

ROBESON COMMUNITY COLLEGE



*the
tools of the
trade.*

LEARN

TO

USE



THE TOOLS

OF A NEW

TRADE



SUMMER

2014

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

**DO YOU NEED A JOB? ARE YOU BEING CALLED FOR
INTERVIEWS BUT NOT GETTING HIRED? LET US HELP!**

ROBESON COMMUNITY COLLEGE IS NOW OFFERING A NEW

WORKFORCE PREPAREDNESS ACADEMY

**This new series of classes will focus on the essentials of
securing a job in today's rapidly-changing market.**

The Academy will provide individuals with the necessary tools to find gainful employment. Individuals who complete all classes within the Academy will be more marketable and will receive an Academy Completion Certificate. The focus of the academy will be on job readiness skills, basic computer skills, keytrain/career ready 101, and an overview of certifications/credentials. You may take one class or complete the entire academy depending on your needs. Classes may be taken in any order.

**A fee waiver is available for individuals meeting eligibility requirements.
For information call 910-272-3604 or 910-272-3613.**

**TO SEE A COMPLETE LIST OF CLASSES OFFERED IN THE
ACADEMY, CHECK INSIDE THE BACK COVER**

JOB READINESS CLASSES FOR

SMITHFIELD, TRINITY FOODS, MOUNTAIRE FARMS, AND PRESTAGE FOODS

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

PRE-REGISTRATION DATES: APRIL 28 MAY 19 JUNE 16 JULY 21 AUGUST 18



Robeson Community college was awarded a Project Skill-Up grant funded by the NC Tobacco Trust Fund. Funds are designated to assist Robeson County residents who have been adversely affected by the decline in tobacco-related industries with obtaining short-term occupational training. For more information call 910-272-3613.

ROBESON COMMUNITY COLLEGE

WHERE DO I FIND IT? WHO DO I CALL?

IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

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

HAIR & NAILS 910-522-1426 OR 910-272-3604. Page 19

WORKFORCE PREPAREDNESS ACADEMY/CLASSES 910-272-3604. Page 1

COMPUTER CLASSES 910-272-3604. Page 10

ONLINE CLASSES 910-272-3604. Page 3

CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 12

HEALTH/MEDICAL EDUCATION CLASSES. Page 5

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

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

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

INDUSTRIAL/CONSTRUCTION/AUTOMOTIVE Page 8

AUTOMOTIVE, ELECTRICAL 910-272-3604

FAST TRACK, FORKLIFT, NCCER 910-272-3630

BUSINESS & CUSTOMER SERVICE CLASSES. Page 11

BANKING CHILD CARE ADMINISTRATIVE ASST

SMALL BUSINESS CENTER SMALL BUSINESS CENTER 910-272-3631 Page 12

COMMUNITY SERVICES 910-272-3604. Page 18

BIONETWORK 910-272-3690. Page 18

FIRE EDUCATION 910-738-7128. Page 19

LAW ENFORCEMENT 910-272-3651 OR 910-272-3650 Page 21

COLLEGE AND CAREER READINESS 910-272-3619 Page 22

ADULT BASIC EDUCATION (ABE)

ADULT HIGH SCHOOL (AHS)

ENGLISH AS A SECOND LANGUAGE (ESL)

HIGH SCHOOL EQUIVALENCY (HSE)

ADULT BASIC EDUCATION TRANSITIONS (ABET)

GENERAL INFORMATION Page 27

COST

REFUNDS

REPEAT POLICY

PHONE NUMBER

HOLIDAYS

REGISTRATION

FEES

IF PAYING WITH CASH YOU WILL NEED CORRECT CHANGE

ONLINE CLASSES

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

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

ACCOUNTING

Accounting Fundamentals I & II	Introduction to QuickBooks 2012 or 2013
QuickBooks for Contractors 2012 or 2013	
Performing Payroll in QuickBooks 2012, 2013, or 2014	

COMPUTER APPLICATIONS

Intro to Microsoft Word 2010 or 2013	Microsoft PowerPoint 2007 or 2010
Intro to Microsoft Excel 2010 or 2013	Intro to Microsoft Access
Microsoft Outlook 2007 or 2010	Intro to Microsoft Publisher 2013
Windows 7 or Windows 8	Microsoft Office 2013

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

GRANTWRITING AND NON-PROFIT MANAGEMENT

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

PC TROUBLESHOOTING, NETWORKING, & SECURITY

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

WEB PAGE CREATION /WEB GRAPHICS

Creating Web Pages I & II	Introduction to Photoshop
Introduction to Microsoft Visio 2007	Intermediate Photoshop

DIGITAL PHOTOGRAPHY

Discover Digital Photography
Photoshop Elements 10, 11, or 12 for the Digital Photographer

