WALTZ
SA & SU	8:00 AM – 5:00 PM			

F	5:30 PM – 9:30 PM	04/22 - 04/24/16	WDC, Room 1804	WALTZ
SA & SU	8:00 AM – 5:00 PM			

F	5:30 PM – 9:30 PM	05/13 - 05/15/16	WDC, Room 1804	WALTZ
SA & SU	8:00 AM – 5:00 PM			

POTTERY (evening class)**\$100.00**

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

T 6:30 pm - 10:00 pm 01/12 - 03/22/16 Bldg. 14, Room 1465A Tripp

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

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

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

JANUARY 13 FEBRUARY 10 MARCH 16 APRIL 13 MAY 18 JUNE 15

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

WOW, WHAT A GREAT EVENT!!! (On-line)**\$70.00**

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

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

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

SAT/ACT PREPARATION

Parents are your children in high school or starting high school this fall? Help them get a head start on getting into the University/College of their choice by enrolling them in an SAT/ACT preparation class.

SAT or ACT: How can you help your child? *There is no secret trick to getting a high score on the SAT or ACT, but there are ways you can help your child get ready for the test.*

SAT/ACT PREPARATION - Part 1 (on-line)**\$70.00**

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part I will give you all the information you need to do well on the verbal questions of the ACT and the new SAT. The ACT verbal sections are called the Reading Test, the English Test, and the Science Test. The Reading Test and the English Test assess your knowledge of English usage, grammar, and reading comprehension. This course will provide you with a grammar and usage review specifically geared to the rules that you'll be tested on in the ACT. You'll also learn how to maximize your time on reading comprehension passages and the passages in the science test.



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

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

SAT/ACT PREPARATION - Part 2 (on-line)

\$70.00

Making the decision to attend college is probably one of the most important decisions you'll ever make, and your performance on college entrance exams is instrumental in determining your college choice. Universities and colleges throughout the U.S. require applicants to take the SAT or ACT as part of their evaluation package. This course will prepare you for both tests. Both the ACT and the SAT contain verbal and math question types. SAT/ACT Preparation Part 2 will give you all the information you need to do well



on the math questions of the ACT and the SAT. The ACT math section tests your knowledge of arithmetic, algebra, geometry, trigonometry, and basic statistics. This course provides you with a complete math review of all these subjects. We'll also show you how to use your time wisely so that you finish as many math questions as possible in the 60 minutes the ACT gives you for the math test.

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

MARRIAGE AND RELATIONSHIPS KEYS TO SUCCESS (on-line)

\$70.00

Meeting the right person is important, but knowing how to stay in love matters even more. In this course, you'll learn how to build a solid foundation for your relationship that will last far beyond "I do." You'll gain key strategies for maintaining your relationship and great tips for "tune-ups" that help keep love alive, including a frank discussion of the role of sex in marriage. You'll also develop insights into the problems so many couples encounter in married life. Whether you face disagreements over money, the challenges of relationship triangles, or even unfaithfulness, this course gives you the tools you need to identify these problems and work toward resolution. We'll consider how to fight fair and arrive at a compromise, and the difficult question of when it's time for a relationship to end. By the end of this course, you'll understand how to nurture your relationship and build a partnership that lasts.



HAPPY AND HEALTHY PREGNANCY (on-line)

\$70.00

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



NAVIGATING DIVORCE (on-line)

\$70.00

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

SMALL BUSINESS CENTER SEMINARS



THE SMALL BUSINESS CENTER

FOR MORE INFORMATION CONTACT:

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

If you have been thinking about opening a small business, your first stop should be the Small Business Center of Robeson Community College. The Small Business Center is designed to meet the training needs of small business owners as well as entrepreneurial training for those wishing to "become their own boss." Training sessions are offered as seminars, workshops, and short-term courses which are normally 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. The Center also assists existing businesses in finding solutions to their problems. Appointments are scheduled at times convenient to the client. To schedule a free, confidential counseling session, call Bob Moore at 910-272-3631 or email bmoore@robeson.edu. We look forward to assisting you in achieving your goal of business ownership and success.

TO REGISTER FOR SMALL BUSINESS CENTER SEMINARS FOLLOW THESE DIRECTIONS:

1. GO TO www.robeson.edu
2. MOVE YOUR CURSOR TO THE TAB "SERVICES FOR BUSINESS"
3. CLICK ON "SMALL BUSINESS CENTER"
4. CLICK ON "SBC CLASSES"
5. SELECT "REGISTER" FOR THE SEMINAR(S) YOU WOULD LIKE TO ATTEND AND FOLLOW THE INSTRUCTIONS

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

HOW TO START A NON-PROFIT BUSINESS \$399 (FREE-SEE ABOVE) (A Certificate Will Be Awarded)

Non-profits are one of the fastest growing types of businesses in America today. This series of three seminars has been especially created for those individuals who desire information on how non-profits are started, and how to obtain an IRS 501(c)3 non-profit status. Graduates of this program will receive a certificate showing they have completed four hours of instruction in "HOW TO START A NON-PROFIT BUSINESS". To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu. Seating may be limited. All workshops will be held in the Workforce Development Center. The presenter will be Sam Gore.

SA 8:30 am - 10:30 am 01/23/16 How to Start a Non-Profit
SA 11:00 am - 1:00 pm 01/23/16 Completing the 501(c)3 IRS Paperwork

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 both seminars (240 minutes) to receive certification. The certification will be issued by the Small Business Center indicating the completion of four hours of study.

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

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

LEADERSHIP SERIES, SPRING 2016

\$1150

(FREE-SEE PG 21)

(A Certificate Will Be Awarded)

Today's economic conditions demand that business owners have leadership skills to ensure the future growth and profitability of their companies. Attendees of these five-seminars will gain the knowledge to integrate the tools managing time and people to achieve company and personal goals.

Certificate Requirements: You may attend as few or as many seminars as you desire; however, for certification, you must attend at least four of the five seminars. The certificate will be issued by the Small Business Center of RCC.

21st CENTURY BUSINESS LEADERS

If you are a manager today, you work in the most complex workplace ever. The people with whom you work are different co-workers and clients of the past. The intellectual and technological challenges are far greater than they have ever been. Profitability demands and government restrictions are greater than in any environment recently. Today's new rules demand new managers and leaders. Just as in the past, managers and leaders must motivate themselves and others, set priorities, make decisions, communicate clearly and face challenges. However, today's leaders and managers must also understand personality styles, operate without clear boundaries due to constant change, deal with a higher stress level than ever before and create new reward systems.