OTHER

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

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

MAY 21, 2014 JUNE 18, 2014 JULY 16, 2014 AUGUST 20, 2014

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

ONLINE MEDICAL CLASSES

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

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:**

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

ADDITIONAL ONLINE MEDICAL CLASSES

EXPLORE A CAREER AS AN ADMINISTRATIVE MEDICAL ASSISTANT

HANDLING MEDICAL EMERGENCIES

MEDICAL MATH

BECOME AN OPTICAL ASSISTANT

BECOME A PHYSICAL THERAPY AID

EXPLORE A CAREER IN A DENTAL OFFICE

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

MAY 21, 2014

JUNE 18, 2014

JULY 16, 2014

AUGUST 20, 2014

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

ONLINE LANGUAGE CLASSES

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

SPANISH FOR LAW ENFORCEMENT

GRAMMAR FOR ESL

SPANISH FOR MEDICAL PROFESSIONALS

GRAMMAR REFRESHER

BEGINNING CONVERSATIONAL FRENCH

CONVERSATIONAL JAPANESE

INSTANT ITALIAN

SPEED SPANISH I, II, OR III

SPANISH IN THE CLASSROOM

ONLINE TEACHER RENEWAL

ON-LINE RENEWAL CREDITS & PROFESSIONAL DEVELOPMENT FOR TEACHERS

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



Guided Reading and Writing: Strategies for Maximum Student Achievement

Singapore Math: Number Sense and Computational Strategies

Teaching Students with Learning Disabilities

Survival Kit for New Teachers

Enhancing Language Development in Childhood

Microsoft Excel in the Classroom

Differentiated Instruction in the Classroom

Microsoft Word in the Classroom

Microsoft PowerPoint the Classroom

Spanish in the Classroom

Integrating Technology in the Classroom

Teaching ESL/EFL Grammar

Grammar Refresher



Math Refresher

Teaching Math: Grades 4-6

Grammar for ESL

Teaching Science Grades 4-6

Ready, Set, Read

Solving Classroom Discipline Problems

Handling Medical Emergencies

Teaching Students with Autism: Strategies for Success

Praxis I Preparation

Creating the Inclusive Classroom: Strategies for Success

Creating a Classroom Web Site

Singapore Math Strategies: Model Drawing for Grades 1-6

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

MAY 21, 2014

JUNE 18, 2014

JULY 16, 2014

AUGUST 20, 2014

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



YOU MUST PRE-REGISTER FOR ALL CLASSES IN EMERGENCY SERVICES



EMT ALS CONTINUING EDUCATION CLASSES

****\$70.00**

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

7:30 pm - 10:30 pm

Bldg. 9, Rm 901

Various Instructors

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

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

There will be additional fees of approximately \$195.00 for supplies, manual, etc. Students must score a 12th grade reading level on a reading comprehension exam given on campus. The test is free. Students must show picture ID before being allowed to test. Pre-registration is required for this class. Please call (910) 272-3408 or (910) 272-3407. **Registration is \$180.00 for Non-EMS Personnel

M & W 6:00 pm - 10:00 pm 06/16 - 11/19/14 Bldg. 17, Rm 1752B TBA

M & W 8:30 am - 3:30 pm 06/16 - 09/29/14 Bldg. 17, Rm 1752B TBA

ADVANCED EMT**** \$180.00**

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

M & TH 6:00 pm - 10:00 pm 08/04 - 12/15/14 Bldg. 17, Rm 1752B TBA

CPR**\$40.00**

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

TH 8:30 am - 12:30 pm 05/22/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 12:30 pm 06/12/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 12:30 pm 07/03/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 12:30 pm 07/31/14 Bldg. 17, Rm 1752B TBA

M 8:30 am - 12:30 pm 08/04/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 12:30 pm 08/07/14 Bldg. 17, Rm 1752B TBA

F 8:30 am - 12:30 pm 08/08/14 Bldg. 17, Rm 1752B TBA

FIRST AID AND CPR**\$50.00**

This course will meet the requirements for day cares, schools, industries, lifeguards, construction, and other agencies that require the American Heart Association Healthcare provider CPR and First Aid. Written and performance testing is required. This class is offered as requested by groups of six or more and can be offered during the day, evening, or on the weekend. This class may also be offered off campus at your place of business if space is available.

TH 8:30 am - 1:30 pm 06/05/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 1:30 pm 06/26/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 1:30 pm 07/10/14 Bldg. 17, Rm 1752B TBA

TH 8:30 am - 1:30 pm 08/15/14 Bldg. 17, Rm 1752B TBA

NURSING ASSISTANT I**\$180.00**

This course is a requirement to work in hospitals, nursing homes, home health agencies, or to be admitted to a nursing program. Upon successful completion, students will be able to take the state exam through the North Carolina Nursing Assistant Registry. In addition to the registration fee, there will be additional fees totaling \$28.75 to cover malpractice insurance, student fees, etc. Students must score at the 10th grade reading level on a reading test. The test is given Monday and Thursday nights at 7:45 PM and Monday and Wednesday mornings at 10:45 AM in building 14, room 1427A. You must have passed the reading test before pre-registering. **REQUIREMENTS:** current TB skin test, criminal record check, and Career Readiness Class. **Pre-registration is required.** For information call 910-272-3397 or 910-272-3407.



NAI MTW 8:30 am - 2:30 pm 05/19 - 07/29/14 RCC West
 Career Readiness: T-F 8:00 am - 3:00 pm 05/13 - 05/16/14 RCC

NAI TWTH 8:30 am - 2:30 pm 05/20 - 07/30/14 COMTECH Hunt
 Career Readiness: M-TH 8:00 am - 3:00 pm 05/13 - 05/16/14 RCC

NAI T-TH 5:30 pm - 9:30 pm 05/22 - 08/14/14 RCC Collins
 Career Readiness: T-TH 5:30 pm - 9:00 pm 05/05 - 05/15/14 RCC

NURSING ASSISTANT II

TBA Please contact 910-272-3397 to be placed on the mailing list.

MEDICAL CODING PARTS I AND II**\$180.00**

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

T 8:30 am - 2:30 pm 04/22 - 08/26/14 WDC, Rm 1804 Andrews

MEDICAL OFFICE ASSISTING PROGRAM**\$180.00**

CLASS ALLOWS YOU TO TAKE THE NATIONAL CERTIFICATION EXAM

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

Office Accounting

Customer Service

Electronic Health Records

Medical Coding

Collection Process

Health Insurance Billing

Governmental policies and procedures play a vital role in efficiently managing medical offices, so students will learn regulations in the areas of OSHA, 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.