W 3:00 pm - 5:00 pm 03/02/16 WDC MIKE COLLINS

MAKING LEADERSHIP MAGICAL

People leave managers not organizations. Your ability to get things done through others is the single most important factor in how to lead, inspire, and build a successful business team. Learn valuable strategies that Disney leaders and others use to improve your leadership style and build respect, motivation, and commitment to excellence in your team. These strategies will help any small business achieve more!

W 3:00 pm - 5:00 pm 03/09/16 WDC JOHN FORMICA (THE EX-DISNEY GUY)

UNDERSTANDING AND WORKING WITH DIFFERENT AGES AND GENERATIONS

Different age groups and generations have their own characteristics. Knowing what they are can help you grow your business, improve customer service, boost productivity, employee morale, and your bottom line. This seminar will review the music of each generation as the unique talents, struggles, motivators, and defining events are highlighted. Millennials (34 and under), Gen-Xers (35-50), Baby boomers (51-69) and Traditionalists (70-90) all exist in the workplace. But how do we all get along?

W 3:00 pm - 5:00 pm 03/16/16 WDC EMILY BALANCE

LEADERSHIP SKILLS

Good leadership is the critical factor in shaping any successful business. The most important responsibility in business and life is leading. During this seminar, we will teach you the art of positive influence, how to realize *your* full potential, inspire others to their level of professionalism and embody the team concept.

W 3:00 pm - 5:00 pm 03/23/16 WDC THOMAS PATRICK

MAKING RELATIONSHIPS MAGICAL

Are poor relationships causing your teams to struggle, lack productivity, have excessive employee turnover, poor service and lack of sales? Imagine if everyone on your team or business could get along, make instant connections with your customers or clients, be more memorable and likable and create trusting relationships that will have an immediate impact on the success of your organization? This program is guaranteed to make your teams and business more successful!

W 3:00 pm - 5:00 pm 03/30/16 WDC JOHN FORMICA (THE EX-DISNEY GUY)

To reserve your seat, go to: www.roberson.edu and follow the directions above, call 910-272-3631 or email bmoore@roberson.edu. Seating may be limited. All seminars will be presented in the Workforce Development Center.

HOW TO START A BUSINESS FOR RETIREES, BABY BOOMERS AND EVERYONE ELSE

\$199 (FREE-SEE PG 21)

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

Products and services	Licenses and insurance
Record keeping and taxes	Legal structure and registering your business
Financial statements	Customers, clients, and marketing
The Business Plan-What it is and why it is needed.	

This presentation will be offered at "The Stage," located at 205 West Thompson Street, Fairmont. To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631 or email bmoore@robesson.edu Seating may be limited.

TH 6:00pm-9:00pm 02/25/16 "The Stage," 205 W. Thompson Street, Fairmont

HOW TO FUND A NON-PROFIT ORGANIZATION \$399 (FREE-SEE PG 21)

(A Certificate Will Be Awarded)

This series of two seminars has been especially created for future or existing non-profits seeking information on how to fund their organizations. Proper funding is often the key to the success of the organization and its growth. The belief that that "anyone can receive a grant" is simply not true. During this series of workshops/seminars, you will learn about the requirements for receiving grants and the basics of grant writing. You will also learn other ways to fund your non-profit which is critical for at least the first two years. Graduates of this program will receive a certificate showing they have completed four hours of instruction in "HOW TO FUND A NON-PROFIT BUSINESS". To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631, or email bmoore@robesson.edu Seating may be limited.

All classes will be held in the Workforce Development Center.

THE BASICS OF GRANT WRITING

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

FUNDAMENTALS OF FUNDRAISING FOR NON-PROFIT ORGANIZATIONS

SA 11:00 am - 1:00 pm 01/30/16 SAM GORE

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

Certificate Requirements: Participants must attend both seminars (240 minutes) to receive certification. The certification will be issued by the Small Business Center indicating the completion of four hours of study.

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

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

PREPPING YOUR SLIDE DECK PRESENTATION \$199 (FREE-SEE PG 21)

This seminar will introduce participants to the ten needed slides when preparing an "elevator pitch" for their business or for developing a business idea through presentation. This seminar is excellent for an entrepreneur looking to crystalize their business plan or an owner looking to expand or explain their idea to investors. To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631, or email bmoore@robesson.edu Seating may be limited.

TH 6:00 pm - 9:00 pm 05/12/16 WDC TODD LYDEN

HOW TO EFFECTIVELY MANAGE A NON-PROFIT ORGANIZATION

\$399 (FREE-SEE PG 21)

(A Certificate Will Be Awarded)

This series of three-seminars has been especially created for future or existing non-profits seeking information on how to effectively manage their organizations. Even a non-profit organization must be profitable to continue to exist and grow. Much of the success of the non-profit depends on the management skills of the Executive Director and the Board of Directors. These individuals must be "on-board" with the mission and purpose of the non-profit and willing to plan for the future. During this series of seminars, you will learn how to select, develop and restore a Board of Directors. You will also learn how to create a yearly operating budget. By attending this series of seminars, you will be making a commitment in assuring the continued sustainability of the non-profit. Graduates of this program will receive a certificate showing they have completed six hours of instruction in "HOW TO EFFECTIVELY MANAGE A NON-PROFIT BUSINESS." To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited. All seminars will be held in the Workforce Development Center.

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

SA 8:30 am – 10:30 am 03/12/16 WDC SAM GORE

HOW TO DEVELOP A BUDGET FOR A NON-PROFIT ORGANIZATION

SA 11:00 am – 1:00 pm 03/12/16 WDC SAM GORE

HOW TO EVALUATE YOUR NON-PROFIT ORGANIZATION

SA 1:30 pm – 3:30 pm 03/12/16 WDC VIBRINA CORONADO

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

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

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

THE BEST SMALL BUSINESS TO START RIGHT NOW **\$199 (FREE-SEE PG 21)**

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

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

If you think the time is right for you to start a business – you are right! This program will help you get started the right way. The program presenter will be Mike Collins, president of The Perfect Workday Company. Collins is one of the most frequently featured business seminar presenters in the Southeastern United States. To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631 or email bmoore@robeson.edu Seating may be limited.

W 6:00pm - 9:00pm 01/27/16 WDC MIKE COLLINS

THE TENTH ANNUAL ENTREPRENEUR ACADEMY \$1399 (FREE-SEE PG 21)

(A Certificate Will Be Awarded. Requirements listed 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. The Entrepreneur Academy has been designed to give you this basic information in just two short weekends. During this series you will learn about the basics of starting a business, writing a successful business plan, funding your business and keeping your business legal and growing. While participating in this program, you will learn how to:

- Fairly evaluate your business idea
- Write a successful business plan
- Locate sources of funding
- Start and grow your business
- Properly license your business and select the proper legal structure
- Keep proper records and pay the correct taxes
- Increase your credit score and correct problems with your credit report in preparation for a bank business loan

Graduates of this program will receive a certificate issued by the Small Business Center after attending at least 14 hours of instruction. Each Entrepreneur Academy for the past nine years has produced multiple new business ventures! Make plans now to attend this exciting and informative program. **All workshops will be held at Robeson Community College in the Workforce Development Center.** To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu

STARTING A SMALL BUSINESS

F 6:00 pm-8:00 pm 02/12/16 WDC DENNIS WATTS

WRITING A BUSINESS PLAN

SA 9:00 am-12:00 am 02/13/16 WDC DENNIS WATTS

SALES, ADVERTISING, PROMOTIONS AND MARKETING

SA 1:00 pm-4:00 pm 02/13/16 WDC DENNIS WATTS

HOW TO INCREASE YOUR CREDIT SCORE TO OVER 740 POINTS IN PREPARATION FOR A BANK BUSINESS LOAN

F 6:00 pm-9:00 pm 02/19/16 WDC BOB MOORE

FINDING SOURCES OF FUNDING

SA 9:00 am-12:00 pm 02/20/16 WDC DENNIS WATTS

RECORD KEEPING AND TAXES

SA 1:00 pm-4:00 pm 02/20/16 WDC DENNIS WATTS

GETTING YOUR BUSINESS ON TWITTER \$199 (FREE-SEE PG 21)

Twitter can be a great resource for marketing your business. This seminar, conducted in a computer lab, takes a "hands-on" approach to setting up a Twitter account. During this seminar, you will also learn some of the basic tips and tricks for marketing with Twitter in the right way to the right customers. **This seminar is only for individuals who are proficient in the use of a computer.** Seating for this seminar is extremely limited. Reservations for this seminar can only be made through our on-line reservation system. To register for this seminar, go to: www.robeson.edu and follow the directions for registering for a Small Business Center seminar above.

M 6:00 pm - 9:00 pm 05/16/16 WDC TODD LYDEN

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

SO YOU "THINK" YOU WANT TO START A BUSINESS \$199 (FREE-SEE PG 21)

This seminar, presented by Bob Moore, has been created for individuals who are thinking about starting and operating their own business; however, they do not know if they have the personality, drive, creativity, adaptability, and a host of other talents and attributes that comprise a successful entrepreneur. During this seminar, attendees will honestly assess "themselves" in order to discover their strengths and weaknesses. The result will be a better informed decision on moving forward at this point in time. The seminar will also incorporate various exercises and "role playing" events where the attendee will be faced with realistic challenges encountered by entrepreneurs. After attending this seminar, if an attendee makes the decision to move forward, they will be strongly encouraged to register for the core seminars at their local Small Business Center starting with, "How to Start a Business." To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631 or email bmoore@robesson.edu Seating may be limited.

TH 6:00 PM-9:00 PM 02/11/16 "THE STAGE," 205 W. THOMPSON STREET, FAIRMONT

PARLIAMENTARY PROCEDURE MADE EASY \$199 (FREE-SEE PG 21)

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



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

This seminar will make reference throughout the presentation on the role of the moderator/chairperson/president. Sam Gore, Resource Specialist and Member of the American Institute of Parliamentarians will present this informative seminar. Whether you are a board member, small business owner, CEO, 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. To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631 or email bmoore@robesson.edu Seating may be limited.

M 6:00 pm - 9:00 pm 02/15/16 WDC SAM GORE

DEVELOPING A CUSTOMER SERVICE PLAN FOR YOUR BUSINESS

\$199 (FREE-SEE PG 21)

Business Owners are quickly realizing today's shopper is no longer brand-loyal. Still, the quality of service and atmosphere of your business influence your customer's decision to purchase and their intention to return. Working at a business known for *Outstanding Customer Service* is more fun! Your customers will return to an establishment that provides the best deal and the highest degree of personal service. Is your business known for these traits? Explore some of the secrets of teaching employees to provide *Outstanding Customer Service!* You will learn:

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

While your competitors react to the ups and downs in the marketplace, you will be *leading the way to the prosperous future!*

To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.

M 6:00 pm - 9:00 pm 02/29/16 WDC TIM DANNELLY

GETTING IT ALL DONE: TIME MANAGEMENT FOR SMALL BUSINESS OWNERS

\$199 (FREE-SEE PG 21)

Trying to get everything done can be impossible in today's up-to-the-minute world. But, what if you could set and meet your priorities, work more effectively with the people around you, dig out from under the paperwork and email avalanche, and move closer to a balanced life, wouldn't that come close to getting it all done?

Let Mike Collins and "*Getting It All Done.....*" show you how to:

- Find an extra hour a day.
- Plan on purpose and plan with a purpose.
- Deal with difficult people.
- Set and track priorities: Are you trying to do too much?
- Meet timelines and deadlines: How to do three things at once.
- What to do in times of crisis and conflict.
- How to handle the information avalanche.
- Getting it done and go home on time.

You can do it! "*GETTING IT ALL DONE: TIME MANAGEMENT FOR SMALL BUSINESS OWNERS*" offers hundreds of strategies, tactics, and tips to show you the way!

Mike Collins, author of *The Perfect Workday Book* and president of The Perfect Workday Company, has presented The Perfect Workday seminar for over 20 years for organizations such as IBM, American Express, Pepsi-Cola and the Duke University Medical Center.

To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.

T 6:00 pm - 9:00 pm 03/01/16 WDC MIKE COLLINS



ABCS OF STARTING A SMALL BUSINESS

\$199

(FREE-SEE PG 21)

How do you start a small business? The answer depends on what you have in your head, hands, heart and bank account. The secret no one tells you is that very often, it is the bank account that matters least. In the "ABCS OF STARTING A SMALL BUSINESS," you will begin to learn how to start a small business. The program will include"

- The five resources everyone has
- How to find out about licenses
- Should you incorporate?
- How to hire good people
- How to create low-cost advertising
- Two questions to ask any expert
- How to do a quick business plan
- Where the money will come from

The "ABCs of Starting a Small Business" can be your first step to small business ownership. Program presenter Mike Collins is one of the most frequently featured small business presenters in North Carolina.

To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631 or email bmoore@robeson.edu Seating may be limited.