MWTH 8:30 am - 2:00 pm 05/28 - 09/12/14 WDC, Rm 1804 Andrews

MEDICAL TERMINOLOGY

\$125.00

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

T & TH	5:30 pm - 9:30pm	05/06 - 06/19/14	WDC, Rm 1804	Andrews
T & TH	5:30 pm - 9:30pm	07/01 - 08/14/14	WDC, Rm 1804	Andrews

PREPARE FOR A PHARMACY TECHNICIAN CAREER—ONLINE CLASS

THIS CLASS ALLOWS YOU TO TAKE THE STATE CERTIFICATION TEST

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

Hospitals	Community pharmacies	Assisted living facilities
Outpatient clinics	Pharmaceutical companies	

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

Prerequisite: High School diploma or GED and Medical Terminology course (minimum of 45 hours-available on page 8)

The tuition and fees for this class total \$244 which does not include the cost for the certification exam or the medical terminology class. It will be an additional \$225 to sit for the certification exam.

The course will be scheduled once a week for sixteen (16) weeks. Students must pay and complete registration two weeks prior to class beginning. Call 910-272-3604 for information.

Class starting April 29, 2014 **Deadline for Payment: April 11, 2014**

Class starting June 30 14, 2014 **Deadline for Payment: June 20, 2014**



AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

AUTOMOTIVE

OBD INSPECTIONS

\$70.00

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

M & T 6:00 pm - 10:00 pm 07/28 - 07/29/14 WDC, Rm 1802 Gibson

OBD INSPECTION RE-CERTIFICATION**\$70.00**

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

M 6:00 pm - 10:00 pm 07/21/14 WDC, Rm 1802 Gibson

VEHICLE SAFETY INSPECTION**\$70.00**

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

M & T 6:00 pm - 10:00 pm 07/14 - 07/15/14 WDC, Rm 1802 Gibson

INDEPENDENT AUTOMOBILE DEALERS PRE-LICENSE COURSE**\$70.00**

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

M, T, TH 6:00 pm - 10:00 pm TBA WDC Gibson

INDEPENDENT AUTOMOBILE DEALERS UPDATE**\$70.00**

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

T 9:00 am - 4:00 pm 08/19/14 WDC, Rm 1842 Gibson

CONSTRUCTION AND INDUSTRIAL**FAST TRACK MAINTENANCE TRAINING**

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

M-TH 8:30 am - 3:00 pm 07/14 - 12/04/14 WDC, Rm 1802 TBA

WELDING TECHNOLOGY**\$180.00**

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

T & TH 6:00 pm - 9:00 pm 05/27 - 07/31/14 Bldg. 1, Rm 101 Dial

M & W 6:00 pm - 9:00 pm 05/28 - 07/30/14 Bldg. 1, Rm 101 Dial

NCCER CORE CURRICULUM**\$180.00**

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

TH&TH 6:00 pm – 9:00 pm 09/02 - 12/11/14 COMTECH A050 Locklear

FORKLIFT CERTIFICATION**\$70.00**

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

NCCER WELDING LEVEL 1****NEW** **NEW** **NEW******\$180.00**

NCCER is an educational foundation created to develop standardized construction curriculum that is portable and industry-recognized. Welding is a high tech industry that employs technology to create more uses for welding in the workplace. Level 1 Welding will cover oxyfuel cutting, plasma Arc cutting, SMAW equipment set-up, beads and fillet welds, groove welds, and V-groove welds. This curriculum correlates to the AWS guidelines. To enroll, students must have successfully completed the NCCER Core Curriculum. **Textbook required.** Ten Saturday classes are required. Register at the first class session. Call 910-272-3630 for information.

M-TH 6:00 pm - 9:00 pm 08/04 - 12/18/14 Bldg. 1, Rm 101 Dial
SAT 8:00 am – 3:30 pm

COMPUTER CLASSES

BASIC COMPUTER SKILLS**\$70.00**

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



M & T	5:30 pm – 7:30 pm	04/28 - 06/03/14	Lumberton ESC	Martin
M & W	5:30 – 8:30 pm	05/19 – 06/16/14	COMTECH, A045	Perry
M & T	5:30 pm – 7:30 pm	06/16 - 07/22/14	Lumberton ESC	Martin
M & W	5:30 – 8:30 pm	07/07 – 07/30/14	COMTECH, A045	Perry
M & T	5:30 pm – 7:30 pm	08/04 - 09/15/14	Lumberton ESC	Martin

BUSINESS/CUSTOMER SERVICE

PATHWAYS TO PROFESSIONAL ADMINISTRATIVE ASSISTANT

\$180.00



In this course you'll learn about the technical skills and professional qualities needed to operate as an administrative assistant in corporate settings, government agencies, non-profits, and legal offices. You will explore techniques in planning and scheduling meetings and appointments, and organizing and maintaining files (paper and electronic), managing projects, and conducting research. You'll also learn

how to obtain certifications and additional training that can help you excel in an office setting. Fee waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

M-F 8:30 am - 2:30 pm 06/30 - 08/13/14 Bldg. 08, Rm 811 Blue
F 8:30 am - 11:30 am

CHILD CARE PROVIDER TRAINING

\$180.00

Thinking about a career in Child Care? In this class you will be given an overview of the Child Care Industry. Students will explore educational and job opportunities in child care. Students will get to experience some hands-on opportunities during site visits to local child care facilities. Fee waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.