M 6:00 pm - 9:00 pm 02/22/16 WDC MIKE COLLINS

CONTROLLING LABOR COST IN YOUR SMALL BUSINESS \$199 (FREE-SEE PG 21)

Today's business owner faces overwhelming changes in labor cost. Expensive mandatory benefits and endless wage increases cause many to scale down their labor force; however, fewer employees produce less profit and result in reduction rather than growth. What is the owner to do when the cost of labor rises sharply while the market remains stagnant? Tim Dannelly, seasoned business owner and author of *Living the American Dream*, believes this is a time of great opportunity for the truly great entrepreneurs of America. Most great companies reach their zenith when crisis forces innovative thinkers to explore a new path to the goal. Join Tim and explore affordable ways to bring the necessary talent to your business, regardless of the economic times. During this seminar, Tim will teach you how to:

- Make success achievable for each team member
- Plan 100 percent return on every labor dollar
- How to build a team that fits the economics of your business

To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.

TH 7:00 pm - 9:00 pm 03/17/16 WDC TIM DANNELLY

GETTING YOUR BUSINESS ON FACEBOOK

\$100

(FREE-SEE PG 21)

Facebook is still one of the giants in social media marketing. This seminar, conducted in a computer lab, takes a "hands-on" approach to setting up a Facebook business page account and then will show you some of the basic tips and tricks for marketing on Facebook. Having setup your Facebook personal profile is recommended. This seminar is only for individuals who are proficient in the use of a computer. Seating for this seminar is extremely limited. Reservations for this seminar can only be made through our on-line reservation system. To register for this seminar, go to: www.robeson.edu and follow the directions for registering for a Small Business Center seminar above.

M 6:00 pm-9:00 pm 05/23/16 WDC TODD LYDEN

A-Z GRANT WRITING 101 AND 102 SERIES**\$499****(FREE-SEE PG 21)****(A Certificate Will Be Awarded)**

This series of two-seminars will equip you with the skills and tools you need to enter the exciting field of grant writing! You will learn how to effectively complete a grant application and how to build a database of grant foundations; both private and governmental. You will also learn how to prepare and submit successful grant proposals by covering all of the main components from A-Z. Upon completion of both seminars, the Small Business Center will issue a certificate indicating the participant has received six-hours of instruction in grant writing. This limited and special series 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, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.**

Writing Grant Proposals

M	6:00 pm - 9:00 pm	05/02/16	WDC	MURDAUGH
M	6:00 pm - 9:00 pm	05/09/16	WDC	MURDAUGH

Who Should Attend: Anyone starting or currently operating a nonprofit as well as executive directors and board members of existing or future non-profits.

Certificate Requirements: Participants must attend **BOTH** seminars (six hours) and you must attend the entire seminar. **LATE ATTENDEES OR ATTENDEES LEAVING EARLY WILL NOT BE ELIGIBLE FOR CERTIFICATION.** The certification will be issued by the Small Business Center indicating the completion of six hours of instruction.

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

STARTING AND OPERATING A HOME-BASED BUSINESS \$100 (FREE-SEE PG 21)

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

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

Tim Dannelly believes your new business **CAN** succeed and even thrive! Reserve your seat now and get the greatest return from your new business.

To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.

T	6:00 pm - 9:00 pm	05/10/16	WDC	TIM DANNELLY
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WHY DO PEOPLE ACT CRAZY AT WORK?

\$199 (FREE-SEE PG 21)

Do you believe that some people act crazy at work? Absolutely! A variety of stressors in today's workplace combine to create more difficult people. In "WHY DO PEOPLE ACT CRAZY AT WORK," you will learn:

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

The presenter for this seminar is Mike Collins, president of The Perfect Workday Company. He has been featured on Forbes.com in articles discussing dealing with stress in the workplace. Mike also presents programs for IBM, American Express, Pepsi-Cola, and Duke University Medical Center. His seminars are consistently rated "Excellent." To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631, or email bmoore@robesson.edu Seating may be limited.



M 6:00 pm - 9:00 pm 04/18/16 WDC MIKE COLLINS

DYNAMITE MARKETING ON A FIRECRACKER BUDGET \$199 (FREE-SEE PG 21)



How about inexpensive, easy-to-use ideas for growing your business? Fifty ways to grab new customers, reinforce relationships with current customers and pique the interest of customers you don't even know? If you are interested you should attend "DYNAMITE MARKETING ON A FIRECRACKER BUDGET." Marketing is undergoing a revolution. Entrepreneurs

are using big business strategies like targeted ads, letters and phone calls to reach potential customers. They are looking to manufacturers and suppliers for more help and using tactics that range from flyers and brochures to open houses and sales open only to special customers.

Let "Dynamite Marketing on a Firecracker Budget," help you create a low-cost marketing plan for your business. The program presenter will be Mike Collins, president of The Perfect Workday Company. Collins is an expert in low-cost marketing and one of the most frequently featured seminar presenters in the United States.

To reserve your seat, go to: www.robesson.edu and follow the directions above, call 910-272-3631, or email bmoore@robesson.edu Seating may be limited.

M 6:00 pm - 9:00 pm 04/04/16 WDC MIKE COLLINS

CREATING A WINNING BUSINESS PLAN

\$199

(FREE-SEE PG 21)

Whether you have a service business, retail, manufacturing or direct marketing, you need a plan. In fact, if you will try to borrow money for a business venture, the first question asked by the lender will be "do you have a business plan?" "Creating a Winning Business Plan" is a seminar designed to help you get started with creating a business plan that fits your business. This program will focus on:

- How to easily create a simple business plan
- How to create a full-length plan that can guide your business
- Which parts of the plan must be done in specific ways
- Which parts of the plan bankers focus on
- How to create the important marketing segment of the plan
- What the plan must look like

If you think the time is right for you to start a business - you are right! The key is to create a winning business plan. The seminar presenter will be Mike Collins, president of The Perfect Workday Company. Collins is one of the most frequently featured business seminar presenters in the Southeastern United States. He is also the author of four books and hundreds of business articles in various publications. To reserve your seat, go to: www.robeson.edu and follow the directions above, call 910-272-3631, or email bmoore@robeson.edu Seating may be limited.

M

6:00 pm - 9:00 pm

04/25/16

WDC

MIKE COLLINS

PUBLIC SAFETY EVENT

Public Safety employees such as fire fighters, police officers, and paramedics must rely on their training and the training of their coworkers to survive while saving the lives, homes, and businesses of citizens.

To aid in that training Robeson Community College will hold its annual **SOUTHEAST FIRE/RESCUE POLICE EXPO WEEKEND** beginning on Thursday and ending on Sunday, February 04 - February 07, 2016. Classes will be held on RCC's main campus as well as at the Emergency Services Training Center and in the community. Students will be able to take certification classes or specialized training.