M-TH 8:30 am - 2:30 pm 05/26 - 06/20/14 Bldg. 08, Rm 811 Blue
F 8:30 am - 11:30 am

NOTARY PUBLIC EDUCATION

\$70.00

This 9-hour course covers information necessary for persons wishing to obtain a notary public commission. Course objectives are to acquaint prospective notaries with the rules, regulations and powers governing a notary public, and to assist existing notaries in upgrading their knowledge. A textbook is required. **The law requires that you be at least 18 and able to speak, read, and write English. You must possess a high school diploma or equivalent and reside or have a regular place of work within NC.** Class size is limited to 25 people. Call (910) 272-3630 to pre-register.



M & T 6:00 pm - 9:00 pm 05/05 - 05/12/14 Bldg.9, Rm 901 Burriola
M & T 6:00 pm - 9:00 pm 07/14 - 07/21/14 Bldg.9, Rm 901 Burriola

BUILD A BRIDGE BETWEEN YOURSELF AND EMPLOYERS WITH THE



NORTH CAROLINA CAREER READINESS CERTIFICATION (CRC)

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



WORKKEYS




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

KEYTRAIN/CAREER READY 101

\$180.00

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

MW	8:30 am - 3:00 pm	05/16 - 08/13/14	WDC, Rm 1805	TBA
F	8:30 am - 12:30 pm			
				
T&TH	5:30 pm - 8:30 pm	05/20 - 08/14/14	COMTECH, Rm A045	TBA

SMALL BUSINESS CENTER SEMINARS



TEN RULES OF ENGAGEMENT FOR STARTING A NEW BUSINESS

\$199

(FREE—See Below)

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

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

**CERTIFICATION IN MANAGEMENT
AND SMALL BUSINESS OPERATIONS**

~\$1399

(FREE—See Below)

(A Certificate Will Be Awarded)

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

"SURVIVAL SKILLS FOR BUSINESS OWNERS AND MANAGERS"

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

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

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

"HOW TO FIND, INTERVIEW AND HIRE MAGICAL PEOPLE"

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

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

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

"THE ART OF NEGOTIATING IN ANY SUCCESSFUL BUSINESS"

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

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

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

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

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

Who Should Attend?

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

Certificate Requirements:

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

Non-Certificate Attendance:

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

**STARTING A SMALL BUSINESS
FOR UNDER \$100!**

\$199

(FREE—See Below)

Can you still start a business for under \$100? Can one of those pieces of paper with Benjamin Franklin's picture on it be your first step to owning your own business? The answer is YES! There are lots of small business that you can start for under \$100. The sources of the business can be right in front of you in your home, yard, hobbies or past or current work experiences. During this seminar you will learn how to find a business that fits you, where to find resources to get you started, how to plan your small business like it is a big business and how to make a small business larger. Businesses such as personal services, business services, computer businesses and service businesses will all be covered. You will also learn how to write a simple business plan and where to start. The presenter of this seminar will be Mike Collins, President of the Perfect Workday Company and creator of a number of \$100 businesses. Join with us for this informative and inspiring seminar. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

T 6:00 pm - 9:00 pm 06/10/14 Bldg. 9, Rm 901 Mike Collins

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

GAINING THE ADVANTAGE OF

\$199

(FREE—See Below)

GOOGLE+ AND USING GOOGLE LOCAL FOR BUSINESS

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

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

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

IMPROVE THE VISIBILITY OF YOUR SMALL

\$199

(FREE—See Below)

BUSINESS AND YOUR TOWN WITH FREE TOOLS ON THE WEB

If your business is not on the map yet, you are losing customers. It is important to add the power of Social Media to rev up traditional local marketing efforts and build a higher level of enthusiasm for reaching current and future customers. With a big box business coming into the area, you need to use every strategy you can to compete and be known *before* they arrive. This training will be held at the R.E. Hooks Center, 176 North 3rd Street (Corner of 3rd and Armfield Streets) in Saint Pauls. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

W 6:00 pm - 9:00 pm 05/14/14 Saint Pauls Martin Brossman

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

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

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

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

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

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

BYOB SEMINAR SERIES (BRING YOUR OWN BREAKFAST)

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

**"MAKING YOUR MANAGEMENT MAGICAL"**

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

"STARTING AND OPERATING A HOME-BASED BUSINESS"

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

"THE PERSON (MANAGER) IN THE MIDDLE"

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

RISK MANAGEMENT--PROTECTING**\$199****(FREE—See Below)****FAITH BASED AND NON-FAITH BASED ORGANIZATIONS**

The information learned by attending this seminar could literally prevent your organization from having to dissolve. The courts have determined that faith based organizations will be held to the same standard as other non-profit groups that work with children such as the Boy and Girl Scouts. During this seminar you will learn about tort liability. A "tort" is an injury to another person or their property caused by either an intentional act or negligence. Common examples include the negligent operation of a vehicle, defamation, fraud, copyright infringement and wrongful termination of employees. Other examples of "tort" liability may include negligent selection or retention of staff, negligent supervision of staff or activities, counseling or the failure to report child abuse. Please bring your board members, trustees, child care workers, staff and volunteers to this informative seminar. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

M 6:00 pm - 9:00 pm 06/23/14 Bldg. 9, Rm 901 Sam Gore

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

**USING SOCIAL MEDIA TO MARKET,
ADVERTISE, AND GROW YOUR BUSINESS****\$199****(FREE—See Below)**

Knowing the current trends of marketing and advertising a small business can save you a great deal of money and stress. The old way to advertise a business was "place an ad in the newspaper" but, with on-line subscriptions and generations X, Y and Z seldom reading a newspaper, this has become a very expensive and ineffective way to increase the sales of your business. The trends of marketing and advertising today have shifted towards social media. This **free** seminar will help you grow your business through the use of social media! You will learn how to understand and maximize your use of social media and "online alliance building" as new tools for business. Learn about blogs, local online networks such as Inside919.com, Facebook, micro-blogging (Twitter), Pinterest and business networking resources such as LinkedIn. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