**The public is invited to come out on
Saturday, 2/6 to Family Fun Day (see page 1)
and bring the kids to enjoy the activities.**

**ROBESON COMMUNITY COLLEGE'S
SOUTHEAST FIRE/RESCUE
COLLEGE & POLICE EXPO
FEBRUARY 4TH - 7TH
(910) 738-7128**

AERIAL CERTIFICATION

Basic Aerial Operations
Introduction to Aerial



HAZMAT CERTIFICATION

HazMat Level I Responder

SPECIALTY CERTIFICATION

****REGIONAL TESTING CLASSES****

Chief 101 and Chief 101 Refresher
Fire Officer I & Fire Officer II

CODE ENFORCEMENT CERTIFICATION

Law & Administration

NFA CLASSES

Leadership I Leadership II
Leadership III PICO STICO
Arson Detection for First Responders



NIMS CLASSES

NIMS 300 NIMS 400

FIREFIGHTER I & II CERTIFICATION

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



EMS CERTIFICATION

{NEW} Get Evolved
{NEW} FireFighter Rehab
{NEW} Moulage & Simulation
Techniques
{NEW} Active Shooter for Fire & EMS
Personnel
{NEW} Self Defense Tactics for
Fire & EMS



**TECHNICAL RESCUER AGRICULTURAL
MACHINERY RESCUE CERTIFICATION**

TR Agricultural Machinery Rescue



DRIVER/OPERATOR CERTIFICATION

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

TECHNICAL RESCUER CERTIFICATION

{NEW} TR Rope Basics
{NEW} TR Rescue Ops
{NEW} TR Anchors & MAS
{NEW} TR Lowers & Raises
{NEW} TR Horizontal Systems
{NEW} TR Health & Wellness
{NEW} TR Fixed Rope Systems
{NEW} TR Helicopter Transport
{NEW} TR Rescue Equipment
{NEW} TR Victim Management
{NEW} TR VR Large Vehicle Rescue
{NEW} TR VR Victim Management
{NEW} TR Rescue Ops/Vehicle Rescue
{NEW} TR VR Stabilization Extrication
{NEW} TR VR Vehicle Anatomy/New
Technologies
{NEW} TR Personal Protective
Equipment
{NEW} Advanced Fire Fighting
Techniques
{NEW} Analysis of Manufactured Home
Fires
Public Safety Diver & Public Safety
Diver Tender
Search and Rescue (SAR) Fundamentals
Preparing Your Department for a
Survey from the NC OSFM

LAW ENFORCEMENT & FIRST RESPONDER

- | | | |
|---|-------------------------------|---|
| CPR Re-Certification | Hazmat/BBP | {NEW} Carbine Seminar |
| {NEW} Firearms Simulator | {NEW} Taser Recertification | {NEW} Pistol Seminar |
| {NEW} 2016 Legal Updates | {NEW} 2016 Human Trafficking | |
| {NEW} 2016 NC Firearms Laws | {NEW} Digital Data Protection |  |
| {NEW} First Responder Safety in the Digital World | |  |
| {NEW} 2016 JMST: The Color of Justice | | |
| {NEW} Driving While Distracted—Criminal & Civil Liability Issues for Law Enforcement, Fire, & EMS Personnel | | |

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. 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



DRIVER OPERATOR

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



FIREFIGHTER

- | | | |
|--------------|--------------|------------|
| Ropes | Rescue | Ladders |
| Ventilation | Mayday | Sprinklers |
| Fire Control | Loss Control | |

- | | |
|------------------------|------------------------|
| Fire Behavior | Forcible Entry |
| Safety & Survival | Water Supplies |
| Orientation & Safety | Foam Fire Streams |
| Building Construction | Health & Wellness |
| Portable Extinguishers | Emergency Medical Care |

- Alarms & Communications
- Fire & Life Safety Preparedness
- Personal Protective Equipment
- Fire Hose, Streams & Appliances



TECHNICAL RESCUER-CERTIFICATION

- TR VR Rescue Operations/Vehicle Rescue
- TR VR Stabilization Extrication
- TR VR Victim Management
- TR VR Large Vehicle Rescue

- TR VR Vehicle Anatomy/New Technologies

- TR Rescue Operations
- TR Fixed Rope Systems
- TR Helicopter Transport
- TR Lower & Raises
- TR Rescue Equipment
- TR Victim Management
- TR Anchors & MAS
- TR Health & Wellness
- TR Rope Basics
- TR Personal Protective Equipment



FIRE LIFE SAFETY EDUCATOR I, II, & III

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



HAZARDOUS MATERIALS

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



AGRICULTURE RESCUE

CHIEF 101

FIRE OFFICER I

FIRE OFFICER II



LAW ENFORCEMENT

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

LAW ENFORCEMENT INSTRUCTOR TRAINING

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

DETENTION OFFICER CERTIFICATION TRAINING

M-F 8:00 am – 5:00 pm 04/25 – 05/23/16 Bldg. 9 BIGGS



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



***BASIC RADAR CERTIFICATION

M-F 8:00 am – 5:00 pm 01/11 – 01/15/16 Bldg. 9 MEARES
M-F 8:00 am – 5:00 pm 03/14 – 03/18/16 Bldg. 9 MEARES
M-F 8:00 am – 5:00 pm 05/16 – 05/20/16 Bldg. 9 MEARES

***RADAR RECERTIFICATION

TH & F 8:00 am – 5:00 pm 02/18 – 02/19/16 Bldg. 9 MEARES
TH & F 8:00 am – 5:00 pm 04/14 – 04/15/16 Bldg. 9 MEARES

***RADAR/LIDAR/TD RECERTIFICATION

TH & F 8:00 am – 5:00 pm 02/18 – 02/19/16 Bldg. 11 SMITH
TH & F 8:00 am – 5:00 pm 04/14 – 04/15/16 Bldg. 11 SMITH

SPECIALIZED LAW ENFORCEMENT TRAINING

GANG AWARENESS FOR PATROL OFFICERS

T 8:00 am – 5:00 pm 02/09/16 Bldg. 11 BURDEN

FIELD TRAINING OFFICER

M-F 8:00 am – 5:00 pm 01/25 – 01/29/16 Bldg. 11 BARNES

FUNDAMENTALS OF TESTIFYING IN COURT

W & TH 8:00 am – 5:00 pm 02/10 – 02/11/16 Bldg. 11 BERK

TACTICAL MANTRACKING LEVEL 2

M-F 8:00 am – 7:00 pm 02/22 – 02/26/16 Bldg. 11 TRACKER

TACTICAL MANTRACKING LEVEL 3

M-F 8:00 am – 7:00 pm 04/25 – 04/29/16 Bldg. 11 TRACKER



TACTICAL MEDICAL OPERATOR SERIES

M- F	8:00 am – 5:00 pm	03/14 – 03/18/16	Bldg. 11	TACTICAL ELEMENT
M- F	8:00 am – 5:00 pm	05/10 – 05/12/16	Bldg. 11	TACTICAL ELEMENT

BASIC SWAT OPERATOR 1

M- F	8:00 am – 5:00 pm	03/21 – 03/25/16	Bldg. 11	BOONE
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INTERVIEWS & INTERROGATIONS

M- F	8:00 am – 5:00 pm	04/04 – 04/08/16	Bldg. 11	RABON
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A GUIDE FOR DEVELOPING & CONTROLLING INFORMANTS

TH	8:00 am – 5:00 pm	05/12/16	Bldg. 11	GRIMES
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2016 DRUG INVESTIGATOR INSTITUTE (128 HOURS OF INSTRUCTION)**BASIC DRUG INVESTIGATIONS**

M- F	8:00 am – 5:00 pm	01/11 – 01/15/16	Bldg. 11	PITTMAN
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MANAGEMENT & SUPERVISION OF DRUG INVESTIGATIVE UNITS

TWTH	8:00 am – 5:00 pm	02/16 – 02/18/16	Bldg. 11	BREWINGTON
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TRAFFIC INTERDICTION

W&TH	8:00 am – 5:00 pm	03/09 – 03/10/16	Bldg. 11	REED
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ETHICAL, CHARACTER DRIVEN LEADERSHIP

W&TH	8:00 am – 5:00 pm	03/23 – 03/24/16	Bldg. 11	COATES
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DIVERSION DRUG INVESTIGATIONS

W&TH	8:00 am – 5:00 pm	04/13 – 04/14/16	Bldg. 11	BREWINGTON
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SUPERVISION & MANAGEMENT OF INFORMANTS

TH	8:00 am – 5:00 pm	05/12/16	Bldg. 11	GRIMES
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PUBLIC SAFETY MANAGEMENT PROGRAM (196 HOURS OF INSTRUCTION)

A program with 196 hours of intense classroom training scheduled for 3 days a week over nine months. This course is designed to help develop leadership and management skills.

BUDGETING & STRATEGIC PLANNING

TWTH	8:00 am – 5:00 pm	01/26 – 01/28/16	Bldg. 11	SMELTZER
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ROLE OF THE MANAGER

TWTH	8:00 am – 5:00 pm	02/16 – 02/18/16	Bldg. 11	COATES
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MEDIA RELATIONS

MTW	8:00 am – 5:00 pm	03/21 – 03/23/16	Bldg. 11	BLUM
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ETHICS & INTEGRITY

TWTH	8:00 am – 5:00 pm	04/12 – 04/14/16	Bldg. 11	JONES/RIVERA
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LEGAL ISSUES

TWTH	8:00 am – 5:00 pm	05/17 – 05/19/16	Bldg. 11	OVERTON
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LAW ENFORCEMENT IN-SERVICE TRAINING

CPR/AED

TRAINING ANNEX (AVIATION)

TH	8:00 am – NOON	02/04/16	TH	8:00 am – NOON	02/11/16
F	8:00 am – NOON	02/12/16	F	8:00 am – NOON	02/19/16
TH	8:00 am – NOON	02/25/16	F	8:00 am – NOON	02/26/16

RCC, BLDG. 11

W	1:00 pm – 5:00 pm	02/03/16	W	1:00 pm – 5:00 pm	02/10/16
W	1:00 pm – 5:00 pm	02/17/16	W	1:00 pm – 5:00 pm	02/24/16

HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS

RCC, BLDG. 11

W	8:00 am – NOON	02/03/16	W	8:00 am – NOON	02/10/16
W	8:00 am – NOON	02/17/16	W	8:00 am – NOON	02/24/16

TRAINING ANNEX (AVIATION)

TH	1:00 pm – 5:00 pm	02/04/16	TH	1:00 pm – 5:00 pm	02/11/16
F	1:00 pm – 5:00 pm	02/12/16	F	1:00 pm – 5:00 pm	02/19/16
TH	1:00 pm – 5:00 pm	02/25/16	F	1:00 pm – 5:00 pm	02/26/16

LEGAL UPDATE

RCC, BLDG. 11

W	7:00 am – 11:00 am	01/06/16	W	7:00 am – 11:00 am	01/13/16
W	7:00 am – 11:00 am	01/20/16	W	7:00 am – 11:00 am	01/27/16

TRAINING ANNEX (AVIATION)

W	8:00 am – NOON	03/02/16	TH	8:00 am – NOON	03/03/16
W	8:00 am – NOON	03/09/16	TH	8:00 am – NOON	03/10/16
W	8:00 am – NOON	03/16/16	TH	8:00 am – NOON	03/17/16
W	8:00 am – NOON	03/23/16			

JMST: THE COLOR OF JUSTICE

RCC, BLDG. 11

W	11:00 am – 1:00 pm	01/06/16	W	11:00 am – 1:00 pm	01/13/16
W	11:00 am – 1:00 pm	01/20/16	W	11:00 am – 1:00 pm	01/27/16

TRAINING ANNEX (AVIATION)

W	1:00 pm – 3:00 pm	03/02/16	TH	1:00 pm – 3:00 pm	03/03/16
W	1:00 pm – 3:00 pm	03/09/16	TH	1:00 pm – 3:00 pm	03/10/16
W	1:00 pm – 3:00 pm	03/16/16	TH	1:00 pm – 3:00 pm	03/17/16
W	1:00 pm – 3:00 pm	03/23/16			

HUMAN TRAFFICKING AWARENESS

RCC, BLDG. 11

W	2:00 pm – 4:00 pm	01/06/16	W	2:00 pm – 4:00 pm	01/13/16
W	2:00 pm – 4:00 pm	01/20/16	W	2:00 pm – 4:00 pm	01/27/16

TRAINING ANNEX (AVIATION)

W	8:00 am – 10:00 am	04/06/16	TH	8:00 am – 10:00 am	04/07/16
W	8:00 am – 10:00 am	04/13/16	TH	8:00 am – 10:00 am	04/14/16
W	8:00 am – 10:00 am	04/20/16	TH	8:00 am – 10:00 am	04/21/16
W	8:00 am – 10:00 am	04/27/16			