TH 6:00 pm - 9:00 pm 08/14/14 Bldg. 9, Rm 901 Martin Brossman

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

**LINKEDIN FOR SALES CAREERS
AND ENHANCING REPUTATIONS****\$199****(FREE—See Below)**

From the pharmacists to the business-to-business sales professional to the small business owner.....you need to understand how to leverage the biggest networking tool on the web for your advantage. LinkedIn is the leading professional network on the web. You can build your professional brand, market yourself in your field and find key contacts in companies that are of interest to you. This training will be held at the R.E. Hooks Center, 176 North 3rd Street (Corner of 3rd and Armfield Streets) in Saint Pauls. This presentation is open to the public and provided **FREE** of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

T 6:00 pm - 9:00 pm 06/17/14 Saint Pauls Martin Brossman

BEGINNING REAL ESTATE INVESTING \$199 (FREE—See Below)

This seminar is designed to assist the beginning investor as well as the individual buying a home for the first time. Learn how you can locate and purchase foreclosed properties using several creative, proven methods and why investing in real estate can provide immediate and future returns. Whether you are seeking part-time income or a career in real estate investing, this seminar will guide you towards your success. This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. Please reserve your seat by calling 910-272-3631 or email bmoore@robeson.edu

M 6:00 pm - 9:00 pm 06/16/14 Bldg. 9, Rm 901 Dennis Watts

**BE FREE FROM DEBT'S HOLD: ~~\$199~~ (FREE—See Below)
PREPARE FOR A BANK BUSINESS LOAN**

Have you ever thought of being your own boss and starting a small business? Perhaps you have another dream but your debt is out of control and preventing your dream from becoming a reality. Now is the time to learn how to *"Be Free from Debt's Hold...."* How would you like to pay off all your consumer debt, credit cards, car payments, and loans? How would you like to know the exact month and year you could be out of debt, legally and without a tax liability? Now is the time to start living a better life; a life without debt. In this three-hour seminar, you will learn a simple yet effective method to start the process of making yourself debt free! You will also learn about the shams and "quick fixes" that should be avoided and how to properly and legally deal with creditors. Bring a list of your debts with balances and monthly payments and learn how to develop your own debt elimination plan that can be implemented immediately into your lifestyle. You will learn how to control debt, instead of allowing debt to control you! Before you apply for a business loan, consider making that next large purchase or accept a new credit card, take the time to attend this life-changing seminar. Bring a calculator! *"The Worst Place You Can Ever Live Is Beyond Your Means!"* This presentation is open to the public and provided FREE of charge due to special funding arrangements for the Small Business Center and Robeson Community College. To reserve your seat, or for additional information, please call 910-272-3631 or email bmoore@robeson.edu. Seating may be limited.

M 6:00 pm - 9:00 pm 06/09/14 Bldg. 9, Rm 901 Bob Moore

THE SMALL BUSINESS CENTER

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

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

BIONETWORK

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

PRODUCTION: TEA BLENDS

\$20.00



Herbal teas can be made from a variety of plants that are easy to grow, harvest, or find in commerce. This course will discuss how to prepare these plants for maximum potency and flavor; hot to create blends based on taste or botanical actions; and how



to properly package and market your blends. Call (910) 272-3690 to Pre-Register.

T 6:30 pm - 8:30 pm 07/22/14 WDC, Rm 1856 Sarah Brown

PRODUCTION: TOPICAL HERBAL PREPARATIONS

\$20.00

Learn production techniques and formulations for making herb infused oils, salves and liniments. These products are an integral part of many botanical personal care product lines but are also relatively simple and fun to make. Students will leave with the knowledge and skills to make their own topical herbal products as well as with a sample of the salve we make in class. Call (910) 272-3690 to Pre-Register.

T 6:30 pm - 8:30 pm 08/05/14 WDC, Rm 1848 Sarah Brown

COMMUNITY SERVICES

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

POTTERY (evening class)

\$100.00



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



straightforward and enjoyable. A minimum of 12 students is required! Registration fees will only be accepted during the first two nights of class. For more information call (910) 272-3604.

T 6:30 pm - 10:00 pm 04/28 - 06/30/14 Bldg. 14, Rm 1465A Tripp

MOTORCYCLE RIDER COURSE—BEGINNING

\$131.40



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



Call for dates or more information (910) 272-3604. Pre-registration is a must!

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

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

HAIR AND NAILS



tools trade.

Would you like to help others look their best?
Do you want to earn an exceptional income? Do you want to be your own boss?

CONSIDER A CAREER AS A PROFESSIONAL BARBER!

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

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

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

REQUIREMENTS: HS Diploma or GED (official transcript required)

8th grade reading level on the TABE test

Test must be scheduled before August 1, 2014

Participate in an interview by the Barbering Committee at RCC.

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

Enrollment is limited—call now!!