NC FIREARMS LAWS: CITIZENS AND GUNS

RCC, BLDG. 11

W	4:00 pm – 6:00 pm	01/06/16	W	4:00 pm – 6:00 pm	01/13/16
W	4:00 pm – 6:00 pm	01/20/16	W	4:00 pm – 6:00 pm	01/27/16

TRAINING ANNEX (AVIATION)

W	10:00 am – NOON	04/06/16	TH	10:00 am – NOON	04/07/16
W	10:00 am – NOON	04/13/16	TH	10:00 am – NOON	04/14/16
W	10:00 am – NOON	04/20/16	TH	10:00 am – NOON	04/21/16
W	10:00 am – NOON	04/27/16			

MOBILE DEVICES/ELECTRONIC EVIDENCE**TRAINING ANNEX (AVIATION)**

W	1:00 pm – 3:00 pm	04/06/16	TH	1:00 pm – 3:00 pm	04/07/16
W	1:00 pm – 3:00 pm	04/13/16	TH	1:00 pm – 3:00 pm	04/14/16
W	1:00 pm – 3:00 pm	04/20/16	TH	1:00 pm – 3:00 pm	04/21/16
W	1:00 pm – 3:00 pm	04/27/16			

**TELECOMMUNICATION TRAINING****LAW ENFORCEMENT INTELLIGENCE UPDATE**

T	9:00 am – 1:00 pm	01/12/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	01/12/16	ROBESON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	01/19/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	01/19/16	ROBESON EMERGENCY OPS CTR

HANDLING SUICIDE CALLERS

T	9:00 am – 1:00 pm	02/09/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	02/09/16	ROBESON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	02/16/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	02/16/16	ROBESON EMERGENCY OPS CTR

COMMUNICATING WITH CRISIS CALLERS

T	9:00 am – 1:00 pm	03/08/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	03/08/16	ROBESON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	03/15/16	LUMBERTON EMERGENCY OPS CTR
T	9:00 am – 1:00 pm	03/15/16	ROBESON EMERGENCY OPS CTR

BASIC LAW ENFORCEMENT TRAINING—BLET— will be open to individuals 20 years of age and older that are high school graduates or have a GED with no felony criminal record. Students will be required to score a reading level of 10th grade on the TABE test. The Spring academies will begin January 7, 2016. Application packets are ready for pick up in building 11. Please call (910) 272-3650 for more information.

HAIR AND NAILS**MANICURIST TRAINING Part I****\$180.00**

This program provides over 300 hours of course study for learning the skills needed to care for nails of the hands and feet as required by the North Carolina Board of Cosmetic Arts. The subject matter includes theory and practice in manicuring, nails building, sculpturing, and pedicuring. This program consists of two courses. This is a comprehensive course to provide training for persons interested in becoming registered manicurists. The supply fee for the course is approximately \$500.00 (this is an estimation) and the malpractice insurance is \$15.00. Pre-registration is required. Pre-registration will be between the hours of 9:00 am - 4:00 pm in the Workforce Development Center. You will need to pay \$195.00 when you pre-register. If there aren't enough students to offer the class, you will need to complete paperwork to receive a refund. The refund usually requires approximately three weeks after paperwork is received.

MTW 5:00 pm – 8:30 pm 01/19 – 05/12/16 Bldg. 3, Rm 306 CHAVIS

CONSIDER A CAREER AS A PROFESSIONAL BARBER!

Would you like to help others look their best?

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



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

REQUIREMENTS:

PRE-REGISTRATION IS REQUIRED!!!!

HS Diploma or GED (official transcript required)

8th grade reading level on the TABE test

Participate in an interview by the Barbering Committee at RCC.

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



Enrollment is limited—call now!!

Call 910-522-1426 to schedule a test date. For additional information email Mr. Michael Cheek at mcheek@robeson.edu or Corey Stickney at cstickney@robeson.edu

Day Program classes Monday – Friday 8:00 am – 3:00 pm 02/01 - 06/03/16

The Evening Program is waiting list only. Call 910-522-1426 or email Mr. Michael Cheek at mcheek@robeson.edu or Corey Stickney at cstickney@robeson.edu to have your name put on the list.

COLLEGE AND CAREER READINESS

BASIC SKILLS PLUS

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

Victoria H. is a great example of a student that maximized the opportunity she was given in Basic Skills Plus. Victoria was approved and enrolled in Medical Coding while she was pursuing her High School Equivalency. She completed her College and Career Readiness classes and is now pursuing her college degree in Medical Office Administration.

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

For information please call 910-272-3619.

COLLEGE AND CAREER READINESS

CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR ENROLLMENT INFORMATION

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

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

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

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

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

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

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





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

FAIRMONT, NC

ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	8:00 am - 3:30 pm	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	207 SOUTH MAIN ST	PAWLOSKI

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	8:00 am - 3:30 pm	207 SOUTH MAIN ST	KISSEIH
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	207 SOUTH MAIN ST	PAWLOSKI

LUMBERTON, NC

ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T - TH	8:00 am - 3:30 pm	RCC ROOM 1202	T. CHAVIS
T - TH	8:00 am - 3:30 pm	RCC ROOM 1209	ROBERSON
T - W	8:00 am - 3:30 pm	S. L'TON WEED&SEED	HALL
TH	8:00 am - 2:30 pm		
T - W	7:45 am - 3:15 pm	WEAVER'S COURT	SMALLWOOD
TH	7:45 am - 2:15 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1209	ANTWI
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 1202	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 924	STRICKLAND
M, T & TH	6:00 pm - 9:00 pm	RCC ROOM 902	LEWIS
T - W	8:30 am - 4:00 pm	OFFENDERS RES. CTR.	POWELL
TH	8:30 am - 3:00 pm		
T - W	8:15 am - 3:45 pm	119 W 4TH STREET	SANDERSON
TH	8:15 am - 2:45 pm		
T - W	8:30 am - 4:00 pm	RC JOB LINK	TINLING
TH	8:30 am - 3:00 pm		

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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

ADULT BASIC EDUCATION TRANSITIONS

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

ENGLISH AS A SECOND LANGUAGE

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

FAMILY LITERACY PROGRAM

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

COLLEGE AND CAREER READINESS

CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR INFORMATION

MAXTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	8:30 am - 4:00 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:30 am - 3:00 pm		
T, W & TH	8:00 am - NOON	MAXTON LEARNING CENTER	LOCKLEAR

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	8:30 am - 4:00 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:30 am - 3:00 pm		
T, W & TH	8:00 am - NOON	MAXTON LEARNING CENTER	LOCKLEAR

ADULT BASIC EDUCATION TRANSITIONS

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

FAMILY LITERACY PROGRAM

DAYS	TIME	BUILDING	INSTRUCTOR
T - W	8:30 am - 4:00 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:30 am - 3:00 pm		

PARKTON, NC

ADULT BASIC EDUCATION

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

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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

COLLEGE AND CAREER READINESS

CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR INFORMATION



PEMBROKE, NC

ADULT BASIC EDUCATION

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

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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

ADULT BASIC EDUCATION TRANSITIONS

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

FAMILY LITERACY PROGRAM

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

COLLEGE AND CAREER READINESS

CLASSES ENROLL MONTHLY

CALL (910) 272-3619 FOR INFORMATION



RED SPRINGS, NC

ADULT BASIC EDUCATION

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

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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

ADULT BASIC EDUCATION TRANSITIONS

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

ENGLISH AS A SECOND LANGUAGE

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

ROWLAND, NC

ADULT BASIC EDUCATION TRANSITIONS

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

ST. PAULS, NC

ENGLISH AS A SECOND LANGUAGE/FAMILY LITERACY

DAYS	TIME	BUILDING	INSTRUCTOR
SAT	9:00 am - NOON	PRESBYTERIAN CHURCH	MCGREGOR

ADULT BASIC EDUCATION

DAYS	TIME	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	ST. PAULS HIGH SCHOOL	ALFORD

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	ST. PAULS HIGH SCHOOL	ALFORD





Youth Employability Services of Robeson County

LIGHT YOUR PATH

A Proud Partner
of the Lumber
River Workforce
Development
Board

**Robeson
Community
College**

**College and
Career Readiness**

5160 Fayetteville Rd.
Lumberton, NC 28360
Building 3

Elizabeth Hunt,
Project Coordinator
Phone: 910-272-3612
Fax: 910-272-3674
E-mail:
ehunt@robeson.edu



- Alternative High School/High School Equivalency
- Career Planning
- Job Readiness Training
- Work-Based Learning
- Supportive Services
- Life Skills Workshops
- Career Readiness Certification

NEED A JOB?????

LIMITED NUMBER OF POSITIONS AVAILABLE.

ENROLLEES ELIGIBLE TO APPLY FOR PAID WORK EXPERIENCE.

GENERAL INFORMATION

THE COST

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

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

Rates are subject to change without notice.

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

TEXTBOOK AND SUPPLY COST

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

RCC ACCREDITATION

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

WHO IS ELIGIBLE?

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

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

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

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

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

CERTIFICATES

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

REGISTRATION FEE REFUNDS

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

COMPUTER USE AND TECHNOLOGY FEES

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

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

ROBESON COMMUNITY COLLEGE WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

JANUARY 18, 2016

MARCH 28 AND MARCH 29, 2016

AN EQUAL OPPORTUNITY INSTITUTION

67,785 copies of this schedule were printed at a cost of \$0.18 ½ per copy

ATTENTION VETERANS!

Thinking About Starting A Business?

Attend this **FREE** SMALL BUSINESS SEMINAR

Hosted by the Veterans Business Outreach Center &
Robeson Community College

**ALL VETERANS • SPOUSES • GUARD
RESERVES • FAMILY MEMBERS**

- WHAT:** FREE Workshop for All Veteran Entrepreneurs
- WHEN:** Tuesday, January 26, 2016, 6:00 PM until 8:00 PM
- WHERE:** Robeson Community College,
Workforce Development Center,
5160 Fayetteville Road, Lumberton, NC, 28358
- WHO:** This workshop is designed for all veterans, spouses,
and family members who want to start-up a small
business, a Veteran Owned Small Business, or
a Service Disabled Veteran Owned Small Business.

If you want to know the basics of how to start, finance, manage and grow your small business then this workshop is for you. Discussion includes: types of legal structure, small business SBA loans and financing, writing your business plan, managing your new business, and more!

There is no cost for this workshop. Sign-Up Now!

You can register by calling 910-272-3631 or
register online at www.Robeson.edu, by selecting
"Services for Business," "Small Business Center," and "SBC Classes"

For more FREE seminars about starting your own business, please see pages 21-31



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ROBESON

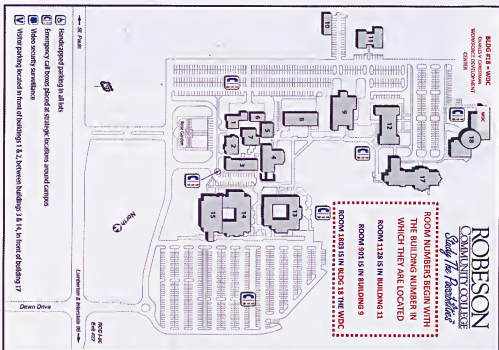
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910-272-3341 TRANSCRIPTS
910-272-3700 SWITCHBOARD
910-522-1426 COMTECH

WORKERS TESTING
KETRAIN
JOB READINESS
CHILD CARE CLASSES
COMPUTER CLASSES
BANKING AND REAL ESTATE
PHARMACY TECH
MEDICAL TERMINOLOGY
MEDICAL RECORDS/CODING
MEDICAL ASSISTING
MOTORCYCLE CLASSES
OBD
ONLINE CLASSES
POTTERY
INDEPENDENT AUTO DEALER
VEHICLE SAFETY INSPECTION

910-272-3619 ADULT HIGH SCHOOL
HIGH SCHOOL EQUIVALENCY
FAMILY LITERACY PROGRAM
ADULT BASIC EDUCATION TRANSITIONS
ENGLISH AS A SECOND LANGUAGE

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PHARMACY TECH
MEDICAL TERMINOLOGY
MEDICAL RECORDS/CODING
MEDICAL ASSISTING
MOTORCYCLE CLASSES
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ONLINE CLASSES
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VEHICLE SAFETY INSPECTION

910-272-3650 LAW ENFORCEMENT AND
BILET CLASSES

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MEDICAL TERMINOLOGY
MEDICAL RECORDS/CODING
MEDICAL ASSISTING
MOTORCYCLE CLASSES
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ELECTRICAL CODE
ELECTRICAL CONTRACTORS
FAST TRACK MAINTENANCE
WELDING
FORKLIFT
NICCR

910-272-3397 NURSING ASSISTANT
910-738-7128 FINE RESCUE CLASSES
FINE RESCUE COLLEGE
910-522-1426 BARBER PROGRAM

910-272-3407 PHELEBOTOMY
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MANAGING A BUSINESS
CENTER
NON PROFITS
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