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



FIRE EDUCATION

CERTIFICATION CLASSES

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

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

AERIAL OPERATIONS

Introduction to Aerial
Basic Aerial Operations
Aerial Maintenance
Aerial Testing



TECHNICAL RESCUER-CONFINED SPACE

CS Rescue Operations CS Hazard Control
CS Rescue Riggging CS Victim Management

TECHNICAL RESCUER-WATER

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

TECHNICAL RESCUER-GENERAL

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



TECHNICAL RESCUER-ROPES

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



DRIVER OPERATOR

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

TECHNICAL RESCUER-VMR

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

FIREFIGHTER I & II

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



HAZARDOUS MATERIALS

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



FIRE LIFE SAFETY EDUCATOR I, II, & III

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

NC RAPID INTERVENTION

NCRIT Mayday
NCRIT Firefighter Survival
NCRIT Rapid Intervention

AGRICULTURE RESCUE

CHIEF 101
FIRE OFFICER I
FIRE OFFICER II



LAW ENFORCEMENT

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

LAW ENFORCEMENT GENERAL INSTRUCTOR TRAINING

M-F 8:00 am – 5:00 pm 06/02 – 06/13/14 Bldg. 11 COATES

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



***RADAR RECERTIFICATION

TH & F 8:30 am – 5:30 pm 06/19 – 06/20/14 Bldg. 11 MEARES

***RADAR/LIDAR/TD RECERTIFICATION

TH & F 8:30 am – 5:30 pm 06/19 – 06/20/14 Bldg. 11 SMITH

CPR/AED TRAINING

T 8:00 am – 12:00 pm 08/05/14 Bldg. 11 TBA



LEGAL UPDATE

T 8:00 am – 12:00 pm 08/12/14 Bldg. 11 TBA

HAZARDOUS MATERIALS/BLOODBORNE PATHOGENS

T 1:00 pm – 5:00 pm 08/05/14 Bldg. 11 TBA

OFFICER SAFETY: THE FIRST FIVE MINUTES

TH 1:00 pm – 5:00 pm 08/07/14 Bldg. 11 TBA



FUNDAMENTALS OF EVIDENCE COLLECTION

TH 8:00 am – 12:00 pm 08/07/14 Bldg. 11 TBA

JMST: A JUVENILE—NOW WHAT?

T 1:00 pm – 3:00 pm 08/12/14 Bldg. 11 TBA



OFFICER SAFETY: RESPONDING TO CRIMES OFF DUTY

T 3:00 pm – 5:00 pm 08/12/14 Bldg. 11 TBA

RECOGNIZING THE SIGNS: PRE-ASSAULTIVE AND DECEPTIVE BEHAVIORS

TH 8:00 am – 12:00 pm 08/14/14 Bldg. 11 TBA

LAW ENFORCEMENT INTELLIGENCE UPDATE

TH 1:00 pm – 3:00 pm 08/14/14 Bldg. 11 TBA

FIELD TRAINING OFFICER

M-F 8:00 am – 5:00 pm 08/11 – 8/15/14 Bldg. 11 TBA

USE OF FORCE/FIREARMS SIMULATOR SCENARIOS

T	8:00 am – 5:00 pm	07/15/14	AVIATION
T	8:00 am – 5:00 pm	07/22/14	AVIATION
T	8:00 am – 5:00 pm	07/29/14	AVIATION



RAPID DEPLOYMENT

T	8:00 am – 5:00 pm	08/05/14	MAGNOLIA ELEMENTARY
W	8:00 am – 5:00 pm	08/06/14	DEEP BRANCH ELEMENTARY
TH	8:00 am – 5:00 pm	08/07/14	OXENDINE ELEMENTARY
W	8:00 am – 5:00 pm	08/13/14	PETERSON ELEMENTARY
TH	8:00 am – 5:00 pm	08/14/14	PROSPECT ELEMENTARY

TELECOMMUNICATION TRAINING



TERORISM AWARENESS

T	9:00 am – 1:00 pm	07/08/14	LUMBERTON	FRENCH
T	9:00 am – 1:00 pm	07/15/14	LUMBERTON	FRENCH
T	9:00 am – 1:00 pm	07/08/14	ROBESON	LOCKLEAR
T	9:00 am – 1:00 pm	07/15/14	ROBESON	LOCKLEAR

COLLEGE AND CAREER READINESS

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

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

The **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.

MAKE YOUR DREAM COME TRUE



FAIRMONT, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:30 pm - 9:30 pm	05/19-06/26/14	207 SOUTH MAIN ST	TOWNSEND

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:30 pm - 9:30 pm	05/19-06/26/14	207 SOUTH MAIN ST	TOWNSEND



LUMBERTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	05/19-06/26/14	RCC ROOM 1202	T. CHAVIS
M - TH	8:00 am - 11:30 pm	05/19-06/26/14	RCC ROOM 1209	WATKINS
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	S. L'TON WEED&SEED	HALL
M - TH	8:00 am - 3:30 pm	05/19-06/26/14	RCC ROOM 924	REED
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	RCC ROOM 924	TINLING
M - TH	7:45 am - 1:15 pm	05/19-06/26/14	WEAVER'S COURT	THOMPSON
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 924	ANTWI
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 925	JONES
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 1209	BARNES
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 1217	
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 1202	
M - TH	8:30 am - 2:00 pm	05/19-06/26/14	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	119 W4TH STREET	SANDERSON

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	10:30 am - 3:30 pm	05/19-06/26/14	RCC ROOM 903	KERNS
M - TH	8:00 am - 3:30 am	05/19-06/26/14	RCC ROOM 924	REED
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	RCC ROOM 925	TINLING
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	S. L'TON WEED&SEED	HALL
M - TH	7:45 am - 1:45 pm	05/19-06/26/14	WEAVER'S COURT	THOMPSON
M - TH	8:30 am - 2:00 pm	05/19-06/26/14	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	119 W 4TH STREET	SANDERSON
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 924	ANTWI
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 925	JONES

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	05/19-06/26/14	RCC ROOM 1236	MCCORMICK
M - TH	8:00 am - 3:30 pm	05/19-06/26/14	RCC ROOM 1223	B. CHAVIS
M - TH	8:00 am - 3:30 pm	05/19-06/26/14	RCC ROOM 1217	LOCKLEAR
M - TH	8:30 am - 3:00 pm	05/19-06/26/14	SHELTERED WORKSHOP	BROCKINGTON

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 3:30 pm	05/19-06/26/14	RCC ROOM 902	JORDAN
M, T & TH	6:00 pm-9:00 pm	05/19-06/26/14	RCC ROOM 902	SMALLWOOD
M, T & TH	6:00 pm-9:00 pm	05/19-06/26/14	RCC ROOM 1223	B. JACOBS
M, T & TH	6:00 pm-9:00 pm	05/19-06/26/14	RCC ROOM 1236	J. CHAVIS
M, T & TH	6:00 pm-9:00 pm	05/19-06/26/14	RCC ROOM 1752A	FRANCO

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	7:45 am - 1:15 pm	05/19-06/26/14	WEAVER'S COURT	THOMPSON

HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	10:30 am - 3:30 pm	05/19-06/26/14	RCC ROOM 903	KERNS
M - TH	8:00 am - 3:30 am	05/19-06/26/14	RCC ROOM 924	REED
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	RCC ROOM 925	TINLING
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 924	ANTWI
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	RCC ROOM 925	JONES
M - TH	8:30 am - 2:00 pm	05/19-06/26/14	OFFENDERS RES. CTR.	POWELL

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



MAXTON, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	05/19-06/26/14	RED HILL HOUSING COMM BLDG.	SMITH
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	MAXTON LEARNING CTR.	LOWERY
T, W & TH	5:00 pm - 8:00 pm	05/20-06/26/14	MT. HEBRON CHURCH	SCOTT

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	05/19-06/26/14	RED HILL HOUSING COMM BLDG.	SMITH
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	MAXTON LEARNING CTR.	LOWERY
T, W & TH	5:00 pm - 8:00 pm	05/20-06/26/14	MT. HEBRON CHURCH	SCOTT

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	MAXTON LEARNING CTR.	GRAVES

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	05/06-06/26/14	RED HILL HOUSING COMM BLDG.	SMITH

PARKTON, NC



ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	TOWN HALL	JACOBS

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	TOWN HALL	JACOBS

PEMBROKE, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	GADDY
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	COMTECH	MAYNOR

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	GADDY
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	COMTECH	GODWIN

ADULT BASIC EDUCATION TRANSITIONS

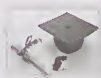
DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	BROWN
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	MAULTSBY

FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	ROBERSON

HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	GADDY
M - TH	8:15 am-1:45 pm	05/19-06/26/14	COMTECH	ROBERSON

RED SPRINGS, NC**ADULT BASIC EDUCATION**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	STEP BLDG	GALES

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	05/19-06/26/14	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	STEP BLDG	MCMILLIAN

ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	05/19-06/26/14	SHINING STAR MASONIC LODGE	WILLIAMS

RENNERT, NC**ENGLISH AS A SECOND LANGUAGE**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T, W & TH	9:00 am-12:00 pm	05/20-06/26/14	TOWN HALL	FLOYD

ROWLAND, NC**ADULT BASIC EDUCATION**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	CULTURAL ARTS CTR	BRITT

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	05/19-06/26/14	CULTURAL ARTS CTR	BRITT

ST. PAULS, NC

ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	5:00 pm - 8:00 pm	05/19-06/26/14	MIDDLE SCHOOL AUDITORIUM	BREWER

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

M, T & TH	5:00 pm - 8:00 pm	05/19-06/26/14	MIDDLE SCHOOL AUDITORIUM	BREWER
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ENGLISH AS A SECOND LANGUAGE/FAMILY LITERACY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
SAT	8:00 am - NOON	05/24-06/28/14	PRESBYTERIAN CHURCH MCGREGOR	

GENERAL INFORMATION

THE COST

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

1 - 24 Hours \$ 70.00

25 - 50 Hours \$125.00

51+ Hours \$180.00

Rates are subject to change without notice.

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

TEXTBOOK AND SUPPLY COST

Robeson Community College may require students to purchase textbooks and supplies as indicated in the course description. Please pay each fee separately from registration fee.

RCC ACCREDITATION

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

WHO IS ELIGIBLE?

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

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

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

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

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

CERTIFICATES

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

OCCUPATIONAL EXTENSION COURSE REPEAT POLICY

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

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

REGISTRATION FEE REFUNDS

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

COMPUTER USE AND TECHNOLOGY FEES

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

CONTINUING EDUCATION GIVES YOU LOTS OF WAYS TO GROW

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

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

**ROBESON COMMUNITY COLLEGE WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:
MAY 26 AND JULY 04, 2014**

**THE COLLEGE WILL HAVE THE FOLLOWING SUMMER SCHEDULE BEGINNING
ON MONDAY, MAY 19TH AND ENDING ON FRIDAY, JULY 25TH.**

MONDAY – THURSDAY 7:30 AM – 5:30 PM

FRIDAY 7:30 AM – 11:30 AM

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WHAT'S YOUR NEXT CAREER MOVE?

**CHECK OUT THE NC BACK TO WORK PROGRAM!
A TRAINING PROGRAM FOR YOUR FUTURE SUCCESS
FUNDING IS AVAILABLE FOR TUITION, BOOKS, AND TESTS**

WHO IS ELIGIBLE? Any NC resident that is:

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

WHAT TRAINING IS AVAILABLE?

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

JOB READINESS CLASSES FOR

SMITHFIELD, TRINITY FOODS, MOUNTAIRE FARMS, AND PRESTAGE FOODS

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

PRE-REGISTRATION DATES: APRIL 28 MAY 19 JUNE 16 JULY 21 AUGUST 18

North Carolina



Tobacco Trust Fund Commission

Robeson Community college was awarded a Project Skill-Up grant funded by the NC Tobacco Trust Fund. Funds are designated to assist Robeson County residents who have been adversely affected by the decline in tobacco-related industries with obtaining short-term occupational training. For more information call 910-272-3613.

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

WORKFORCE PREPAREDNESS ACADEMY

Individuals who complete all classes within the Academy will receive a Workforce Preparedness Academy Certificate. We encourage you to take all four classes to receive the full benefit; however, you may take one class or complete the entire academy depending on your needs. Classes may be taken in any order.

A fee waiver is available for each class for individuals meeting eligibility requirements. For information call 910-272-3604 or 910-272-3613.

JOB READINESS SKILLS FOR THE WORKPLACE

\$70.00

This class provides skills training for unemployed and underemployed adults. Students will learn effective and useful communication skills for the workplace. Topics covered include: problem solving, decision making, teamwork, safety in the workplace, stress management, effective listening, attitudes, and communication skills. Students will learn the correct way of filling out job applications, building an effective resume, and learn to shine in an interview. **Pre-registration is required for this class.**

PRE-REGISTRATION DATES: **APRIL 28 MAY 19 JUNE 16 JULY 21 AUGUST 18**

BASIC COMPUTER SKILLS

\$125.00

This course assesses an individual's technology literacy, develops a moderate comfort level of basic computer-use skills, uses technology to implement job search strategies, researches career and occupational information, helps to compile employment related documents (resume, cover letters, applications, and electronic employment portfolios), helps individuals understand the impact of social networking on employment, and emphasizes the role of technology in the workplace. **This class will be offered four times on Tuesday and Thursday, 8:30 am -3:00 pm in the WDC rm 1805 on the following dates:**

05/20-06/05/14 06/10-06/26/14 07/01-07/17/14 07/22-08/07/14

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 is an OPEN lab so you may enter/exit class at any time.

M&W 8:30 am – 3:00 pm 05/16-08/14/14 WDC, Rm 1805 TBA
F 8:30 am – 12:30 pm

T&TH 5:30 pm - 8:30 pm 05/20 – 08/14/14 COMTECH, Rm A045 TBA

OVERVIEW OF CERTIFICATIONS AND CREDENTIALS

\$70.00

In today's job market employers seek to hire individuals with stackable credentials. In this class you will learn about the various certifications/credentials employers are looking for and which certification or credential makes you more marketable. Take advantage of this opportunity to become more employable. **This class will be offered eleven different times Monday, through Wednesday, 8:00 am -3:30 pm in the WDC rm 1856 on the following dates:**

05/26-05/28/14 06/02-06/04/14 06/09-06/11/14
06/16-06/18/14 06/23-06/25/14 06/30-07/02/14 07/07-07/09/14
07/14-07/16/14 07/21-07/23/14 07/28-07/30/14 08/04-08/06/14

ROBESON

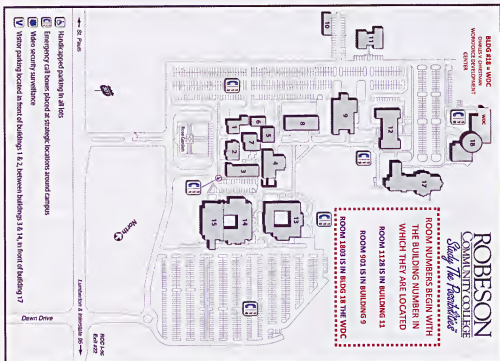
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IMPORTANT PHONE NUMBERS

910-272-3342	ADMISSIONS	910-272-3604	WORKERS TESTING
910-272-3352	FINANCIAL AID		KETPLAN
910-272-3341	TRANSCRIPTS		JOB READINESS
910-272-3700	SWITCHBOARD		CHILD CARE CLASSES
910-522-1426	COMTECH		COMPUTER CLASSES
			BANKING AND REAL ESTATE
910-272-3619	ADULT HIGH SCHOOL		PHARMACEUTICAL
	GED, ESL, CED, ABE		MEDICAL TERMINOLOGY
		910-272-3604	MEDICAL RECORDS/CODING
910-738-7128	FIRE RESCUE CLASSES		MEDICAL ASSISTING
	FIRE RESCUE COLLEGE		ONLINE CLASSES
			MOTORCYCLE OR POTTERY
910-272-3650	LAW ENFORCEMENT CLASSES		OBD
	SENIOR SAFE		INDEPENDENT AUTO DEALER
	NOTARY		VEHICLE SAFETY INSPECTION
910-272-3630	ELECTRICAL CODE		
	ELECTRICAL CONTRACTORS		BIOAG CENTER
	FAST TRACK MAINTENANCE	910-272-3690	WINE/BEER MAKING
	WELDING		GARDENING
	FORKLIFT		FOOD SANITATION
	NCCER		BEE KEEPING
			HERBS
910-522-1426	BARBER PROGRAM		
910-272-3407	NURSING ASSISTANT		SMALL BUSINESS CENTER
	PHLEBOTOMY		STARTING A SMALL BUSINESS
	EMS & CPR	910-272-3631	WRITING A BUSINESS PLAN
	ACTIVITY DIRECTOR		MANAGING A BUSINESS
			NON PROFITS
			MARKETING YOUR BUSINESS

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